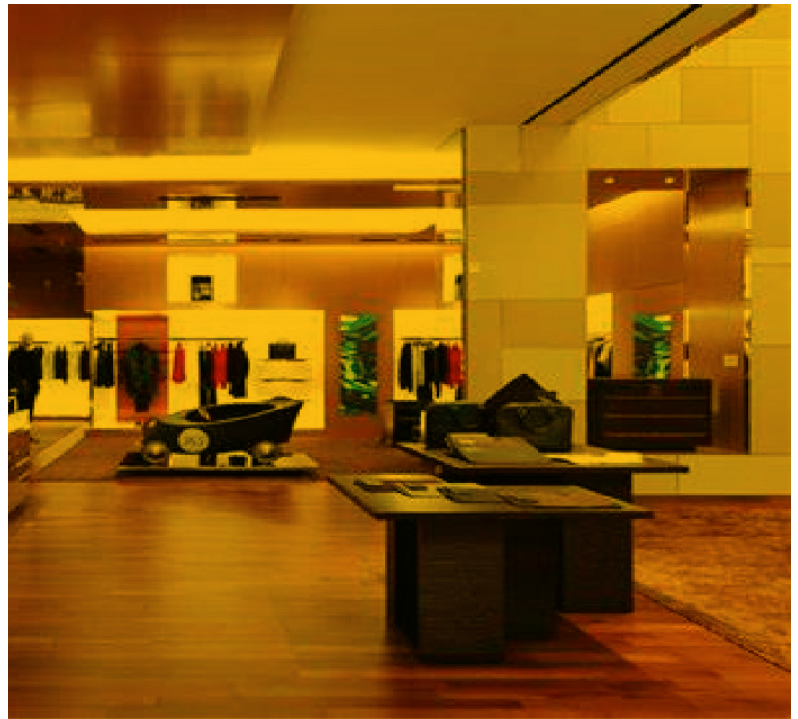


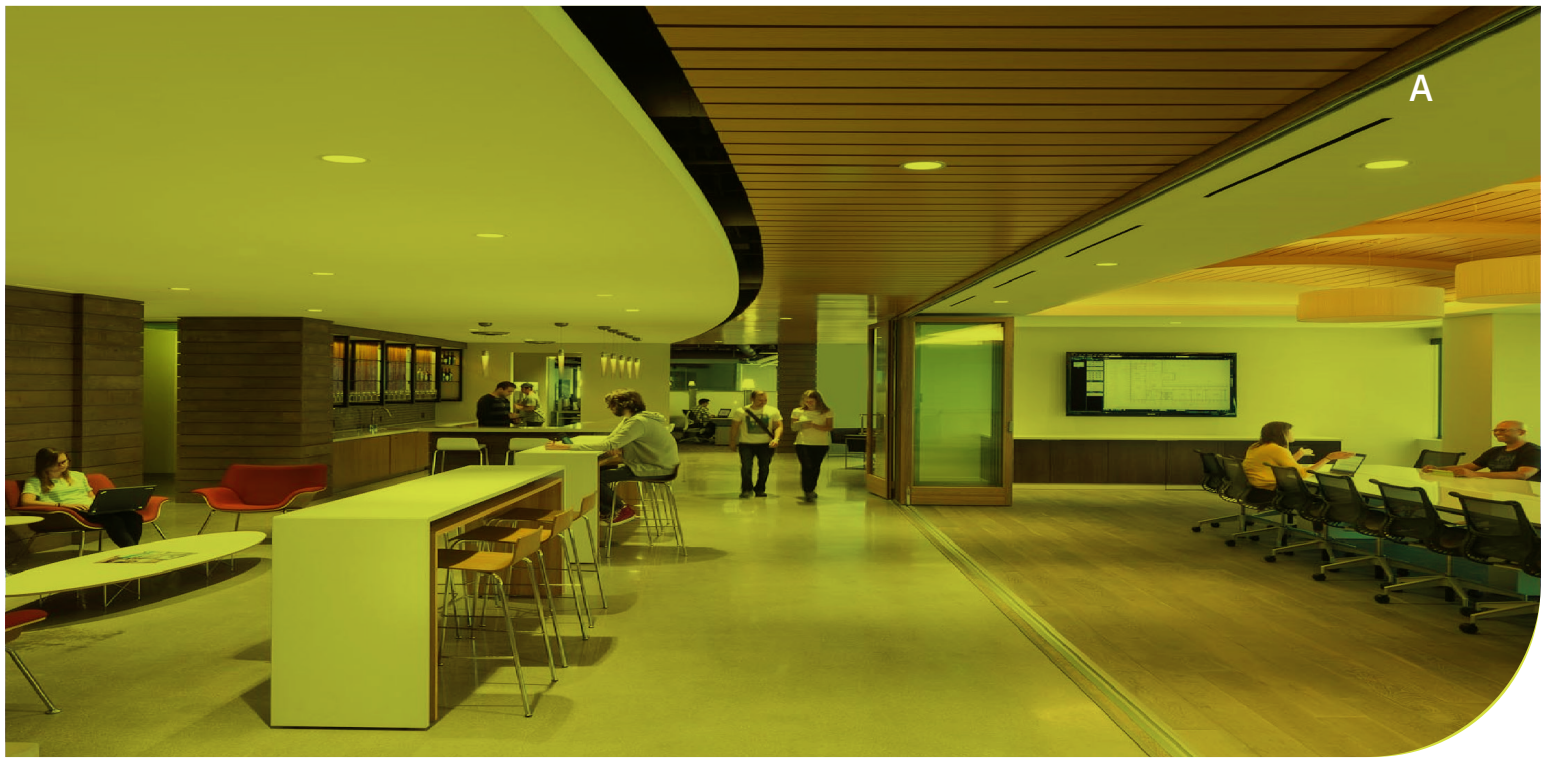
DOWNTOWN
DEVELOPMENT
DISTRICT

NEW ORLEANS



Retail Tenant Improvement Program

THE POSSIBILITIES ARE ENDLESS IN DOWNTOWN NEW ORLEANS.



Retail Tenant Improvement Program Manual

Program Manual Contents

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Program Summary

This program is intended to provide a small business owner project coordination and/or financial assistance for undertaking the rehabilitation and renovation of vacant commercial or industrial properties located in the Downtown Development District(DDD) of New Orleans.

PROGRAM OBJECTIVES AND GOALS

The creation of both project coordination and financial incentives designed to induce greater small business investment in the downtown district will be essential for the ongoing redevelopment of the downtown area. Many existing buildings were originally designed under older building and fire Codes and operated under different Occupancy classifications. A majority of the structures have deferred maintenance and code compliance deficiencies that have not been addressed for decades. Potential businesses and entrepreneurs that plan to open or expand their operations discover that many of the buildings lack minimum code requirements to support new office, retail, entertainment, food and beverage concepts that the city is striving to attract.

The objectives of this program are to:

1. Encourage new business through the rehabilitation of older vacant commercial buildings particularly the upper floors or the establishment of an initial occupancy in speculative tenant space that has been vacant since development;
2. Enhance the physical appearance of the area;
3. Improve the overall economic viability of the city of New Orleans.

Each applicant should be prepared to demonstrate how the proposed project meets all of the following program goals:

1. The project results in a significant improvement to a commercial, industrial or mixed-use building as evidenced by the achievement of two or more of the following objectives:
 - Rehabilitation of a vacant building or existing tenant space to open or expand a business
 - Improvements to a vacant tenant space to establish an initial occupancy to open or expand a business
 - Renovations or improvements to an existing building or tenant space to address code compliance issues affecting the economic viability of the proposed project
