



CITY OF
SANFORD
COMMUNITY RELATIONS &
NEIGHBORHOOD ENGAGEMENT

**APPLICATION FOR
ECONOMIC DEVELOPMENT
Business Façade
Improvement Program**

**Program Year
2025-2026**

**City of Sanford
Community Relations
300 N. Park Ave., 2nd Floor
Sanford, FL 32771**

INSTRUCTIONS FOR APPLICATION

1. Applicants **must** attend one of the two orientation workshops. The City will offer two workshop options:
 - a. The first will be held **Wednesday, July 23, 2025 from 9 am – 10:30 am**. This workshop will be held to provide technical assistance and to answer questions for all interested applicants. The workshop will be held at Sanford City Hall, Commission Chambers 1st Floor, located at 300 N. Park Ave. Sanford, FL 32771.
 - b. A second technical assistance workshop will be held **Wednesday, July 23, 2025 from 4 pm – 5:30 pm** at Sanford City Hall, Sanford City Hall, Commission Chambers 1st Floor, located at 300 N. Park Ave. Sanford, FL 32771. All interested applicants **must have a representative present at one of the two workshops in order to apply for 2025-2026 funding.**
2. **Completed Proposals must be hand-delivered to the Community Relations Department by Monday, August 28, 2025 at 4 PM. Incomplete, emailed, mailed, faxed, or late applications will be deemed ineligible and will not be accepted.**
3. There will be no opportunity for amending any funding proposal after submittal.
4. Please submit **one (1) original hard copy, six (6) duplicated paper copies, and one (1) PDF copy (USB flash drive)** of each completed application with all required back-up documents, dated and signature on all designated areas. Please do not submit applications in binders or folders. Please use binder clips or rubber bands to bind the applications together.

Applicants that knowingly provide false, misleading or incomplete information will result in denial of application and barred from services from this office

APPLICATIONS RECEIVED AFTER 4:00 PM WILL NOT BE CONSIDERED

APPLICATION REVIEW AND RANKING

All applications will be reviewed and ranked based upon the Priorities and Objectives in the City's 2025-2029 Consolidated Plan.

- Applicants must submit all required documents listed in the application NOFA package. Incomplete applications will be deemed unresponsive and will not be scored.
- Applicants must have a for-profit commercial building with a facade visible from the street.
- The building must be located within the City of Sanford city limits.
- Project must benefit persons whose household incomes are at or below 80% of AMI.
- Preference will be given to applicants who contribute 25% of the overall project budget. Applicants will be asked if they are willing to contribute 25% during the application process, if awarded funding, their 25% contribution will be due to the awarded General Contractor within 15 days of when the contract is executed.
- Reasonableness of cost will be considered in evaluating all applications.
- The long-term viability of the project will be considered in evaluating applications
- Awarded applicants will be reimbursed for services provided in their agreement. Funds will not be advanced to awarded applicants.
- City staff will screen all applications to ensure eligibility and provide an administrative score. The CDBG Advisory Board evaluate all applications and grant awards to the proposed projects that are determined to have the greatest impact within the targeted areas.
- The board may make requirements or recommendations in line with the application's improvements. If the board sets any requirements, they must be obliged to obtain the grant award. For example, the board might require the applicant to add a new garage door to their building, or specify the material being used within the project.
- City staff will perform an Environmental review according to CDBG guidelines. If the building is over 50 years old or resides within a Historic District. If a project is required to go to SHPO, then the process can take up to 30 days.

BID AND PRE-CONSTRUCTION

- The applicant will work with the City to ensure that procurement and labor relations requirements are met. Sealed bidding is the solicitation method used for these projects. An Invitation for Bids will be publicly advertised using the Public Procurement website.
- Contractors will have two weeks to submit a sealed bid after the pre-bid meeting. Bids will be opened publicly at a specified time and location by City Staff. Contractors cannot be promised work before the required bid process has finished. According to Federal Regulations, applicants are to use the lowest responsive and responsible bidder. Any or all bids may be rejected by the City if there is a sound documented reason or for the benefit of the City.

