



Northeast Corridor

# NEC ENHANCEMENT MATCHING GRANT PROGRAM

For Commercial Facade, Landscape, and Signage Improvements

## GUIDELINES & APPLICATION PACKAGE FISCAL YEAR 2017

### **Northeast Corridor Improvement Partnership**

1400 South Flores Street

San Antonio, TX 78204

(210) 207—6459

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**Mike Gallagher**  
COUNCIL DISTRICT 10



CITY OF SAN ANTONIO  
**DEPARTMENT OF PLANNING  
& COMMUNITY DEVELOPMENT**

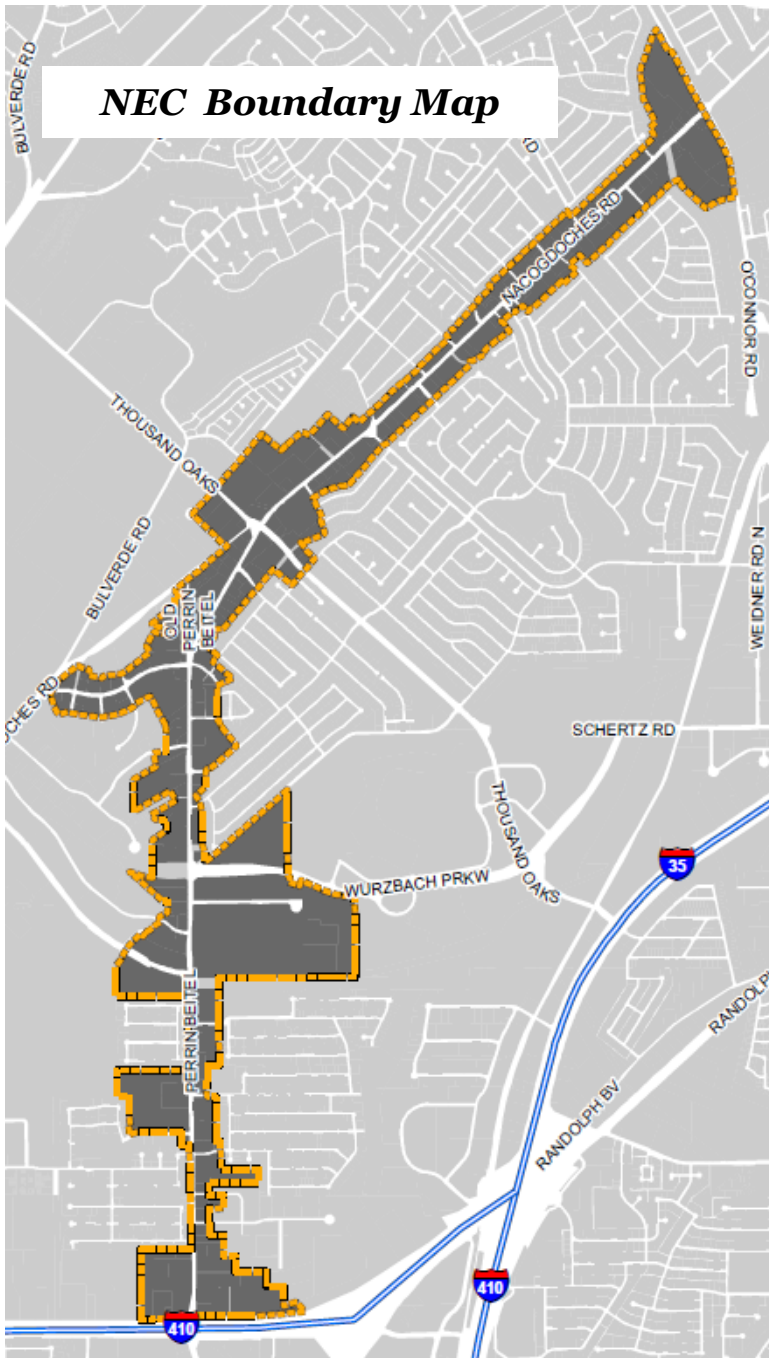
# TABLE OF CONTENTS

About the Grant & Eligibility .....	3
Eligible & Ineligible Projects.....	4
Evaluation Criteria.....	5
How to Apply.....	5
Application Form .....	6-9
NEC Design Guidelines.....	10-11
Application Check List.....	12

# ABOUT THE GRANT PROGRAM

The Northeast Corridor (NEC) Enhancement Matching Grant Program assists owners and tenants of commercial properties within the designated NEC boundary with the cost of making façade, landscape, and signage improvements to their businesses.

