

## Façade & Property Improvement Program 2017 Guidelines & Application

Thank you for your interest in the Small Business Façade Improvement Program, a product of *Fostering Commercial Urban Strategies (FOCUS)* at Local Initiatives Support Corporation (LISC). The intent of the façade program is to jumpstart retail and commercial development by supporting quality improvements to storefronts and commercial facilities in urban neighborhoods throughout Indianapolis. The following information outlines the details of the program(s) and includes the application.

**Table 1: Citywide Program Eligibility Requirements**

	<b>Citywide Program</b>
<b>Eligible Applicants</b>	<b>Include:</b> any building owner or tenant of a building located in Marion County is eligible to apply. All applications from building tenants require the signature and approval of the building owner.
<b>Eligible Improvements</b>	<b>Include:</b> 1) Any improvement to primary front-facing commercial facades is eligible, such as attached signage and building entrances, including but not limited to: doors, windows, bike racks, signage, awning, brick, stone, wood, or other building surfaces material.
<b>Ineligible Improvements</b>	<b>Include:</b> Site improvements such as parking lots, paving, raised planters and planting areas, street trees, detached signage, fencing and railings, and improved pedestrian amenities including sidewalks, or benches are ineligible. Roof repairs and new construction projects are also ineligible. Grants cannot be used retroactively for building improvements already completed. Properties that are solely apartment rentals are ineligible. All related construction and improvements to be supported by the program must occur after the grant has been awarded.
<b>Eligible Boundary</b>	<b>Include:</b> Incorporated boundaries of the City of Indianapolis and Marion County.

**Table 2: International Marketplace (IM) Program Eligibility Requirements**

	<b>International Marketplace Program</b>
<b>Eligible Applicants</b>	<b>Include:</b> Any building owner or tenant of a building located within the CRED or IM boundaries is eligible to apply. All applications from building tenants require the signature and approval of the building owner.
<b>Eligible Improvements</b>	<b>Generally:</b> New signage; Windows; Painting; Structural or design changes; and <b>Specialized/thematic/branding:</b> Outdoor dining areas; Landscaping; Facades; Sidewalks; Trails; Signage; and Restrooms. <b>Placemaking:</b> Murals; Pocket parks; Energy efficiency; Landscaping enhancements; and Interior tenant improvements.
<b>Ineligible Improvements</b>	<b>Include:</b> Furniture; Personal property; Equipment; Appliances; Inventory; and Food.
<b>Eligible Boundary</b>	<b>Include:</b> International Marketplace Area ( <i>See page 5</i> ); CRED Boundaries ( <i>See page 6</i> ); and Please reference International Marketplace Note 3 for ineligible parcels and addresses.

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**International Marketplace Note 1:** An application requesting funds under the International Marketplace Program for Placemaking property enhancements must show how such enhancements complement existing infrastructure improvements and walkability priorities.

**International Marketplace Note 2:** Leasehold improvements shall only be eligible for funding when the tenants remaining lease term is five (5) years or longer.

**International Marketplace Note 3:** Entities located at 3919 and 4051 Lafayette Road are not eligible. This includes Marion County parcel numbers 6000324, 6006780, 6007795, 6009244, 6008891, 6008941, 6008942, 6006633, and 6006673 unless specifically reviewed, evaluated and approved by the International Marketplace CRED Business Assistance Steering Committee.

**Completed Application:** A completed application form is required from each applicant (building owner or tenant) requesting a façade grant. The application must be returned to LISC electronically, along with the required supplementary application documents, which include:

- 1) Detailed construction estimate(s) for the proposed work (include permitting fees)
- 2) Detailed project budget
- 3) Drawings of the improvements to be completed (if available)
- 4) Proof of financial ability, and
- 5) Photos of the building in jpeg format

Applicants are encouraged to seek assistance from their neighborhood (nonprofit) development corporations (or Sponsor) when completing and reviewing the application, as this partnership will be necessary to complete the grant process.

For reference purpose, see attached **List of Neighborhood (Nonprofit) Development Corporations**. If assistance is needed to find or contact your nearest area development corporation, please contact the LISC office at [smallbiz@lisc.org](mailto:smallbiz@lisc.org).

