



Louisiana Main Street  
Redevelopment Incentive Grant  
FY 2016-2017

Louisiana Main Street  
Division of Historic Preservation  
P. O. Box 44247  
Baton Rouge, LA 70804  
(225)342-8157

## 2016-2017 Redevelopment Incentive Grant Application Guidelines

Louisiana Main Street Redevelopment Incentive Grants provide matching funds to encourage the revitalization of historic downtown commercial properties in designated Main Street districts. The Incentive Grants serve efforts to promote community revitalization and stimulate economic growth and vitality- in addition to enriching cultural tourism. Community reinvestment utilizing historic preservation practices improves community economic health by fostering renewed interest in shopping, working, and living downtown.

Grant funding and the number of grants awarded are dependent on state budgets and the amount of funding appropriated by the legislature each year.

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**Deadline:** Grant applications must be postmarked for delivery to Louisiana Main Street, sometimes hereinafter referred to as the "State" no later than Friday June 30, 2016.

*Overnight Commercial Delivery:*

Attn: Trey Crump  
Louisiana Division of Historic Preservation  
1051 N. Third Street, Room 405  
Baton Rouge, LA 70804

*U.S. Postal Service Delivery:*

Attn: Trey Crump  
Louisiana Division of Historic Preservation  
P.O. Box 44247  
Baton Rouge, LA 70804

**Matching funds:** This grant requires a dollar-for-dollar monetary match toward hard costs. Grant funds are limited to actual construction/restoration hard costs only. Owner or tenant contributions of design work, or other sweat equity, equipment, etc. are regarded as in-kind and are not considered as matching funds for the purpose of this grant.

**This is a reimbursement grant:** The award amount is paid upon completion of the work described in the approved scope of work noted in the Grant Agreement which is executed after the recipients are announced. All grant-funded work must adhere to (1) the scope of work described in the grant application, (2) the historic preservation guidelines of the Secretary of the Interior Standards (SOI) [see web link below], and (3) the Grant Agreement that is executed after notification of award.

Grant funded work must comply with the *Secretary of the Interior's Standards for Rehabilitation*, available at the National Park Service's website:

<http://www.nps.gov/tps/standards/rehabilitation/rehab/index.htm>. Applicants and their contractors are strongly advised to become familiar with these guidelines. Additional guidance may be found at <http://www.nps.gov/hps/tps/standguide/> and <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

**Tax Liabilities:** Recipients of grants are responsible for any tax liability incurred as a result of this grant.

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Please arrange to meet with the State Main Street Design Coordinator at your building site to discuss your application and specific design needs prior to submitting the application to your local Historic District Commission (HDC) for its initial review.

Issuance of a (Certificate of Appropriateness (COA) by your local HDC does not guarantee that the scope of work meets the Secretary of the Interior Standards. Louisiana Main Street may amend the scope of work to ensure compliance with the Secretary of the Interior Standards and this may necessitate another local HDC review and new COA. Applicant has the right to forego Redevelopment Incentive Grant funding if applicant chooses not to comply.

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**Three levels of grants are available:**

\$10,000 grants for redevelopment projects totaling a minimum of \$20,000.00.

\$2,500 grants for projects totaling a minimum of \$5,000.00.

\$500 grants for redevelopment projects totaling a minimum of \$1,000.00 for exterior repairs only.

This category of grant is allowed only once per owner of an address.

Painting applicants must demonstrate a genuine need.

Awnings may not serve as business signage featuring the business name.

Awnings may be either blank or feature the street address only.

Grant requests must be for:

- Only one of the three funding amount categories and
- Either an exterior project, or an interior project.

Interior and exterior projects cannot be combined in one application

Only the application in its original format for fiscal year 2016-2017 will be accepted.

Amendments to the substance of the grant (revisions, additional support materials) are not permitted once the application reaches the State office.

**Local Historic District Commission:** For exterior projects, the application must be reviewed and approved by local Historic District Commission (HDC). The local HDC schedule should be obtained from the local Main Street manager

HDCs typically have no purview over interiors.

Applicant's scope of work must adhere to the Secretary of Interior Standards (SOI) for the rehabilitation of historic buildings. See link on page one.

