

## **ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY**

### **Façade Improvement Grant Program**

**Program contact:**

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### **INTRODUCTION**

Matching grants are available to Rockledge Community Redevelopment District residential and commercial property owners or tenants, with written approval of the property owner or landlord, for rehabilitation and exterior improvements to buildings and surrounding property.

- Eligible projects may receive grant awards, with no single grant to exceed \$10,000.00.
- City staff, including the Redevelopment Coordinator, Planning Director and the City Manager or his designee, will review applications and provide a recommendation for approval of, modifications to, or denial of a grant request to the Rockledge Community Redevelopment Agency Board of Commissioners (Board).
- Sizeable and extensive projects that require additional funds may be considered by the Board for further consideration and approval, based on furtherance of the objectives of the Community Redevelopment Plan.

**Final approval of all grants and funding amounts shall be determined by the Board.**

### **ELIGIBLE APPLICANTS**

Any residential or commercial property owner, owner/agent or tenant, with written approval of the property owner or landlord, within the Rockledge Community Redevelopment District can apply. Tenants that are part of a multi-tenant center may apply with written approval of the center's owner.

### **PROGRAM GUIDELINES**

**Applicants will be considered on a first-come, first-served basis.** Grant awards will be based on the project's aesthetic contribution to the Redevelopment District and the City. Application can be made only once per fiscal year.

- 1) Consistency of the project must adhere to established architectural and site design guidelines, including style, color and features.
- 2) Request for reimbursement for parking pad improvements, including resealing and restriping, can only be submitted if combined with other beautification elements.
- 3) Request for reimbursement for roofing replacement or improvements can only be submitted if combined with other beautification elements and if the visual appearance of the roof is enhanced.

### **PROJECT ELEMENTS THAT ARE ELIGIBLE FOR REIMBURSEMENT**

- 1) Exterior painting.
- 2) Landscaping.
  - a. Irrigation system installation or repair if in conjunction with installation of new or additional plant materials.
  - b. Also includes removal of weeds, overgrowth and dead trees if replaced with new plant materials.
- 3) Signage – installation, repair or renovation (dimensions and other attributes must conform to the City's Land Development Regulations and Redevelopment Mixed Use (RMU) zoning district design guidelines).

- 4) Decorative lighting.
- 5) Decorative fencing.
- 6) Screen enclosures for dumpsters or equipment.
- 7) Major renovation/construction.
  - a. Rehabilitation or restoration of existing façades, including removal and/or replacement of old or worn stucco, siding, or wood or metal surfaces.
  - b. Construction of faux rooflines.
  - c. Installation of faux brick or stone work on building exterior.
  - d. Installation of new windows and/or doors.
  - e. Roof renovations or installation, if the renovations or installation of a new roof makes a distinct visual improvement and if combined with other beautification elements set forth in this section. Essential repairs to or replacement of existing roofs that will not result in an aesthetic improvement are not an eligible expense.
  - f. Modifications that will bring the exterior of the property into compliance with the Americans with Disabilities Act (ADA).
- 8) Connections to sidewalks and other public areas.
- 9) Incorporation of outdoor seating/eating areas for eating establishments.
- 10) Parking lot improvements, such as resealing, restriping and curbing, if combined with other beautification elements set forth in this section.
- 11) Any other improvements or enhancements that City staff and/or the Board believe will improve the building's usefulness, as well as the aesthetic character of the building and surrounding property.

## **PROCEDURE**

### **A. APPLICATION**

l) Applicants have two options for completion of improvements, as outlined below:

a. **Licensed Contractor Option**

- **Applicants must obtain two quotes (estimates) for each item to be contracted** by the applicant.
- If the applicant chooses to retain a licensed contractor, City staff reserves the right to suggest a contractor based upon experience and price and encourages, but does not require, the use of contractors and staff with offices located in the City of Rockledge.
- If a licensed contractor is retained, the contractor shall be licensed and bonded according to Florida state laws and the laws of Brevard County and the City of Rockledge.
- If utilizing this option, the Community Redevelopment Agency (Agency) will reimburse applicant 50 percent of the project cost, up to \$10,000.00.

b. **Owner/Builder Option**

- If the applicant chooses not to retain a licensed contractor, the applicant **must sign and have notarized** the City's "Owner/Builder Application for Contractor Exemption."
  - **In signing the "Owner/Builder Application, the applicant understands that he or she assumes all liability for the project.**
- If utilizing this option, applicants will be reimbursed for the cost of materials at 100 percent, and can be reimbursed for the cost of design and engineering studies, in an amount up to \$10,000.00.
- With this option, there is no reimbursement for labor costs.

