



**PLEASE READ THIS ENTIRE DOCUMENT BEFORE
BEGINNING A GRANT APPLICATION.**

FIRST COME – FIRST QUALIFIED - FIRST SERVED

UNTIL ALL FUNDS ARE EXPENDED

(CALL 772-467-3161 WITH QUESTIONS)

HISTORIC AVENUE D BUSINESS DISTRICT **COMMERCIAL FAÇADE GRANT**

The City of Fort Pierce’s Grants Administration Division is excited to offer this Commercial Façade Grant opportunity for the Historic Avenue D Business District.

This project is aimed at revitalizing the Avenue D Commercial Corridor by providing façade grants to property owners along the Avenue D Commercial Corridor, from 7th Street through 25th Street.

This program will be administered by the City of Fort Pierce Grants Administration Division and will provide grant funds for commercial façade improvements, **up to \$5,000.**

I. PROGRAM GOALS

- A. Encourage redevelopment of the Avenue D Commercial Corridor by enhancing its visual aesthetics which will lead to increased property values, tenant occupancy, economic development and job creation.
- B. Complement other revitalization efforts to ensure the maximum leverage of resources.
- C. Support local businesses and encourage local entrepreneurship, in order to further enhance the “local flavor” of Fort Pierce.

HISTORIC AVENUE D BUSINESS DISTRICT

COMMERCIAL FAÇADE GRANT GUIDANCE *(continued)*

II. Targeted Commercial Areas

Commercial properties eligible to apply for this Historic Avenue D Business District Commercial Façade Grant **must** meet the **Program Participation Criteria** detailed beginning on Page 3 of this document and **must** be located within the area shown below:

Avenue D Business District - from 7th Street west through 25th Street



Be sure to read this Guidance thoroughly BEFORE beginning to fill out this grant application.

HISTORIC AVENUE D BUSINESS DISTRICT

COMMERCIAL FAÇADE GRANT GUIDANCE *(continued)*

III. PROGRAM PARTICIPATION CRITERIA

- A. FUNDING IS LIMITED. Property owners considering applying for a Historic Avenue D Business District Commercial Façade Grant MUST meet with the City's Grants Administration Division BEFORE submitting an application to discuss the vision for this project and to determine if the property is eligible for this grant award. Please call 772-467-3161 or email cscott@cityoffortpierce.com to schedule an appointment.**
- B.** Buildings proposed for façade improvements through this grant opportunity must be located in the Avenue D Business District, from 7th Street west through 25th Street.
- C.** Buildings proposed for façade improvements through this grant opportunity must have **commercial activity as their primary purpose.** Examples include, but are not limited to, retail and specialty stores, services, restaurants, cultural venues, hotels, motels, professional offices, commercial retail centers, etc.
- D.** Mixed-use buildings are eligible, as long as the **first story of the building is used for commercial activity.** The upper stories may include residential dwelling units.
- E.** Buildings that are used for non-commercial residential purposes are **NOT eligible** for this grant program. Examples of **ineligible residential** properties include single-family houses, duplexes, apartments, condominiums and historic commercial buildings being used for residential.
- F.** Buildings that are used for religious activities are **NOT eligible** for this grant program. However, if the faith-based organization seeks a grant to update the façade of a commercial building that is **ONLY** used for commercial activities as defined in this Guidance, then the faith-based organization, listed as the owner of the property, may qualify to apply for a commercial façade grant for that building.
- G.** Vacant commercial buildings are eligible for this grant program, as long as owners intend to re-activate the building with a predominantly commercial use. Owners must provide a finalized tenant agreement if a specific tenant is scheduled to occupy the space. If no tenant is scheduled to occupy the space at the time the grant application is submitted, the property owner must either:
 - 1. Provide proof that the property is in habitable condition as defined by the City's Building Code; or
 - 2. Provide verifiable proof that the building will be made to be in habitable condition via a rehabilitation project that will coincide with the façade grant project. Verifiable proof can include formalized contractual agreement with interior rehab contractor and proof of payment of deposit for interior rehab of the property.
- H.** Not-for-profit organizations are eligible to apply for this grant for commercial buildings that will be utilized for commercial use, including, but not limited to offices, restaurants, retail or wholesale stores, community centers, entertainment venues, hotels, motels, etc.
- I.** Façade grant funds can only be used to update existing building facades (exteriors only) located within the Target Area. This grant is **not** for the construction of new buildings or for interior repairs to existing buildings.
- J.** Only one grant application will be accepted per property owner, **regardless** of how many commercial buildings are owned by the property owner in the Target Area.