**Selection Process:** An independent project review panel reviews each application and makes award decisions. Prioritization is given to façade improvements based on the following accumulated criteria:

- 1) Projects in distressed neighborhoods and commercial corridors;
- 2) Projects that support small business retention, expansion in targeted neighborhoods;
- 3) Projects with facades improvements on one or more sides of a building with high motor vehicle and pedestrian visibility;
- 4) Projects with façade improvements with high quality design and/or value based on recognized professional standards or best practices;
- 5) Projects that support of minority, veteran, or women-owned enterprises
- 6) Projects that offer the potential for job creation
- 7) Projects with investments that complement investment by the City of Indianapolis, LISC, its affiliates, and/or partners in LISC Quality of Life Neighborhoods, Great Places, FOCUS districts or Industrial Corridors (Learn more at [www.liscindianapolis.org](http://www.liscindianapolis.org))
- 8) Projects with an owner investment to façade request ratio equal to or greater than 1:1;
- 9) Projects with a private investment to façade request ratio equal to or greater than 2:1;
- 10) Projects with a tenant investment to façade request ratio equal to or greater than 1:1.

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**Selection Process Note 1:** If the applicant is the building owner only, the project review panel will not recognize owner investments that were or will be reimbursed or paid fully or in-part by tenant.

**Design Assistance:** Up to \$1,200 in Pro-bono architectural assistance is available on a competitive basis, which may include access to services such as drawings and floor plan sketches, property investigation and construction cost analyses. Applicants should clearly indicate whether they would like to be considered for the design assistance. Architectural drawings and other design-related support materials will be requested from most applicants. A pre-application meeting with a design or architectural firm and the area community development organization may be required.

**Design Assistance Note 1:** Design Assistance is subject to funding availability, and is not guaranteed at the time of application submission.

**Design Assistance Note 2:** Design Assistance is available to all three programs (Citywide, International Marketplace and Great Places Programs).

**Grant Awards:** The Façade Improvement Program will **reimburse up to 50%** of the total project costs **upon full completion** of the approved renovation. The maximum contribution awarded per address is \$25,000. Some awards are sourced from publicly-funded dollars, and will require additional compliance and procedures related to the grant process.

**Federal Regulations and Compliance:** All projects whose total costs are in excess of \$2,000 must be prepared to comply with the Federal Davis Bacon rules, including prevailing wage requirements. Guidance will be provided to awardees to assist with this process.

**Receiving the grant:** If awarded, LISC underwrites a grant agreement for the recipient together with the relevant neighborhood nonprofit corporation (Sponsor), who will administer the grant funds and process. An initial meeting with LISC, the neighborhood organization, and the award recipient will be required to finalize the responsibilities of all parties. The award recipient is required to give regular updates throughout the construction process. After the project is complete to satisfaction of all parties, and only upon receipt of proof of payment documentation (paid invoices and cancelled checks), the neighborhood organization will issue the matching funds to the award recipient on behalf of LISC.

**Table 3: Application Related Dates**

<b>Application Cycle:</b>	Applications will be accepted on a rolling basis based from January until September of each year; applications received outside of the program year will be considered to next program year.
<b>Application Deadline:</b>	Although applications are accepted on a rolling basis, applications must be received two weeks prior to a Panel Review Meeting for that month. If not, the application will be reviewed at the next scheduled meeting.
<b>Award Announcements:</b>	Award announcements will be communicated via e-mail, phone or regular mail within 2 business days of the Panel Review Meeting in which approval was granted.
<b>Project Completion Deadline:</b>	Refer to Award Announcement Letter for the deadline by which the project must be completed. Please contact LISC immediately regarding any deadline challenges.

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**Table 4: Panel Review Meeting Guidelines**

<b>Meeting Frequency</b>	Panel Review will meet bi-monthly, on last Tuesday of each month.
<b>Meeting Cancellation</b>	LISC reserves the right to cancel meetings if there are not enough applications for review.

