



ST. JOHN THE BAPTIST PARISH

Place-Based Investment Loan Program



PRELIMINARY PROJECT REQUEST (PPR)

As part of St. John the Baptist Parish's (SCPDC) continuous economic development endeavors, we are pleased to offer the Place-Based Investment Loan Program. The program is a partially forgivable loan to assist property and business owners **to improve the character and physical appearance of their buildings**. The mission is to fill identified gaps in local capital markets within target redevelopment corridors of the Parish, thereby increasing the flow of capital to projects that create a positive visual impact and catalytic economic activity. The program is administered by the *St. John the Baptist Parish Administration, Planning and Zoning Department, and Economic Development Department* in partnership with *South Central Planning and Development Commission*.

Program Overview:

Eligible program participants of the Place-Based Investment Loan Program may receive a **3-year 0% interest loan with 40% forgivable portion** for the completion of approved improvement projects. Projects funded will either consist of the replacement of dilapidated signs, facade improvements for commercial historic structures, and refurbishment of parking lots for improved water management in designated corridors of the Parish. Loans will be made for projects of a **minimum of \$5,000 up to a maximum of \$50,000** (reliant upon availability of funds). Any project amounts which exceed \$50,000 or original award must be paid for by the borrower's own funds (this includes unexpected increases in project cost beyond the initial award).

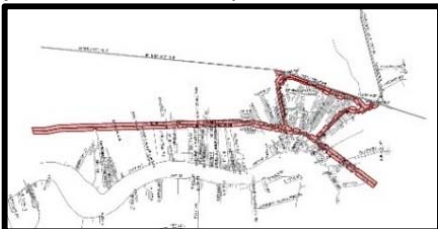
Who is Eligible:

Loans will be made to sole proprietors, corporations, partnership, and existing non-profit organizations for projects within the Program Service Area, which meet the requirements of Project Specifications.

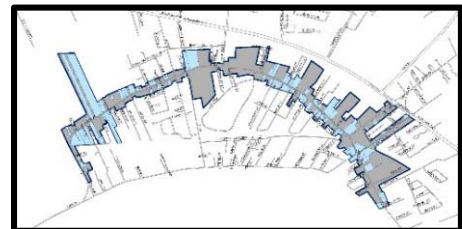
Program Service Area

Eligible projects must be located within the following designated target corridors of the Parish:

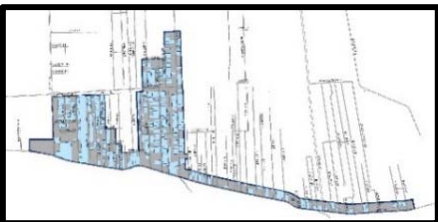
- Major Corridor Overlay District



- LaPlace Historic District



- Reserve Historic District



- River Road Historic District: Historic Towns of Edgard, Lucy, and Wallace



- Garyville Historic District



Link:

<http://scpdc.maps.arcgis.com/apps/webappviewer/index.html?id=1f2942374ffa482db71027b98e2354b7>

Visit the link above to determine if you are located in an eligible area. Type address of project location in the search bar on the top right side of the page. If the location is highlighted then you are in an eligible area.

Project Specifications:

Loans will be made for the following types of projects:

1. Replacement of Commercial Signs
 - a. Example: demolition of an outdated pole sign and replacement with a new monument sign with landscaping.
2. Refurbishment of Parking Lot for Improved Water Management
 - a. Example: repave and reduce the total square footage of impervious pavement on a commercial site for preservation of green space and the installation of “green strategies” for improved storm water management.
3. Façade Improvements for Commercial Historic Structures
 - a. Example: repair of windows, doors, awnings, painting, and provision of landscaping on a commercial historic structure and site.

Ineligible projects include: interior improvements, roof repairs, foundation repair, pole signs, interior lit signs or electronic variable message signs, interior window treatments, routine maintenance, projects that reduce number of parking spaces below required Parish minimums, subsurface drainage work, improvements on residential properties, non-permanent fixtures, architectural or other professional fees, permit fees, and business equipment or supplies.

Loan Terms & Conditions:

- 0% interest Loans will be made with terms of up to three years within the specific loan amounts as a forgivable loan.
- Initial Repayments may be deferred up to 6 months.
- A three-year compliance period begins upon satisfactory inspection of the fully completed improvements funded. The compliance period may be ended if the loan portion is fully paid.
- Compliance inspections will be conducted periodically to ensure that the project remains intact for the entirety of the compliance period. Should the project not be completed as proposed or the project site falls out of compliance with the terms of the loan, 100% repayment is required immediately upon notice to the borrower.
- During the life of the loan compliance period, borrower must hold property insurance (including flood insurance where required) covering the current value of the property plus project improvements.
- 40% of the loan value may be forgiven after both the completion of stated “project” meeting the minimum specifications above as determined by the Parish and loan balance is paid in full.