HISTORIC AVENUE D BUSINESS DISTRICT

COMMERCIAL FAÇADE GRANT GUIDANCE (continued)

- K. Grant recipients must have a signed Commercial Façade Grant Contractual Agreement with the City of Fort Pierce **before** entering into any contractor agreements, purchasing any façade-related materials or commencing any improvements to the façade. Funds spent before the Grant Contractual Agreement is signed by the City of Fort Pierce *and* the commercial property owner are **not** eligible for reimbursement.
- L. Along with the Commercial Façade Grant Application, applicants are required to submit a detailed Scope of Work and cost estimates for the proposed project. These documents are vital in determining whether or not the project fits the goals of the Commercial Façade Grant program.
- M. If a commercial façade grant recipient decides to change the project after the Scope of Work is approved for funding, they must immediately contact the City of Fort Pierce Grants Administration Division in writing and request a review of the revised Scope of Work and written approval, **before** going forward with the changed Scope. Funds will not be reimbursed for improvements that were not detailed in the Scope of Work and there is no guarantee that changes to the Scope will be approved for grant funding.
- N. All façade improvements must be in compliance with the City of Fort Pierce's Comprehensive Plan, any design guidelines for the Avenue D Commercial Corridor, the Zoning Ordinance, the Sign Ordinance, Building Codes and other codes and any other local, state, and federal laws and ordinances.
- O. A licensed general contractor must be utilized for all projects that require any type of construction other than simple exterior painting.
- P. Davis Bacon payroll requirements must be followed for all commercial façade projects funded by a grant award from the City of Fort Pierce.
- Q. Applicants delinquent in property taxes are disqualified from applying for a Commercial Façade Grant until all property taxes are proven to be up to date. Applicants must submit property tax payment records showing all taxes are current with their grant application.
- R. Applicants are responsible for obtaining all necessary local and/or state permits.

HISTORIC AVENUE D BUSINESS DISTRICT

COMMERCIAL FAÇADE GRANT GUIDANCE *(continued)*

IV. ELIGIBLE EXPENSES

Exterior Building improvements, include, but are not limited to:

1. Lighting
2. Paint
3. Stucco
4. Doors
5. Parking lot improvements (visible by the public from a public roadway)
6. Awnings
7. Landscaping
8. Permit fees and/or contractor fees associated with the approved façade improvements
9. New or renovated signs **when** they are part of an overall commercial façade project. Signage alone is **NOT** an eligible Commercial Façade Grant request.

V. INELIGIBLE EXPENSES AND BUSINESSES

1. The following expenses are **NOT** eligible under the this commercial façade grant opportunity:
 - a. New construction
 - b. Roofs and Windows
 - c. Interior renovations
 - d. Façade improvements started prior to the receipt of a signed Grant Contractual Agreement with the City. Funds spent before grant approval or before Grant Contractual Agreement is signed are **NOT** eligible for reimbursement.
2. The following properties are **NOT** eligible under this Commercial Façade Grant program:
 - a. Any commercial structure located outside the Target Area shown on the map on Page #2.
 - b. Commercial Façade improvements for an illegal business, as per the City of Fort Pierce.
 - c. Any faith-based organizations whose commercial property is used for religious activities.

3. PROGRAM EVALUATION CRITERIA

1. The proposed project's ability to aesthetically transform the building, along with the impact the proposed improvements will make to the Targeted Areas.
2. The visual prominence of the building.
3. Whether the project will activate a currently vacant building.

