



Fiscal Year 2016 Application

Deadline: April 30, 2016



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



**A Facade Improvement Grant Program of  
The City of San Antonio**

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**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 with funds to support façade improvement projects on commercial buildings located in target areas. Participating projects are reimbursed for eligible façade improvements in an amount up to 100% of total project costs. The maximum grant award is \$20,000. Beginning this year, a \$40,000 grant is available for buildings/ centers with three (3) or more tenants and a total building footprint of at least 10,000 square feet.

Funding is provided on a reimbursement basis upon completion of the improvements. Participants are responsible for financing the project (cash or bank loan), project management, selecting contractors, obtaining all permits and approvals, correcting any code violations, paying prevailing wages on construction contracts, and maintenance of the façade improvements.

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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
- Overview of the Davis-Bacon Wage Act and General Wage Decision
- Map of REnewSA 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](mailto:operationfacelift@sanantonio.gov)**

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## ELIGIBLE PROJECTS

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### 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

### ELIGIBLE APPLICANTS

Commercial property and business owners located in REnewSA target areas may apply for assistance. Tenants must have a signed lease and the property owner's approval to apply.

### ELIGIBLE IMPROVEMENTS

Operation Facelift funds facade 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:

- Complete facade rehabilitation;
- 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;
- Painting of surfaces that have been previously painted;
- 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 facade and display areas or side walls of a building may also be eligible if street level improvements are approved.
- **Cited** interior and exterior code violations (must provide citation)
- Other minor repairs when incidental to overall facade improvements such as:
  - exterior lighting, certain types of security elements or security recommendations, sidewalk repair, ADA accessibility improvements, and detached signage

Professional, architectural, and City permit fees may be included in the total improvement costs.

### 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

- Interior repairs and finish-out construction

## BASIC PROCEDURE

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### 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 REnewSA 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](mailto: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 November 10, 2015. 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
- 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.

### STEP 3 - PROJECT REVIEW & CONTRACT EXECUTION

- Operation Facelift will provide free design assistance for projects that have been awarded grants if requested
- Final design must be approved by Operation Facelift
- Designs are used to generate a scope of work which is used by applicant for uniform bidding.
- Three bids per scope of work are required. Staff is available to assist you with this process.
  - Contractors providing bids must:
    - Carry General Liability Insurance
    - Not be suspended or debarred from their license
    - Not be a family member of the applicant
    - Must use AIA standard contract
  - Operation Facelift maintains a list of contractors that have successfully completed Operation Facelift funded projects,. Applicant may select from this list of contractors.
- Staff will prepare a Site Specific Statutory Checklist (HUD Environmental Review) and submit to the Office of Grants Monitoring and Administration for approval.
- 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 contract preparation of the Grant Agreement.
  - Grant requirements state that the following must occur in order to receive reimbursement
    - Project must be completed per scope of work included in contract
    - Grant recipient must agree to maintain improvements for 60 months
    - 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
    - All sign and San Antonio Minimum Property Maintenance Code (SAMP MC) violations must be corrected
- The applicant and the City 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 signing will void the grant.**

#### **STEP 4 - CONSTRUCTION**

- A Pre-Construction Meeting will be held to go over construction scope of work, change orders, 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. See page 8 for more information regarding Davis-Bacon.
- If the improvements require a building permit, or approval from any other department or commission, the applicant must obtain permits/ approvals prior to the start of construction. Grantees are encouraged to contact Operation Facelift staff if assistance is needed with obtaining permits or other required approvals.
- Operation Facelift staff will monitor construction progress and make periodic inspections during the project.

#### **STEP 5 - REIMBURSEMENT**

- Upon completion of the work, the grantee 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 submit it along with copies of invoices, cancelled checks (receipts for cash payments are not accepted as proof of payment), 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 applicant.

### **APPLICATION REVIEW CRITERIA**

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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**

Does or has the applicant made additional investments in the property or business?

