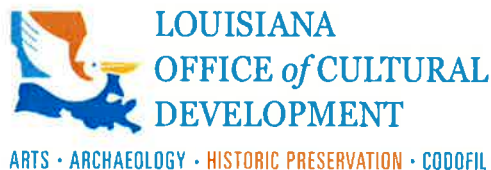




Restoration Grant Application Guidelines

July 1, 2019 – June 30, 2020



Division of Historic Preservation
PO Box 44247
Baton Rouge, LA 70804
(225)-342-8162
mainstreet@crt.la.gov

FY 2019-2020 Louisiana Main Street Restoration Grant

Application Guidelines

Louisiana Main Street Restoration Grants provide matching funds to encourage the revitalization of historic downtown commercial properties in designated Louisiana Main Street districts. The Louisiana Main Street Restoration Grants serve as an effort 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.

Deadline: Grant applications must be postmarked for delivery to Louisiana Main Street, sometimes hereinafter referred to as the ("State") no later than **Friday, June 28, 2019**.

Overnight Commercial Delivery:

Ray Scriber
Louisiana Main Street
1051 N. Third Street, Suite 405
Baton Rouge, LA 70802

U.S. Postal Service Delivery:

Ray Scriber
Louisiana Main Street
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. Recipients will receive a 1099 miscellaneous income form for use in preparing tax returns for the year in which the grant payment is issued.

Please arrange through your local Main Street director to meet with Louisiana Main Street 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.

Who May Apply

- Property owners or tenants of commercially-zoned properties located within designated Louisiana Main Street districts.
 - Tenants must obtain the property owner's consent signature on the grant application.
 - If the applicant is a corporation, the grant application must be accompanied by a resolution from the corporation's board of directors authorizing the applicant's signature on behalf of 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. The statement must be signed by all co-owners.
- Buildings must be at least 50 years old and must contribute to the significance of the local 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 is listed or eligible for listing on the National Register of Historic Places. The local Main Street director will assist the applicant in determining if the building meets this eligibility requirement. Louisiana Main Street will make the final determination based on the support documentation submitted with the application.

What is Funded

- 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.
- 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 income-producing residential development in a historically commercial building.
- 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 Main Street districts. 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.)

What is Not Funded

- Governmental and other non-tax-generating entities with the following exceptions:
 - Main Street district historic theater and museum organizations
 - A property that is owned by a tax-exempt entity that leases storefront space to a for-profit business.
- Properties zoned residential and residential properties housing home-based businesses within the Main Street district.
- General Maintenance: Those things generally regarded as routine maintenance.
 - Examples:
 - Cleaning of Gutters and downspouts
 - Removal of overgrown vegetation
 - Roofing, plumbing, electrical
- RHINO paint and other coatings that permanently bond with historic materials.
- EIFS and Drive-it are inappropriate materials.
- Flooring
 - Exception: Repair, refinishing, restoration of historic flooring
- Replacement of restorable historic wood doors and windows with another type, design, size, or material.
- Exterior siding and decorative elements that are non-historic or 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: Historic balconies that were original to the building. 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, etc.
- Americans with Disabilities Act (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.

Grant Amounts

Grant awards may range from \$2,500 to \$10,000.

Grants require a dollar for dollar monetary match. In-kind contributions cannot be used to fulfill the match requirement.

Miscellaneous

Only the application in its original format for fiscal year 2019-2020 will be accepted.

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

Historic District Commission

For exterior projects, the application scope of work must be reviewed and approved by the local historic district commission. Approval of a Certificate of Appropriateness may be made by the historic district commission after submission of the application, but the COA must be approved prior to start of work. The local HDC schedule may be obtained from the local Main Street director.

If the project requires a Certificate of Appropriateness, follow the appropriate historic district commission procedures.

- Applicants are cautioned to allow adequate time for the historic district commission review process.
- Inform the historic district commission about the grant application and grant requirement to comply with the Secretary of Interior Standards.

Interior projects do not require review or approval by the historic district commission.

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

Grant Compliance

Grant-funded work may not begin until:

- The grant award notification is received by the applicant (typically early September).
- The Grant Agreement with Louisiana Main Street is signed by all parties.

Grant-funded work may be a portion of a larger-scale in-progress project; 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 signed 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 grant agreement shall void the grant.

Grant-funded project work must be completed by Thursday, April 30, 2020 in order to receive grant payment.

To Apply

- Contact the local Main Street director to:
 - Determine if the building is located within the boundaries of the Main Street district
 - Determine if the project requires review and a Certificate of Appropriateness from the local historic district commission.
 - Determine the procedure for obtaining a Certificate of Appropriateness from the historic district commission
 - Determine historic district commission meeting dates
 - 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 Louisiana Main Street Design Coordinator.
- Submit the completed application, along with a copy of the Certificate of Appropriateness from the local historic district commission (if project has been reviewed and approved by the commission) and other supplemental materials, to the local Main Street director by the deadline listed in the Application Checklist section below. The Certificate of Appropriateness may be submitted after the grant application has been submitted if it has not yet been reviewed and approved by the historic district commission. Note: Applicant must have an approved Certificate of Appropriateness from the local historic district commission prior to commencing grant-funded work.
- Incomplete applications will not be eligible for grant funding. The local Main Street director must review and sign the completed application.
- Both applicant and the local Main Street director must sign off on the checklist page.
- The checklist pages (pages 8-10) must be included in the application packet.

Note: A local Main Street director or Louisiana Main Street staff may provide applicant information and assistance but shall not write, rewrite, amend, or otherwise complete the Main Street Restoration Grant application on behalf of an applicant.

