



Louisiana Main Street  
Redevelopment Incentive Grant  
FY 2014-2015

Louisiana Main Street  
Division of Historic Preservation  
P. O. Box 44247  
Baton Rouge, LA 70804  
(225)342-8157

## 2014-2015 Redevelopment Incentive Grant Application Guidelines

Louisiana Main Street Redevelopment Incentive Grants provide matching funds grants to encourage revitalization of historic downtown commercial properties in designated Main Street districts. Community reinvestment utilizing historic preservation practices improves community economic health by fostering renewed interest in shopping, working, and living downtown, and enhances the cultural tourism experience.

Grant funding and the number of grants awarded are dependent on state budgets and the amount of funding appropriated by the legislature each year.

---

**Deadline:** Grant applications must be postmarked for delivery to Louisiana Main Street ("State") no later than Friday June 27, 2014.

*DELIVERY VIA COMMERCIAL OVERNIGHT SERVICE:*

Attn: Leon Steele  
Louisiana Division of Historic Preservation  
1051 N. Third Street, Room 405  
Baton Rouge, LA 70804

*DELIVERY VIA U.S. POSTAL SERVICE:*

Attn: Leon Steele  
Louisiana Division of Historic Preservation  
P.O. Box 44247  
Baton Rouge, LA 70804

**Matching funds:** This grant requires a dollar-for-dollar monetary match toward hard costs. Grant funds are limited to actual construction/restoration hard costs only. Owner or tenant contributions of design work, labor, equipment, etc. are regarded as in-kind and are not considered as matching funds for the purpose of this grant.

**This is a reimbursement grant:** The award amount is paid upon completion of the work described in the approved scope of work described in the Grant Agreement. All grant-funded work must adhere to (1) the scope of work described in the grant application, (2) the historic preservation guidelines of the Secretary of the Interior Standards (see web link below), and (3) the Grant Agreement that is signed after notification of award.

**This is a restoration grant, not a remodeling or maintenance grant:** The proposed scope of work described in the application must comply with the *Secretary of the Interior's Standards for Rehabilitation*, available at the National Park Service's website: <http://www.nps.gov/tps/standards/rehabilitation/rehab/index.htm>. Applicants are strongly advised to become familiar with these guidelines. Additional guidance may be found at <http://www.nps.gov/hps/tps/standguide/> and <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

**Tax Liabilities:** Recipients are responsible for any tax liability incurred as a result of this grant.

---

Please arrange through your local Main Street manager to meet with the State Main Street Design Coordinator at your building site to discuss your application and specific design needs prior to submitting the application to your local Historic District Commission (HDC) for its initial review.

Issuance of a COA by your local HDC does not guarantee that the scope of work meets the Secretary of the Interior Standards. Louisiana Main Street may amend the scope of work to ensure compliance with the Secretary of the Interior Standards. Applicant has the right to forego Redevelopment Incentive Grant funding if applicant chooses not to comply. Notification to cancel funding must occur within two (2) weeks of receipt of the State grant agreement.

**Two levels of grants are available:**

\$10,000 grants for redevelopment projects totaling a minimum of \$20,000.00.

\$2,500 grants for redevelopment projects totaling a minimum of \$5,000.00.

Grant recipients are required to provide at minimum a 1:1 (dollar-for-dollar) monetary match. In-kind, sweat equity and similar types of matches are not allowable matches for this grant. Work funded by the match must adhere to the Secretary of the Interior's Standards for Rehabilitation.

Grant requests must be for:

- One of the two funding amount categories and
- Either an exterior project, or
- An interior project.

Interior and exterior projects cannot be combined in one application. Applicants may submit multiple applications; however it is unlikely that more than one application will be funded.

Only the application in its original format for fiscal year 2014-2015 will be accepted.

Amendments to the substance of the grant (revisions, additional support materials) are not permitted once the application reaches the State office.

For exterior projects, the application must be reviewed and approved by the local Historic District Commission (HDC) prior to the postmark deadline. The local HDC schedule may be obtained from the local Main Street manager.

