



## Commercial Façade Grant Program- FY 2017

### **Purpose**

The visual appearance of the Community Redevelopment Area plays an important role in portraying a positive image and promoting commerce for the community. This program provides incentives for improving the exteriors of existing buildings to meet commercial codes and improve the business climate. Likewise, this incentive encourages new-business development and expansion.

### **Eligibility**

Property owners are eligible to be reimbursed one time for a portion of the cost of professional, contracted labor and newly purchased materials for completed exterior improvements, providing the following conditions are met:

- The applicant must be the Owner of the property or present written approval of the Property Owner.
- The business must be located within the 1998 PSJRA Redevelopment Area.
- Businesses must be a conforming use in an approved area of redevelopment.
- The business is NOT tax-exempt and is up to date on payment of property tax.
- Grant is applicable to both occupied and vacant buildings and both new construction and renovation.
- The business or property has not been granted an award within the previous five (5) years.

### **Guidelines**

Improvements must meet the design expectations of the Port St. Joe Redevelopment Agency (available at [www.psjra.com](http://www.psjra.com)), including the approved color palette, and must receive written approval before any work begins. Exception: Business signage does not have to comply with the approved palette and may remain unique to the business. Any work performed prior to written approval is done so at the risk of the applicant. Should circumstances exist that create deviations from the approved PSJRA Façade Grant Guidelines, Timeline, or Color Palette; they will be reviewed on a case-by-case basis for approval or denial by the PSJRA Board of Directors.

Projects and completed request for reimbursement must be initiated and completed within six (6) months after receiving "Notice to Proceed" by the PSJRA. Applicants are responsible for acquiring necessary City permits and inspections, and every aspect of work must meet City code requirements.

The proper application form and PSJRA fund-disbursement process must be utilized throughout the process. Any deviation from this may void the application and approvals.

**The maximum award is limited to \$5,000.**

Competitive bids (preferably local vendors) must be obtained for each item over \$500. Ensure that the bids include the same scope and specifications.

## Disbursements

Grants will be awarded on a first-come, first-serve basis until the funds allotted for the budget year are expended. Disbursements are made on a reimbursement basis AFTER the Property Owner (or Tenant with written permission of the Property Owner) has paid for the costs of improvements. Before funds are distributed, all paperwork, including original copies of all PAID contractor and material receipts, copies of cancelled checks (front and back), and permits/final Building Inspections must be provided to the PSJRA. Contractor invoices must be detailed, with a line-item cost and original receipts for all materials and labor.

## Approved Reimbursable Costs

Related design and permitting costs.

Removal of false material that may cover the original building material such as plywood or stucco.

Pressure cleaning.

Brick and stucco repairs.

Patching, priming and painting (All colors must be pre-approved by the PSJRA).

New windows, doors or repairs.

New or replacement woodwork details or approved applied architectural elements.

Masonry work: new brick, stucco or re-pointing of mortar joints.

Signage.

Awnings.

Exterior patios.

Exterior building lighting.

The amount of reimbursement available for businesses with plans pre-approved by the PSJR Executive Director and Board of Directors:

- |   |                   |
|---|-------------------|
| ▪ Signage:  | 50% reimbursement |
| For sign grants, new business has to be active one year before reimbursement. |                   |
| ▪ Façade Improvements on US-98:   | 90% reimbursement |
| ▪ Rear Façade Improvements visible from US-98:                                | 90% reimbursement |
| ▪ All other Façade Improvements:  | 90% reimbursement |



## Commercial Façade Grant – FY 2017 Program Application

Name of Business: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Telephone Numbers: Business: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Detailed description of Project: \_\_\_\_\_

\_\_\_\_\_

Explain how the improvements support the PSJRA Design Guidelines: \_\_\_\_\_

\_\_\_\_\_

Estimated Construction Time: \_\_\_\_\_ Estimated Date of Completion: \_\_\_\_\_

This grant request is submitted by

- Owner of building
- Tenant (permission from property owner must accompany application)

Check List for Application:

- Completed application form
- Photograph of existing building and conditions to be improved
- At least two competitive bids
- Detailed drawing of design, showing all improvements and dimensions

Check List for Reimbursement of Funds:

- Itemized, original receipts and cancelled checks (front and back)
- Copies of any and all applicable permits/final inspections
- Photographs of completed project with release for use.
- PSJRA inspection and acceptance of work

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner Signature (as needed): \_\_\_\_\_

Date: \_\_\_\_\_

Application received by: \_\_\_\_\_

Date: \_\_\_\_\_

Award Amount and Date of Board Approval: \$ \_\_\_\_\_

Date: \_\_\_\_\_

Completed Project inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Reimbursement Amount: \$ \_\_\_\_\_

Check No: \_\_\_\_\_

Date: \_\_\_\_\_



## Commercial Façade Grant – FY 2017 Project Worksheet

- Review application requirements—call 850-227-4405 or email [bill@psjra.com](mailto:bill@psjra.com) with questions.
- Present design concept to agency for preliminary approval (recommendations may be offered).
- Hire design professional, preferably local, as needed.
- Establish the detailed, line-item budget and secure bids (at least two for each item over \$500).
- Present completed plans, schedule, design renderings, competitive bids, and funding request to PSJRA for approval.
- Interview and select licensed contractor or vendor, preferably locally-based.
- Secure permits as required by the City of Port St. Joe.
- Establish schedule and provide copy to PSJRA.
- Commence work after receiving Notice to Proceed from PSJRA, and complete work.
- Keep all receipts.
- Submit budget/original receipts/copies of permits/ cancelled checks/photos of completed project.