



**Louisiana Main Street
Redevelopment Incentive Grant
Application & Guidelines
2010-2011**

Louisiana Main Street

Division of Historic Preservation
Office of Cultural Development
Department of Culture, Recreation, and Tourism
Office of the Lt. Governor
P. O. Box 44247
Baton Rouge, LA 70804
(225)342-8157

2010-11 Redevelopment Incentive Grant

Application Guidelines

The Louisiana Main Street Redevelopment Incentive Grant is intended to encourage economic development through reinvestment and revitalization in our communities by providing matching funds support for the redevelopment of historic downtown buildings and generate renewed interest in shopping, working, and living downtown.

Only designated Louisiana Main Street communities may apply.

As the name implies, the **REDEVELOPMENT INCENTIVE GRANT** intends to provide an *INCENTIVE* for property owners to *REDEVELOP* downtown commercial properties located in the designated Main Street district.

Two levels of reimbursable grants are available on a **competitive** basis:

Up to eight \$10,000 grants will be awarded for larger redevelopment projects;

Up to eight \$2,500 grants will be awarded for smaller redevelopment projects.

- -Grants funding is dependant on state budgets and the amount of funding awarded to this program by the legislature.
- -Grant recipients are required to provide at minimum a dollar-for-dollar match.
- -Grant requests must be for (A.) one of the two funding amount categories and (B.) either an exterior or an interior project. Interior and exterior may not be combined.
- Grant applications must be postmarked no later than **Friday July 16th, 2010.**

What is Eligible: EXTERIOR and INTERIOR Projects

- Buildings must be at least 50 years old or be of major contributing significance to the Main Street District and be located within the designated Main Street District boundaries.
- Commercial Buildings
 - Commercially zoned properties located within the boundaries of the Main Street District are eligible.
 - Owners (or tenants with owner's permission) may apply.

- Applicants shall MATCH the grant amount on a one-for-one (dollar-for-dollar) basis
 - Applications shall reflect adherence to the *Secretary of the Interior's Standards for Rehabilitation* (included in application packet and available in more detail at www.cr.nps.gov/hps/TPS/tax/rhb/).
- Exterior improvements/restoration/rehabilitation must directly contribute physically and economically to the revitalization of the downtown while preserving and respecting the historic architectural character of the building and district. Restoration of historically significant signage will be considered.
 - Interior improvements for either commercial ground floor spaces or **new** upper story residential development/conversion are eligible with certain restrictions. Interior improvements are limited to exposing, restoring, replicating, or enhancing the original interior architectural features, or the installation of a fire suppression system.

What is NOT Eligible:

- Non-taxable properties such as public/governmental, and religious/church buildings still in use as such and located within the Main Street District are **not** eligible for Redevelopment Incentive Grant funding.
- Properties zoned residential and residential properties housing home-based businesses are **not** eligible for Redevelopment Incentive Grant funding.
- Projects such as landscaping, paving/repaving, fences, gazebos, and activities generally considered routine maintenance or general freshening up of either interiors or exteriors such as roofing, gutters and downspouts, painting and caulking, cleaning, as well as the procurement of business or residential furnishings and equipment are **not** eligible for Redevelopment Incentive Grant funding.
- Work described in the grant application scope of work may not begin until the grant is awarded and the contractual grant agreement is signed.
 - Work already underway at the time the grant application is submitted is not eligible for reimbursement.
 - Reimbursement after the fact for work done as part of the grant application but before the awards are announced and grant agreements are signed will void the grant award.

