

Sanford Community Redevelopment Agency

Façade Improvement Grant Program

The Sanford CRA Façade Improvement Grant Program is intended to encourage property improvements to building exteriors within the Sanford Community Redevelopment Area. Eligible buildings are those with exterior elevations visible for many of the roadways or walkways within the Community Redevelopment Area. Property owners and/or tenant occupants with owner approval may apply for the grant.

The Façade Improvement Grant Program provides for a reimbursement grant for eligible exterior improvements, not to exceed \$10,000.00, with the applicant providing a matching amount of 50%. Qualified projects will engage more than one trade to perform the work involved. Electrical, HVAC, Plumbing/Fire, and Code Violation corrections are EXCLUDED from eligible expenditures. This is a REIMBURSEMENT ONLY program.

Façade Improvement Grants are awarded by physical address. ONLY one CRA grant award is permitted per address for every 10 years. Funds are not guaranteed in any way and applicants should not rely upon grant funding until the SCRA Board specifically approves the request and a grant agreement is signed. The grant agreement must be executed BEFORE any improvements are made.

Funding for all SCRA Façade Improvement Grants is discretionary and limited by available funds in the SCRA's budget. The Sanford CRA will consider Face Improvement Grant applications while funding is available, and for those applications that meet the following criteria ONLY.

Minimum Façade Improvement Grant Criteria:

1. Only EXTERIOR costs are eligible for SCRA Façade Improvement Grant funding.
2. Property must be within the Sanford Community Redevelopment Area.
3. Property must have an exterior elevation visible from any roadway or walkway within the Sanford Community Redevelopment Area.
4. Multiple trades must be engaged in performing the approved work (ex: Roofer, painter, landscaper, signage, carpenter, etc.)
5. Property taxes must be current.
6. Property must not have outstanding code liens or citations.
7. If applicant is a tenant, the deeded owner must provide a notarized affidavit consenting to the work and grant application.

The grant application must be submitted in writing by the 15th of each month and contain at least the following information to be reviewed by the SCRA. Incomplete applications will NOT be placed on the agenda.

Application Requirements:

1. Completed and signed grant application;

2. Photos of the existing conditions;
3. Drawings to scale of proposed improvements;
4. Written specifications outlining the scope of work;
5. Project budget;
6. Three bids from each trade or from separate general contractors;
7. Sample finishes;
8. Proof that property taxes are current; and
9. W-9

Procedures:

- Grant application forms are available at the SCRA website or in person at the CRA office, located in the Sanford Information Center, 230 East First Street, Sanford, Florida 32771.
- Applications are due by the 15th of each month.
- If approved, grantee **MUST** execute the required grant agreement **BEFORE** the façade improvement work begins.
- Required permits must be obtained in accordance with the regulations of the City of Sanford and/or any other governing body with jurisdiction.
- Work must be completed within one (1) year of the award of funds.
- Reimbursement requests must include the following:
 - Cover letter requesting funds;
 - Invoices in the amount of the total project costs;
 - Paid receipts and/or canceled checks for the entire cost of the project;
 - Before/After photos; and
 - Proof of a passed final inspection or Certificate of Occupancy or Certificate of Completion as required by the City.

Questions should be directed to Pamela Lynch, CRA/Economic Development Project Manager, at (407) 280-5827 or via email at Pamela.Lynch@sanfordfl.gov.

Applicant must sign below verifying the above has been read and understood.

Applicant

Date



FAÇADE GRANT APPLICATION

Applicant's Name: _____

Applicant's Address: _____

Owner's Name: _____

Owner's Address: _____

Project Address: _____

Daytime Phone: _____ Fax Number: _____

Email address: _____

The Façade Grant Program is a reimbursement grant for eligible exterior improvements to properties located within the Sanford Community Redevelopment Area. This grant is **a matching grant limited to 50% of eligible costs**, not to exceed a maximum \$10,000 award. Grants are not guaranteed. **ONLY** one CRA grant award is permitted per address for every 10 years. All SCRA grants are subject to funding availability. All applications **must be complete** and submitted by the 15th of each month to be considered by the following month's SCRA meeting.

Please provide the following information for consideration:

1. If Applicant is not the Owner, provide a notarized authorization to apply.
2. Please attach evidence the property is located within the SCRA.
3. Attach evidence that property taxes are paid.
4. Attach evidence business taxes are paid.
5. Attach evidence the property is free of liens and code violations.
6. Attach Photos of the existing condition.
7. Attach the Scope of Work.
8. Attach drawings and specifications.
9. Attach the project budget.
10. Attach three bids from contractors licensed to perform the work.
11. Attach W-9.
12. Attached a signed copy of the program criteria (signed by Applicant and Owner).

If the SCRA selects this grant for funding, Applicants will be required to sign a grant agreement **BEFORE** the work begins.

CERTIFICATION

I, the undersigned, being a duly authorized representative of the Applicant herein named, and acting herein for and behalf of each Applicant, do hereby certify as follows (i) I have been duly authorized by the Applicant to make and submit this application and certification, (ii) the information contained herein and supplied by the Applicant in support of this application is accurate and complete in all material respects; and, if selected for funding, the Applicant will enter a grant funding agreement with the Sanford Community Redevelopment Agency before the event occurs.

DATE: _____

BY _____

NAME

TITLE

Completed applications and accompanying documents should be mailed or hand delivered to:
Pamela Lynch, CRA/Economic Development Project Manager, Sanford Community
Redevelopment Agency, 230 East First Street, Sanford, FL 32771