**Eligible for Consideration:**

- Grant funds are limited to commercially zoned properties within designated Louisiana Main Street districts.
- Buildings must be at least 50 years old and contribute to the significance of the Main Street District. Buildings less than 50 years old may be eligible if they meet National Register criteria for exceptional significance as an integral part of a historic district that qualifies for National Register

listing. The local Main Street manager will assist the applicant in determining if the building meets this eligibility requirement. The staff of the Louisiana Main Street program will make the final determination based on the support documentation submitted with the application.

- A property owner or tenant can apply.
  - Tenants must obtain the property owner's signature on the grant application.
  - If the applicant is a corporation, the grant application must be accompanied by a Board Resolution from the Board of Directors of the corporation authorizing the applicant's signature for the corporation.
  - If the applicant is a co-owner of the property, the grant application must be accompanied by a statement authorizing the applicant to act on behalf of all co-owners and signed by each.
- Exterior: The scope of work must directly contribute physically (visually and with regard to historic preservation) and economically to the revitalization of the Main Street district while preserving and respecting the historic architectural character of the building, district, and architectural heritage of the community.
- Parapet Lighting: Commercial grade white or color LED lighting to outline a series of building parapets is a lighting initiative intended to create a nightly, year-round festive atmosphere in our Main Street downtowns. Buildings must be adjoining and must include at least one block.
  - Applications require a minimum five-year maintenance commitment plan.
  - If the city oversees the purchase, installation, and maintenance of the lights, the local Main Street program may apply in conjunction with the city, and installation costs incurred by the city may apply toward the required match.
  - Installation must be of professional standard, and secure for longevity of use and to minimize damage and maintenance issues.
- Signage: Restoration of historically significant/landmark signage or the restoration or replication of historic theater marquees is eligible. (New commercial signage is not supported by this grant.)
- Interior: Improvements are restricted to exposing, restoring or replicating original interior architectural features. The grant can also be used to offset costs of installing or repairing a fire suppression system for either a commercial ground floor space or a **new** (first-time) upper story residential development in a historically commercial building.

**Ineligible for Consideration:**

- Governmental and other non-tax-generating entities are not eligible for Redevelopment Incentive Grant funding with exceptions limited to:
  - *Friends* of Main Street or *Friends* of Main Street district historic theater and museum organizations.
  - A property that is owned by a tax-exempt entity the leases storefront space to an established for-profit business. The for-profit business shall have operated at this address for at least one (1) year.
- Properties zoned residential and residential properties housing home-based businesses within the Main Street District are not eligible.
- General Maintenance: Those things generally regarded as routine maintenance will not be eligible for Redevelopment Incentive Grant funding.

Examples:

- Cleaning of Gutters and downspouts
- Removal or overgrown vegetation
- Roofing, plumbing, electrical
  
- RHINO paint and other coatings that permanently bond with historic materials are not supported by this grant.
- EIFS and Dryvit are inappropriate materials
- Flooring
  - Exception: Repair, refinishing, restoration of historic flooring
- Doors and windows: Replacement of restorable historic wood doors and windows with another type, design, size, or material.
- Exterior siding and decorative elements that are non-historic/historically inappropriate in both material and design.
- Landscaping, streetscaping, parking lots, paving, fences, and gazebos
  - Exception: Restoration of fountains will be considered if of historic significance to the property
- The addition of balconies to publicly-visible facades of buildings
  - Exception: To reconstruct a balcony that was historically present, historic documentation must be provided that 1.) clearly proves the building in question did possess a balcony in the proposed location. 2.) drawings of the proposed new balcony must be included with the application and 3.) the design and fabrication/construction must remain sensitive to the original, historic design.
- Energy efficiency: Procurement or installation of alternative energy collectors, generators, and related equipment, and insulation materials
- Awnings, signs, and such destroyed or damaged by storms for which insurance or other damage or replacement compensation are generally collected.
- Holiday and landscape lighting and decorations
- Furniture, fixtures, and equipment (interior or exterior)
- Promotional materials: print, web, social, TV, radio, other
- ADA compliance
- Installation of electronic security systems and exterior security measures that detract from the historic character of the building, such as roll up grills.

**Compliance with grant:**

Grant-funded work may not begin until:

- The grant award notification is received by the applicant (Anticipated notification date:--Friday September 2, 2016)
- The Grant Agreement with the State is signed by all parties, (follows grant award notification)
- A Form W-9 is filed with the State.

