

DTO FACADE PROGRAM GUIDELINES



A. Program Introduction/Goals

Building appearance plays an important role in creating the image of downtown. The purpose of the DTO Façade Program (“DFP”) is to encourage building owners, businesses, and owners of historical residential properties to invest in their properties by financially assisting with renovations to rehabilitate their buildings and residences. Additionally, this investment increases the taxable valuation of the improved properties over time, thus increasing the amount of funds available to revitalize downtown Orlando.

The investment in properties in downtown Orlando helps to accomplish the CRA’s Redevelopment Plan goals, including:

- Stimulating investment that will improve the aesthetic appeal and character of buildings
- Encouraging the reuse of vacant or underutilized properties
- Encouraging the rehabilitation and preservation of historic buildings and historical residential buildings
- Supporting the long-term viability of downtown Orlando
- Enhancing the overall aesthetics of downtown Orlando to encourage economic growth and investment

B. Program Introduction/Goals

North Quarter, Lake Lucerne, Central Business District, and Eola Planning Areas

1. Commercial Buildings located within these areas of the CRA shall be eligible for funding for façade improvements of up to \$100,000 or 50% of the total façade improvements, whichever is less.
2. Historic Residential Buildings (homes originally built before 1972) that are owner-occupied and that are considered contributing structures to a historic district or are considered a historic landmark and located within the CRA’s Planning Areas above shall be eligible for funding for façade improvements up to \$20,000 or 50% of the total cost of façade improvements, whichever is less. Work on properties within a historic preservation overlay district or those designated Orlando historic landmarks within the CRA are subject to review by the Orlando Historic Preservation Board based on the Historic Preservation Board’s Guidelines and the Secretary of the Interior’s Standards for Rehabilitation and Downtown Design Guidelines and Standards.
3. Only one (1) Grant per property owner or tenant per fiscal year and only one (1) Grant per property per three-year program term is allowed.
4. When an entity owns multiple properties that are not adjacent, only one (1) property within these Planning Areas of the CRA may receive Program funding in that particular fiscal year.

Parramore Heritage Planning Areas

1. Commercial Buildings located within the Planning Areas above of the CRA shall be eligible for funding for façade improvements of up to \$120,000 or 50% of the total façade improvements, whichever is less, or a combination of façade and stabilization improvements up to \$140,000 or 50% of the total cost of improvements, whichever is less. If the applicant applies for façade and stabilization improvements, two-thirds of the improvements must be façade improvements to the outside of the building visible from the right-of-way.
2. Residential Buildings, including Historical Residential Buildings that are owner-occupied and located in the Planning Areas above of the CRA shall be eligible for façade improvements up to \$20,000, or 50%, of the total cost of façade improvements, whichever is less.

3. A property owner or tenant may apply for multiple properties within the fiscal year in Planning Areas above, although total funding to any one owner or tenant shall not exceed \$400,000 within a fiscal year. Additionally, only one (1) Approved Grant per property per three-year program term is allowed.
4. Business applicants that have previously received funding from the Minority/Women Entrepreneur Business Assistance Program (MEBA Program) or property owners that lease to a commercial business that has received funding from the MEBA Program shall be eligible for an additional incentive of up to \$40,000. The improvements must benefit the MEBA recipient tenant.

Focus Areas

1. "Focus Areas" is defined as properties fronting or abutting either side of the rights-of-way shown on Exhibit A.
2. Commercial Buildings located within the "Focus Areas" shall be eligible for funding for façade improvements, roof repairs and/or roof replacements of up to \$200,000 or 80% of the total façade improvements, whichever is less.
3. Due to the substantial costs associated with renovating historic commercial properties and structures, Historical Commercial Buildings that are considered contributing structures to a historic district or are considered a historic landmark and located within Focus Areas shall be eligible for funding for façade improvements, roof repairs and/or roof replacements up to \$300,000 or 80% of the total cost of façade improvements, whichever is less.
4. Commercial Buildings and Historical Commercial Buildings located within Parramore Heritage Planning Areas and the Focus Areas are eligible for funding for façade and stabilization improvements. If the applicant applies for façade and stabilization improvements, two-thirds of the improvements must be façade improvements to the outside of the building visible from the right-of-way.
5. Work on properties within the Focus Areas that are considered contributing structures to a historic district or are considered a historic landmark are subject to review by the Orlando Historic Preservation Board based on the Historic Preservation Board's Guidelines and the Secretary of the Interior's Standards for Rehabilitation and Downtown Design Guidelines and Standards.
6. Within the Focus Areas a property owner or tenant may apply for multiple properties within the fiscal year in these Areas, although total funding to any one owner or tenant shall not exceed \$400,000 within a fiscal year. Additionally, only one (1) Grant per property per three-year program term is allowed.