Required Preliminary Project Request Documents Checklist: [Must include all documents listed below.](#)

- Preliminary Project Request Form**
 - Detailed Explanation of Proposed Improvements**
 - Renderings, elevations, drawings, etc. for Proposed Improvements**
 - Photos of property and area to be improved**
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GENERAL BUSINESS INFORMATION

1) Legal Business Name: _____

2) "Doing Business As" (if applicable): _____

3) Date Business Established (mm/dd/yyyy): _____

4) Owner Name(s): _____

5) Business Title (e.g., President, CEO): _____

6) Owner's Cell Phone: (_____) _____ Business Phone: (_____) _____

7) E-Mail(s): _____

8) Business Website: _____

9) Business Structure: Sole Proprietorship Partnership Corporation Non-profit

10) Addresses:

a) Location of Project Address (no P.O. Box or Mailbox):

Street

City/Zip

b) Mailing Address:

Check if same as Physical Address

Street

City/Zip

11) Property is located in which Targeted Business District:

Major Corridor Overlay District

LaPlace Historic District

Reserve Historic District

Garyville Historic District

River Road Historic District

12) Owner(s) of Property (if different than applicant) _____

Contact number for Owner(s): _____

13) Property Type: Single tenant Multi-tenant

14) Do you own or lease the property? Own Lease

15) Do you own the occupying business? Yes No

16) Product or services sold or offered: _____



17) Length of time at current location: _____

18) Do you own or operate other locations for your business? Yes No

If yes, provide details: _____

19) If the property is leased, when does the lease expire? _____

20) Are you interested in a collaborative project? Yes No

If yes, please provide the names of the collaborating businesses or property owners. These businesses or property owners must submit a separate application. _____

21) Provide a brief background and history for your business/company:

22) Loan packages will be awarded from **\$5,000 to \$50,000** (40% forgivable/60% repayable). Indicate how you would use the award.

<u>Eligible Uses:</u>	<u>Check how you will use funds</u>
Replacement of Commercial Signs	
Refurbishment of Parking Lot for Improved Water Management	
Façade Improvements for Commercial Historic Structures	



23) Describe, in detail, your proposed use of the proceeds from the program:

24) Have you started any portion of the proposed project? Yes No

If yes, please provide details. Include details on any planning portion of the project you may have started such as architect designs or contractor estimates. _____

25) How will the project improve the property visually? _____



26) Is the improvement visible to passing traffic? Yes No

If yes, list the roads and/or highways that the improvement is visible from to passing traffic. _____

27) How will the project benefit the district in which it is located and/or the community as a whole?

28) Are the improvements permanent? Yes No

29) Will the improvements be affixed to the property? Yes No

30) Estimated Project Cost (Provide documentation to support the estimated cost ie. Contractor quotes, product cost, estimates ect.)

<u>PROJECT ITEM</u>	<u>ESTIMATED COST</u>
Contractors cost	\$
Labor	\$
Materials	\$
Sign cost	\$
Installation	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$



Please submit this preliminary project request [along with all required documents listed on page 2 checklist](#) to SCPDC by:

- mail (PO Box 1870, Gray LA 70359),
- email (businessloans@scpdc.org),
- Fax (985-655-7000),
- or call for drop off locations and available times (1-800-630-3791 option 3).

Once the preliminary project request is received, SCPDC and SJTBP will determine if the proposed project is within the program guidelines. *Once preliminary project request eligibility^{*i} is determined*, the business must submit the following documents:

- Completed Loan Application (to be provided upon project eligibility determination)
- 3 Years of Tax Returns for business and/or individuals with 20% or more ownership interest
- Non-Profits – if IRS Determination requires filing of 990s, then must provide 990s and three years financials; if IRS Determination does not require filing of 990s, then three years “audited” financials are required
- Copy of Government Identification for all owners
- Proof of Ownership or Letter of Authorization for Improvements (deed, lease, etc.)
- Cost Estimates for All Uses of Funds
- Additional Sources of Funding, if applicable
- A completed Credit Authorization form for individuals with 20% or more ownership interest
- Commercial tenants must submit letter of permission from the property owner
- Owners for a multi-unit property should submit a list of renters/business names

Please begin to gather the above documentation to submit upon preliminary project request approval. If you need assistance or have any questions, please contact SCPDC at 1-800-630-3791 and choose option 3.

ⁱ*Preliminary Project Request Eligibility does not ensure funding. Funding approval is reliant upon financial underwriting and availability of funds.