 - Project creates new employment opportunities
2. The business, whether property owner or tenant of the project, is committed to and has the ability to maintain or expand its business presence at the project location
3. The business, whether property owner or tenant of the project, are committed to maintain all project improvements for the useful life of the improvements.
4. The project possesses positive economic attributes that will provide and increase economic activity around the surrounding neighborhood.

PROGRAM OBJECTIVES AND GOALS

1. To qualify for **project coordination**, projects must meet the following requirements;
 - a. Project eligibility is limited to businesses locating to or expanding within the DDD boundary lines.
 - b. All applicants must participate in a pre-qualification meeting to determine what development services will be required and establish a project schedule timeline for the scope of work to be performed.
2. To qualify for **code compliant reimbursement**, all projects must meet the following requirements;
 - a. Project eligibility is limited to businesses locating to or expanding within the DDD.
 - b. Businesses completing tenant remodel work within an existing building or tenant improvements to establish an initial occupancy in a speculative tenant space that has been vacant since development, either of which are required to satisfy certain building, fire and life safety code requirements (as defined under Qualified Improvements for Funds Reimbursement section).
 - c. Tenant Space under 10,000-square-feet.
 - d. Funds are available on a first come, first served basis based on the performance schedule outlined in this program manual.
 - e. A full Retail Tenant Improvement application (including the pre-qualify conference) must be submitted prior to the commencement of construction.
3. **Ineligible Properties and Businesses** -The following properties and businesses are ineligible from participation in the Retail Tenant Improvement Program:
 - a. New ground up building construction or additions to existing buildings.
 - b. Single-family properties.
 - c. Residential portions of a larger mixed-use development.
 - d. Properties or projects which do not satisfy all of the program eligibility requirements.
 - e. Any cannabis related businesses.
 - f. Other business types:

