

Small Business Façade Improvement Program 2018 Guidelines & Application

The Small Business Façade and Property Improvement Program is a component of FOCUS (Fostering Commercial and Urban Strategies) that provides matching grants to property owners willing to renovate the street-front exteriors of their structures. These improvements could include new signage, windows, painting, and/or structural or design changes. This is a rebate program where business and property owners receive reimbursement for up to 50% of the cost of the project in amounts ranging from \$1,000 to \$25,000 for completed work. The goal is to build long-lasting relationships that connect neighborhoods with businesses and new resources to revitalize urban markets. The following information outlines the details of the program(s) and includes the application. **The applications will be due February 16th and April 13th, 2018.** Property owners interested in pro-bono design assistance can apply in February to prepare for full application in April.

Citywide Program	
Eligible Applicants	Include: 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.
Eligible Improvements	Include: 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.
Ineligible Improvements	Include: 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.
Eligible Boundary	Include: Incorporated boundaries of the City of Indianapolis and Marion County.

International Marketplace Program	
Eligible Applicants	Include: 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.
Eligible Improvements	Generally: New signage; Windows; Painting; Structural or design changes; and Specialized/thematic/branding: Outdoor dining areas; Landscaping; Facades; Sidewalks; Trails; Signage; and Restrooms. Placemaking: Murals; Pocket parks; Energy efficiency; Landscaping enhancements; and Interior tenant improvements.