#### **CURRENT/PROPOSED USE**

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



# 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 lease agreement and authorization letter from owner.*

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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](http://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? \_\_\_\_\_

How does the business benefit the community? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROJECT INFORMATION**

Description of Improvements requested:

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Description of Improvements previously completed:

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Amount Previously invested into property improvements: \_\_\_\_\_

Estimated Commencment 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*

\_\_\_\_\_  
*Applicant printed name*

## 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 2?*

I Agree

## DAVIS- BACON WAGE ACT INFORMATION (if applicable)

The Davis- Bacon Wage Act requires the payment at or above prevailing wage rates for employees working on federally funded projects **over \$2,000**. In addition to federally funded projects, the City of San Antonio has adopted the Davis Bacon Wage Act as a requirement for all City funded projects. The prevailing wage rate for Bexar County is available upon request. **What does this mean?** All workers on Operation Facelift projects must be paid at or above the wages listed below based on their job classification. Some examples of classifications and pay rates are:

General Wage Decision Modification 7 – 8/26/2011

Job Classification*	Pay Rate
Electrician	\$31.69
Carpenter	\$10.64
Painter	\$8.01
Roofer	\$8.14

(\* NOTE: this table is only a partial job classification listing and shows rates for Bexar County only. To view a full listing of job classifications please go to [www.wdol.gov](http://www.wdol.gov))

The applicant or the principal contractor (also referred to as the *general contractor*) is responsible for the full compliance of all employees (the contractor, the sub-contractors and any lower-tier subcontractors). A Pre-Construction meeting will be held with the applicant as the final step before construction starts. At that meeting, all applicable documents will be given to the applicant. Any contractors and sub-contractors working on this project are encouraged to attend this meeting, although the ultimate responsibility lies with the applicant.

**At any time during the construction of your project, a representative from the City may conduct inspections or interview workers to insure compliance with Davis Bacon and other contract requirements.**

No worker must work over 40 hours per week without earning time and one-half for overtime hours.

A poster notifying employees of the wage decision is required to be posted where employees will see it on site.

All contractors or sub-contractors are required to submit certified payroll forms for each week they work on any Operation Facelift project beginning with the first week work was performed and for every week afterward until the project is completed. Each form must also be certified, signed and submitted in order for the applicant to receive their reimbursement.

For additional information you may contact the Labor Compliance Office, City of San Antonio, and Capital Improvements Management Services Department at (210) 207-7878 or Operation Facelift staff at (210) 207-4686.

