

# NEIGHBORHOOD COMMERCIAL DISTRICT IMPROVEMENT PROGRAM

Commercial District Managers: (314) 657-3700 FAX: 613-7011

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## ELIGIBILITY

**WHO:** Business Owners / Building Owners who are in a designated Commercial District, or Business Districts applying for public improvement funds to enhance district appearance.

**WHAT:** Improvements to the Façade of the Building, this is any part of the building's façade visible from sidewalk, or improvements to a Business District's streetscape. Eligible improvements may include:

- Awnings
- Entrance Doors
- Windows
- Window Treatment
- Painting
- Signage
- Exterior Lighting
- Parking Lots: Repair, Patch, Pave, Stripe
- Storefront Renovations
- General Façade Repairs
- Building Cleaning
- Sidewalks
- Fencing
- Business Location Monuments  
District Banners /Signage  
(in public right of way)
- Landscaping
- Street Trees
- Trash Cans: will have to be emptied by merchants.
- Other eligible projects dealing with the business (please specify below)

## APPLICATION PROCESS

- ◆ Application to be completed by Business Owner(s) / Building Owner(s);
- ◆ Owners to complete application with Commercial District Manager's (CDM) assistance;
- ◆ CDM will schedule meeting with Design Team to approve Renovation Project;
- ◆ At least 3 bids are required for the project;
- ◆ Bids from qualified Minority and Women Businesses are needed for at least 25% of overall project when available . There may not be qualified Minority and Women contractors in all fields: CDM can assist the Applicant with bidding process if requested;
- ◆ Contractors need to be Licensed in the City of St. Louis and provide Federal Tax ID or Social Security Number, and pay prevailing wages in accordance with the Davis-Bacon Act, on all eligible projects;
- ◆ Completed application, along with a copy of ALL bids are to be given to SLDC for authorization (notification to be sent to Business Owner/ Building Owner/Business District Representative).

## AUTHORIZATION

- ◆ St. Louis Development Corporation to review all documents submitted;
- ◆ Application along with an approved Central Business Index Clearance (CBI) Form;
- ◆ Bids from at least 3 contractors per project; Minority and Women Contractors element;
- ◆ Project reviewed for Environmental, 106 Design, and CDA Funding requirements;
- ◆ SLDC notifies Business Owner / Building Owner that the project is qualified and identifies the exact amount of the grant;

## PERMITS

- ◆ Contractors to apply for all necessary building permits;
- ◆ Contractors to submit forms and all requisite paperwork in compliance with Davis-Bacon Act, when applicable;
- ◆ Façade Committee (Building Division, Board of Public Service, Zoning, Cultural Resources, St. Louis Development Corporation, Community Development Agency, and Commercial District Managers meet every other week;
- ◆ Problem resolution: Commercial District Manager with Contractors, Architects, Business Owner, and/or Building Owner;
- ◆ During construction, CDM conducts a Site Visit ;

## INSPECTION

- ◆ When all work is completed, Business Owner / Building Owner to contact Commercial District Manager for a final inspection.
- ◆ Business Owner / Building Owner to supply Commercial District Manager with copies of ALL paid invoices and Lien Waivers dealing with grant reimbursement;
- ◆ Commercial District Manager to inspect that all work on the application is completed;

## PAYMENT

- ◆ Commercial District Manager to request reimbursement for the individual project from St. Louis Development Corporation. St. Louis Development Corporation requests funds for reimbursement from Comptroller. St. Louis Development Corporation issues a check to pay for work completed with a Grant from the Neighborhood Commercial District Improvement Program.
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