To Apply:

1. Submit a detailed scope of work to the local Historic District Commission (HDC) for review. As a rule, interior work does not fall under the purview of the HDC. Make the HDC aware of your grant application and the requirement to comply with the Secretary of Interior Standards. If approved, you will receive a Certificate of Appropriateness (COA) from your local HDC, who will also sign your application.
2. Once approved, submit your completed application along with a copy of your HDC COA and the following materials to the local Main Street Manager.
3. The Main Street manager will review the application for completeness and compliance with the purpose and intent of the grant before he/she signs it and forwards your application packet to the Louisiana Main Street office for further compliance and application review. **NOTE: It is unethical for the Main Street manger to write, rewrite, or complete the Redevelopment Incentive Grant application on behalf of an applicant. Such action will void the application.**

APPLICATION PACKET CONTENTS:

Applicant and Main Street manager should use this section as a checklist

- **Application form:** (A.) A completed and signed application form with (B.) the applicable work categories selected for either exterior or interior work, and (C.) either the \$10,000 or \$2,500 grant category selected for that category of work (p7).
- **COA:** Attach a copy of the *Certificate of Appropriateness* issued, signed, and dated by the local Historic District Commission. This certifies that the proposed project has been approved locally and should also comply with the *Secretary of the Interior's Standards for Rehabilitation* (which is a prerequisite for receiving State grant funding).
- **Photographs:** (A.) Include documentation of the current condition(s) associated with the scope of work. (B.) Include detail images illustrating the areas requiring special attention. (C.) Include photos of your building as it relates to neighboring structures and the streetscape. (D.) Digitally scanned images of historic photos of the property are welcome if available. **NOTE: All photographs accompanying the application must be digital, must be in JPG format, must be of good quality and taken by a digital camera rather than a cell phone. Photographic color prints and slides will not be accepted. Materials will not be returned.**
- **Map:** Include a map of the entire designated Main Street district and locate the property associated with the grant in its correct location. Your Main Street manager can provide to you the map of the district.

- ***Schematic drawings:*** Drawings of the exterior or interior of the building should illustrate all proposed renovation details. Drawings must be neatly executed (preferably to scale) and show accurately the nature of the proposed work. Applicants are strongly encouraged to utilize the free design services of the Louisiana Main Street design staff for the preparation of these drawings. This service should be scheduled early to better ensure your application includes quality illustrations and to make good use of design advice prior to your submittals to the HDC. Awning and sign companies, for example, have capabilities to provide appropriate illustrations with their bids. Remember, design professionals review your application.
- ***Scope of Work:*** A written description of the nature and extent of the proposed renovations will also include notes with specific details that support the Secretary of the Interiors Standards. For example, one cannot note, “doors or windows will be replaced” without specific details as to the type, style, etc. of the replacements. Similarly, if stucco will be applied to an exterior, does it comply with the Secretary of Interior’s Standards with respect to the style of building, and is it hardcoat or an EIFS synthetic stucco (or other engineered materials)? Again, meet with your Louisiana Main Street design coordinator (and Tax Credits staff if this is a tax credit project) for advice.
- ***Contractor Estimates:*** Estimates from contractors must be detailed. Projected costs of materials and labor must be broken out with costs associated with each portion of the project described in the scope of work.

The Review Process

The local Main Street manager will first check applications for completeness and compliance, and then mail them to Louisiana Main Street in Baton Rouge. There they are reviewed by members of the Louisiana Division of Historic Preservation to ensure the proposed projects meet the ***Secretary of the Interior’s Standards for Rehabilitation*** (a requirement for receiving State grant funding), are complete, and comply with the intent of the grant.

INCOMPLETE, non-compliant APPLICATIONS WILL NOT BE CONSIDERED.

Professional ethics prevent state staff from notifying applicants or the Main Street manager of incomplete or non-compliant applications as well as rewrite or alter any portion of an application. Submissions are final.

Accepted applications are then digitally scanned and sent to a review panel for consideration of funding. Panelists are professionals in the fields of architecture, construction, preservation, economic development, or other associated areas of specialization. Panelists may not be employed by Louisiana Main Street, the Division of Historic Preservation/Office of Cultural Development, or reside in a designated Main Street community. After individual review, panelists meet in Baton Rouge to discuss and rank the selections.

Redevelopment Incentive Grants are COMPETITIVE. Regrettably, not every applicant can receive a grant. Awards criteria include but are not limited to consideration of the impact the proposed project will make on the revitalization of the downtown commercial corridor and the overall Main Street experience.

