



CITY OF
WILLISTON
FLORIDA

50 N.W. Main ST. • P.O. Drawer 160 • Williston, Florida 32696-0160
Phone (352) 528-3060 • Fax (352) 528-2877

WILLISTON CRA FAÇADE

Our Facade grant is designed to raise the level of beauty of eligible structures in the City of Williston. This packet is designed to give the building owner all the information necessary to move toward obtaining a grant.

This grant is the responsibility of the CRA which also works with our City Planner. It is the responsibility of the building owner to present questions, if any, to the CRA Board. Once the answers to the questions are administered, the building owner will begin the entire process of gathering quotes with great detail as necessary.

Upon completion of the written material and drawings, the building owner must make an appointment with the CRA Board to appear before Board Members for approval. There is a grading system that is used to provide as a guide toward the implementation and acceptance of the grant.

Once the CRA approves the grant, the building owner will be notified. The building owner will then begin the work with the chosen contractor or contractors specified in the acceptance documents. The grant money will be given in the form of a check from the City of Williston once the work is finished, inspected and approved by an agent of the CRA or any portion thereof.

The CRA thanks you in advance for doing all you can to make Williston, FL a great place to live, work and visit. We at the CRA are sincerely dedicated to the people of the City of Williston and all those that pass through as they enjoy our amenities, services and businesses that serve others.

Sincerely,

Ken Schwiebert CRA Chair

WILLISTON
COMMUNITY REDEVELOPMENT AGENCY

DOWNTOWN
REDEVELOPMENT DISTRICT

WILLISTON CRA FAÇADE
IMPROVEMENT GUIDELINES

Available to businesses/owners within the Downtown Redevelopment District

Adopted January 2, 2007
Revised July 19, 2018

50 Northwest Main Street
Williston, FL 32696

352-528-3060 (phone)
352-528-2877 (fax)

Façade Improvement Incentive Program

I. Purpose

The Williston Community Redevelopment Agency (CRA) is offering a competitive matching grant program as an incentive to owners of buildings and businesses to improve building facades within the Downtown Redevelopment District. Eligible façade improvements may include removing old façade structures, installing new or replacement awnings, canopies and signs, and performing other improvements in a manner consistent with the City Land Development Code, and all applicable regulations codes and ordinances.

II. Applicant Eligibility and Requests for Funding

Building owners, or business owners occupying storefronts in an eligible building who have obtained written approval from building owners are invited to participate in the program. Applicants must use the grant proceeds only on buildings within the Downtown Redevelopment District. Noble and Main Street will be considered target corridors for this program. Applicant must match grant funds dollars-for-dollar (1:1).

1. Each storefront will be eligible for a maximum grant of up to \$5,000. If the building, regardless of the number of storefronts, has a second elevation that can be seen from the targeted corridor the building would be eligible for another \$5,000. A storefront is defined as having a street address and public access to the business.
2. The maximum grant award is \$10,000.00. No more than two sides of any one business/storefront can be included in the grant for consideration by CRA. No roofing expenses are allowed to be included in the grant. For example: Two public entrances are allowable, or one public entrance and one side elevation are allowable (if the side elevation is clearly visible in the targeted corridor). A strip mall scenario would include eligibility of each individual storefront plus one elevation. Qualification for improvements to two facades does not guarantee funding for two facades.
3. The number and value of grant awards is variable and subject to annual funding availability. CRA maintains discretion over the number of awards allocated during a grant cycle.
4. Grant awards shall not exceed 50% of the project cost.
5. The dollar-for-dollar match provided by the Grant Recipient shall be cash value for goods and/or services.
6. Work done by business or building owner will not be funded for labor.
7. Applications will be evaluated by CRA staff according to a point system. Points will be assigned as follows:
 - Project transforms the building from worst case to best case (5 points)
 - Project is located along Noble Avenue or Main Street (3 points)
 - Project advances an appropriate style for this building (3 points)
 - Project preserves or restores original decorative building elements (5 points)
 - Project is needed to attract or retain one of the following tenants: restaurant/café, retail, office, etc. (5 points)
 - Please include a letter from business committing to occupy the storefront.
 - Project corrects code deficiencies related to the façade (3 points)
 - Project includes removing non-original masonry or wood cladding (3 points)

- The project is part of a complete restoration that returns a vacant storefront of upper story space to productive use (3 points)
- Additional points are given for individual improvements, i.e. 1 point each for painting, awning, windows, doors, etc.