Ineligible Improvements	Include: Furniture; Personal property; Equipment; Appliances; Inventory; and Food.
Eligible Boundary	Include: International Marketplace Area; CRED Boundaries. Please reference International Marketplace. Maps included in following pages.

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 (including 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 (please, no PDFs)

Applicants are **required** to connect with 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 Cari Morales at cmorales@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 facade 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, and the Indy Promise Zone (Learn more about focused geographic areas at 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.

Design Assistance: 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.

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. **Please see attachment.**

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.

Application Related Dates

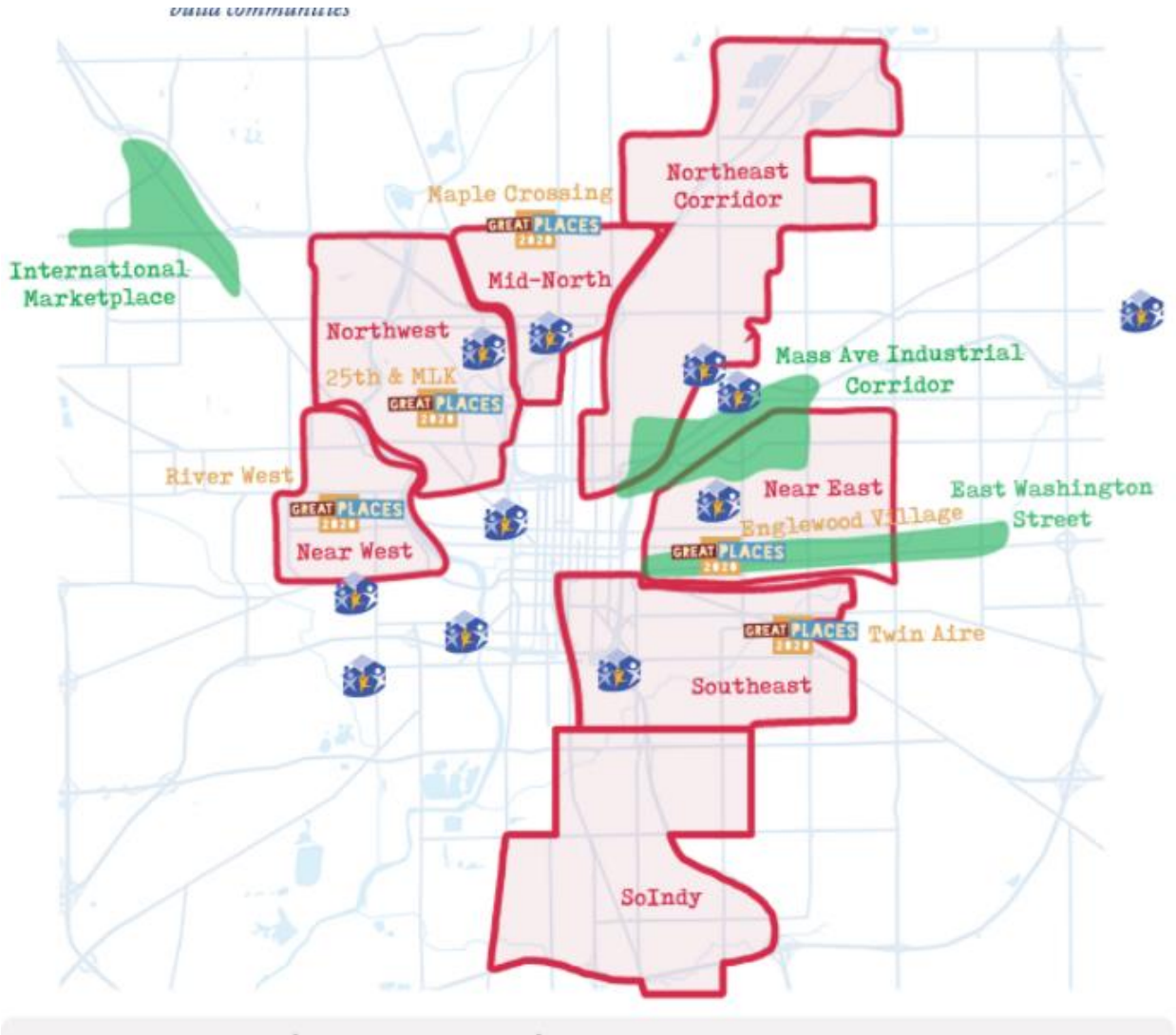
Application Cycle:	There will be two rounds of applications. They will be accepted by 5pm on February 16th, 2018 for the first round and April 13th, 2018 for the second round.
Award Announcements:	Award announcements will be communicated via e-mail, phone or regular mail within 2 business days of the Panel Review Meeting in which approval was granted.
Project Completion Deadline:	Refer to Award Announcement Letter for the deadline by which the project must be completed. Please contact LISC immediately regarding any deadline challenges.

