

Old South Baton Rouge Commercial Façade Improvement Grant Guidelines

Program

The Center for Planning Excellence (CPEX) is offering a reimbursable, matching grant program as an incentive to owners of buildings and businesses to improve facades in the Old South Baton Rouge community, with priority to projects located within the eight (8) Old South Baton Rouge Project Development Areas (PDA). (See attached map). 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. Eligible façade improvements may include removing old facade 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 with the design criteria outlined in the Old South Baton Rouge Pattern Book. No Commercial Façade Improvement Grant may exceed 50% of the project cost.

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 CPEX. Business or building owner is required to provide a dollar for dollar match of funds provided by CPEX.

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 Project Development Areas (See attached map). Applicants must match grants funds dollar-for-dollar.

1. Each storefront 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 CPEX staff according to a point system. Please see attached Review Form.

Building Owner/Business Owner Contribution Table (Examples)

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 st Floor \$2,000 for 2 nd Floor	\$7,000
Business Owner/ Bldg Owner #3	\$17,000	N/A	\$5,000 for 1 st Floor \$2,500 for 2 nd 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 East Baton Rouge Parish and City of Baton Rouge code.
4. All improvements conducted with the use of the matching grant funds must be performed in a manner consistent with the East Baton Rouge Parish and City of Baton Rouge’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 Old South Baton Rouge Pattern Book. Copies to be provided by CPEX.
6. Grant recipients and building owners must agree that improvements made using these funds will stay in place for a minimum of five (5) years after project completion. 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 due to fortuitous events 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 by the sole discretion of the CPEX.
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. CPEX 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 Old South Baton Rouge Pattern Book.



9. If approved by CPEX, grant recipients may undertake projects in a limited number of phases over a twelve (12) month 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 CPEX on a case-by-case basis where the contractor is having difficulty meeting deadlines due to weather, scheduling conflicts, supply issues or at the sole discretion of CPEX. Even if extensions are granted, the project must be completed within twelve (12) months of the approved application.
11. CPEX shall have no liability for workmanship or construction related to the project receiving grant funds under this program.
12. CPEX 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 from the completion of the façade project.
14. Grant recipients will agree to allow CPEX to photograph before and after for use in future publications.

Architectural Design Assistance

In an effort to encourage participation in the Façade Improvement Program, CPEX will offer a technical assistance/design consultant to potential grant applicants who satisfy the pre-qualification requirements. 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 ensure façade renovations meet the design criteria established through the Old South Baton Rouge Pattern Book. Grant applicants will discuss proposed changes with the CPEX staff and then receive a rendering of changes for inclusion in the grant application.

Please Note: CPEX covers the cost for the Design Assistance. Should the grant be terminated prior to completion, the grant awardee will be charged for the cost CPEX 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 or 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. 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 CPEX for pre-qualification.
2. Selection committee review applicants to move forward with the grant process.
3. Applicant schedules a review with CPEX, and recommendation is made to proceed with Design Assistance.
4. A Contract is signed between representatives of CPEX and the business owner.
5. CPEX provides design assistance to prepare Façade Improvement Plans.
6. Building owner/business owner secures bid(s) for façade improvements and submits to CPEX.
7. CPEX review plans and estimates for construction with building/business owner and issues written notice to proceed subject to compliance with all program guidelines.
8. 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 CPEX.
9. CPEX 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.
10. Building owner/business owner must provide evidence of completed work through final inspection by applicable building compliance office, or by an inspector authorized by CPEX.
11. 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 of work completed on the project.
12. CPEX 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(s) of the existing building conditions.
3. Scope of Work describing the nature and extent of the proposed renovations which will be conducted.
4. Signed Statement to CPEX (see attached) evidencing acceptance and willingness to comply with program requirements.
5. If applicable, signed statement by building owner approving the business owner's application for this grant program (in application).

Initials

Old South Baton Rouge Commercial Façade Improvement Grant Application

The Center for Planning Excellence (CPEX) 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 Old South Baton Rouge Pattern Book. No Façade Improvement Grant may exceed 50% of the project cost. (Please fill out the first three (3) pages in ink and initial all pages 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/or 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. Signed copy of Statement to Center for Planning Excellence (see attached).
- ____ 4. If you do not currently own the building, please have the owner sign below acknowledging and approving your application for this grant.

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

CPEX Representative

Date

Application Deadline

Applicants must submit their applications to CPEX for consideration in Round IV of the Commercial Façade Improvement Grant by _____. Applications must be submitted by mail to:

Center for Planning Excellence
Commercial Façade Improvement Program
Attention: Marcelle Boudreaux
100 Lafayette Street
Baton Rouge, La. 70801
Phone: (225) 267-6300

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Statement to Center for Planning Excellence

To: Center for Planning Excellence
Commercial Façade Improvement Grant Program
100 Lafayette St.
Baton Rouge, LA 70801

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

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Old South Baton Rouge Commercial Façade Improvement Grant 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 CPEX.

