



**Louisiana Main Street  
Redevelopment Incentive Grant  
Application & Guidelines  
2011-2012**

***Louisiana Main Street***

Division of Historic Preservation  
Office of Cultural Development  
Department of Culture, Recreation, and Tourism  
Office of the Lt. Governor  
P. O. Box 44247  
Baton Rouge, LA 70804  
(225)342-8157

# *2011-12 Redevelopment Incentive Grant*

## **Application Guidelines**

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The Louisiana Main Street Redevelopment Incentive Grant intends to encourage economic development through community reinvestment, restoration and revitalization by providing matching funds support for the redevelopment of historic downtown commercial buildings to foster renewed interest in shopping, working, living downtown, and cultural tourism development.

This grant is restricted to use in designated Louisiana Main Street districts.

As the name implies, the **REDEVELOPMENT INCENTIVE GRANT** provides a financial **INCENTIVE** for property owners to **RESTORE/REDEVELOP** (through historic preservation practices) historic downtown commercial properties located in the designated Main Street district.

Two levels of reimbursable grants are available on a **competitive** basis:

\$10,000 grants may be awarded for larger redevelopment projects totaling a minimum of \$20,000.00.  
\$2,500 grants may be awarded for smaller redevelopment projects, totaling a minimum of \$5,000.00.

- -Grants funding and the number of grants awarded are dependant on state budgets and the amount of funding awarded to this program by the legislature
- -Grant recipients are required to provide at minimum a 1:1 (dollar-for-dollar match), rather than in-kind matches
- -Grant requests must be for (A.) one of the two funding amount categories and (B.) either an exterior or an interior project. Interior and exterior projects cannot be combined.
- Grant applications shall be postmarked for the state office no later than **FRIDAY JULY 17, 2011**.

**Local Historic District Commission (HDC) review must occur prior to the postmark deadline. Check with your local Main Street manager for your HDC schedule.**

### **What is Eligible: EXTERIOR and INTERIOR Projects**

- Buildings located within the designated Main Street District boundaries that are at least 50 years old or of major contributing significance to the Main Street District (as determined by National Register District designation).
- Commercial Buildings
  - Only commercially zoned properties located within the boundaries of the Main Street district are eligible.
  - Either property or business owners can apply.
  - Applicants shall MATCH the grant amount on a 1:1 basis
  - Applications shall reflect adherence to the *Secretary of the Interior's Standards for Rehabilitation* (included in application packet and available in more detail at [www.cr.nps.gov/hps/TPS/tax/rhb/](http://www.cr.nps.gov/hps/TPS/tax/rhb/)).

- Exterior improvements/restoration/rehabilitation must directly contribute physically and economically to the revitalization of the Main Street district while preserving and/or respecting the historic architectural character of the building, district, and heritage of the community.

Restoration of historically significant signage or the replication of historic theater marquees will also be considered.

- Interior improvements are restricted to exposing, restoring or replicating the original interior architectural features, or the installation of a fire suppression system, and is applicable to either commercial ground floor space or **new** (first time) upper story residential development in an historically commercial building.
- Relocation of an historic building to or within the Main Street district in order to help preserve area architectural and/or cultural heritage will receive consideration. The relocated structure must be for permanent public commercial or cultural use, and provide **significant** economic development and cultural stimulation within the Main Street district.

## What is NOT Eligible:

- Governmental properties and those of worship still in use as such or intended to be used as such are not eligible for Redevelopment Incentive Grant funding.
- Properties zoned residential and residential properties housing home-based businesses within the Main Street district are not eligible for Redevelopment Incentive Grant funding.
- Projects such as but not limited to landscaping, paving, fences, gazebos and those activities generally considered routine maintenance or general freshening up of either interiors or exteriors such as but not limited to roofing, gutters and downspouts, painting and caulking, cleaning, interior window treatments, carpet replacement, and display fixtures are not eligible. Also, the procurement of commercial or residential, fixtures, furnishings, and equipment are not eligible for Redevelopment Incentive Grant funding.
- Work described in the grant application scope of work may not begin until (1.) the grant award notification is received by the applicant and (2.) the contractual grant agreement with the Louisiana Division of Historic Preservation is signed, and (3.) A Form W-9 is filed with the state.
- Work described in the grant application scope of work that is already underway at the time the grant application is submitted is not eligible for reimbursement. However, large projects are usually phased and a portion of the phased project may be eligible if scheduled and noted as such.
- Awards cannot be retroactive. Reimbursement after the fact for work done as part of the grant application but before the awards are announced and grant agreements are signed will void the grant award.