<ol style="list-style-type: none"> i. Tattoo parlors ii. Check cashing iii. Bail bonds iv. Sexually oriented businesses v. Churches vi. Convenience stores vii. Erotic dance viii. Locksmiths ix. Massage therapists x. Pawnbroker & auto pawn xi. Smoke shop xii. Wedding chapels 	<ol style="list-style-type: none"> xiii. Auctions & auctioneers xiv. Escort bureau xv. Martial arts xvi. Outcall entertainment xvii. Psychic arts xviii. Teenage dances xix. Burglar alarms xx. Ice cream truck xxi. Massage establishment xxii. Pistol permit xxiii. Reflexology
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QUALIFIED IMPROVEMENTS FOR FUNDS REIMBURSEMENT

1. The following building improvements shall be eligible for funds reimbursement:
 - a. Fire life/safety upgrades to satisfy current fire code regulations related to:
 - i. Fire sprinkler systems
 - ii. Fire alarm systems
 - iii. Fire panels
 - iv. Smoke control systems
 - v. Kitchen hood systems
 - b. Building & Safety upgrades to satisfy current building code regulations related to:
 - i. Egress upgrades, including panic hardware, illumination and exit signage
 - ii. Ingress upgrades, including stairs, elevators, interior ADA ramps
 - iii. Mechanical, plumbing and electrical upgrades
 - iv. IECC energy code upgrades
 - v. Asbestos or similar abatement
 - c. Accessibility upgrades to satisfy current code regulations related to:
 - i. Restroom remodel for ADA compliance
 - ii. Egress upgrades including ramping, panic hardware, door swings
 - iii. Ingress upgrades including, stairs, elevators, interior ADA ramps
 - iv. Floor leveling/resurfacing to correct cracks or other obstructions
 - v. ADA parking stall upgrades
 - d. Utility upgrades associated with building remodel related to:
 - i. Three-phase or similar power upgrades
 - ii. Increased water line sizing
 - iii. Backflow devices
 - iv. Sewer upgrades including grease interceptors
 - e. Health Department regulations associated with building remodel related to:
 - i. Three-compartment or mop sinks
 - ii. Sanitation regulations including FRP or similar
 - f. Qualifying code compliant improvements (qualified improvements) will be based solely on the work shown on the tenant improvement plan for a tenant completing qualified improvements resulting in a new certificate of occupancy (C of O).

Non-Code Compliance Building Improvement Costs, including but not limited to, working capital, property purchase, furniture, fixtures and equipment or inventory acquisition and installation, aesthetic/cosmetic upgrades, demolition/ clean-up or any soft costs including but not limited to consulting, professional, financing, marketing or legal fees shall not be included in the code compliance building improvement qualifying funds expenditure.

QUALIFIED IMPROVEMENTS FOR FUNDS REIMBURSEMENT (CONT'D)

2. The following due diligence & regulatory review fees associated with projects completing work listed under the above improvements shall be eligible for reimbursement:
 - a. Occupancy Investigation/Sewer Fixture Count Permit Fee
 - b. Pre-Review Department of Safety & Permits Meeting Fee
 - c. Land Use Entitlement Application Fee
 - d. Department of Safety & Permits/Fire Prevention Permit and Plan Check Fee
 - e. Off-site/Civil Improvement Fee
 - f. Business License Origination/Application Fee
 - g. Expedited/Express Plan Review Fee

Non-city of New Orleans Department Fees shall not be included in the due diligence & regulatory review qualifying funds expenditure.