HISTORIC AVENUE D BUSINESS DISTRICT

COMMERCIAL FAÇADE GRANT GUIDANCE *(continued)*

VII. PROJECT TIMELINE

- 1. FUNDS ARE LIMITED. Please call 772-467-3161 to schedule a meeting to learn more about the Avenue D Commercial Façade Grant project specifics.**
2. Applicants will be contacted regarding incomplete applications and will be given a specified period of time to complete the application.
3. The Manager of the Grants Administration Division and the Lincoln Park Revitalization Coordinator will make recommendations to the Fort Pierce City Manager's office for consideration and final approval of this grant award.
4. Upon City Manager's office final approval, the Grants Administration Division will prepare a formal Grant Contractual Agreement that states the exact amount of the grant award, and Scope of Work to be performed.
5. Once the Grant Contractual Agreement has been signed by the City and the applicant, the applicant can enter into contracts/agreements with contractors and make purchases related to the façade project. Any contractor agreement entered into, work performed, or materials purchased before the Grant Contractual Agreement is signed by both the City and the applicant will not be eligible for reimbursement.
- 6. Approved recipients of this grant award may opt to have invoices paid directly from the Grants Administration Division to the façade contractor(s) or to receive the grant funds as a reimbursement when approved invoices and approved proofs of purchase are provided for reimbursement.**
- 7. Grant Recipients should contact the Grants Administration Division with contractor(s) names and contact information BEFORE façade work begins at 772-467-3161 or email cscott@cityoffortpierce.com.**
8. Licensed contractors must comply with Davis Bacon Income Requirements.
9. All façade improvements, other than simple painting of the building exterior must be completed by licensed contractors, following all permitting requirements of the City of Fort Pierce.
10. All Façade Grant-funded projects must be started within two (2) months of signing the Grant Contractual Agreement. All required permits must be displayed per the City's Building Code requirements.
11. All grant recipients will provide monthly Project Status Reports to the Grants Administration Division, by the 5th of each month, beginning on the first month following the signing of a Grant Contractual Agreement. Status reports should include updates on work progress, photos of work in progress, receipts and proofs of payment for all expenditures that are included in the Status Report for reimbursement.
12. The Lincoln Park Revitalization Coordinator will help coordinate the façade projects and the Davis Bacon requirements with the project's contractor(s). Upon completion of the façade improvements, the recipient must contact the Grants Administration Division at 772-467-3161 or email cscott@cityoffortpierce.com to ensure the Scope of Work provided in the approved grant application has been followed.

HISTORIC AVENUE D BUSINESS DISTRICT

COMMERCIAL FAÇADE GRANT GUIDANCE *(continued)*

VIII. APPLICATION PROCESS

- IX.** **Schedule a meeting with the City of Fort Pierce Grants Administration Division by emailing cscott@cityoffortpierce.com or calling 772-467-3161 to discuss the project.**
- X.** Submit a complete Commercial Façade Grant Application in accordance with this Guidance.
- XI.** Include a detailed Scope of Work, which must include all work proposed in the façade project, whether it is part of the façade grant request or not, including the materials and supplies to be used.
- XII.** Include at least one, preferably two (2) itemized cost estimates for proposed work and materials for the façade improvements.
- XIII.** Include current photographs of the property showing the façades of the building to be improved and/or other areas of the site to be improved.
- XIV.** Include a written explanation of the project and the improvements proposed, along with a written explanation of the business(s) that will be in operation in the completed building.

XV. SUBMISSION OF APPLICATION

1. **No staples or binding allowed. Use rubber bands or clips only, as needed.**
2. Submit applications by U.S. mail, or hand deliver to:
City of Fort Pierce
Grants Administration Division
Commercial Façade Grant Program
100 N. U.S. Hwy. 1
Fort Pierce, FL 34950
3. **Please direct all questions pertaining to this grant opportunity to:**
Lincoln Park Revitalization Coordinator
Email: cscott@cityoffortpierce.com
Phone: 772-467-3161

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DO NOT INCLUDE PAGES 1-8 WITH YOUR APPLICATION.



Application Date: _____

Received by City: (Date/Time): _____
Do not write in this space

Received by (City Staff Name): _____
Do not write in this space

PLEASE READ THIS ENTIRE DOCUMENT BEFORE BEGINNING.

**HISTORIC AVENUE D BUSINESS DISTRICT
COMMERCIAL FAÇADE GRANT
APPLICATION**

The City of Fort Pierce is excited to provide this grant opportunity to commercial property owners for façade improvements for qualifying commercial properties located in the Historic Avenue D Business District Target Area, for qualifying façade improvements, up to \$5,000. Please see Target Area Map on page 2.

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COMMERCIAL PROPERTY ADDRESS: _____

AMOUNT OF COMMERCIAL FAÇADE GRANT REQUEST: \$ _____

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PROPERTY OWNER INFORMATION (as listed with St. Lucie County Property Appraiser)

Name of Property Owner/Grant Applicant: _____

Mailing Address: (address, city, state, zip code)

Telephone _____ Email: _____

CONTACT INFORMATION If we have questions regarding this application, who shall we contact?