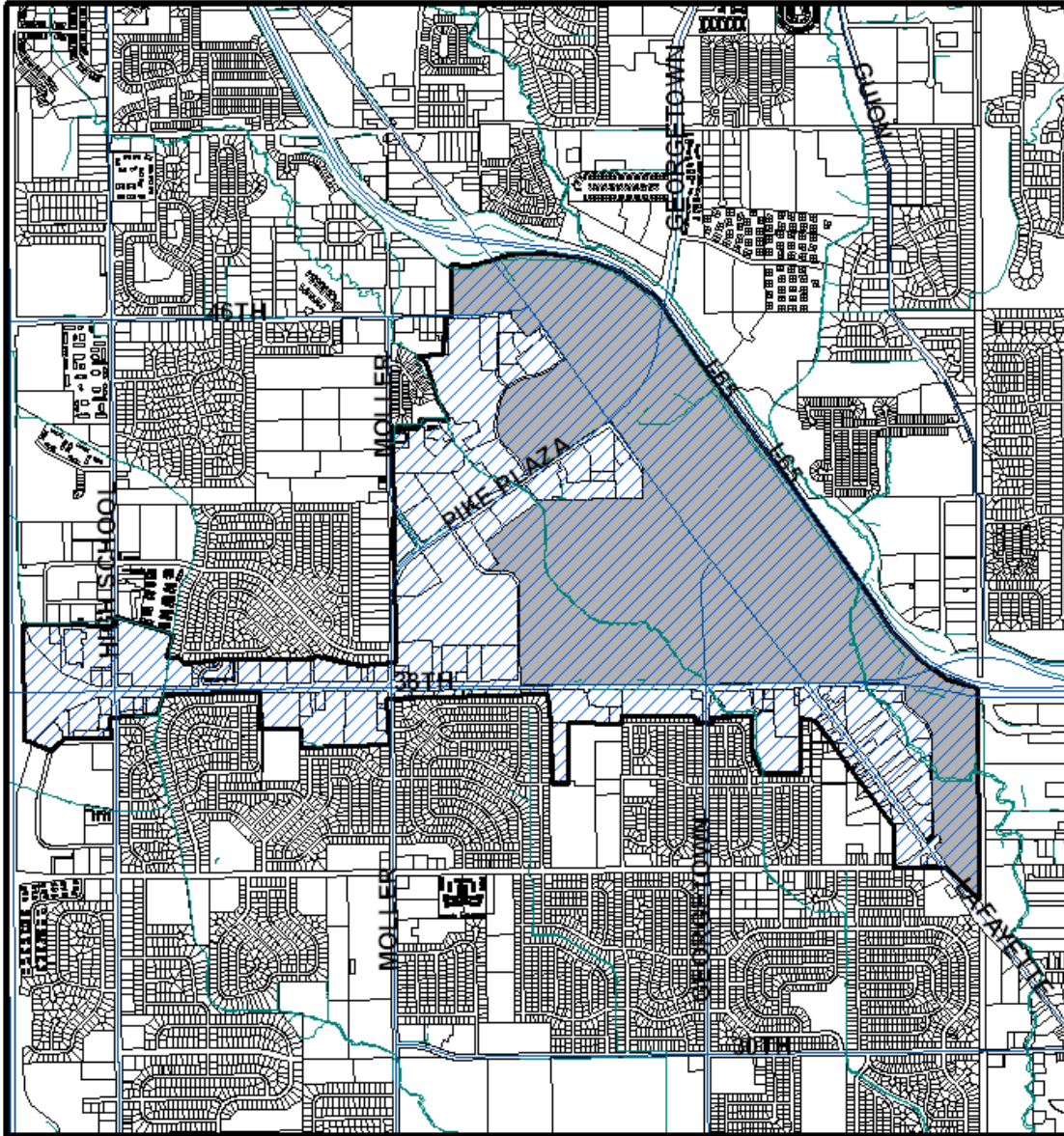
**Post-Award Project Timeline:** Once awarded, projects typically follow the below sequence in order to complete the project and receive the reimbursement of funds:

- (1) Award communicated;
- (2) Meeting with LISC and the neighborhood to review program criteria, finalize designs and scope of work;
- (3) Vet project with relevant public departments for any necessary reviews (each project will differ);
- (4) Bid project;
- (5) Select contractor(s);
- (6) Pull permits and order materials;
- (7) Begin construction;
- (8) Complete project and conduct final “post construction” meeting for sign off; and
- (9) Paperwork submitted/Grant Reimbursement Completed.

**Address questions and return completed application electronically to: [smallbiz@lisc.org](mailto:smallbiz@lisc.org) or call 317-454-8500 with questions.**

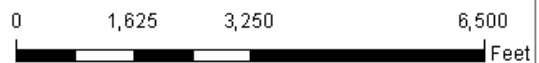
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### International Marketplace Boundaries