BUILDING/BUSINESS TYPE REQUIREMENTS

- Applicants must have for-profit commercial buildings with facades visible from the street.
- Preference will be given to small and local businesses. Buildings must be in a commercial corridor with street access. Mixed-use commercial/residential buildings are eligible, but improvements must be limited to the commercial portion of the building.
- If the building is currently vacant or blighted, the property owner has six months to arrange a tenant.
- For the BIP, blight is defined as an abandoned or vacant building in an area zoned for urban use and served by utilities that poses a threat to the health, safety, or welfare of the community. Blight can also be defined as a building with substantial physical dilapidation, deterioration, or defective construction of the building or infrastructure or significant noncompliance with current building code, safety code, health code, or fire code requirements or local ordinances.

OWNERSHIP REQUIREMENTS

- Both business owners and property owners are eligible to apply for the grant. If the applicant is a tenant of the property, permission from the property owner must be obtained.
- If selected for funding, a notarized letter from the property owner will be requested and will be party to the grant agreement.
- It is recommended that tenants have, at a minimum, 12 months remaining on their lease or an option to renew.

FEDERAL REQUIREMENTS

The BIP extends assistance to eligible projects under 24CFR 570.202(0)(3). Because the program is funded with federal CDBG funding, all projects must comply with the CDBG program's National Objective, as follows:

1. Benefit low- and moderate-income persons
 - The business has a service area that is a) primarily residential and b) is comprised of at least 51% low and moderate-income residents. Low to moderate-income is defined as 80% of the area median income as published annually by HUD for Orlando-Kissimmee-Sanford
2. Address/Remove blight on a spot basis.

Projects will be evaluated on a case-by-case basis to ensure eligibility with CDBG National Objective. Once a project is approved, applicants and contractors must agree to provide supporting documentation and comply with reporting requirements.

FLOOD INSURANCE

- If the applicant's project location resides within the 100 Year Flood Zones, they are required to have flood insurance to receive Federal Funds. Before applying, please check <https://msc.fema.gov/portal/home> to see if your project is located within a flood zone. If your business resides in a flood zone, proof of existing flood insurance will be requested (if selected for funding).

OTHER PROGRAM REQUIREMENTS

1. Applications will not be accepted for improvements already underway.
2. All work must follow applicable permitting and code requirements, zoning ordinances, and standard engineering practices. To see zoning requirements applicable to an address, please reach out to the Planning Department.
3. Architectural drawings may be required and will be the grantee's responsibility to obtain. (Costs can be included in 25% Contribution).
4. Projects are required to comply with the Davis-Bacon and Related Acts.
5. Projects are required to comply with the Copeland Act, the Contract Work Hours and Safety Standards Act, and lead-based paint regulations.
6. Projects will be submitted for an Environmental Review.
 - If the building is over 50 years old or resides within a Historic District, we will be required to receive a certificate of appropriateness from the State Historic Preservation Office (SHPO). This can take up to 30 days.
7. Construction cannot begin until an executed contract is in place and the City's bid process is complete.
8. All work and purchase of materials must go through a licensed general contractor.
9. Any property that receives CDBG funds over \$25,000 for improvements would be subject to a five-year property use restriction recorded with the County and the City. This is to ensure that the funded improvements benefit the business or a similar business at the property during that time.
10. Insurance and bonding is required on all projects from the awarded contractor.

DESIGN REQUIREMENTS

1. Façade improvements should make a noticeable contribution to neighborhood revitalization efforts.
2. The proposed design should be consistent with the character of the neighborhood.
3. Façade improvements should support and enhance pedestrian accessibility. Signs, windows, doors, and lighting should be pedestrian-oriented.
4. The improvements are to conform to local and national historic district guidelines, if applicable.
5. Significant architectural features should be repaired and preserved rather than replaced. If replacement is required, the design and materials should be consistent with the original historic character of the building.
6. The improvements are to conform to local and national building codes.