**Historic District Commission:** Applicant's scope of work MUST adhere to the Secretary of Interior Standards for the rehabilitation of historic buildings. See links on page one. The State Main Street program reserves the right to override a COA issued by the local HDC if it is determined that the scope of work detailed does not meet the criteria of this grant.

**Eligible for Consideration**

- Grant funds are limited to commercial properties within designated Louisiana Main Street districts.
- Buildings must be at least 50 years old and contribute to the significance of the Main Street District. Buildings less than 50 years old may be eligible if they meet National Register criteria for exceptional significance as an integral part of a historic district that qualifies for National Register listing. The local Main Street manager will assist the applicant in determining if the building meets this eligibility requirement. The staff of the Louisiana Division of Historic Preservation will make the final determination based on the support documentation submitted with the application.

- Building must be zoned commercial.
- A property owner or tenant can apply.
  - Tenants must obtain the property owner's signature on the grant application.
  - If the applicant is a corporation, the grant application must be accompanied by a Board Resolution from the Board of Directors of the corporation authorizing the applicant's signature for the corporation.
  - If the applicant is a co-owner of the property, the grant application must be accompanied by a statement authorizing the applicant to act on behalf of all co-owners and signed by each.
- Exterior: The scope of work must directly contribute physically (visually) and economically to the revitalization of the Main Street district while preserving and respecting the historic architectural character of the building, district, and architectural heritage of the community.
- Commercial grade white LED lighting to outline a series of building parapets is part of a year-round lighting program. Buildings must be adjoining and must include at least one block. Application may require a multi-applicant plan associated with a single application (unless the buildings are owned by a single owner), as well as a minimum five-year maintenance commitment plan on the part of each applicant. However, if the city oversees the purchase, installation, and maintenance of the lights, the local Main Street program may apply in conjunction with the city, and installation costs incurred by the city may apply toward the required match. Installation must be of professional standard, and secure for longevity of use and to minimize damage and maintenance issues.
- Signage: Consideration will be made for the restoration of historically significant/landmark signage or the restoration or replication of historic theater marquees. New commercial signage is not supported by this grant.
- Interior: Improvements are restricted to exposing, restoring or replicating original interior architectural features. The grant can also be used to offset costs of installing or repairing a fire suppression system for either a commercial ground floor space or a **new** (first-time) upper story residential development in a historically commercial building.

**Ineligible for Consideration:**

- Governmental and other non-tax-generating entities are not eligible for Redevelopment Incentive Grant funding.
- Properties zoned residential and residential properties housing home-based businesses within the Main Street District are not eligible for Redevelopment Incentive Grant funding.
- General Maintenance: Anything deemed by the grant review panel as routine maintenance will not be eligible for Redevelopment Incentive Grant funding.

Ineligible work (i.e., work that does not meet the eligibility requirements of the grant and/or does not adhere to the Secretary of the Interior's Standards for Rehabilitation) includes:

- Cleaning of gutters and downspouts
- Removal of overgrown vegetation
- Roofing, plumbing, electrical, and painting
  - Exception: If part of a larger-scale, in-progress restoration project

- RHINO paint and other coatings that permanently bond with historic materials are not supported by this grant
- Flooring
  - Exception: Repair, refinishing, restoration of historic flooring
- Doors and windows: Replacement of restorable historic wood doors and windows of another type, design, size, or material
- Exterior siding and decorative elements that are non-historic/historically inappropriate, including EIFS and other engineered stucco and wood products
- Landscaping, streetscaping, parking lots, paving, fences, and gazebos
  - Exception: Parking garage restoration will be considered if of historic significance
  - Exception: Restoration of fountains will be considered if of historic significance to the property
- The addition of balconies to public-facing facades of buildings
  - Exception: To reconstruct a balcony that was historically present, historic documentation must be provided that clearly proves the building in question did possess a balcony in the proposed location. Drawings of the proposed new balcony must be included with the application and design must remain sensitive to the original, historic design.
- Energy efficiency: Procurement or installation of alternative energy collectors, generators, and related equipment, and insulation materials
- Awnings, signs, and such destroyed or damaged by storms for which insurance or other replacement compensation are generally collected.
- Holiday and landscape lighting
- Furniture, fixtures, and equipment (business or residential, interior or exterior)
- Promotional materials: print, web, social, TV, radio, other
- ADA compliance
- Installation of electronic security systems and exterior security measures that detract from the historic character of the building such as roll up grills, for example.

