



Historic Preservation Board

Application for Historic Preservation Grant Facade Renovations

OFFICIAL USE ONLY	
Application No.:	_____
Date Received:	_____

Property owner:

Name Individual Name if Applicant is a Business

Address City State ZIP Phone

Residential: Amount Requested: _____

Applicant to select from the following:

- Paint: Landscape: Facade: Structural Repairs:
Other:
(explain) _____

Please provide detailed description of work to be done and cost estimate:
(Use reverse side and/or attachments if needed)

Please attach all supporting documents and/or photos that are relevant to your request.

Additional Funding Source(s):

_____ % Match with Historical Society (State or Local)
Owner Contribution: Yes No If yes, amount: _____ Labor: _____

If no, please state why:

Do you anticipate assistance from any other agency? Yes No

If yes, please list agency and type / amount of assistance.

Agency: _____ Amount: _____

Signature Date

Applicant must provide W-9

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Historic Preservation Board Meeting Date: _____ Time: _____

CRA Board Meeting Date: _____ Time: _____

Approved: _____
Community Development Signature Community Development Title

Amount of Grant: _____ Payable to: _____

Attachment "A": Project Budget - Facade Grant Eligible Budget

Construction Categories / Line Items <small>(insert lines or additional sheets as necessary)</small>	Improvements Costs	Grant Eligible Costs	
		Eligible	Grant
Primary Grant Eligible Work		Completed by Staff	
Facade Work (ex: windows, doors, ext lighting, landscaping, porch, railings,etc)			
Ancillary Project Work (Parking Lot Improvements, Painting, Signage, Etc)			
Demolition			
Total Facade Work			
Other Work (case by case)			
Structural Construction (Concrete, Masonry, Framing, Carpentry, Site Work, Etc)			
Roofing			
Total Other Work			
Total Project Costs			
Total Project Cost	\$0		
<i>Pro rata share eligible for Grant consideration</i>		100%	
Grant Request (\$2,500 max):			\$0

The undersigned understands that the information provided herein is to induce the City of Dunnellon and the Dunnellon CRA to consider a Community Redevelopment Area Facade Grant award for some or all of the above scope of work and certifies that the information contained is true and correct.

Owner: _____

Date: _____

Request for Reimbursement:

Attachments	<input type="checkbox"/> W-9	Reimbursement Payable To: _____
	<input type="checkbox"/> ALL Receipts	
	<input type="checkbox"/> Pictures	Mailing Address (if different than W-9): _____
Signature of Requestor: _____		Date: _____

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Was the project completed satisfactorily? Y / N	Inspection completed by: _____
If no, why? _____	
Amount of Reimbursement: _____	Coding: _____ - _____
Approved _____ City Finance Officer	Date: _____

City of Dunnellon Historic Preservation FAÇADE/EXTERIOR IMPROVEMENT Grant Program

The Historic Preservation Facade Improvement Program (The Program) provides property owners with financial assistance through a grant to improve the appearance of their properties in Dunnellon's Historic District.

Eligibility Requirements:

- Residential properties in the Historic District
- Applicant must be the property owner/registered agent
- Commercial properties on a case-by-case basis

The Historic Preservation Grant Program is available to residential property owners that are located within the Dunnellon Historic District. Applicants must propose a permitted/conforming use when applying for Grant Funds.

Applications will not be accepted from property owners who are delinquent on their property taxes. Applicants must not have any active liens on the property.

Additional Requirements:

- The property owner or registered agent must be the grant applicant
- The proposed work covered by the grant must be approved by the City prior to initiating the work.
- A Certificate of Appropriateness must be obtained from the Historic Preservation Board.
- The application must include a detailed budget with reasonable costs for the proposed work
- Property taxes must be current as of the date of the application
- The property must have no outstanding building code citations, except those considered for the purpose of building preservation
- Preference to Historic structures.
- Proof of financial need if applicable

Ineligible Projects/Improvements (all applications):

The Historic Preservation Grant cannot be used to fund interior renovations, general maintenance, sweat equity or electrical work (except exterior lighting), any improvement funded with a previous grant or anything not listed as an eligible project.

- Improvements/services rendered prior to grant approval
- Property damage that may be covered by or compensated through an applicant's property insurance coverage
- Project funded by a previous grant

- Interior improvements
- Electrical work (except exterior lighting).
- General maintenance

Application Process and Deadline:

(1) Applications are accepted on a monthly basis, by the 15th of each month. Applications will not be processed within the current fiscal year if received after June 30th and will be held for the next fiscal year. Applications are accepted by the Community Development Department, 20750 River Drive, Dunnellon, FL 34431, Monday – Friday, 8 a.m. – 4 p.m. (excluding holidays).

(2) The Applicant must complete the application and submit it to the Community Development Department for processing. The application package submittal shall include the following:

- Completed Historic Preservation Facade Improvement Grant Program Application
- Current photo(s) of project site
- Property Appraiser Parcel ID number and proof of paid property taxes
- Description of proposed improvement(s)
- Rendering or sketch of proposed improvement(s)
- Photos of area(s) to be improved
- Documentation of cost estimates – copies of vendor bids, estimates, etc. (three bids required)
- Signature of Property Owner (Applicant)
- Utility bill must be current
- Boundary Survey (if applicable)
- Must be primary residence, unless commercial which is considered case-by-case.
- Proof of financial need, if applicable

The Applicant is responsible for all building permits, fees and other permits and fees that may be associated with the proposed project.

Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet. Incomplete applications will not be reviewed.

(3) City staff undertakes the initial review of the application. If the application is found to be incomplete, the applicant will be granted time to complete and resubmit the application. Once the application is complete, staff will review the application according to the program selection criteria and forward to the Historic Preservation Board for review and recommendation to the CRA Board for final approval. A letter is mailed notifying the Applicant of the decision of the application, if an application is denied, at any level of review, the Applicant may modify the existing application or reapply at a later date.

Please note that applications must be submitted and approved BEFORE work begins. Award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated prior to the approval of the Grant by the Historic Preservation Board and CRA Board.

The City is required to file informational returns (Form 1099-G) for individuals and entities

receiving grants from the Dunnellon CRA. Grant recipients must sign and return a Substitute W9 form to the City before funds can be considered for reimbursement.

(4) Upon completion of the improvements; a final inspection and approval by the City is required prior to the Applicant submitting a “reimbursement package” which includes the following:

- a. Completed reimbursement form (provided by Community Development staff);
- b. Copies of applicable paid invoices or receipts for improvements
- c. Photos of completed improvements.

Applicants will receive grant funding after the project is completed and all associated costs have been paid. It is the responsibility of the Applicant to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the Historic Preservation Board by the Applicant. The project must be completed essentially as presented to the Historic Preservation Board in order to receive payment. At approximately the midpoint of the project, the Applicant will give an update to the Historic Preservation Board on the progress of the project either in writing or in person. The Historic Preservation Board reserves the right to make on-site inspections throughout the course of the project, subject to meeting sunshine law. **If applicant proves financial need, the Board will consider payment(s) directly to the contractor or vendor on a case-by-case basis.**

Projects must begin within 60 days of approval, and applicants have 60 days from the completion date of the project to file for reimbursement according to procedures set forth within the reimbursement package. All requests for payments will be processed in the next available Accounts Payable warrant cycle.

Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the project, as well a notice of Final Inspection from the Building Department (if applicable).

Disclaimer:

The City of Dunnellon shall not be responsible for the planning, design, or construction of the property that is owned by the Applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the CRA Grant Program. The Applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

GRANT TYPES & GUIDELINES:

Categories in which grant funds are eligible:

- Façade Rehabilitation
- Demolition

Funding Structure (All grants):

Eligible applicants may receive awards of **100%** of the total eligible project cost with no single grant exceeding \$2,500.

FACADE REHABILITATION

Purpose:

The purpose of the facade improvement is to encourage and assist property owners within the Dunnellon Historic District to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing images enhance the overall vitality and character of the City by adding new beautification and visual features where previously lacking.

Guidelines:

- Building must be structurally sound based on owner provided documentation.
- Only one Façade Rehabilitation Grant will be awarded per property.

Eligible Improvements (includes but not limited to):

- Awnings and shutters of exterior structure-replace or new
- Exterior Doors and Windows
- Paint on exterior structure (including murals)
- Siding or exterior coverings
- Exterior Lighting
- Landscaping
- Other exterior projects on a case-by-case basis

DEMOLITION

Guidelines:

- Structures that are beyond economic repair
- Only one Demolition Grant will be awarded per property.

Eligible Properties:

- Deteriorated properties with major structural defects beyond reasonable economic repair

Frequently Asked Questions

Q: What properties qualify for the Program and in what areas of Dunnellon is the Program available?

A: The Program is available to all residential properties in the Historic District.

Q: What are the Program funding limits?

A: If an application is approved, the Program may provide grant funds for 100% of the total cost of the improvements (not to exceed \$2,500). The applicant is responsible for all costs not provided by the grant.

Q: What kinds of improvements qualify for grant funds?

A: The Program is only for exterior improvements. Generally, qualified improvements must be visible from the street and increase the functionality of the building for its intended use, e.g. new windows, exterior doors, awnings, exterior lighting, or landscaping. The removal of deteriorated portions of the building is also allowed. Improvements such as roof repairs or structural stabilization will only be considered on a case by case basis.

Q: If I receive a grant award, how do I get the funds?

A: Funds will be released upon satisfactory completion of the project and submittal and approval of complete reimbursement package.