

# Old South Baton Rouge Commercial Façade Improvement Grant Application

The Center for Planning Excellence (C-PEX) is offering a reimbursable, matching grant program as an incentive to owners of buildings and businesses to improve facades within any of the eight (8) Old South Baton Rouge Project Development Areas (PDA). The grant will match dollar for dollar, within the program limits listed on the next page, funds spent on improvements to facades of commercial buildings located in the Old South Baton Rouge (OSBR) community. **See attached map.** Eligible Façade improvements may include removing old facades structures, installing new and replacement awning, canopies and signs, landscaping, and performing other improvements in a manner consistent with the applicable regulations codes and ordinances and the design criteria outlined in the Louisiana Speaks Pattern Book published in 2006. No Façade Improvement Grant may exceed 50% of the project cost. (Please fill out the first three (3) pages in ink and initial all stating you have read and understand the terms and conditions of the grant program).

DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PHONE: (if different) \_\_\_\_\_

PERSONAL SOURCE OF FUNDING: \_\_\_\_\_

BUSINESS TAX ID NUMBER: \_\_\_\_\_

TOTAL PROJECT COST: \_\_\_\_\_ GRANT FUNDS REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
Initials

**ATTACHMENTS** - Please include the following items with your completed application form:

- \_\_\_\_ 1. Digital and color photographs depicting the current condition of the exterior of the property, including the roof if appropriate.
- \_\_\_\_ 2. Detailed narrative of the Scope of Work, describing the nature and extent of the proposed renovations which will be conducted, including materials, colors, landscaping, etc.
- \_\_\_\_ 3. Estimates from contractors indicating the costs of materials for the project.
- \_\_\_\_ 4. Signed copy of Statement to Center for Planning Excellence (see attached).
- \_\_\_\_ 5. If you do not currently own the building, please have the owner sign below acknowledging and approving your application for this grant.

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## OWNER APPROVAL FOR TENANT APPLICANT

I, \_\_\_\_\_, owner of the building located at \_\_\_\_\_, have reviewed the application and give my consent to go forward with façade work on the building as outlined in the application requirements.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
C-PEX Representative

\_\_\_\_\_  
Date

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### **Application Deadline**

Applicants must submit their applications to C-PEX by Friday, September 11, 2009 at 4:00p.m. for consideration in Round III of the Commercial Façade Improvement Grant. Applications must be submitted by mail to:

Center for Planning Excellence  
Commercial Façade Improvement Program  
Attention: Kelly Iwasko  
402 N. Fourth Street  
Baton Rouge, La. 70802  
Phone: (225) 267-6300



# Statement to Center for Planning Excellence

To: Center for Planning Excellence  
Commercial Façade Improvement Grant Program  
402 N. Fourth St.  
Baton Rouge, LA 70802

I, \_\_\_\_\_, am submitting an application for a Commercial Façade Improvement grant. I understand that the application for the grant does not guarantee funding. With this letter I am certifying that I understand the terms and conditions of Commercial Façade Improvement grant program. My application, scope of work and other specifications must be approved in writing by the Center for Planning Excellence prior to commencement of work on the project.

I fully understand that if I begin work without a signed agreement and if, as a result, work is performed that cannot be approved by the Center for Planning Excellence; my project will not be funded.

I acknowledge that if I deviate from my approved scope of work and, as a result, work is performed that is not approved by the Center for Planning Excellence, the grant will be terminated.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials

# Old South Baton Rouge Commercial Façade Program Guidelines

## Funding

Matching grants of up to \$5,000 (per building face which fronts a street, one building face per applicant, additional grant of up to \$2,500 for second story building face), subject to funding available to C-PEX. Business or building owner is required to provide a dollar for dollar match of funds provided by C-PEX.

## Applicable Eligibility and Request for Funding

Building owners, or business owners occupying storefronts in an eligible building who have obtained written approval from building owners, are invited to participate in the program. Applicants must use the grant funds only on building façades located in OSBR. Special preference is given to buildings located within designated OSBR PDA (See attached map). Applicants must match grants funds dollar-for-dollar.