Additional Information

1. Buildings must be located within the Downtown CRA (see Exhibit A). Additionally, DFP Program grants shall only be awarded for properties that contribute to the CRA through the payment of ad valorem taxes.
2. When an entity or individual owns multiple properties that are adjacent, the Grant funding may be shared between these properties for a unified improvement plan.
3. All proposed improvements must meet the requirements of the Appearance Review Board (ARB) or, if a landmark property is located within a historic preservation district, the Historic Preservation Board (HPB), if applicable, as well as all other City Code requirements. Approvals or Certificates issued by the ARB or HPB do not guarantee approval of the DFP Grant.
4. The DFP Grant Review Committee shall evaluate applications based on factors including:
 - a. Level of deterioration of building materials and finishes
 - b. Improvement to the appearance of the site
 - c. Consistency of proposed building design with the Downtown Design Guidelines
 - d. Contribution to cultural activities or opportunities
 - e. Contribution to historic rehabilitation or restoration
 - f. Projects' impact as catalyst for redevelopment
 - g. Consistency with the context and character of the remainder of the block and/or surrounding properties
 - h. Incorporation of sustainable materials and/or methods

- i. Business or resident tenure in Downtown Orlando
- j. Assessment of the balance of building façade and stabilization elements in the application
- k. Assessment of the proposed modifications by the Appearance Review Official/Board or Historic Preservation Officer/Board
- l. Amount of additional contribution to the project by Applicant

C. Program Introduction/Goals

North Quarter, Lake Lucerne, Central Business District, and Eola Planning Areas

Property owners and/or tenants may apply for Program Funding. Tenants applying for funding shall provide written permission from the property owner via a signed Owner's Affidavit.

The entire building facade of a subject application must be included in the renovation/restoration plans. Eligible costs for Grant participation include, but are not limited to:

1. Façade Rehabilitation
 - a. Removal of non-contributing inappropriate facades
 - b. Building cleaning (non-damaging methods)
 - c. Stucco restoration
 - d. Tuckpointing masonry
 - e. Painting
 - f. Replacement or reconstructive woodwork
 - g. New exterior doors and windows on an existing structure
 - h. Restoration of historically appropriate doors, windows, or building features as determined by the Historic Preservation Officer
 - i. Signs, awnings, canopies and decorative shutters (must be associated with other façade improvements and no more than 50% of the total Grant may be used toward signage)
 - j. Exterior lighting
 - k. Hardscape improvements that are visible from the right-of-way
 - l. Exterior improvements for ADA compliance
 - m. Roof repair and/or replacement (for commercial properties within the Focus Areas only)
 - n. Other façade rehabilitation improvements approved by the DFP Grant Review Committee
2. Building Stabilization
 - a. Interior structural improvements (e.g. floor joists, ceiling repairs)
 - b. Interior Life Safety Improvements (firewalls, sprinklers, egress, fire alarm, exit signs, and automatic lights)
 - i. Must be associated with a building's change of use
 - ii. Must be compliant with the City Code and Florida Building Code (FBC)
 - c. Building systems improvements (e.g. plumbing, electric, HVAC)
 - d. Fencing to secure the property
 - i. Must be associated with other improvements
 - ii. Must be compliant with City Code
 - iii. Must be compliant with CPTED Guidelines
 - e. Other building stabilization improvements approved by the DFP Grant Review Committee

It is strongly recommended that applicants retain the services of a registered architect or engineer, or similarly qualified design professional, to prepare plans, drawings, and construction specifications for projects.

D. Ineligible Items

The following items are ineligible for reimbursement:

- a. Any City, County, or State permitting or impact fees
- b. Any improvements or additions to a building that is five (5) years old or less from the date of the issuance of the Certificate of Occupancy
- c. Structural improvements (excluding building stabilization improvements)
- d. Interior improvements (excluding building stabilization improvements)
- e. Refinancing existing debts
- f. Non-fixed improvements, inventory, or equipment
- g. Payroll (not including work to be done by owners as part of grant match) and associated overhead costs
- h. Improvements or expenditures made before the execution of the funding agreement
- i. General periodic maintenance
- j. Improvements that do not fulfill the intent and purpose of the Program (i.e. screened patios or porches, gutters, rear patios)
- k. Improvements not visible from the right-of-way
- l. Landscaping
- m. Consultant fees (excluding fees for services provided by a registered architect or similar qualified design professional)
- n. Roof repair and/or replacement, except for commercial properties within the Focus Areas

E. Ineligible Businesses

Properties used for the following purposes: not-for-profit organizations, government-owned or occupied buildings, church/religious institutions, health and medical industries (excluding medical professionals), tattoo parlors, body piercing and body art shops, adult entertainment facilities, adult-oriented or adult-themed retail businesses, liquor stores, gun shop or businesses that sell drug paraphernalia are ineligible.

