

Community Façade and Economic Enhancement Committee

Texas/Washington Street Business Corridor Façade Improvement Program

Improving the quality of our business streetscapes is paramount to the City's success in its general mission of physical, economic and cultural revitalization of the area. Rehabilitation of façades can enhance a business/shopping district's vibrancy by drastically improving walkability, livability, and strengthening local businesses, all while sending a message of positive change for the business district. This Façade Improvement Grant Program has potential to create a ripple effect, which demonstrates pride of ownership and may result in renewed area interest, new investment, and new customers for existing businesses.

Matching Grant Amounts and Disbursement Guidelines:

- The City has allocated **\$100,000** for this grant program in 2022-2023. The CFEEC will provide grants **up to \$8,000** for eligible repairs. Business owners must pay 10% of **total** project costs. For example, if your project is estimated to cost \$10,000, the business is required to pay the initial \$1000 of the cost to the contractor.
- A **\$15,000** funding cap is placed on property owners that own more than one property.
- Applicants must provide categorized project costs to which the matching grant amount will apply. The construction contract and related documents must clearly delineate the costs associated with the Façade Improvement project, separate and apart from any other renovation costs.
- The CFEEC may request two or more written quotes from businesses and/or contractors for each planned aspect of façade improvement prior to the payment of the matching grant.
- **The CFEEC may pay 100% of total costs for projects up to \$1,000 at its discretion** (e.g. awning, painting and installation). One-time payout only. Those receiving this grant are still eligible for up to \$7,000 in funding for other eligible costs.
- Grant funds will be disbursed within 30 days of contractor invoices submitted for payment. All work must be completed **within 12 months** of approval.

Eligibility:

Eligible applicants for the program are property owners running an active business and/or business tenants currently owning or leasing property within the legal boundaries of Natchitoches on Texas St. or Washington St., extending to the North bypass.

- **Business tenants must submit written consent from the building owner to participate.**
- A property owner or business tenant is eligible to apply for a Façade Improvement Grant if the purpose of the grant is to make façade improvements to the outside building envelope or existing parking lot.
- Improvements to the interior of the buildings or to exterior portions not visible from the street are not eligible for grant funding.

How Do I Apply for a Grant?

- Submit the attached application, which will be reviewed by the Façade Review Board.
- Once approved, begin work on the project within 3 months. Keep detailed accounting of actual costs.
- Grant money will be distributed in 3 phases. The first 25% deposit will be paid to the contractor upon approval of grant application; additional 50% upon completion of 50% of the project; and final 25% upon completion and inspection of project. *For example, if your project cost is \$8,000, your grant may be approved for \$7,000. CFEEC's first payout to your contractor will be \$1750. **You will be required to pay your contractor the initial 10% of the project cost before grant funds are released to the contractor.***
- Costs will be reimbursed directly to the contractor within 30 days of submission of receipts.
- Within 12 months of approval, complete the project and submit final report with invoices and receipts, including:
 - Evidence of payment, cancelled check(s) (If Applicable).
 - Photographs of building before work and after the project is completed.

Quality of Work

- All work under the Façade Improvement Grant Program shall be executed by a professional who is registered as a business in the State of Louisiana. Any electrical, HVAC and plumbing must be performed by a licensed contractor with the State of Louisiana.
- Prior to the work commencing, award recipients must secure applicable permits from the City, at no charge.
- All proposed and actual work must conform to all applicable rules and regulations of all regulatory agencies and bodies of Federal, State, Parish, and City governments.
 - It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions/compliance with all applicable regulations, codes, and ordinances.
- All completed work must pass appropriate inspection(s) before reimbursement is issued. A building inspector will perform the inspection. A CFEEC member may also accompany the inspector or review separately.
- The applicant shall indemnify, protect, defend, and hold harmless the Façade Review Board and its agents from all claims, damages, lawsuits, costs, and expenses for any property damage, personal injury, and/or other loss relating in any way to the Texas/Washington Street Business Corridor Façade Improvement Grant Program.
- **The Façade Review Board reserves the right to withhold the FINAL grant payment should the final inspection reveal that work performed was not completed at an acceptable professional level and/or is not consistent with the application or construction documents.**

Post Award Project Alterations:

Grant recipients shall agree not to alter, modify, or remove the improvements funded by the Façade Improvement Grant Program for a period of five (5) years from the date the grant is disbursed without written permission of the Façade Improvement Board. The Board may recommend approval of such alterations, modifications, or removal of the improvements when it determines that the proposed work would not undermine the goals, objectives and policies of the grant program.

