



## East Baton Rouge Redevelopment Authority Small Business Façade Improvement Grant Application

The East Baton Rouge Redevelopment Authority (“RDA”) is offering a reimbursable, matching grant program as an incentive to owners of buildings damaged by Hurricanes Gustav or Ike to improve facades within any of the identified Target Areas (see attached map). The grant will match 75 percent to 25 percent, within the program limits listed on the next page, funds spent on improvements to facades of commercial buildings located in the Target Areas. Eligible façade improvements may include removing old facade structures, installing new and replacement awnings, canopies and signs, landscaping, and performing other improvements in a manner consistent with applicable regulations, codes and ordinances and the adopted Community Improvement Plan for the area, if applicable. No Façade Improvement Grant may exceed 75% 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: \_\_\_\_\_

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

- \_\_\_\_ 1. Digital and hard copy 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 at least three (3) licensed contractors indicating the costs of labor and materials for the project.
- \_\_\_\_ 4. Illustrative rendering or elevation of proposed project.
- \_\_\_\_ 4. Signed copy of Statement to RDA (see attached).
- \_\_\_\_ 5. If you do not currently own the building, you **MUST** apply jointly with the property owner and include a copy of your executed lease with this application.

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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 improvements to the property as outlined in the application requirements.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
RDA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
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**Application Deadline**

Applicants must submit their applications to the RDA by \_\_\_\_\_ for consideration for the Small Business Façade Improvement Grant program. Applications must be submitted in person or by mail to:

East Baton Rouge Redevelopment Authority  
Small Business Façade Improvement Program

Attention:

801 North Blvd., Suite 200

Baton Rouge, La. 70802

Phone: (225) 387-5606

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## Statement to East Baton Rouge Redevelopment Authority

To: East Baton Rouge Redevelopment Authority  
 Small Business Façade Improvement Grant Program  
 801 North Boulevard, Suite 200  
 Baton Rouge, LA 70802

I, \_\_\_\_\_, am submitting an application for a Small Business Façade Improvement Grant. I understand that the application for the grant does not guarantee funding. With this Statement, I am certifying that I understand the terms and conditions of Small Business Façade Improvement Grant Program. My application, scope of work and other specifications must be approved in writing by the East Baton Rouge Redevelopment Authority (“RDA”) 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 is not approved by the RDA; 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 RDA, the grant will be terminated.

I hereby certify that, to the best of my knowledge, all of the information included in this application is true and correct.

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
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## Small Business Façade Improvement Grant Program Guidelines

### Funding

Matching grants of up to \$7,500 are available, subject to funding for a building face which fronts a street or one building face per applicant. There is potential for an additional grant of up to \$2,500 for a second story building face. The business or building owner is required to provide a 25% match of the total funds provided by the East Baton Rouge Redevelopment Authority (“RDA”).

### Applicant Eligibility and Request for Funding

Building owners, or small 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 Target Areas. As a minimum, applicants must match 25% of grant funds.

1. A “small business” is defined as one with fewer than 100 employees.
2. Each store front will be eligible for a maximum grant of up to \$7,500. If the building, regardless of the number of storefronts, has a second elevation that can be seen from a targeted corridor the building will be eligible for an additional \$2,500. A storefront is defined as having a street address and public access to the business.
3. The maximum grant award is \$10,000. No grant award shall exceed 75% of the project cost.
4. The 25% match provided by the Grantee shall be cash value for goods and services.
5. Work done by business or building owner will not be funded for labor.
6. Applications will be evaluated by a Program Committee according to an objective system. The Program Committee shall consist of representatives from the RDA, City/Parish government, community stakeholder groups, and design professions.

