



A NEW DAY.

City of Jacksonville, Florida

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FAÇADE RENOVATION GRANT PROGRAM *Policies and Guidelines*

Objective

The objective of the Façade Renovation Grant Program also referred to as the “Grant” is to provide commercial or retail façade renovation funding assistance for existing businesses in targeted areas. The value of the buildings in these areas generally does not generate sufficient appraised value to obtain traditional financing/loans to make improvements in these buildings. The public investment in the facades of these structures can provide the value increase to obtain traditional financing for upgrades.

A Façade improvement has the potential to translate into enhanced sales and/or increase customers for many of the businesses. The Grant will be given on a reimbursement basis only.

Policies for Utilization of Grant Funds

The Office of Economic Development (OED) will award Grant funds to be used for renovation of the front and sides of building visible to public streets. All renovation work and design features must comply with all applicable city codes and ordinances, as well as state and federal regulations. Façade improvements must follow plans and specifications as approved by the OED and shall be completed within one year (365 days) from the date of signing the “Grant Agreement” (Agreement). All applicable licenses and permits must be obtained, including all permits required by the City of Jacksonville’s Planning and Development Department.

In addition to the above policies, applicant’s project will be subject to the following:

- Business and or project to be assisted must be located within the targeted areas. (See attached map – Census Tracts with Economic Distress Areas)
- Business structures receiving grant funds must be in compliance with all existing city, state, and federal building codes, regulations and permitting requirements as a prerequisite to the receipt of funds.
- Funds are intended to be utilized to reimburse the businesses for eligible expenses associated with the project as outlined in the Agreement to be signed by and between the City and grant recipient.
- All property taxes must be paid and current.
- There should be no contractor liens, no outstanding liens, and or code violations.
- Grant eligibility is limited to one application/property owner per address per 365 days.
- An entity owning multiple properties, adjacent or not adjacent, shall only be eligible for a grant once per 365 days regardless of the number of properties and/or buildings.
- An application for funding assistance must be submitted and approved by the Office of Economic Development prior to the commencement of any façade improvement work to be covered under this program. No grants will be awarded retroactively.

NOTE: Grant Funding is subject to availability.

Design professional's renderings of proposed renovations will be necessary once the application is tentatively approved. The City will not be responsible in any manner for the selection of a contractor. A property owner and or tenant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.

Program Guidelines

Funds provided through this program must be used for renovation of the front and sides of buildings visible to public streets. The project must be reviewed by the Office of Economic Development before any improvements are undertaken.

Eligible Expenditures

Grant funds may be used for the following renovations:

1. Façade improvements – This includes:
 - Painting and cleaning
 - Repairing or replacing awnings, cornices, decorative details, doors, entrances and windows
 - Staining and masonry repairs
2. Signage installation
 - Exterior signs must be in compliance with the City of Jacksonville's sign ordinance and must be designed according to the criteria. (Interior signs are not included.)
3. Decorative fencing (not chain-link)
4. Landscaping elements required by City Code - Chapter 656 Zoning Code-Part 12
5. Permanently affixed exterior lighting

Ineligible Expenditures

Grant funds may not be used for the following:

1. Acquisition of property, machinery or equipment
2. Building permits
3. Inventory or refinancing of existing debt
4. Residential property
5. Working capital

A *Grant* will not be awarded solely for repairs or improvements if there is existing cited code violations at the property requiring corrective actions. In no event will a grant be awarded only to meet the required improvements associated with the proffers of a Conditional Rezoning, the conditions of a Conditional Use Permit, or the requirements of a Special Exception.

Funding Requirements

Projects will require applicant's investment. Every dollar an applicant puts into a project the City will match by two grant dollars, up to a maximum amount if the project is located in one of the following economically distressed areas:

- Level 1 areas - \$5,000 in City funding;
- Level 2 areas - \$10,000 in City funding;

(See attached map – Census Tracts with Economic Distress Areas)

The applicant's verified expenditures for improvements must match the amount of the Grant funding (a minimum of \$2 to \$1). Prior to reimbursement, the applicant must hold a current business tax receipt to do business in the City. Acceptable proof of payments for materials, supplies, and labor shall be in the form of "paid" receipts and or invoices with a zero balance. Reimbursement shall be paid per an establish disbursement schedule approved by OED or via one-time lump sum payment at the time of completion and final inspection and acceptance by the OED.

Application Requirements

To be considered for a Façade Renovation Program Grant, applicant must submit all of the following documents to OED:

1. A completed and signed application
2. Valid applicant identification
3. A detailed description of the improvements to be completed and two (2) itemized cost estimates from a licensed and qualified design professional and or licensed contractor
4. A copy of the property tax bill or other documentation to confirm property taxes are current and deed to confirm ownership of the property
5. Color photographs, design drawings and or rendering of proposed renovations
6. A project timeline and a schedule of completion
7. Unless the property owner is the applicant, the notarized Owner's Affidavit of Consent from the property owner authorizing the construction and improvements
8. Applicant may be subject to a criminal background check

Extension

A written request for an extension must be submitted prior to completion deadline for consideration and approval. If approved, an extension will be granted up to 180 days.

Legislative Guidelines

All businesses and or projects receiving Façade Renovation Grant Program funding will be administered by the Office of Economic Development in accordance with the terms of the Agreement by and between the applicant and the City of Jacksonville.