NOTE: Applicant is responsible for obtaining any permits required to do the project. Grant funding cannot be used for the cost of permitting, regardless of whether the applicant has selected the Licensed General Contractor option or the Owner/Builder option.

- 2) No later than the third Wednesday of the month, prospective applicants are required to:
  - Submit a completed Façade Improvement Grant application, “Supporting Data Checklist” and “Owner/Builder Application for Contractor Exemption” (if applicable), along with all requested supporting documentation, including two quotes from contractors for each element being executed, or an estimate of the cost for materials.
  - Meet with City staff to present their project, review the proposed improvements and review application materials and requirements.
    - City staff will evaluate the application in order to determine if the proposed project meets the program guidelines.
- 3) If it is determined that the proposed project meets the outlined program guidelines, the project will be placed on the Board’s agenda.
  - The Board meets on the fourth Wednesday of each month, unless otherwise noted.
  - City staff will make a recommendation to the Board to approve the project, approve it with conditions, or deny the application.
  - Applicants are encouraged to attend the Board meeting in the event there are questions or concerns with regard to the project and to demonstrate support for their project.

## **B. APPROVAL**

- 1) The Board will vote on whether to fund the proposed project and can either approve it, approve it with conditions, or deny the application.
- 2) Upon approval by the Board, written notice in the form of a Notice to Proceed will be sent to the property owner and work can commence - **no work shall begin until written notice is received.**
- 3) The applicant shall have one year from the date of the written notice to complete the work. After one year, the grant will be closed out unless an extension has been granted by the Board.
- 4) Any unapproved changes will void the grant. If the applicant decides to change the project after approval, they must contact City staff and have any proposed changes approved in writing.

## C. REIMBURSEMENT

- 1) Once application is made by the applicant for payment, City staff will have up to 15 days to inspect the job for completeness.
  - If work is deemed to be insufficient, the applicant shall have 30 days to correct the problem.
  - **The Board will not pay for any work done to correct the problem, and it will be at the applicant's expense.**
  - If, after 30 days the problem is not corrected, or if the Board has not been contacted with an explanation of the delay, the façade grant will be forfeited, and no money will be paid.
- 2) Documents required for payment include:
  - A copy of all canceled checks (front and back) and a copy of all valid invoices from the service provider(s), if applicant has utilized the Licensed General Contractor option; or
  - A copy of all credit card receipts resulting from the purchase of materials, if applicant has utilized the Owner/Builder option.
  - Completed and signed W-9 form.

**NOTE: Work paid for with cash will not be reimbursed, regardless of which option was utilized.**

- 3) Upon acceptance and approval, the Board will reimburse the applicant for an approved/paid invoice, with the maximum contribution of the Board being \$10,000.00. A Federal Tax Identification/EIN number or Social Security number.
- 4) Reimbursement must be made to the person or entity listed on the application as the "applicant."

**SUPPORTING DATA CHECKLIST**

The following Data Checklist must be submitted with the application.

**Paint:**

- Provide samples of the colors chosen (actual paint chips/swatches are preferable)
- Mark which color will be body color and which will be accent colors
- Indicate where each color will be used
- Submit two written estimates from painting contractors or an estimate for the cost of all materials

**Facade - Non-Structural Alterations:**

- Provide a rendering (depiction) of changes, including paint colors, material samples or products where applicable
- Submit two written estimates from contractors or an estimate for the cost of all materials

**Façade - Structural Alterations / ADA Compliance Features:**

- Provide sealed drawings from certified professional
- Provide samples of exterior products to be used
- Submit two written estimates from contractors or an estimate for the cost of materials

**Landscape Grant:**

- Provide landscape plan with plant list, location, irrigation plan, etc.
- If applicable, indicate where overgrowth and weeds are to be cleared from the property
- Submit two written estimates from landscape contractors or an estimate for the cost of plant materials

**Outside Connectivity Elements:**

- Provide a scaled drawing showing locations of all elements to be placed
- Submit two written estimates from contractors or an estimate for the cost of all materials