F. Procedures

The procedure for project review is as follows:

1. Pre-Application Meeting

The applicant is required to meet with the DFP Program Manager who will review the applicant's plans per the program requirements to determine eligibility. The Manager will provide the applicant with general guidance as to whether the proposed project is likely to qualify for Program Funding and whether the applicant is sufficiently prepared to move forward to apply.

If the application appears ready to move forward, the Manager will instruct the applicant to either, (1) proceed with review by the Appearance Review Board (ARB) or, if a landmark property or located within a historic preservation overlay district, the Historic Preservation Board (HPB), as required, or (2) submit the application for consideration.

2. Grant Application Submission

Following approval by the ARB or HPB and issuance of the appropriate review Certificate, as required, the Grant application and all attachments may be submitted to the DFP Program Manager for formal consideration of funding.

3. Review Grant Application

Once an eligible application and the supporting documents are received, the DFP Program Manager will then conduct the mandatory criminal background check and assess the application about all program requirements. All eligible applications will be forwarded to the DFP Grant Review Committee for review according to the Grant criteria in an interview format with the applicant. The Committee may recommend approval, approval with conditions, denial, or deferral of an application. If the Committee recommends approval of an application for a Grant, it shall establish the CRA's maximum grant participation (a not to exceed dollar amount) based on the lowest of the three (3) qualified bids submitted by the applicant.

4. Final Agreement and Construction

Once the Committee recommends approval of an application, a Funding Agreement for such an application will be presented to the CRA for approval if funding is for more than \$5,000. The Executive Director of the CRA, by virtue of these guidelines, has the authority to approve and sign Funding Agreements on behalf of the CRA for assistance totaling \$5,000 or less. The Executive Director, at his or her discretion, may present any and all Funding Agreements to the CRA for approval. If approved for funding, the applicant (and property owner, if the tenant is the applicant) shall sign the required Funding Agreement. After the Funding Agreement has been executed on behalf of the CRA, the applicant may secure permission from the City to construct by securing appropriate building permits. Substantial modifications to final plans or change orders to construction documents that produce visible differences in the previously approved façade design will require review and approval of the DFP Grants Review Committee. Evidence of licensure and insurance of the selected contractor(s) shall be submitted to the DFP Program Manager before the commencement of any work associated with the Grant.

The CRA reserves the right to deny a request for reimbursement if the completed improvements substantially deviate from the improvements originally contemplated in the Committee's approval and the Funding Agreement or if the applicant failed to obtain approval of such deviations from the Committee.

5. Construction Approval

On completion of construction, grantees shall submit proof of 100% completion and arrange for an on-site inspection by the DFP Program Manager to assure that the terms of the Funding Agreement have been honored. Discrepancies will be noted and a time frame for their correction will be established as necessary. Upon final approval by the DFP Program Manager, the grantee will submit a request for reimbursement to the CRA, along with receipts for payment, lien releases by the contractor(s) and photographs of the completed work, based on the Funding Agreement. Reimbursements will be made according to City's accounting procedures. All work shall be permitted and inspected by the City, just as it would if not part of the DFP Program.

6. Disbursements

Funds will be disbursed by a check payable to the grantee (1) upon certification of completion or occupation, and (2) upon verification by the DFP Program Manager that the work was completed as proposed in a satisfactory and professional manner. Funds will not be disbursed on projects that are not in accordance with the approved plans. The City's Permitting Division will make the final determination as to when the project is complete. Before funds will be disbursed, grantees must provide verification, satisfactory to the CRA, of all project costs, including contractor invoicing, lien releases, and evidence of payment of all expenses, including match. All Grant funds shall be issued to the grantee on a reimbursement basis only.

G. Program Guidelines and Criteria for Selection

The Community Redevelopment Agency ("CRA") will oversee the DFP. Specified Commercial and Residential Buildings will be eligible for funding for façade and/or building stabilization improvements. A determination of commercial or residential will be based on use so long as such use is allowed by city code including the land development code.