Grants are awarded on a **matching reimbursement** basis; the total cost of the enhancement project is split 50/50 (up to the maximum award amount of **\$27,000**) between the grant recipient and City of San Antonio.



## WHO IS ELIGIBLE TO APPLY?

**Owners or tenants** of commercial properties within the **designated NEC boundary** (at left) are eligible to apply for grant funds.

**The designated NEC boundary** roughly includes Perrin Beitel and Nacogdoches Roads between NE Loop 410 and O'Conner Road, Naco-Perrin Boulevard, and portions of Thousand Oaks Drive.

*Property owners must be current on taxes with all applicable taxing entities. Tenants must obtain property owner permission prior to making changes to property.*

*Applicants may apply multiple times, but the total amount awarded to any single grantee may not exceed \$27,000 in a five-year period.*

# ELIGIBLE & INELIGIBLE PROJECTS

## WHAT TYPES OF PROJECTS ARE ELIGIBLE FOR A GRANT?

Any single or combination project type listed below is eligible to receive a grant up to \$27,000. All grant-funded work must comply with the basic **NEC Design Guidelines on pages 10-11.**

Project Type	Eligible Examples (include, but not limited to)
Façade Improvements	Rehabilitation or replacement of exterior architectural elements such as doors, windows, and awnings, removal of false facades, painting of storefront, removal of burglar bars and installation of security window film, upgrade of signage attached to building.
Landscape	Installation of landscape elements (in-ground or planters) in parking lots, base of signs, perimeter plantings, and entrance to buildings. All landscaping requires the use of low-water, drought-tolerant native plants.
Signage	Repair and upgrade to on-premises signage that is not attached to building (e.g. multiple tenant signs in parking lot), removal of non-conforming or out-dated signage (e.g. pole signs).
<b>Maximum Total Award for Single Property Application is \$27,000</b>	

Please keep in mind...

- Projects must be permanent improvements (no temporary signage or banners).
- All work must be permitted as applicable and comply with San Antonio Unified Development Code (UDC)
- If applicant is selected for grant award, **two bids** for proposed work will be required prior to signing an award contract with the City.
- Work started before a contract is signed is not eligible for reimbursement.
- Projects must begin within **30 days** of contract signing and conclude within the stated contract period.

## WHAT IS NOT ELIGIBLE FOR A GRANT?

Materials-only requests, new construction, demolition, repaving or repair of parking lots, and reimbursement for work already completed. Residential properties are also ineligible.

## HOW ARE APPLICATIONS EVALUATED?

Project proposals will be evaluated based on:

- **Quality and Completeness of Application**

Has enough information been provided to convey the project's components and make reasonable cost estimates?

- **Consistency with NEC Revitalization Plan Goals and **NEC Design Guidelines** (see pages 10-11)** Projects should convey positive change to the community and upgrade the appearance of a property's exterior, street frontage, or parking area.

- **Impact**

Project's overall ability to produce a visible impact on the streetscape. Conditions taken into account in making a determination on visible impact include a property's proximity to NEC access points or high traffic intersections; position in a high-visibility location; potential for the proposed project alone or in combination with other projects to result in a continuous section of improved streetscape; and/or correction of code violations that impact the appearance of the streetscape.

## TO APPLY

Complete the "*NEC Enhancement Grant Program Application*" on the next page.