**Compliance with grant:**

Grant-funded work may not begin until:

- The grant award notification is received by the applicant (Anticipated notification date: September 5, 2014)
- The Grant Agreement with the State is signed by all parties, returned within two (2) weeks of receipt, **and**
- A Form W-9 is filed with the State.

Grant-funded work may be a portion of a larger-scale project in-progress; however, grant recipients are only eligible for reimbursement for work detailed in the scope of work associated with this grant and performed during the term of the Grant Agreement. Reimbursement is not retroactive for work already underway or completed. Overall project investment costs may be used to satisfy the match requirement.

Failure to commence work by the designated deadlines set forth in the Grant Agreement shall void the grant.

Work must be completed by the end date of the Grant Agreement to be eligible for reimbursement.

## To Apply:

- Applicants must contact the local Main Street manager to:
  - Determine if the project requires review and a Certificate of Appropriateness (COA) from the local Historic District Commission (HDC). Typically, interior work does not fall under the purview of the HDC.
  - Determine the procedure for obtaining a COA from the HDC
  - Obtain a list of HDC meeting dates
  - Determine if the building is located within the boundaries of the Main Street district
  - Request a map of the Main Street district with the district's borders and location of the property marked.
  - Make arrangements for a design consultation with the State Main Street Design Coordinator.
  
- If the project requires a COA, follow the appropriate HDC procedures for requesting review and issuance of a COA. **Applicants are cautioned to allow adequate time for the HDC review process.** Inform the HDC of the grant application and grant requirement to comply with the Secretary of Interior Standards. If approved, the HDC will issue a COA for the project.
  
- Submit the completed application, along with a copy of the HDC COA and other supplemental materials, to the local Main Street manager by the deadline listed in the Application Checklist section below. Incomplete applications will not be eligible for grant funding. The local Main Street manager must review and sign the complete application.

**Note:** A Main Street manager or staff of the Louisiana Division of Historic Preservation may provide applicant information and assistance but shall not write, rewrite, amend, or otherwise complete the Redevelopment Incentive Grant application on behalf of an applicant. The applicant is responsible for ensuring the information contained in the application is true and complete.

## The Review Process

Upon receipt, the local Main Street manager will check the application for completeness and compliance, sign the application, and mail it to the state office. A second review by staff of the Louisiana Division of Historic Preservation will ensure the application is complete and all eligibility criteria are met.

## Incomplete, non-compliant applications.

Incomplete, non-compliant applications will not be considered. The State staff cannot rewrite or alter any portion of the application after submission. Submissions are final.

Applicants of incomplete, non-compliant applications will be notified as soon as possible after receipt so as to not hold up those projects.

Accepted applications are digitally scanned and made available to a review panel for consideration of funding. Panelists are professionals selected from the fields of architecture, construction, preservation, economic development, and other associated areas of revitalization specialization from around the country. Panelists may not be employed by a Louisiana Main Street community, reside in a designated Louisiana Main Street community, be an employee of Louisiana Economic Development or the Louisiana Department of Culture, Recreation and Tourism, or be directly or indirectly involved with Louisiana Main Street communities.

**Note:** Members of the review panel will not be familiar with the buildings or communities associated with

each project. The story told visually through photos and narrative will provide an understanding of the projects. The narrative should be concise rather than lengthy, as many applications must be reviewed.