Funding is based on budget availability and will be considered on a "first come, first served" basis. Applying does not guarantee funding. Applications must be submitted with a detailed proposal of the improvement work, the cost

of which is sought to be reimbursed by this Program. However, no grants will be awarded retroactively, which means that funding will not be awarded for improvement work that commenced before the effective date of the Funding Agreement. Applications will be reviewed for completeness and compliance with program criteria. Projects that do not comply with the program criteria and conditions will not be eligible for funding. An authorized corporate officer or partners of the applicant's business must sign the application, in addition to the property owner(s), if the applicant is the tenant. Tenants who are applying for a Grant must supply proof of a lease for the subject property that identifies at least three (3) years remaining in the lease term.

Before consideration for DFP funding, the subject property must be free from any liens (except mortgage liens), judgments, or encumbrances (except easements) of any kind, current with all City obligations, and in compliance with all City Code requirements. On a case-by-case basis, the CRA may waive the requirement to be in compliance with City Codes if the proposed improvements are related to achieving code compliance. The CRA reserves the right to contract for a title search and/or ownership and encumbrance report at the CRA's discretion, the cost for which will be deducted from the Grant funds at the time of disbursement, if Program funding is approved.

All applicants for program funding must submit to a criminal background check, the cost for which will be deducted from the Grant funds at the time of disbursement, if Grant funding is approved. If the applicant is a corporate entity, then the president, director, or manager applying shall submit to a criminal background check. If the entity is a partnership, then all partners must submit to a criminal background check. To be eligible for funding, the applicant must not have any of the following: a felony conviction or nolo contendere within the past five (5) years; a felony conviction or nolo contendere for financial economic crimes within the past ten years; or a felony conviction or nolo contendere for violent or heinous crimes (i.e. murder, sexual battery, sexual assault, armed robbery or burglary, carjacking, home-invasion, kidnapping, arson, crimes against children, etc.) in their complete history. If the background check reveals any of the above, the applicant will be rendered ineligible for the Grant. Otherwise, the results of the background check will be included in the documentation provided to the DFP Grant Review Committee for consideration as part of the application.

The DFP Grant Review Committee is comprised of a representative of the CRA designated by the CRA Executive Director, the City's Appearance Review Official, and the City's Historic Preservation Officer.

Any Grant funding awarded will be based on the lowest of at least three (3) qualified bids obtained and submitted by the applicant. The owner and/or applicant may elect to choose a contractor other than the one with the lowest qualified bid but shall be responsible for all costs exceeding the lowest qualified bid. In all cases, the selected contractor must be licensed and insured. The CRA will not be responsible in any manner for the selection of a contractor. A property owner and/or tenant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and securing proof of their licensing and insurance coverage.

Program funds will be disbursed in the form of a grant with a limited repayment requirement. Should the façade and/or building stabilization improvements be removed, demolished, or not properly maintained for a minimum of three (3) years for commercial buildings or five (5) years for residential buildings following completion of the project, or changed without approval in writing by the CRA's Executive Director, or if the terms of the Funding Agreement have been violated, the funds may be considered a zero interest rate loan, the outstanding balance of which will be due and payable within thirty (30) calendar days. The amount of the outstanding balance will be determined by amortizing the full grant amount in monthly installments over a three-year (36 months) for commercial properties over a five-year (60 month) period for residential properties beginning on the date of execution of the Funding Agreement.

To ensure that funds are available, improvements to be made under a Grant must be initiated (secured all necessary permits) within 90 days and completed within one (1) year of the effective date of the Funding Agreement. Extensions may be granted by the Executive Director of the DDB/CRA given just cause by the applicant (e.g. contractor delays, acts of God, etc.). All Grant funds shall be issued to the Grantee on a reimbursement basis only.

H. Available Funds

The CRA may from time to time at its discretion establish annual funding for the program.

Recipients of the CRA's DFP assistance may also apply for the City's Small Business Façade, Site Improvement and Adaptive Reuse Program (FSARP). Applicants may qualify for the maximum funding allowed under each program. The Program Manager will work closely to ensure that there is no overlap between the proposed improvements. Minority/Women Entrepreneur Business Assistance Program (MEBA) recipients may also apply for DFP assistance. Recipients of the CRA's DFP assistance may also apply for the Retail Stimulus Program within the "Focus Areas. Applicants may qualify for the maximum funding allowed under each Committee.

