

LaFayette Downtown Development Authority

DDA Façade Grant Program Application

APPLICANT INFORMATION

Applicant:	
Address:	
Phone:	E-mail:

OWNER INFORMATION

Owner's Name:	Years Owned Property:
Address:	
Phone:	E-mail:
Owner or Tenant Occupied:	

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	
Business/Project Owner's Name:	
Mailing Address:	
Phone:	E-mail:
Type of Business:	Years in Business:
Property Address:	
Amount of Street Frontage:	# of Floors:
Upper Floor Use:	

PROPOSED IMPROVEMENTS

Please provide as much detail as possible about the types and extent of renovation to be completed. **Upload Required Material for Application here (listed on page 3)**

Storefront Improvements:	
Upper Façade Improvements:	
Other Improvements:	
Cost of Overall Project: \$	Façade Grant Funds Requested: \$

APPLICANT SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand the limits and requirements of the Façade Grant Program. I understand if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

Applicant Signature: _____ Date: _____

Program Guidelines

The Façade Grant program was established by LaFayette's Downtown Development Authority to enhance the physical appearance of commercial corridors by providing financial assistance for exterior building enhancements to eligible property owners and lessees. Applicant's total project cost must exceed \$2,000 for eligibility. Routine maintenance and repairs are not eligible. This program provides up to 50% in reimbursements for eligible costs, not to exceed \$2,000 per storefront.

Eligible Improvements

Eligible improvements that may be considered:

- Complete façade renovation
- New sign
- Windows and door repair or replacement
- Awnings
- Façade restoration of brickwork and masonry
- Landscaping and fencing
- Painting or cleaning of the facade exterior
- Exterior Lighting

Eligibility Requirements

- Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.
- All work for eligible project costs must be done on a street facing side of an existing building located within the LaFayette Downtown Development Authority District.
- All work must be done on the exterior of the building and result in a publicly visible improvement. Work on the rear or roof of the building is not eligible for a facade grant.
- Façade Grant funds are not intended be used to correct outstanding code violations, for property damaged by collision, acts of nature or occurrences covered by insurance.
- Only work begun after approval by the board will be eligible for a grant.
- Project cost must exceed \$2,000 to be considered for a facade grant.
- New construction projects are eligible to apply for the following items: Fencing, signage, awnings, and landscaping.

Properties that are not Eligible

The following types of property are not eligible for the Façade Grant Program:

- Tax delinquent property
- Property whose owner has any other tax delinquent property
- Property in Litigation Property in condemnation or receivership
- Property owned by religious groups
- Property owned by 501(c)3 nonprofit organizations on which taxes are not being paid
- Properties on which taxes are being paid, but have nonprofit use, such as schools, charities, clubs, organizations etc.
- Exclusively residential buildings
- Daycare Centers
- National Franchises or Retail Chain Stores

Application Review

The LaFayette DDA meets on the second Wednesday of the month at 8:00 AM. Applications are due August 31, 2021.

The application package will be reviewed by the DDA Board to determine whether the project should receive a grant and determine the amount of the award. In making the determination, the committee will consider the following factors and may give priority to projects that meet the following criteria:

Does the project comply with the Façade Grant Program's Guidelines?

Will the project positively contribute to the city's assisted redevelopment effort?

Will the project improve a blighting influence?

Will the project substantially leverage more investments than the required matching amount of the grant?

Will the grant result in an improvement that would not be made otherwise?

Required Materials for Application

Application packages must include enough documentation to illustrate the visual impact of the project and its costs. Failure to provide required information will delay the review process. The items submitted should include:

- A completed application and W9 form
- Written consent from property owner giving permission to conduct façade improvements.
- Color photographs of existing Conditions
- Samples of materials and colors to be used
- Any other documentation necessary to illustrate the visual impact of the proposed project completion schedule.
- Submit two competitive proposals from contractors. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used.
- Owners or merchants who are in contracting business and intend to perform work on their own properties or businesses, must furnish at least one proposal other than their own to be done.
- Owners and merchants may also perform work on their own buildings; however, they will not be reimbursed for time while acting as contractor and/or installing material. Material costs are reimbursable.

Award Reimbursement

Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements, not to exceed \$2,000 per storefront. Larger buildings with more than one storefront and/or more than one side visible (on a corner) may be considered for a larger grant on a case by case basis by the board. All necessary government approvals, building permits and taxes are not eligible items for reimbursement. Any projects totaling less than \$2,000 are not eligible.

The Façade Grant Committee reserves the right to refuse reimbursements in whole or in part for work that:

- Does not conform to the program design guidelines.
- Do not conform to the proposals submitted with your application and authorized by the DDA Board.
- Are not commensurate with the workmanship and cost customary to the industry
- Are not completed within 9 months. Since the DDA Board cannot reserve funds indefinitely, your grant may be subject to cancellation if not completed or significant progress hasn't been made by the completion date. **Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.**

Board members will inspect work to ensure that it complies with the approved plans. Any changes to the approved plan will require a written request from the applicant and approval by the DDA to retain the façade grant.

Reimbursement can be expected in approximately up to 90 days after all the following documentation has been submitted.

- Copies of all paid invoices and canceled checks (bank statements) for all the façade work covered by grant. These must equal at least the required matching amount. All project expenditures must be paid by check, money order or credit card. The invoices must be marked paid, signed, and dated by the contractors. Cash payments are not accepted.
- Color photographs of completed project.
- Projects that have received a façade grant prior to having secured tenants for rental space must have half occupancy before a partial reimbursement will be processed. Owner has one year to retain full occupancy in order to receive full reimbursement.