



**COMMERCIAL FAÇADE IMPROVEMENT PROGRAM GRANT APPLICATION**

The Cocoa Community Redevelopment Agency (Cocoa CRA) sponsors a Commercial Façade Improvement Program (CFIP) to assist in the improvement of real property located in the Cocoa CRA Area. Matching grants of up to \$10,000.00 are available per commercial parcel/project to qualified applicants whose property is located in that portion of the Cocoa Redevelopment Area eligible for grant funding (***property on Brevard Ave., Delannoy Ave., and Harrison St. are ineligible***). **Applications must be submitted two weeks in advance of each CRA meeting.** The Cocoa CRA meets on the first Tuesday of each month.

Property Owner/Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Description of Planned Improvements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Grant Funds Requested: \_\_\_\_\_

**Applicant/Owner Certification**

I hereby submit this application and application requirements. I have read the CFIP grant requirements. I understand that the project must be completed within one year from date written approval is received, unless otherwise approved or extended. I understand that grant funds will be provided on a reimbursement basis once all work is complete. I agree to leave the completed project in its approved design and colors for a period of five years from the date of completion. I understand the Agreement will contain a covenant running with the land that binds future successors to also maintain the improvements and failure to maintain the improvements shall be a breach of the covenant and will result in having to pay back the entire amount of the grant, plus interest.

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Date

### **Application Requirements**

1. Copy of Deed/Proof of Ownership
2. Copy of City local business tax receipt
3. Color Photographs/Slides of Current Condition
4. Site Survey (required ONLY in the case of landscaping improvements)
5. Estimates/quotes/bids for all costs associated with the project ("Sweat equity" hours will not be credited.)
6. Complete, written scope of rehabilitation work
7. Complete, written description of the projects ability to meet the design criteria for funding outlined on the third page of this application
8. Evidence (such as a letter from your banker) of available private funds to pay for the rehabilitation. (The Commercial Façade Program is a reimbursement program in which funds are paid to owners after receipts have been given to the city showing that all contractors and sub-contractors have been paid in full.)
9. Proof of insurance coverage (Please ask your insurance agent to send the Accord Form)

### **Program Guidelines**

To be eligible to receive a grant, the applicant must:

- Own the subject property (property owners may designate a tenant as their agent, but the owner shall sign the CFIP Application);
- Own property in a commercially zoned area within the Cocoa CRA that is not used solely for residential purposes;
- Have a current City of Cocoa local business tax receipt or obtain one prior to reimbursement of funds;
- Be current on all property taxes and utility charges; and
- Own property suitable for façade improvement, as determined at the sole discretion of the Cocoa CRA.

The following applicants/properties are ineligible to receive a grant:

- Properties used solely for residential purposes, including multi-family and single-family residences. Vertically-mixed uses with a non-residential component are permitted at the discretion of the Board;
- **Property on Brevard Ave., Delannoy Ave., and Harrison St.**
- Non-profit corporations, unless (i) a substantial portion of the property is used for commercial purposes and is subject to ad valorem taxation; or (2) the non-profit corporation's property is of historic or cultural significance in the City of Cocoa; and
- Owners of vacant land

### **Eligible and Ineligible Expenses**

All improvements eligible for matching funds must be visible from the public right-of-way and must be intended to preserve and protect the structure or aesthetic integrity of the commercial building.

Eligible primary improvements for grant matching funds include:

- Façade rehabilitation
- Removal of deteriorated or undesirable exterior alterations
- Stucco restoration
- Replacement or reconstructive woodwork
- Replacement, repair, or restoration of cornices, eaves, parapets, or other architectural features
- New doors and windows
- Restoration of historically appropriate doors, windows, or building features
- Signs, awnings, and canopies

- Exterior lighting
- Entranceway modifications that improve the appearance or access to the commercial building
- Landscaping, including hardscaping around the perimeter of the property and irrigation if needed to support landscaping. Preference given to drought-tolerant trees and plants. Must be consistent with City of Cocoa Code.
- Fencing around the perimeter of the property (must be substantially visible from the right-of-way)

The following ancillary work may be eligible for matching funds only when performed in conjunction with a primary improvement:

- Building cleaning (non-sandblasting)
- Painting

Ineligible improvements include:

- New building construction or new building additions
- Roof repairs
- Interior improvements
- Portable signs, such as sandwich boards or A-frame signs
- Flags and banners
- Tables, chairs, and umbrellas
- Acquiring property
- Improvements completed prior to Application submittal
- Parking lot improvements
- Improvements that are not substantially visible from the public right-of-way

### **Application Process**

The Application will be processed in the following manner:

1. The Office of Economic Development will review all filed Applications for completeness and will return any Application that is not deemed complete.
2. A site inspection must be scheduled by the City of Cocoa building inspector to determine if the building is suitable for the façade improvements proposed, i.e., that the building's current condition will support the improvements. The Applicant shall agree to provide access to the property for purposes of inspection.
3. The Office of Economic Development will evaluate all filed Applications in accordance with the above-described priorities and requirements of this Policy.
4. Completed and evaluated Applications will be scheduled for consideration by the Cocoa CRA
5. Applicants shall be present and prepared to discuss the proposed improvements.