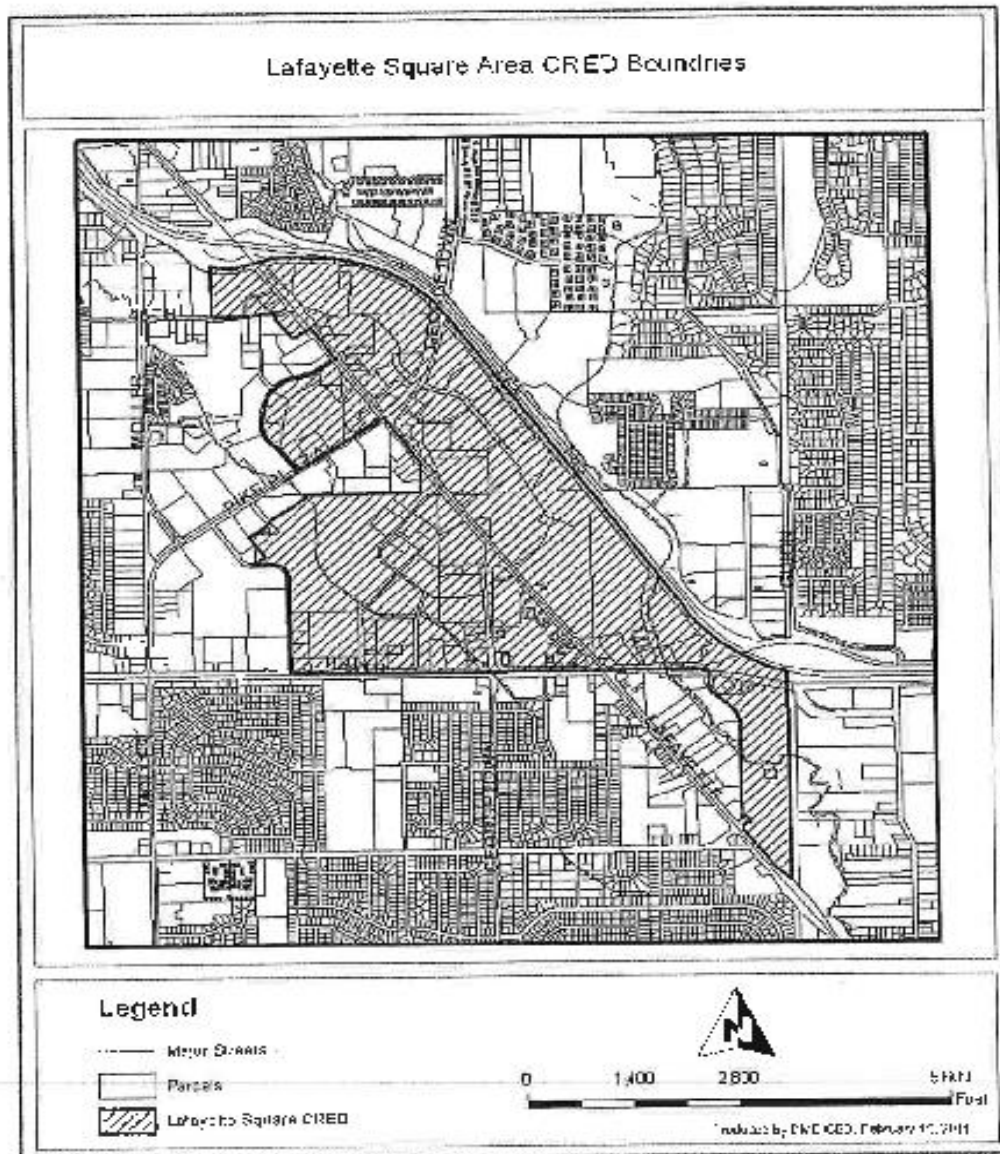
#### Legend

-  International Marketplace Area
-  Existing Lafayette Square CRED
-  Parcels



## Façade & Property Improvement Program 2017 Guidelines & Application

### ATTACHMENT A-1



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### List of Community Development Corporations:

#### **Broad Ripple Village Association**

6311 Westfield Blvd, Indianapolis, IN  
46220

[www.brva.org](http://www.brva.org)

317.251.2782

#### **Community Alliance of the Far Eastside, Inc**

8902 E 38th St, Indianapolis, IN

[www.cafeindy.org](http://www.cafeindy.org)

(317) 890-3288

#### **Englewood Community Development Corporation**

57 N Rural St, Indianapolis, IN 46201

[www.engagewoodcdc.org](http://www.engagewoodcdc.org)

(317) 496-2662

#### **Flanner House**

2424 Dr. Martin Luther King Jr. St.,  
Indianapolis, IN 46208

[www.flannerhouse.com](http://www.flannerhouse.com)

(317) 925-4231

#### **Near East Area Renewal**

2236 E 10th St, Indianapolis, IN

[www.nearindy.org](http://www.nearindy.org)

317.808.2369

#### **International Marketplace Coalition**

3610 Guion Rd, Indianapolis, IN  
46222

[www.imcoalition.org](http://www.imcoalition.org)

317-925-5722

#### **Irvington Development Organization**

5855 E. Washington St. Unit 100,  
Indianapolis, IN 46219

[www.irvingtondevelopment.org](http://www.irvingtondevelopment.org)

317-260-0669

#### **King Park Area Development Corporation**

1704 Bellefontaine Street,  
Indianapolis, IN 46202

[www.kingpark.org](http://www.kingpark.org)