III. Restrictions on Funding

Funding is for façade work only: Only costs related to exterior work that is visible from the target corridors are eligible for the façade grant program.

IV. Application Deadline

Applicants must submit their applications to the CRA no later than **4:00 PM on the last business day of each quarter**. Submit application to:

**Williston Community Redevelopment Agency
Attention: Façade Improvement Incentive Program
Post Office Drawer 160
Williston, FL 32696**

Should any grant funds remain unclaimed after the Fiscal year, additional applications will be reviewed on a quarterly basis with extended deadlines being the last business day of October 1st until such time all allocated funds have been distributed.

V. Grant Guidelines

1. The building facades eligible for the program must be within the Downtown Redevelopment District.
2. The grant funds may not exceed 50% of the façade improvement project.
3. Buildings must meet Health and Safety Standards of the code.
4. Applications for Façade Grants must be made and approved in advance of work and a plan must be accepted by CRA prior to funding, provided all provisions of the matching grant program are met.
5. All improvements conducted with the use of matching grant funds must be performed in a manner consistent with the City Land Development Code, the Florida Building Code and all applicable regulations, codes and ordinances.
6. Grant recipients and building owners must agree that improvements made using these funds will stay in place a minimum of five years. If the improvements are replaced within five years of façade project completion, the grant recipient must repay a pro rata portion of the grant proceeds invested in the project for the number of months remaining. By acceptance of the Grant, Grant Recipient and, if applicable, building owners, agree to restore and maintain (keep in good working condition and appearance) the improvements during the five year period, and upon failing to do so shall be obligated to repay a pro rata portion of the grant as described above. The same requirement shall be in effect if the building or business lease is transferred within five years of façade project completion. Exceptions:
 - i. The improvement has been damaged beyond repair (i.e. broken awning) and the grant recipient has replaced the improvement.
 - ii. The improvement was replaced for the purpose of further renovation that will enhance the project, as determined in the sole discretion of the CRA.
7. Applicant is responsible for obtaining or having obtained all required building permits for the work undertaken and must have a current business license.

8. Projects must be completed within **6 months** of the grant award. The CRA shall disburse funds to the grant recipient or contractor with grant recipient's approval only upon demonstration that the work has been completed. Grant recipients must submit copies of paid invoices to validate that the dollar-for-dollar (1:1) match requirements have been met under terms of the grant (i.e., a \$5,000 grant award requires submission of at least \$10,000 in invoices) specific to the designated façade(s) in the grant application.
9. Grant extensions shall be granted by the CRA on a very limited, case-by-case basis where the contractor is having difficulty meeting the deadline due to weather delay, scheduling conflicts or supply issues.
10. The CRA shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.
11. Once a maximum grant for any storefront has been awarded, the business occupying the storefront or building owner cannot reapply for another grant for the same location for a 3-year period.
12. New grant applicants will have priority over projects applying for funding for phased work.
13. Grant Recipient agrees to allow the CRA to photograph the project for use in future publications.

VI. Eligible Expenses

1. Signs – including removing the old and the design, production and installation of new signs or renovation of existing signs if compliant with current codes.
2. Awnings/Canopies – including the removal of the old and the design, production, and installation of new awnings and canopies.
3. Facades – Includes work performed on the exterior storefront of a building such as cleaning masonry (high pressure water or steam – sandblasting is prohibited on masonry structures), painting, re-pointing or mortar joints, woodwork, window and/or door replacement, other repairs or rebuilding historic storefronts. Does not include roof work like re-roofing.
4. Walls, Fencing and Landscaping – Includes work that removes and replaces or adds appropriate fencing and landscaping to hide incompatible uses or negative site elements such as storage yards, outdoor fabrication, work area, or dumpsters.
5. Removing and disposing of old façade coverings (i.e. vinyl and aluminum cladding, window boards)
6. Architectural fees (not to exceed 10% of grant amount).
7. Removing old wood, aluminum, or stucco cladding – includes materials and services to remove the cladding.