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

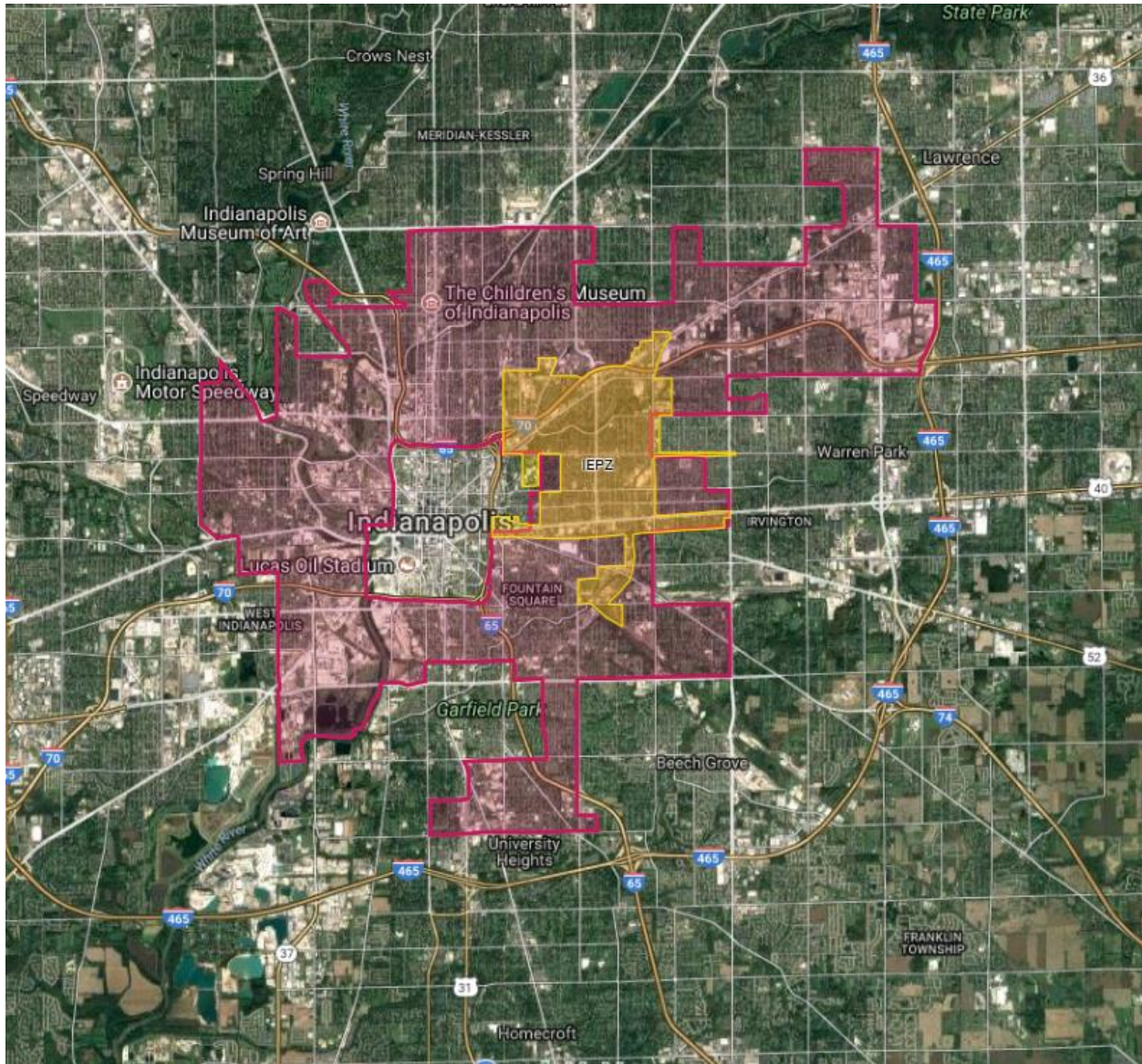
- (1) Award communicated;
- (2) Meeting with LISC and the neighborhood to review program criteria, finalize designs and scope of work;
- (3) Vet project with relevant public departments for any necessary reviews (each project will differ);
- (4) Bid project;
- (5) Select contractor(s);
- (6) Pull permits 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 to: cmorales@lisc.org or call 317-454-8500 with questions. **Submit application via online portal.**

