

## **TIF #3 FAÇADE IMPROVEMENT/DESIGN ASSISTANCE GRANT**

The incentive grant program's primary consideration is to encourage economic development throughout the Tax Increment Financing (TIF) Reinvestment Zone #3, this can be achieved through matching grant assistance for business development. TIF #3 goals include increasing employment opportunities, enhancing the tax base and encouraging needed service/business development to support the Eastside community and City Council District No. 2.

Project requests meeting these guidelines may be approved by the Director of Development Services or his/her designee. The TIF #3 Board of Directors, at their discretion, may authorize grants for projects that do not meet these guidelines via submission of a written petition noting reasons for the board's consideration. These projects may be considered on a case-by-case basis, with staff recommendations to the Board.

### **TIF #3 Area:**

For purposes of this façade improvement/design assistance grant, the TIF #3 Reinvestment Zone eligible area is defined according to the map in Exhibit A. Projects within this area will be considered for grant incentives based on the following criteria.

### **Eligible Projects:**

Eligible projects may include:

- Design assistance for plan development fee preparation for services of licensed, registered architects, engineers, surveyors and/or contractors to determine the full scope of work, cost and permitting for a project. Design plans shall be reviewed to ensure compliance with all applicable zoning, building, health and fire codes, etc. and be deemed eligible for permit issuance prior to any reimbursement.
- Façade improvements, such as replacing roofing, flashing, foundation stabilization, windows, paint, wall repairs, brick re-pointing, replacing and exposing transom windows, replacing drain spouts, rusting or twisted metal awning or torn cloth awning, replacing roof shingled residential style awning with one more historically appropriate.
- Signage improvements (not murals).
- Interior improvements such as replacing wiring, plumbing, or addressing other city and state codes. Removal of false ceilings also constitutes an acceptable interior improvement project.
- Landscaping improvements, including xeriscaping, irrigation improvements, plants and materials.
- Hardscape improvements, including decorative fencing, sidewalks, ADA-compliant ramps, curb and gutter improvements.

**Grant:**

TIF #3 will match up to 50% of the cost of the project not to exceed a \$10,000 grant.

Only one grant will be authorized per address per fiscal year for non-residential properties. All applications for grant incentives shall be accompanied by project plans (architect, engineer or surveyor) and/or construction quotes, bids or estimates. *Reimbursement of eligible expenses to the design professional and/or registered contractor(s) of record must be accompanied by proof of payment (deposit, etc.) and appropriate invoices.*

**Additional Guidelines:**

1. The fiscal year is Oct. 1 to Sept. 30 to coincide with the City of Wichita Falls' fiscal year.
2. TIF #3 grant funds may not be matched by other public funds (e.g., abatements, historic preservation grants, etc.); however, the project may utilize other public funds in addition to TIF #3 grant funds and the private matched funds.
3. Façade is defined as the front exterior of a building and other exterior sides when they are emphasized.
4. Any exterior alterations to historic designated landmarks or buildings in designated historic preservation districts including signage, fencing, façade, paint, or awnings, must obtain appropriate prior design review approval through the City's Landmark Commission and/or Texas Historical Commission, if applicable.
5. The application may come from the property owner or the tenant. If the application comes from the tenant, the tenant must include a letter from the property owner supporting the application and agreeing to the conditions of the grant. The tenant must produce a lease or other documentation showing the term of the lease.
6. The applicant must show itemized invoices and proof of payment (canceled checks, digital bank statements, credit card statements, etc.) as documentation of the completed work with the request for payment to the contracted design professional or registered contractor.
7. The applicant shall be required to furnish photographs of the building's exterior, roof and foundation and/or any other component proposed for alteration as part of the application request and also after the construction is completed, as a condition of final grant reimbursement (before and after photos).
8. Reimbursements will only be processed one time and made when the entire project is complete not when individual components are completed. The Director of Development Services must approve all reimbursements.
9. Applicants receiving approval by the City shall commence design plan submission and/or construction as described within the Application within sixty (60) days from the date the grant is awarded by the City. All Applicants must complete the

components/construction described in the Application within six (6) months from the date the grant is approved by the City and within the same fiscal budget year.