I. Previous Participation in the Downtown Commercial and Residential Building Improvement Program

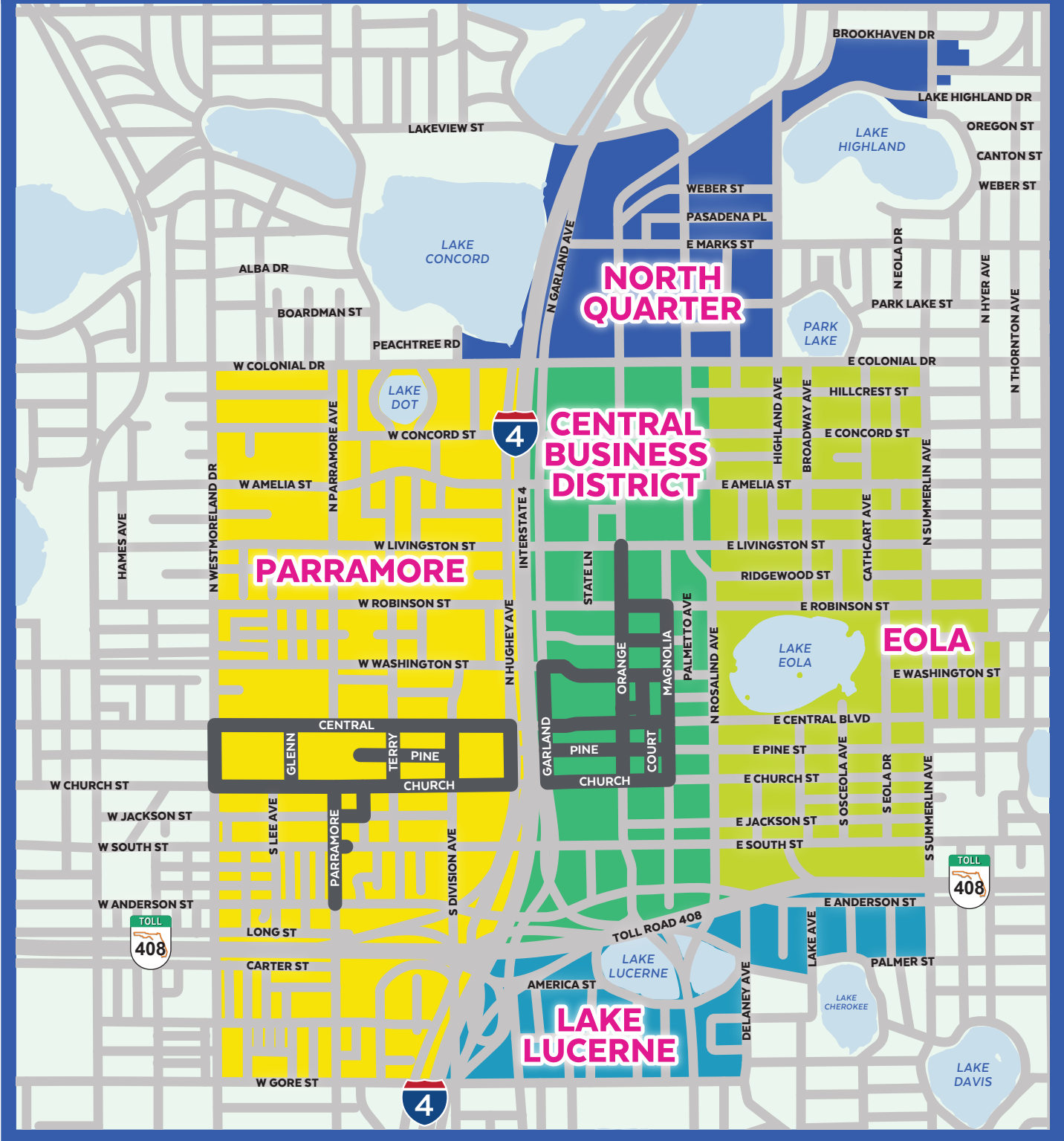
If the grantee received funding under the previous Downtown Commercial and Residential Building Improvement Program (DCRBIP) that grantee may submit an application three years after the executed agreement date for funding under the revised facade program.

J. Disclosures

The CRA expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The CRA retains the right to deviate from the program guidelines or amend the program guidelines, agreements, and application procedures. The CRA also retains the right to display and advertise properties that receive matching funds under this Grant.

Applications will be governed by the DTO Façade Program guidelines starting on March 20th, 2023. Applicants that have submitted a completed application prior to March 20th, 2023 shall be governed by the Downtown Commercial and Residential Improvement Program guidelines.

DTO FACADE PROGRAM



PINE Focus Area Right-of-ways*

*Note: Properties fronting or butting either side of the rights-of-way used as identification are potentially eligible for the Focus Areas funding amount.

CRA Planning Districts

- Central Business District
- Eola
- Lake Lucerne
- North Quarter
- Parramore

