

City of Holly Hill
Community Redevelopment Area
Façade Improvement Reimbursement Grant Program



[Guidelines and Application](#)

**City of Holly Hill Community Redevelopment Area
Façade Improvement Reimbursement Grant Program**

Purpose

The purpose of the facade improvement reimbursement grant program is to encourage and assist owners to improve the appearance of their properties.

Program Description

- a) Approved grant request will be based on actual cost for the project up to an eligible amount. The applicant will be required to provide a match of the eligible grant amount.
- b) Approved project must be started within forty-five (45) days of acceptance and completed within one hundred and twenty (120) days of notification of approval.
- c) The final site review will be conducted within thirty (30) days of notification of completion.

Commercial grant reimbursement funding	Commercial applicant Funding	City match
\$1 - \$5,000	\$1 - \$5,000	1:1 ratio
\$5,001 - \$7,500	\$10,002 - \$15,000	2:1 ratio
\$7,501 - \$10,000	\$22,503 - \$30,000	3:1 ratio

In no case may a commercial property be eligible to exceed the maximum \$10,000.00 in grant funding within a 5-year period, as described in the Application Guidelines, section H.

Residential grant reimbursement funding	Residential applicant Funding	City match
\$1 - \$2,500	\$1 - \$2,500	1:1 ratio

In no case may a single-family property be eligible to exceed the maximum \$2,500 in one-time-only grant funding.

Procedures

1. Review the program description to determine if the improvement(s) you are considering are eligible and obtain three (3) professional bids from licensed contractors/vendors supporting detailed project cost estimates for the grant request.
2. Submit the completed grant application.
3. If any structural components are included with the plan, the applicant is responsible for the contractor/vendor securing necessary permit(s).
4. Grant recipient will hire own licensed contractor and finish property improvement(s).

5. Request final inspection and reimbursement. All work must pass applicable federal, state and local inspections. The City reserves the right to withhold reimbursement payment.

Eligible Projects

Commercial – property must be located within the Holly Hill CRA.

Exterior renovations: Including painting, cleaning, repairs, replacing architectural details, removing incompatible additions, repairing or replacing windows, door trims, porches, storefronts, etc. on the front, side and rear of buildings facing public entrance areas.

Awnings: Including removal of old awnings and the purchase and installation of new awnings.

Design assistance: Professional design services related to structural renovations, new construction, signage and landscaping.

Permit fees: Including any permitting fees that are required by City Code.

Single-family Residential – property must be located within the Holly Hill CRA.

Exterior renovations: Including removal of exterior front false façade, restoring the exterior building to its original constructed materials – applies to historically significant/ documented residence, stucco or clapboard restoration, painting, window or door repair or replacement on all exterior walls, repointing of mortar joints – remortaring what is cracked/unstable, front porch only repair or replacement, picket fences added in front of the property, remove a chain link fence or replace it with a picket fence. A new chain link fence cannot be installed in the front yard of the home.

Awnings: Including removal of old awnings and canopies and the installation of new canvas awnings.

Landscape: installation of front lawn landscaping, installation of front lawn irrigation system.

Paving: installation of brick or textured pavement– in front walkway only and installation of paved, brick or textured driveway.

Permit fees: Including any permitting fees that are required by City Code.

Ineligible Projects

- a) Anything not listed above as an eligible project in the respective property type.
- b) Item funded by a previous commercial improvement reimbursement grant.

Application Process

1. City Manager or designee approves or denies grant application.
 - a. If approved, applicant is notified of grant award based on guidelines established in the grant application packet.
 - b. If applicant is denied, applicant may request an appeal hearing to be scheduled at the next Community Redevelopment Agency meeting.
2. Applicant shall not have existing Code Enforcement citations, City liens or adjudications or be in violation of any applicable local, state or federal rules and regulations.
3. Proposed improvement(s) shall strive to comply with the adopted City Commission goals and shall comply with objectives and goals as described in the CRA Plan and any amendments, the City's land development regulations and building code and any other applicable local, state and federal rules and regulations.
4. Applicant must follow the adopted grant application process, including the mandatory pre-application conference in order to be considered for a grant award.

