

OPERATION FACELIFT

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

Fiscal Year 2016-2017 Application

Deadline: February 27, 2014

**Department of Planning and Community Development
Operation Facelift
1400 S. Flores
San Antonio, TX 78204
210-207-4686
operationfacelift@sanantonio.gov**

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

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ELIGIBLE PROJECTS

ELIGIBLE PROPERTIES

- Applications may be submitted for commercial properties, either owner or tenant occupied, within eligible target corridors. The CDBG eligible areas are located within the Inner City Reinvestment/ Infill Policy (ICRIP) boundaries (Please refer to map on page 11 for target areas).
- Property must be maintained for commercial use as per 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

- Sectarian or religious facilities
- Sexually oriented businesses
- Check cashing agencies
- Non-bank financial retail outlets
- Liquor stores
- Gun shops
- Pawnshops
- Converted homes or residences
- Auto related businesses

ELIGIBLE APPLICANTS

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

ELIGIBLE IMPROVEMENTS

Operation Facelift funds facade improvement projects. All improvements must be permanent or fixed 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 signs 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

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, but with appropriate documentation, may be included in the total project cost:

- New construction;
- Parking lots;
- Landscaping;
- Fencing;
- Roofs or re-roofing when not visible from the street;
- Sign only applications that do not bring existing signs into compliance with current sign 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

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 target area; and 2 - utilized for commercial purpose (this does NOT include residences or apartments). Commercial properties that are located within a target area will have priority over properties located outside the areas.
- For information on area boundaries see map included herein or contact staff.
- Applicant is to meet with representatives of development services, CityDesignCenter and Operation Facelift to assess need and design of project.
 - In order to be eligible for funds, applicant must use one of designs created by CityDesignCenter
 - CityDesignCenter will work with applicant, once selected, to create design that satisfies both parties.
- If needed, a meeting at the site with the applicant, the applicant's contractor and staff can be arranged to discuss the application process, area design guidelines and/or to develop a preliminary design concept.

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.
- Design assistance or preliminary project discussion meetings may be arranged if the applicant is uncertain what improvements are needed or would like suggestions. Inquiries may be made to staff at 210-207-4686 or irma.duran@sanantonio.gov
- Three bids per scope of work are required. A formal bid process is required if any scope of work conducted by one contractor exceeds \$25,000. Staff is available to assist you with this process.
 - Contractors bidding must have the following:
 - 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 staff has a list of contractors pre-selected for projects. Applicant must select three of these contractors to bid.
- Completed applications should be submitted *in person* at the:

Planning and Community Development Department
1400 S Flores
San Antonio, TX 78204

- Once an application is received, staff will confirm eligibility of the site and the proposed scope of work, notify the applicant that the application has been received and is under review and arrange a Project Review meeting.
- Projects that are eligible for funding will be considered on a first come, first served basis. There is no deadline; applications are accepted year round. **Grants may be limited due to funding availability.**

STEP 3 - PROJECT REVIEW & CONTRACT EXECUTION

- A Project Review meeting is required to be conducted prior to contract execution and construction beginning.
- Staff will conduct the Project Review meeting with the applicant to review the application. A site visit may also be helpful but is not required.
- Staff will discuss the merits of the project and form a recommendation based on the application review criteria on page 4 to either fund the project or require the applicant to make changes and re-submit.
- Staff will prepare a Site Specific Statutory Checklist (HUD Environmental Review) and submit to the Office of Grants Monitoring and Administration for approval.
- If approved, a Grant Agreement (contract) will be prepared by City staff. Applicant 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.
- The applicant and the City sign the Grant Agreement. A fully executed Grant Agreement will be returned to the applicant. An Affirmative Covenant of Maintenance document is also signed and filed with the County Clerk's Office. **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 comply. Staff may be able to assist in the process on the applicant's behalf.
- Staff may monitor the progress and make periodic inspections during the project.

STEP 5 - REIMBURSEMENT

- Upon completion of the work, the applicant will contact staff to conduct a final inspection. If all parties are satisfied with the work, the City and applicant 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 (cash payments are not accepted as proof of payment) , and certified Davis- Bacon payroll forms asking for reimbursement of applicable costs. Applicant must submit a copy of the closed permit when requesting reimbursement.
- When **all** work and documentation is received, City staff will request payment. A check will be sent to the applicant.

APPLICATION REVIEW CRITERIA

Applications will be reviewed based on the program objectives and the following:

PROJECT LOCATION

Is this project located within a target area? See map on Page

EXTENT OF REHABILITATION WORK

Does this project promote consistency in design and create a fresh and aesthetically pleasing environment?

Will this project entail 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?