



## Commercial Façade Grant Program- FY 2012 Revised 1/12/2012

### 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 purchased materials for completed exterior improvements, providing the following conditions are met:

- The applicant must be the Owner of the property; however, tenants may apply with written Property Owner approval.
- 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.
- Grant is applicable to both occupied and vacant buildings and both new construction and renovation.

### Guidelines

To ensure that funds are available, improvement must be initiated and completed within six (6) months after receiving notice to proceed by the PSJRA, which includes receipt of all required permits. Every aspect of work must meet all City code requirements. Applicants are responsible for acquiring necessary City permits and inspections. All improvements must meet the design expectations of the Port St. Joe Redevelopment Agency and must receive written approval before any work begins.

The proper application forms and PSJRA fund-disbursement process must be used throughout the process. Any deviation from this may void the application and approvals. Prior to the start of work, a schedule, including milestone dates, must be provided to the PSJRA.

### 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 and 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.

## Reimbursable Improvements:

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: 90% reimbursement
  - Façade Improvements on US-98: 75% reimbursement
  - Rear Façade Improvements visible from US-98: 75% reimbursement
  - All other Façade Improvements: 50% reimbursement
- 
- The maximum reimbursement per fiscal year (10/1 thru 9/30) will be limited to \$10,000.
  - As long as grant funds are available, applicants may re-apply the following fiscal year for additional reimbursement; however, priority will be given to first-time applicants.



## Commercial Façade Grant – FY 2012 Program Application

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

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

Property Address (for grant): \_\_\_\_\_

Detailed Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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
- Initial budget form
- Detailed drawing of design, with dimensions

Check List for Reimbursement of Funds:

- Completed budget form
- Itemized, original receipts and proof of payment
- 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: \_\_\_\_\_

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

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

*Reviewed by:* \_\_\_\_\_

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

*Approved by:* \_\_\_\_\_

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

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

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

*Reimbursement Amount:* \_\_\_\_\_ *Check No.:* \_\_\_\_\_

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



## Commercial Façade Grant – FY 2012 Project Worksheet & Budget Form

- Review application requirements—call 850-229-6899 or email Gail@PSJRA.com with questions.
- Present design concept to agency for preliminary approval (recommendations may be offered).
- Hire design professional as needed.
- Establish the detailed, line-item budget.
- Present completed plans 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 form/original receipts/copies of permits.

Task	Contractor or Vendor	Estimated Cost	Task Completed	Actual Cost	Receipts Attached

Include additional sheets as needed.