# DOWNTOWN SOUTH BEND, INC. EXTERIOR ENHANCEMENT GRANT





APPLICANT	INFORMAT	TON (plea	se print clearl	у)	
Applicant Na	me:				
Business Nan	ne:				
Applicant's A	ddress:	City:	State:	Zip:	
Applicant's P	hone (daytime	e):	Email:		
BUILDING I	NFORMATION	ON			
Building Add	ress:				
Are you the b	ouilding owner	·? Tyes	☐ No		
If you are not	t the building (	owner, you	u must have th	ne building owner fill out the following	:
Buildi	ng Owner's Na	ame:			
Buildi	ng Owner's Ad	ddress:			
Buildi	ng Owners Ph	one (dayti	me):		
I unde	erstand and a	gree to the	e project as de	etailed in this agreement.	
Signat	ture of Buildin	g Owner:			
Date:					
PROJECT IN	IFORMATIO	N			
Please provid		_	hments to you		
1. 2.	A statement An itemized		•	se and intended impact of the project	•
3.		•	nments A & B		
4.	-		_	pleted Contractor Pre-Qualification R	eview
5.	•	•	rom two licen ary sheet (Att	nsed contractors tachment D)	
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Project Cost Estima	ated Project C	ost:		\$	
	Request:			\$	
(50%	of Total Projec	ct Cost or I	Maximum Grai	nt of \$20,000)	

#### **Project Schedule**

Anticipated Starting Date:
Anticipated Completion Date:

## **APPLICANT'S CERTIFICATION**

The Applicant certifies that all information in this application and all information furnished in support of this application, given for the purpose of obtaining a façade grant under the DTSB (Downtown South Bend) Exterior Enhancement Grant Program are true and complete to the best of the Applicant's knowledge and belief. I have read and understand the procedures and agree to follow the Exterior Enhancement Grant Process. I am submitting documentation as requested.

Applicant's Signature:	Date:
, applicant o oldinatar er	Date.

Please email this application with attachments to <u>apaul@downtownsouthbend.com</u>. You may also mail or deliver this application to:

DTSB c/o Exterior Enhancement Grant Committee 217 S. Michigan Street South Bend, IN 46601

Please call Amy Paul with any questions or for further information 574-986-7292.

## **FULL APPLICATION REQUIREMENT CHECKLIST**

Once an application has been pre-approved, the following items must be submitted for an application to be reviewed by the Exterior Enhancement Grant Committee:

Signed and properly filled out Exterior Enhancement Grant Full Application
Signed Attachment A: General Design Enhancement Guidelines
Signed Attachment B: Exterior Enhancement Selection Guidelines
Completed Attachment C: Pre-qualification Statement for each apparent low bidding prime
contractor
Completed Attachment D: Project Estimate Summary Sheet
Summary Statement
Photograph(s) of the property (digital photographs are acceptable)
Proof that all property taxes on the subject property are paid to date
Proof of ownership of the property $\underline{or}$ written authorization from the property owner to make the
proposed renovations
Project estimate(s) from at least two licensed pre-qualified contractors with detailed scope of work
Additional information such as:
Detailed drawings/plans that describe and illustrate your project including color and material samples
Any other information that will help us understand your project

#### **ATTACHMENT A**

#### **General Design Guidelines**

- 1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original, or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
- 2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site, or other data, or 2) represent a modern treatment which blends into and is compatible with the building and adjoining buildings.
- 3. In general, the Exterior Enhancement Grant Review Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive, or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.
- 4. For facades which have been substantially altered previously and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
- 5. Paint colors will either be based on original colors obtained from paint samples on the buildings or be compatible with adjoining buildings and colors in downtown South Bend. Trim colors, which highlight building details, will be encouraged. Paint colors shall be reviewed and approved by the Committee.
- 6. The size, color, and shape of a sign should complement the building and add to the historic flavor of the area. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

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Applicant	Date	

I/We certify that I/We have read and understand the above design guidelines

#### **ATTACHMENT B**

#### **Exterior Enhancement Grant Selection Criteria**

The following percentage-based criteria will be used to assess each application and determine the awardees for the funding of Exterior Enhancements

### 1. Overall Impact of Project (50%)

- a. Location of Project (Hot Spot, Tier 1, Tier 2)
- b. Visual Impact (Quality of Design) in context of surroundings
- c. Transformational impact: magnitude of the change as a result of the proposed project
- d. Scope of Work

## 2. Economic Impact of Project (25%)

- a. Total Project Cost/Amount Requested
- b. Is the project likely to spur other investment?
- c. Financial Strength of Applicant
- d. Has the applicant received funding for the same or different building? If so, number of jobs.
- e. Is the enhancement permanent (i.e., will it outlast the current business?)

