

## **World Heritage Area Legacy Business Grant Pilot Program**

### **Purpose and Overview:**

The purpose of the World Heritage Area Legacy Business Grant Pilot Program (the “program”) is to assist qualifying businesses, as defined herein, in providing an inviting cultural experience as part of the City’s overall effort to further promote its inscribed World Heritage site as tourist and visitor destinations. These matching grants encourage the stability and preservation of registered Legacy businesses that sustain local traditions and identity. Eligible business owners may qualify for grants that provide improvements to the façade, landscaping, signage, and/or parking lots. Low-interest Loans may be available for the interior infrastructure of the building they occupy, from partner organizations. Prior to applying, a business must be listed on the Legacy Business Registry maintained by the Office of Historic Preservation.

### **Program Area:**

Legacy Businesses within the program area encompassing the World Heritage Buffer Zone or within a 2 mile radius of Missions Concepcion, San Jose, San Juan or Espada may apply for grants. The World Heritage Office, the Office of Historic Preservation, and the Historic Design Review Committee will screen prospective applicants against the criteria outlined in this document.

### **Grants are awarded via the following process:**

1. Verification of successful registration as a Legacy Business through the Office of Historic Preservation.
2. An application and project design review by the Office of Historic Preservation and the World Heritage Office.
3. A verification review at project completion to confirm all repairs, restorations, or modifications were completed in accordance with the approved bids and/or design plans submitted.

Grant payments will be issued as a reimbursement of expenses related to the building improvements as completed. Reimbursement will occur through the World Heritage Office.

### **Non-eligible Business and Project Types:**

1. The following proposals and business types are **NOT ELIGIBLE** for the grant program:
  - a. Any proposal or project that supports any sort of business practice or operation that would be considered non-legal use under city ordinance.
  - b. Projects that negatively impact the San Antonio River and associated waterways, the environment, and/or historic and cultural resources within the program area.
  - c. Businesses that do not benefit the local economy or the city tourism plan of encouraging visitation within the program area by both residents and out of town visitors.
  - d. Surface parking lots that are not part of a larger development or expansion project.
  - e. Businesses with 15 or more locations by the same or similar name.
  - f. Pawn shops, gun shops, liquor stores, tattoo parlors, tanning salons, tobacco/tobacco-like related establishments, specified financial institutions (see UDC Section 35-A101), non-permanent structures, kiosks, and sexually-oriented businesses.
  - g. A business whose primary use is automotive or tire related including, but not limited to auto dealerships, automotive repair shops, tire shops, and auto parts supply shops; regardless of any secondary trade or business practiced on the same premises.

### **Available Matching Grants:**

Legacy Businesses within the defined program area may apply for the following incentives:

#### **1. Façade Improvement Matching Grants**

- a. The World Heritage Office of the City of San Antonio can provide up to \$10,000 in grant funds to make improvements to the façade, or exterior, of commercial buildings owned by or leased and operated by qualifying businesses.
- b. All grant funds must be matched dollar for dollar by the applicant.
- c. These grants work to counter the exterior deterioration of buildings that house qualifying businesses.
- d. All improvements must be permanent or fixed to the exterior of the subject building and must comply with applicable design standards, guidelines and UDC regulations.

- e. Grant funds must be spent on façade improvements that are visible from the street.
- f. These grants are contingent upon available funding.

## **2. Signage, Parking Lot, and Landscape Improvement Matching Grants**

- a. The World Heritage Office of the City of San Antonio can provide up to \$10,000 in grant funds to make improvements to the signage, parking lot, and/or landscaping of commercial buildings owned by or leased and operated by legacy businesses.
- b. All grant funds must be matched dollar for dollar by the applicant.
- c. These grants work to enhance the visual character of the corridor or streetscape.
- d. All exterior improvements must comply with applicable design standards, guidelines and UDC regulations.
  - i. Landscaping improvements require the use of low-water, drought tolerant native plants. Landscaping improvements considered can be in parking lots, base signs, perimeter plantings and entrances to the building.
  - ii. Parking lots should be low impact and comply with applicable design guidelines.
  - iii. Eligible signage repair and upgrades to on-premise signage not attached to the building, includes removal of non-conforming or out dated signage and restoration of historic or iconic signage.
- e. Grant funds must be spent on improvements that are visible from the street.
- f. These grants are contingent upon available funding.

## **3. Interior Improvement Low Interest Loans**

- a. The City will work with the applicant to obtain a low interest loan from LISC or Liftfund make improvements to the interior of commercial buildings owned or leased by the qualifying business
- b. The Interior Improvement Loan funds must be used exclusively for infrastructure improvements to the interior of the building.
- c. All improvements must be permanent or fixed to the interior of the subject building and must comply with applicable building standards, City, State and Federal regulations.
- d. These loans are contingent upon available funding.

## **4. Legacy Business Capacity Building**

- a. In partnership with Southside First and LaunchSA, the World Heritage Office will help provide technical assistance and capacity building opportunities for all qualifying legacy businesses.

- b. In addition to educational programming, qualifying business owners will be provided with opportunities to network with fellow business owners and participate in workshops geared towards sustaining and growing their businesses.

