LOUISIANA MAIN STREET

Restoration Grant Guidelines

July 1, 2024 – June 30, 2025

LOUISIANA OFFICE *of* CULTURAL DEVELOPMENT

ARTS • ARCHAEOLOGY • HISTORIC PRESERVATION • CODOFIL

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FY 2024-2025 Louisiana Main Street Restoration Grant

Application Guidelines

Louisiana Main Street Restoration Grants provide funds to encourage the revitalization of historic downtown commercial properties in designated Louisiana Main Street districts. The Louisiana Main Street Restoration Grants serve as an effort to promote community revitalization and stimulate economic growth and vitality, in addition to enriching cultural tourism. Community reinvestment utilizing historic preservation practices improves community economic health by fostering renewed interest in shopping, working, and living downtown.

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 submitted online to Louisiana Main Street, sometimes hereinafter referred to as the ("State") no later than Friday, May 31, 2024.

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, or other sweat equity, 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 noted in the grant agreement which is executed after the recipients are announced. 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 (SOI) [see web link below], and (3) the grant agreement that is executed after notification of award.

Grant funded work 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 and their contractors 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 of grants are responsible for any tax liability incurred as a result of this grant. Recipients will receive a 1099 miscellaneous income form for use in preparing tax returns for the year in which the grant payment is issued.

Certificate of Appropriateness: Issuance of a Certificate of Appropriateness (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 and this may necessitate another local HDC review and new COA.

Who May Apply

- Property owners or tenants of commercially-zoned properties located within designated Louisiana Main Street districts **as of December 31 of the calendar year preceding the application deadline**.

    - Tenants must obtain the property owner's consent signature on the grant application.
    - If the applicant is a corporation, the grant application must be accompanied by a resolution from the corporation's board of directors authorizing the applicant's signature on behalf of 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. The statement must be signed by all co-owners.

- Buildings must be at least 50 years old and must contribute to the significance of the local 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 is listed or eligible for listing on the National Register of Historic Places. The local Main Street director will assist the applicant in determining if the building meets this eligibility requirement. Louisiana Main Street will make the final determination based on the support documentation submitted with the application.

What is Funded

- Exterior: The scope of work must directly contribute physically (visually and with regard to historic preservation) 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.

- 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 income-producing residential development in a historically commercial building**.**

- Parapet Lighting: Commercial grade white or color LED lighting to outline a series of building parapets is a lighting initiative intended to create a nightly, year-round festive atmosphere in Main Street districts. Buildings must be adjoining and must include at least one block.
    - Applications require a minimum five-year maintenance commitment plan.
    - 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: Restoration of historically significant/landmark signage or the restoration or replication of historic theater marquees is eligible. (New commercial signage is not supported by this grant.)

What is Not Funded

- Governmental and other non-tax-generating entities with the following exceptions:
    - Main Street district historic theater and museum organizations
    - A property that is owned by a tax-exempt entity that leases storefront space to a for-profit business.
- Properties zoned residential and residential properties housing home-based businesses within the Main Street district.
- General Maintenance: Those things generally regarded as routine maintenance.

  Examples:
    - Cleaning of Gutters and downspouts
    - Removal or overgrown vegetation
    - Roofing, plumbing, electrical

- RHINO paint and other coatings that permanently bond with historic materials.

- EIFS and Drive-it are inappropriate materials.

- Flooring
    - Exception: Repair, refinishing, restoration of historic flooring

- Replacement of restorable historic wood doors and windows with another type, design, size, or material.

- Exterior siding and decorative elements that are non-historic or historically inappropriate in both material and design.

- Landscaping, streetscaping, parking lots, paving, fences, and gazebos.
    - Exception: Restoration of fountains will be considered if of historic significance to the property.

- The addition of balconies to publicly-visible facades of buildings.
    - Exception: Historic balconies that were original to the building. To reconstruct a balcony that was historically present, historic documentation must be provided that 1.) Clearly proves the building in question did possess a balcony in the proposed location. 2.) Drawings of the proposed new balcony must be included with the application and 3.) The design and fabrication/construction 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 damage or replacement compensation are generally collected.

- Holiday and landscape lighting and decorations.
- Furniture, fixtures, and equipment (interior or exterior)
- Promotional materials: print, web, social, TV, radio, etc.
- Americans with Disabilities Act (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.

Grant Amounts

Grant awards may range from $2,500 to $10,000.

> Grants require a dollar for dollar monetary match. In-kind contributions cannot be used to fulfill the match requirement.

Miscellaneous

Paper applications will not be accepted. Applications will only be accepted through the Submittable online grant application platform. Instructions for using the Submittable platform are below.