## To Apply:

1. Submit a detailed scope of work to the local HDC for review. As a rule, interior work does not fall under the purview of the HDC. Make the HDC aware of your grant application and your requirement to comply with the Secretary of Interior Standards. If approved, you will receive a Certificate of Appropriateness (COA) from your local HDC, who shall also sign your application.

2. Once approved, submit your completed application along with a copy of your HDC COA and the following materials to the local Main Street Manager.

**NOTE: It is unethical for a Main Street manger or employee of the Louisiana Department of Culture, Recreation and Tourism to write, rewrite, amend, or otherwise complete the Redevelopment Incentive Grant application on behalf of an applicant. Such action shall void the application. However, clarifications and questions beforehand are acceptable. Consultation with the Louisiana Main Street Design Coordinator is encouraged.**

3. The Main Street manager will review the application for completeness and compliance with the purpose and intent of the grant before he/she signs it and forwards your application packet to the Louisiana Main Street office for further compliance and application review.

# APPLICANT PACKET CONTENTS:

▶ Applicant and Main Street manager should use this section as a checklist ◀

- \_\_\_ **Application form:**
  - (A.) \_\_\_ A completed and signed application form with
  - (B.) \_\_\_ the applicable work categories selected for either exterior or interior work, and
  - (C.) \_\_\_ either the \$10,000 or the \$2,500 grant category selected for that category of work
- \_\_\_ **COA:**
  - \_\_\_ A copy signed of the *Certificate of Appropriateness* issued, and
  - \_\_\_ dated by the local Historic District Commission. This certifies that the proposed project has been approved locally and should also comply with the *Secretary of the Interior's Standards for Rehabilitation* (which is a prerequisite for receiving State grant funding).

**NOTE: Applicants are strongly encouraged to utilize the free services and advice of the Louisiana Main Street design and tax credit staff for advice toward compliance.**

- \_\_\_ **Photographs:**
  - \_\_\_ (A.) Include documentation of the current condition(s) associated with the scope of work.
  - \_\_\_ (B.) Include detailed images illustrating the areas requiring special attention.
  - \_\_\_ (C.) Include photos of your building as it relates to neighboring structures and the streetscape.
  - \_\_\_ (D.) Digitally scanned images of historic photos of the property are welcome if available.

**NOTE: All photographs accompanying the application must be digital, must be in JPG format, must be of good quality, minimum 300 dpi, and taken by a digital camera rather than a cell phone. Photographic color prints and slides will not be accepted. Materials will not be returned.**

- \_\_\_ **Map:**
  - Include a map of the entire designated Main Street district and locate the property associated with the grant in its correct location. Your Main Street manager can provide the map of the district.
- \_\_\_ **Schematic drawings if pertinent to project:**
  - Drawings/renderings of the exterior or interior of the building should illustrate all proposed renovation details.
    - Otherwise, the accompanying, detailed narrative will suffice.
  - Drawings must be well executed and show accurately the nature of the proposed work.
  - Applicants are strongly encouraged to utilize the free design services of the Louisiana Main Street design staff for the preparation of these renderings for projects not involving architects. Please schedule this early to better ensure your application includes quality illustrations and to make good use of design advice prior to your submittals to the HDC. Awning, sign, construction/engineering companies and such have the capabilities to provide appropriate drawings with their bids for work. **Remember, a panel of design professionals review the application.**

- **\_\_\_ *Scope of Work:***
  - A bulleted scope of work along with a written narrative of the nature and extent of the proposed renovations will include notes with specific details that support the Secretary of the Interiors Standards (see p.12, this application). For example, one cannot note, “doors and windows will be replaced” without specific details as to the type, style, materials, etc. of those being replaced **and** their replacements. Similarly, if “stucco will be applied” to an exterior, it must comply with the Secretary of Interior’s Standards with respect to the style of building and its application: hard-coat is preferred to synthetic stucco materials, for example. Again, meet with your Louisiana Main Street design coordinator (and tax credits staff if this is a tax credit project) for advice. For tax credit information, visit this web address: [http://www.crt.state.la.us/hp/tax\\_incentives/faq.aspx](http://www.crt.state.la.us/hp/tax_incentives/faq.aspx).
- **\_\_\_ *Contractor Estimates:***
  - Estimates must be copies of original, signed, dated, detailed 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 associated with this application.

