**St. Louis County Port Authority**

**2015 FACADE IMPROVEMENT GRANT APPLICATION**

*The St. Louis County Port Authority approved The Recovery Zone Façade Improvement Program as a matching grant designed to offer financial assistance to property owners and/or commercial tenants who seek to make exterior improvements to their buildings and/or landscape. The Port Authority encourages businesses to seek additional financing through loans and other grant programs. Businesses are encouraged to speak with the St. Louis Economic Development Partnership regarding other opportunities.*

**GRANT PROGRAM**

The St. Louis County Port Authority provided funding specifically to improve the aesthetics of the Recovery Zone. The Port Authority encourages improvements for access, business visibility and beautification. All grants will be implemented on a 50-50 matching grant basis following approval of the project. Applicants with a maximum capacity of one business per property will be eligible to receive up to $10,000 in matching grant funds. Applicants with multiple approved businesses/tenants per property will be eligible to receive up to $25,000 in matching grant funds. Projects completed before the application is approved are not eligible for the grant. Grantees must follow the guidelines established by the St. Louis County Port Authority.

The grant review committee encourages applicants to seek advice from an architect or engineer depending upon the project and may reimburse a portion or all of the costs associated.

All grant funds are distributed on a first-come, first-served basis. Grant applications will be excepted until all program funds are dispersed.

 **ELIGIBILITY REQUIREMENTS**

Priority will be given to commercial property owners and/or commercial tenants located on West Florissant Ave. between Hudson Road and Hamilton Ave., and on Chambers Road between Norfolk Southern Railroad Tracks to Vickie Place. Other businesses operating within the commercial corridors identified by the Façade Program Administrator will be evaluated on a case-by-case basis.

Improvements made before a signed façade improvement contract is enacted will not be eligible for reimbursement. The Façade Improvement Committee reserves the right to approve or reject applications based in accordance with the program guidelines and availability of funding. The submission of an application does not guarantee funding.

**PROCEDURE**

1. Submit application with supplemental documentation required in Section IV of application;
2. Façade Review Committee considers proposal and notifies applicant of project acceptance;
3. Port Authority and the applicant enter into an Agreement;
4. A minimum of three bids are sought for all work performed with copies of bids forwarded to the Port Authority. Staff will work with applicant to procure architects/engineers as needed;
5. The lowest qualified bidder is chosen and their insurance forwarded to the Port Authority;
6. Plans/drawings are submitted to the Review committee for approval;
7. Construction begins following permit approval;
8. Construction is completed and photos of the project are submitted with invoices and lien waivers;
9. Reimbursement is made.

To receive assistance, the Façade Improvement Committee must approve all project applications. The design must follow appropriate guidelines. An agreement must be properly executed between the owner and The St. Louis County Port Authority and the project must be completed in accordance with the agreement. All reimbursements will be initiated by a request for funds with attached invoice and lien waiver(s).

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**APPLICATION INSTRUCTIONS**

1. Fill in the blanks and check boxes on this form. If some items do not apply, write “not applicable.”

2. Attach additional pages if needed.

3. Submit application and documents to the St. Louis County Port Authority.

*(address provided on page 4)*

*Once all materials are received, applications will be reviewed by the Facade Improvement Committee. The Port Authority has allocated limited funds for this program. Applications will be accepted and approved or denied on a case-by-case basis until funds are exhausted.*

**I. APPLICANT INFORMATION**

|  |
| --- |
|  |
| Name: |  |  |  |
|  Last | First | M.I. |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |
|  |  |  |  |
|  | City | State | ZIP Code |
| Home phone: | ( ) | Cell phone | ( ) |
| Work phone: | ( ) | email |  |
| Federal Tax ID # |  |
|  |

**II. BUILDING OWNER INFORMATION** *(If different from above)*

|  |
| --- |
|  |
| Name: |  |  |  |
|  Last | First | M.I. |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |
|  |  |  |  |
|  | City | State | ZIP Code |
| Home phone: | ( ) | Cell phone | ( ) |
| Work phone: | ( ) | email |  |
| Federal Tax ID # |  | Business website: |  |
|  |

