

St. Mary's University Neighborhood Revitalization Stimulus Grant

The City of San Antonio has received stimulus funds from the U.S. Department of Housing and Urban Development (HUD) and is allowing the St. Mary's University Revitalization Project to provide \$50,000 from these funds to business proprietors in the St. Mary's University area. At least four (4) grants will be awarded to qualified projects and awardees will receive up to \$12,500. These grant funds are CDBG-R stimulus funds that include specific guidelines.*

A panel coordinated by the St. Mary's University Neighborhood Revitalization Project will select the local business proprietors to be awarded.

The purpose of this stimulus grant is to:

- Stimulate economic growth in the area.
- Promote consistency in design and create a fresh and aesthetically pleasing environment.
- Assist small business owners with the appropriate rehabilitation of their buildings and bring them up to code.

For more information, contact:
St. Mary's University Neighborhood
Revitalization
One Camino Santa Maria
San Antonio, TX 78228
210-431-8035

PROJECT ELIGIBILITY

ELIGIBLE PROPERTIES

Applications may be submitted for businesses in the St. Mary's University Phase I area. Mixed use buildings with retail/commercial in the storefront may be considered. Projects that result in job creation are strongly encouraged.

INELIGIBLE PROPERTIES

Properties used primarily as residences and for non-profit services are not eligible for this program.

ELIGIBLE APPLICANTS

For-profit business proprietors located in eligible areas may apply for assistance. Tenants must have a signed lease and the property owner's approval.

INELIGIBLE APPLICANTS

Non-profit organizations may not apply for assistance.

ELIGIBLE IMPROVEMENTS

The stimulus grant will fund facility improvement projects. All improvements must be permanent or fixed. Eligible improvements may include, but are not limited to:

- ⇒ complete facility rehabilitation;
- ⇒ blank walls;
- ⇒ roofs or re-roofing alone;
- ⇒ 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;
- ⇒ rehabilitation of the front and display areas or side walls of a building may also be eligible if street level improvements are approved,
- ⇒ roof repair when incidental to overall facility improvements.
- ⇒ re-paving or repair of parking area(s)
- ⇒ expansion of existing property to expand business or attract a new tenant that brings jobs to the area.
- ⇒ Other minor repairs when incidental to overall facility improvements such as:
 - lighting;
 - certain types of security elements or security recommendations;
 - roof repair;
 - repair of sidewalk, ADA accessibility or;
 - detached signage;

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

***CDBG-R Special Requirements include:**

- Rehabilitation of non-residential structures, including commercial, industrial, and public buildings: (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and (B) The activity does not involve a change in land use, such as from non-residential, commercial, to industrial, or from one industrial use to another [58.35(a)(3)(iii)].
- Buy America Clause- Section 1605 of the Recovery Act requires that all iron, steel, and manufactured goods used in construction, alteration, repair, or maintenance of a public building or public work project assisted with funds under the Recovery Act must be produced in the United States.
- Federal Wage Rates will apply.

INELIGIBLE IMPROVEMENTS

The following improvements are not eligible for funding:

- ◆ new additions to the property (improvements can only be made to the existing property);
- ◆ landscaping;
- ◆ security elements or security recommendations;
- ◆ fence alone;
- ◆ work which has been performed or which has been placed under contract prior to approval of an application
- ◆ appliances
- ◆ employee wages

BASIC PROCEDURE

STEP 1 - APPLICANT ELIGIBILITY

- ✧ Business proprietors are eligible to apply for this stimulus grant if the business is 1 - located within the highlighted area cited in the attached map; and 2 - utilized for commercial purpose (this does NOT include residences, apartments, or non-profits).
- ✧ If needed, a meeting at the site with the applicant, their contractor, and members of the St. Mary's University Neighborhood Revitalization can be arranged to discuss the application process, area design guidelines, and/or to develop a preliminary design concept.
- ✧ Each business proprietor must receive a notarized written approval from the owner of the property, if different from business proprietor, and provide us with this written approval before an application can be submitted.

STEP 2 – COMPLETE THE APPLICATION

- ✧ The application (enclosed herein) is to be completed by the applicant (business proprietor). 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 suggestions. Inquires may be made to the St. Mary's University Revitalization Project staff at 431-8035 or 431-2058.
- ✧ **Three bids per scope of work are required. No bids over \$50,000 will be accepted. The City of San Antonio Housing and Neighborhood Services and the St. Mary's University Neighborhood Revitalization staff are available to assist you this process.**
- ✧ A completed application should be submitted to:

City of San Antonio
Neighborhood Action Department
1400 South Flores
San Antonio, TX 78204

St. Mary's University Neighborhood Revitalization
One Camino Santa Maria
San Antonio, TX 78228

- ✧ Once an application is received, the St. Mary's University Revitalization Project staff will confirm eligibility of the site and the proposed scope of work and notify the applicant that the application has been received and is under review by the award selection committee.
- ✧ Projects that are eligible for funding will be considered on a competitive basis with four (4) projects selected for funding. **The deadline for submitting an application is Friday, March 31, 2010 and the awards will be announced by April 12, 2010.**

STEP 3 – PROJECT SELECTION

- ✧ The Project Selection Committee will be comprised of members of the St. Mary's University Revitalization Project and other development experts. The committee will be tasked with reviewing all qualified applicants and ranking them according to design plans, job creation, community improvement, and other factors.

Note: There will not be an appeals process for business proprietors who are not awarded the grant funds.

STEP 4 - 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), comprised of members of the Project Selection Committee, 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 submit a recommendation to the Project Selection Committee, 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 by Revitalization Project and City staff and submitted 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 5 – CONSTRUCTION

- ✧ A Pre-Construction Meeting will be held to go over construction scope of work, change orders, Davis Bacon wage requirements, and 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 below 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. The St. Mary's University Revitalization Project and City staff may be able to assist in the process on the applicant's behalf (see below for more information regarding permits).
- ✧ The DRT or City staff may monitor the progress and make periodic inspections during the project.

Note: The entire scope of the project, including work that exceeds \$12,500, must comply with the Davis Bacon federal wage rate requirements.

STEP 6 – REIMBURSEMENT

- ✧ Upon completion of the work, the applicant will contact the St. Mary's University Revitalization Project and 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.**
- ✧ The City staff will request payment when **all** work and documentation is received. A check will be sent to the applicant.

Application for Stimulus Grant

Application
No. _____

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

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/part 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 Facility Improvement:

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

Matching grant funds are available dollar for dollar, up to **\$12,500** 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.

***CDBG-R Special Requirements include:**

- Rehabilitation of non-residential structures, including commercial, industrial, and public buildings: (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and (B) The activity does not involve a change in land use, such as from non-residential, commercial, to industrial, or from one industrial use to another [58.35(a)(3)(iii)].
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- Federal Wage Rates will apply.

Attach:

- Before photos **(required)**
- Budget and supporting estimates **(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 \$50,000 will not be accepted. Contact the St. Mary's University Revitalization Project office 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 \$12,500. The City of San Antonio is not responsible for project costs over-runs.

DAVIS BACON 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 must be paid at or above the wages listed below depending on their job classification. For example:

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 responsibility 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 project under this program 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 City's Housing and Neighborhood Services Department.

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 exterior 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.