**Failure to abide by these standards may result in delays in reimbursement  
or voiding of the grant funds.**

## Checklists

### Davis- Bacon Checklist

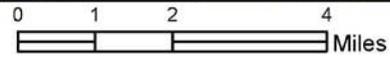
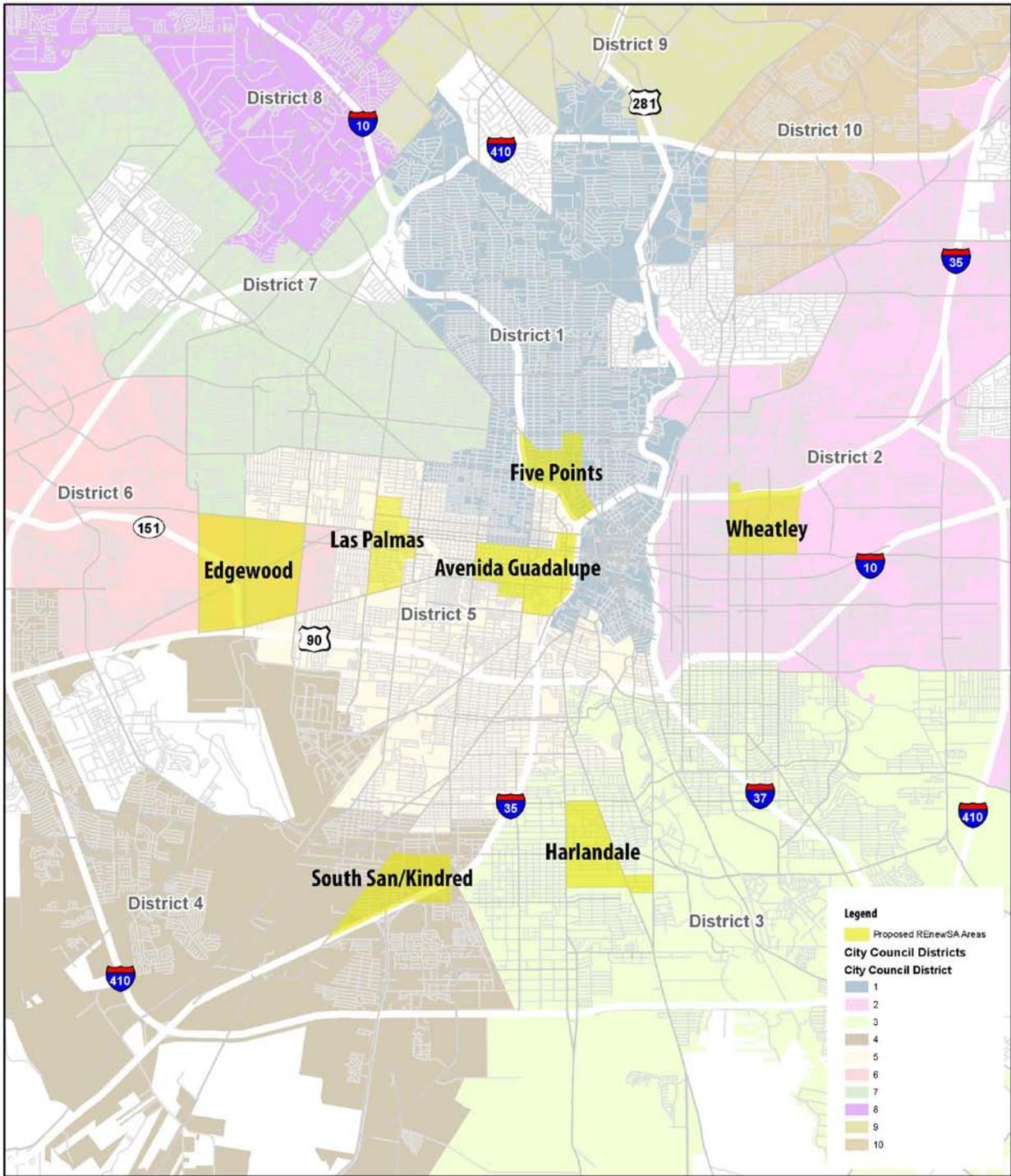
To help insure you and your contractors are complying with the Davis-Bacon requirements, complete the following checklist periodically. If you answered NO to any of the below, your project may not be in compliance and reimbursement may be delayed or denied.

- Do you have payroll forms for each week that work was performed?
- Do you have payroll forms from the contractor and any subcontractors?
- Are all workers paid at or above the prevailing wage rate for their job classification?
- Did any workers work more than 40 hours in any one week and not receive time and one half?
- Are the forms complete (name, job class, address, rate of pay)?
- Are the forms certified (signed)?
- Are the forms legible?

### Permit Checklist

To help ensure you and your contractors are complying with the City of San Antonio permit requirements, **review the following list prior to beginning any work.** Any work done on the following items requires one or more permits from the Development Services Department. Please remember that this list is **NOT** all inclusive, but should serve as a guide for the most common types of façade and building improvements. Please contact the Development Services Department at 210-207-1111 for more information on permit requirements.

Roof – Replacement and/or Repair  
Awning/Canopy - Replacement and/or Repair  
Signage  
Exterior Lighting  
New Construction



**REnewSA**  
 FY 2016-2017 Target Areas

Data Sources: City of San Antonio GIS; U.S. Census Bureau

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Contact: Michael Taylor; AICP, Planning Administrator (210) 207-0145

Map Created by: Christopher Lazaro, Planning Coordinator  
 Map Date: July 23, 2015

