

Hawthorne Community Redevelopment Agency Facade Beautification Grant Program FY 2018/2019

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 lien or code violation outstanding, or outstanding debt to the city the applicant will be disqualified. If a property is for sale, it is not eligible.

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), 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 power-washing, asphalt sealing, landscape maintenance and other maintenance-type activity. This list is not exhaustive. In the event that power-washing, 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 2018/2019 fiscal year will be due by March 5, 2019 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 \$4,000.00, 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. If information is left blank no points will be awarded.

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

The project must be physically located on the target corridors with legal access on these corridors.

*Applicant has received this grant before: **WHAT ABOUT THESE DATES?***

No earns 10 points

Received the grant in 2010 earns 2 points

Received the grant in 2011 earns 1 point

Received the grant in 2012 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

If a match does not equal one of the above percentages it will be rounded down to the nearest match. Labor in kind does not qualify as a match.

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. Self labor does not qualify as using a local contractor.

V. Application Deadline

Deadline for the First cycle: March 5, 2019, at noon to City Hall

Submit completed applications to City Hall or mail to:

Hawthorne Community Redevelopment Agency
PO Box 1270
Hawthorne, FL 32640

Fax and email submittals are allowed: Fax to 352-481-2437, email to cityhall@cityofhawthorne.net Subject CRA Grant.

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. Building permit or any other permit is required if applicable.
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. Contractor disbursement requires home owner and CRA staff prior written approval. Any permits must have final inspection before disbursement.
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, and have a sign temporarily placed stating funds where provided by the CRA.

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.
16. If a building owner is applying for areas with multiple tenants they can only be awarded one grant for the entire building.
17. Ten (10) points will be deducted for missing attachments.
18. If Applicant makes changes to the specifications or conditions set forth in their application for which Applicant was scored, or otherwise fails to perform according to same, the CRA Board may reduce disbursement based upon the nature of the change and/or failure.

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.