

Lemay Façade Improvement Program

Goals, Eligibility and Grant Application

For more information, contact:

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Lemay Façade Improvement Program Application

Matching Grants of up to \$7,500

PROGRAM GOALS

The goal of the Lemay Façade Improvement Program is to provide assistance to business owners in areas of St. Louis County that have been targeted for redevelopment. Further, the program seeks to:

- Stimulate private investment in the county's older neighborhood commercial districts
- Generate additional revitalization by focusing the investment on improvements visible to customers, neighboring merchants, and residents
- Beautify the districts so that they reflect positively on neighboring residential areas; and to
- Increase business by making the districts and individual businesses more attractive

Through the Façade Improvement Program, the St. Louis County Economic Council (CEC) will match one dollar for every dollar invested by the property or business owner on the construction of façade improvements to \$7,500. The reimbursement will occur after construction is complete.

CEC has instituted some basic design parameters which include:

- Respect for the original features of the building including the use of color and suitable materials
- Limiting additional signage by incorporating it into the building's design
- Use of suitable landscaping that will aid in the preservation of community scale and character

ELIGIBLE AREAS:

The Lemay Façade Improvement Program is part of a comprehensive approach to neighborhood revitalization and economic development in St. Louis County. To accomplish this goal, all eligible properties must meet certain qualifications. First, all properties must be located on Lemay Ferry Road between Weber Road and Mt. Olive; and Broadway from the County Line to Ripa. Second, all projects funded through this program must follow the recommendations of the Lemay Comprehensive Plan. A copy of this plan may be obtained by calling the St. Louis County Department of Planning 314-615-2520 or visiting www.stlouisco.com/plan. Third, work must be performed in compliance with all State and County regulations. Finally, all eligible properties must **NOT** have participated in past façade improvement programs.

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HOW IT WORKS:

1. Applicant completes application form and submits to CEC staff (including two 4x6 color “before” photos)
2. CEC staff contacts Applicant to discuss project goals and eligibility.
3. The Applicant and CEC staff meet on site to discuss design issues, project scope and budget.
4. Applicant submits contractor bids to CEC staff. Three competitive, written bids are required. Each bid must include a written proposal of the work to be completed, including style, type and color of all material to be used. The lowest bid must be accepted unless the Applicant finds the lowest bid is non-responsive to their project. Written documentation of using anything other than the lowest bid is needed for the Applicant’s file. The Applicant shall make a good faith effort to include at least one minority or women owned business in their solicitation and shall submit documentation of solicitation and of said company’s status as a minority or women owned business. Please note: the contractor and Applicant are responsible for all necessary permits and fees connected with the project.
5. Applicant submits to CEC a certificate of insurance from each contractor performing reimbursable work on the project. Each certificate must include general liability coverage of at least \$500,000, worker’s compensation coverage (if applicable) of at least \$500,000, and name the St. Louis County Economic Council as an additional insured.
6. After the above documents have been submitted and approved, CEC staff will issue a letter approving the work to be performed.
7. Prior to any contractors being paid, the applicant should contact CEC staff for a final site visit to verify that all approved work has been completed. Applicant then submits paid receipts, copies of cancelled checks and two 4X6 color photos of completed project to CEC for reimbursement of half of their construction costs up to \$7,500.
8. **ALL PROJECTS MUST BE COMPLETED IN 90 DAYS.** If circumstances, i.e. weather, result in a delay, the applicant must apply for an extension.

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PROGRAM CHECK LIST:

Applicant provides:

- Application and two 4X6 color “before” photos of the building façade
- Three contractor bids and detailed descriptions of all work. The applicant is required to obtain three competitive, written bids and copies of all bids should be submitted.
- Certificate of Insurance for general liability insurance on the Applicant’s policy naming the St. Louis County Economic Council 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 County Economic Council.
- Original Certificate of Insurance for general liability and worker’s compensation coverage naming CEC as an additional insured issued from the general contractor’s insurance agent or each subcontractor’s agent, including the project address. If the subcontractor has no employees or will not be using employees on this particular job then he/she should write and sign a:
 - Letter exempting subcontractor from workers’ compensation insurance. Using stationery incorporating the contractor’s license number, the contractor should send a letter to the CEC saying “I am doing work at (project address). I will not be using employees on this job so I am exempted from the need to provide workers’ compensation insurance.
- Letter of approval from the property owner when the applicant is not the property owner. The property owner should send the CEC a signed letter which says “I am the owner of the property located at (project address). I have seen the plans for improvements at this property and I give my permission for (Applicant’s name) to proceed.”

Upon completion of the project, submit:

- Receipts indicating the project is “paid in full”, copies of cancelled checks from reimbursable payments and two 4X6 color photos of the finished project.

Send all documents to:

St. Louis County Economic Council
Lemay Facade Improvement Program
121 S. Meramec, Suite 900
St. Louis, MO 63105
Attn: Daryl Cothran

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Date: _____

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ E-mail: _____

Business Name: _____

Business Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

Property Owner: Yes No

Please circle those improvements you wish to make to the exterior of your building:

Awnings

Signs

Lighting

Landscaping

Paint

Security Systems (not iron bars)

Windows (replace/fix)

Tuckpointing

Doors (replace/fix)

Tile (replace/clean)

Parking

Other:

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Please describe the improvements you wish to make to the exterior of your building (including type and color of materials, type of windows, and description of signage):

What is your estimated budget for this project? _____

How did you hear about this program? _____

- o **Two 4X6 color “before” photos are enclosed**

I understand that this Facade Improvement Program Application must be signed and approved PRIOR to commencing work on my project. I agree to obtain general liability certificates of insurance naming St. Louis County Economic Council as an “additional insured” and workers’ compensation certificates of insurance, if necessary.

Applicant Signature _____ Date _____

Note: Please detach program application and submit to:

**St. Louis County Economic Council
Lemay Façade Improvement Program
121 S. Meramec, Suite 900
St. Louis, MO 63105
Attn: Daryl Cothran**

Approved: _____ Date _____
(Staff Signature):