Funds Reimbursement Ratio

1. To ensure that the Downtown Development District's (DDD) investment in the project is maximized, the DDD will require the applicant to provide a 100 percent matching cash contribution to the DDD's funds so that the applicant has a vested financial interest in the completion of its improvements. Projects must meet the following private to public investment ratio as listed below under the project milestone investment schedule.
 - a. Code compliant qualified building improvements as listed under subsection D.1 above: 4:1 private to public investment ratio; maximum **\$20,000** reimbursement for projects with qualifying code compliance costs of **\$100,000** or greater.
 - b. Utility upgrades as listed under subsection D.1.d. above; 1:1 Private to Public Investment Ratio; maximum **\$20,000** reimbursement for the hard cost of Utility Upgrades of **\$20,000** or greater.
 - c. Due diligence and regulatory review fees as listed under subsection D.2 above: 2:1 Private to Public Investment Ratio; maximum **\$2,500** reimbursement for projects with qualifying fees **\$5,000** or greater.
 - d. The maximum dollar amount that can be awarded to any project utilizing a combination of the above categories shall not exceed **\$20,000**.

FUNDING PRIORITIES

1. Projects qualifying for funds reimbursement shall be awarded funds on a first come, first served basis.
2. The Downtown Development District (DDD) has agreed to budget a certain amount of funds for this program, which may be amended from time to time. Once all budgeted funds for the fiscal year are expended, no further funds may be awarded.
3. Projects qualifying for due diligence & regulatory review reimbursement funds shall be approved only after the submittal of a completed Retail Tenant Improvement Program funds reimbursement application and the issuance of the project's building permit for tenant improvements for a certificate of occupancy (building permit) by the city of New Orleans Department of Safety & Permits and the Historic District Landmarks Commission.
4. The code compliant reimbursement funds shall be reserved for a project for a period of 180-days after Building Permit issuance and shall be paid upon completion of the project as noticed by the final inspection approval for issuance of the certificate of occupancy by the city of New Orleans Department of Safety & Permits.
5. If the project is not completed within the 180-day allotment, the funds reserved for code compliant reimbursement will no longer be reserved exclusively for the project and may be used for other eligible projects. Projects not completed within this time frame will have the ability to submit an amended project completion schedule proposal IF the project encountered an unavoidable or unique hardship that resulted in the projects delay. It will be at the sole discretion of the city to approve or deny this request based on the merits of the hardship. There will be no appeals process after the decision has been made.

APPLICATION AND APPROVAL PROCESS

Application Process

1. Retail Tenant Improvement Program Preliminary Application Projects requesting assistance must participate in a pre-qualification meeting with staff to determine project eligibility.
 - ☐ Confirm that the subject property is in the DDD district
 - ☐ Confirm that the subject property is zoned commercial, industrial or mixed use. Or, in form based code districts, confirm that the proposed use is permissible in the applicable Transect Zone.
 - ☐ Confirm that the tenant space is under 10,000 square-feet
 - ☐ Confirm whether the proposed business qualifies for project coordination, funds reimbursement participation or both
 - ☐ Complete, sign and date the Retail Tenant Improvement preliminary application and return to the proper staff member
2. Retail Tenant Improvement Program Funds Reimbursement Application
 - ☐ Complete application; sign and notarize
 - ☐ Copies of invoices for qualifying code compliance building improvement expenses
 - ☐ If you are a tenant, copy of signed lease may be requested

Approval Process

Applications will be reviewed based on the criteria listed herein and in the order which they were received. All projects meeting the minimum qualifications will be accepted into the project coordination program. Approval for matching funds contributions shall be based on permit issuance date as outlined below:

1. Submittal of a completed Retail Tenant Improvement funds reimbursement application form and the issuance of the projects Tenant Improvement for certificate of occupancy permit by the city of New Orleans Department of Safety & Permits and the Historic District Landmarks Commission.
2. The DDD shall have the ultimate authority to accept or reject each application, and have complete authority to decide whether requested work is eligible for this program.

Funds Distribution

Once approved, the city shall commit funds based on the following schedule;

Once approved, the DDD shall commit funds based on the reimbursement ratio as agreed on the application form and once approved, the DDD shall commit funds based on the reimbursement ratios as previously described in the Funds Reimbursement Ratio section of this Retail Tenant Improvement Program manual.

Any action taken by the DDD is final. There is no appeal process for applications which are not approved by the DDD. Payment for funds up to \$20,000 shall be made in accordance with the DDD's direct payment request policy.

