



# RHODE ISLAND AVENUE NE MAIN STREET STOREFRONT IMPROVEMENT PROGRAM APPLICATION OVERVIEW

## Application Package Contents

- ❶ **Program Guidelines**, which should be used to complete the application
- ❷ **Application for Services**, which must be completed in its entirety and submitted for receipt at Rhode Island Ave NE (RIA) Main Street. **Grants for qualifying businesses will be awarded on a rolling basis as long as funds are available.**
- ❸ **Application Checklist**, which should be used to confirm achievement of all application requirements

## Application Deadline and Submission

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Applicants may submit their completed applications to:

Hand-delivery:

**OR**

Mailed-delivery:

RIA Main Street  
2300 Rhode Island Ave, NE, Suite 202  
Washington, DC 20018

RIA Main Street  
P.O. Box 10041  
Washington, DC 20018

Applications may be submitted by hand-delivery, delivery service (e.g., courier or Fed-Ex) or U.S. Postal Mail. **Applications will be accepted on a rolling basis as long as funds are available.**

All requested documents must be submitted with the application. Incomplete applications will not be reviewed until documentation is complete. RIA Main Street will evaluate applications and make a determination on eligibility based solely on the documents provided by applicant(s), and upon funds availability.



## **Guidance to Prepare Application**

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Applicants may contact Kyle Todd, the RIA Main Street Executive Director, (202-808-9050 or [kyle@riamainstreet.org](mailto:kyle@riamainstreet.org)) to ask questions and receive guidance on preparing the application.

To ensure timely application completion, RIA Main Street recommends that Applicants immediately take steps to:

- Secure valid copies of Certificates of Occupancy, Good Standing and Clean Hands (see *Section 1* of the *Application for Services*)
- (if Applicant leases the commercial space)  
Discuss their application and storefront improvements with the property owner(s) and obtain their approval to proceed;
- (if Applicant owns the commercial property)  
Retrieve property deed or secure a copy from the DC Recorder of Deeds at 202-727-5374 (see *Section 2* of the *Application for Services*).

RHODE ISLAND AVENUE NE MAIN STREET  
**STOREFRONT IMPROVEMENT PROGRAM**  
**APPLICATION FOR SERVICES**

**1. Applicant Information (Business Owner)**

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This information pertains to the business owner who is applying for the Storefront Improvement (SIP) services. Under the RIA Main Street SIP program, only business owners can apply. If there are multiple business owners, all owners must sign the Application. Applicants who are leasing properties must obtain written approval from the property owner(s) for physical improvements or alterations to commercial property (see *Section 7*).

**BUSINESS**

**Businesses Name** \_\_\_\_\_

**Address of Business** \_\_\_\_\_

**Web Site** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Certificate of Occupancy**  Certificate issued by DCRA is attached, which has the name of the applicant business and a use consistent with the applicant's current business operations

**Certificate of Good Standing**  Certificate issued by OTR is attached, which has the name of the applicant business, an issue date of September 30, 2015 or later, and signature and stamp/seal by OTR staff; Or alternatively,

**Clean Hands Certificate**  Certificate issued by DCRA/OTR is attached, which has the name of the applicant business, an issue date of September 30, 2015 or later, and signature and stamp/seal by DCRA/OTR staff

**BUSINESS OWNER**

**Name** of Business Owner(s) \_\_\_\_\_

**Alternate Phone** for  
Business Owner (e.g., cell) \_\_\_\_\_

**Email** for Business Owner \_\_\_\_\_

**Year** began operating  
business at the above location \_\_\_\_\_

## 2. Commercial Property Information

Does the Applicant (business owner), lease or own the commercial property for which s/he is requesting storefront improvement services?

	<b>LEASE the COMMERCIAL SPACE?</b> If yes, provide answers in this column	<b>OWN the PROPERTY?</b> If yes, provide answers in this column
<b>Name</b> of Property Owner(s)	_____	
<b>Phone number</b> of Property Owner	_____	
<b>Email</b> of Property Owner	_____	
<b>Property Owner Permission</b>	<input type="checkbox"/> Obtained written permission from Property Owner(s) to implement requested improvements (see <i>Section 7</i> )	
<b>Square Footage</b>	_____ square feet	_____ square feet
<b>Corner Location</b>	<input type="checkbox"/> property is on corner	<input type="checkbox"/> property is on corner
<b>Year purchased</b> property		_____ (YYYY)
<b>Lease Expiration</b> date	_____ (MM/DD/YYYY)	
<b>Proof of Ownership/Lease</b>	<input type="checkbox"/> Copy of CURRENT LEASE attached	<input type="checkbox"/> Copy of DEED attached

### 3. Storefront Improvements: Eligible, Ineligible, Vendor-required, and Additional Improvements

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#### Eligible Storefront Improvements

This is a *storefront* improvement program, which comprises smaller design fixes as compared to a more expansive *façade* improvement program. There is a general ceiling on the cost for each eligible storefront improvement service (indicated below). The maximum value of total services received by any one Applicant cannot exceed \$15,000 (see *Program Guidelines* document for additional details).

