

Neighborhood Corridors Matching Grant Program

Lincolnway West ❖ Linden Avenue ❖ Miami Street ❖ Michigan Street
Mishawaka Avenue ❖ Portage Avenue ❖ Western Avenue

2021 Program Guidelines



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2021 Program Guidelines

The Matching Grant Program

In partnership with the City of South Bend, the Urban Enterprise Association (UEA) is pleased to offer the Neighborhood Corridors Matching Grant Program to provide funding for qualifying exterior improvements to commercial, mixed use, and industrial buildings located on eligible blocks of Lincolnway West, Linden Avenue, Miami Street, Michigan Street, Mishawaka Avenue, Portage Avenue, and Western Avenue. The program will assist in funding well-designed projects that make a noticeable visual improvement to the street and are consistent with the goals of neighborhood and corridor plans, when present.

Purpose

The intent of the Neighborhood Corridors Matching Grant Program is to

- enhance the appearance, value, and character of corridor properties,
- encourage investment by business and property owners along the corridors,
- generate additional sales for corridor businesses, and
- promote a walkable urban development pattern.

The program is not intended to support deferred maintenance.

Grant Terms

Grant Share (of total project cost)	50%
Maximum Grant Amount	\$30,000 (50% of a \$60,000+ project)
Minimum Grant Amount	\$1,500 (50% of a \$3,000 project)
Minimum Private Investment	\$1,000

The grant is structured as a reimbursement program; you must complete the project and contribute your private match before grant funds are issued to you.

Architectural Services

Basic architectural services, such as conceptual drawings and recommendations on materials, are provided free of charge to applicants as part of this program. Architectural services will be provided following submission of the pre-application. If you require complete architectural services, such as full construction sets, you should hire your own architect. If you choose your own architect, the program architect will review your proposed project for consistency with these program guidelines.

Eligibility

To be eligible for a matching grant, the property must have frontage on the street and be within the following boundaries:

- **Lincolnway West:** between LaSalle Avenue and west city limits (near Maplewood Ave.)
- **Linden Avenue:** between Walnut Street and Olive Street
- **Miami Street:** between Lincolnway East and Altgeld Street
- **Michigan Street:** between Bronson Street and Donmoyer Avenue
- **Mishawaka Avenue:** between Eddy Street and Logan Street
- **Portage Avenue:** between Diamond Avenue/Angela Boulevard and Kinyon Street, plus Elwood Avenue from Portage Avenue to Wilber Street
- **Western Avenue:** between William Street and west city limits (near Mayflower Road)

The improvements should be visible from the street. A business use must be present on the property or be established within six months of final grant payment. Property taxes must be current. The property must not be listed for sale.

Projects may be comprised of one eligible item or any combination of eligible items.

Projects Eligible for Grant Funding

- Restoration of façade to original or comparable appearance
- Restoration of architectural features
- Brick or masonry, including cleaning and tuck pointing
- Painting or other appropriate façade treatments of exterior surfaces
- Windows or doors, using clear glass
- Awnings and canopies (fabric or metal)
- Signs (building or monument)
- Murals and public art
- Decorative lighting (dark sky compliant) that highlights the front of the building
- Landscaping
- Decorative fencing (wrought iron or decorative aluminum with 4' maximum height)
- Curb and sidewalk
- Bike racks and outdoor tables, chairs, benches, and areas for commercial purposes