Selection Process

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

Incomplete, non-compliant applications

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

Applicants that submit 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 written narrative will provide an understanding of the projects. The narrative should be concise rather than lengthy, as many applications must be reviewed.

Competition

The Louisiana Main Street Restoration 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 Louisiana Main Street. Award amounts may be adjusted contingent upon legislative allocation of funds.

Notification

Grant recipients should receive notification by **early-September 2019.**

APPLICATION CHECKLIST

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

I have reviewed this checklist and confirm that all requested items are included with the application:

Applicant

Main Street Director

This Checklist Must Be Included In the Application Packet

(Please place a check mark beside each item that is included with the application)

- **Application form:**

A completed and signed application form

Documentation that all necessary funds are in place so that work can **begin** according to deadlines that will be stipulated by the grant agreement and can **be completed** by April 30, 2020. (Bank statements are not necessary. Merely note in the narrative that resources are in place to begin your project no later than 60 days after signing and returning the grant agreement if your project is selected for a grant award.)

A board resolution or authorization from co-owners, if applicable. If not applicable, place N/A in the box.

- **Certificate of Appropriateness:**

A copy of the signed/approved and dated Certificate of Appropriateness is required for all exterior work only. A Certificate of Appropriateness is not required for interior work. In light of time constraints, Louisiana Main Street will allow applications to be submitted prior to the issuing of a COA, but applicant must obtain an approved COA and submit it to the Louisiana Main Street Design Coordinator prior to the start of work.

A Certificate of Appropriateness has not yet been secured from the historic district commission. The COA will be provided after the commission next meets on:

- **Digital Photographs:**

Documentation of existing 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. 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 district borders and location of the property associated with the grant. The map can be obtained from the local Main Street director.

- **Schematic drawings if pertinent to project:**

Drawings/renderings of the exterior or interior of the building that illustrate all proposed renovation details associated with the grant scope of work.

Drawings/renderings must be architectural in nature. It is not required that they be prepared by an architect, but should be prepared by 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 historic district commission and/or Louisiana Main Street may require samples of proposed materials.

For projects not involving architects, applicants are strongly encouraged to utilize the free design services of Louisiana Main Street for the preparation of these renderings. These are also helpful for the historic district commission 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 submitting to the historic district commission.

- **Narrative:**

Whereas the proposed scope of work will consist of bulleted details, the narrative should state the reasons for why the project should receive grant funding. It should be no more than one page in length, at 10 pt. to 12 pt. font. Application 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:

DEADLINES

Local Deadlines

Deadline for submitting application to local historic district commission for review

Monday, June 3, 2019

Deadline for submitting completed packet to local Main Street director for review

Wednesday, June 5 2019

Louisiana Main Street Deadlines

Applications submitted to Louisiana Main Street must be postmarked by:

Friday, June 28, 2019

Grant agreement forms will arrive after the announcement of recipients. These forms must be signed and returned to the State within two weeks, otherwise the grant funding will be reallocated.

Grant-funded work may commence after signing the grant agreement forms and returning them to Louisiana Main Street.

All work associated with the project scope must be underway no later than 60 days of signing the grant agreement.

Some scopes of work are larger than others and require months to complete, while others only require days or weeks to complete. The absolute deadline for completing work supported by this grant as described in the scope of work is:

Thursday, April 30, 2020

Deadline for reimbursement requests to be filed with Louisiana Main Street using the reimbursement form included in the grant agreement:

Friday, May 15, 2020

By submitting this grant application, the applicant is indicating an intention 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 Louisiana Main Street has visited the completed project and approved it for compliance with the terms of the grant agreement. The following shall be submitted to Louisiana Main Street for issuance of the grant funds:

- Reimbursement Request Form (**retain this from the 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 scanned images of payment checks.
- Reimbursement checks are issued to the entity that enters into the grant agreement. This entity is also responsible for the payment of any income taxes that may be associated with the grant award.



LOUISIANA Main Street

APPLICATION

Louisiana Main Street Restoration Grant, FY 2019-2020

Applications must be legible. Please either type or print.

Grant Amount Requested: _____

Category of work: Interior Exterior Both

Applicant name: _____

Applicant mailing address: _____

Parish: _____

Applicant E-Mail Address: _____

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 grant 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 Louisiana Main Street office. Manufacturer tear sheets are helpful and can be obtained from a product sales person or sales representative.

Local Main Street Organization

_____ Main Street was represented at the following mandatory meetings:

_____ Summer Meeting, DeRidder – July 2018

_____ Fall Meeting/Destination Downtown, Eureka Springs, AR – September 2018

_____ Winter Meeting/Main Street University, Franklin – January 2019

_____ Main Street Now Conference, Seattle, WA – March 2018

_____ Spring Meeting/Louisiana Preservation Conference, Baton Rouge – May 2019

_____ Total meetings attended / 5 = _____ % mandatory meeting attendance

Information on Main Street district legislators
See <http://legis.la.gov/Legis/FindMyLegislators.aspx>

Louisiana House District _____, Representative: _____

Louisiana Senate District _____, Senator: _____

U.S. Congress District _____, Representative: _____

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 Louisiana Main Street as noted in the grant agreement and with respect to SOI standards. I will report to Louisiana Main Street on a regular basis with, as well as keep the grant recipient aware of important dates so he/she remains in compliance with the grant agreement.

Local Main Street director's signature:

_____ Date: _____

Applicant Signature Page

By signing the application, the applicant certifies that he/she has read and understands all information contained in the Louisiana Main Street Restoration 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.

Applicant's Signature

Date

Please print name

Building Owner's Signature (if building is not owned by applicant)

Date

Please print name

State Staff Review Section:

Accept for further review: _____ **Decline:** _____