Applicants may apply for the following **eligible storefront improvement** services.

#### **BUSINESS SIGN:**

- Installation, repair, replacement, and/or removal of business sign.
- Sign text must include the business name; additional text must be approved by RIA Main Street.
- *Up to \$2,500 in services (based on size and approved design).*

#### **AWNING:**

- Repair of existing canvas awnings.
- Installation of a canvas awning if there is demonstrated environmental or aesthetic need that makes an awning a better choice than a business sign. If there is no business sign, the awning must have the name of the business and street number imprinted on the canvas.
- Text on the awnings must include the name of the business and may include the property's numerical address (NOTE: Generally text such as list of products or services and business phone numbers are not eligible). All text must be approved by RIA Main Street.
- Repair or installation of *vinyl* awnings is not permitted.
- *Up to \$2,500 in services (based on size and approved design).*

#### **LIGHTING:**

- Installation of exterior lighting for business sign.
- Installation of exterior lighting that is integral to the façade of commercial building.
- *Up to \$3,500 in services. At the maximum level, at least three light fixtures must be installed.*

#### **PAINT TOUCH-UPS:**

- Painting touch-ups of exterior walls, trim, doors and railings attached to storefronts only if those touch-ups support the implementation of other storefront improvement services requested in the application.
- *Up to \$1,500 in services.*

#### **POWER WASH / REPOINTING OF BRICK:**

- Power washing and/or repointing of front exterior wall brick work of the storefront only if those touch-ups support the implementation of other storefront improvement services requested in the application.
- *Up to \$1,800 in services.*

#### **SECURITY GRATE:**

- Removal of exterior fixed or rolling security bars or grates (solid or open weave).
- Installation of security grates in the interior of the commercial space, if the new grate is as transparent as or more transparent than the existing exterior security grate.
- Installation of new interior security grates on properties, which did not previously have security grates, is not permitted.
- *Maximum cost for service will be determined on a project-by-project basis.*

### 3. Storefront Improvements (continued)

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#### **STOREFRONT WINDOW GLASS:**

- Replacement of broken storefront window glass.
- Replacement of plexiglass storefront windows with glass windows.
- Replacement of single-pane storefront window glass with laminated security glass if such a service would enable the Applicant to permanently remove exterior or interior security grates/bars.
- *Maximum cost for service will be determined on a project-by-project basis.*

#### **Ineligible Storefront Improvements**

Storefront improvements that are ineligible include any work that is:

- not specified in the work order, which is a part of an approved application;
- not specified in the Memorandum of Understanding between RIA Main Street and the Applicant; and,
- started or completed prior to the issuance of a *Notice to Proceed* by RIA Main Street.

#### **Pre-requisite Storefront Improvements Required by Vendors/Contractor**

When Vendors/Contractor inspect the existing storefront condition to develop a work order for eligible storefront improvement services, the Vendor/Contractor may determine that other improvements must be addressed prior to beginning work on eligible SIP services. If these pre-requisite improvements are not on the list of eligible services, the Applicant:

1. must indicate in *Section 4: SIP Service Request* of this application the pre-requisite improvements that are required by the Vendor/contractor for each SIP service request; and,
2. would be responsible to address the pre-requisite improvement prior to implementation of the SIP services.

#### **Additional Services**

Applicants may have other storefront or property improvements that they would like the SIP Vendors/Contractor to address in an effort to reduce costs and/or disruption time for their business.

Applicants would be responsible to directly pay the Vendors for these additional services and must coordinate using SIP Vendors for non-SIP services by:

1. indicating in *Section 5: Additional Services* of this application that they plan to use the SIP Vendor for additional services; and,
2. providing a copy of a separate work order in their application for those additional services.

#### 4. SIP Service Request (Use separate page for each request)

This information pertains to the *eligible storefront improvements* for which the Applicant is requesting RIA Main Street services (listed in *Section 3*, page 3 of this application and in the *Program Guidelines*).

The **Applicant must complete a SEPARATE PAGE for each requested improvement** (storefront element/area). Use the blank service request pages provided; make additional copies if needed.

**REQUESTED IMPROVEMENT:**     Business Sign     Awning     Painting Touch-ups  
**ONLY SELECT ONE per PAGE**     Security Gate     Lighting     Storefront Window Glass

#### CURRENT CONDITION DESCRIPTION

What is the current condition of the storefront element/area that you want to improve?

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#### PHOTOGRAPH of CURRENT CONDITION

Attach photographs of the storefront element/area for which you are requesting assistance.

#### DESCRIPTION of REQUESTED IMPROVEMENT

What service will be provided to improve the current condition of the storefront element/area?

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#### SPECIFICATIONS and DESIGN SCHEMATICS

Attach the specifications (e.g., dimensions, type of materials, colors, cut sheets) and design schematics (e.g., drawing or other graphic renderings) for the storefront improvement.

#### WORK ORDER

Attach the complete work order developed by the Vendor/Contractor that comprises itemized tasks, materials and related costs and the total cost to implement the requested service.

