



### **CBD TIFF Façade Grant Program**

For Building Exterior, façade, accessibility and sign improvements

The purpose of the façade grant program is for the restoration and/or preservation of architectural features, the removal of slum and blight, and the beautification of the Central Business District. Grants are available for all non-governmental structures within the Central Business Tax Increment Fund District, shown on the attached boundary map.

Upon allocation of annual funding from the CRA Board, to receive funding from the City of Palatka Community Redevelopment Agency (CRA) Board, the time frame for this grant project is as follows:

1. Advertise and notify downtown building owners within the CBD TIFF District.
2. Applicants may apply any time before the advertised application deadline.
3. The Review Committee will review and score applications, after the application deadline, based on established criteria.
4. The Review Committee will make recommendations of qualified applicants to the Palatka Main Street Board of Directors. The Board of Directors shall then make recommendations to the CRA for final approval.
5. Six months will be allowed to complete the project after the grant is awarded.

#### **Project Guidelines**

- A. Where practical, all building façades shall be restored to the original period design. If it is deemed not practical by the Review Committee, then a similar architectural design shall be used.
  - B. If a building does not have a historically significant architectural design or features, then a proposed contributing design may be submitted to qualify for the grant program.
  - C. All facades shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, porches, signs, and awnings shall likewise harmonize with the overall character of the building.
  - D. A single owner may only have one active Façade Grant at any given time. An active grant is defined as one which has been awarded but not given final approval and reimbursement by staff. An owner may not make application for a façade grant until final approval and reimbursement have been issued on the previously awarded grant. An owner may initially submit multiple applications for consideration, but only one can be
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awarded and all others withdrawn. Applications not selected will not be automatically considered for the next grant cycle but may be resubmitted.

- E. A maximum of \$20,000 per grant for a building will be allowed. Residential grants shall constitute a maximum of 25% of the annual grant funds awarded. Grant requests up to \$5,000 do not require a match. For grant requests exceeding \$5,000, a minimum match of 25% of the total project costs is required. Multiple draws of grant funds are allowed with written certification by the property owner, grant administrator, and building official (for projects requiring a local building permit) that the work and/or material has been provided in accordance with the approved scope of work. A copy of a cancelled check documenting the applicants match percentage must be submitted to the grant administrator prior to grant funds being disbursed.
- G. To qualify for grant funds, an application including appropriate drawings and data must be submitted to the Palatka Main Street office at 205 N. Second Street.

**Duration of Grant**

Should the owner sell their interest in the subject property or business, or fail to maintain the renovations and improvements during the three-year period following receipt of the grant funds, the Grantee shall return/repay the grant funds as follows:

<u>Time</u>	<u>Amount Due CRA</u>
0 to one (1) year after grant funds received	90%
One (1) to two (2) years after grant funds received	80%
Two (2) to three (3) years after grant funds received	60%

The specific terms of repayment shall be included within a written agreement executed between Palatka Main Street/City of Palatka and the grant recipient, and recorded within the public records of Putnam County, Florida. The agreement shall include language sufficient to constitute a valid and enforceable lien upon the real property which is the subject of the grant. The agreement shall be signed by the grant recipient prior to the distribution of grant funds and shall be recorded immediately after distribution of grant funds.

- H. No grants will be made to government-owned properties or to tenants in government-owned properties.
  - I. No proposed work for which a grant is sought shall begin prior to making application. Recommendations by the Main Street Façade Grant Selection Committee and Palatka Main Street Board are not considered as an issuance of award. Any encumbrances of funds following making application and prior to receiving award by the CRA are the sole responsibility of the applicant.
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### Scoring Criteria

Criteria	Possible Points	Points Awarded
Consistent with grant program purpose and guidelines (Preservation, Restoration, Renovation, Beautification, Removal of Slum and Blight)	20	
Completeness of application package according to checklist	5	
Investment of applicant (matching funds)	15	
Impact of project on the Central Business District	15	
Quality of the restoration or renovation (extensive vs. cursory, true restoration vs. more remodeling, improvement vs. just maintenance)	15	
Permanence of project improvements	15	
First time applicant?	5	
Property contributes to the TIFF	10	
<b>Total points possible</b>	<b>100</b>	

## Application

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

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

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

\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Type of Façade Improvement Planned (note all that apply with brief description). Please attach Supporting Data Checklist.

