



City of Milton
Planning & Development Dept
6738 Dixon Street
Milton, FL 32572
www.miltonfl.org

**DEADLINE FOR
APPLICATIONS:**

April 7, 2023

2022 Residential Façade Improvement Program

Program Summary

The City of Milton Downtown CRA Residential Façade Improvement Program is intended to provide funding to upgrade the visual and aesthetic appearance of structures and property, increase property value, reduce blight and to preserve historic structures within the City of Milton Downtown Community Redevelopment Area (CRA). This grant program is available to property owners of residences in the Downtown CRA only.

The program awards grants of up to \$2,000 to be used exclusively for improvements to the exterior façade of a building. A 100% Grantee match is required, except for those homeowners applying for grant funds for the house in which they live. Any homeowner occupying the house in which grant funds are requested, and that meet the low-income threshold as delineated in the sliding scale table herein shall be eligible for a reduced grant match. The grant may be paid directly to a vendor, paid as draws or a reimbursement to the Grantee. The Grant must be approved by the City Council prior to commencement of any work proposed to be completed with grant proceeds. A scale drawing of the project is required, along with material and color samples.

Eligibility

- Property must be located within the Downtown CRA in the city limits of the City of Milton, Florida. Those structures that contain a mix of commercial and residential uses are ineligible to apply. However, residences containing licensed home occupations are still eligible. Existing, Non-Conforming Property may not apply. Property exempt from ad valorem property tax is eligible at a lower grant amount.
- Applicants must have all necessary approvals/permits/inspections. Any outstanding legal issues that could encumber the property or prohibit immediate use as a residence must be resolved or explained. All projects must comply with the City's Comprehensive Plan, Unified Development Code, Life Safety Code and Florida Building Code.
- Unoccupied properties are eligible to receive the grant, but must be actively, continually, and publicly marketed on a verifiable source (CMLS, Zillow, FSBO, etc.) from the date of application until leased.
- Applicants must sign the program application and other related documents. Renters may apply only with property owner's consent. Owners may apply only with renter's consent, if leased.
- Applications are accepted prior to the deadline only. Applications received after the deadline will be returned unopened.
- Priority will be given based on the following criteria: first-time applicants; projects in the designated Historic District; projects in historically significant structures; and/or projects considered to be candidates for demolition within 12 months.

- Applicants may apply for one grant per fiscal year only.
- All grants are based on availability of funds. Grants are awarded until all funds are exhausted. If funds remain after the initial cycle, additional cycles, later in the year, may occur.
- Exterior improvements must be approved by staff for appropriateness. The applicant must meet with applicable City/County departments to determine required approvals and permits, if any.
- The City of Milton provides funding only. The City is not responsible for any project design, project management, construction management or oversight of any contractor/s.
- Once the project has been completed, the property must be eligible to obtain, or already have a certificate of occupancy, and have received the final inspection from the appropriate agencies.
- Applicants must demonstrate the financial capacity and ability to complete the project as described in the application. Applicants must detail how the project will be maintained long-term in “like-new” condition upon completion (minimum 5-years).

Eligible Improvements

It is the intent of this grant program to refund a portion of the applicant's cost for exterior improvements to a structure that will increase aesthetic appeal.

Examples of **eligible** items include:

- Exterior ADA Handicapped Access to a Building
- Refurbishment or replacement of exterior walls, including repainting, repairs, tuck-pointing or re-siding
- New, repair or replacement of exterior windows and/or doors
- Repairing, replacing or adding cornices, entrances, doors, decorative detail, porches or other exterior features
- Signs, including the removal of old signs and the design production and installation of new signs. One attached sign may be eligible but is limited to 50% of the total award amount
- Demolition of exterior cosmetic features necessary to install new exterior cosmetic improvements
- Awnings or canopies over windows or walkways and other decorative improvements, including shutters
- Replacement, re-shingling or re-surfacing of the roof or mansard, provided that the roof contributes to the aesthetics of the façade. The roof features must be visible from the Right-of-Way
- Exterior Lighting or other design elements to enhance exterior character.
- Installation of a brick or textured driveway
- Repair or replacement of wooden picket fences or wrought iron fences that are fully visible from the street right-of-way
- Restoration of Architectural Features
- Exterior Painting

Ineligible Improvements

All construction not substantially contributing to an exterior aesthetic improvement will be excluded from this program. Any other grants from other programs may not be combined for the same materials or work.