If the Applicant is unable to submit design plans and/or commence construction within sixty (60) days from the date the grant is approved or complete construction within six (6) months from the date the grant is approved, the Applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the sixty (60) day or six (6) month time limit. The City shall not be obligated to allow extensions but may do so for good cause determined solely by the City. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the City. *An extension denial may be appealed to the TIF #3 Board of Directors.*

10. No grant will be awarded for work that has already been initiated or completed. Building or business owners must apply for the grant *before* work has begun.
11. The applicant must be in good standing with the City of Wichita Falls and not be involved in any litigation, citations, owe taxes, or have liens filed that would affect the property for which the grant is intended.
12. The project must conform to City of Wichita Falls codes, ordinances and comprehensive plans. All applicable building permits must be obtained.
13. The applicant must notify the City in writing if the applicant makes any changes in the plans submitted to the TIF #3 Board with the original application. The TIF #3 Board of Directors reserves the right to reconsider the application based on the changes to the original plan.
14. A five-year preservation period will be in effect after completion. During this period, alterations to the awarded project that are not approved by the TIF #3 Board of Directors may result in reimbursement to the City of the awarded funds in accordance with the performance agreement for incentives
15. The TIF #3 Board of Directors reserves the right to review and accept or reject all applications.
16. A letter/email notification will be sent to the applicant/owner and it will act as a contract document providing notification of grant approval, specifying the terms and conditions of the grant. The letter will refer back to the project design and specifications that were approved and will be funded.
17. Projects shall require the submittal of multiple bids for each applicable trade/sub-trade including, but not limited to, fire suppression, mechanical, electrical, plumbing, façade repairs, framing/structural, roofing, etc.
18. Upon completion of the project and as part of the applicant's request for payment, appropriate financial forms including, but not limited to, W-9 and Electronic Fund Transfer (EFT) shall be submitted.

**Grant applications will be reviewed based on the following criteria:**

1. Will the project reasonably add to the vitality of the business?
2. Does the project rehabilitate a historic building?
3. What will be the overall improvement of the building?
4. What is the general condition of the building? That is, how much of an improvement will the façade improvement grant make to the building?
5. Is the project situated in the eligible TIF #3 reinvestment zone area?
6. What contribution will the project make to the economics and aesthetics of the TIF #3 zone?
7. Are the lighting, placement and design of the proposed signs appropriate to the location and are they in compliance with zoning regulations?
8. Does the plan exhibit professionalism of design?
9. If the applicant does not own the building, can the tenant show documentation of a lease and a letter of support for the project from the building owner?
10. What is the overall impact on the public, such as public access or visual impacts in the TIF #3 reinvestment zone?
11. Are the proposed design professionals and/or contractors appropriately registered, licensed, and bonded for the work as outlined to be performed within the City of Wichita Falls?

**APPLICATION FOR  
TIF #3 REINVESTMENT ZONE FAÇADE IMPROVEMENT/DESIGN ASSISTANCE GRANT**

Please return completed form with necessary attachments and signature to City of Wichita Falls, Wichita Tower, 705 8<sup>th</sup> St, Room 600. If you have any application questions, please contact Planning Division at 940-761-7451. Application approval must be granted *prior to construction* and permanent signage. Grants awarded as budgeted funds are available.

**APPLICANT** (Note: If you are not the building owner, the building owner must sign the application or submit a notarized letter of authorization)

Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (Work) \_\_\_\_\_ (Home/Cell) \_\_\_\_\_  
Email Address \_\_\_\_\_

**BUILDING**

Building Name: \_\_\_\_\_  
Building Address: (including legal description) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Building Owner: (if different than Applicant) \_\_\_\_\_  
\_\_\_\_\_  
Owner Address: \_\_\_\_\_

**DESCRIPTION OF WORK PROPOSED BELOW (attach drawings/pictures of proposed project)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Architect/Engineer: \_\_\_\_\_  
Project Contractor: \_\_\_\_\_  
Total Project Estimated Cost \$ \_\_\_\_\_

*Construction Bids and Estimates must be submitted prior to approval. Bids should be itemized in a manner that allows the Board to determine the bid components and authenticity of the bid.*

