



## Downtown South Bend, Inc. Exterior Enhancement Grant 2018 GUIDELINES

The Exterior Enhancement Grant through Downtown South Bend, Inc. (DTSB) is a competitive grant that encourages property/business owners to renovate or restore building facades and adjacent streetscapes in downtown South Bend for an overall improvement to the pedestrian landscape.

The grant is structured as a rebate program under which grant awardees are reimbursed 50% of the total amount spent on the qualifying portion of the project (maximum of \$20,000).

### Purpose

To partially fund well-designed building façade and streetscape improvements that respect the building's history, original design integrity, and adjacent structures. By making a noticeable visual enhancement in the downtown area the common urban environment will be improved thus greatly impacting the overall effort to revitalize downtown.

A good example of the projects we seek is shown below:

### BEFORE



### AFTER



Note: Routine maintenance work such as painting and normal repairs are excluded from the grant.

### Application Limitations

A downtown business is typically eligible for one grant per year<sup>1</sup>. Prior façade grant recipients are eligible to apply for a new façade grant after a one-year waiting period from the date of award.

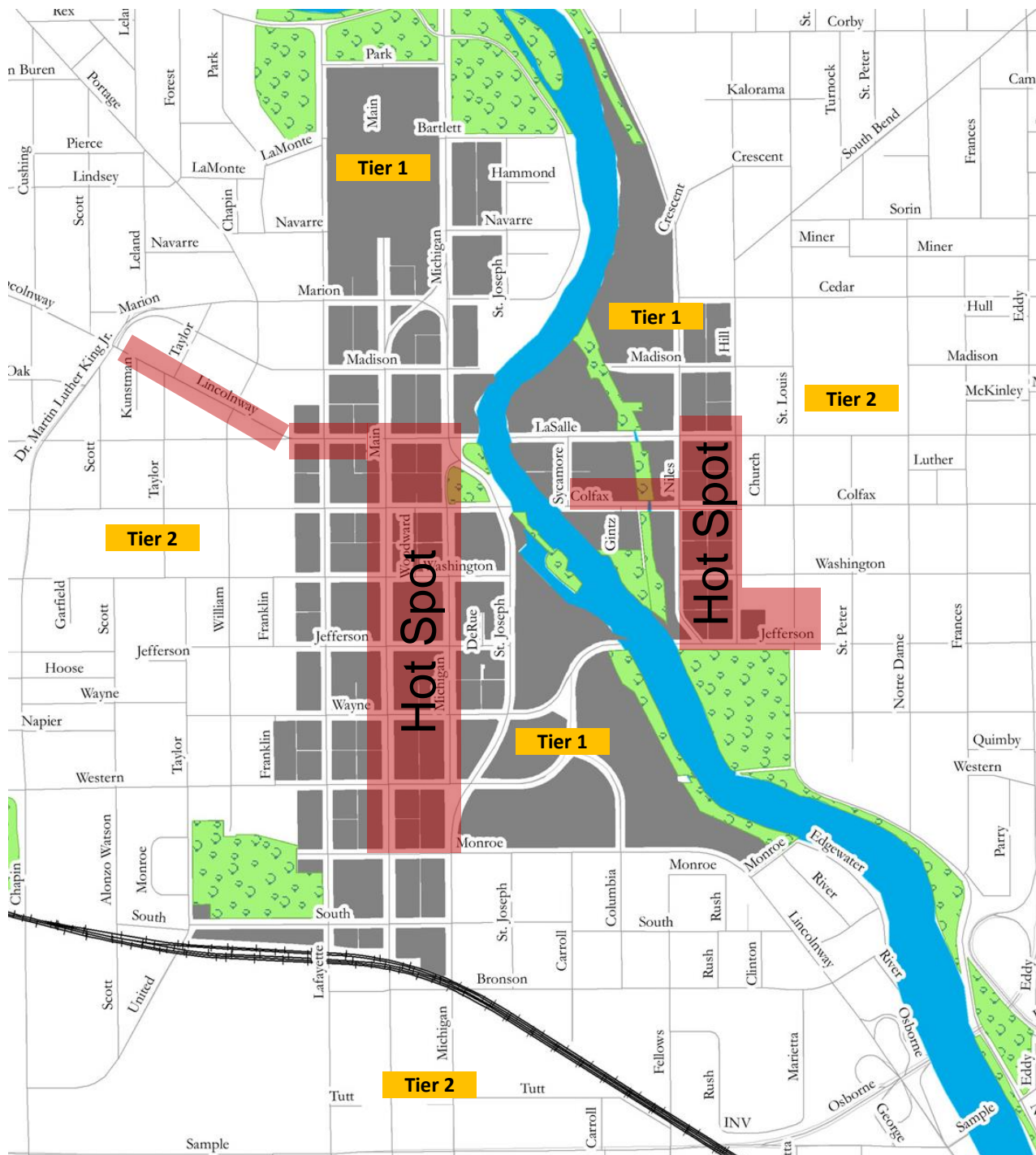
Applicants cannot apply for the DTSB Exterior Enhancement Grant and the DTSB Business Assistance Mini Grant during the same calendar year. Exterior Enhancement Grant recipients have to wait until the next calendar year to apply for a Mini Grant. There also must be a minimum of a 6 month gap between these two awards.