Examples of **ineligible** items include:

- Rent, mortgage, insurance, utilities, taxes, or other, similar costs of ownership
- Signage improvements
- Interior modifications and/or rehabilitation
- Regular/routine maintenance and repair
- Refinancing existing debt

- Owner performed labor (unless the owner is a duly licensed contractor)
- Soft Costs (licenses, permits, impact fees, architect/engineer cost, etc.)
- All structural improvements not substantially contributing to an exterior aesthetic improvement of the property

Additional Information

1. Buildings with multiple residential units under one roof may not combine grant funds. Properties of this type are limited to a maximum grant of \$2,000 per grant cycle.

2. Residential Façade Grantees must provide a match of at least 100% over and above the amount of the grant request, except as indicated below. For example, for a grant of the maximum \$2,000, an owner match of at least \$2,000 is required, resulting in a total project of at least \$4,000.

3. The minimum required match for applicants that own and occupy the homes for which a funding request is made shall be based upon total household income of all adults residing within the house. For the purposes of this application, “adult” is defined as 18 years of age or older or emancipated by court order as of the date of the grant application. Employed, unemancipated minors are not included in household income. The applicant shall provide for review the most recent federal income tax return for all adults residing within the household whether related or not. **DO NOT SUBMIT TAX RETURNS WITH THIS APPLICATION.** Any tax return submitted with this application shall become public record. Any applicant who demonstrates a total household income that falls within Total Income Columns A through E in the table below shall be eligible for the reduced match amount based on the applicable column.

Sliding Scale Table for Reduced Match Amounts

Household Size	Total Income A	Total Income B	Total Income C	Total Income D	Total Income E	Total Income F
1	\$0 - \$14,550	\$14,550 - \$19,375	\$19,375 - \$24,200	\$24,200 - \$31,475	\$31,475 - \$38,750	Over \$38,750
2	\$0 - \$17,420	\$17,420 - \$22,535	\$22,535 - \$27,650	\$27,650 - \$35,950	\$35,950 - \$44,250	Over \$44,250
3	\$0 - \$21,960	\$21,960 - \$26,530	\$26,530 - \$31,100	\$31,100 - \$40,450	\$40,450 - \$49,800	Over \$49,800
4	\$0 - \$26,500	\$26,500 - \$30,525	\$30,525 - \$34,550	\$34,550 - \$44,925	\$44,925 - \$55,300	Over \$55,300
5	\$0 - \$31,040	\$31,040 - \$34,195	\$34,195 - \$37,350	\$37,350 - \$48,550	\$48,550 - \$59,750	Over \$59,750
6	\$0 - \$35,580	\$35,580 - \$37,840	\$37,840 - \$40,100	\$40,100 - \$52,125	\$52,125 - \$64,150	Over \$64,150
7	\$0 - \$40,120	\$40,120 - \$41,485	\$41,485 - \$42,850	\$42,850 - \$55,725	\$55,725 - \$68,600	Over \$68,600
8	\$0 - \$44,660	\$44,660 - \$45,155	\$45,155 - \$45,650	\$45,650 - \$59,325	\$59,325 - \$73,000	Over \$73,000
Required Match Amount	0%	20%	40%	60%	80%	100%