THIS FORM IS TO BE COMPLETED BY CPEX 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** _____

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**Old South Baton Rouge
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:

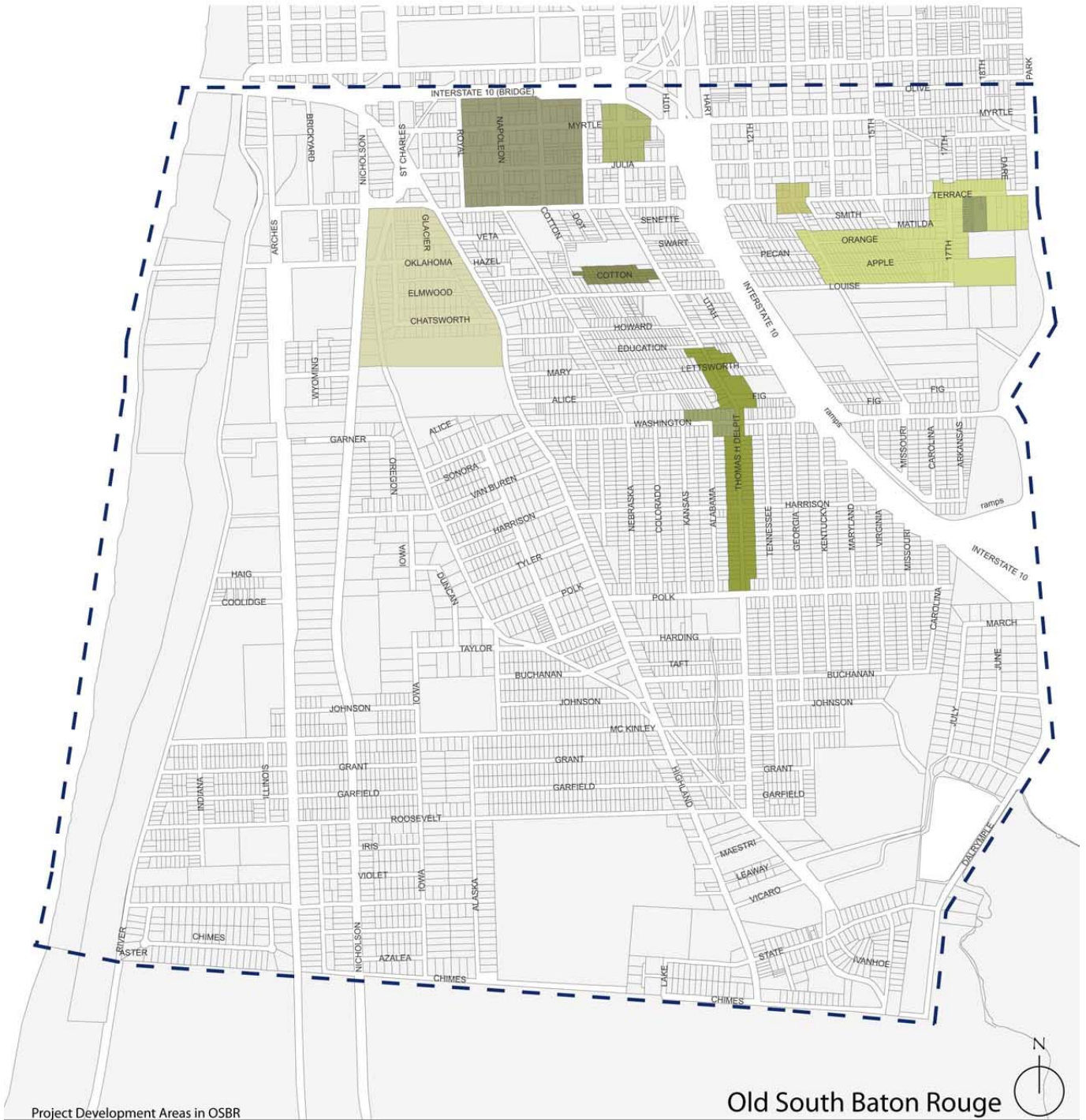
- ____ 1. Copies of all paid contractor invoices and receipts indicating total expenses for the project.
- ____ 2. Digital and color photographs depicting the completed condition of the exterior of the property, including the roof if appropriate.

Signature

Date

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MAP



Project Development Areas in OSBR

- Nicholson/Highland Gateway
- Swart
- Delpit/Myrtle Gateway
- Brooks Park/Cypress
- Thomas Delpit Corridor
- Sabree
- Terrace/Eddie Robinson
- Off Site Hope VI
- Old South Baton Rouge Boundaries

Old South Baton Rouge



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