



2013-2014
Commercial Façade Grant
Guidance and Application

Release Date – October 24, 2013



CITY OF FORT PIERCE

2013-2014 FAÇADE IMPROVEMENT GRANT GUIDELINES AND APPLICATION

GRANT APPLICATION GUIDELINES

The purpose of the Façade Improvement Grant Program is to encourage commercial property owners to upgrade their properties by improving the external appearance of their buildings, which will in turn encourage current or potential business developers and owners to invest in our City.

The purpose of this grant opportunity is to halt structure deterioration, stabilize property values, improve and upgrade the appearance of commercial structures within the City of Fort Pierce and facilitate and encourage revitalization activity.

The following guidelines are applicable to this program:

1. The grant program is for commercial properties and business properties ONLY. The property owner must be the applicant. If the property is under contract, the seller (current owner) and buyer (future owner) must both execute the Application and the Agreement.
2. This is a 1:1 matching grant, meaning the City of Fort Pierce will match dollar-for-dollar your investment, on a reimbursement basis. Proof of payment of invoices and an inspection of the completed project will be required before grant funds are released. No funds will be expended until project is complete and inspected, and all final reporting documents are received and verified.
3. The maximum limit of a Façade Improvement Grant award is ten thousand dollars (\$10,000).
4. Only one (1) grant award will be presented to an applicant, per year.
5. Eligible exterior improvements include, but are not limited to:
 - a. Re-Roofing
 - b. Exterior Doors
 - c. Landscaping
 - d. Shutters
 - e. Paint / Siding
 - f. Windows
 - g. Signage
 - h. Fencing
6. All construction work must be in compliance with applicable Fort Pierce building codes and land development regulations. Commercial uses must be properly zoned for the intended use. All contractors must be licensed by the City of Fort Pierce.
7. Applicants with an outstanding City of Fort Pierce lien against any of their property(ies) are not eligible.



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8. The Grant Awardee will agree not to alter, renovate, or demolish the new façade for a period of six (6) years, commencing with the final reimbursement from the City. The Awardee will also agree to sign a Memorandum of Agreement to be recorded with St. Lucie County, outlining the terms if the applicant sells or transfers the property within the six (6) year period.
9. The City will consider approval of grants for exterior improvements to a building which does not face a public street, and building facades with entrances off of improved alleyways shall also be eligible.
10. City Staff will inspect the property a minimum of three times: prior to work commencement, during the project's implementation, and upon project completion. These inspections do not substitute for required City Building Department inspections. The Awardee is responsible for scheduling the required inspections.
11. The project should be completed within six (6) months of grant award. Failure to meet approved time tables may result in the Awardee forfeiting the grant reimbursement opportunity. No time extensions will be allowed for projects funded through this grant.

GRANT APPLICATION PROCESS

1. One (1) original and five (5) copies of the completed grant application and all support materials must be returned to Grants Administrator, City of Fort Pierce.
2. Applications and support materials will be reviewed by City Staff and the Communitywide Council, and scored, on a first-come-first served basis, in accordance with completeness and compliance with Grant Guidelines.
3. Following a Grant Award, a Contractual Agreement and program documents will be prepared and the applicant will be notified to schedule a meeting with City Staff to execute said documents.
4. City of Fort Pierce staff will administer the program. In addition to the standard City inspections, City Staff will inspect the project for completeness.
5. Application to this program is no guarantee of funding. Funding for this program is limited and is at the sole discretion of the City of Fort Pierce. Only \$50,000 is available for this program during PY13-14 program year (October 1, 2013-September 30, 2014).



Do NOT include pages 1-3
of this document with
your Application.

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GRANT APPLICATION (please PRINT or TYPE)

Name of Property Owner: _____ Today's Date _____

Address of Property: _____

Address of property owner if different from above:

City / State: _____ Zip: _____

Phone Number: _____ Email: _____

Legal description of the property to be improved:

Name of Business currently located in structure (if different from property owner)

Business Phone Number: _____ Website: _____

Type of Business: _____ Years in Operation: _____

of Employees: ____ Annual Payroll: _____ # of Employees residing in Fort Pierce: ____



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GRANT APPLICATION SUBMITTAL INFORMATION

1. Describe improvements to be made to the property – Attach the following information:
 - Printout from St. Lucie County Tax Assessor website that lists the 'zoning' and 'use type' for the property;
 - Project work write-ups describing in detail the scope of the project;
 - Plans or sketches, if applicable;
 - Site plan and plant list for landscape projects;
 - Third party cost estimates from three (3) licensed contractors;
 - Estimated construction schedule;
 - Evidence of ability to pay for the project; i.e., loan documents, cash account, line of credit;
 - Minimum of four (4) 3" x 5" color "before" photographs which must include "public" views of the building;
 - Sign design with colors and materials, if applicable;
 - Project color chips / material samples, if applicable;
 - Material specifications;
 - Color rendering of proposed finished façade; and
 - Other relevant information to help describe all proposed improvements.

2. Attach copies of the following documents:
 - Warranty deed of property to be improved.
 - Current City of Fort Pierce Business Tax (License) of all businesses operating from the property.
 - Any City of Fort Pierce open code violations. (Code violations will not prevent an applicant from being considered for funding. Funding may be used to assist in bringing property to compliance.)
 - Copy of warranty deed and lease, if applicable, if property is under contract; include a copy of the sales agreement.
 - Bank or other financial records validating applicant has financial resources required to fund project prior to reimbursement. Be sure to include contact information for verification purposes.

