

West 192 Development
Authority



RENEW192

Façade

Improvement

Matching

Grant

12/16/2019

Purpose

The W192 Development Authority is Osceola County's single management agency responsible to oversee all of the programs and projects related to planning, coordinating, implementing and managing the redevelopment and revitalization of the W192 tourism district. The Development Authority includes the W192 CRA and the W192 MSBU areas.

The West 192 Development Authority plan states that "the Corridor's older building inventory does not match the requirements or expectations broadly demanded by today's market". The plan recommends a Façade Improvement Grant Program to help improve this issue.

This grant program is an incentive to owners of buildings and businesses to improve building façades located on West 192 within the development authority area. The purpose of the grant program is to use Tax Increment Financing to leverage private investment in making improvements to building facades that return public benefits such as enhanced corridor aesthetics, pedestrian comfort and public safety.

Eligibility

1. The applicant must be the owner of the building(s). Tenant may qualify upon receipt of written consent by the owner of the building(s).
2. The building(s) must be structurally sound.
3. The building(s) must be in the West 192 Development Authority area and front West 192.
4. No vacant properties are eligible for grants, unless the renovation will lead to occupancy.
5. If code actions on the property are part of the application, they cannot exceed 50% of the total project cost.
6. The applicant shall be current on all County taxes.

Improvements:

Eligible improvements are those improvements located on or around the building façade. No interior improvements or maintenance activities will be funded, and will not be used in calculation of grant match.

Grant funds may be used for the following types of improvements:

- Replacement of windows and doors
- Exterior painting or siding

- Exterior wall signage
- Awnings and/or canopies
- Landscaping
- Hardscaping (sidewalks, walkways, driveway, parking lot)
- Exterior furniture (benches, trashcans, planters, bicycle racks, etc.)
- Exterior architectural amenities (balconies, porches, etc.)
- Exterior lighting
- Shutters
- Other exterior façade improvements (considered by the Development Authority on a case by case basis)
- Architectural, engineering or landscape architectural services to design improvements to be funded through this program (maximum of 10% of total improvements)

****Maintenance activities are not eligible for funding. Activities that may be deemed maintenance items are power washing, landscape maintenance and other maintenance-type activity. Work being done by business or building owner will not be funded for labor.***

Grant Application Process:

Grants will be evaluated on a first come first served basis

1. Applicant and Development Authority staff shall meet to discuss the project.
2. Submit grant application to the West 192 Development Authority staff for review. (only completed applications including all supporting documentation shall be processed) Applications containing the following items shall be deemed complete:
 - a. Completed application form
 - b. Photograph(s) of the existing building conditions.
 - c. Sketches and/or digital illustrations of proposed improvements.
 - d. Description of materials to be used, the construction procedure and proposed colors.
 - e. Cost estimates from three licensed contractor(s).
 - f. Evidence of agreement with program requirements by building owner, for tenant applicants.
 - g. Selected contractor's general liability insurance certificate and contractor's license.
 - h. Business's occupational license.
3. Final approval of the grant will be determined by the West 192 Development Authority Executive Director.
4. The Development Authority staff will notify applicant of approval or denial and amount awarded.

- a. No work can commence prior to receiving written notification to proceed (letter or email) from the Executive Director
 - b. If the grant application is denied for the sole reason that it was not submitted within the timeframes provided herein and the grant application was submitted within sixty (60) days of receiving a Certificate of Occupancy, the applicant can make an in-person request to the West 192 Development Authority Board that the grant application be retroactively approved and that the funds be distributed in accordance with the grant language. The applicant must make this in-person request at the Board's next scheduled meeting to be eligible for retroactive approval, and the Board may approve or deny the request for any reason.
5. Upon notice to precede the grantee has three (3) months to complete all work and request final inspection by the Development Authority staff.
 6. For the duration of the improvements, the applicant shall post a sign, to be provided by the Development Authority, which indicates the project has received a West 192 Development Authority Grant.
 7. Upon Completion of the improvements, and issuance of a certificate as occupancy (if applicable), the applicant submits a request for funding and backup material.
 - a. Copies of all applicable invoices and receipts
 - b. Proof of payment for improvements (must be at least as much as the amount indicated in the application)
 - c. Photos of improvements (before and after)
 8. Development Authority staff inspects the project to verify completion of work as proposed in the application.
 9. Development Authority disburses funds to grant recipient within 30 days of approval of the completed project by the Executive Director of the Development Authority, unless otherwise notified.
 10. Grant funds allocated to the project will revert to the Development Authority's façade grant fund and the façade redevelopment agreement will terminate if the grant recipient fails to complete the project in the three month period.

The Development Authority reserves the right to reject grant applications that in its view, propose inappropriate colors or designs. Grants are awarded on a first come first served basis with award amounts based on available funding.

Application Submittal

Submit completed grant applications to:

Email: Christina.Morris@osceola.org

Grant Program Guidelines

- Funds shall be allocated on a first come first serve basis.
- Only one grant award shall be awarded per site per five (5) year period.
- Tenants may qualify upon receipt of written consent from the owner of the building.
- No grants will be awarded for projects started before the grant award.
- Grant awards shall not exceed \$30,000.00 or 50% of total project cost.
- Improvements shall be consistent with the West 192 Development Authority Plan and the Osceola County Land Development Code.
- Grantee is responsible for obtaining any necessary permits for the project.
- Any unapproved changes will void the grant.
- No work for which a grant is sought shall begin until authorized by the Development Authority.
- Applicants must agree to a completion schedule up to six months in duration from the day after the grant approval.
- The Development Authority shall disburse funds to the grant recipient or contractor with grant recipient's approval only upon demonstration that the work has been completed.
- Grant extensions may be granted by the Development Authority Board 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.
- The Development Authority shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.
- Grant Recipient agrees to allow the Development Authority to photograph the project for use in future publications.
- Change orders will not be funded.

Façade Improvement Grant Application

Applicant Name: _____

Mailing Address: _____

Telephone: (____) _____ **E-Mail:** _____

Business Name: _____

Property Owner: _____

Property Address: _____

Total Cost of Project: _____

Proposed Match: _____ (not to exceed 50% of the project cost or \$30,000)

Estimated Start Date: _____ **Estimated Completion Date:** _____

Please attach:

1. **Project Description**
2. **Project rendering and/or landscape plan**
3. **At least three (3) professional estimates**

I hereby submit the attached plan, specifications, and/or color samples for the proposed project and understand that the West 192 Development Authority Executive Director or designee must approve the project prior to commencement of work. I understand that this grant does not constitute a permit and permits must be obtained in order for work to be allowed. I also understand that the Development Authority is responsible only for the approved grant amount and no more. No funding is committed until a completed application is approved. Grant monies shall not be paid until the project is completed as approved and proof of payment has been provided. I have read and understand the Façade Improvement Grant guidelines.

The project must be completed within three (3) months of grant approval.

Print Name

Date

Signature of Applicant

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 and improvements to be made. Be sure to mention anything that earns points for your application.
5. Cost estimate(s). Scopes of service from each contractor must be identical.
7. Copy of applicant's occupational license.

FOR DEVELOPMENT AUTHORITY USE ONLY: DO NOT WRITE ON THIS PAGE

Date Application Received:

Received by (print name):

Review by Date:

- Proof of ownership attached
- Photographs attached
- Description of materials and improvements attached
- Sketches attached
- Contractor estimates attached
- Reviewed Debt status, lean & code violation
- Copy of Business License attached
- Final Approval by West 192 Executive Director

Date: _____