**Applications may be submitted in-person or by mail or courier to the address below. Applications may also be scanned and emailed to [Heather.Yost@sanantonio.gov](mailto:Heather.Yost@sanantonio.gov)**

***City of San Antonio Department of Planning & Community Development (DPCD)***

***Attn: NEC Grant Program (Heather Yost)***

***1400 S. Flores St.***

***San Antonio, TX 78204***

Applicants will be notified by email when their submission is received. If no verification email is received, please follow up.

**Deadline for submission is 4:30 PM CST on Friday, February 3, 2017**

For questions regarding the NEC Enhancement Matching Grant Program or application requirements, please contact Heather Yost at [Heather.Yost@sanantonio.gov](mailto:Heather.Yost@sanantonio.gov) or (210) 207-7919.

## NEC Enhancement Matching Grant Program

### PART I: APPLICANT & PROPERTY INFORMATION

#### REQUIRED

*All correspondence regarding the grant program will be directed to the information provided below.*

**Applicant Name:** \_\_\_\_\_

**Applicant Mailing Address** (street, city, state, zip): \_\_\_\_\_

\_\_\_\_\_

**Applicant Email:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_

**Applicant is** (check one):    Owner \_\_\_\_\_    Tenant \_\_\_\_\_

*Property owner must be able to prove ownership as condition of grant award. Tenants must provide a copy of lease agreement and approval from property owner as a condition of grant award. Please provide this documentation with the application form if available.*

### PROPERTY INFORMATION

#### REQUIRED

**Property Address** (street, city, state, zip): \_\_\_\_\_

\_\_\_\_\_

**Business Name or Name of Center:** \_\_\_\_\_

## NEC Enhancement Matching Grant Program

### PART II: DESCRIPTION AND COST ESTIMATE OF PROJECT

**REQUIRED:** You may use the worksheet below **or** attach a separate sheet to describe your project and its associated costs. Whichever method you chose, it must include both a description of the work AND a cost estimate.

- **Describe each element of project separately** (facade, landscape, and/or signage).
- **Be as specific as possible.** A good description includes numbers, measurements, location of improvements, paint colors, types of plants being used for landscaping, etc.
- **Include well-researched cost estimates.** The cost estimates provided below will be used to determine the amount of your grant award, so please be detailed. A formal bid from a contractor is encouraged, although not required, for the application.

DESCRIPTION OF WORK	ESTIMATED COST
Example: Power wash and repaint front façade . Paint color is Tan.	Labor and 15 gallons of paint = \$3,000
Example: Clear and prep existing area, install xeriscaping landscaping on each side of parking lot entry	13 bags crushed rock @ \$50 each = \$650; 10 rose bushes @ \$25 each = \$250
<b>Total Project Cost</b>	<b>\$</b>
<b>Total Grant Amount Requested (50% of Total Project Cost)</b>	<b>\$</b>

## NEC Enhancement Matching Grant Program

### PART II: DESCRIPTION AND COST ESTIMATE OF PROJECT (CON'T)

DESCRIPTION OF WORK	ESTIMATED COST
Continue description here if needed.	
Total Project Cost	\$
Total Grant Amount Requested (50% of Total Project Cost)	\$



## NEC Enhancement Matching Grant Program

### PART III: ILLUSTRATION OR VISUAL

**REQUIRED:** Attach or provide any supporting documentation that will help the evaluation committee visualize your project. Examples include: **pictures of property to be enhanced, location of enhancements, paint color samples, pictures of plants to be used for landscaping, and/or preliminary designs. Hand-drawn sketches are helpful and acceptable.** Original hardcopy photos submitted with application may be returned upon request.

I understand that this document is for application purposes only and does not constitute an agreement with the City of San Antonio. I understand that if my application is selected, I will be required to provide all required documentation prior to the execution of an Award Contract.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



“**Design**” refers to the appearance and function—or “look and feel”- of a community. Design guidelines supplement City zoning and code requirements with the intention of creating unified, complete communities that are inviting for residents, businesses, and customers. Guidelines present a range of options for the design of new buildings and the redevelopment of existing facilities. Common design guidelines address building materials, landscaping, signage and lighting.

***As a condition of receiving NEC Enhancement Matching Grant Program funds, the City requires that grant recipients follow these basic guidelines in the selection and installation of building materials, landscape elements, and signage.***

## BUILDING MATERIALS

- The requirements for building materials apply to all building elevations visible from major NEC thoroughfares (Perrin Beitel, Nacogdoches, Naco-Perrin, Thousand Oaks, etc).
- To the greatest extent possible, building materials, colors, and finishes should be used that are compatible with existing properties in the NEC to support a consistent visual theme.

### Encouraged

- Finished masonry or equivalent
- Decorative concrete (profiled, sculpted, fluted, textured, or varied in design)
- Native stone (or synthetic equivalent)
- Brick or brick veneer
- Cement fiber board (hardiplank)
- Stucco
- Glass
- Metal may be used on roofs, canopies or awnings; balconies and railings; doors, windows, and their framing
- Window security film (a window laminate used in place of burglar bars)

### Discouraged

- Siding made of vinyl, wood fiber hardboard, oriented strand board, plastic or fiberglass panels
- Corrugated, ribbed, galvanized, aluminum, coated or unpainted metal on wall elevations (prohibition does not apply to metals used on roofs, awnings, or canopies)
- Unfired or under-fired clay, sand, or brick
- Unfinished concrete cinderblock (also called “masonry units”)
- Smooth or un-textured concrete finishes
- Mirrored glass with a reflectance more than 20%
- Burglar bars

## LANDSCAPE

- The requirements for landscaping include the use of drought-tolerant, low-water, and native trees, plants, and shrubs for sustainability and conservation of resources. See San Antonio Water System’s (SAWS) “Garden Style” site for approved plant list and landscape design tips: [www.gardenstylesanantonio.com](http://www.gardenstylesanantonio.com). San Antonio’s Unified Development Code also contains a “Recommended Plant List.”
- All San Antonio regulations concerning utilities and maintaining clear lines of sight apply. Call before you dig: [www.call811.com](http://www.call811.com).

### Encouraged

- Xeriscaping
- Screening of parking areas with vegetative buffer
- Planters and planter boxes
- Landscaping at base of on-premises signage
- Plantings in frontage right-of-way (ROW) with appropriate accommodation for utilities and lines of sight

### Discouraged

- Trees, plants, and shrubs that are not low-water or drought-tolerant
- Any feature that inhibits a clear line of sight for vehicular or pedestrian traffic

## SIGNAGE

- All signs (affixed to building and on-premises) must be properly permitted and meet current San Antonio UDC regulations. Information on signage requirements is available at: [www.sanantonio.gov/DSD/Resources/Codes](http://www.sanantonio.gov/DSD/Resources/Codes).
- All signage should be designed to reduce clutter and contribute to a cohesive streetscape.

### Encouraged

- Externally illuminated signage and lettering
- Internally illuminated signs with opaque field and translucent letters
- Hanging signs
- Removal of out-dated or abandoned pole signs

### Discouraged

- Internally illuminated channel letter, flashing, or strobe signs
- Digital, video, or LED signs
- Temporary signs (banners, yard signs, etc).

# APPLICATION CHECK-LIST

## Have you...

- Determined you are within the eligible NEC Boundary per the map on page 3?
- Read the Design Guidelines on pages 10-11?
- Completed all three sections of Application Form?
  - I. Applicant and Property Information
  - II. Project Description and Cost Estimates
  - III. Illustration or Visual of Property/Project
- Completed application packages must be submitted to either:  
**City of San Antonio Department of Planning & Community Development (DPCD)**  
**Attn: NEC Grant Program**  
**1400 S. Flores St.**  
**San Antonio, TX 78204**  
**OR Heather.Yost@sanantonio.gov**
- Deadline for receipt of applications is **4:30 PM on Friday, February 3, 2017**

*Information on the NEC Corridor Revitalization Initiative can be found at  
[www.northeastcorridorsa.com](http://www.northeastcorridorsa.com)*

*For questions on the NEC Enhancement Grant Program, please contact Heather Yost at [heather.yost@sanantonio.gov](mailto:heather.yost@sanantonio.gov) or (210) 207-7919*