Name: _____

Telephone: _____ Email: _____

**HISTORIC AVENUE D BUSINESS DISTRICT
COMMERCIAL FAÇADE GRANT APPLICATION (continued)**

Are there presently Code Violations registered against this property? __Yes __No

If yes, describe and/or attach documentation:

GENERAL INFORMATION:

1. Is the application for a single- or multi-tenant commercial structure?
__Single-tenant __Multi-tenant
2. Is the building occupied or vacant? __Occupied __Vacant
3. If occupied, provide the name of the business(s) and the business type(s) and a copy of the lease agreement(s):

4. If vacant, does the building currently meet all local and state code requirements? __Yes __No
5. If No, will you be making improvements concurrently with your façade grant improvements so that the building meets all local and state code requirements? __Yes __No
6. If vacant, please describe your plans for this building: _____

Please Note the Following: Vacant commercial buildings are eligible for this grant program, as long as owners intend to re-activate the building within 90 days of the completion of the commercial façade improvements, with a predominantly commercial use.

Owners should provide proof of tenant agreements if a specific tenant is scheduled to occupy the space.

If no tenant is scheduled to occupy the space at the time of application, the owner must provide proof that the property is in habitable condition as defined by the City’s Building Code, or that it will be made to be in habitable condition via a rehabilitation project that will coincide with the façade grant project. **Please see the Grant Guidance, page 3, #G.**

**HISTORIC AVENUE D BUSINESS DISTRICT
COMMERCIAL FAÇADE GRANT APPLICATION (continued)**

PAST GRANT INFORMATION

Has the City of Fort Pierce or the Fort Pierce Redevelopment Agency ever provided a Commercial Façade Grant or any other funding for this property?

If Yes, please explain, listing the year(s) and amount(s) of the grant award(s):

Yes No Unknown

PROJECT INFORMATION

1. Scope of Work and Cost Estimates:

A detailed Scope of Work must be included for the application to be complete. It must adequately describe the work to be done, services needed, products required to complete the façade grant project and timeline for each improvement.

At least one (1) professional cost estimate (preferably 2) must also be included for the application to be complete. The estimate must be on contractor's letterhead with contractor contact information and adequately estimate the price of the work to be done and all of the materials/products required in completing the façade grant project.

- 2. After obtaining a signed Grant Contractual Agreement, how long do you estimate it will it take for you to start construction? _____
- 3. How long do you expect it to take to complete your project? _____
- 4. Estimated Total Project Cost per lowest cost estimate (Façade Grant-eligible improvements only): \$_____
- 7. Are you undertaking additional improvements at this time which are not Façade Grant eligible? Yes No

If Yes, what is the estimated cost of these improvements: \$_____

Please describe these improvements (attach additional pages, if necessary):

- 8. Will you complete these façade improvements if none or only a portion of this grant request is awarded? Yes No Please explain your Yes or No answer: _____
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- 9. In the last year, have you made improvements to the façade, site, or interior of this property? Yes No

If **Yes**, estimate the total cost of these improvements: \$_____

**HISTORIC AVENUE D BUSINESS DISTRICT
COMMERCIAL FAÇADE GRANT APPLICATION (continued)**

LEGAL AUTHORIZATION FROM THE OWNER OF COMMERCIAL BUILDING

As the legal owner(s) of the property listed in this Commercial Façade Grant application, I/we hereby authorize completion of the façade improvements indicated in this application. My/Our proof of ownership is attached, along with proof that the taxes on this property are not delinquent.

Signature(s) of Owner(s) of Commercial Building Must Be Notarized (use additional pages if necessary)

Property Owner:

Today's Date: _____

Signature

Print Name Here

Telephone Number: _____

Email: _____

NOTARY STATE OF FLORIDA, COUNTY OF ST. LUCIE

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared _____, who is personally known to me or produced _____, as identification, and acknowledged he/she executed the forgoing Agreement for the use and purposes mentioned in it and that the instrument is his/her act and deed.

IN WITNESS OF THE FORGOING, I have set my hand and official seal in the State and County aforesaid in this _____ day of _____, 20____.

