

## **“FIX IT” Application Guidelines and Process**

The City of Seguin Main Street has a “FIX IT” Façade Improvement Program that provides reimbursement for approved applicants for work on the exterior façade of property located in the Downtown Historic District providing up to a *maximum* 50% or a dollar-for-dollar reimbursement (Example: \$1,000 cost = \$1,000 paid by applicant/\$500 “FIX IT” matching reimbursement grant awarded to applicant.)

“FIX IT” funding is limited and grant awards are based on funds available. If your application is submitted at a time when there are no available funds, your application will be kept on hand until the next funding cycle. The Main Street Program is currently accepting applications for projects in the 2020 funding cycle. Applications will need to be submitted by 5:00 p.m. on Wednesday, **November 13, 2019** to the Seguin Main Street Office. If there are still funds available after the first round, there will be a second call for applications later in the year. For the community to achieve the maximum benefit, applications will be reviewed on the following criteria:

- Application submitted by the stated deadline and completed correctly.
- Matching funds ratio (Minimum 1:1, 2:1 or greater preferred)
- Location, visibility and impact on historic integrity of the Downtown Historic District.
- Total number of applications received and funds available.
- Type of proposed improvements; cosmetic or structural.
- Completion of previously funded projects.
- Plan review and approval by the Historic Design Review Committee.
- Improvements only to the exterior of the building.
- Current in payment of city utilities and local property taxes (city, county, SISD).
- Reimbursement will be made after the completion of the work and upon evidence of paid receipts.

All applicants are encouraged to utilize the free design services available through the Texas Main Street Program by contacting Seguin Main Street.

Fix-It Façade Projects may include repair or replacement of canopies, awnings, roofs, doors, entrances, glass and windows, sidewalks, façade painting, landscaping, ADA access, brick and mortar repair, and removal of modern slipcover facades. Signage requests will be considered on a case-by-case basis. Priority is given to proposed projects. Projects in progress and already completed will be given low to no priority in funding.

If awarded a grant, the proposed work must go before Historic Design Review Committee before the work begins. Failure to receive approval from the HRDC before work commences may result in the loss of the grant.

Applications will be reviewed and acted upon by the Seguin Main Street Advisory Board, City Manager and City Council. For additional information contact the Seguin Main Street Program at (830) 401-2448 or [mainstreet@seguintexas.gov](mailto:mainstreet@seguintexas.gov). Please submit application to Seguin Main Street Program, 116 N. Camp Street, or [mainstreet@seguintexas.gov](mailto:mainstreet@seguintexas.gov). In addition to the grant application, please include a W9 form.

*Legal disclaimer: City of Seguin accepts no liability for the quality or future maintenance of the “FIX IT” project work.*

**CITY OF SEGUIN MAIN STREET PROGRAM  
"FIX IT" GRANT APPLICATION**

Applicant Name: Terry A. Cleveland

Business/Company Name: Wallis Alan, Ltd.

Project Address: ~~100 N. Austin St.~~ 104 W. Court  
Seguin, Texas 78155

Date building was constructed: 1853 (approximately)

Legal Description: Wallis Alan, Ltd. Lot 2 0404 AC

Property Owner's Name: Wallis Alan, Ltd.

Owner's Address: 8531 N. New Braunfels Ave. #105  
San Antonio, Texas 78127

Owner's Telephone: 210-829-7051

Is applicant a tenant? Yes \_\_\_\_\_ No X  
(If yes, attach a Lease Agreement or written permission from owner for the work in this application)

Structure's Current Use: X vacant  
\_\_\_\_\_ commercial  
\_\_\_\_\_ residential  
\_\_\_\_\_ mixed use  
\_\_\_\_\_ other: \_\_\_\_\_

Project will result in: X façade historic restoration  
X façade renovation  
\_\_\_\_\_ new commercial space  
\_\_\_\_\_ new residential units  
X new mixed use commercial/residential  
\_\_\_\_\_ other: \_\_\_\_\_

Completed project will provide for \_\_\_\_\_ new jobs.

Total estimated cost of project: \$ 51,904.71 (Please include a written bid from a contractor)

If your project is not fully funded, will you take a lesser amount? Yes

Amount of FIX-IT Façade Grant Request: \$ 25,952.36 A matching ratio of 1 : 1

## DESIGN INFORMATION

Please provide site plans for any work to be completed on the interior or exterior of the property. Free design service for exterior improvements is available by contacting the Seguin Main Street Program. In the categories below submit a detailed description, including materials to be used, of proposed work. If not applicable, simply write "NA".

Describe existing exterior façade materials proposed to be removed:

Remove all single-strength glass from sidewalk level as well as above awning.

Remove aluminum frames from all areas. Remove aluminum and glass doors.

Describe proposed window frame treatment (repair, replacement, etc.) for storefront, upper floors, and transom windows:

Raise height of existing knee-wall to 34". Frame and trim-out window and door openings with finish-grade wood.