ELIGIBLE USES

Façade Improvements – *this includes any side of the building that is visible from the street.*

- Architectural, design, and related professional fees
- Labor, materials, and fixtures
- Rehabilitation of exterior facades to recover and/or preserve significant historical and architectural features of the structure
- Gutters and downspouts
- Doors and windows
- Exterior painting (including murals. Murals will need permission from the Art Commission)
- Attached exterior lighting
- Siding and trim treatments, including awnings and planter boxes
- Soffit and Fascia
- Fencing to enhance the outward appearance (height limit of three feet)
- Appropriately scaled window areas for display or for looking into a retail business, restaurant, or service business, with lighting to facilitate night viewing
- Signs that are integrated into the architecture of the building
- Removal of barriers to access for people with disabilities
- Addition or repair of awning or shade mechanisms affixed to the building
- Roofing
- Interior Code Violations (e.g., accessibility, fire alarms, mold)
- Blight improvements

Ineligible Activities

- Interior modifications (unless an interior code violation)
- Parking lots and/or paving
- Landscaping
- Public sidewalks
- Painting unpainted brick
- Signage not affixed to the building
- Equipment and furnishings
- New construction
- Property acquisition
- Expansion of the building area
- Fencing in a height exceeding three feet
- Other activities specifically prohibited

**Note: Eligible activities must occur during the contract period to be eligible for reimbursement.*

ADMINISTRATIVE REVIEW

Eligibility Criteria	Points Possible
Is the business located in the city limits?	Yes/No
Are the proposed improvements eligible?	Yes/No Comments
Priority Points	
Is the applicant a small or local business? (Yes/No) if Yes, 1 point	1
Is the applicant a business that is Section 3, Woman, Minority, or Veteran-Owned? (Yes/No) if Yes, 1 point	1
Is the applicant applying to make ADA accommodations or a mural? (Yes/No) if Yes, 1 point	1
Does the applicant plan to contribute at least 25% to the project? (Yes/No) if Yes, 2 points	2
Application Questions	
Overall, does the project align with the purpose of the grant?	10
Is this a first-time grantee? (Sliding scale by last time they received the grant- 0 points if they received last year, 5 points if never received, 4- if received five years ago, 3- if received four years ago, etc.)	5
Does the business serve low-to-moderate income residents in the surrounding community?	15
If the building is vacant, does the business have reasonable plans to have a tenant within six months? (if the building is not vacant, then automatic 5 points)	5
Is there a high need for the improvement? (i.e., ADA accommodations, interior code violations, blighted property, lack of comparable options)	5
Is the project feasible?	5
Total Points Possible	50

CDBG ADVISORY BOARD REVIEW

	Points Possible
Project Feasibility	20 points
Do the proposed improvements appear to be reasonably constructible?	5
Can the proposed improvements be completed by the end of the fiscal year? (September 30 th 2026)	10
Do the cost estimates for the proposed improvements appear to be reasonable?	5
Longevity	20 points
Are the proposed improvements durable?	5
Will the proposed improvements result in a long-term benefit?	5
Is it likely that the proposed improvements would be retained if the current owner or tenant of the impacted property changed	10
Economic Benefit	25 points
Is it likely that the proposed improvements will result in improved marketing, customer accessibility, or sales for the impacted property's current tenant(s)?	10
Is it likely that the proposed improvements will result in a more efficient operation of the business?	5
Will the proposed improvements benefit low-to-moderate income residents in the surrounding area?	10
Neighborhood Impact	35 points
Do the proposed improvements positively impact the visual aesthetics of the impacted neighborhood?	10
Is the proposed design consistent with the character of the neighborhood?	5
Do the façade improvements support and enhance pedestrian accessibility	5
Do the proposed improvements contribute to the health or safety of the impacted neighborhood?	5
Will the proposed improvements create, support, or draw positive activity to the impacted neighborhood?	10
Total Points Possible	100

FAÇADE IMPROVEMENT SUBMISSION SHEET

APPLICANT NAME AND ADDRESS (What is the name of the business? Include your DBA name, if applicable)

