

Sanford Community Redevelopment Agency

Facade Grant Program 2018-2019

The Sanford CRA Façade 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 from any 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 Grant Program provides for a reimbursement grant for eligible exterior improvements, not to exceed a \$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 grants are awarded by physical address. Only one (1) grant can be obtained per address within a ten (10) year period. 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 Grants is discretionary and limited by available funds in the SCRA's budget. The Sanford CRA will consider Facade Grant Applications while funding is available, and for those applications that meet the following criteria ONLY.

Minimum Façade Grant Criteria:

1. Only EXTERIOR costs are eligible for SCRA Facade 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. Samples finishes;
8. Proof property taxes are current;
9. W-9.

Procedures:

- Grant application forms are available at the SCRA website or in person on the 2nd floor of City Hall, CRA office.
- 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 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 cancelled 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 Ms. Sonia Fonseca, SCRA Executive Director at 407-582-2820 or via email at Sonia.fonseca@sanfordfl.gov

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

Applicant **Date**