

ST. LOUIS COUNTY PORT AUTHORITY
Facade Improvement Grant Application

The St. Louis County Port Authority approved The Lemay Façade Improvement Program as a matching grant designed to offer financial assistance to property owners and/or commercial tenants who seek to make exterior improvements to their buildings and/or landscape. The Port Authority encourages businesses to seek additional financing through loans and other grant programs. Businesses are encouraged to speak with the St. Louis Economic Development Partnership regarding other opportunities.

GRANT PROGRAM

The St. Louis County Port Authority provided funding specifically to improve the aesthetics of Lemay. The Port Authority encourages improvements for access, business visibility and beautification. All grants will be implemented as a dollar-for-dollar match with grant funds not to exceed \$10,000. Projects completed before the application is approved are not eligible for the grant. Grantees must follow the guidelines established by the St. Louis County Port Authority.

The grant review committee encourages applicants to seek advice from an architect or engineer depending upon the project and may reimburse a portion or all of the costs associated.

All grant funds are distributed on a first-come, first-served basis. Grant applications will be accepted until all program funds are disbursed.

ELIGIBILITY REQUIREMENTS

Priority will be given to commercial property owners and/or commercial tenants located on Lemay Ferry Road between Hoffmeister Ave. and Bayless Ave. Other businesses operating within the commercial corridors identified by the Lemay Comprehensive Plan or Jefferson Barracks Master plan will be evaluated on a case-by-case basis. Improvements made before a signed façade improvement contract is enacted will not be eligible for reimbursement. The Façade Improvement Committee reserves the right to approve or reject applications based in accordance with the program guidelines and availability of funding. The submission of an application does not guarantee funding.

PROCEDURE

1. Submit application with supplemental documentation required in Section III, IV, V and VI of application;
2. Façade Review Committee considers proposal and notifies applicant of project acceptance;
3. Port Authority and the applicant enter into an Agreement;
4. A minimum of three bids are sought for all work performed with copies of bids forwarded to the Port Authority. Staff will work with applicant to procure architects/engineers as needed;
5. The lowest qualified bidder is chosen and their insurance forwarded to the Port Authority;
6. Plans/drawings are submitted to the Review Committee for approval;
7. Construction begins following permit approval;
8. Construction is completed and photos of the project are submitted with invoices and lien waivers;
9. Reimbursement is made.

To receive assistance, the Façade Improvement Committee must approve all project applications. The design must follow appropriate guidelines. An agreement must be properly executed between the owner and The St. Louis County Port Authority and the project must be completed in accordance with the agreement. All reimbursements will be initiated by a request for funds with attached invoice and lien waiver(s).

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APPLICATION INSTRUCTIONS

1. Fill in the blanks and check boxes on this form. If some items do not apply, write "not applicable."
2. Attach additional pages if needed.
3. Submit application and documents to the St. Louis County Port Authority.
(Address provided on page 5)

Once all materials are received, applications will be reviewed by the Facade Improvement Committee. The Port Authority has allocated limited funds for this program. Applications will be accepted and approved or denied on a case-by-case basis until funds are exhausted.

I. APPLICANT INFORMATION

Name:	_____		
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:	_____		
	<i>Street Address</i>		<i>Apartment/Unit #</i>

	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Home phone:	() _____	Cell phone	() _____
Work phone:	() _____	email	_____
Federal Tax ID #	_____		

II. BUILDING OWNER INFORMATION (If different from above)

Name:	_____		
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:	_____		
	<i>Street Address</i>		<i>Apartment/Unit #</i>

	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Home phone:	() _____	Cell phone	() _____
Work phone:	() _____	email	_____
Federal Tax ID #	_____	Business website:	_____

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III. PROPERTY / BUILDING INFORMATION

Business name: _____

Address: _____
Street Address

City *State* *ZIP Code*

Date building was constructed _____

Current Building Use

- Retail Food Service Professional Services
 other _____

Is the property/building listed on the state or national register of historic places?

- Yes No

Are you interested in other economic development assistance provided by St. Louis Economic Development Partnership?

- Yes No

IV. PROPOSED IMPROVEMENTS

- Front façade restoration / renovation Awning replacement / restoration Landscaping / curb appeal

- Signage replacement / restoration Window repair / replacement Door / entryway

- Exterior painting Removal of fixtures / trees Exterior maintenance and rehabilitation (i.e. power washing, minor rehabilitation and maintenance)

Other (please specify) _____

Please attach official quotes, proposals and fee estimates for the indicated proposed improvement activities. All purchases require three (3) bids.

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Description of
proposed
improvements

Estimated project
start date

Estimated project
completion date

V. PROJECT FINANCIAL DESCRIPTION:

Estimated total
project budget

Amount requested

What is your plan for financing the façade improvements?

Loan financing

Personal financing

Other (please specify):

VI. REQUIRED SUPPLEMENTAL DOCUMENTATION (information check list):

Proof of ownership

Photo of current property

Copy of lease / signed letter from
owner

Current county property
taxes

Proposed financing plan

- Certificate of Insurance for general liability insurance on the Applicant's policy naming the St. Louis County Port Authority as an additional insured with at least \$500,000 in coverage. The applicant calls his/her insurance agent and has a certificate sent directly to the St. Louis Economic Development Partnership.

Upon completion of the project, submit:

- Receipts indicating the project is "paid in full", copies of cancelled checks from reimbursable payments with final lien waiver and two 4X6 color photos of the finished project.

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VII. APPLICANT SIGNATURE:

I have reviewed/prepared this application and understand that submission of an application does not guarantee funding. I certify that the information provided is true and accurate to the best of my knowledge, and if approved, work will be completed within accordance to the agreement. I also acknowledge that upon execution of the agreement, The St. Louis County Port Authority and/or its affiliates maintain the rights to promote (including the right to copy, transmit, display and distribute) images and textual containing aforementioned property and/or business name for the use of "Promotional Material" (as described below) on website(s) or other media means for the purpose of promotion and advertisement related to the Façade Improvement Program. "Promotional Material" shall mean brochures, publications and websites, media promotion, advertising copy and other related textual and graphic material made available by the St. Louis County Port Authority and/or its affiliates.

APPLICANT SIGNATURE: _____ DATE: _____

OWNER'S SIGNATURE: (if different): _____ DATE: _____

VIII. SUBMIT APPLICATION:

FORWARD APPLICATION WITH ATTACHEMENTS AND/OR QUESTIONS TO:

St. Louis County Port Authority
Façade Improvement Program
Attention: Rebecca Donnelly
7733 Forsyth Blvd. Suite 2300
Clayton, MO 63105

For additional information, please contact us at (314) 615-7624, or rdonnelly@stlpartnership.com

OFFICE USE ONLY:

DATE RECEIVED: _____ DATE REVIEWED: _____

STATUS: APPROVED TENTATIVE DECLINED

TOTAL ELIGIBLE COST: _____