Grant-funded work may be a portion of a larger-scale project in-progress; however, grant recipients are only eligible for reimbursement for work detailed in the scope of work associated with this grant and performed during the term of the State Grant Agreement. Reimbursement is not retroactive for work already underway or completed. Overall project investment costs may be used to satisfy the match requirement.

Failure to commence work by the designated deadlines set forth in the State Grant Agreement shall void the grant.

Work must be completed by Friday April 28, 2017 in order to receive reimbursement.

**To Apply:**

- Applicants must contact the local Main Street manager to:
  - Determine if the project requires review and a Certificate of Appropriateness (COA) from the local Historic District Commission (HDC)
  - Determine the procedure for obtaining a COA from the HDC
  - Obtain a list of HDC meeting dates
  - Determine if the building is located within the boundaries of the Main Street district
  - Request a map of the Main Street district with 1.) the district's borders and 2.) location of the property marked.
  - Make arrangements for a design consultation with the State Main Street Design Coordinator.
  
- If the project requires a COA, follow the appropriate HDC procedures for requesting review and issuance of a COA.
  - Applicants are cautioned to allow adequate time for the HDC review process.
  - Inform the HDC of the grant application and grant requirement to comply with the Secretary of Interior Standards. If approved, the HDC will issue a COA for the project.
  
- Submit the completed application, along with a copy of the HDC COA and other supplemental materials, to the local Main Street manager by the deadline listed in the Application Checklist section below.
  
- Incomplete applications will not be eligible for grant funding. The local Main Street manager must review and sign the complete application.
  
- Both applicant and the local Main Street manager must sign off on the checklist page.
  
- The checklist page (p.7) must be included in the application packet.
  
- Applicants are responsible for mailing their applications to the State office.

**Note:** A Main Street manager or staff of the Louisiana Main Street program may provide applicant information and assistance but shall not write, rewrite, amend, or otherwise complete the Redevelopment Incentive Grant application on behalf of an applicant.

## **The Review Process**

Upon receipt, the local Main Street manager will check the application for completeness and compliance, sign the application, and mail it to the State office. A second review by staff of the State will ensure the application is complete and all eligibility criteria are met.

### **Incomplete, non-compliant applications.**

Incomplete, non-compliant applications will not be considered. The State staff cannot rewrite or alter any portion of the application after submission. Submissions are final.

Applicants of incomplete, non-compliant applications will be notified as soon as possible after receipt so as to not hold up those projects.

Accepted applications are digitally scanned and made available to a review panel for consideration of funding. Panelists are professionals selected from the fields of architecture, construction, preservation, economic development, and other associated areas of revitalization specialization from around the country. Panelists may not be employed by a Louisiana Main Street community, reside in a designated Louisiana Main Street community, be an employee of Louisiana Economic Development or the Louisiana Department of Culture, Recreation and Tourism, or be directly or indirectly involved with Louisiana Main Street communities.

**Note:** Members of the review panel will not be familiar with the buildings or communities associated with each project. The story told visually through photos and narrative will provide an understanding of the projects. The narrative should be concise rather than lengthy, as many applications must be reviewed.

### **Competition**

The Redevelopment Incentive Grant is a highly competitive grant open to all qualifying applicants in Louisiana Main Street communities. Regrettably, not every applicant can receive a grant. Award considerations include, but are not limited to, level of restoration for the intended project, how the project affects the original design of the building in question, the economic and visual impact the project brings to both the historic commercial district and the local Main Street experience; as well as the availability of funds appropriated by the Louisiana Legislature to the State. Award amounts may be adjusted contingent upon legislative allocation of funds.

**Note:** Applicants are strongly encouraged to utilize the free services and advice of the Louisiana Main Street for assistance with compliance BEFORE submitting an application.

Grant recipients should receive notification by Friday September 2, 2016.