**New, Rehabilitated or Replacement Signage:**

- Provide scaled drawings showing size, colors, features, etc.
- Provide samples of materials to be used on the sign as required
- Show a site plan for sign placement, lighting, landscaping, etc.
- Submit two written estimates from sign contractors or an estimate for the cost of all materials

**Façade Improvement Grant Program Application**

**Licensed Contractor Option** \_\_\_\_\_ (check here) **Owner/Builder Option** \_\_\_\_\_ (check here)

Property Owner's Name

\_\_\_\_\_

Property Address

\_\_\_\_\_

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Type of façade or landscape improvement proposed (note all that apply). The Supporting Data Checklist must be included with application package, along with plans, specifications, samples, and other supporting documentation as required. The applicant shall review the project and application with City staff prior to submittal.

Painting (approx. square footage) \_\_\_\_\_

Structural Alterations \_\_\_\_\_

Cosmetic Alterations: (moldings, etc.) \_\_\_\_\_

Landscape Modifications \_\_\_\_\_

Signage \_\_\_\_\_

**Total Estimated Cost of Project \$** \_\_\_\_\_

**Match not to exceed \$** \_\_\_\_\_

**Note:** Application can only be made for one Façade Improvement Grant in a given fiscal year.



**Owner Certification**

- 1) I hereby submit the attached plans, specifications, quotes and samples for the proposed façade improvement project.
- 2) I understand that the Rockledge Community Redevelopment Agency Board of Commissioners must approve the project.
- 3) **I understand that no work shall begin until I have received written approval from Agency staff.**
- 4) I further understand that the project must be completed within one year from date written approval is received, unless I apply for and am approved for an extension.
- 5) I further understand that if I choose not to retain a licensed contractor, then I must **sign and have notarized** the City's "Owner/Builder Application for Contractor Exemption" and understand that I assume all liability for the project.
- 6) I understand that grant monies will not be paid until the project is completed and deemed satisfactory.
- 7) **I understand that work paid for with cash will not be reimbursed.**
- 8) I agree to leave the completed project in its approved design and colors for a period of five years from the date of completion.
- 9) I also understand a Federal Tax Identification/EIN number or Social Security number must be provided to the City of Rockledge for tax/accounting purposes.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**ROCKLEDGE FAÇADE IMPROVEMENT GRANT AGREEMENT**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by and between the ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY BOARD OF  
COMMISSIONERS and \_\_\_\_\_ (Applicant).

WHEREAS, Applicant has made application for a grant with the Rockledge Community Redevelopment Agency Board of Commissioners under the Rockledge Façade Improvement Grant Program; and

WHEREAS, the Rockledge Community Redevelopment Agency Board of Commissioners has approved said application.

**IT IS HEREBY AGREED AS FOLLOWS:**

- 1) Applicant agrees to rehabilitate its building façade and/or provide additional onsite landscaping and other elements consistent with the application submitted to the Agency, which is attached to this Agreement as Exhibit “A”.
- 2) In consideration of same and upon satisfactory completion, the Agency will reimburse Applicant \_\_\_\_\_ percent of the total project costs in the amount of \$\_\_\_\_\_. **In no event shall the Agency pay more than \$10,000.00.**
- 3) Applicant, its successors or assigns, agrees to maintain the improvements for a period of five years from completion. Should applicant, its successors or assigns, fail to maintain said improvements for a period of five years, applicant, its successors or assigns, shall be obligated to reimburse the Agency the full amount of grant funding contributed by the Agency under paragraph 2 of this Agreement.

4) In any dispute arising between or among the parties, the losing party shall pay to the prevailing party reasonable costs and expenses incurred in connection with any suit as determined by the court at all trial and appellate levels.

**IN WITNESS WHEREOF**, the parties have executed this agreement on the date first stated above.

**APPLICANT**

**ROCKLEDGE COMMUNITY  
REDEVELOPMENT AGENCY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Applicant

Print name: \_\_\_\_\_

Chairman, Rockledge Community Redevelopment  
Agency Board of Commissioners

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <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) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>									
				-					

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Employer identification number</b>									
					-				

### 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 on page 3.

<b>Sign Here</b>	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.** The IRS has created a page on [www.irs.gov](http://www.irs.gov) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.