



Fiscal Year 2017 Application

Deadline:
October 15, 2016



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



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

**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?



OPERATION FACELIFT Facade Improvement Grant Program Application

Application No.

(Staff to complete)

Date: _____

APPLICANT INFORMATION

Applicant is a(n): Corporation Partnership Proprietorship Individual

Name of Applicant: _____ d/b/a _____

Applicant own the property lease the property.
If leasing, please include copy of your lease and have the property owner complete this form.

Contact Name: _____ Title: _____

Property Owner name: _____

Mailing Address: _____

Telephone: (Work) _____ (Home) _____

Email: _____

Type of Business: _____

PROPERTY INFORMATION

Full address of property to be improved: _____

Legal Description (may be obtained by reviewing the Bexar County Appraisal District website at www.bcad.org):

Lot _____ Block _____ NCB _____ Tax Account No _____

Square footage of building to be improved: _____

The property currently is: occupied vacant

Date of Occupancy: _____

What is the current or proposed use of the property? _____

How many **full-time** employees does the business currently employ? _____

PROJECT INFORMATION

Description of Improvements requested:

Description of Improvements previously completed:

Amount Previously invested into property improvements: _____

Estimated Commencement Date _____

Estimated Completion Date _____

NOTE: Work shall not begin until the applicant has an executed contract with the City of San Antonio. Failure to comply with this will result in forfeiture of reimbursement funds.

Attach:

- Photos of current signage submitted electronically **(required)**
 - Photographs of existing building **(required)**
 - Copy of lease agreement, if applicable **(required)**
 - Letter of authorization signed by property owner (if applicable)
 - Detailed description of previous improvements (use attachment)
 - Historic photographs of building and/or signage (if available)
-

I certify that work has not commenced, nor have I entered into a contract with any contractor for work to be covered under this application. I agree to adhere to all design guidelines and recommendations. I also understand that if I am awarded a grant and enter into an agreement with the City of San Antonio, a maintenance covenant will be filed to ensure that the improvements will be maintained and I will be required to attend a pre-construction meeting to have the Davis-Bacon Wage Act requirements explained to me before work can begin.

Applicant signature

Date

BUSINESS INFORMATION

If selected, staff will work with applicant and a design team to create a proposal that best suits the needs of the business, neighborhood, and architecture. Please provide detailed information in the space below

BUSINESS GOALS

Mission statement:

BUSINESS HISTORY

Services offered: _____

Operating hours: _____ Years at current location: _____

Years in business: _____ Family business: Y/N

MULTI-TENANT BUSINESSES

Property owner: Y/N *Multi-tenant grants are only available to property owners.*

Occupied units: _____ Vacant units: _____

Year building acquired: _____ Average length of tenant lease: _____

List of existing services offered: _____

Average square foot per unit: _____ Total square feet: _____

If vacant property:

Do you agree to not rent out properties to non-eligible businesses as listed in page 3 of this application?

I Agree

OPERATION FACELIFT
Facade Improvement Grant Program
Letter of Intent

By signing this statement, I _____ (applicant) agree to abide by all the rules of the Operation Facelift program. I will allow my property, on _____ (address) to be renovated by the Operation Facelift program.

My input will be provided during a consultation with the designer. I understand I have 14 days to approve design in writing, or provide clarification. At the end of 14 days, the design will create a scope of work to be provided to contractors for design. If I do not provide input, the scope will be created as-is, or I will be contacted to see if I wish to continue with the program.

There will be no opportunity for input once the scope is created. The scope of work will be broken down by priority, need of building, and overall enhancements. I understand the improvements done to the building will be prioritized based on greatest need.

I understand the final renovation will be a design that enhances the appearance of the neighborhood, assists in the branding of my company, and will provide an overall benefit to my business while complying with City design guidelines.

I understand the scope of work will prioritize issues such as rotten trim, leaks and broken glass.

I understand the grant is for exterior work only and not for interior work or roofing.

My responsibility is to coordinate scheduling with contractor to not affect my service hours and provide access to property when needed.

I understand I am not allowed to propose changes once contractor has started construction, nor deal with contractor without informing the program.

I understand I will comply to the restrictions previously mentioned for 60 months after project completion and will ensure tenants (if applicable) tenants will abide as well.

Signature

Printed Name