City shall have the discretion and authority to mitigate or waive any circumstance(s) for a proposed improvement that may be in the best interest of the City and which meets the objectives and goals as described in the CRA Plan and any amendments.

Application Guidelines

Commercial

- ▶ Project(s) should strive to address the entire façade that reflects the building as a whole and will be eligible for once-a-year grant requiring a match on a reimbursable basis.
- ▶ Eligibility applies per parcel – maximum of \$10,000 per property within a five (5) year period.
- ▶ The commercial property must be a permitted use in its zoning district and applicant must be the owner of the property.

Residential

- ▶ Single-family property will be eligible for a one-time grant of up to \$2,500 requiring a one-to-one match on a reimbursable basis.
- ▶ Eligibility applies per parcel – maximum of \$2,500 per property.
- ▶ Duplex dwelling is considered one parcel and is eligible for single grant funding only.
- ▶ The single-family home must be a permitted use in its zoning district and applicant must be the owner of the property.

- a) Project must be new and applicant is responsible for obtaining detailed project bid from three (3) licensed contractors/vendors showing a summary of the scope of work to be performed, all required permits and compliance with all local, state and federal codes and must demonstrate the right to access and/or use the property.
- b) Applicant must agree to conform to original plan and design submitted with the grant application.
- c) A commercial property may be awarded only one (1) grant annually. A single-family property may be awarded only one (1) grant, one time.
- d) Request for reimbursement shall be viewed as a single, completed package.
- e) Applicant must agree to install a specific grant award sign on site, provided by the City, from the start of the project and for thirty (30) days after its completion.
- f) A permit from the Volusia County Environmental Health Division of the Health Department must be pulled for the address, if a new well or irrigation system is to be installed. Proof of permit issuance and inspection of the system was completed by the Volusia County Environmental Health Division must be provided by applicant prior to request for funding reimbursement.
- g) Grant funds are not eligible to reimburse any property damage that may be covered by or compensated through an applicant's property insurance coverage.
- h) The aggregate maximum of commercial grant approvals may not exceed \$10,000.00 for any one business at the same address within a period of five (5) years.
- i) Applicant guarantees that all materials funded by this grant will last a minimum of three (3) years and shall provide verifiable documentation and comply with criteria for design and color components.

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Address of property to be improved: _____

Applicant's name: _____

Property owner's name, if different: _____

Applicant contact information: daytime phone: _____

e-mail address: _____

Proposed improvement(s) please check all that apply:

Exterior _____ Painting _____ Electrical _____ Awning _____

PROJECT PROPOSAL

Describe the scope [and attach](#) sketch plans/a diagram and specifications detailing the work to be performed [and](#) three (3) all inclusive bids from licensed contractors/vendors supporting project cost estimates:

Estimated total cost of proposed improvement(s): \$ _____

Estimated amount of grant assistance requested: \$ _____

I understand that in order for my request for public money to be approved, I must agree to the following conditions:

1. To follow the design recommendations as approved by City staff or designee.
2. To adhere to the application procedures and guidelines and the grant agreement as specified or be subject to formal proceedings and a lien against the property.
3. That I shall incur all initial project costs and receive reimbursement only after:
 - A. All improvements have been completed.
 - B. Final inspection of the improvements are approved.
 - C. Proof of payment for project costs has been received.
4. Grant award will be based on lowest bid.
5. I understand that grant is subject to taxation and that the City is required to report the amount and recipient of said grant to the Internal Revenue Service
6. Applicant agrees to install a specific grant award sign on site, provided by the City, from the start of the project and for thirty (30) days after its completion.

Acknowledgement of notifications _____

I acknowledge that I have received and understand the Community Redevelopment Façade Improvement Reimbursement Grant Program, procedures and grant agreement.

Property Owner signature

Date

Business title