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**III. PROPERTY / BUILDING INFORMATION**

|  |  |
| --- | --- |
| Business name: |  |
| Address: |  |
|  | Street Address |  |
|  |  |  |  |
|  | City | State | ZIP Code |
| Date building was constructed |  |

|  |
| --- |
| Current Building Use |
| [ ]  | Retail | [ ]  | Food Service | [ ]  | Professional Services |
| [ ]  | other |  |

|  |
| --- |
| Is the property/building listed on the state or national register of historic places? |
| [ ]  | Yes | [ ]  | No  |

|  |
| --- |
| Are you interested in other economic development assistance provided by St. Louis Economic Development Partnership? |
| [ ]  | Yes | [ ]  | No  |

**IV. PROPOSED IMPROVEMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Front façade restoration / renovation | [ ]  | Awning replacement / restoration | [ ]  | Landscaping / curb appeal |
| [ ]  | Signage replacement / restoration | [ ]  | Window repair / replacement | [ ]  | Door / entryway |
| [ ]  | Exterior painting | [ ]  | Removal of fixtures / trees | [ ]  | Exterior maintenance and rehabilitation (i.e. power washing, minor rehabilitation and maintenance) |
| [ ]  | Other (please specify) |  |

*Please attach official quotes, proposals and fee estimates for the indicated proposed improvement activities. All purchases require three (3) bids.*

|  |  |
| --- | --- |
| Description of proposed improvements |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated project start date |  | Estimated project completion date |  |

V. **PROJECT FINANCIAL DESCRIPTION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated total project budget |  | Amount requested |  |

|  |
| --- |
| What is your plan for financing the façade improvements? |
| [ ]  | Loan financing | [ ]  | Personal financing |
| [ ]  | Other (please specify): |  |

VI. **REQUIRED SUPPLEMENTAL DOCUMENTATION** *(information check list)***:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Proof of ownership | [ ]  | Photo of current property | [ ]  | Copy of lease / signed letter from owner |
| [ ]  | Current county property taxes | [ ]  | Proposed financing plan |  |  |

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o Certificate of Insurance for general liability insurance on the Applicant’s policy naming the St. Louis County Port Authority as an additional insured with at least $500,000 in coverage. The applicant calls his/her insurance agent and has a certificate sent directly to the St. Louis Economic Development Partnership.

**Upon completion of the project, submit:**

* Receipts indicating the project is “paid in full”, copies of cancelled checks from reimbursable payments with final lien waiver and two 4X6 color photos of the finished project.

VII. **APPLICANT SIGNATURE:**

*I have reviewed/prepared this application and understand that submission of an application does not guarantee funding. I certify that the information provided is true and accurate to the best of my knowledge, and if approved, work will be completed within accordance to the agreement. I also acknowledge that upon execution of the agreement, The St. Louis County Port Authority and/or its affiliates maintain the rights to promote (including the right to copy, transmit, display and distribute) images and textual containing aforementioned property and/or business name for the use of “Promotional Material” (as described below) on website(s) or other media means for the purpose of promotion and advertisement related to the Façade Improvement Program. “Promotional Material” shall mean brochures, publications and websites, media promotion, advertising copy and other related textual and graphic material made available by the St. Louis County Port Authority and/or its affiliates.*

APPLICANT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER’S SIGNATURE: *(if different)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

VIII. **SUBMIT APPLICATION:**

FORWARD APPLICATION WITH ATTACHEMENTS AND/OR QUESTIONS TO:

St. Louis County Port Authority

ATTN: West Florissant Ave. Facade Improvement Program

7733 Forsyth Blvd. Suite 2300

Clayton, MO 63105

For additional information, please contact us at (314) 615-8153, or ehenderson@stlpartnership.com

**OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE REVIEWED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATUS: o APPROVED o TENTATIVE o DECLINED

TOTAL ELIGIBLE COST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_