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<sup>1</sup> The only exception is in the case of a business new to the downtown. A business new to the downtown may apply for both an Exterior Enhancement grant and an Interior Improvement Grant in the same calendar year.

## A. PROGRAM CRITERIA

1. **Grant Boundaries:** Grants under this Program will be awarded for significant improvements<sup>2</sup> to property located within the area outlined on the map below: Properties in Tier 1 (shaded) will be considered before properties in Tier 2 (un-shaded). Any properties located in a “hot spot” (highlighted red) will be given top consideration.



<sup>2</sup> Significant improvements are defined as a major change that has a notable visual impact on the aesthetics of the downtown. Normal repainting or repair work done due to wear and tear will not be covered. Decisions as to whether a project is a significant change will be made by the Façade Grant Committee.

2. **Eligible Projects:** The Grant must be for exterior **front** façade enhancements (or side building elevation if located on corner lot or paralleling an internal public space such as a park, parking lot, or pedestrian way) and/or the streetscape adjacent to such buildings. Most alley-facing facades will not be considered.

**Note:** Front and side elevations of the same building will be considered one project.

Examples of qualifying expenditures include, but are not limited to:

- **Building Exterior**
  - Exterior painting that incorporates a major visual change (*maintenance painting does not qualify*)
  - Significant masonry cleaning, and restoration modification (*if part of an overall design restoration; general building maintenance repairs are not included*)
  - Addition of awnings (*business logo & letters on awnings are acceptable*)
  - Enhanced exterior building lighting that creates a noticeably enhanced appearance (*replacement of current lighting that is simply repair and does not enhance the appearance of the building, such as replacement of inoperable fixtures, is not included*)
  - Storefront entry systems and individual windows and door replacement or modification (*if part of an overall design restoration; general building maintenance repairs are not included*)
  - New or restored façade elements such as: cornices, soffits, canopies, stringcourses, and other detail elements
- **Streetscape:**
  - Streetscape plantings,
  - street furniture,
  - new curb and sidewalk,
  - street lights, and
  - related amenities.

3. **Ineligible Uses:** Grants may not be used for refinancing existing loans, working capital, inventory, permits, inspections, security fencing or gates, demolition of structures, roof and awning repair or replacement, interior remodeling or business signage, and routine maintenance<sup>3</sup>, and signage (with the exception of letters/logos on new awnings).
4. **Compliance with Laws and Regulations:** No grant under this program will be awarded to any party having a record of violations of laws or regulations, whether or not such violations are directly related to the property that is the subject of the grant application, that in the opinion of DTSB tends to show a consistent pattern.
5. **Licensed and Prequalified Contractors:** All work must be done by licensed contractors prequalified by the DTSB Façade Grant Committee. Applicants may call the City of South Bend Building Department at (574) 235-9554 to determine whether their contractors are licensed. Grant applicants shall submit a completed Contractor Pre-Qualification Form (Attachment C) for each prime contractor they propose to hire to perform the work covered by the grant.
6. **Financial Responsibility:** This is a rebate program. Accordingly:
  - a) Applications must include adequate evidence of financial ability to complete 100% of the proposed project (e.g. bank statement, bank letter, or loan commitment letter); and
  - b) The cost of all work must be paid in full by the applicant before any grant funds will be paid to the applicant by DTSB. The applicant shall provide proof that all costs have been paid in full if required by DTSB.
7. **Compliance with Design Guidelines:** The project must comply with all design guidelines and streetscape product specifications in the City Ordinances, Building Codes, and Americans with Disabilities Act Guidelines and the General Design Enhancement Guidelines (**Attachment A**).
8. **Compliance with City Ordinances:** After completion of the project, the entire property must contain no violations of City Ordinances or Building Codes and applicant must provide a photocopy of final sign-offs by all authorities having jurisdiction with the final application for the matching grant funds.