APPLICATION AND APPROVAL PROCESS CONT'D

Project Completion

- ☐ Site inspection with DDD staff.
- ☐ Submit copies of paid invoices with corresponding copies of cancelled checks or other proof of payments documentation as deemed acceptable by the city and, at a minimum, conditional lien releases.
- ☐ Certificate of occupancy issued or Final Building Inspection.
- ☐ Business license issued.
- ☐ Payment of funds takes approximately 30-45 days once all copies of all invoices and cancelled checks are received

ADDITIONAL GUIDELINES

- Property owner and/or applicant must not have any past-due bills or debts payable to the city of New Orleans. Property taxes must be current. Property must be free of all mechanics liens at time of application.
- The final selection of a contractor is the sole responsibility of the participating business. As such, the agency shall offer no warranty on work performed. The applicant should obtain any desired warranty information from the contractor in writing.



Downtown Development District New Orleans

Retail Tenant Improvement Program

Preliminary Application Form

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Project Name:				
Address:				
APN(s):			Project #:	RTIP
Property Owner:			Project FTE Employees:	
			Project Square-Footage:	
Applicant:	Name:		Existing Vacant Space (Y/N):	
	Email:		Proposed Use or Occupancy:	
	Phone:		Notes:	

Project Summary:

Based upon the above report, it has been determined that the project:

Qualifies for Project Coordination (Y/N):	
Qualifies for Funds Reimbursement (Y/N):	
Signature of Staff	Date
Staff Name (printed)	

DDD Funds Reimbursement Disclaimer

For projects qualifying for Funds Reimbursement, the Applicant acknowledges that the Retail Tenant Improvement Program will only pay for qualifying expenditures as outlined by the Retail Tenant Improvement Program Manual. This Form acknowledges that the Project as currently proposed meets the minimum qualifications in order to apply for the Funds Reimbursement Application; however, it does NOT ensure approval of the Application.

Signature of Applicant	Date
Applicant Name (printed)	

<p>Downtown Development District New Orleans</p> <p>Retail Tenant Improvement Program</p> <p>Funds Reimbursement Application</p>

Property Owner:	Name:	Company Name:
	Phone:	Email:
Applicant:	Applicant Name:	Company Name:
	Phone:	Email:
Contractor:	Contact Name:	Company Name:
	Phone:	Email:

Program Eligibility Checklist	
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Project Name:		Project Address:	
Project Number: RTIP-		Project APN:	
Pre-Review Meeting Date:		Existing Vacant Space (Y/N):	
		Project Square-Footage:	
Project FTE Employees:		Proposed Use or Occupancy Type:	

Project Description	
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1. Please itemize the building improvements from the building plans for a Certificate of Completion (C of C) or Tenant Improvements for C of O that qualify for Code Compliant Reimbursement. (Please attach a copy of the Contractor's invoice or estimate with line item cost breakdown for each building improvement itemized.)

[illegible]

2. Please describe the extent to which the existing building improvements are substantially dilapidated and how the financial impact of addressing identified code compliance issues affect your ability to move forward with this project. (Wherever possible, please provide photos of identified code compliance issues.)

3. Please list the names of any entities or persons who will contribute funds being leveraged with Retail Tenant Improvement Program funds to pay any contractors for this project. Prior to payment of the reimbursement, written consent from any other entities or persons allowing the reimbursement to be paid to the Applicant will be required.

4. Please describe how you intend to maintain the Retail Tenant Improvement Program funded building improvements throughout their useful life.

Execution of Application:

The Applicant acknowledges that the Downtown Development District New Orleans Retail Tenant Improvement Program will not pay for any work which is commenced prior to the award of the Retail Tenant Improvement Program(RTIP) funds as evidenced by the executed RTIP agreement.

Any work started prior to the execution of the Agreement shall be the Applicant's responsibility.

Furthermore, the Applicant acknowledges that it must expend its matching contribution prior to any reimbursement of DDD RTIP funds.

By signing below, the Applicant acknowledges that they have read the DDD RTIP Program Manual and satisfy all program guidelines as outlined in the Manual. This includes, but is not limited to, not having any past-due bills or debts payable to the city of New Orleans or DDD Agency, property taxes must be current, property must be free of all mechanics liens.

Applicant: (Signature)	Date:
(Print Name)	

State of Louisiana
Orleans Parish

This instrument was acknowledged before me on

_____ (date) by _____
_____ (name of person)

Notary Public in and for said Orleans Parish and State

Retail Tenant Improvement Program Funds Reimbursement Application Project Milestone Investment Schedule									
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Due Diligence & Regulatory Review Investment (City Fees Only)	
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DDD Application Type:	DDD Application #	NOLA Fee	Receipt #
Total:			

Code Compliance Building Improvement (Include copies of Invoices)	
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