Application must be postmarked no later than Friday July 16th, 2010

Grant recipients will be notified by September 30, 2010 of their standing. Work may commence after notification, once W-9 forms are on file, and the grant agreement with the state is been signed.

All work must be completed by Tuesday May 31, 2011. Final payment paperwork must be filed with Louisiana Main Street by **Friday June 10, 2011.**

Work already underway or in progress may not be included in the scope of work funded by this application but may be noted if it is part of a larger project. Work associated with this grant cannot begin until the recipient is notified AND grant agreements with the state historic preservation office have been signed. **Work not completed by May 31 will void the grant agreement.**

Extenuating circumstances sometimes prevent a grantee from fulfilling the grant obligations. Unused grant funds are returned to the state at the end of the fiscal year. Therefore, Louisiana Main Street asks that in cases of extenuating circumstances we are notified as early as possible so that unused grant funds may be redistributed rather than lost.

To Initiate Reimbursement:

Because the award is a reimbursable grant, payment is made to the grant recipient in one lump sum at the completion of the project. After the Design Coordinator has visited the completed project and approved its compliance, the following must be submitted to the Louisiana Main Street Design Coordinator for issuance of the grant funds:

- Reimbursement Request Form (retain this from the application) illustrating the final project costs and signed by both the grant recipient and Louisiana Main Street Design Coordinator
- Photographic documentation of the completed project (digital images)
- Dated copies of contractor invoices or material receipts if applicable, AND copies of cancelled payment checks.
- Checks are cut to the party noted on the W-9 form who is also responsible for the payment of any taxes associated with the grant award.

Louisiana Main Street Redevelopment Incentive Grant Application FY 2010-2011

Grant amount sought and category of work: Interior ____ \$2,500.00 ____ \$10,000.00 ____
Exterior ____ \$2,500.00 ____ \$10,000.00 ____

Property Information

Date of building's construction: _____ Original Use: _____

Type of business/use currently in place or intended: _____

Street address: _____

City/State/Zip: _____

Has this property previously received Louisiana Main Street grant funds? (Y)___ (N) __

If yes, when? (Date)_____ Amount: \$_____

For what type or work? _____

PLEASE TYPE OR PRINT

Applicant Information

Applicant name: _____

Mailing address: _____

City/State/Zip: _____

E-mail address: _____

Telephone: _____

Property owner information (if different from applicant)

Name: _____

Address: _____

City/State/Zip: _____

E-mail address: _____

Telephone: _____

**Recipients of grants are responsible for the payment of any taxes
associated with the grant award.**

Owner Approval for Tenant Applicant

I, (print) _____, owner of the building at _____(address)

have read this application and the application guidelines and give my consent to the tenant to proceed with the application for work on this building as outlined in the Scope of Work section of this application. If awarded, I agree to ensure all work associated with the grant is completed by the April 30, 2011 deadline and in a fashion compliant with the stipulations of the grant.

Signature: _____ Date: _____

Historic District Commission

This application was reviewed by the local Historic District Commission (HDC) for compliance with the Secretary of Interior Standards.

A Certificate of Appropriateness (COA). was issued. (Y)____ (N)____

Signature: _____ Date: _____
HDC President or member

Building Certification

This certifies that the building is located within the boundaries of the designated Main Street district.

Signature: _____ Date: _____
Main Street Manager

Louisiana Division of Historic Preservation Staff Section

This application has been reviewed by the staff of the Louisiana Division of Historic Preservation and has been approved for consideration for Redevelopment Incentive Grant funding. (Y)____ (N)____

Signature: _____ Date: _____
Louisiana Division of Historic Preservation Staff Member

Remarks:

Scope of Work (See required attachments section below)

-Note in **bullet-point** fashion all work to be executed with these funds including the dollar amount associated with each and a total.

-Include a **separate narrative** portion further explaining the proposed work and its necessity and impact ,with signed/dated contractor estimates. Additional pages may be included if necessary.