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<sup>3</sup> If a project falls within the gray area as to whether it should be considered maintenance or a significant change, the application may be considered if there are funds remaining.

## B. APPLICATION & GRANT PAYMENT PROCESS

### DEADLINES:\*

<b>Spring Pre-application:</b>	<b>5:00PM EST on Friday, February 16th</b>
<b>Spring Full-application:</b>	<b>5:00PM EST on Monday, March 23rd</b>

\* No applications received after the full application deadline will be considered. If there are funds remaining after the spring award, DTSB may open a fall application process.

**All applicants are required to submit a pre-application to ensure that the project falls within the Grant guidelines and that the project will qualify for consideration prior to completing the full application.**

Both the pre-application and the full application can be delivered:

- Electronically by emailing the Director of Business Engagement, [lpinson@downtownsouthbend.com](mailto:lpinson@downtownsouthbend.com)
- By mail to the DTSB office at 217 S. Michigan Street, South Bend, IN 46601.
- In person.

For any further inquiries, please feel free to call Leslie at (574) 968.7291.

### PROCESS:

1. **DTSB will review the Pre-Application Form and consult with the Exterior Enhancement Grant Committee to verify qualification.** Within a few weeks of submitting the Pre-Application, DTSB will let you know if your project qualifies. Once qualified, you will be invited to submit a full application.
2. **Submit the Full Application by the spring deadline of 5:00 PM EST March 23rd.**

Each grant applicant must follow all grant application procedures, applicable design guidelines, and streetscape product specifications. The cost to prepare the application, if any, is the sole responsibility of the applicant.

### 3. The Full Application is Reviewed

The Grant Committee will review the application and make a determination on the grant based on a set of criteria established by the committee (Attachment B). Depending on the nature of the project, the applicant and their architect/contractor may be asked to make a presentation to the committee.

**Note: The project must be approved by DTSB PRIOR to construction commencement.**

*Exceptions to this rule may be granted on a case by case basis if the applicant seeks written permission ahead of time.*

### 4. Applicant Notified of Decision By Letter.

DTSB will notify the grant award winners by letter after all applications have been reviewed.<sup>4</sup>

### 5. Start Construction on Approved Projects within 30 Days of Notification

RECIPIENT shall begin PROJECT within thirty days of DTSB's execution of this agreement if the weather permits, and shall complete PROJECT within ninety (90) days after the start of PROJECT. Written notification must be made to DTSB along with a construction schedule for the work associated with the Grant if this timeline cannot be met. Failure to provide and / or begin the project in the scheduled amount of time without a formal request in writing and approval of an extension by DTSB will constitute a breach of the contract and funding will be withdrawn.

### 6. Submit Grant Payment Request Letter with Proof of Payment and Project Completion

Once improvements are complete, (all authorities having jurisdiction have provided final certification of compliance) the applicant shall submit to DTSB a grant payment request letter, accompanied by appropriate proof of expenses, proof that project was completed in-keeping with the scope of work originally approved by the committee, code compliance final review and approval, and proof of payments. At this time you should also fill out a W-9 form from DTSB so we can send you a 1099 if applicable. This step is not required if you are incorporated.

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<sup>4</sup> The DTSB Grant Committee and the DTSB Board reserve the right to, in their sole discretion, limit participation in the grant program subject to available funding, location of the project, the positive impact of the improvements on the area and the streetscape, the level of financial participation by owner, or for any other reason.

**7. Grant Check Mailed within 30 days of Receiving Final Waiver of Lien from Contractor**

Grant monies will be paid at the completion of the project and once a copy of the contractor's Final Waiver of Lien has been provided. Grant check will be mailed to recipient within 30 days after DTSB approves completed project.

Neither DTSB nor the City of South Bend shall have any liability for workmanship, design, or schedule delays related to the project receiving grant funds under this Program.

Any member of the DTSB Exterior Enhancement Grant Program Committee must notify the DTSB Staff Person of any association with any projects coming before the Committee for review or funding. Said members will recuse themselves in voting for the approval for any such projects.

**The Applicant awarded any of DTSB Grants, (Exterior Enhancement, Interior Improvement, or Retail Mini) will be required to become a Community Partner of Downtown South Bend, INC. as long as the business operates in the Downtown South Bend boundaries. The following amounts represent the levels of Community Partnerships (Contribution per year):**

**Founders Alliance - \$10,000 and above**

**Downtown Diplomat - \$5,000-\$9,999**

**Core Supporter - \$1,000 - \$4,999**

**Urban Pioneer - \$100 - \$999**

**Benefits of each Community Partner Level can be described in the Community Partner Pledge Form which can be found on the DTSB website.**