### **Competition**

The Redevelopment Incentive Grant is a highly competitive grant open to all qualifying applicants in Louisiana Main Street communities. Regrettably, not every applicant can receive a grant. Award considerations include, but are not limited to, level of restoration for the intended project, how the project affects the original design of the building in question; the economic and visual impact the project brings to both the historic commercial district and the local Main Street experience; and the availability of funds appropriated by the State Legislature to the Division of Historic Preservation. Award amounts may be adjusted contingent upon legislative allocation of funds.

**Tax Credits:** Your project may be eligible for Federal and/or State historic tax credits, the percentages of which may be significant to the success of your project. For tax credit information, visit:

[www.crt.state.la.us/hp/tax\\_incentives/faq.aspx](http://www.crt.state.la.us/hp/tax_incentives/faq.aspx)

**Note:** Applicants are strongly encouraged to utilize the free services and advice of the Louisiana Main Street design and tax credit staff for assistance with compliance BEFORE submitting an application.

## APPLICATION CHECKLIST:

▶ Applicant and Main Street manager please use this section as a checklist ◀

- **Application form:**
  - A completed and signed application form
  - The applicable work categories selected for either exterior or interior work
  - Either the \$2,500 or \$10,000 grant category selected for that category of work.
  - Documentation that all necessary funds are in place so that work can begin within 30 days of notification (anticipated Sept. 5, 2014) and be completed by the April 30, 2015 deadline. (We don't need bank statements.)
  - A Board Resolution or authorization from co-owners, if applicable
  
- **COA:**
  - For exterior work only, a copy of the signed/approved and dated Historic District Commission **Certificate of Appropriateness (COA)**. This certifies that the proposed project has been approved locally and should also comply with the **Secretary of the Interior's Standards for Rehabilitation** (which is a prerequisite for receiving grant funding) and holds the local HDC accountable for sensitive design review.
  
- **Digital Photographs:**
  - Documentation of current condition(s) associated with the scope of work.
  - Photos of the building as it relates to neighboring structures and the streetscape.
  - Digitally scanned images of historic photos, if available.

**NOTE:** All photographs accompanying the application must be digital, must be saved as individual JPGs, and must be of good quality with a minimum 300 dpi. Photographic color prints and slides will not be accepted. Materials will not be returned. Historic photos are very helpful, but only digital copies should be submitted.

- **Map:**
  - A map of the entire designated Main Street district is required with noted borders and location of the property associated with the grant. The map can be obtained from the local Main Street manager.
  
- **Schematic drawings if pertinent to project:**
  - Drawings/renderings of the exterior or interior of the building will illustrate all proposed renovation details associated with the grant scope of work.
  - Drawings must be well executed and accurately detail the nature of the proposed work.
  - For projects not involving architects, applicants are strongly encouraged to utilize the free design services of the Louisiana Main Street design staff for the preparation of these renderings. These are also helpful for the HDC review. Applicants should schedule time with the design staff early to better ensure the application includes quality illustrations and to receive design advice prior to your submittals to the HDC. Awning, sign, construction/engineering companies, etc. also have capabilities to provide appropriate drawings with their bids for work.
  
- **Narrative:**
  - Whereas the scope of work consists of bulleted details, the narrative states the reasons for funding the project, and should be no more than one page in length, at 10 pt to 12 pt font. Reviewers are not familiar with the buildings or towns associated with the projects. The narrative provides understanding of the project, significance of the property to the district, and the impact the work will have on the district.



- **Scope of Work:**  
This is a contractor's detailed breakdown of project tasks, materials, and itemized costs (not one total cost) for which grant funding is requested.
- **Contractor Estimates:**  
Estimates from contractors must be copies of original, signed, and dated detailed/itemized contractor estimates. Projected costs of materials and labor must be broken out with costs associated with each portion of the project as described in the scope of work.

### Local Main Street Deadlines

**2014: Deadline for submitting application for review by the local HDC.**

### State Deadlines

**Friday, June 27, 2014: Deadline for postmarked applications to be submitted to the State.**

**Friday, September 5, 2014:** Grant recipients and local managers will be notified of the results. Grant-funded work may commence after notification of selection, submission of W-9 forms to the State, and the Grant Agreement is signed and returned to the State.