3. Any building owned by a nonprofit and/or religious entity that does not pay property taxes shall only be eligible for Facade Improvement Grant Program funding up to \$1,200. The applicant must contribute a match of at least 100% over and above the cost of the requested grant amount. For example, for a grant of the maximum \$1,200, an owner match of at least \$1,200 is required, resulting in a total project of at least \$2,400.
4. Any applicant not meeting the eligibility criteria may request consideration for an exception from the City Council, depending on the intent of the renovation.
5. The grant application must be completed and submitted to the City with the following items:
 - a. Photographs of the existing building and the proposed project area.
 - b. Schematic drawings illustrating all proposed work, or pictures with project description outlined.
 - c. A description of materials and methods to be used
 - d. Material samples or color swatches should be provided for approval.
 - e. Cost estimates for each aspect of the project.
6. The applicant is advised that this grant is given at the sole discretion of the City Council of the City of Milton and the criteria are used as a basis to evaluate the Applicant's project, and does not create entitlement to funding. The application shall be reviewed by the City for completeness and eligibility prior to any approvals. The City reserves the right to waive any technical irregularity, award in-mass, partial fund, split fund, or reject all submittals. Additional, post-award requirements may be added by City Council at their sole discretion.
7. All projects must be completed within 180 days (6 months) or by the contracted date after receiving approval from the City of Milton staff and any required building permits. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the City, according to contract requirements.
8. If a grant is awarded, the City of Milton will determine, in coordination with the Grantee, the most appropriate method for payment. The maximum payout prior to project completion and final inspection is 75% regardless of payment type. Verification of payments, release of lien, etc. from a vendor or contractor must be presented, (canceled checks, paid invoice from vendors) prior to issuing final grant payment.
9. Applicants may be requested to make a presentation of their project to staff and/or City Council.
10. ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL **AFTER** FINAL APPROVAL BY THE CITY, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.

Historic Structures

Buildings will be evaluated based on historical/architectural significance, with priority given to buildings with inappropriately applied facades that cover original details (architectural features/details, windows, doors) or are unsightly, and/or out-of-scale. For historic structures, the goal of the City is to either partially or fully restore the original appearance of the building; or create an appearance that is consistent with its historic character. Modern treatments which blend into and are compatible with the building and surrounding block are allowed, but not preferred. Proposed changes to the building's façade to be funded by this program will not remove, alter, damage, or cover up

significant architectural or historical feature(s) of the building that either are original, or reflect a major alteration that has historic architectural value. All projects involving contributing historic structures within the Milton Historic District must receive approval from the Historic Preservation Board prior to approval of any grant funds.

Default

Default of the Grant shall occur if one or more of the following takes place:

- Funded Improvements are altered, modified, removed, or demolished following project completion.

If any of the above-referred activities occur within one (1) year of the project completion date without receiving prior City approval, grant funds shall be repaid to the City.

How the Program Works

1. Applicant must submit a complete application packet prior to the deadline, including the following:
 - Complete application form
 - Legal description of property
 - Proof of property ownership or notarized letter from owner consenting to the project
 - Proof of property insurance
 - Certification of zoning and future land use compliance
 - Scaled drawing of improvements involving building changes
 - Accurate color mock-ups and/or paint chips
 - Original color photographs of existing property conditions
 - Three cost estimates from qualified contractors (labor and materials for entire project). If the owner of the property is a licensed contractor and is qualified to do the work, then two additional cost estimates from qualified contractors will be required.
 - Tax return from the head of household demonstrating total household income and household size for must be shown, **not submitted**, by only those applicants requesting a reduction in the required match amount based on income levels.
 - Final cost estimate including name of licensed contractor chosen to perform work
 - Copy of the chosen contractor's license (if licensure is required for the work)
 - Copy of City of Milton Business License (if a home occupation exists within the residence)
2. If requested, meeting with staff to review the project. Applicants may be requested to provide additional information.
3. Applications are forward to City Council for review and approval.
4. Project presentation (if necessary)
5. If approved, staff will prepare a grant agreement for the applicant's signature.
6. After approval and execution of all documents, the applicant is provided with a notice to proceed.
7. Copy of all permits (if necessary)
8. Upon project completion, signed off permit from City/County Building Inspections (if necessary), receipt of the final invoice(s) from contractor(s), proof of payment, inspection by City Staff, and sign off by the property owner; the final invoice will be submitted for payment.
9. City will issue a reimbursement check to the applicant or directly pay to the vendor.

FOR MORE INFORMATION,

PLEASE CONTACT THE CITY OF MILTON
PLANNING & DEVELOPMENT DEPARTMENT
AT 850-983-5440
OR EMAIL TMILSTEAD@MILTONFL.ORG.

DEADLINE FOR APPLICATIONS IS:

April 7, 2023

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____



City of Milton
Planning & Development Dept
6738 Dixon Street
Milton, FL 32572
www.miltonfl.org

DEADLINE FOR APPLICATIONS:

April 7, 2023

DATE OF APPLICATION: _____
PROPERTY OWNER(S): _____
PROPERTY OWNER(S) (IF DIFFERENT): _____

TOTAL AMOUNT REQUESTED (MAXIMUM \$2,000): \$ _____
TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ _____
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ _____

ADDRESS OF PROJECT: _____
PROJECT NAME: _____

ATTACH REQUIRED ADDITIONAL INFORMATION:

- Complete application form
- Detailed project description
- Legal description of property
- Proof of property ownership or letter from owner consenting to the project
- Proof of property insurance
- Certification of sign ordinance, zoning and future land use compliance
- Scaled drawing of improvements involving building changes
- Accurate color mock-ups and/or paint chips
- Original color photographs of existing property conditions
- Three cost estimates from qualified contractors (labor and materials for entire project).
- Final cost estimate including name of licensed contractor chosen to perform work
- Copy of the chosen contractor's license (if licensure is required for the work)
- Copy of City of Milton Business License.

NAME & MAILING ADDRESS OF OWNER/APPLICANT (PLEASE PRINT):

SIGNATURE(S) OF RENTER AND PROPERTY OWNER(S) (IF DIFFERENT)

TELEPHONE # (850) _____ CELL # _____ EMAIL _____

For official use only:



City of Milton
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Memorandum of Understanding

I, the grantee, understand that work cannot commence on any portion of the Downtown CRA Residential Façade Improvement Project prior to receiving approval of the grant funds by the City of Milton. A written notification to proceed will be provided. I, the grantee, have read, understand, and accept the terms and conditions of the grant. I have read and understand the actions which will trigger a default. In the event of a default, I, the grantee, do hereby guarantee the repayment of the principal amount of the grant in accordance with the terms of the Residential Façade Improvement Program application and guidelines. If the grantee is not the property owner, as shown in the Santa Rosa County Property Appraiser’s Database, the property owner must also execute this Memorandum of Understanding.

Grantee Name (Please Print)

Grantee Signature

Date

Property Owner Name (Please Print)

Property Owner Signature

Date

City of Milton (Please Print)

City Manager Signature

Date

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, if different from above		
	<input type="checkbox"/> Individual/	<input type="checkbox"/>	<input type="checkbox"/> CorporationPartnershipOther
	Check appropriate box: Sole proprietor		<input type="checkbox"/> Exempt from backup withholding
	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 Line 1 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.

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

curit - -
or Employer identification number

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. person (including a U.S. resident alien).

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 4.)

Sign Here	Signature of U.S. person	Date
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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, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. 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.

In 3 above, 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.

Note. If 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.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
 - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
 - Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.
- The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
- The U.S. owner of a disregarded entity and not the entity,

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

The Internal Revenue Service (IRS) codes require us to have the Taxpayer's Identification Number on file for vendors/payees receiving payments after January 1, 1984. There are substantial IRS penalties if we do not comply. Furthermore, under Federal Income Tax Law, you are subject to certain penalties if you do not provide us with your correct Social Security Number (SSN) or Employer Identification Number (EIN). For assistance in determining proper name and number to report, refer to the IRS for W-9.

IMPORTANT: THIS COMPLETED FORM MUST BE RETURNED WITH THE APPLICATION:

City of Milton
Planning & Development Dept.
6738 Dixon Street
Milton, FL 32572

1. IF YOU ARE AN INDIVIDUAL OR NON-CORPORATE COMPANY, PLEASE PRINT THE FOLLOWING INFORMATION:

Company/Individual's

Name _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

2. IF YOUR COMPANY IS INCORPORATED, PLEASE PRINT THE FOLLOWING INFORMATION:

_____ does operate in corporate form. (Corporate Name)

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____