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

Historic District Commission

For exterior projects, the application scope of work must be reviewed and approved by the local historic district commission. Approval of a Certificate of Appropriateness may be made by the historic district commission after submission of the application, but the COA must be approved prior to start of work. The local HDC schedule may be obtained from the local Main Street director.

If the project requires a Certificate of Appropriateness, follow the appropriate historic district commission procedures.

- Applicants are cautioned to allow adequate time for the historic district commission review process.
- Inform the historic district commission about the grant application and grant requirement to comply with the Secretary of Interior Standards.

Interior projects do not require review or approval by the historic district commission.

Applicant's scope of work must adhere to the Secretary of Interior Standards for the rehabilitation of historic buildings. See link on page one.

Grant Compliance

Grant-funded work may not begin until:

- The grant award notification is received by the applicant (typically early September).

Grant-funded work may be a portion of a larger-scale in-progress project; 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 signed 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.

Grant-funded project work must be completed by **April 30, 2025** in order to receive grant payment.

To Apply

- Contact the local Main Street director to:
    - Determine if the building was located within the boundaries of the Main Street district as of December 31 of the calendar year preceding the grant application deadline.
    - Determine if the project requires review and a Certificate of Appropriateness from the local historic district commission.
    - Determine the procedure for obtaining a Certificate of Appropriateness from the historic district commission
    - Determine historic district commission meeting dates
    - Request a map of the Main Street district with
        - The district's borders
        - Location of the property marked.
    - Make arrangements for a design consultation with the Louisiana Main Street Design Coordinator.

- Submit a complete application and upload supplemental materials through the Submittable online grant application platform. You must create a free Submittable account in order to submit your application at:

    www.submittable.com

    After creating your free Submittable account, visit the Louisiana Office of Cultural Development's grant page to find a link to the Louisiana Main Street Restoration Grant.

- The Certificate of Appropriateness may be submitted after the grant application has been submitted if it has not yet been reviewed and approved by the historic district commission. Note: Applicant must have an approved Certificate of Appropriateness from the local historic district commission **prior to commencing grant-funded work**.

- Incomplete applications will not be eligible for grant funding. **Note:** A local Main Street director or Louisiana Main Street staff may provide applicant information and assistance but shall not write, rewrite, amend, or otherwise complete the Main Street Restoration Grant application on behalf of an applicant.

Selection Process

Upon receipt, the Louisiana Main Street staff will check the application for completeness and compliance and to ensure the application is complete and that all eligibility criteria are met.

Incomplete, non-compliant applications

Incomplete, non-compliant applications will not be considered. Louisiana Main Street staff cannot rewrite or alter any portion of the application after submission.

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

Accepted applications are reviewed by a 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 written narrative will provide an understanding of the projects. The narrative should be concise rather than lengthy, as many applications must be reviewed.

Competition

The Louisiana Main Street Restoration Grant is a highly competitive grant open to all qualifying applicants in Louisiana Main Street districts. 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; as well as the availability of funds appropriated by the Louisiana Legislature to Louisiana Main Street. Award amounts may be adjusted contingent upon legislative allocation of funds.

Notification

Grant recipients should receive notification by early-September 2024.

ANTICIPATED GRANT TIMELINE
(subject to change)

Grant applications must be submitted to Louisiana Main Street by:

Friday, May 31, 2024

Grant agreement forms will arrive after the announcement of recipients. These forms must be signed and returned to the State within two weeks, otherwise the grant funding will be reallocated.

All grant recipients will be required to provide a State of Louisiana Vendor Number at the time that the grant agreement is signed.

The Louisiana Division of Administration Office of Statewide Reporting and Accounting Policy (OSRAP) is responsible for maintaining the statewide vendor database. The duties performed by OSRAP include the activation of new records, verification of Taxpayer Identification Numbers, verification of 1099 reporting status and maintenance of existing vendor records. The vendor database contains name, address and reporting information on the individuals and companies that provide goods and services to the state or receive state assistance payments.

Instructions for registering as a vendor to the State of Louisiana and thereby receiving a State of Louisiana Vendor number may be found here:

https://www.doa.la.gov/media/bahlig4w/lagov-new-vendor-registration.pdf.

Grant-funded work may commence after signing the grant acceptance letter and returning it to Louisiana Main Street.

All work associated with the project scope must be underway no later than 60 days of signing the grant agreement.

Some scopes of work are larger than others and require months to complete, while others only require days or weeks to complete. The absolute deadline for completing work supported by this grant as described in the scope of work is:

Wednesday, April 30, 2025

Deadline for reimbursement requests to be filed with Louisiana Main Street using the reimbursement form included in the grant agreement:

Friday, May 31, 2025

By submitting this grant application, the applicant is indicating an intention to do the work as proposed and has the resources to begin and complete the work as stipulated.