VII. Grant Application Process

The Grant application process is as follows:

1. Applicant submits grant application and all necessary documentation to the CRA by **4:00 P.M. on the last business day of each quarter. * See application deadline, Section IV any possible façade grant extensions.**
1. The CRA reviews, approves, disapproves or approves with conditions for final approval.
2. The CRA will notify applicant of approval or denial in writing.
3. Grant recipient requests funds after completing the proposed façade improvements.
4. CRA staff inspects the project and applicant's paid invoices to verify completion of work as proposed in the application.
5. CRA disburses funds to grant recipient within 45 days of approval of the completed project.

Applications containing the following items shall be deemed complete:

1. Completed application form.
2. Photograph of the existing building conditions.
3. Sketches and/or digital illustrations of elevations of proposed improvements.
4. Description of materials to be used, the construction procedure and proposed colors.
5. Two cost estimates from different sources.
6. Evidence of agreement with Program requirements by building owner, for business owner's applicants.

7. Affidavit of understanding.

VIII. Funding

Matching grants of up to \$5,000 (per building face which fronts a street, up to two building faces) are offered subject to an annual allocation of tax increment funds for the CRA. Business or building owners are required to provide a dollar for dollar match to the funds provided by CRA.

IX. Completion Reports

1. Grant recipients are required to submit a Façade Improvement completion report to the CRA which includes:
 - A letter from the grant recipient indicating that the project is finished and asking for reimbursement grant funds to be paid.
 - Before and after photos of the façade project.
 - A reasonably detailed breakout of expenses (separate costs for siding, awnings, paint, signage, resurfacing, fencing, etc) for the project.
 - Photocopies of receipts or invoices that validate the dollar-for-dollar (1:1) match of the grant award; for example, the recipient must back up a \$5,000 grant award with a minimum of \$10,000 in paid receipts specific to the designated façade(s) in the original grant application.
2. After completion reports are reviewed and approved by the CRA, the CRA will request a check from the City Clerk, which will be mailed to the grant recipient(s). **No more than 45 days** shall pass between the time recipients submit completion reports and the time grant monies are awarded.

X. Nondiscrimination

The City of Williston does not discriminate on the basis of race, color, gender, age, religion, national origin, marital status, sexual orientation, or disability (protected characteristics) and will not tolerate any discrimination by or against its employees or citizens utilizing City services, programs, and activities.

SECTION 4 SELECTION CRITERIA

Please check all that apply:

1. Is the project expected to transform the building from worst case to best case? (5 points) ____
 2. Is the project located along Noble and Main Street? (3 points) ____
 3. Does the project advance an appropriate style for this building? (3 points) ____
 4. Does the project preserve or restore original decorative building elements? (5 Points) ____
 5. Is the project needed to attract or retain one of the following tenants: restaurant/café, retail, office, etc.? (5 points) ____
 6. Does the project correct code deficiencies related to the façade? (3 points) ____
- Please explain

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7. Does the project include removing non-original masonry or wood cladding? (3 points) ____
 8. Is the project part of a complete restoration that returns a vacant storefront of upper story space to productive use? (3 points) ____
 9. Additional points are given for individual improvements, i.e., 1 point each for painting, awning, windows, doors, etc. ____
 10. Number of public/main entrance facades for grant consideration? _____ (No point value)
 11. Is applicant including a second elevation (visible side of building that is not a main entrance) in grant application for CRA consideration? Yes ____ No ____ Indicate Side: _____

SECTION 5 CONTRACTOR'S COST ESTIMATES

You must attach at least two (2) cost estimates from different contractors for all categories of work. All estimates must include identical scopes of service. If applicable to the selected primary contractor, attach copies of contractor's general liability insurance certificate and appropriate license. Attach additional contractor's estimates as needed.

**Please check the contractor selected for this project.

____ Name of Contractor #1: _____ Cost Estimate: \$ _____

____ Name of Contractor #2 _____ Cost Estimate: \$ _____

SECTION 6 SIGNATURES

Your application must include all of the following:

1. Proof of building ownership or letter of consent from the owner. Copies of deeds and county tax records will be accepted as proof.
2. Photograph of the existing building showing exterior conditions.
3. Sketches and/or elevations of proposed improvements, including colors.
4. Description of materials to be used.
5. Two cost estimates from two different sources. Scopes of service from each contractor must be identical.

