

# EXTERIOR LIGHTING GRANT PROGRAM

Sponsored By: Edward Wisner Donation and the City of New Orleans



## Overview

The Downtown Development District (DDD) seeks to provide residents with opportunities to further enhance community safety by strengthening neighborhood vigilance and security. Continuing efforts to improve public safety, DDD is offering this Exterior Lighting Grant Program to allow neighborhoods and individuals to purchase exterior lighting to enhance pedestrian safety in the public realm.

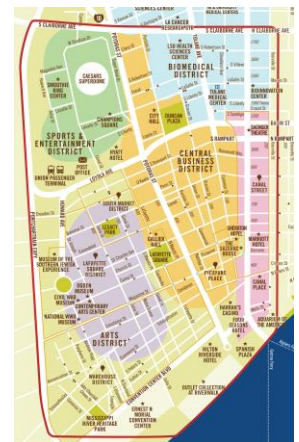
## Funding

The Exterior Lighting Grant Program will provide a grant covering **100% of exterior lighting project costs, up to a maximum of Three Thousand Dollars (\$3,000)** for the acquisition, permitting, and installation of exterior lighting to a building facade, provided that the applicant keeps them on from dusk until dawn.

## Eligibility

Applications for grants shall meet the criteria outlined below:

- Location:** Properties must be located within the Downtown Development District boundary (*See map, pictured right*)
- Property Tax Status:** The Exterior Lighting Grant shall only be awarded for properties that contribute to the DDD through the payment of ad valorem taxes and are current on payment. Properties classified by the City of New Orleans as Exempt (E), Exempt Commercial (EC) and Exempt Residential (ER) are ineligible to utilize DDD grant programs. Please contact the DDD office for details.
- Property Address:** Must be legible and placed in a position that is visible from the street or road fronting the property.
- Building Condition:** The properties proposed for improvement must be structurally sound with the roof intact and meet basic public safety codes.
- Visibility:** Only facades abutting public rights-of-way are eligible for assistance, except for highly visible rear facades. Improvements to the interior of the buildings or to exterior portions not visible from the street are not eligible for funding.
- Proof of Permits Required:** All proposed improvements must meet the requirements of the City and, if a landmark property or located within a historic preservation district, the Historic District Landmark Commission (HDLC), if applicable, as well as all other City Code requirements. Approvals or Certificates issued by the City or HDLC do not guarantee approval of grant funding.
- Proposed Projects Must Meet all Code Requirements:** Applications must meet all City and State regulatory/code requirements that affect leases and servitudes, air rights and sidewalk, fire and building safety, and all ADA requirements. This is the applicant's responsibility.
- Estimates for work:** 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 project, separate and apart from any other construction or renovation costs. The DDD may request up to three bids for the planned work.
- Successful applicants must enter into a Funding/Grant Agreement with the DDD.



Receipt of funding through the Exterior Lighting Grant Program shall not affect eligibility for other DDD or City of New Orleans programs.

# EXTERIOR LIGHTING GRANT PROGRAM

Sponsored By: Edward Wisner Donation and the City of New Orleans



## Application Process

By following this checklist, you can ensure a smooth application and approval process.

1. Schedule a meeting with the DDD to review the program and discuss improvement plans.
2. Prepare estimates for planned work.
  - Discuss necessary work with a licensed professional.
  - Submit applications for any required permits with the City of New Orleans
  - If necessary, arrange a meeting with the Historic Districts Landmarks Commission (HDLC) to review and/or approve the project scope.
3. Prepare an application package including:
  - Introductory letter with project overview.
  - Completed DDD Program Application with supplementary items.
4. Submit the application package to the DDD.
5. Receive a Grant Commitment letter from the DDD, subject to:
  - Obtaining city building permits, if necessary.
  - Receiving HDLC Certificate of appropriateness.
  - Compliance with DDD program requirements.
  - Obtaining all other required approvals.
6. Use the Grant Commitment letter as a notice to proceed with the facade improvement project. Note that renovation costs incurred before the grant commitment letter date are not eligible for project costs.
  - Initiate construction within 45 days of DDD Commitment, pending permit approval.
  - Complete construction within 120 days from the construction start date, considering weather and other unavoidable events. Any delays must be reported to the DDD in a timely manner.
  - Obtain all necessary final City and HDLC approvals.
  - Provide documentation (copies of cancelled checks) for the applicant's cost share.
7. The DDD will process a grant payment check payable to the applicant after all requirements are met and construction is complete.