NOTARY PUBLIC _____ My Commission Expires: _____

Property Owner:

Today's Date: _____

Signature

Print Name Here

Telephone Number: _____

Email: _____

NOTARY STATE OF FLORIDA, COUNTY OF ST. LUCIE

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared _____, who is personally known to me or produced _____, as identification, and acknowledged he/she executed the forgoing Agreement for the use and purposes mentioned in it and that the instrument is his/her act and deed.

IN WITNESS OF THE FORGOING, I have set my hand and official seal in the State and County aforesaid in this _____ day of _____, 20____.

NOTARY PUBLIC _____ My Commission Expires: _____

**HISTORIC AVENUE D BUSINESS DISTRICT
COMMERCIAL FAÇADE GRANT APPLICATION (continued)**

I acknowledge the following:

- ✓ All statements provided in the application are true and any misrepresentation will void any subsequent Grant Contractual Agreement and or/funding.
- ✓ The Commercial Façade Grant will be used for the project described in this application. A Grant Contractual Agreement must be signed before entering into any contracts, purchasing any materials, or performing any work included in the façade grant project. I understand that failure to comply with the Grant Contractual Agreement may result in forfeiting the grant award.
- ✓ The City of Fort Pierce or the Grants Administration Division is obligated only to administer the grant procedures and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature growing out of, arising out of, or otherwise related to the project or application undertaken by the applicant and/or owner. Additionally, all required permits are the responsibility of the owner/applicant.
- ✓ Acceptable proofs of payment of an eligible invoice include: 1 - A copy of the front and back of a cancelled check to the vendor/contractor containing the vendor/contractor's name, the date the payment was made, the amount paid, a memo line stating what the payment is purchasing, and a signature of the property owner and a receipt on vendor/contractor letterhead with contact information for the vendor/contractor; or 2 - A credit card statement showing the facade grant eligible charges and a paid receipt on vendor/contractor letterhead with contact information for the vendor/contractor.
- ✓ Any unapproved changes to project plans as stated in the approved Scope of Work could void the grant and result in non-payment of funds. If changes to the Scope of Work are necessary, it is the responsibility of the Grant Recipient to immediately contact the Lincoln Park Revitalization Coordinator in writing for additional project review and written approval before continuing with the project.
- ✓ Funding awards will not be increased after notification of the initial award.
- ✓ Grant Recipient will regularly submit monthly progress reports to the Grants Administration Division throughout the duration of project, until the project is completed.

| | | |
|-----------------------------|--------------|------|
| Signature of Property Owner | Printed Name | Date |
|-----------------------------|--------------|------|

| | | |
|-----------------------------|--------------|------|
| Signature of Property Owner | Printed Name | Date |
|-----------------------------|--------------|------|

CAUTION – PLEASE READ

Project improvements that are part of this Commercial Façade Grant application shall not be started prior to the applicant having a signed Grant Contractual Agreement. This includes entering into any agreements or contracts with contractors or purchasing materials for these improvements. Starting the project prior to having a signed Grant Contractual Agreement with the City will result in a loss of awarded grant funds.

HISTORIC AVENUE D BUSINESS DISTRICT
COMMERCIAL FAÇADE GRANT APPLICATION (continued)

APPLICATION CHECKLIST

- A detailed Scope of Work, which must include all work proposed in the Façade Grant project, including the materials/products to be used.
- At least one, preferably two cost estimates for work to be performed and list of materials/products needed - on contractor letterhead with contractor contact information.
- Current photograph(s) of the property showing the façades of the building to be improved.
- Clear notations made on photographs of the building(s), and/or notations made on separate drawings, illustrating the areas or features of the building that will be improved. Describe in detail the building materials, doors, awnings, landscaping and other features that will be part of the project.
- Landscape plans showing proposed plant names/species, size of plants at time of planting and placement of each proposed plant on the site, if needed.
- Parking lot plans and/or sketches plans/site plans showing property boundaries, parking spaces (existing and proposed) and other pertinent information, if needed.
- A written explanation of the project and the improvements proposed, along with a written overview of the business currently in operation in the building to be improved, if applicable.

If the property is currently uninhabited, please see Page 3, #G in the Grant Guidance for instruction.
- Printout from St. Lucie County Property Appraiser's office showing property zoning and proof of ownership of this property.
- Property Owner, as listed with St. Lucie County Property Appraiser's office notarized signature on this application.
- Proof that property taxes are up to date (not delinquent).

DO NOT INCLUDE:

Staples or Binding. Please use clips or rubber bands only.