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

- Reimbursement Request Form (will be provided in the grant agreement documents if your project is selected for funding) detailing the final project costs and signed by the grant recipient.
- Photographic documentation of the completed project (digital images).
- A spreadsheet of expenses along with dated copies of contractor invoices or material receipts and scanned images of payment checks.

Reimbursement payments are issued to the entity that enters into the grant agreement. This entity is also responsible for the payment of any tax liability that may be associated with the grant award.

APPLICATION CHECKLIST

During the online application process, you will be required to upload documents. This list is provided to help you prepare ahead of time.

You will not be required to complete your online application during one session. You will be able to save the application in process and return to it at a later time to continue work up until the application deadline.

- **Application form:**

  Documentation that all necessary funds are in place so that work can **begin** according to deadlines that will be stipulated by the grant agreement and can **be completed** by April 30, 2025. (Bank statements are not necessary. Merely note in the narrative that resources are in place to begin your project no later than 60 days after signing and returning the grant agreement if your project is selected for a grant award.)

  A board resolution or authorization from co-owners, if applicable.

- **Certificate of Appropriateness:**

  A copy of the signed/approved and dated Certificate of Appropriateness is required for all exterior work only. A Certificate of Appropriateness is not required for interior work. In light of time constraints, Louisiana Main Street will allow grant applications to be submitted prior to the issuing of a COA, but applicant must obtain an approved COA and submit it to Louisiana Main Street prior to the start of work.

- **Digital Photographs:**

  Documentation of existing 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.

- **Map:**

  A map of the entire designated Main Street district is required showing district borders and location of the property associated with the grant. The map can be obtained from the local Main Street director.

- **Schematic drawings if pertinent to project:**

  Drawings/renderings of the exterior or interior of the building that illustrate all proposed renovation details associated with the grant scope of work.

  It is not required that these drawings be prepared by an architect but should be prepared by someone who can properly illustrate the proposed work in a professional manner. Awning, signage, construction/engineering companies have the capabilities to provide appropriate drawings with their bids for work. In some cases, the local historic district commission and/or Louisiana Main Street may require samples of proposed materials.

For projects not involving architects, applicants are strongly encouraged to utilize the free design services of Louisiana Main Street for the preparation of renderings of proposed work. These are also helpful for the historic district commission 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 submitting to the historic district commission.

- **Narrative:**

  Whereas the proposed scope of work will consist of bulleted details, the narrative should state the reasons for why the project should receive grant funding. Application 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.

All applications must be submitted to Louisiana Main Street using Submittable.com. Paper applications will not be accepted.

The following questions are included in the online application. These questions are shown in this document for information purposes only so that you can prepare answers prior to logging in to Submittable.

Louisiana Main Street Building Restoration Grant 2024-2025

Community - Name of building (or building address)*

Limit: 300 characters
Format examples:
Baton Rouge - Capitol Annex
-or-
Baton Rouge - 1051 North Third Street

APPLICATION

Grant amount requested (must be between $2,500 and $10,000)*

Please upload a signed statement acknowledging that all necessary funds are in place so that work can begin according to deadlines that will be stipulated by the grant agreement and can be completed by the end of the grant timeline.*

Select up to 2 files to attach.

(Bank statements are not necessary. Merely note in the narrative of the uploaded signed document that resources are in place to begin your project no later than 60 days after signing and returning the grant agreement if your project is selected for a grant award.)

Category of Work*

Exterior

Interior

Both

Applicant Information

Applicant Name (this entity will receive the grant proceeds)*

Please Note:

The applicant name should be the entity or individual that will receive the grant proceeds. Any income tax liability from receiving grant proceeds will be the responsibility of the applicant.

If the grant proceeds should go to an individual, that individual's name should be entered. That individual will then be responsible for any tax liability.

If the grant proceeds should go to a corporate entity such as an LLC, the name of that corporate entity should be entered. That entity will then be responsible for any tax liability.

Applicant Mailing Address*

Address
Address Line 2 (optional)
City
State, Province, or Region
Zip or Postal Code

Parish*

Applicant Email Address*

Applicant Daytime Telephone Number*

Applicant Federal Employer Identification Number/Tax ID Number (FEIN/TIN)*

Does the applicant own the building?*

Yes

No

If No, who owns the building?

Please upload a signed and dated statement from the building owner giving consent to undertake the proposed Scope of Work.

