



Application Guidelines



Operation Facelift is funded through the City of San Antonio and HUD.



OPERATION FACELIFT

SAN ANTONIO

A Facade Improvement Grant Program of The City of San Antonio

PROGRAM OBJECTIVE

A key objective of the program is to revitalize and return activity to commercial corridors. Fresh paint, new awnings, and restored architectural features all signal that something positive is happening in a commercial area. These first few steps can be the spark to ignite interest and spur new commercial activity. Operation Facelift provides a catalyst for these first steps.

Operation Facelift is a grant program funded to support façade improvement projects on commercial buildings located in target areas. Selected projects are redesigned and renovated by the program. The maximum grant award is \$26,900. Beginning this year, a \$40,000 grant is available for buildings/ centers with three or more tenants and a total building footprint of at least 10,000 square feet.

Funding is provided by the Operation Facelift directly to the contractor upon completion of the improvements. The program is responsible for financing the project , project management, and selecting contractors. Contractors are responsible for obtaining all permits and approvals, correcting any code violations, and paying prevailing wages on construction contracts. Participants are responsible for coordinating with contractors on scheduling the construction and maintenance of the façade improvements.

This package contains other documents detailing the application process and information to assist you in completing the application. The package includes:

- This Cover Letter;
- Basic Procedures and List of Eligible Projects;
- Application;
- Letter of Intent
- Map of Eligible Target Areas
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**For more information, contact:
Department of Planning and
Community Development
Operation Facelift
1400 S. Flores
San Antonio, TX 78204
210-207-4686
operationfacelift@sanantonio.gov**



ELIGIBLE PROJECTS

ELIGIBLE PROPERTIES

- Applications may be submitted for commercial properties, either owner or tenant occupied, within REnewSA target areas.
- Property must be maintained for commercial use as defined by the City of San Antonio's Unified Development Code (UDC) sections 35-310.08 – 35-310.14.
- Mixed use buildings with retail/ commercial storefront uses may be considered.

NON ELIGIBLE PROPERTIES

- Properties used primarily as residences
- Sectarian or religious facilities
- Sexually oriented businesses
- Check cashing agencies
- Non-bank financial retail outlets
- Liquor stores
- Gun shops
- Pawnshops
- Auto repair businesses
- Converted Homes in primarily residential streets

ELIGIBLE APPLICANTS

Commercial property and business owners located in eligible target areas may apply for assistance. Tenants must have a signed lease and the property owners must complete the application for the tenant.

ELIGIBLE IMPROVEMENTS

Operation Facelift funds façade improvement projects. All improvements must be permanent and must comply with applicable design standards, guidelines and UDC regulations. Eligible improvements may include, but are not limited to:

- Broken or damaged accents will be addressed first
- Replacement of broken window panes, aluminum or wood windows, and broken store front glass;
- Scraping, priming, and painting of window frames, cornice, and store front;
- Repair or replacement of deteriorating signage and brackets when attached to the building;
- Repair or replacement of missing or broken tile;
- Repair or replacement of worn awnings or canopies;
- Removal of metal slipcovers to expose original materials;
- Certain types of security elements or security recommendations;
- Rehabilitation of the upper façade and display areas or side walls of a building may also be eligible if street level improvements are approved; and
- Other minor repairs when incidental to overall façade improvements such as:
 - exterior lighting, certain types of security elements or security recommendations, sidewalk repair, ADA accessibility improvements, and detached signage.

NON-ELIGIBLE IMPROVEMENTS

The following improvements are not eligible for reimbursement:

- New construction;
- Parking lots;
- Landscaping;
- Fencing;
- Roofs or re-roofing when not visible from the street;
- Signage only applications that do not bring existing signage into compliance with current signage regulations;
- Work which has been performed or which has been placed under contract prior to approval of an application;
- Additions that increase the building footprint by 20% or more;
- Technology installation and upgrades; and
- Interior repairs and finish-out construction.

BASIC PROCEDURE

STEP 1 - APPLICANT ELIGIBILITY

- Business or commercial property owners are eligible to apply for Operation Facelift funds if the business is (1) located within a select target area; and (2) utilized for commercial purpose (this does **NOT** include residences or apartments).
- For information on area boundaries see map included herein or contact staff.
- Applicant may meet with representatives of the Development Services Department and Operation Facelift to assess need and develop a preliminary design for the project.
- If needed, a pre-application meeting can be arranged to discuss the application process, area design guidelines, and/or to develop a preliminary design concept. Contact Operation Facelift staff at 210-207-4686 or operationfacelift@sanantonio.gov to arrange a pre-application meeting.

STEP 2 – COMPLETE THE APPLICATION

- The application (enclosed herein) is to be completed by the applicant (business owner, property owner or tenant). A completed application must contain applicant information, property information, and project information. Incomplete applications will not be accepted.
- Application deadline is October 15, 2016. Grants are awarded based on funding availability.
- Completed applications should be submitted ***in person*** at:
Planning and Community Development Department
1400 S. Flores
San Antonio, TX 78204
- Completed applications should be submitted ***through mail*** at:
Planning and Community Development Department
Attn: Operation Facelift
PO BOX 839966
San Antonio, TX 78283
- Completed applications should be submitted ***through e-mail*** at:
operationfacelift@sanantonio.gov
- Once an application is received, staff will review application for completeness. Projects are evaluated by a review panel based on the application review criteria listed below.

