



STUART COMMUNITY REDEVELOPMENT AGENCY



RESIDENTIAL FACADE IMPROVEMENT GRANT PROGRAM

PROGRAM SHORT SUMMARY:

The Stuart CRA Residential Façade Improvement Grant Program is to encourage and assist property owners to restore and improve the appearance of their residential properties.

The grant program provides a reimbursement of up to \$500 of public funds per property to match private funds to pay for the completion of the eligible facade improvements. The grant shall be available for residential properties which may qualify for a reimbursement of 50% of the applicants total projects costs up to \$500.

However, the program provides a voucher of up to 100% (maximum of \$500) per home, toward the cost for painting a home. No match is required for painting.

The funds are distributed on a first- come, first-served basis. Limit of one (1) grant (excluding exterior painting) per property.

WHO IS ELIGIBLE:

All property owners and residents in the Community Redevelopment Area are eligible to participate in the program.

For all residents who do not own their property, a letter from the owner giving permission to the applicant for the improvements to the house is sufficient.

ELIGIBLE IMPROVEMENTS:

The Stuart CRA Residential Façade Improvement Grant Program shall provide, on a reimbursement basis, 50% matching grant for eligible exterior improvements to residential properties (or a voucher of up to 100% for exterior painting) which are consistent with and further the implementation of the Stuart Community Redevelopment Plan and City of Stuart Land Development Code, and visible from the public street (alleyways are excluded). Buildings situated on street corners or with facades facing two public streets may be eligible for both street-facing sides. Funds may be used for one or more of the following types of enhancements as a part of an improvement program:

- Installation of front lawn landscaping (e.g. trees, shrubs, groundcover, rain garden)
- Installation of brick or textured driveway
- Repairing, replacing and or adding cornices, entrances, doors, decorative detail, porches, etc.
- Replacement of deteriorated or in-efficient windows
- Adding or replacing appropriate lighting or other design elements to enhance exterior character
- Renovation or rehabilitation of a historic home
- Exterior wall repair (stucco, brick, or siding repairs or replacement)
- Wood picket fences or wrought iron fences in front of the house
- Exterior painting (match is not required)

“Facade” does not include roofing, interior improvements or purchase of furnishings, equipment or other personal property that does not become part of the real estate.

NOTE: All improvements proposed with this grant application must be consistent with the Community Redevelopment Plan and the Land Development Code overlay design guidelines.

HOW THE PROGRAM WORKS:

- The applicant may pick up a Residential Façade Improvement Grant Program application from the Development Departments or download an application from our website: www.cityofstuart.com/cra. Download the program information, the application and the CRA map to find out if your home is located within the CRA boundary.
- The applicant brings the completed “application package” to the Development Department, located at City Hall, 121 SW Flagler Avenue. All applications will be reviewed in the order received. The application package must include the following:
 - Completed Application Form (including description of requested improvements)
 - Two cost estimates by a licensed contractor registered with the City of Stuart or Martin County for all improvements except painting
 - Proof of Ownership of Property (deed or tax bill), or a letter from the owner stating they will allow you to make improvements to the property.
 - Photographs of areas to be improved
 - Drawing/rendering of proposed improvements
 - For painting, the applicant will need to go to Sherwin Williams, located at 2880 SE Federal Hwy. Stuart, with your exterior measurements/sq. footage for a painted estimate and paint color swatches. Sherwin Williams will provide a cost estimate of the paint project and paint sample/swatch. Submit the estimate and paint swatch with the application.
- CRA staff will review the requested improvements for approval.
- Once the requested improvements are approved, the applicant will receive a notification of their award and a contract to sign. The applicant will have 120 days for project completion. Any work completed prior to this approval will not be eligible for reimbursement.
- For painting, the CRA staff will issue a voucher for the estimated amount (up to \$500.00) to Sherwin Williams. The applicant is given 90 days, from the date the application is submitted, to complete the painting of the exterior of the house. The applicant shall submit photos when the paint project is completed.

The applicant is responsible for all building and other permits and fees which are associated with the proposed project. No permit is required for painting.

REIMBURSEMENT PROCESS:

Upon project completion, the applicant contacts the CRA Administrator at (772) 283-2532 with the project completion date. Disbursement of grant funds shall only occur when the following documents are submitted and all other required conditions are met:

The applicant submits a “reimbursement package” to the CRA which includes the following:

- Copies of applicable invoices must show “paid in full” (*receipts must clearly show how the project was paid, i.e. check, cash must be made by cashier’s check or credit*)
- Copies of final inspection
- Proof of payment for improvements (which must be at least as much as the amount indicated in the application)
- Photos of improvements.
- W-9 form (required if the property owner applies for more than one property under this program or if the applicant qualifies to receive \$500 for improvements and \$500 voucher for exterior painting).

If the project is not completed, is not approved in its final inspection, or does not receive its certificate of occupancy (*if applicable*) within one year from the approval of the grant, the grant award shall expire.

If you have any questions regarding this application, please contact the CRA Administrator at (772) 283-2532.

INSTRUCTIONS TO APPLICANT

Applications will be accepted on a first come, first serve basis. The package for the Residential Façade Improvement Grant Program must be complete. All applications will be reviewed in the order received. The application package must include the following:

- Completed Application Form
- Two cost estimates by a licensed contractor registered with the City of Stuart or Martin County for all improvements except painting
- Proof of Ownership of Property (deed or tax bill), or a letter from the owner stating they will allow you to make improvements to the property.
- Photographs of areas to be improved
- Drawing/rendering of proposed improvements except painting
- For painting, the applicant will need to go to Sherwin Williams, located at 2880 SE Federal Hwy. Stuart, with your exterior measurements/sq. footage for a painted estimate and paint color swatches. Sherwin Williams will provide a cost estimate of the paint project and paint sample/swatch. Submit the estimate and paint swatch with the application.

The applicant is responsible for all building and other permits and fees which are associated with the proposed project. No permit is required for painting. Any work completed prior to this approval will not be eligible for reimbursement.

If you have any questions, please call 772-283-2532.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
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Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

Community Redevelopment Agency (CRA) Area Map