## Disbursements

Documentation of total costs must be provided before payment of the grant amount is paid. The grant will not be paid until the project is complete and final approval of the project is granted by the Historic Districts Landmarks Commission, if applicable, and any other relevant City permitting agencies.

Funds will be disbursed by check payable to the grantee upon (1) upon certification of completion of the Allowable Improvements (2) upon verification by the DDD Program Coordinator that the work was completed as proposed in a satisfactory and professional manner and (3) provision of receipts for payment for such Allowable Improvements and lien releases from any contractors. Funds will not be disbursed on projects that are not in accordance with the approved plans. All grant funds shall be issued to the grantee on a reimbursement basis only.

## Funding

The President & CEO of the DDD, by virtue of these guidelines, has the authority to approve and sign funding agreements on behalf of the DDD for assistance totaling three thousand dollars (\$3,000) or less. The President & CEO, at his or her discretion, may present any and all funding agreements to the DDD

# EXTERIOR LIGHTING GRANT PROGRAM

Sponsored By: Edward Wisner Donation and the City of New Orleans



for approval. Such funding is subject to funding availability in any given fiscal year. The DDD may, from time to time at its discretion, establish annual funding for the program.

## **Disclosure**

The DDD expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The DDD retains the right to deviate from the program guidelines, or amend the program guidelines, agreements, and application procedures. The DDD also retains the right to display and advertise properties that receive funds under this Grant.

## **Schedule a pre-application appointment**

Please contact the DDD Economic Development Department for additional details and assistance.

Rene Pastorek ([rpastorek@downtownnola.com](mailto:rpastorek@downtownnola.com)) at 504-669-1070

Meaghan Nguyen ([mnguyen@downtownnola.com](mailto:mnguyen@downtownnola.com)) at 504-620-9292

Tyler Correa ([tcorrea@downtownnola.com](mailto:tcorrea@downtownnola.com)) at 504-620-9289

## **Helpful Links**

**City of New Orleans One Stop App (Permits and Licenses)**

<https://nola.gov/onestop/>

**Historic District Landmarks Commission (HDLC) Design Guidelines**

<https://nola.gov/hdlc/design-guidelines/>

**View Property Tax**

<https://nolaassessor.com/#>

**IRS Form W-9**

<https://www.irs.gov/forms-pubs/about-form-w-9>



201 St. Charles Ave, Suite 3912, New Orleans, Louisiana 70170  
Phone (504) 561-8927 Fax (504) 581-1765

**Application for  
the Exterior Lighting Grant Program**

The DDD Exterior Lighting Grant Program is based on availability and considered on a first come first served basis. A completed application does not guarantee funding. Furthermore, no grants will be awarded retroactively, which means that funding will not be awarded for eligible products purchased prior to the application date.

**Contact:**

Name of applicant: \_\_\_\_\_

Title/ affiliation to Property: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Office address: \_\_\_\_\_

Office phone number: \_\_\_\_\_ Office fax: \_\_\_\_\_

**Property Information:**

Address of project/property: \_\_\_\_\_

Tax I.D. or SSN: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**Status of applicant/property-ownership (check one):**

\_\_\_\_\_ Sole Ownership

\_\_\_\_\_ Corporation, Partnership or Trust (provide the names, addresses and phone numbers of all officers or trustees and include articles of incorporation, by-laws and/or partnership agreement)