Describe proposed window glass treatment for storefront, upper floors, and transom windows:

Replace all existing glass with low-e insulated glass.

Describe preparation of surface to be painted (pressure washed, primed, etc.):

Architectural area of detail above awning will be pressure washed, primed and painted to high-light the beautiful carvings and details.

Show proposed paint colors and location of each paint color on the building:

Colors have not been approved by Historic Design Review Committee as of yet.

Colors will be very appropriate for the age of the building as well as downtown.

Show proposed door treatment (repair, replacement, additions, etc.):

We propose to provide an age appropriate single wood and glass, stain-grade door.

Jamb and casing will match the door.

Please describe any repair that will be completed on the roof, gutters, down spouts, etc.:

Roof is new. Gutters will be checked and cleaned. Downspout has been re-attached.

Gutters and downspouts will be painted to match adjacent wall area.

Describe work to be completed on each elevation (exterior wall) of the building:

Sidewalk level will be all new but built to the historical look. Upper wall will be fantastic when

the architectural details are painted so that they can be seen and not blend into the wall. (photo 1)

Describe parking plans, number of vehicles accommodated:

Parking is pre-determined.

Describe handicap accessibility accommodations:

Accessible ramp provided.

Describe brick and mortar (including tuck pointing) or stucco repair:

Lower section of wall will be sand textured stucco to match wall above awning.

Describe brick and mortar or stucco cleaning:

Existing stucco will be pressure washed and cleaned by hand as required.

Describe proposed cornice treatment:

Cornice is in place and intricate. It will be painted to accentuate its beauty.

Describe proposed awnings and canopy treatment:

Awning is in good condition but requires painting. It will be painted the same color as  
it is now after caulk and putty is applied.

Describe proposed storefront repair and/or replacement:

Entire storefront needs replacement as well as the door/doorway to the stairwell.

Description of interior work to be completed (include plans to retain or remove architectural features like original ceiling material, wood trim, wood floors, light fixtures, etc.):

Interior has been refurbished while keeping as many historical features as possible.

Estimated time of construction (month) January until (month) March, 2020 year.

Photo 1



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**Please feel free to call if you have any additional questions or require additional photos.**

**Thank you,**

**Bryan Underwood**

**830-305-2867**

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**Cutting Edge**

Bryan Underwood  
 2016 Elm Creek Rd  
 Seguin, Texas 78155  
 830-305-2867  
 03-06949

**Estimate**

<b>Date</b>	<b>Estimate #</b>
11/12/2019	9170
<b>Customer</b>	<b>Job</b>
Terry Cleveland	New facade w/ wooded door

<b>Customer Information</b>
Terry Cleveland New Opportunities 104 W. Court St Seguin, Texas 78155

Description	Qty	Rate	Amount
104 W. Court			
New Facade			
Labor and material to remove existing glass and aluminum frames above and below awning. Build new wooden frames to provide window openings. Remove existing doorway and frame to allow installation of appropriate wooden door/side lights.			
Subcontract, per unit	1	11,760.00	11,760.00
Remove existing stairwell door and framing. Build new frame and install new door.			
Subcontract, per unit	1	1,600.00	1,600.00
Install new wooden door, jamb and casing. Includes hardware.			
Subcontract, per unit	1	2,465.00	2,465.00
Caulk, putty, prime and paint all new surfaces. Stain and varnish new entry door. Caulk, putty and paint underside of awning. Labor and material.			
Subcontract, per unit	1	6,250.00	6,250.00
New Low-E, insulated safety glass for all windows below awning, new Low-E insulated glass above awning.			
Subcontract, per unit	1	12,488.00	12,488.00
Clean, prep and paint architectural details of wall above awning. Includes lift to perform all work.			
Subcontract, per unit	1	9,800.00	9,800.00
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*Project Subtotal			44,363.00
17.00% GC Fee	1	7,541.71	7,541.71
*Markup Charges			7,541.71
*Project Total			51,904.71
		<b>Total</b>	<b>51,904.71</b>

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See specific instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above <b>NEW OPPORTUNITIES, INC</b>	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) <b>8531 N NEW BRAUNFELS AVENUE, SUITE 105</b>		Requester's name and address (optional)
City, state, and ZIP code <b>SAN ANTONIO, TX 78217</b>		
List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b>																																						
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.  Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 20px; height: 20px; text-align: center;">7</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">-</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> </tr> </table>	Social security number																		Employer identification number									7	4	-	2	5	5	4	0	5	0
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<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign this certification, but you must provide your correct TIN. See the instructions on page 4.	
Sign Here	Signature of U.S. person ▶ <i>Jerry H. Cleveland</i> Date ▶ 1/1/2016

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Notes:**

- If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.
- Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:
  - An individual who is a U.S. citizen or U.S. resident alien,
  - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
  - An estate (other than a foreign estate), or
  - A domestic trust (as defined in Regulations section 301.7701-7).
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.