## The Review Process

The local Main Street manager will first check applications for completeness and compliance, and then mail them to Louisiana Main Street in Baton Rouge, LA. There, a second review by members of the Louisiana Division of Historic Preservation will ensure the proposed projects meet the ***Secretary of the Interior’s Standards for Rehabilitation*** and applications are complete, and comply with the intent of the grant.

### **Incomplete, non-compliant applications will not be considered.**

Professional ethics prevent state staff from notifying applicants or the Main Street manager of incomplete or non-compliant applications as well as rewrite or alter any portion of an application. Submissions are final.

Accepted applications are digitally scanned and presented 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, or be an employee of Louisiana Economic Development or the Department of Culture, Recreation and Tourism

**Redevelopment Incentive Grants are COMPETITIVE.** Regrettably, not every applicant can receive a grant. Awards criteria include but are not limited to how the project affects the original design of the building in question, the impact its revitalization brings to the historic commercial district and the overall local Main Street experience, as well as its value to the community as a whole.

**Applications must be postmarked no later than **FRIDAY JULY 17, 2011.****

**Grant recipients will be notified by **September 30, 2011**** of their standing. Work may commence after notification, once your W-9 forms are on file, and the grant agreement with the state is signed.

**All work must be begin within 90 (ninety) days of signing the grant agreement.** Work not underway within 90 days of signing the grant agreement will void the grant.

**Work not completed by **May 31, 2012** will void the grant agreement.**

**Reimbursement requests** must be filed with Louisiana Main Street by **Friday June 08, 2012.**

Work already underway or in progress may not be included in the scope of work funded by this application but may be noted in the scope and narrative if it is part of the larger project.

**This is a reimbursement grant.** The award amount is paid upon completion of the work described in the scope of work after inspection by the LA Main Street Design Coordinator.

Submitting this grant application indicates the applicant intends to do the work as proposed and has the financial means to begin and complete the work by the stipulated deadlines.

Extenuating circumstances sometimes prevent a grantee from fulfilling grant obligations. Unused grant funds are returned to the state at the end of the fiscal year. Therefore, Louisiana Main Street asks that in cases of such circumstances we are notified as early as possible so that unused grant funds may be reallocated rather than lost.

## **To Initiate Reimbursement:**

Because the award is a reimbursable grant, payment is made to the grant recipient in one lump sum upon the completion of the project. After the Main Street Design Coordinator has visited the completed project and approved its compliance, the following must be submitted to the Louisiana Main Street Design Coordinator for issuance of the grant funds:

- Reimbursement Request Form (**retain this from the grant agreement forms**) illustrating the final project costs
- Photographic documentation of the completed project (digital images)
- Dated copies of contractor invoices or material receipts if applicable, AND copies of cancelled payment checks
- Checks are cut to the party noted on the W-9 form, and to whom the responsibility lies for payment of any taxes that may be associated with the grant award

**Please contact Leon Steele, Louisiana Main Street Design Coordinator, for questions and clarification of any portion of the guidelines prior to submission.**

**225-342-8157**

**LSTEELE@CRT.LA.GOV**

# Louisiana Main Street Redevelopment Incentive Grant Application FY 2011-2012

Please use the back of sheets or additional pages if necessary for any portion  
PLEASE EITHER TYPE OR PRINT YOUR APPLICATION.

<b>Grant amount request:</b> \$2,500.00 _____ \$10,000.00 _____	<b>Category of work:</b> Interior _____ Exterior _____
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**Project Information.**  
 Date of building's construction: \_\_\_\_\_ Original Use: \_\_\_\_\_  
 Type of business or use currently in place and/or intended with this project:  
 \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Has this property previously received Louisiana Main Street grant funds? (Y)\_\_\_ (N) \_\_\_  
 If yes, when? (Date)\_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 For what type or work? \_\_\_\_\_

**Applicant:** Please check one: \_\_\_\_\_ **Property Owner** \_\_\_\_\_ **Tenant**  
 Property owner name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**Tenant information (if applying with permission of property owner)**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Property owner signature: \_\_\_\_\_

**Owner Approval for Tenant Applicant**

I, (print) \_\_\_\_\_, owner of the building at \_\_\_\_\_ (address) have read this application and the application guidelines, and give my consent to the tenant to proceed with the application for work on this building as outlined in the Scope of Work section of this application. If awarded, I agree to permit all work associated with the grant to be completed by the **May 31, 2012** deadline and in a fashion compliant with the stipulations of the grant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Historic District Commission**

This application was reviewed by the local Historic District Commission (HDC) for compliance with the Secretary of Interior Standards.

