

Community Redevelopment Agency

FAÇADE GRANT

APPLICATION



City of Avon Park
Community Redevelopment Agency
110 East Main Street
Avon Park, FL 33825

Phone: 863-452-4405 FAX: 863-452-4413
Revised November 22, 2019

**The City of Avon Park
Community Redevelopment Agency**

110 E. Main St.
Avon Park, FL 33825
Phone 863-452-4405 FAX 863-452-4413

Façade Grant Application

Date: _____

Applicant's Name: _____

Property Address: _____

Business Phone	Cell Phone	Home Phone	FAX
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- Applications are based on appropriated funding designated for the CRA Program and are on a first come first served basis.
- Application submittal does not guarantee funding. Application forms must be complete at time of submittal. Incomplete submittals will not be accepted.
- If funding is unavailable, applicant will be notified and will need to re-apply.
- The limitation for reapplication for grant by same owner is twenty-four (24) months from the date of the final payment (reimbursement) to owner.

For Home Façade Grants:

- Is the Property Owner Occupied? Yes _____ No _____

Please provide the following:

- Last three (3) months of water bill Yes _____ No _____
- Last three (3) months of electric bill Yes _____ No _____
- Two bids to include license number, insurance and logo on the quote

Summary of Proposed Improvements: _____

For Rental Façade Grants:

Please provide the following:

- Last three (3) months of water bill Yes _____ No _____
- Last three (3) months of electric bill Yes _____ No _____
- Two bids to include license number, insurance and logo on the quote

Summary of Proposed Improvements: _____

For Business Façade Grants:

Is property an actively staffed business?

Yes _____ No _____

Please provide the following:

- Last three (3) months of water bill
- Last three (3) months of electric bill
- Two bids to include insurance and logo on the quote
- Copy of current occupational license
- Days/Hours of operation:

Yes _____ No _____

Yes _____ No _____

_____ Days of Operation

_____ Hours of Operation

- Number of employees at location: _____

Summary of Proposed Improvements _____

Please attach the following information to the application:

1. Photographs clearly showing existing condition of the façade, including close-ups showing detail and long shots showing adjacent structures,
2. Samples of all materials being used to include, but not limited to; colors, paint, and awnings if available,
3. Include historic photo if available on historic properties,
4. Applications are based on appropriated funding designated for the CRA Program and are on a first come first served basis.

GRANT TYPES:

- If approved, funds will be reimbursed after job is complete. Owner will provide copy of cancelled check(s) or other verifiable proof of payment to contractor showing payment made to contractor(s). Under normal circumstances, project(s) shall be complete within four (4) months of approval.
- **ONLY EXTERIOR WORK IS ALLOWED WITH CRA FUNDS.**

HOME FAÇADE GRANTS:

- Total allowable funds per home are 100% of costs up to a maximum of \$2,000.00 per individual home inhabited by homeowner.

RENTAL FAÇADE GRANTS:

- Apartment complexes, rentals, and non-owner inhabited dwellings must provide 50% match up to \$2,000.00 per property. Owners of rental properties must provide an inspection report. City of Avon Park’s Code Enforcement Department can do an exterior inspection.

BUSINESS FAÇADE GRANTS:

- Are available for the improvement of storefronts.
- Total allowable funds per business are 100% of costs up to a maximum of \$5,000.00 per individual storefront.
- Business site must be an active business with an approved City Occupational License.

Funding is not retroactive on projects started before CRA Board approval. Approved projects will be reviewed and monitored to ensure the work is progressing in a timely fashion. Changes in the scope of approved work and/or construction changes need to be addressed with the CRA Board prior to any new work or applicant may not be reimbursed.

TYPE OF FAÇADE GRANT REQUEST

- Home Façade Grant _____
- Rental Façade Grant _____
- Business Façade Grant _____

TOTAL COST OF PROPOSED IMPROVEMENTS \$ _____
Obtain and attach at least two bids/quotes for this project.
Company license number and logo must be on the quote.

TOTAL AMOUNT OF GRANT REQUESTED \$ _____
(See Section Grant Types)

I understand this application for a Façade Grant requires that I comply with the design guidelines established by the City of Avon Park CRA Board and that the money will be granted on a reimbursable basis. Work not approved by the CRA Board will not be funded. I understand that work needs to be completed within four (4) months (under normal circumstances) from the date of approval by the CRA Board.

I understand that the work and attachments must remain as part of the real property and reside within the CRA target area. I also give my permission to the CRA Board to place a CRA sign on my property during the improvement phase for a minimum of thirty (30) days during and after completion.

THE CRA RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICATION OR PART THEREOF.

Print Property Owner's Name

Property Owner's Signature

Date

Print Lessee's Name

Lessee's Signature

Date

FAÇADE GRANT GUIDELINES

All projects requesting a Façade Grant from the Community Redevelopment Agency (CRA) must comply with the Minimum Maintenance Ordinance #08-02 established by the Avon Park CRA Board. These guidelines have been adopted by the City Council and are supported by the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

Definition of *façade*

1: the front of a building *also* any face of a building given special architectural treatment

The design guidelines and CRA requirements call for the following:

1. Changes to the façade of building or residence will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building and those adjacent to it.
2. Changes to facades will either: (A) partially or fully restore the appearance of the building based on actual evidence, including photographs, written documentation, data on the building site or other data, or (B) represent a modern treatment, if appropriate, that blends into and is compatible with the building and those adjacent to it.
3. In general, repair and preservation of existing structures and facades is encouraged, unless those alterations will result in an incoherent, unattractive or inharmonious appearance.
4. For facades that have been previously substantially altered and for which a modern treatment is chosen, such a treatment will conform to the features, material rhythms, colors and general appearance of the building and those adjacent to it, particularly if the building is in a row of other buildings with identical or similar design.
5. Paint colors will be selected that are compatible with adjacent structures and preserves the historic nature of downtown.
6. Surface cleaning of structures will be undertaken with the gentlest means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.
7. Self help projects require an estimated cost for the materials to be used to complete the project. The program will not reimburse for labor provided by the applicant. If you are a contractor seeking façade funds, the CRA will not pay for material mark-up costs.
8. Façade grants apply to the exterior of the building only, generally including paint, roofing, awnings, etc. The CRA may allow for interior repairs for ADA compliance (handicap accessible) for Business Matching Grants only.

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number												
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Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*