### EXAMPLES: Building Owner/Business Owner Contribution Table

Applicant	Total Project Cost	1-Story Building Store Front (max. RDA Grant Amount)	2-Story Building Store Front (max. RDA Grant Amount)	Applicant Contribution

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Business Owner/ Bldg. Owner #1	\$8,000	\$6,000	N/A	\$2,000
Business Owner/ Bldg. Owner #2	\$10,000	\$7,500	N/A	\$2,500
Business Owner/ Bldg Owner #3	\$15,000	N/A	\$7,500 for 1 <sup>st</sup> Floor \$2,500 for 2 <sup>nd</sup> Floor	\$5,000

### Program Requirements

1. The building facades eligible for the program must be located in a specified Target Area. It is desirable, but not required that building facades be located along a prominent thoroughfare.
2. The grant funds may not exceed 75% of the façade improvement project cost.
3. Buildings must meet Health and Safety Standards of the City-Parish.
4. All improvements conducted with the use of the matching grant funds must be performed in a manner consistent with the City-Parish's land use, zoning, and all applicable regulations, codes, and ordinances.
5. Grantees 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 voluntarily removed or replaced within five (5) years of the façade improvement project completion, the grant recipient must pay a prorated portion of the grant proceeds invested in the project for the number of months remaining. By virtue of acceptance of the Program Guidelines, Grantees agree to maintain 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 years of façade project completion. Standard exceptions:
  - i) Normal wear and tear, as determined by the RDA.
  - ii) The improvement(s) has been damaged and the grant recipient has repaired or replaced the improvement(s) with same or better quality.
  - iii) The improvements were replaced for the purpose of further renovation that will enhance the project, as determined at the sole discretion of the RDA.
6. Applicant is responsible for obtaining, or having, all required building permits for the work undertaken and must have a current business license.
7. Projects must be completed within six (6) months of the grant award. The RDA 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 approved by the RDA, and paid for by the Grantee.
8. Grant extensions will be approved by the RDA 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 twelve (12) months of the approved application.

9. The RDA shall have no liability for workmanship or construction related to the project receiving grant funds under this program.
10. The RDA 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.
11. 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 2-year period.
12. Grant recipients will agree to allow the RDA to photograph the project for use in future publications.

### **Eligible Expenses**

1. Signs – Including removing the old and the 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 the production and installation of new awnings and canopies.
3. Building 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, woodwork, window and/or door replacement, other repairs or improvements approved by the RDA.
4. Walls, Fencing, and Landscaping – Includes work that removes, replaces or adds appropriate fencing and landscaping to hide incompatible uses or negative elements such as storage yards, outdoor fabrication, work area, parking lots, or dumpsters.
5. Removing and proper 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.

### **Small Business Façade Improvement Grant Process**

The Grant process is as follows:

1. Applicant completes grant application and submits to the RDA for pre-qualification.
2. Applicant schedules assessment/review with RDA project manager and recommendation is made to Program Committee.
3. Program Committee reviews applications and selects Grantees (number of awards subject to available funding).
4. RDA issues notice to proceed to Grantees, subject to compliance with all program guidelines.
5. Within 30 days of issuance of notice to proceed, Grantee must evidence façade improvement work has begun by providing copy of building construction permit to the RDA.

6. RDA will complete status reports of the licensed contractor's progress at least every two months throughout the improvement process to summarize work completed to date and any problems or conditions that have arisen during the reporting period.
7. Grantee must provide evidence of completed work through final inspection by applicable building compliance office, or by authorized RDA inspector.
8. Grantee submits 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.
9. RDA disburses funds to Grantee no later than thirty (30) days after approval of the completed project and demonstration that all eligible costs have been paid by the Grantee.

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 improvements.
4. Three (3) Estimates from licensed contractors indicating the costs of the project.
5. Signed Statement to RDA (see attached) evidencing acceptance and willingness to comply with program requirements by building owner, for business owner's application.



## Small Business Facade Improvement Grant 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. Those items that do not apply will be removed from consideration. Project(s) with the highest point total will be awarded a grant, subject to available funding.

**THIS FORM IS TO BE COMPLETED BY THE RDA AND THE PROGRAM COMMITTEE.**

- 1. Project transforms the building from worst case to best case \_\_\_\_\_
- 2. Project is located along a prominent retail corridor within a Target Area \_\_\_\_\_
- 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, neighborhood 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 for individual improvements, i.e. each for painting, awning, windows, doors, landscaping etc. \_\_\_\_\_
- TOTAL** \_\_\_\_\_

**Project applications must be awarded a minimum score of 32 points to receive recommendation for approval to the RDA Board of Commissioners. The scores from the Grant Review Committee will be averaged to determine a minimum score.**

\_\_\_\_\_  
Initials



## Small Business 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.

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\_\_\_\_ 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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