## 3. Completeness of Application (10%)

- a. Accuracy and completeness of each section
- b. Thoroughness of information provided
- c. Timeliness and promptness of information provided
- d. Use of pre-qualified prime contractors
- e. Confidence that applicant has the resources to complete & maintain the enhancement

#### 4. Other Considerations (15%)

- a. Energy efficiency and use of other sustainable design concepts
- b. Unique architectural features
- c. Other

I/We	certify that I/We	have re	ad and	understand	the	above	selection	criteria	and	will a	accept	t the
final	recommendations	s of the	Exterior	r Enhancem	ent	Grant	Program	Review	Comr	mitte	e and	l the
DTSE	Board of Director	s.										

Applicant	Date	

## ATTACHMENT C

## **Contractor Pre-Qualification Review #1**

Name of Contractor:	Corporation Type:
Address:	Year Founded:
	Union Affiliation:
Owner:	Bonding Capacity:
Scope of Contracting Services:	
Project Management Staff:	
Field Superintendent Staff:	
Last Three Years Net Revenue: \$ \$	\$
References (three minimum):	
Describe most recent prior experience of similar scop	e:
Reviewed by:	
DTSB Staff:	Date:
DTSB Executive Director:	Date:
Façade Grant Committee Chair:	Date:
Observations and recommendations:	

## **Contractor Pre-Qualification Review #2**

Name of Contractor:	Corporation Type:
Address:	Year Founded:
	Union Affiliation:
Owner:	Bonding Capacity:
Scope of Contracting Services:	
Project Management Staff:	
Field Superintendent Staff:	
Last Three Years Net Revenue: \$\$	\$
References (three minimum):	
Describe most recent prior experience of similar sco	pe:
Reviewed by:	
DTSB Staff:	Date:
DTSB Executive Director:	Date:
Façade Grant Committee Chair:	Date:
Observations and recommendations:	

## **Attachment D**

# **Project Estimate Summary Sheet**

1. \$[A]  2. 3. 4. 5. 6.	
2.  3.  4.  5.  6.  Actual Work Proposed by Applicant for Reimbursement:  Scope/Trade  Bidder  Bid A  \$[Am]  \$  Total Project Cost (TPC):  \$  Grant Request (50% of TPC up to maximum \$20,000):  \$  Reviewed by:	Amount
3.  4.  5.  6.  Actual Work Proposed by Applicant for Reimbursement:  Scope/Trade Bidder Bid A  \$[Am]  \$  Total Project Cost (TPC):  Grant Request (50% of TPC up to maximum \$20,000):  \$  Reviewed by:	Amount]
4.  5.  6.  Actual Work Proposed by Applicant for Reimbursement:  Scope/Trade  Bidder  Bid A  \$[Am]  \$  Total Project Cost (TPC):  \$  Grant Request (50% of TPC up to maximum \$20,000):  \$  Reviewed by:	
5. 6.  Actual Work Proposed by Applicant for Reimbursement:  Scope/Trade  Bidder  Bid A  \$[Am]  \$  Total Project Cost (TPC):  \$  Grant Request (50% of TPC up to maximum \$20,000):  \$  Reviewed by:	
6.  Actual Work Proposed by Applicant for Reimbursement:  Scope/Trade  Bidder  Bid A  \$[Am]  \$  Total Project Cost (TPC):  Grant Request (50% of TPC up to maximum \$20,000):  \$  Reviewed by:	
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Grant Request (50% of TPC up to maximum \$20,000): \$  Reviewed by:	
Reviewed by:	
DTSB Staff: Date:	
DTSB Executive Director: Date:	
Façade Grant Committee Chair: Date:	
Observations and recommendations:	