- _____ \$
- _____ \$
- _____ \$
- _____ \$
- _____ \$
- _____ \$
- _____ \$
- _____ \$
- _____ \$
- _____ \$

Total \$ _____

Required Attachments (use this as an additional checklist)

___ **Photographic documentation, digital format.** (A.) Photos must clearly show exterior of the building (and interior for interior grants), (B.) applicable details pertaining to scope of work, (C.) immediate surrounding area including adjacent buildings/streetscape. **Note:**

Members of the review panel may not be familiar with your building or community. The visual story told through photos will have a major impact on their understanding of your project.

___ **Accurate Drawings** illustrating **ALL** proposed work noted in the scope of work.

___ **A Detailed Narrative** describing the **Scope of Work** for each of the bulleted points on page 9 must be attached and describe accurately how the proposed work will be

conducted, etc. Simply stating that, for example, "windows will be replaced" is not enough detail. Include the type of replacement windows. Refer to the Secretary of Interior Standards noted on page 2 of Application Guidelines or contact our office to ensure compliance with historic restoration standards. "It is good for the block" does not describe its impact.

___ **Signed Estimate(s)** from contractor(s) covering **ALL** proposed work. Estimates must be detailed with cost break-outs and totals, and signed by the contractor(s) for each estimate.

___ **Certificate of Appropriateness (COA)** or letter from the local Historic District Commission (HDC) indicating approval of ALL aspects of the proposed work.

The applicant and/or property owner understands:

- An independent committee comprised of professionals in preservation architecture, design, economic development, and similar fields of specialty review the Louisiana Main Street Redevelopment Incentive Grants and make the determination of award recipients.
- Louisiana Main Street and other staff of the Louisiana Division of Historic Preservation are not permitted to serve on the committee, nor are residents of Main Street communities.
- Main Street managers may assist but are not permitted to write the grant application.
- Applications submitted are assumed to be complete and compliant, and notification to the contrary cannot occur once they are received by Louisiana Main Street.
- Grants are competitive. Submission of an application for Louisiana Main Street Redevelopment Incentive Grant funds does not guarantee the grant funds will be awarded to the applicant.
- Grant agreements will be sent to award recipients for signatures soon after award announcements are made. Work should not begin until signed agreements are returned to our office.
- Recipient must have a W-9 form on file with the state. W-9 forms will be supplied with the grant agreement.
- Grant funds are awarded to the party noted on the W-9 form.
- The recipient is responsible for payment of taxes associated with receipt of funds from this grant.
- The grant is a minimum dollar-for-dollar matching grant and is a reimbursable grant paid after work is completed and approved by inspection of the Louisiana Main Street Design Coordinator for compliance with the grant.
- The state may terminate the grant if the grant agreement and W-9 form are not signed and returned to the state within the time stipulated in the grant agreement.
- The grant award may be terminated by either the state or the grantee in writing with 10 days notice.
- If applicant fails to perform the work described in the Scope of Work, fails to comply with quality standards established by the Secretary of Interior Standards for such work, and/or fails to complete work by the May 31th, 2011 deadline, the state may terminate the grant.
- Work already underway at the time of the grant application is not eligible for reimbursement.
- Reimbursement after the fact for work done as part of the grant application or before the awards are announced and grant agreements are signed will void the grant application.
- If an applicant is awarded a grant and decides not to accept it, the applicant MUST notify Louisiana Main Street in writing as soon as it is determined the work cannot proceed so that funds may be reallocated.
- Funding is contingent upon Legislative budgetary constraints beyond the control of the Division of Historic Preservation and the Louisiana Main Street program.

Applicant Signature: _____ Date: _____

Return only pages 7-10 for review to: Leon Steele, Design Coordinator, Louisiana Main Street
PO Box 44247
Baton Rouge, LA 70804

Postmark deadline for applications is Friday July 16th, 2010

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

REHABILITATION AS A TREATMENT: When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment.