

OPERATION FACELIFT

A Facade Improvement Grant Program of The City of San Antonio

A key element of a revitalization effort is the return of activity to a commercial corridor. Fresh paint, new awnings, or complete facade rehabilitation all signal that something positive is happening. These first few steps can be the spark to ignite interest and spur new commercial excitement. Operation Facelift provides a catalyst for these first steps.

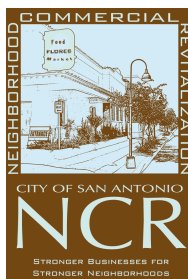
Operation Facelift is a reimbursable grant program available for facade improvements to commercial buildings located in NCR revitalization target areas. Projects are granted between \$500 and \$15,000 to be matched equally by private source funds, dollar for dollar.

The purpose of Operation Facelift is to:

- Reverse the deterioration of commercial structures in the targeted areas. Enhance efforts to market vacant space and attract new businesses.
- Stimulate new, private investment and economic growth.
- Promote consistency in design and create a fresh and aesthetically pleasing environment.
- Assist property owners with the appropriate exterior rehabilitation of their buildings and bring them up to code.
- Reduce the perception of crime.
- Invest in historic preservation and rehabilitation

This package contains other documents detailing the application process and information to assist you in completing the application. The package includes:

- This cover letter
- Basic Procedures and list of eligible projects
- Blank Application
- Proposed Budget for Facade Improvement
- Overview of General Design Guidelines
- Approval Letter for tenants
- Certification Letter upon completion of project
- Overview of the Sub-Grantee Agreement (contract)
- Maintenance Agreement
- Map and List of NCR projects with contact info.



For more information, contact:

NCR Program
1400 South Flores
San Antonio, TX 78204
210-207-6979



Operation Facelift is a Neighborhood Commercial Revitalization Project funded through the City of San Antonio and HUD

ELIGIBLE PROJECTS

ELIGIBLE PROPERTIES

- ◆ Applications may be submitted for commercial properties, either owner or tenant occupied within the NCR target areas.
- ◆ Owners of vacant buildings are encouraged to apply and improve property as a catalyst for future occupancy, however, if the building is vacant at the time of application, proof of future occupancy in the form of a lease agreement will be required within 6 months of the improvement completion.
- ◆ Mixed use buildings with retail/commercial in the storefront may be considered.
- ◆ Property must be maintained for commercial use as per the City of San Antonio's Unified Development Code sections 35-310.08 – 35-310.14.

NON ELIGIBLE PROPERTIES

Properties used primarily as residences are not eligible for Operation Facelift.

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 will fund facade improvement projects. All improvements must be permanent or fixed. 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 brick facades where brick has been previously painted;
- ⇒ repair or replace deteriorating signage and brackets when attached to the building;
- ⇒ repair or replace missing or broken tile;
- ⇒ repair or replace 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.
- ⇒ Other minor repairs when incidental to overall façade improvements such as:
 - *exterior lighting;
 - *certain types of security elements or security recommendations;
 - *repair of sidewalk, ADA accessibility or;
 - *detached signage.

In addition, professional, architectural, and City permit fees may be included in the total improvement costs.

INELIGIBLE IMPROVEMENTS

The following improvements are not eligible for funding:

- ◆ improvements which do not conform to the adopted design guidelines;
- ◆ new construction;
- ◆ parking lots;
- ◆ landscaping;
- ◆ burglar bars;
- ◆ fence alone;
- ◆ roofs or re-roofing;
- ◆ blank walls, or;
- ◆ work which has been performed or which has been placed under contract prior to approval of an application

BASIC PROCEDURE

STEP 1 - APPLICANT ELIGIBILITY

- ✧ Business or property owners are eligible to apply for Operation Facelift funds if the business is 1 - located within an NCR target area; and 2 - utilized for commercial purpose (this does NOT include residences or apartments).
- ✧ For information for NCR target area boundaries see map included herein or contact the Operation Facelift Coordinator or NCR coordinator.
- ✧ If needed, a meeting at the site with the applicant, their contractor and NCR 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 information for all three parts: applicant information, property information and project information. Incomplete applications may result in delays in processing.
- ✧ Design assistance or preliminary project discussion meetings may be arranged if the applicant is uncertain what improvements are needed or would like suggestion. Inquires may be made to the Operation Facelift Coordinator at 207-3944.
- ✧ Three bids per scope of work are required. A formal bid process is required if any scope of work conducted by one contractor is over \$25,000. The Operation Facelift Coordinator is available to assist you this process.
- ✧ A completed application should be submitted to:

NCR Program/Operation Facelift Coordinator
City of San Antonio
Neighborhood Action Department
1400 South Flores
San Antonio, TX 78204

- ✧ Once an application is received, the Operation Facelift Coordinator 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. However, projects may be limited due to budget constraints and funding availability.

STEP 3 - PROJECT REVIEW & CONTRACT EXECUTION

- ✧ A Project Review meeting is required to be conducted prior to contract execution and construction beginning.
- ✧ A Design Review Team (DRT) will conduct the Project Review meeting with the applicant to review the application. A site visit may also be helpful but is not required.
- ✧ The DRT will discuss the merits of the project and form a recommendation to either fund the project, or require the applicant to make changes and re-submit.
- ✧ The DRT recommendation is presented to the applicant to accept or withdraw.
- ✧ A Site Specific Statutory Checklist (HUD Environmental Review) will be prepared and submitted to the Grants Monitoring and Administration Department 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 City's Housing and Neighborhood Services Department 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 the Historic Design and Review Commission, the applicant must comply. NCR staff may be able to assist in the process on the applicant's behalf (see page 9 for more information regarding permits).
- ✧ The DRT or City staff may monitor the progress and make periodic inspections during the project.

STEP 5 - REIMBURSEMENT

- ✧ Upon completion of the work, the applicant will contact the City 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.
- ✧ The applicant will complete the Project Completion form and submit it along with copies of invoices, canceled 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 (if a permit was necessary) when requesting reimbursement.
- ✧ When **all** work and documentation is received, the City staff will request payment. A check will be sent to the applicant.



OPERATION FACELIFT Facade Improvement Grant Program Application – Exhibit “B”

Application
No. _____
NCR to complete

Date: _____

APPLICANT INFORMATION

Is the applicant a: Corporation Partnership Proprietorship Individual

Name of Applicant: _____ d/b/a _____

Mailing Address: _____

Contact Name: _____ Title: _____

Telephone: Work _____ Home _____

Email: _____

Type of Business: _____

PROPERTY INFORMATION

NCR Target Area: _____

Street address of property to be improved: _____

Legal Description:

NCB _____ Lot _____ Block _____ Tax Account No _____

Does the applicant own the property lease the property.
If leasing, please include copy of lease agreement and letter of approval from owner.

Is the property currently: occupied vacant

If vacant, what will the building be used for? _____

Date of Occupancy? _____

Please provide a copy of the lease agreement.

What is the current or proposed use of the property? _____

How many **full time** employees does the business currently employ? _____

Do you anticipate hiring additional employees after the proposed improvements are complete?

If so, how many more?

PROJECT INFORMATION

Description of Proposed Façade Improvement:

Estimated total cost of project: \$ _____ (Use attached Project Budget form)

Matching grant funds are available dollar for dollar, up to **\$15,000** per eligible property.

When does the project need to begin? _____ Estimated time to complete job? _____
(date) (# of days)

NOTE: Work must not start prior to contract execution.

Attach:

- Before photos, please submit them electronically if possible (**required**)
- Budget and supporting estimates (**required**)
- If vacant, copy of Lease Agreement (**required**)
- Copy of lease and/or letter from property owner granting approval (if applicable)
- Drawings or renderings that convey concept (if available)
- Paint chips, color board or other samples (if available)

I certify that work has not started nor have I entered into any contract with any contractor for work to be covered under this grant application. I also understand that I will have to sign an agreement with the City of San Antonio regarding this grant award; a maintenance covenant will be filed to insure that the improvements will be maintained; and, I must attend a Pre-Construction meeting to have the Davis Bacon Wage requirements explained to me before work can begin.

Applicant signature

Date

Applicant printed name

NOTES ON COMPLETING PROPOSED BUDGET

A Project Budget is required and becomes an exhibit to the contract. Therefore good, consistent, estimates are necessary. There is no requirement that the lowest bid be selected, however bids must be comparable in nature (same scope of work, materials, etc.)

Any single scope of work (not combined) over \$25,000 will require a formal bid process. Contact the Operation Facelift coordinator for assistance.

Use the attached Proposed Budget sheet to itemize costs to complete your project or attach similar table. Use additional sheets if needed. You must attach copies of contractors' bids or estimates.

In-kind services will not be considered as a part of the project budget.

Estimate provided by: Bids from at least three contractors. Applicant

Estimated Total Project Budget: \$ _____

Total Grant Amount Requested: \$ _____ *

*Note – When costs exceed \$2,000, wages must comply with Davis Bacon Wage Act.

If completing the work yourself, estimate cost of materials utilized to complete the project.

Example:

Materials:

Canopy: fabric and frame \$ (value) _____

Or:

5 gal. white paint @ _____ per gal. = \$ (value) _____

Brushes qty. _____ @ cost per each = \$ (value) _____

Labor:

Labor to install canopy \$ (value) _____

Or:

Labor to paint front of building \$ (value) _____

Retain all receipts!!! Reimbursement of grant amount is contingent on submitted receipts, invoices, copies of cancelled checks, etc. reflecting actual total project costs. Grant amounts will be based on (a) the project budget or (b) the total project costs at completion, whichever is lower. In any event, the grant amount will not exceed \$15,000. The City of San Antonio is not responsible for project costs over-runs.

DAVIS-BACON WAGE ACT INFORMATION

The Davis Bacon Wage Act requires the payment at or above prevailing wage rates for employees working on Federally funded projects over \$2,000. In addition to Federally funded projects, the City of San Antonio has adopted the Davis Bacon Wage Act as a requirement for all City funded projects. The prevailing wage rate for Bexar County is available upon request. **What does this mean?** All workers on Operation Facelift projects must be paid at or above the wages listed below depending on their job classification. Some examples of classifications and pay rates are:

General Wage Decision Modification 3 - 5/09/08

Job Classification*	Pay Rate
Electrician	\$28.84
Carpenter	\$10.64
Unskilled Laborer	\$7.06
Painter	\$8.01
Roofers	\$8.14

* NOTE: this table is only a partial job classification listing and shows rates for Bexar County only.

The applicant or the principal contractor (also referred to as the general contractor) is responsible for the full compliance of all employees (the contractor, the sub-contractors and any lower-tier subcontractors). A Pre-Construction meeting will be held with the applicant as the final step before construction starts. At that meeting, all applicable documents will be given to the applicant. Any contractors or sub-contractors are encouraged to attend this meeting although the ultimate responsible lies with the applicant.

At any time during the construction of your project, a representative from the City may conduct inspections or interview workers to insure compliance with Davis Bacon and other contract requirements.

No worker must work over 40 hours per week without earning time and one-half for overtime hours.

A poster notifying employees of the wage decision is required to be posted where employee will see it on site.

All contractors or sub-contractors are required to submit certified payroll forms for each week they work on any Operation Facelift project beginning with the first week work was performed and for every week afterward until the project is completed. Blank copies of payroll forms will be distributed during the Pre-Construction Meeting and are also available online at <http://www.dol.gov/esa/programs/dbra/forms.htm>. Contractors are not required to use Department of Labor forms however all information must be included in the form that is submitted. Each form must also be certified, signed and submitted in order for the applicant to receive their reimbursement.

For additional information you may contact Thomas Nixon, Wage & Hour Compliance, City of San Antonio, Public Works Department, 207-8774 or the Operation Facelift Coordinator 207-3944.

Failure to abide by these standards may result in delays in reimbursement or voiding of the grant funds.

Checklists

Davis Bacon Checklist

To help insure you and your contractors are complying with the Davis Bacon requirements, complete the following checklist periodically. If you answered NO to any of the below, your project may not be in compliance and reimbursement may be delayed or denied.

- 1 – Do you have payroll forms for each week that work was performed?
- 2 – Do you have payroll forms from the contractor and any subcontractors?
- 3 – Are all workers paid at or above the prevailing wage rate for their job classification?
- 4 – Did any workers work more than 40 hours in any one week and not receive time and one half?
- 5 – Are the forms complete (name, job class, social security #, address, rate of pay)?
- 6 – Are the forms certified (signed)?
- 7 – Are the forms legible?

Permit Checklist

To help ensure you and your contractors are complying with the City of San Antonio permit requirements, **review the following table prior to beginning any work.** Any work done on the following items requires one or more permits from the Development Services Department. Please remember that this list is NOT all inclusive, but should serve as a guide for the most common types of façade and building improvements.

Roof—Replacement and/or Repair

Awning/Canopy—Replacement/Repair

Signage

Door/Window—Replacement/Repair/new installation

Exterior Lighting

Wood Replacement

New construction

Interior remodel

Heating and AC—Installation/Repair

Sprinkler System—Installation/Repair

Failure to abide by these standards may result in delays in reimbursement or voiding of the grant funds.