#### PRE-REQUISITE STOREFRONT IMPROVEMENTS REQUIRED BY VENDORS

Did the Vendor indicate other related improvements that must be addressed prior to starting on the eligible SIP service (see *Section 3*, page 4)? If yes, describe the pre-requisite improvement(s).

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#### TOTAL COST

What is the total cost quoted by the Vendor to complete the requested service?

\$ \_\_\_\_\_

#### START DATE

What is the earliest date the Vendor can start work? \_\_\_\_\_ (MM/DD/YYYY)

#### PROJECT DURATION

How long will it take the Vendor to complete the improvement service? \_\_\_\_\_ days

#### COMPLETION TIMEFRAME

Did the Vendor commit in writing to complete the project on or before September 30, 2015?

\_\_\_\_\_ Yes \_\_\_\_\_ No

## 5. Additional Services

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Are there any additional property or storefront improvement services that the Applicant would like to have the SIP Vendor complete at the expense of the Applicant or property owner (see *Section 3*, page 4)? If yes:

### List the Additional Service(s)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Work Order(s)

Attach copy of the separate work order for the additional services listed above.



## 6. Agreement by Business Owner(s)

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As business owner(s) of \_\_\_\_\_, I/we have:  
(name of business)

- reviewed the RIA Main Street Storefront Improvement **Program Guidelines** document that was provided with this application;
- used the **Application Checklist** to ensure that this application is complete on submission;
- understand that **determination of SIP services** provided is at the discretion of RIA Main Street;
- understand that I will have to **pay the fees** to obtain copies of required certificates and building permits (estimated at \$150–\$500 depending on the improvement);
- agreed to maintain sufficient **insurance coverage** for property damage and personal liability relating to the storefront improvement project;
- agreed to **working with the approved Vendor/Contractor** to implement the requested services should RIA Main Street approve my service request(s); and,
- agreed to **obtain written approval from RIA Main Street before removing or changing the SIP improvements for five years** after completion (approximately September 2020);

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Signature of Business Owner

Signature of Co-Business Owner (if applicable)

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Print Name Business Owner

Print Name Co-Business Owner

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Date

Date

## 7. Approval and Agreement by Property Owner(s)

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As property owner(s) of \_\_\_\_\_, I/we have:  
(address of commercial property)

- **reviewed the requested storefront improvement(s)**, for which my business owner tenant is applying for RIA Main Street services (listed in *Section 3* of this application);
- **agreed to allow those physical improvements** to my commercial property should RIA Main Street approve the request for service(s);
- agreed to maintain sufficient **insurance coverage** for property damage and personal liability relating to the storefront improvement project;
- agreed to obtain **written approval from RIA Main Street before removing or changing the SIP improvements for five years** after completion (approximately September 2021); and,
- agreed **not to sell the commercial property for three years** after completion of SIP services (approximately September 2019) without approval by RIA Main Street.

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Signature of Property Owner

Signature of C0-Property Owner (if applicable)

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Print Name Property Owner

Print Name C0-Property Owner

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Date

Date

## APPLICATION SUBMISSION CHECKLIST

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Applicants should use this checklist to confirm achievement of all application requirements so that a complete application is submitted. RIA Main Street will evaluate the application and make a determination on eligibility based solely on the documents provided by the submission deadline.

- Complete responses** have been provided to all questions asked in this application
- Submitted **Certificate of Occupancy** issued by DCRA, with:
  - name of applicant business
  - use is consistent with the current business operations
- Submitted **Certificate of Good Standing** issued by OTR with:
  - the name of the applicant business
  - issue date of Sept. 30, 2015 or later
  - signature and stamp/seal by OTR staff, or alternatively,
- Submitted **Clean Hands Certificate** issued by DCRA/OTR with:
  - name of the applicant business
  - an issue date of Sept. 30, 2015 or later
  - signature and stamp/seal by DCRA/OTR staff
- Submitted **SEPARATE service request page FOR EACH** storefront improvement service
- Submitted **photograph of current condition** of storefront improvement service for which RIA Main Street storefront improvement services are requested
- Submitted a **work order** that:
  - is from a **DSLBD-approved Vendor or Contractor approved by RIA Main Street**
  - provides the **total cost of each request** storefront improvement service
  - itemizes the **tasks, materials, and related costs** needed to implement the requested improvement service
  - (if applicable) provides **list of pre-requisite improvements required by Vendors/Contractor** (see Application, pg. 4 and 5)
  - indicates **earliest start date** that the Vendor/Contractor can begin work
  - indicates **project duration** (number of days needed to complete the service)
  - indicates **Vendor's commitment to complete services** on or before September 30, 2015.
- Submitted **specifications and design schematics** for each requested service that describes the dimensions and materials of the requested improvement and depicts the appearance of the storefront improvement once it is implemented
- (if applicable) Submitted work orders for **additional services** to be completed by SIP Vendor/Contractor at the Applicant's expense

*(Only if Applicant is leasing commercial space)*

- Copy of **current lease with expiration date**
- Property owner(s) signature(s)** authorizing physical improvements to the leased commercial space (*Section 7*)

*(Only if Applicant owns the commercial property)*

- Copy of deed for property**