FUNDING CRITERIA

ELIGIBLE FOR FUNDING

- Façade rehabilitation, storefront repair or rehabilitation
- Door and window repair and replacement, upgraded signage
- Exterior painting, awnings/canopies
- Masonry cleaning and/or repair removal of aluminum or non-historic siding
- Restoring historically compatible materials or features/gutters
- Historical architectural elements, exterior lighting improvements, exterior structural repairs
- Design expenses from a qualified design professional, labor costs/contractor fees
- Cost of materials, landscaping adjacent to building
- Permitting fees
- Existing parking lot repairs, such as resurfacing, pot holes, striping

NOT ELIGIBLE FOR FUNDING

- Roofing repairs
- Projects not visible from the road or build out of new parking lot
- Projects that started prior to the application
- Interior renovations or plumbing
- HVAC improvements
- Electrical work, other than that required for exterior lighting or signage
- Equipment, furniture and fixtures used in the operation of the business
- Property acquisition

COMMUNITY FACADE AND ECONOMIC ENHANCEMENT COMMITTEE

Texas/Washington Street Business Corridor Façade Improvement Program Application

Applicant: _____ Phone: _____

Business Name: _____

Building Name: _____

Business Address: _____ ZIP Code: _____

E-mail Address: _____

Property Owner: _____

Address: _____

Description of Project Scope: _____

Contractor/Supplier: _____

Address: _____

ATTACHMENTS:

Bids, estimates, and/or contracts, product brochures, locater map and design drawings, if appropriate.

REMARKS

APPLICANT'S CERTIFICATION

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant under the **Texas/Washington Street Business Corridor Façade Improvement Grant Program** and is true and complete to the best of the applicant's knowledge and belief.

Signature: _____ Date: _____

Signature: _____ Date: _____

Application Deadlines: There are two application deadlines for the FY 2022-2023 Program. If all funds are expended during the first round, a second round will not commence.

- First Round - Friday, June 30, 2022
- Second Round - Friday, November 30, 2022

Façade Grant Review Board: A committee consisting of Natchitoches residents will review the applications for eligibility and completeness. In response to the application, the committee may:

▢ Approve

▢ Disapprove

▢ Approve with conditions. If approved with conditions, the committee may request that the grantee make specific changes to the proposed improvements.

*** Applications will be reviewed once per month by the Community Façade and Economic Enhancement Committee. Expedited application review may be available for time-sensitive projects. Contact President Elton Wade for more information on expedited review.

Evaluation Criteria: Program applications will be reviewed and evaluated based on the eligible uses listed on page 2. Proposed improvements that meet the eligible funding criteria described on page 2 will be most competitive for funding.

Notification: After the committee review is completed, applicants will be notified via email of the committee's decision. If an address has been provided by the applicant, the committee decision will also be mailed.

Documents: Applicants awarded a Program grant will receive the following documents as part of the notification process:

- Final Scope of Work: A final Scope of Work (SOW) summarizing the approved improvements will be provided. If the application was approved with conditions, the SOW will reflect those conditions/changes. The final SOW will be attached to and made a part of the application.
- Project Completion: Grantee must complete the project in substantial conformance with final SOW **within one year of award**. Once work begins, it must be completed **within 6 months of start date**.
- Project Changes: Any changes made to the final SOW after the application is approved and the final SOW delivered must be reviewed and approved in writing by the committee (for example, changes to a paint or awning color, sign or architectural design, material choices, etc.). Any change to the final SOW not approved in advance and in writing by the Façade Review Board will not be funded.
- Copy of completed application.

Required Details: The grantee will be required to sign and deliver to President Elton Wade hard copies of the following before the grant application is reviewed for approval.

- Photos of property, front, sides and rear of building (if visible from the street).
- Photos of work to be completed.
- Copy of lease, land contract, or deed.
 - Tenant must provide owner's written authorization.
- Signed bids of work to be performed.
- Signed façade grant program application.
- Estimated timeline for start, midpoint, and final project completion.
- Completed W-9 form from the business owner and the contractor.