317-924-8116

#### **Lawrence Community Development Corporation**

4437 N Franklin Rd, Indianapolis, IN  
lawrencecdc.wordpress.com

317-542-0146

#### **Mapleton Fall Creek Development Corporation**

130 N 30th St, Indianapolis, IN

[www.mfcdc.org](http://www.mfcdc.org)

317/923-5514

#### **Midtown Indianapolis, Inc.**

3965 N. Meridian St. Suite W1F.,  
Indianapolis, IN 46208

[www.midtownindy.org](http://www.midtownindy.org)

317.340-3014

#### **Near North Development Corporation**

1433 N. Meridian Street, 46202

[www.nearnorthconnect.org](http://www.nearnorthconnect.org)

#### **Riley Area Development Corporation**

875 Massachusetts Ave, Suite 101  
Indianapolis, IN 46204

[www.rileyarea.org](http://www.rileyarea.org)

(317) 637-8996

#### **Southeast Neighborhood Development**

1035 Sanders St., Suite 118  
Indianapolis, IN 46203

[www.sendcdc.org](http://www.sendcdc.org)

317.634.5079

#### **United Northeast Community Development Corporation**

3908 Meadows Drive, Indianapolis,  
IN 46205

317-546-6240

[www.unecdc.org](http://www.unecdc.org)

#### **West Indianapolis Development Corporation**

1211 S. Hiatt, Indianapolis, IN 46221

[www.westindydev.org](http://www.westindydev.org)

(317) 638-9432

#### **Westside Community Dev Corporation**

2232 W. Michigan Street,  
Indianapolis, IN 46222

[www.wcdcindy.org](http://www.wcdcindy.org)

(317) 684-0611

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<b>CONTACT INFORMATION</b>		
Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:
<b>Attachments:</b>		
<input type="checkbox"/> Itemized formal estimate(s) of work to be completed <input type="checkbox"/> Project budget reflecting all revenue sources and expenses (designate which budget items would be paid for with the grant funds) <input type="checkbox"/> Proof of financial ability to match grant funds (must provide most recent bank statement or signed letter from bank on letterhead) <input type="checkbox"/> Copies of planned designs and drawings (if available) <input type="checkbox"/> At least 2 photos of building emailed in JPEG format emailed to <a href="mailto:smallbiz@lisc.org">smallbiz@lisc.org</a>		
<b>Location:</b>		
<input type="checkbox"/> International Marketplace <input type="checkbox"/> Great Places 2020 <input type="checkbox"/> Citywide/ Other		
<b>BUSINESS INFORMATION</b>		
Property Address:		
Tenant Name:		
Tenant Email Address:	Tenant Contact Phone:	
Federal ID of Building Tenant:	Lease Expiration Date:	
<b>BUILDING &amp; PROPERTY INFORMATION</b>		
Building Owner Name:	Federal ID# of Building Owner:	
Building Owner Mailing Address:	City/State:	Zip:
Owner's Email Address:	Owner's Phone:	
Current Use of Building:	Number of Businesses Located within Building:	
Total Square Footage of Building:	Total Square Footage Impacted by Improvements:	
Total Estimated Cost of Improvements:	Grant Amount Requested:	
Source of Cost Estimate:		
Zoning of the property:		
Is the building vacant? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe your business or development plans of how you will bring this property back to a marketable use.		
<b>ADDITIONAL INFORMATION</b>		
Have area neighborhood groups been consulted?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Neighborhood Contact: _____
Is Pro-Bono Design Assistance Needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If No, please provide design/architectural consultant contact: _____
Are the Property Taxes Current?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Taxes must be current
Is Property Within Designated Historic District?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, project will need approval from Historic District
Is there any structural damage to the building?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, building must be inspected prior to work



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Have any City/County Violations been filed against Property?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, please explain: _____
LISC receives money from public resources to help fund large facade grants, typically requests of around \$20,000. These resources have added regulatory requirements, of which, LISC and the Sponsor CDC will help businesses navigate through during the facade grant process as no charge. Please indicate whether or not you would be open to receiving these funds.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Did the Neighborhood Development Corporation (or sponsor CDC) assist in preparation of this façade application?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you received a Façade Grant in the last 5 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please elaborate in the space provided in page 10- 12.

**PROJECT INFORMATION**

Please give brief description of proposed work (expand this space as needed or attach another page):

Please describe the community impact of this project as it relates to the program priorities listed on page 1 above (expand space as needed):

Building Owner Signature (Required if Tenant is Applying): _____	Date (Building Owner): _____
Tenant Signature (Required, if applicable): _____	Date (Tenant): _____
Neighborhood Development Corporation (Sponsor CDC) Signature (Required): _____	Date (Sponsor CDC): _____