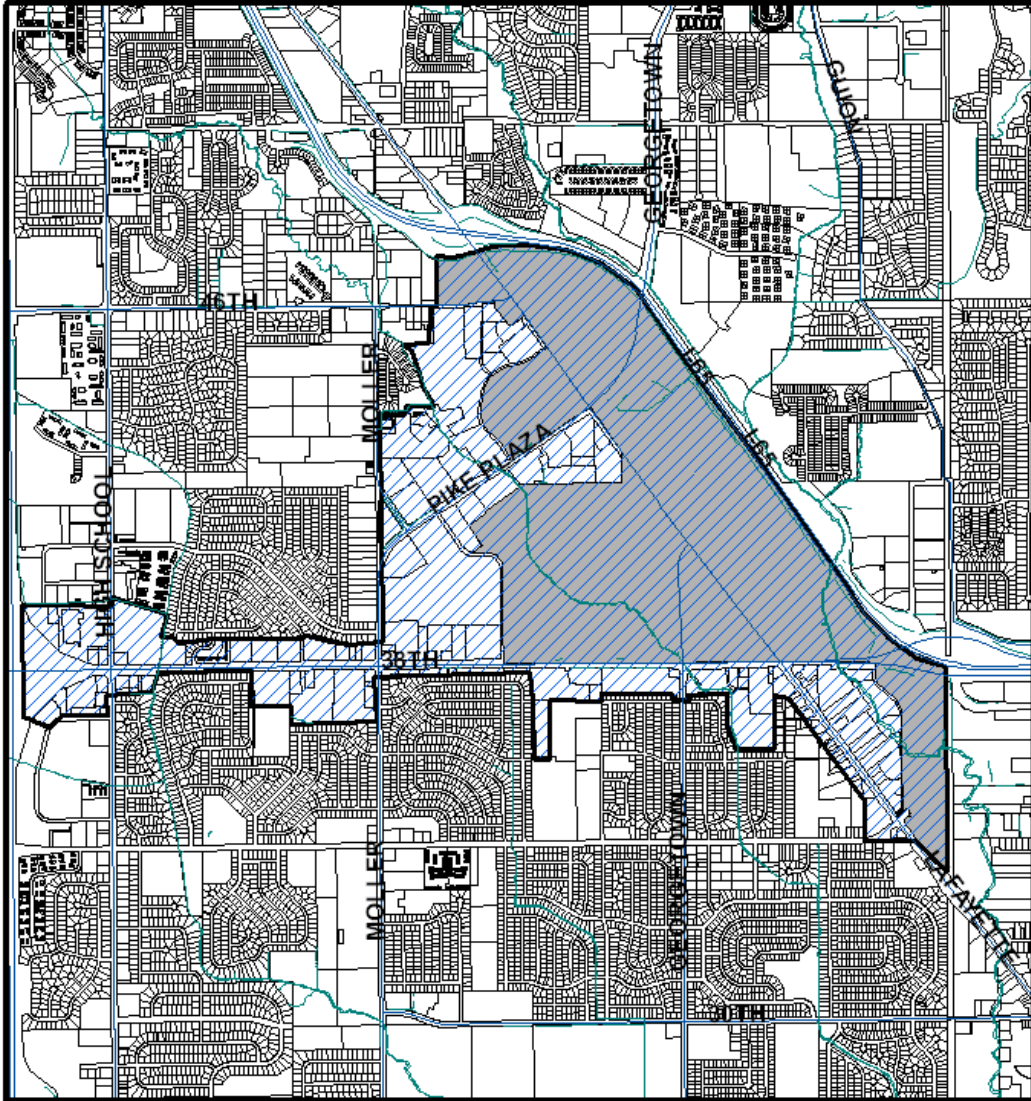
Great Places 2020




NRSA Map

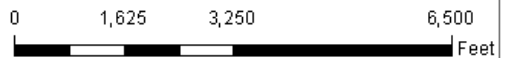


International Marketplace Boundaries



Legend

-  International Marketplace Area
-  Existing Lafayette Square CRED
-  Parcels



Produced by DMD/CED, May 15, 2014

List of Community Development Corporations

Broad Ripple Village Association

6311 Westfield Blvd, Indianapolis, IN 46220

www.brva.org

317.251.2782

Community Alliance of the Far Eastside, Inc

8902 E 38th St, Indianapolis, IN

www.cafeindy.org

317-890-3288

Englewood Community Development Corporation

57 N Rural St, Indianapolis, IN 46201

www.englewoodcdc.org

317-639-1541

Flanner House

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

www.flannerhouse.com

317-639-1541

Near East Area Renewal

2236 E 10th St, Indianapolis, IN

www.nearindy.org

317-808-2369

International Marketplace Coalition

3610 Guion Rd, Indianapolis, IN 46222

www.imcoalition.org

317-925-5722

Irvington Development Organization

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

www.irvingtondevelopment.org

317-260-0669

King Park Development Corporation

1704 Bellefontaine Street, Indianapolis, IN 46202

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

317-923-5514

Midtown Indianapolis, Inc.

615 N. Alabama St., Indianapolis, IN 46204

www.midtownindy.org

317-340-3014

Near North Development Corporation

1630 N. Meridian Street, Suite 1110

www.nearnorthdevelopment.org

317-927-9881

Riley Area Development Corporation

875 Massachusetts Ave, Suite 101 Indianapolis, IN
46204

www.rileyarea.org

317-637-8996

Southeast Neighborhood Development

1035 Sanders St., Suite 118 Indianapolis, IN 46203

www.sendcdc.org

317-634-5079

United Northeast Community Development Corporation

3908 Meadows Drive, Indianapolis, IN 46205

317-546-6240

www.unecdc.org

West Indianapolis Development Corporation

1211 S. Hiatt, Indianapolis, IN 46221

www.westindydev.org

317-638-9432

Westside Community Dev Corporation

2232 W. Michigan Street, Indianapolis, IN 46222

www.wcdcindy.org

(317) 684-0611

2018 Application *Must Be Filled out Online

CONTACT INFORMATION		
Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:

Attachments:

- Itemized formal estimate(s) of work to be completed
- Project budget reflecting all revenue sources and expenses (designate which budget items would be paid for with the grant funds)
- Proof of financial ability to match grant funds (must provide most recent bank statement or signed letter from bank on letterhead)
- Copies of planned designs and drawings (if available)
- At least 2 photos of building emailed in JPEG format (NO PDFs)
- If project is being considered for CDBG Dollars, Attachment 1 will also need to be filled out and submitted with the application

Location:

- International Marketplace
- Citywide/ Other

BUSINESS INFORMATION	
Property Address:	
Tenant Name:	
Tenant Email Address:	Tenant Contact Phone:
Federal ID of Building Tenant:	Lease Expiration Date:

BUILDING & PROPERTY INFORMATION		
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.		

Have area community development corporation been consulted?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Neighborhood Contact (Refer to List of CDC)s: _____
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

Have any City/County Violations been filed against Property?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, please explain: - _____
Does the applicant qualify under low-income microenterprise eligibility?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NRSA Map
Is the property and business owner – occupied?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is the landlord/owner of subject property contributing any capital to the proposed subject property?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, how much? _____
If no to the previous question, is the property owner making any rent concessions (including term extensions at current rates)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, please explain: _____
If leasing, how long is the applicant’s lease?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, please list which: _____
Is the business MBE, WBE, or VBE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, please list which: _____
LISC receives money from public resources to help fund large facade grants, typically requests of around \$25,000. 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	If yes, please fill out Attachment 1.
Have you received a Façade Grant in the last 5 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

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: _____	Date (Tenant): _____
Neighborhood Development Corporation (Sponsor CDC) Signature: _____	Date (Sponsor CDC): _____

Attachment 1: Community Development Block Grant (CDBG) Certifications

Please have a representative officer of the applicant organization and partnering organization initial by each individual certification and sign off below. Print, initial and sign where applicable and submit as an attachment with your Façade Program application if you wish to be considered for CDBG funds. Unless this document is completely initialed and signed by both the applicant and partnering organization, this application for Façade Program funding will not be considered for Community Development Block Grant funds.

Community Development Block Grant Certifying Statements	
The applicant understands that Community Development Block Grant (CDBG) funds are administered by the City of Indianapolis and sourced from the Department of Housing and Urban Development of the federal government. These funds require additional reporting and compliance to adhere to federal regulations.	_____
The applicant understands that if an application is awarded CDBG funds and the applicant does not agree to CDBG terms, funding sources cannot be switched to any other source (private, CRED, etc.) and the applicant must apply again at a later date.	_____
Project Applicant understands an Environmental Review process (outside of a Phase 1 or Phase 2) will be required of all projects and can take up to three or four months to complete. Until the time of completion, no costs can be incurred or work be done on the project site whether funded by CDBG or with outside funds.	_____
Projects utilizing CDBG funds may trigger Davis Bacon wages. The budget provided as a part of this application will account for Davis Bacon wages unless directly specified by DMD staff prior to application.	_____
DMD reserves the right to restrict the release of funds until all of the proposed additional project sources have been secured. If those funds are not secured in a timely manner, DMD may choose to rescind the award and reallocate to a “shovel ready” project.	_____
CDBG eligible expenses will be paid out on a reimbursement basis. No funds will be provided prior to incurrent of the costs unless given prior approval by DMD staff.	_____
Project sites that are not zoned appropriately may take several months to complete and delay project timeline. Zoning is approved and processed outside of the CDBG staff’s application.	_____
Acquisition of the intended site cannot occur within 30 days of application deadline.	_____

(Continued on next page)

Application Certification

Under penalty of perjury, I certify that the information presented in this application is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Signature of Applicant Organization Officer

Printed Name of Applicant Organization Officer

Date

Signature of Partnering Organization Officer

Printed Name of Partnering Organization Officer

Date