Name:		
Address:		
City:	State:	Zip:
Federal Employer Identification Number:		
Unique Entity ID/DUNS Number:		

POINT OF CONTACT INFORMATION

Name:	Title:
Phone:	Fax:
E-mail:	

1. Is the organization's address different from the mailing address? ☐ Yes ☐ No
2. Legal Status of Entity/Organization: ☐ Sole-Proprietor ☐ LLC ☐ S-Corp ☐ C-Corp
3. Grant Funds Requested: \$ _____
4. Are you applying as the Property Owner, Business Owner, or both?
☐ Property Owner ☐ Business Owner (tenant of the property) ☐ Both
5. Attach a Self-Attestation of Property Ownership indicating that you are the Property Owner.
6. If you are a business owner, when does your lease expire? _____
7. Please indicate the National Objective the project will meet:
Low Moderate Income Benefit ☐ Slum/Blight ☐ Urgent Need ☐

Area Median Income (AMI) Acknowledgement:

I understand that this funding is restricted to clients at 80% AMI or below. I certify that this project will only serve clients at or below this AMI limit. I understand that my application may be initially accepted for evaluation but later deemed ineligible if the proposed project or activities fall outside these limits.

Signature

Date

PROJECT FEASIBILITY (20 POINTS)

Attachments 1-8 (required):

1. Most Recent Certified Audited Financial Statement (within the past two (2) years with Management Letter, if applicable) or Tax Returns (within the past two years)
2. Business License
3. General Liability Insurance
4. Workers' Compensation Insurance
5. Project details and supporting documents including:
 - Identified areas of the building to be improved (both in photo and description, such as, area east of the main entrance, from front east corner to west end of the building, around the doors or windows, etc.)
 - Existing types of surface and materials of areas to be refinished, altered, painted, etc., such as window or door frame material types.
 - Proposed type of new surface, materials, etc.
 - Signage must be attached to the building and have a reasonable description including size to determine if signage is considered a mural, non-religious, non-political, and allowed according to the zoning ordinance.
 - Confirmation that lighting is either:
 - i. Attached to the building's exterior, or
 - ii. An interior front window display
6. Photographs of the building's current condition, including:
 - The façade
 - i. A picture of every side that is visible from the street for the proposed improvements must be provided.
 - Specific areas where improvements will be made.
7. Estimated budget:
 - Cite a source from a professional who has expertise in construction cost estimates.
 - i. These are price quotes (not bids). Applicants cannot obligate funds to any professional, contractor, architect, etc. until they have an executed contract and have followed the city procurement process.
8. If the applicant is a tenant, a letter of support from the property owner must be included.

LONGEVITY (20 POINTS)

1. Is the activity for which funds are being requested part of a larger overall project?

☐ YES ☐ NO

2. What is your long-term plan for maintaining the improved façade once renovations are complete?

3. How will the façade improvements contribute to the long-term success and stability of your business?

4. What impact do you believe the improvements will have on customer traffic, revenue, or business sustainability?

5. How long have you operated your business at this location, and do you intend to stay at this location in the long term?

6. Do you foresee any risks (economic, operational, ownership changes) that could affect your business remaining in this location, and how would those risks impact the benefit of the façade improvements?

7. How will the improvements contribute to property values or encourage other property owners to invest in their buildings?

ECONOMIC BENEFIT (25 POINTS)

1. How will the façade improvements help attract new customers to your business?

2. Do you expect the improvements to increase your revenue or sales? If so, by how much?

3. Do you plan to hire additional employees as a result of increased business activity after the improvements?

4. Will your façade improvements help reduce vacancies or improve the perception of the district as a place to shop, dine, or do business?

5. Do you expect your business to remain financially stable and continue operating for at least 5 years following the improvements?