## APPLICATION CHECKLIST:

- ▶ Applicant and Main Street manager please use this section as a checklist ◀

Applicant has reviewed the checklist: \_\_\_\_\_

Main Street manager has reviewed the checklist: \_\_\_\_\_

### This Checklist Must Be Included In the Application Packet

- \_\_\_ **Application form:**
  - \_\_\_ A completed and signed application form
  - \_\_\_ The applicable work categories selected for either exterior or interior work
  - \_\_\_ Either the \$500, \$2,500 or \$10,000 grant category selected for that category of work.
  - \_\_\_ Documentation that all necessary funds are in place so that work can begin according to deadlines stipulated by the State Agreement and be completed by April 28, 2017 (We don't need bank statements. Merely note in the narrative that resources are in place to begin your project no later than 60 days from signing and returning the State Grant Agreement.)
  - \_\_\_ A Board Resolution or authorization from co-owners, if applicable
- \_\_\_ **COA:**
  - \_\_\_ For exterior work only, a copy of the signed/approved and dated Historic District Commission (HDC). 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 grant funding) and holds the local HDC accountable for sensitive design review at the local level.
- \_\_\_ **Digital Photographs:**
  - \_\_\_ Documentation of current condition(s) associated with the scope of work.
  - \_\_\_ Photos of the building as it relates to neighboring structures and the streetscape.
  - \_\_\_ Digitally scanned images of historic photos, if available.

**NOTE:** All photographs accompanying the application must be digital, must be saved as individual JPGs, and **must** be of good quality with. Photographic color prints and slides **will not** be accepted. Materials will not be returned. Historic photos are very helpful, but only digital copies should be submitted.
- \_\_\_ **Map:**
  - \_\_\_ A map of the entire designated Main Street district is required with noted borders and location of the property associated with the grant. The map can be obtained from the local Main Street manager.
- \_\_\_ **Schematic drawings if pertinent to project:**
  - \_\_\_ Drawings/renderings of the exterior or interior of the building will illustrate all proposed renovation details associated with the grant scope of work.
  - \_\_\_ Drawings/renderings must be architectural in nature, though not necessarily prepared by an architect, but someone who can properly illustrate the proposed work in a professional manner. Awning, signage, construction/engineering companies also have the capabilities to provide appropriate drawings with their bids for work. In some cases the local HDC and/or State Main Street office may require samples of proposed materials.
  - \_\_\_ For projects not involving architects, applicants are strongly encouraged to utilize the free design services of the Louisiana Main Street design staff for the preparation of these renderings. These are also helpful for the HDC review. Applicants should schedule time with



the design staff early to better ensure the application includes quality illustrations and to receive design advice prior to your submittals to the HDC. Awning, sign, construction/engineering companies, etc. also have capabilities to provide appropriate drawings with their bids for work.

- **\_\_\_\_ Narrative:**  
Whereas the scope of work consists of bulleted details, the narrative states the reasons for funding the project, and should be no more than one page in length, at 10 pt. to 12 pt. font. Reviewers are not familiar with the buildings or towns associated with the projects. The narrative provides understanding of the project, significance of the property to the district, and the impact the work will have on the district.
- **\_ Scope of Work:**  
This is a contractor's detailed breakdown of project tasks, materials, and itemized costs (not one total cost) for which grant funding is requested.
- **\_\_\_\_ Contractor Estimates:**  
Estimates from contractors must be copies of original, signed, and dated detailed/itemized contractor estimates. Projected costs of materials and labor must be broken out with costs associated with each portion of the project as described in the scope of work.

Please list any additional support documentation included in this packet:

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## DEADLINES

### Local Main Street Deadlines

\_\_\_\_\_ 2016: Deadline for submitting application to local HDC for review.

\_\_\_\_\_ 2016: Deadline for submitting completed packet to local Main Street manager for review.

### State Main Street Deadlines

**Thursday, June 30, 2016:** Deadline for postmarked applications to be submitted to the State.

**Friday, September 2, 2016:** Grant recipients and local managers will be notified of the results.

State Grant Agreement forms will arrive after the September announcement of recipients. The State Grant Agreement form must be signed and returned to the State within 2 (two) weeks otherwise the grant funding will be reallocated.

A Form W-9 must either be on file or submitted to us with the State Grant Agreement.

Grant-Funded work may commence after signing the State Agreement forms and submitting W-9 forms to the State.

All work associated with the project scope must be underway no later than 60 days of signing the State Grant Agreement forms regardless of the size of the project.

**Friday, April 28, 2017:** Some scopes of work are larger than others and require months to complete, while others require days or weeks to complete. This is the absolute deadline for completing work supported by this grant as described in the scope of work. Work that is incomplete, non-compliant with the application and agreement, and/or substandard will void the grant. However, said project must have started no later than 60 days of signing the State Grant Agreement.