Process Checklist

To help insure you are on track upon approval of project, please read the checklist below

- ___ 1. Submit application (deadline 10/15/2016)
- ___ 2. Selection Process (30 day review)
- ___ 3. Design and scope by Operation Facelift (30 days)
- ___ 4. Review and approval of scope by applicant (2 week deadline)
- ___ 5a. Program to submit three competitive bids (30 day deadline)
- ___ 5b. Staff to submit for environmental reviews (30 day deadline)
- ___ 6. Contract signature (2 week deadline)
- ___ 7. Project commences and contractor submits draws for payment

STEP 3 - PROJECT REVIEW & CONTRACT EXECUTION

Once selected, applicants will go through a detailed process prior to any façade renovation or signing a contract with the City of San Antonio. Please read the following items and initial if you agree. Failure to do so disqualifies the application.

- Operation Facelift will provide free design *assistance* for projects that have been awarded grants. If a conceptual drawing is created, applicant can provide input, but final *design must* be approved by Operation Facelift.
- Designs are used to generate a scope of work which is used by program for uniform bidding.
 - o **Three bids per scope of work are required.**
 - **Bid must be broken up in line items**
 - Staff will solicit bids to contractors in multiple packets
 - o Contractors providing bids must:
 - Carry General Liability Insurance
 - Not be suspended or debarred from their license
 - Not be a family member of the applicant
 - Not be the applicant of the program
 - Operation Facelift maintains a list of contractors that have successfully completed Operation Facelift funded projects.
- Upon approval of scope of work by applicant and staff, staff will prepare a Site Specific Statutory Checklist (HUD Environmental Review) and submit to the Office of Grants Monitoring and Administration for approval.
- Once the environmental review is approved, a Grant Agreement (contract) will be prepared by City staff. Grantee must furnish copies of all required endorsements and an original completed Certificate(s) of Insurance to the Department of Planning and Community Development prior to preparation of the Grant Agreement.
 - o Grant requirements state that the following must occur in order to receive the grant.
 - Grant recipient must agree to maintain improvements for 60 months;
 - Grant recipient cannot install signage on prohibited sign list for 60 months
 - Grant recipient must consult with Operation Facelift design committee prior to any changes for up to 60 months after project completion
 - Grant recipient must agree to keep a minimum of 75% of the surface area of all windows clear of signs, decals, painted promotions, etc. for 60 months;
 - Grant recipient will refrain from using more than one feather sign on premise for 60 months
and
 - All sign and San Antonio Minimum Property Maintenance Code (SAMPMC) violations must be corrected.
 - o Grant recipient must also ensure tenants comply. Failure to do so will result in partial or complete reimbursement of grant to City.
- The applicant and the City shall sign the Grant Agreement. An Affirmative Covenant of Maintenance document is also signed and filed with the County Clerk's Office. Copies of all executed documents will be provided to the grantee. **Start of the construction prior to the date of contract execution will void the grant.**
- The applicant and the contractor shall sign a scheduling agreement. Copies of all executed documents will be provided to the program. **Start of the construction prior to the date of contract execution will void the grant.**

You have read the previous disclosure and you agree to all terms, failure to comply upon being selected will result in penalties. You will be subject to at least two meetings after being awarded the grant to ensure that you understand all of our procedures.

Signature _____ Date _____

STEP 4 - CONSTRUCTION

- A Pre-Construction Meeting will be held to go over construction scope of work, change orders, and Davis-Bacon wage requirements, as well as other procedures. This meeting is usually held on site, prior to construction but after the contract is signed. It is helpful if the applicants as well as contractors are present.
- If the improvements require a building permit, or approval from any other department or commission, the contractor must obtain permits/ approvals prior to the start of construction.
- Operation Facelift staff will monitor construction progress and make periodic inspections during the project.

STEP 5 – PAYMENT

- Upon completion of the work, the contractor will contact staff to schedule a final inspection. If all parties are satisfied with the work, the City and grantee will sign off on completion of the improvement. Please note that this inspection is in addition to, and shall not substitute for, any inspections required by the Development Services Department or any other department or agency.
- The applicant will complete the Project Completion form, and contractor shall submit invoices, documentation showing permit has been closed, and certified Davis-Bacon payroll forms to request reimbursement of applicable costs.
- When **all** documentation is received, Operation Facelift staff will process the reimbursement payment. A check will be sent to the contractor.

APPLICATION REVIEW CRITERIA

Projects are evaluated based on the factors listed below.

PROJECT LOCATION

How long has the business served the community?

EXTENT OF REHABILITATION WORK

Does this project promote consistency in design and create a fresh and aesthetically pleasing environment?
Will this project include appropriate exterior rehabilitation of a building and bring it up to code?

IMPACT OF PROJECT

Will this project visually impact the block and streetscape and eliminate blight?
Will this project reduce the perception of crime?
Will the project help to reverse the deterioration of commercial structures in the area?
Will the project stimulate new, private investment and economic growth?

ADDITIONAL INVESTMENT

Has the applicant made additional improvements, aside from maintenance alone, in the property or business?
Does the applicant go above and beyond his duty as a property owner to keep it from deteriorating?

CURRENT/PROPOSED USE

Is the current or proposed use for retail, restaurant, or other neighborhood serving purpose?

APPLICANT DEDICATION

Has the applicant invested in a neighborhood they grew up in? Is this a family owned business? Has the applicant successfully completed a previous Facelift project or has never terminated an agreement with the program before?

