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National Park Service Main Street Façade Improvement Grant Program

The National Main Street Center, Inc. (NMSC) is pleased to offer the National Park Service (NPS) Main Street Facade Improvement Grant Program, supported through a grant from the Historic Revitalization Subgrant Program as administered by the National Park Service, Department of Interior.

Starting in 2020, the NPS Main Street Facade Improvement Grant Program will provide façade improvement grants to building or business owners in 12 rural Main Street America™ communities within the boundaries of four Main Street America Coordinating Programs (three communities per state/region).

Building/business owners will use these grants to support highly visible improvements to buildings and storefronts. This program is intended to provide local Main Street America programs with an additional "tool" in their economic vitality tool-box and help stimulate local economies.

Funding and grant administration will be issued from NMSC. The four Coordinating Programs in the four selected states will be asked to help with design review, community selection, and project vetting. Project scope and design review will be led by NMSC, and when reviews for compliance with Section 106 of the National Historic Preservation Act (1966) and the National Environmental Policy Act (NEPA) are required, NPS will conduct reviews for compliance.

Before submitting your application, please review the program details and materials on the NPS Main Street Façade Improvement Grant Program homepage including Frequently Asked Questions, and examples of the program forms and documents.

This project is supported through a grant from the Historic Revitalization Subgrant Program as administered by the National Park Service, Department of Interior.

Grant Basics

Funding Details:

- Grants will not exceed $25,000.
- Grantees will be required to provide a match of at least 30% of the total project cost.
    - For example: if the total project cost was $24,000, then the grantee would contribute $7,200 (30%) and receive $16,800 (70%) in grant dollars.
- Grants will be disbursed in three installments:
    - 50% of the grant will be disbursed within 30 days of the finalization of the subgrant agreement.
    - When the project has been determined to be 50% completed, 30% of the remaining funds will be disbursed.
    - Then, when the project has been determined to be full completed will all grant requirements met, the remaining 20% of the grant will be disbursed.
- Grantees will have 24 months after the finalization of the subgrant agreement to complete their façade improvement projects.

- Interested applicants will submit a grant application form detailing their project and their match sources, which NMSC will review. NPS will conduct Section 106 and NEPA reviews where needed.

Grantee Eligibility

- Building owners and business owner tenants of commercial and/or mixed-use buildings located within commercial districts that are either already listed or eligible to be listed in the National Register of Historic Places (NRHP) are eligible to apply.
- Business owner tenants must demonstrate written approval from the building owner in order to be considered eligible.
- Project buildings must be located within commercial districts and either already listed in the NRHP (either individually or as contributing to a district) or eligible to be listed (individually or as contributing to a district).

Design Review

- NMSC reviewers overseeing this project scope and design review meet the Professional Qualification Standards used by NPS, published in the Code of Federal Regulations, 36 CFR Part 61.
- NMSC will forward the grant application and design review materials to NPS who will review the project scope and design for compliance with Section 106 of the National Preservation Act of 1966 and the National Environmental Policy Act (NEPA). They will have 60 days to conduct their review.
- For the design review portion of the grant application, grantees will be required to submit:
  - A narrative description of the project scope.
  - Construction scope of work.
  - A copy of the executed contract between the applicant and general contractor and/or subcontractors for the Project with a schedule of performance timeline.
  - National Environmental Policy Act (NEPA) worksheet [Worksheet available on NPS Main Street Façade Improvement Grant Program homepage].
  - Construction schedule.
  - Contractor scope of work with cost estimates.
  - Contractor resume or work experience.
  - Renderings and/or architecture plans (if available/applicable).
  - Photos of current condition.
    - *Please see Texas Main Street Program's* How to Photograph a Building *for instructions on best methods.* See the NPS Main Street Façade Improvement Grant Program homepage to access.
  - Historic photos, illustrations, or architectural plans relevant to the proposed work.
- If NMSC and NPS determine that the project scope is in accordance with the Secretary of the Interior's Standards and in compliance with the Section 106 and NEPA requirements, NMSC and NPS will approve the project and grant application to move forward for funding.
- Projects that are located within local historic districts will be reviewed by Local Preservation Commission (LPC) or local design review committee, with final design review approval to come from NMSC and NPS.

Grant Use

- The funds must be used towards exterior rehabilitation or improvement of existing commercial or mixed-use buildings within the Main Street District. These funds are intended to help stimulate local economies, so projects improving the exterior of local businesses and local mixed-use (commercial and residential) buildings will be priorities.
- Eligible projects include, but are not necessarily limited to:
    - Awnings, roof, canopies, storefronts, doors, paint;
    - Landscaping;
    - Exterior lighting;
    - Window repair;
    - Masonry work;
    - Signage.
- All historical districts' proposed rehabilitation work and improvements must be submitted to and approved in advance by NPS and NMSC and be conducted in accordance with local design guidelines and the Secretary of the Interior's Standards.
- Successful applicants must preserve and repair original historic materials wherever possible.
- No portion of the funds may be utilized for interior improvements to the building.
- No portion of the funds may be utilized for work completed prior to the grant.

Grantee Requirements

Grantees will:

- Submit a NPS Main Street Façade Improvement program grant application, including the application, design review materials, and a NEPA worksheet.
- Submit all proposed rehabilitation and/or preservation work and improvements to NMSC who will submit the project for review to NPS for review and approval.
- Sign and submit a subgrant agreement; a project completion schedule [form will be provided]; a current credit report received within the past 90 calendar days (if not available, NMSC can obtain the report at grantees request); and a Certificate of insurance naming The National Main Street Center, Inc. as an additional insured. Please see subgrant agreement on the NPS Main Street Façade Improvement Grant Program homepage for details on coverage.
- Display NPS signage onsite while work is being done. See NPS Main Street Façade Improvement Grant Program homepage for sign template and instructions.
- Comply with federal wage rate requirements and the Americans with Disabilities Act and Architectural Barriers Act (ABA). The Federal Wage Rate Requirement is $10.80/hour, per Executive Order 13658.
- Get their project property listed in the NRHP as an individual listing or as part of a district listing.
- Sign either a five-year preservation agreement or five-year preservation covenant at the conclusion of the project. See details in the Historic Preservation Fund Manual, Chapter 6, Section M and example forms on NPS Main Street Façade Improvement Grant Program homepage.
    - For grants below $10,001, grantees will be required to sign a five-year preservation agreement.
    - For grants between $10,001-25,000, grantees will be required to sign five-year covenant agreement, which will be recorded on their property deed.

- Applicants will be required to comply with all Federal and State Civil Rights and Equal Employment opportunity laws and agree not to discriminate on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation, or national origin.
- Submit semi-annual reports documenting predetermined metrics. *Please see details in Reporting section below.*

Timeline

- Initial applications from property owners and tenants whose projects are within in historic districts will be received and reviewed by NMSC and forwarded to NPS for approval beginning March 8, 2020.
- Funding of the grant from NMSC will begin after the subgrant agreement is signed.
- Grants will be disbursed in three installments:
    - 50% of the grant will be disbursed within 30 days of the finalization of the subgrant agreement.
    - When the project has been determined to be 50% completed, 30% of the remaining funds will be disbursed.
    - Then, when the project has been determined to be full completed will all grant requirements met, the remaining 20% of the grant will be disbursed.
- All grant-funded projects must be completed within 24 months.

Reporting

Grant recipients will be required to track and report indicators as prescribed by NMSC and confirmed by NMSC, the local Main Street Director, and the coordinating program on a semi-annual basis. See Semi-Annual and Final Report Forms on the NPS Main Street Façade Improvement Grant Program homepage for more details. The following are possible indicators that would be required to track over the two-year timeframe:

- Number of new or increase in customers or clients (includes increase in foot traffic);
- Sale percentages;
- New partnerships;
- Local investment leveraged (required for all);
- Volunteer hours directly related to the project;
- Other kinds of renovation taken on during the project timeframe;
- Change in building use/vacancy status;
- Change in project timeline (required for all);
- Improvements to structural integrity (where applicable);
- Before and after photos (required for all).

Some of the above metrics will vary according to business type. NMSC will gather the reports from the grant recipients. **Grant recipients will be required to submit signed lien waivers from all contractors and subcontractors as work is completed.**

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NPS Main Street Façade Improvement Grant Program
Grant Application

Instructions: Complete all sections of the application and attach documentation as requested. Brief answers are encouraged. However, if you need additional space to respond to the narrative questions, please use a separate sheet of paper for each response, clearly indicating which section and question number relate to the response.

The National Main Street Center, Inc. (NMSC) will accept and process grant applications beginning on **March 8, 2020**.

Please submit grant applications, including all exhibits and attachments, to National Main Street Center, Inc., either by mail or email (preferred):

Brittanii' Batts, Associate Manager of Projects and Research
National Main Street Center, Inc.
53 West Jackson Blvd., Ste. 350
Chicago, IL 60604
Email: bbatts@savingplaces.org

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SECTION ONE – APPLICANT

Name of Applicant: _____

Company/Business Name: _____ Date Established: _____

Type of Company/Organization:

- ❑ Limited Liability Company
- ❑ Limited Partnership
- ❑ Partnership
- ❑ S Corporation
- ❑ C Corporation
- ❑ Sole Proprietorship
- ❑ Nonprofit Organization

Contact Person/Title: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (_____) _____ Fax: (_____) _____

Email Address: _____

Is the applicant the owner of the building?

Note: The owner can show proof of ownership with a copy of the property tax records or a copy of the deed.

- ❑ **Yes.** The building owner is required to provide proof of ownership such as payment of property taxes or property deed

- ❑ **No.** If the applicant is not the owner of the builder, the applicant is **required** to submit written evidence of building owner's approval of the application (refer and fill out number 2). **Note**: the owner's approval can be shown in a simple letter.

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Please provide building owner's contact information.

- ❑ Applicant is the building owner. If applicant is the building owner, and the contact information is the same as above, you can leave this section blank.

Name of Owner/Company/Organization:

_____

Contact Person: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (_____) _____ Fax: (_____) _____

Email Address: _____

In the past, has the applicant received financial assistance from NPS, Community Development Block Grant, State Historic Preservation Commission, or a private foundation?

- ❑ **Yes**
  - Project Name(s): _____
  - Name of Program(s): _____
  - Year(s) Received: _____
  - Amount(s): _____
  - Was the financial assistance in the form of a grant?
    _____
- ❑ **No**

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SECTION TWO – PROJECT DESIGN REVIEW

Note: NMSC reviewers overseeing this project design review meet the Professional Qualification Standards used by the National Park Service, published in the Code of Federal Regulations, 36 CFR Part 61.

- ✓ **Please see GRANT USE on page 2 for details on eligible work.**
- ✓ **Please attach the following supplements to fully illustrate the project's scope of work**:
  - — A narrative description of the project scope
  - — Construction scope of work
  - — A copy of the executed contract between the applicant and general contractor and/or subcontractors for the Project with a schedule of performance timeline
  - — National Environmental Policy Act (NEPA) worksheet [available here].
  - — Construction schedule
  - — Contractor scope of work with cost estimates
  - — Contractor resume or work experience
  - — Renderings and/or architecture plans (if available/applicable)
  - — Photos of current condition.
    Please see Texas Main Street Program's How to Photograph a Building *for instructions on best methods.*
  - — Historic photos, illustrations, or architectural plans relevant to the proposed work.

Request for assistance initiated by:

- ❑ Business
- ❑ Tenant
- ❑ Property Owner
- ❑ Local Main Street organization
- ❑ Other:_____

Project Property

Building Name (if applicable): _____

Building Address: _____

Business Name (if applicable):_____

Business Street Address (if different from the building address):

_____

Date of Original Construction: _____

Square Footage of Building (approx.): _____

Dates of Significant Additions/Alterations: _____

The current status of the project property is:

- ❑ Vacant
- ❑ Occupied

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Project Scope of Work

Describe the scope of work of the project, including all proposed exterior work. Please attach any illustrations or specifications that show complete scope of work (please see above).

