

Hawthorne Community Redevelopment Agency Facade Beautification Grant Program 2011

I. Purpose

The Hawthorne Community Redevelopment Agency (CRA) is offering a grant program as an incentive to owners of buildings and businesses to improve building façades located on specifically targeted corridors within the Redevelopment Area. The purpose of the grant program is to use Tax Increment Financing to leverage private investment in making significant improvements to building facades that return public benefits such as enhanced corridor aesthetics, pedestrian comfort, public safety and resource conservation.

II. Eligibility

Who is Eligible:

Building owners, or business owners occupying storefronts in an eligible building who have obtained written approval from building owners, are invited to participate in the program. All buildings in the CRA are eligible for grants. No vacant properties are eligible for grants. Single family residential homes or duplexes are eligible only for painting, exposing boarded windows, and woodwork. Buildings can be anywhere in the district; however, buildings located on one of the target corridors within the Redevelopment Area will receive additional points during the application review process.

If the applicant has a lean or code violation outstanding, or outstanding debt to the city the applicant will be disqualified.

Target Corridors:

Buildings physically located on the following corridors within the redevelopment district will receive additional points:

- 221st Street
- US Highway 301

Eligible Improvements:

Eligible improvements are those located on parts of the building façade or yard that are visible from the target corridor. The primary public entrance and one additional elevation are eligible. No interior improvements or maintenance activities will be funded. Examples of eligible improvements are listed below (this list is not exhaustive).

1. Signs - including removing old signs and the design, production and installation of new signs or renovation of existing signs if compliant with current codes.
 2. Awnings/Canopies - including the removal of the old and the design, production, and installation of new awnings and canopies.
 3. Facades - includes work performed on the exterior storefront of a building such as cleaning masonry (high pressure water or steam - sandblasting is prohibited on masonry structures),
- June 29, 2011

painting, re-pointing or mortar joints, woodwork, window and/or door replacement, other repairs or rebuilding historic storefronts.

4. Walls, Fencing, Landscaping, and Hardscaping – includes work that removes and replaces or adds appropriate fencing and landscaping to hide incompatible uses or negative site elements such as storage yards, outdoor fabrication, work area, or dumpsters. Landscaping includes new plants, trees, while hardscaping includes decorative elements such as brick or stone walkways. In addition the following such changes will also be permitted: street furniture such as benches, trashcans, planters, and decorative lighting.

5. Removing and disposing of old façade coverings (i.e. vinyl and aluminum cladding, window boards)

6. Reconstructing storefronts: raising parapet walls, installing new doors and windows, reconfiguring entryways

7. Removing old wood, aluminum, or stucco cladding - includes materials and services to remove the cladding.

8. Exposing boarded windows.

9. Lighting: - installing new storefront lighting and sign lighting.

10. Architectural fees

11. Installing bicycle racks

Maintenance activities are not eligible for funding. Activities that may be deemed maintenance items are powerwashing, asphalt sealing, landscape maintenance and other maintenance-type activity. This list is not exhaustive. In the event that powerwashing, brick repair or similar cosmetic work is proposed integral to significant structural enhancements, then those activities will be eligible for the incentive.

Schedule:

Grant applications for the 2011 fiscal year will be due by August 11th, 2011 at noon at City Hall.

Applicant must commit to finishing the project within a reasonable timeframe appropriate to the work proposed. An appropriate time shall be six months for projects involving design, permitting, and construction. The CRA and grant recipient will negotiate and agree to a work schedule to ensure progress on the project. The six month period begins the day the notification of award is sent to the applicant.

Once the grant is approved, significant, ongoing progress must be demonstrated in order to maintain eligibility for reimbursement. Grant funds allocated to the project will revert back to the Redevelopment Agency's façade grant fund and the façade redevelopment agreement will terminate if the grant recipient fails to make progress or complete the project in the six month period.

III. Requests for Funding

Applications for funding must adhere to the following guidelines outlined below:

1. Each storefront will be eligible for a maximum grant of up to \$4,000, depending on the availability of funds.
2. Applicant may request that the CRA pay the contractor directly instead of receiving a reimbursement. In the case that the applicant is providing a match, the match must be paid to the CRA in the form of a deposit, which will then be used to pay the contractor.
3. The match provided by the Grant Recipient shall be cash value for goods and/or services.
4. Work done by business or building owner will not be funded for labor.
5. Applications will be evaluated by CRA staff according to a point system and will be scored on a competitive basis.

IV. Evaluation of Grant Applications

The CRA Director and/or other individual designated by the CRA Board will evaluate applications against the criteria listed below. No partial points will be awarded. The CRA reserves the right to reject grant applications that in its view, propose inappropriate colors or designs. Grants are awarded on a competitive basis with award amounts based on available funding. There is a maximum of 48 points.