A Certificate of Appropriateness (COA). was issued. (Y)\_\_\_ (N)\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
HDC President

**Main Street Manager**

I have reviewed this application to ensure the project meets the intent and requirements of the grant, and the grant package is complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Main Street Manager

**Louisiana Division of Historic Preservation Staff Section**

This application meets the requirements for further consideration of the review panel. (Y)\_\_\_ (N)\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Louisiana Division of Historic Preservation Staff Member

Remarks:

**Scope of Work** (See required attachments section below)

-Note in **bullet-point** fashion all work to be executed with these funds including the dollar amount associated with each and a total.

-Include a **separate narrative** portion further explaining the proposed work and its necessity and impact, with signed/dated contractor estimates. Additional pages may be included if necessary.

- _____	\$
- _____	\$
- _____	\$
- _____	\$
- _____	\$
- _____	\$
- _____	\$
- _____	\$
- _____	\$
- _____	\$
- _____	\$
Total \$ _____	

**Required Attachments** (use this as an additional checklist)

\_\_\_ **Photographic documentation, digital format.** (A.) Photos must clearly show exterior of the building (or interior for interior grants), (B.) applicable details pertaining to scope of work, (C.) immediate surrounding area including adjacent buildings/streetscape. **Note:**

Members of the review panel are not likely familiar with your building or community. The story told through photos and narrative will help with their understanding of your project.

\_\_\_ **Accurate Drawings** of proposed work noted in the scope of work *where applicable*.

\_\_\_ **A Detailed Narrative** describing the **Scope of Work** for each of the bulleted points on page 10 must be attached and describe accurately how the proposed work will be conducted, etc.

\_\_\_ **Signed Estimate(s)** from contractor(s) covering **ALL** proposed work. Estimates must be detailed with cost breakouts and totals, and signed by the contractor(s) for each estimate.

\_\_\_ **Certificate of Appropriateness (COA)** from the local Historic District Commission (HDC) indicating approval of ALL aspects of the proposed work.

**The applicant and/or property owner understands:**

- An independent committee comprised of professionals in preservation architecture, design, economic development, and similar fields of specialty review the Louisiana Main Street Redevelopment Incentive Grants.
- Employees of Louisiana Main Street, Department of Culture, Recreation and Tourism and Louisiana Economic Development are not permitted to serve on the committee, nor are residents of Louisiana Main Street communities.
- Main Street managers may assist but are not permitted to write the grant application.
- Notification of incomplete or non-compliant grants will not occur once received by Louisiana Main Street.
- Grants are competitive. Submission of an application for Louisiana Main Street Redevelopment Incentive Grant funds does not guarantee the grant funds will be awarded to the applicant.
- Grant agreements will be sent to award recipients for signatures soon after award announcements are made. Work should not begin until signed agreements are returned to our office. At that time, work must commence within 90 (ninety) days.
- Recipient must have a W-9 form on file with the state. W-9 forms will be supplied with the grant agreement.
- Grant funds are awarded to the party noted on the W-9 form and the recipient is responsible for payment of taxes associated with receipt of funds from this grant.
- The grant is a minimum dollar-for-dollar matching grant and is a reimbursable grant paid after work is completed and approved by inspection of the Louisiana Main Street Design Coordinator for compliance with the grant.
- Submitting this grant application indicates the applicant has the financial means to begin and complete the work by the stipulated deadlines.
- The state may terminate the grant if the grant agreement and W-9 form are not signed and returned to the state within the time stipulated in the grant agreement, work does not commence within the stipulated number of days, work does not comply with the scope of work or the Secretary of the Interior Standards.
- Work already underway at the time of the grant application is not eligible for reimbursement.
- Reimbursement after the fact for work done as part of the grant application or before the awards are announced and grant agreements are signed will void the grant application.
- If an applicant is awarded a grant and decides not to accept it, the applicant must notify Louisiana Main Street in writing as soon as it is determined the work cannot proceed so that funds may be reallocated.
- Funding is contingent upon Legislative budgetary constraints beyond the control of the Division of Historic Preservation and the Louisiana Main Street program.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return only pages 8-11 for review to: Leon Steele, Design Coordinator, Louisiana Main Street  
PO Box 44247  
Baton Rouge, LA 70804

[lsteel@crt.la.gov](mailto:lsteel@crt.la.gov)

**Postmark deadline for applications is FRIDAY JULY 17, 2011.**

## **SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**REHABILITATION AS A TREATMENT:** When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment.