

# Houma Restoration District Façade Grant Guidelines

## Sponsorship Purpose

The Houma Restoration District (HRD) has developed a Façade Repair/Improvement Grant Program ("Program") designed to provide an economic incentive for improving the appearance of the façades of buildings in the District, and to encourage quality renovation that will enhance and be consistent with the historical design, materials, and architectural character reflected in the original design of the building.

Improvements to the interior of the buildings or to exterior portions not visible from the street are not eligible for the grant. Buildings with first floor retail uses, which will result in new commercial occupancy, will receive funding priority. Façade improvements that are part of the creation or rehabilitation of upper story uses will also be considered a priority.

All projects must support the Houma Restoration District mission of providing for restoration and preservation of the character of the area within the jurisdiction of the HRD, to provide opportunity for cultural events, and to encourage development within the district.

## Application Requirements

### Application Deadline – December 31, 2025

**Façade Grant Applications** will be reviewed and awarded on a rolling basis.

- Applicants must turn in the original signed grant application with original signatures.
- Property must be located within the HRD.
- Property address must be legible and placed in a position that is visible from the street or road fronting the property.
- The properties proposed for façade improvement must be structurally sound with the roof intact and meet basic public safety codes.
- Only façades abutting public rights-of-way are eligible for assistance, except for highly visible rear façades.
- Applications must meet all Parish and State regulatory/code requirements that affect leases and servitudes, air rights and sidewalk, fire and building safety, and all ADA requirements.
- Applicants must be able to document total project costs that the matching grant amount will apply to, and the construction contract and related documents must clearly delineate the costs associated with the Façade Improvement project, separate and apart from any other construction or renovation costs. The HRD may request up to three bids for the planned work.
- Successful applicants must enter into a Funding/Grant Agreement with the HRD.
- All projects must be completed within two years of funding, or sooner, at the discretion of the Board of the HRD.
- Ineligible Improvement Projects include • Roof improvements • Electric improvements • HVAC improvements • Any interior work to the building • Property acquisition • Working capital • Equipment, Furniture and Fixtures used in the operation of the business

➤ **Email Applications to:**

Houma Restoration District  
Email: hrdcommission@gmail.com

### What Types of Grants are Available?

- **Façade Grant** – repairs and/or improvements designed to attract revitalization and economic growth in Houma and creates a positive perception of Terrebonne Parish.

Applications may be partially funded.

All projects must be substantially complete within two years of funding approval, unless a shorter period is provided in writing by the Board of the HRD. Following completion, all façades must be maintained for a minimum of five years at the applicant's expense. Applicant maintenance budget shall be considered in the grant process.

Given the competitive nature of the grant process and the number of applicants, it is likely applications will not be fully funded, if at all. It is important to consider additional sources of funding. All funding for the grants listed above are driven by contributions from HRD.

### Who is Eligible to Apply?

**All applicants must be domiciled within Terrebonne Parish.** Applicants ***may not*** apply for ***projects that will occur outside of the Jurisdiction of the Houma Restoration District in Terrebonne Parish.***

- A business registered with the Secretary of State and must be in good standing with the registered state.
- A business with a pending registration with the Secretary of State.
- A federal, state, or local governmental entity.
- A state-recognized Nation American nation.
- An accredited university, college, or school.

Applicant must provide proof of eligibility. Individuals or groups other than described above may apply only through the endorsement of an eligible entity. The entity endorsing the applicant must provide a letter of support for the project and agree to all fiscal responsibility for the funds including appropriate use and reporting required by the HRD.

### Grant Amount

- Max grant amount of twenty-five thousand dollars (\$25,000)
- Applications will be partially funded in a 50/50 match system between HRD and property owner.

### Use of Grant Funds

Grant funds shall be used in ***one or more*** of the following areas:

- Removal of vinyl or aluminum siding
- Façade restoration and/or repair
- Replacement of signage/awnings
- Installation of exterior lighting
- Basic Cosmetic work (painting, masonry, cleaning)
- Brick re-pointing
- Window replacement
- Renovations of covered entrances
- Renovations of cornices, gutters, and downspouts

For the purpose of this program, eligible expenditures shall include expenses related solely to those façade improvements as outlined above and/or otherwise determined as eligible by HRD at its sole discretion.

#### **Ineligible Activities**

- Interior furnishings
- Non-permanent fixtures
- Business / personal property, equipment, and supplies
- Interior lit signs, or interior window coverings
- Upper-story additions to existing buildings
- Roof reconstruction
- Structural foundations
- Billboards
- Security bars
- Razor/barbed wire fencing
- Sidewalks and paving

#### **Evaluation Criteria**

All completed and eligible applications will be reviewed and recommended for funding based on the evaluation criteria listed:

- How will the project promote restoration within the jurisdictional area of the Houma Restoration District in Terrebonne Parish?
- How will the project promote preservation of the character within the jurisdictional area of the Houma Restoration District in Terrebonne Parish?
- How will the project provide for cultural events within the jurisdictional area of the Houma Restoration District in Terrebonne Parish?
- How will the project encourage development within the jurisdictional area of the Houma Restoration District in Terrebonne Parish?
- What specific, quantifiable results are available, including but not limited to use/participation of the project?
- Does it have a sound plan to measure achievement of the objectives?
- Does the budget meet eligibility requirements?
- Does the budget list all revenues and expenses clearly and indicate qualifying costs?

## Final Report Requirements

- Does the project reflect a true need for funding?

### What does my Organization Submit?

1. Complete the application on the forms provided. No handwritten applications or incomplete applications will be accepted. Applications are available online and can be requested by emailing [hrdcommission@gmail.com](mailto:hrdcommission@gmail.com).
2. **All applicants must submit the following:**
  - a. Completed original single-sided application form with original signatures.
  - b. Board of Directors list including names, addresses, phone number, identifying officers, and professional affiliation.
  - c. All applicants are encouraged to submit letters of support for the project.
  - d. Signed Resolutions of Authority Letter, indicating that the signatory is authorized to enter into an agreement with the HRD.

### How are Funding Decisions Made?

Only completed applications containing all requested information and attachments submitted by the set deadline shall be considered for review. If the application form or attachments are incomplete, the application will be considered null and void until all supporting documents are provided. Our office will complete a Return-On-Investment form using information provided in the application to determine the amount of fund. The HRD's Board of Directors will meet and evaluate each application against the program's criteria. The monthly Board of Directors meetings are held on the first Tuesday of each month.

### What do I do if I'm Funded?

Congratulations! You will enter into a contract with the Houma Restoration District. Applicants who receive partial funding should be prepared to revise the plan and budget accordingly. Once the contract has been signed and approved by all parties, you will be eligible to receive your first payment of 75% of your grant award.

**If at any time, you are unable to complete the project for which you are funded, immediately contact the Houma Restoration District.**

**If the project is not completed within the allotted time frame, applicants must return funds advanced by the program to the HRD within 30 days of project deadline date as a debt due and owing to the HRD.**

During your project, you are responsible for keeping track of information and financial information related to the project for which you received grant money. You must keep copies of all receipts, invoices, check numbers, and cancelled checks.

The final report form will be sent along with the grant agreement, and it will document the project provided by your organization. Information in the final report should show use and interest generated, a breakdown of how grant funds were used, and an evaluation of the success of the criteria detailed on the original application. Once you have submitted the final report with all required documentation and it has been approved, you will receive the final 25% of your grant award. **Final reports must be submitted to the HRD no later than forty-five (45) days after substantial completion of the project. All final reports must be submitted on the Final Report form, no other forms will be accepted.**

**Following substantial completion, the grant recipient is required to operate and maintain the project in good, aesthetic, and working order, at the cost of the grant recipient, for a minimum of five years. Grant recipients shall present annual compliance reports during that five year period.**

#### **Miscellaneous Requirements**

Organizations funded through this grant program are **required** to credit the Houma Restoration District by name and/or credit statement in all relevant and appropriate printed public material (brochures, flyers, banners, etc.).

If the HRD determines that a grantee has failed to comply with the terms and conditions set forth in the agreement, that grantee shall become ineligible to receive its final payment of 25% of the grant award. Recipients in non-compliance status may also be asked to return all or some of their initial grant payment. For one year following a determination of non-compliance, the grantee will be ineligible to apply to any grant program administered by the HRD.