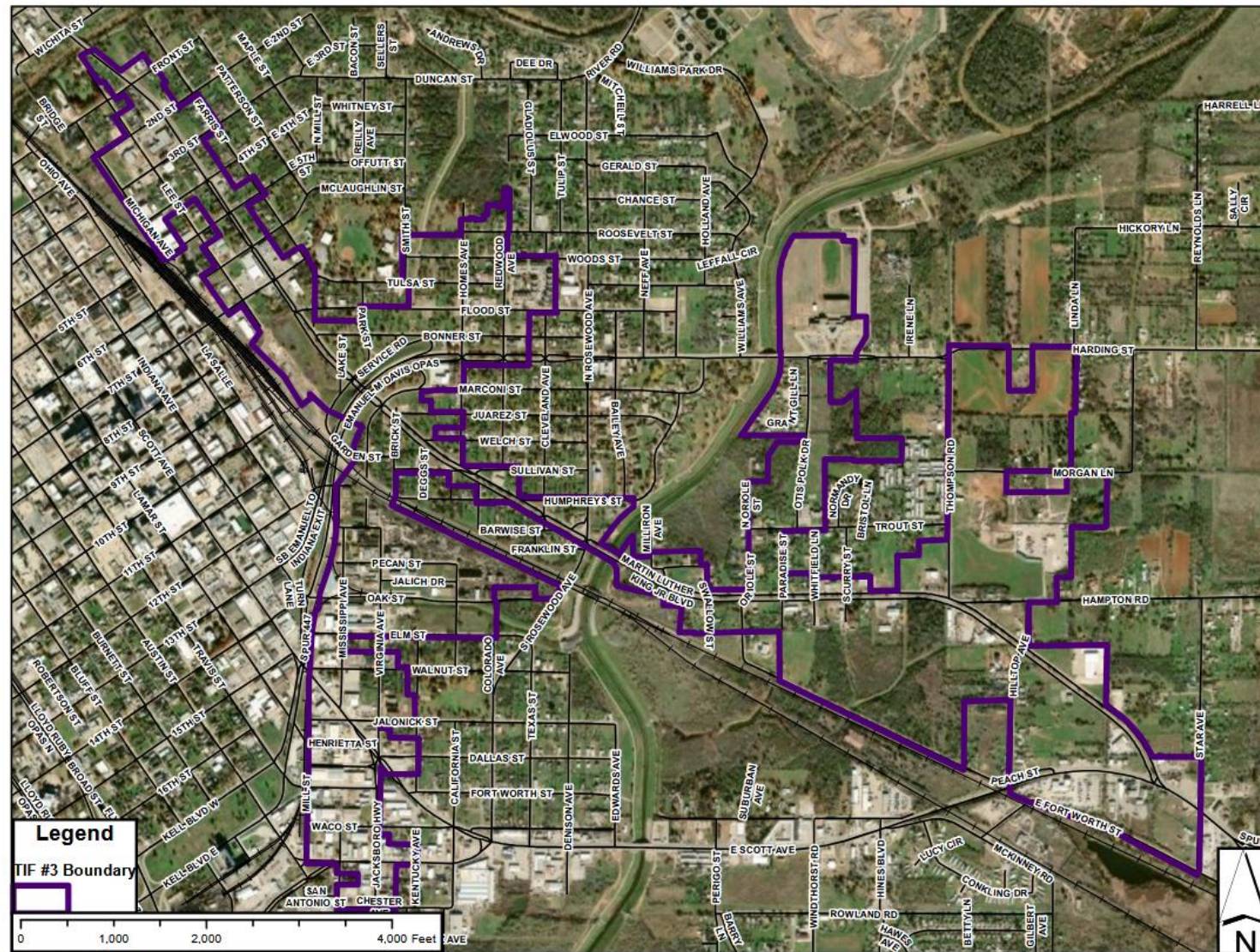
When do you Expect to Begin: \_\_\_\_\_  
Expected Completion Date: \_\_\_\_\_

\_\_\_\_\_  
***Applicant's Signature*** ***Date***

\_\_\_\_\_  
***Building Owner's Signature*** ***Date***



**EXHIBIT A: TIF #3 REINVESTMENT ZONE BOUNDARY – FAÇADE IMPROVEMENT/DESIGN ASSISTANCE GRANT**



CITY OF WICHITA FALLS, PLANNING DIVISION  
MAP PRODUCED BY: Cedric Hu  
DATE PRODUCED: 2 September 2025

**Disclaimer**  
The City of Wichita Falls has attempted to verify the accuracy of the information contained in the following map at the time of publication. The City of Wichita Falls assumes no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused. This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.