Is the applicant a merchant/tenant of the building?*

Merchant

Tenant

Neither

Is the applicant currently registered as a vendor to the State of Louisiana with a vendor number?*

Yes
No

If Yes, enter your State of Louisiana Vendor Number

If No

IF you are awarded a grant, a State of Louisiana Vendor Number will be required at the time that the grant agreement is signed.

The Division of Administration Office of Statewide Reporting and Accounting Policy (OSRAP) is responsible for maintaining the statewide vendor database. The duties performed by OSRAP include the activation of new records, verification of Taxpayer Identification Numbers, verification of 1099 reporting status and maintenance of existing vendor records. The vendor database contains name, address and reporting information on the individuals and companies that provide goods and services to the state or receive state assistance payments. Please see the following document for registration information: https://www.doa.la.gov/media/bahlig4w/lagov-new-vendor-registration.pdf.

Project Coordinator (may be the same as the applicant)*****

First Name
Last Name

The person identified as project coordinator will be the main point of contact for this grant.

Project Coordinator Mailing Address*****

Address
Address Line 2 (optional)
City
State, Province, or Region
Zip or Postal Code

Project Coordinator Email Address*****

Project Coordinator Daytime Telephone Number*****

Building Information

Project/Building Address*

Address
Address Line 2 (optional)
City
State, Province, or Region
Zip or Postal Code

Type of Building*

Commercial

Residential

Manufacturing

Mixed-Use

Other

If Mixed-Use, describe the mixture of uses

If Other, describe

Has this property received a grant from Louisiana Main Street in the past?*

Yes

No

If Yes, When? For What Work? Amount of Grant?

Scope of Work

Scope of Work*

	Item	Cost
1		
2		
3		
4		
5		

Note in **bullet-point fashion** all work to be performed with grant funds, including the dollar amount associated with each and a total. Additional pages may be uploaded if necessary. (the chart above contains many lines in the online application.) Upload copies of signed/dated contractor estimates as documentation for the bulleted amounts.

Upload additional pages for Scope of Work if needed

Select up to 10 files to attach.

Upload copies of signed and dated contractor estimate(s)*

Select up to 10 files to attach.

Scope of Work Narrative*

Explain the proposed scope of work, its necessity, and impact on the building, the district, and/or the community. When replacing doors, windows, railings, canopies, or other architectural components, applicants must provide specific details regarding those replacements. See the Secretary of the Interior's Standards for further clarification or contact the Louisiana Main Street office. Manufacturer tear sheets are helpful and can be obtained from a product salesperson or sales representative.

Application reviewers are not familiar with the buildings or towns associated with the projects. The narrative provides an understanding of the project, significance of the property to the district, and the impact the work will have on the district.

Upload photographs documenting the existing conditions associated with the Scope of Work.*

Select up to 25 files to attach.

Upload photographs of the building as it relates to neighboring structures and the streetscape.*

Select up to 25 files to attach.

Upload historic photographs of the building, if available.

Select up to 25 files to attach.

Upload a map of the entire designated Main Street district, showing district borders and LOCATION OF THE BUILDING WITHIN THE DISTRICT.*

Select up to 5 files to attach.

Upload drawings/renderings of the exterior or interior of the building that illustrate all proposed renovation details associated with the grant scope of work.*

Select up to 10 files to attach.

It is not required that the drawings be prepared by an architect, but they should be prepared by someone who can properly illustrate the proposed work in a professional manner. Drawings or renderings done by hand are acceptable. Awning, signage, construction/engineering companies also have the capabilities to provide appropriate drawings with their bids for work. In some cases, the local historic district commission and/or Louisiana Main Street may require samples of proposed materials.

For projects not involving architects, applicants are strongly encouraged to utilize the free design services of Louisiana Main Street for the preparation of these renderings. These are also helpful for the historic district commission 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 submitting to the historic district commission.

Does this project require a Certificate of Appropriateness from the local historic district commission?*

Yes - all or a portion of the Scope of Work includes items related to exterior restoration

No - this project is for interior restoration work only

No - this building is not located within the boundaries of the local historic district (this is not likely)

It is not required that you submit an approved Certificate of Appropriateness with this application. However, if your project is selected for funding, you must provide Louisiana Main Street with an approved Certificate of Appropriateness prior to the start of your restoration project.

If an approved Certificate of Appropriate has been received, you may upload it here (not required for the grant application).

Applicant Signature Page

By checking this box, I certify that I have read and understand all the information contained in the Louisiana Main Street Restoration Grant Guidelines.*

By checking this box, I certify that all figures, statements, and representations made in this application, including any uploaded documents, are true and correct to the best of my knowledge.*