Restoration \_\_\_\_\_

Renovation \_\_\_\_\_

Exterior Painting (Approximate Sq. Ft. area) \*Colors must be chosen from a historical color palette: \_\_\_\_\_

Awning \_\_\_\_\_

Sign(s) \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the Review Committee. No work shall begin until I have received written approval from the CRA. **I further understand that the project must be completed within six (6) months and that the grant monies will not be paid until the project is complete.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Business Owner

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

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

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#### Supporting Data Checklist for Applicants

**Please submit this checklist as part of your application**

#### **Base Documents Required:**

Provide a rendering (drawing) of proposed alterations, scope of work, and all applicable materials

- Provide plans and/ or elevation drawing of proposed alterations
- Provide list of materials for proposed alterations
- Provide a written estimate from a licensed contractor or contractors.
- Submit signed Release and Hold Harmless Agreement (see attached)

#### **Additional documents:**

##### **PAINT:**

- Provide samples of the colors chosen. Colors must be chosen from the historical color palette.
- Mark which color will be body color and which will be accent colors
- Note where each color will be used

##### **AWNINGS:**

- Provide information about color and style of awning chosen
- Note where awning will be placed on building
- Submit written estimate

##### **SIGNS:**

- Provide a color rendering of the design chosen
- Include specifications as to the size and width of the sign

*Awning selection must take into account the architectural style of the building.*

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#### **Grant Procedures**

Fill out application and checklist and submit one copy to the Palatka Main Street Office with supporting data. (See attached sheet for required Supporting Data Checklist).

The Review Committee will review the project and submit the package to the Palatka Main Street Board and CRA with its recommendation.

Once the Board and CRA have approved the project, written notice will be delivered to the grantee and work can begin. No work is to start until written notice is received.

Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of grant funding.

When the project is complete, an inspection for compliance will be made by the City Building Department and a Façade Grant Selection Committee member. Once approved, Palatka Main Street, Inc. will submit the required information to the Community Redevelopment Agency for payment of the grant amount to the grantee. Check(s) will be issued to the Contractor.

Grantee must submit an invoice for payment together with an affidavit from the Contractor certifying the work, as submitted, is complete. Any unapproved changes will not be reimbursed. Grantee must also provide proof of any matching funds. If grantee decides to change the project after approval, they must contact the Palatka Main Street office.

All work performed must be contracted by a Contractor who shall be a registered or certified Contractor as required by the State of Florida. Only qualified Contractors from Putnam County are eligible.

All work performed must meet the State of Florida Building Code and Design Guidelines of this program.

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**RELEASE AND HOLD HARMLESS AGREEMENT**

Release executed on the \_\_\_\_ day of \_\_\_\_\_, 2013, by (Property Owner) \_  
\_\_\_\_\_ and (Tenant if Applicable) \_\_\_\_\_, of (street  
address of tenant and owner address if different)

\_\_\_\_\_  
City of Palatka, County of Putnam, State of Florida, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s) understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City (State) regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Palatka Main Street Program or the City of Palatka for loss or damage, and claims or damages, on account of any work that has been performed in accordance with City or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that if any portion of the agreement is held invalid, it is agreed that the balance shall notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor(s) obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

*Property Owner Signature*

\_\_\_\_\_

*Please Print Name*

\_\_\_\_\_

*Witness*



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**Do Not Fill This Page Out**

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**City Building Department Inspection**

(Upon completion of Project)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Required: \_\_\_\_\_ Yes \_\_\_\_\_ No    Project signed  
off \_\_\_\_\_ Yes \_\_\_\_\_ No

Chief Building Official \_\_\_\_\_ Date \_\_\_\_\_

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