Project is located along target corridors: 221st Street or US Highway 301(10 points)

The project must be physically located on the target corridors

Applicant has received this grant before:

No earns 10 points

Yes earns no points

Applicant will provide matching funds (2-8 points)

25% cash match of grant award earns 2 points

50% cash match of grant award earns 4 points

75% cash match of grant award earns 6 points

100% cash match of grant award earns 8 points

Project removes opaque window coverings (1 point)

If the applicant removes opaque window coverings either from existing windows or in conjunction with installation of new windows, one point will be awarded.

Project adds, preserves or restores historic or decorative elements (2 points)

Decorative elements include permanent detailing such as cornices, decorative masonry, and historic details.

Project includes removing non-original cladding materials that cover an original storefront (2 points)

Projects removing non-original wall cladding made of aluminum, wood, stucco, or other opaque materials that reveal original walls and enhance the storefront.

The project is part of a complete restoration that returns a vacant or underutilized upper story space to productive use (2 points)

The upper story must be vacant or underutilized at the time of the grant application submittal. Productive use is active, full-time use or occupancy, for example as artist studios, office, or residence. To claim these points, a letter of interest from the occupant must be received by the CRA with the grant application.

One point is given for each individual improvement i.e. 1 point each for painting, awning, windows, doors, landscaping, signage, and other categories.

Each category of improvement receives one point. For windows and doors, one point will be awarded for every 25-square feet of new window or door. For painting, one point will be awarded for every 200 square feet of exterior paint coverage. A maximum of ten points may be awarded in this manner.

Project includes installation of bicycle racks (5 points)

Space for at least four bicycles must be available. These points are not available for single family homes or duplexes.

Project includes improvements that support resource conservation (energy, water, reduce waste) (3 points).

Suggested improvements are compact fluorescent or LED lighting, insulated glass, low VOC paint, drought-resistant landscaping or xeriscaping. Applicant must explain these improvements in application. If there are two separate elements that support resource conservation, six points will be awarded, but no more than six points will be awarded in this manner.

Project utilizes a local contractor (2 points)

Local will be considered anyone with a business address in the 32640 zip code.

V. Application Deadline

Deadline for the First cycle: August 11th 2011 at noon to City Hall

Submit completed applications to City Hall or mail to:

Hawthorne Community Redevelopment Agency
PO Box 1270

VI. Grant Guidelines

1. Applicants must adhere to color and design requirements set by the CRA.
2. No grants will be awarded for projects started before the grant award.
3. Buildings must meet Health and Safety Standard of the code.
4. All improvements conducted with the use of grant funds must be performed in a manner consistent with the City Land Development Regulations, and all applicable regulations, codes and ordinances.
5. Grant recipients and building owners must agree that improvements made using these funds will stay in place and be maintained a minimum of five years. If the improvements are replaced or not maintained within five years of façade project completion, the grant recipient must repay a pro rata portion of the grant proceeds invested in the project for the number of months remaining as further described in the restrictive covenant required to be filed, a copy of which is attached hereto. The same requirement shall be in effect if the building or business lease is transferred within five years of façade project completion.
Exceptions:
 - i. The improvement has been damaged beyond repair (i.e. broken awning) and the grant recipient has replaced the improvement.
 - ii. The improvement was replaced for the purpose of further renovation that will enhance the project, as determined in the sole discretion of the Director or designee.
6. Applicant is responsible for obtaining or having obtained all required building permits for the work undertaken.
7. Applicants must agree to a completion schedule up to six months in duration from the day after the grant approval.
8. The CRA shall disburse funds to the grant recipient or contractor with grant recipient's approval only upon demonstration that the work has been completed.
9. Grant extensions may be granted by the CRA on a very limited, case-by-case basis where the contractor is having difficulty meeting the deadline due to weather delay, scheduling conflicts or supply issues.
10. The CRA shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.
11. Applicants must commit to providing notice of proposed and/or ongoing façade work to neighboring building occupants immediately adjacent to and across from the project site.
12. Grant Recipient agrees to allow the CRA to photograph the project for use in future publications.
13. Applicants may decline the award and reapply during the next year if desired.
14. Change orders will not be funded if the amount exceeds the grant award.
15. If the applicant or owner will be performing the labor and is requesting a grant for the materials cost only, the CRA will disburse the grant funds only in the form of a reimbursement.

VII. Design Assistance

In an effort to encourage participation in the Facade Beautification Program, the CRA will offer a technical assistance/design consultation to potential grant applicants. This "one-on-one" assistance will be provided to help the building/business owner determine the most effective

changes for their building and complete their grant application. Grant applicants will discuss proposed changes with CRA staff.

VIII. Grant Application Process

The Grant application process is as follows:

1. Applicant and CRA staff hold technical assistance design consultation. Contact the CRA Director at City Hall at 352-481-2432 to arrange an appointment.
2. Staff reviews the application, completes application ranking, after review by the CRA Board a funding decision will be made.
3. The CRA will notify applicant of approval or denial and amount awarded, and will provide a notification letter if requested.
4. Grant recipient requests funds after completing the proposed façade improvements.
5. CRA staff inspects the project to verify completion of work as proposed in the application.
6. CRA disburses funds to grant recipient or contractor within 30 days of approval of the completed project by CRA staff.
7. Contact the CRA Director at City Hall at 352-481-2432 if help is needed with completing this application.

