July 13, 2026

Charlette R. Adams
Bloch Street Space
106 E. Bloch Street
Opelousas, LA 70570

**Re: 2026 Building Improvement Grant (BIG) Award**

Dear Charlette Adams,

The Building Improvement Grant (BIG) Committee has completed its review of the 2026 Building Improvement Grant (BIG) applications, and we are pleased to inform you that **Bloch Street Space** has been awarded **$10,000.00** to implement your proposed building improvement project.

Enclosed with this letter you will find your **2026 Building Improvement Grant Award Packet**, which contains the documents required to accept your award and participate in the Building Improvement Grant Program. Please review each document carefully and return all required forms no later than **Friday, July 31, 2026**.

Also enclosed is an **IRS Form W-9**, which must be completed and returned with your award acceptance documents.

To remain eligible for reimbursement, please remember the following:

- Do not begin project work until your Grant Agreement has been fully executed by both parties.
- Obtain all required permits, approvals, and authorizations prior to beginning work, if applicable.
- Schedule and complete a mandatory **Pre Project Inspection** with the Opelousas Downtown Development District before beginning any project work.
- Notify ODDD in writing of any proposed changes to the approved project scope before proceeding with those changes.
- Schedule and complete a mandatory **Post Project Inspection** upon completion of your project.

The Building Improvement Grant Program is a **reimbursement grant**. Reimbursement will be considered only after the approved project has been completed, the mandatory post project inspection has been conducted, and all required invoices, receipts, photographs, permits, approvals, and supporting documentation have been received, reviewed, and approved by the Opelousas Downtown Development District.

As part of the 2026 BIG Grant Program, recipients will also be invited to participate in a virtual informational meeting to review program requirements, reimbursement procedures, inspection requirements, and project expectations prior to beginning work. Additional information regarding this meeting will be provided soon.

On behalf of the **Opelousas Downtown Development District**, the **City of Opelousas**, and **Opelousas Main Street**, congratulations on your grant award. Thank you for your investment in downtown Opelousas. We appreciate your commitment to preserving, improving, and revitalizing our historic downtown, and we look forward to working with you throughout the successful completion of your project.

If you have any questions regarding your award or the grant process, please contact me at **brittanyc@stlandryed.com** or **call or text (337) 331-2245**.

Sincerely,

*Brittany Cretchain*
Downtown Revitalization Project Specialist
Opelousas Downtown Development District

cc: Sarah Branton, BIG Grant Committee Chair
Melanie Lee-Lebouef, Opelousas Main Street