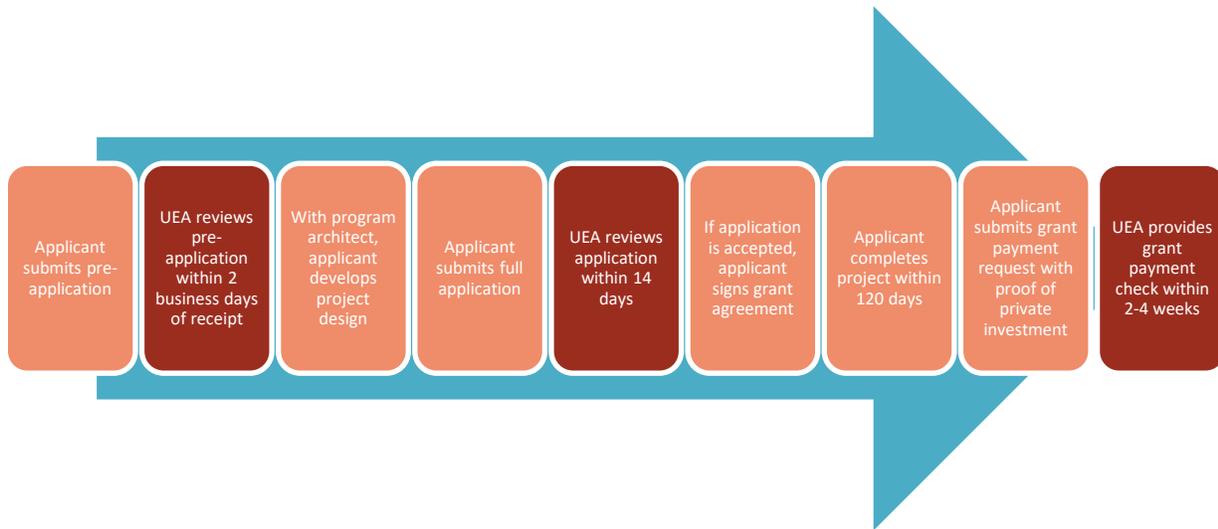
Projects Not Eligible for Grant Funding

- Interior improvements or improvements to single-use residential buildings
- Improvements not visible from the street
- Regular and deferred maintenance items
- Removal or enclosure of architecturally important features
- Roof replacement or repairs, except when serving as an architectural element
- HVAC systems
- Freestanding signs, except monument signs
- Parking lot paving
- Chain link fencing
- Security systems, window or door bars, security gates, and driveway gates
- Demolition of structures
- Environmental consulting, hazardous material testing services, or abatement costs
- Property acquisition
- Improvements in progress or completed prior to grant approval

Grant Process

1. Review the Neighborhood Corridors Matching Grant Program Guidelines.
2. Submit the matching grant pre-application form. Pre-applications may be submitted at any time, but they will not be accepted after September 7, 2021. The UEA will review the pre-application to verify qualification.
3. Meet with the UEA and the program architect at the project site to discuss the proposed improvements. The program architect will assist you with design concepts. The UEA will then provide you with an application form.
4. Using the design concepts, contact at least two (2) **licensed** contractors to obtain detailed written estimates for your project. You must call the Building Department at (574) 235-9554 to verify that your contractors are licensed. Estimates should be provided by local contractors when possible. **At least two itemized estimates for an identical scope of work for each project component are required with the application.** All labor, sales taxes, and permit fees should be included in the estimates. When appropriate, provide color and material samples with the application.
5. Submit the application. **Applications will be awarded on a first-come, first-served basis.** Applications may be submitted at any time, but will not be accepted after September 27, 2021. A completed application must include the following:
 - Completed application form;
 - At least two (2) estimates from **licensed** contractors that detail scope of work with itemized prices. Estimates should include all labor, sales taxes, and permit fees; and
 - Color and material samples for the work to be performed (when applicable).
6. The UEA will review applications for completeness and scope of work and then will approve or reject the application. You will receive notice of this decision. Any grant award will be determined based on the cost of the lower of the two estimates.
7. If your application is accepted by the UEA, sign the grant agreement. **Grant payment will not be made if work begins prior to the grant agreement signing.**
8. Provide the UEA with a copy of any required building or sign permits prior to beginning the project.
9. Complete your project as approved. Projects must be completed within 120 days of approval; extensions can be granted under special circumstances.
10. Notify the UEA when your project is completed. Provide your grant payment request with proof of private investment, such as paid invoices or receipts, to the UEA. **Payment will not be distributed until proof of your private investment is submitted and the project is completed as determined and approved by the UEA.** The grant check will be made payable to you. You are responsible for providing full payment to your contractor(s). Payment processing may take 2-4 weeks following final project acceptance.

Grant Process at a Glance



Additional Information

- All work on approved projects is subject to City building and zoning codes and must follow all permit and inspection procedures as outlined by the City of South Bend Building Department.
- Grantee is responsible for all project costs until the project is completed as approved and the grant payment is made.
- A maximum of one grant may be received per address per year.
- The UEA reserves the right to reject any and all applications up to the time of the grant agreement signing. The specific program guidelines detailed herein are subject to revision or amendment by the UEA in consultation with the City of South Bend. Subject to the availability of funding, this program may be discontinued at any time.

For more information on neighborhood/corridor plans and on revitalization efforts in the City of South Bend, visit the Community Investment planning page online at southbendin.gov/department/community-investment/planning-community-resources.