Applications containing the following items shall be deemed complete:

1. Completed application form
2. Photograph of the existing building conditions.
3. Sketches and/or digital illustrations of proposed improvements.
4. Description of materials to be used, the construction procedure and proposed colors.
5. Cost estimates from contractor(s), if applicable.
6. Evidence of agreement with program requirements by building owner, for business owner applicants.
7. Selected contractor's general liability insurance certificate and contractor's license.
8. Business owner's occupational license.

Only completed applications will be accepted. Staff will evaluate applications against the criteria listed in section IV.

X. Nondiscrimination

The City of Hawthorne does not discriminate on the basis of race, color, gender, age, religion, national origin, marital status, sexual orientation, or disability (protected characteristics) and will not tolerate any such discrimination by or against its employees or citizens utilizing City services, programs, and activities.

**Façade Beautification Program Grant Application
Hawthorne Community Redevelopment Agency**

*Community Redevelopment Agency
PO Box 1270 Hawthorne, FL 32640
Phone (352 481-2432, Fax (352) 481-2437*

****INSTRUCTIONS****

- **PLEASE READ ALL SECTIONS – INCOMPLETE APPLICATIONS WILL NOT BE EVALUATED**
- **ONLY ORIGINAL APPLICATIONS WILL BE ACCEPTED**
- **PLEASE TYPE OR PRINT LEGIBLY**

SECTION 1 APPLICANT INFORMATION

Your Name: _____

Name of Business: _____

Mailing Address: _____

Telephone: (____) _____ E-Mail: _____

Building Address: _____

If you are not the Building Owner, please complete Section 2 below.

SECTION 2 BUILDING OWNER INFORMATION (To be completed by tenant)

Owner Name: _____

Mailing Address: _____

Telephone: (____) _____ E-Mail: _____

SECTION 3 BUILDING INFORMATION

1. Building Address: _____

2. Building improvements proposed in this application. Circle all that apply and provide square footage (sqft) where noted. (Each improvement is valued at 1 point)

Painting sqft _____

Signage

Replace windows sqft _____

Replace doors sqft_____

 Exterior lighting

 Remove old cladding (stucco, metal)

 Powerwashing

 Repair masonry

 Remove old wiring

 Repair wood work

 Landscape Improvements

 Fencing

 Other _____(Use separate sheet if needed)

SECTION 4 COST ESTIMATES

You must attach at least two cost estimates from desired contractors or suppliers for all categories of work. All estimates must include identical scopes of service. If applicable to the selected prime contractor, attach copies of contractor’s general liability insurance certificate and contractor’s license.

Please check the contractor selected for this project.

- Name of Contractor/Supplier #1: _____
Cost Estimate: \$_____
- Name of Contractor/Supplier #2: _____
Cost Estimate: \$_____

Please list other estimates on a separate sheet if there are more than two.

Grant amount requested: \$_____ (must be \$4,000 or less)

Matching funds provided by applicant: \$_____

Matching funds as percentage of grant amount _____%

SECTION 6 SIGNATURES

Your application must include all of the following:

1. Proof of building ownership or letter of consent from the owner. Copies of deeds and county tax records will be accepted as proof.
2. Photograph of the existing building showing exterior conditions.
3. Sketches and/or elevations of proposed improvements, including colors.
4. Description of materials to be used and improvements to be made. Be sure to mention anything that earns points for your application.
5. Cost estimate(s). Scopes of service from each contractor must be identical.
6. Copy of selected contractor’s general liability insurance certificate and contractor’s license.
7. Copy of applicant’s occupational license.

AS APPLICANT, I understand that this grant does not constitute a permit and permits must be obtained in order for the work to be allowed. I also understand that the CRA is responsible only for the grant amount and no more.

Signature of Applicant

Date

AS BUILDING OWNER, I certify that I have reviewed the Program, attached hereto as Exhibit 1 and incorporated herein and understand that this grant will pay a portion of building improvements to be completed and I approve of the proposed improvements.

Signature of Building Owner

Date

FOR CRA USE ONLY: DO NOT WRITE IN THIS SECTION

Date & Time Application Received:

Received by (print name):

CRA Board Review Date:

- Proof of ownership attached? ☐ Yes ☐ No
- Photographs attached? ☐ Yes ☐ No
- Description of materials and improvements attached? ☐ Yes ☐ No
- Sketches attached? ☐ Yes ☐ No
- Contractor estimates attached? ☐ Yes ☐ No
- Contractor insurance attached? ☐ Yes ☐ No
- Reviewed Debt status, lean & code violation? ☐ Yes ☐ No
- Copy of Business License attached? ☐ Yes ☐ No
- Total points: _____
- Final Approval by CRA Director
 - Date: _____ ☐ Yes ☐ No
- Final Approval by CRA Board
 - Date: _____ ☐ Yes ☐ No