\_\_\_\_\_ Tenant (provide a signed copy of the Tenant Authorization Contract- Exhibit A)

**Attach the following required documents to your completed application:**

1. **Introductory letter:** Providing the scope of work of the project including items, cost, and location for eligible improvement(s)
2. **Tax Status:** Copy of paid property tax receipt or copy of canceled check for current tax year
3. **Tax Form W9:** Copy of completed IRS Tax Form W9
4. **Photos of Project Site:** Two 3x5 (or larger) photographs of the building, one from the front and one showing the building in context to area and around it. If the building is on a corner, please include a third photo of the side-street facade. Photos in digital format are acceptable.
5. **Visual of the Improvement Project:** A line drawing of the building that details existing conditions as well as the work to be done. Drawings must be to scale and list all proposed changes.
6. **Estimates for Proposed work:** Construction contract and related documents clearly delineating the Façade improvement costs separate and apart from any other renovation costs. The DDD may request up to three bids for the planned work.
7. **If the Property is Occupied:** Copy of current occupational license
8. **If the Applicant is a Tenant:** Written consent from the property-owner (Exhibit A)

**An authorized corporate officer or partner(s) of the applicant’s business must sign the application, in addition to the property owner(s), if the applicant is a tenant:**

I, \_\_\_\_\_, certify that the information presented in this application and in all attachments is true and complete to the best of my knowledge.

I authorize the Downtown Development District or its agent to check with City and regulatory agencies to determine compliance with city codes and status of tax collections.

I understand that the proceeds from any grant funds may be used only for approved projects. All projects must meet the design criteria established by (or DDD’s consultation with) the Central Business District Historic District Landmarks Commission.

I understand that, in addition to this application, I must also seek and receive approval of my improvement project from the Central Business District Historic District Landmarks Commission, if applicable, and all related approvals from the City of New Orleans.

I understand that all approved applicants shall agree to have DDD signage on the property while the project is under construction. All signage is designed by the DDD and is required if the project is approved.

I understand that no construction activity may begin until the Downtown Development District provides authorization to proceed.

I further understand and agree that the final decision on project cost or eligibility lies with the DDD in its sole discretion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landlord Authorization for  
DDD Grant Program**

This Landlord Authorization for DDD Grant Program (this "**Authorization**"), is executed by \_\_\_\_\_ (the "**Landlord**") in connection with the application of \_\_\_\_\_ (the "**Tenant**") for the following grant (the "**DDD Grant**") offered by the Downtown Development District of the City of New Orleans (the "**DDD**"), with respect to the premises located at \_\_\_\_\_ (the "**Premises**").

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| _____ Façade Improvement Program   | _____ Façade Micro-Grant Program      |
| _____ Graffiti Removal Program     | _____ Outdoor Dining Program          |
| _____ Sidewalk Improvement Program | _____ Exterior Lighting Grant Program |

In further consideration of the Lease (as defined below), and the benefit to be derived by the Landlord as a result of the DDD Grant, the Landlord hereby agrees as follows:

1. The Landlord authorizes the Tenant to apply for the DDD Grant and to engage licensed contractors to complete the work contemplated by the DDD Grant (the "Work") at the Premises. The Landlord acknowledges that execution of this Authorization satisfies any requirements of consent of the Landlord for performance of the Work under the lease of the Premises, whether written or oral, between the Landlord, as lessor, and the Tenant, as lessee (the "Lease").
2. The Landlord waives any additional rights that the Landlord may have under the Lease to authorize or approve the Work, including but not limited to any right to review plans and specifications. To the extent any other provisions of the Lease would prevent the Work from being completed, the Landlord waives those provisions.
3. This Authorization shall be effective as of the date written below.
4. The Landlord waives any claims against the DDD that result from or arise out of the DDD Grant and the Work, including but not limited to any claims for injury to persons or damage to the Premises or any other property resulting from actions or omissions of the Tenant and any contractors performing the Work.

**LANDLORD:**

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

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