**All work must commence within thirty (30) days of signing the State Grant Agreement.** The State reserves the right to void the grant if work is not underway within thirty (30) days of signing the grant agreement, and will reallocate the funds.

**Thursday, April 30, 2015:** Deadline for completing work supported by this grant as noted in scope of work. Work that is incomplete, non-compliant with the Secretary of the Interior Standards, and/or substandard will void the grant.

**Friday, May 29, 2015: Deadline for reimbursement requests** to be filed with the State using the reimbursement form included in the Grant Agreement.

Submitting this grant application indicates the applicant intends to do the work as proposed and has the resources to begin and complete the work as stipulated.

Extenuating circumstances may prevent a grant recipient from fulfilling the grant obligations. Grant funds that have not been expended/awarded by Louisiana Main Street prior to the end of the fiscal year must be returned to the state general fund. Therefore, grant recipients who are not able to fulfill grant obligations must immediately notify Louisiana Main Street so that unused grant funds may be reallocated to another project rather than be lost.

### Reimbursement

Reimbursement will be made to the grant recipient in one lump sum upon completion of the project and after the Main Street Design Coordinator has visited the completed project and approved it for compliance with the terms of the Grant Agreement. The following shall be submitted to the Louisiana Main Street Design Coordinator for issuance of the grant funds:

- Reimbursement Request Form (**retain this from the State Grant Agreement forms**) detailing the final project costs and signed by the grant recipient.

- Photographic documentation of the completed project (digital images).
- Dated copies of contractor invoices or material receipts.
- Reimbursement checks are issued to the party noted on the W-9 form, who is also responsible for the payment of any taxes that may be associated with the grant award.

The application form begins on page 10.

**APPLICATION**

**Louisiana Main Street Redevelopment Incentive Grant, FY 2014-2015**

Applications must be legible. Please either type or print.



Grant Amount Requested:  \$2,500.00  \$10,000.00

Category of work:  Interior  Exterior

Applicant name: \_\_\_\_\_

Applicant mailing address: \_\_\_\_\_

Parish: \_\_\_\_\_

Applicant E-Mail: \_\_\_\_\_

Applicant daytime telephone number: \_\_\_\_\_

Applicant is building owner:  Yes  No Other: \_\_\_\_\_

Applicant is merchant/tenant:  Yes  No Other: \_\_\_\_\_

Project/building address: \_\_\_\_\_

Type of building:  Commercial  Residential  Mixed-use

Has this property received a grant from Louisiana Main Street in the past?  Yes  No  
If so, for what work and in what amount? \_\_\_\_\_ \$ \_\_\_\_\_

Is this a Tax Credit project?  Yes  No Have you consulted with the State tax credit staff?  Yes  No

---

**The next three questions are survey questions and have no bearing on the ranking of your application.**

In what way(s) is the applicant involved with or supportive of the local Main Street program?

Board member  Committee member  Volunteer  Paid membership  Donor  Other

(Describe):

Did the applicant attend a workshop associated with this grant?  Yes  No

Did the applicant contact the Louisiana Main Street Design Coordinator to receive advice about the project?  
 Yes  No

---

**Local Main Street Manager Section**

Your Legislators:

See <http://legis.la.gov/Legis/FindMyLegislators.aspx>

Louisiana House District (no.) \_\_\_\_\_, (name) \_\_\_\_\_

Louisiana Senate District \_\_\_\_\_, \_\_\_\_\_

U.S. Congress District \_\_\_\_\_, \_\_\_\_\_

U.S. Senator, \_\_\_\_\_

U.S. Senator, \_\_\_\_\_

I have reviewed this applicant's grant packet and determined it is complete according to the provided checklist.

Local Main Street manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**State Staff Review Section:**

**Accept for further review:** \_\_\_\_\_ **Decline:** \_\_\_\_\_

**Scope of Work**

Note in **bullet-point** fashion all work to be performed with these funds, including the dollar amount associated with each and a total. Include copies of signed/dated contractor estimates. Additional pages may be included if necessary.

- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$
- \_\_\_\_\_ \$

Total \$

**Narrative**

This separate narrative portion further explains the proposed work, its necessity, and impact. Additional pages may be included if necessary. Type-written is preferred. When replacing doors, windows, railings, canopies, or other architectural components applicants must provide specific details regarding those replacements. See Secretary of Interior Standards for further clarification or contact the State Main Street Design Coordinator.



By signing the application, the applicant certifies that he/she has read and understands all information contained in the Redevelopment Incentive Grant Application Guidelines and that all figures, statements, and representations made in this application, including any attachments, are true and correct to the best of the applicant's knowledge.

---

Applicant's Signature

Date

---

Building Owner's Signature (if different from applicant)

D





## **Clarification of the interiors portion of the Main Street Redevelopment Incentive Grant, 2014-15**

This grant allows application for interiors projects to commercial buildings. Interior improvements for either commercial ground floor spaces or new upper story residential developments are eligible with certain restrictions.

**Interior improvements are limited to exposing, restoring, replicating, or enhancing the original interior architectural features, or the installation of fire suppression systems.**

Expanding the Main Street experience to interior spaces is the intent. Encouraging the restoration/sensitive redevelopment of traditional commercial interior spaces to compliment the historic exterior of the building is the focus rather than the gutted or covered-over interiors that replicate suburban mall or office interiors.

**Note:** We are not advocating that every interior space look like an historic building, but rather to preserve and highlight historic details characteristic of the original interior. New upper-story residential redevelopment featuring original historic architectural components are also applicable as is the installation of fire suppression systems (sprinkler or other) to protect the historic building and its neighbors. Because of the expansiveness of interior design associated with specific uses, interiors applications require consideration that is more critical.

For instance, removal of exterior slipcovers expose the exterior beauty of the historic buildings they conceal. The historic building then becomes an asset to the streetscape. Like those slipcovers, many older commercial interior spaces conceal significant historic details, such as pressed metal ceilings hidden behind suspended ceiling systems. This grant will assist with the removal of the modern ceiling system to expose and restore the period ceiling and thusly enhance the overall Main Street experience. This project may necessitate, for example:

- The hiring of a contractor to remove the modern ceiling system,
- Cleaning, repairs or replacement of damaged or missing panels, and painting if necessary,
- Hiring an electrician to remove existing light fixtures that are part of the modern ceiling system, installation of new light fixtures, ceiling fans, etc. more appropriate to the period, rerouting H/VAC ductwork, etc.
- The grant may help offset costs of new light fixtures and ceiling fans **ONLY** if they are part of this type of scope of interior restoration/redevelopment work and period appropriate in style. Simply installing new lights and fans alone is not necessarily compliant.

Another example of eligibility may include spaces in an historic theater or hotel undergoing major restoration in which, say, replication of original carpets or the restoration of murals, terrazzo or tile work, or other, possibly damaged, historically significant interior architectural features are part of the restoration/rehabilitation scope of work.

As with exteriors, grant funds are not applicable to expenditures associated with general maintenance/sprucing up of interiors as these are generally regarded as the responsibility of property owners as on-going maintenance. These include but are not limited to paint, flooring (except refinishing original wood in certain instances), furniture, the purchase of display fixtures or other commercial or business equipment, or plumbing fixtures, kitchen cabinets, tub surrounds, or things that are not specifically historic interior architectural components.

A possible exception may be if a building has been out of commerce for a significant period and is undergoing significant restoration or repurposing. If the project is of significant investment, and when completed will garner major positive economic impact for the Main Street district, it may be considered as some of the items noted in the paragraphs above become necessary for the total rehabilitation of the structures and spaces.

**Note: Your Louisiana Main Street Redevelopment Incentive Grant coordinator can offer advice regarding such projects. Contact him through your local Main Street manager before submitting an application to help ensure compliance if there are uncertainties.**

**Site visits and design consultations are available at no charge.**