**Friday, May 27, 2017:** Deadline for reimbursement requests to be filed with the State using the reimbursement form included in the Grant Agreement.

Submitting this grant application indicates the applicant intends to do the work as proposed and has the resources to begin and complete the work as stipulated.

Reimbursement will be made to the grant recipient in one lump sum upon completion of the project and after the State Main Street Design staff has visited the completed project and approved it for compliance with the terms of the Grant Agreement. The following shall be submitted to the State Main Street Office for issuance of the grant funds:

- Reimbursement Request Form (retain this from the State Grant Agreement forms) detailing

the final project costs and signed by the grant recipient.

- Photographic documentation of the completed project (digital images).
- A spreadsheet of expenses along with dated copies of contractor invoices or material receipts and photocopies of scanned images of checks.
- Reimbursement checks are issued to the party noted on the W-9 form, who is also responsible for the payment of any taxes that may be associated with the grant award.

The application form begins on page 11.

**APPLICATION**

**Louisiana Main Street Redevelopment Incentive Grant, FY 2016-2017**

Applications must be legible. Please either type or print.



Grant Amount Requested:  \$500.00(exterior only)  \$2,500.00  \$10,000.00

Category of work:  Interior  Exterior

Applicant name: \_\_\_\_\_

Applicant mailing address: \_\_\_\_\_

Parish: \_\_\_\_\_

Applicant E-Mail: \_\_\_\_\_

Applicant daytime telephone number: \_\_\_\_\_

Applicant is building owner:  Yes  No Other: \_\_\_\_\_

Applicant is merchant/tenant:  Yes  No Other: \_\_\_\_\_

Project/building address: \_\_\_\_\_

Type of building:  Commercial  Residential  Mixed-use

Has this property received a grant from Louisiana Main Street in the past?  Yes  No

If so, for what work and in what amount? \_\_\_\_\_ \$ \_\_\_\_\_



**Scope of Work**

Note in **bullet-point** fashion all work to be performed with these funds, including the dollar amount associated with each and a total. Include copies of signed/dated contractor estimates. Additional pages may be included if necessary.

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Total \$

**Narrative**

Please type and insert a separate narrative portion that explains the proposed scope of work, its necessity, and impact on the building, the district, and/or the community.

When replacing doors, windows, railings, canopies, or other architectural components applicants must provide specific details regarding those replacements. See Secretary of the Interior Standards for further clarification or contact the State Main Street office. Manufacturer tear sheets are helpful and can be obtained from the sales person or sales representative.

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By signing the application, the applicant certifies that he/she has read and understands all information contained in the Redevelopment Incentive Grant Application Guidelines and that all figures, statements, and representations made in this application, including any attachments, are true and correct to the best of the applicant's knowledge and that funding is available to proceed with and complete the project per the grant guidelines.

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Applicant's Signature

Date

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Please print name

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Building Owner's Signature (if different from applicant)

Date

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Please print name

**Local Main Street Manager Section**

Your Legislators:

See <http://legis.la.gov/Legis/FindMyLegislators.aspx>

Louisiana House District (no.) \_\_\_\_\_, (name) \_\_\_\_\_

Louisiana Senate District \_\_\_\_\_, \_\_\_\_\_

U.S. Congress District \_\_\_\_\_, \_\_\_\_\_

U.S. Senator, \_\_\_\_\_

U.S. Senator, \_\_\_\_\_

I have reviewed this applicant’s grant packet and determined it is complete according to the provided checklist.

If this applicant is awarding funding, I will be actively engaged in this project by personally monitoring and documenting the progress of this project for adherence to the scope of work approved by the State Main Street program as noted in the State Grant Agreement and with respect to SOI standards. I will report to the State Design Coordinator on a regular monthly basis with text and photos, as well as keep my recipient aware of important dates so he/she remains in compliance with the State Grant Agreement.

Local Main Street manager’s signature:

\_\_\_\_\_ Date: \_\_\_\_\_

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**State Staff Review Section:**

**Accept for further review:** \_\_\_\_\_ **Decline:** \_\_\_\_\_

By signing the application, the applicant certifies that he/she has read and understands all information contained in the Redevelopment Incentive Grant Application Guidelines and that all figures, statements, and representations made in this application, including any attachments, are true and correct to the best of the applicant's knowledge.

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Applicant's Signature

Date

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Building Owner's Signature (if different from applicant)

Date