Project construction:
Work is expected to begin _____(MM/DD/YYYY) and be completed by _____(MM/DD/YYYY).

Additional Review

If additional review is required, has the project scope of work been reviewed and/or approved by:

- ❑ Main Street Coordinating program
- ❑ Local Preservation Commission, Design Review, or Local Historic District Review
- ❑ Other (please name): _____

Is there any opposition to the project?

- ❑ Yes

  Please describe: _____

- ❑ No
- ❑ Don't know

Designation and Listing

Is the property designated as a National Historic Landmark (NHL)?

- ❑ Yes
- ❑ No

Is the property listed or eligible for listing in the National Register of Historic Places?

- ❑ Yes, as an individual listing
- ❑ Yes, as a contributing property in an NRHP district
- ❑ No.

Is the project located in a local Historic District?

- ❑ Yes (please indicate the name of the district):
- ❑ No

Is the project property endangered?

Yes, explain how:

Additional Funding

Is there additional funding available and/or or being used for this project?

- ❑ Yes
- ❑ No
- ❑ If yes, please identify the additional funding source(s)_____

If yes, is your district a Certified Local Government?

- ❑ Yes
- ❑ No

Applying for Federal or State Historic Preservation Tax Credits:

- ❑ Yes
- ❑ No

Describe plans, if any, for community participation in the project (e.g. crowdfunding, volunteers, events, etc.)

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SECTION THREE - FINANCING

In addition to the questions in this section, please complete Exhibit A as appropriate. Please see GRANT AMOUNTS AND TERMS on page 1 for further details.

Total Estimated Project Cost: $_____

Requested Grant Amount (cannot exceed $25,000 or 70% of the total project cost): $_____

Requested Grant Term (cannot exceed two years): _____ months

Describe any other current or proposed liens on the property:

1. Other existing liens: _____
2. Other proposed liens: _____

Describe the source of the required upfront 30% match.
Examples: building/business owner funds, CDBG funds, etc.

Acting as a duly authorized representative of the described project and its sponsoring company/organization, I am submitting this request for financial assistance from the NPS Main Street Facade Improvement Grant program. I have provided all information requested to the best of my knowledge, and I have read and fully understand the requirements of the program.

Signature: _____ Date: _____

Name and Title: _____

Please complete the attached Exhibit A as appropriate.

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EXHIBIT A
Project Budget

Instructions: Provide a budget for the project with cost estimates and indicate assumptions for all estimated costs. Total project costs must equal total project sources.

ANTICIPATED SOURCES AND USES

Please list all of the sources and uses of the project. Sources include the grant you are requesting with this application plus any other financing that will go into the project, including but not limited to bank financing, owner cash, and/or other grants. Uses include the façade improvements and any other improvements that are included with what the National Park Service Main Street Façade Improvement Grant program will be funding. The total sources must equal the total uses.

Example listed below:

SOURCES	$ AMOUNT	USES	$ AMOUNT
Ex: Owner funds	*5,000*	*Replace awning; expose and repair transom windows*	*5,000*
TOTALS			

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The NPS Main Street Façade Improvement Grant Program Application Checklist

✓ Signed and Dated Grant Application

✓ Proof of Ownership

- **Note**: The owner can show proof of ownership with a copy of the property tax records or a copy of the deed.
- If the applicant is NOT the owner of the builder, the applicant is **required** to submit written evidence of building owner's approval of the application. **Note**: the owner's approval can be shown in a simple letter.

✓ Completed Design Review Request Form and Scope of Work

- A narrative description or the project scope
- Construction scope of work
- Construction schedule
- Contractor scope of work with cost estimates.
- A copy of the executed contract between the applicant and general contractor and/or subcontractors for the Project with a schedule of performance timeline
- Renderings and/or architecture plans (if available/applicable)
- Photos of current condition. *Please see Texas Main Street Program's How to Photograph a Building for instructions on best methods.*
- Historic photos, illustrations, or architectural plans relevant to the proposed work.
- National Environmental Policy Act (NEPA) worksheet.

✓ Exhibit A

- Project Budget
- Anticipated Sources and Uses