1. Each store front will be eligible for a maximum grant of up to \$5,000. If the building, regardless of the number of storefronts, has a second elevation that can be seen from the targeted corridor the building would be eligible for another \$2,500. Applicants must match grants dollar for dollar. A storefront is defined as having a street address and public access to the business.
2. The maximum grant award is \$7,500. No grant award shall exceed 50% of the project cost.
3. The dollar for dollar match provided by the Grant Recipient shall be cash value for goods and services.
4. Work done by business or building owner will not be funded for labor.
5. Applications will be evaluated by C-PEX staff according to a point system. Points will be assigned as follows:

## Building Owner/Business Owner Contribution Table

Applicant	Total Project Cost	1-Story Building Store Front (Matching Grant Amount)	2-Story Building Store Front (Matching Grant Amt)	Applicants Contribution
Business Owner/ Bldg. Owner #1	\$8,000	\$4,000	N/A	\$4,000
Business Owner/ Bldg. Owner #2	\$14,000	N/A	\$5,000 for 1 <sup>st</sup> Floor \$2,000 for 2 <sup>nd</sup> Floor	\$7,000
Business Owner/ Bldg Owner #3	\$17,000	N/A	\$5,000 for 1 <sup>st</sup> Floor \$2,500 for 2 <sup>nd</sup> Floor	\$9,500

## Grant Guidelines

1. The building facades eligible for the program must be located in OSBR. It is desirable, but not required that building facades be located in one of the eight (8) OSBR Project Development Areas.
2. The grant funds may not exceed 50% of the façade improvement project cost.
3. Buildings must meet Health and Safety Standards of the City's code.
4. All improvements conducted with the use of the matching grant funds must be performed in a manner consistent with the City's Land Use, zoning, and all applicable regulations, codes, and ordinances.
5. All improvements made with the use of the matching grant funds must adhere to the approach to renovation that is outlined in the Louisiana Speaks Pattern Book published in 2006 through the LRA Support Foundation see <http://www.louisianaspeaks.org/static.html?id=39>
6. Grants recipients and building owners must agree that improvements made using these funds will stay in place for a minimum of five (5) years. If improvements are replaced within five (5) years of the Façade project completion, the grant recipient must pay a prorated portion of the grants proceeds invested in the project for the number of months remaining. By acceptance of the Grant, Grant recipients and, if applicable, building owners, agree to restore and retain the improvements during the five year period, and upon failing to do so shall be obligated to repay a pro-rata portion of the grant as described above. The same requirements shall be in effect if the building lease is transferred with five year of façade project completion. Exceptions:
  - i) The improvement has been damaged beyond repair and the grant recipient has replaced the improvement
  - ii) The improvements were replaced for the purpose of further renovation that will enhance the project, as determined in the sole discretion of the C-PEX.
7. Applicant is responsible for obtaining, or having, all required building permits for the work undertaken and must have a current business license.
8. Projects must be completed within six (6) months of the grant award. C-PEX shall disburse funds to the grant recipient, or contractor with the grant recipient's approval, only upon demonstration that the work has been completed in accordance with approved plans, specifications, and design guidelines as recommended in the Louisiana Speaks Pattern Book.
9. If approved by C-PEX, grant recipients may undertake projects in a limited number of phases over a two (2) year period if the entire design is approved as part of the initial application. Approval of the initial application does not insure that funding will be available for later phases.
10. Grant extensions will be approved by C-PEX on a case-by-case basis where the contractor is having difficulty meeting deadlines due to weather, scheduling conflicts, or supply issues. Even if extensions are granted, the project must be completed within two (2) years of the approved application.
11. C-PEX shall have no liability for workmanship or construction related to the project receiving grant funds under this program.
12. C-PEX will review all drawings, plans, sketches, prior to the start of renovation, and must approve all drawings, plans, sketches, as a condition of the grant award.
13. Once the maximum grant for any storefront has been awarded the business occupying the storefront, or the building owner, cannot re-apply for another grant for the same location for a 5-year period.
14. Grant recipients will agree to allow C-PEX to photograph the project for use in future publications.

## Architectural Design Assistance

In an effort to encourage participation in the Façade Improvement Program, C-PEX will offer a technical assistance/design consultant to potential grant applicants. This “one-on-one” assistance will be provided to help the building/business owner determine the most effective changes for the building and complete their grant application. The assistance is also provided to insure façade renovations meet the design criteria established through the Louisiana Speaks Pattern Book published in 2006. Grant applicants will discuss proposed changes with the C-PEX staff and then receive a rendering of changes for inclusion in the grant application.

**Please Note:** C-PEX covers the cost for the Design Assistance. Should the grant be terminated prior to completion, the grant awardee will be charged for the cost C-PEX incurred for the Design Assistance.