**Legacy Businesses applying for grants must additionally complete the following requirements if awarded funds:**

- Successfully complete three business capacity building courses via the Southside First Echale’s Gas Program, Launch SA or other approved business development programs prior to receiving the last reimbursement payment.
- Applicants may apply multiple times, but the total amount awarded to any single grantee will not exceed \$30,000 in a five-year period.
- Property owners must be current on taxes with all applicable taxing entities.
- Tenants must obtain property owner permission via affidavit prior to making changes to the property.

**Application Fee for Grant Applications:**

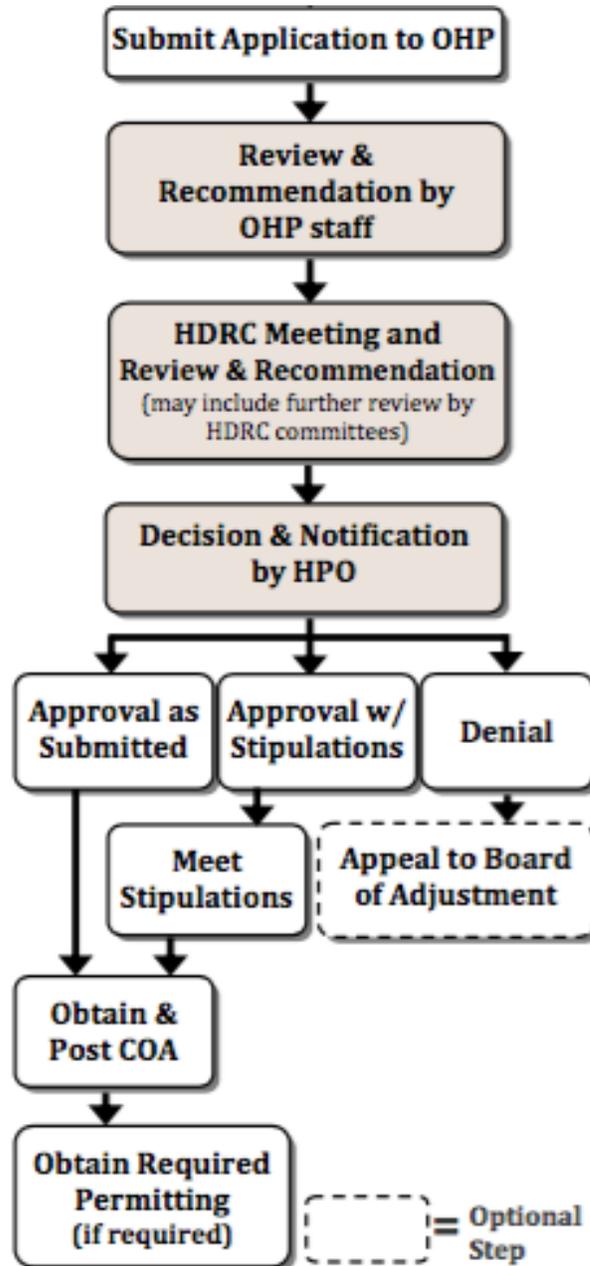
- a. A one-time fee of \$100, in the form of a check, will be required at the time of application and will be non-refundable.
- b. The check needs to be made payable to The City of San Antonio and provided to the Office of Historic Preservation.

**Grant Program Application Process:**

1. The business owner must successfully complete the Registration Process for the Legacy Business Program through the City’s Office of Historic Preservation to be eligible for a grant.
2. An HDRC application may be obtained from the Office of Historic Perseveration’s Website: <http://www.sanantonio.gov/historic/HDRC/HDRCApplicationFees>.
3. A grant seeking applicant should provide the following items with their completed HDRC application:
  - a. Applicant must provide proof of ownership or a current lease for the subject building.
  - b. Applicant must submit a detailed work plan, a project budget, and an estimated timeline for completion of the project.
  - c. Applicant must provide proof of their ability to match all grant funds.
  - d. Professional, architectural, and City permit fees may also be included in the total improvement costs.
  - e. At least two bids or estimates prepared by a licensed, bonded, and insured contractor for work to be completed.

- f. A copy of their Legacy Business Registration Letter
4. The applicant will submit their application packet to the World Heritage Office. The World Heritage Office will confirm the applicant successfully cleared the eligibility requirements for the Legacy Business Program, meets the financial requirements of the grant(s) applied for, and review the grant packet to ensure all required materials are completed.
5. Once the World Heritage Office completes their portion of the review, the application will be delivered to the Office of Historic Preservation for design review. The Office of Historic preservation will follow the current design review process and guidelines that can be found online at: <http://www.sanantonio.gov/historic/HDRC>.
6. If the project requires HDRC review, the business will be submitted to HDRC for final approval within 60 calendar days from notice to the applicant of the file being complete and ready for HDRC review. Staff from the Office of Historic Preservation will notify the applicant of the date and time of the Historic Design and Review Commission hearing on their item.
7. Once a certificate of appropriate use is provided to the business, funds up to 80% of the awarded amount will be issued on a reimbursement basis to the awardee. The remaining 20% will be released on successful verification via an administrative review and an onsite field inspection to confirm all work was performed according to the approved proposal.

**Process Map for Grants requiring HDRC Approval:**



**Process Map for Administrative Review:**