## Eligible Expenses

1. Signs – Including removing the old and the design, production and installation of new signs or renovation of existing signs if compliant with current codes.
2. Awnings/Canopies – Including the removal of the old and design production, and installation of new awnings and canopies.
3. Facades – Includes work performed on the exterior storefront of a building such as cleaning masonry (high pressure water of steam – sandblasting is prohibited on masonry structures), painting, re-pointing or mortar joints, woodwork, window and/or door replacement, other repairs or rebuilding historic store fronts.
4. Walls, Fencing, and Landscaping – Includes work that removes and replaces or adds appropriate fencing and landscaping to hide incompatible uses or negative elements such as storage yards, outdoor fabrication, work area, or dumpsters.
5. Removing and disposing of old façade coverings (i.e. vinyl, and aluminum cladding, window boards)
6. Architectural Fees (not to exceed \$500 of grant amount).
7. Removing old wood, aluminum, or stucco cladding – Includes materials and services to remove the cladding.

## Commercial Façade Improvement Grant Process

The Grant process is as follows:

1. Applicant completes grant application and submits to C-PEX for pre-qualification.
2. Applicant schedules assessment/review with C-PEX, and recommendation is made to proceed with Design Assistance.
3. C-PEX provides design assistance to prepare Façade Improvement Plans.
4. Building owner/business owner secures bid(s) for façade improvements and submits to C-PEX.
5. C-PEX review plans and estimates for construction with building/business owner and issues notice to proceed subject to compliance with all program guidelines.
6. Within 30 days of issuance of notice to proceed, building owner/business owner must evidence façade improvement work has begun by providing copy of building construction permit to C-PEX.
7. C-PEX will complete status reports of the contractor’s progress at least every two months throughout the renovation process to summarize work completed to date and any problems or conditions that have arisen during the reporting period.

8. Building owner/business owner must provide evidence of completed work through final inspection by applicable building compliance office, or by authorized C-PEX inspector.
9. Completed Final Report form (see attached) requesting the reimbursement of funds, including copies of all paid contractor invoices, digital and hard copy color photographs of the completed façade, and a narrative stating the work that was completed on the project.
10. C-PEX disburses funds to the grant recipient within thirty (30) days of approval of the completed project.

Applications containing the following items shall be deemed complete for pre-qualification review:

1. Completed application form.
2. Photograph of the existing building conditions.
3. Scope of Work describing the nature and extent of the proposed renovations which will be conducted.
4. Estimates from contractors indicating the costs of materials for the project.
5. Signed Statement to C-PEX (see attached) evidencing acceptance and willingness to comply with program requirements by building owner, for business owner's application.

# Old South Baton Rouge Commercial Façade Program Application

## REVIEW FORM

0-5 Points will be awarded for each line item based on the extent each applies to the applicant's project. Project(s) with the highest point total will be awarded a grant, subject to funding available to C-PEX.

**THIS FORM IS TO BE COMPLETED BY C-PEX STAFF MEMBERS AND A SELECTION COMMITTEE.**

1. Project transforms the building from worst case to best case \_\_\_\_\_
2. Project is located along a neighborhood retail corridor within one of the eight PDA \_\_\_\_\_
3. Project advances an appropriate style for this building \_\_\_\_\_
4. Project preserves or restores original decorative building elements \_\_\_\_\_
5. Project is needed to attract or retain one of the following occupants: restaurant/café, grocery/convenience store, drug store, social service provider, upscale retail, office \_\_\_\_\_
6. Project corrects code deficiencies related to the facade \_\_\_\_\_
7. Project includes removing non-original wall cladding or materials blocking windows (masonry block, wood, aluminum, stucco, other) \_\_\_\_\_
8. Project is part of a complete restoration that returns a vacant storefront or upper story space to productive use \_\_\_\_\_
9. Additional points are given for individual improvements, i.e. each for painting, awning, windows, doors, landscaping etc. \_\_\_\_\_
- TOTAL** \_\_\_\_\_

\_\_\_\_\_  
Initials

# Commercial Façade Improvement Grant Final Report

DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

SCOPE OF WORK COMPLETED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL PROJECT COST: \_\_\_\_\_

GRANT FUNDS REQUESTED: \_\_\_\_\_

**ATTACHMENTS** - Please include the following items with your completed Final Report form:

- \_\_\_\_ 1. Copies of all paid contractor invoices and receipts indicating total expenses for the project.
- \_\_\_\_ 2. Digital and color photographs depicting the completed condition of the exterior of the property, including the roof if appropriate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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