6. How will the improvements support the economic vitality of the district or neighborhood overall?

7. Will the proposed improvements benefit low-to-moderate income residents in the surrounding area?

NEIGHBORHOOD IMPACT (35 POINTS)

1. How will your façade improvements contribute to the overall look and feel of the neighborhood or commercial district?

2. Do you believe your project will encourage nearby property owners or businesses to make improvements to their own buildings?

3. How do you expect your improvements to affect neighborhood pride or community morale?

4. How will your improvements support local efforts around historic preservation, cultural identity, or neighborhood branding?

5. Are there community groups, business associations, or neighborhood organizations who support your business?

6. How do you see your project contributing to the long-term revitalization goals of the neighborhood or district?

7. Do you plan to include any public-facing elements (e.g., art, lighting, signage) that enhance the streetscape for everyone?

SECTION 3 COMPLIANCE PLAN

Congress established the Section 3 policy to guarantee that the employment and other economic opportunities created by Federal Financial Assistance for Housing and Community Development Programs should, if possible, be directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing. Activities funded under this category will be expected to reach out to LMI residents, businesses owned by LMI residents, and/or businesses that hire LMI residents to offer employment or other economic opportunities to the greatest extent feasible. In order to evaluate the applicant's ability to adhere to the Section 3 compliance requirements, each applicant under this category shall submit a Section 3 Compliance Plan that includes the following:

Marketing Plans:

Explain in detail how the organization will inform Section 3 compliant residents of employment or training opportunities in conjunction with the funded activity;

Explain what procurement methods the organization shall use to select contractors (general or subcontractors) that will participate in the activity;

Explain in detail what efforts the organization will undertake to avail contract opportunities to Section 3 compliant businesses;

Explain in detail what training opportunities, if any, the organization will avail to Section 3 compliant residents.

Section 3 Goals:

State the estimated number of new hires that will be generated by the activity;

--

State the numerical goal for Section 3 compliant new hires related to the activity;

--

State the numerical goal to contract with Section 3 complaint businesses related to this activity.

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1. From a financial perspective, explain and justify the reason why CDBG funds are needed (i.e. financing gap, location, etc.).

2. Determine the amount, per person, by dividing the total funds requested by the number of person, directly benefitting (i.e. Funding Amount \$15,000.00, 125 clients served per month at a rate of \$10.00 per client for the program year).

3. Matching Contributions

Applicants are encouraged to provide matching funds. Matching contributions will positively impact the application. Applications that include matching contributions must attached evidence that the matching contribution is available, or will be available, at the beginning of the fiscal year for which CDBG funds are applied.

- a. Check the appropriate eligible form(s) of matching contribution for the activity:

- ☐ Cash contributions
- ☐ Other federal, state, or local grants or programs
- ☐ Other non-governmental funding sources

- b. Detail all matching contributions to the activity. Include the source, the type of contribution (i.e., grants, loans, own source of funds, real estate, etc.) and the value:

Source of Contribution	Type of Contribution	Value of Contribution
		\$
		\$
		\$
		\$
	Total	\$

- c. Explain the method utilized to establish the fair market value of land or real estate as a matching contribution.

- d. Are the matching contributions listed above currently available or will be available during the fiscal year for which funds are being applied?

☐ YES ☐ NO

If "YES", include evidence of availability as an attachment. If "no", explain the availability of the matching contribution.

- e. Non-municipal applicants must describe all steps taken to secure other funding for the activity.

- f. Agency Accounting Information:

List the name, address, e-mail address and phone number of the Agency's Chief Financial Officer, Accountant, Bookkeeper, and/or Certified Public Accountant that's responsible for the agency's financial records.

- g. Attach a copy of your most recent Certified Independent Audit and management letter which expresses the opinion that the agency's or organizations internal controls are adequate to safeguard assets.
- h. Will your agency receive and expend \$750,000.00 or more in Federal funds for the Funding Year 2023-2024?
- ☐ YES ☐ NO

AGENCY INSURANCE REQUIREMENTS:

City of Sanford requires awarded agencies or organizations to provide a Certificate of Insurance which reflects current liability insurance, naming City of Sanford as an additional insured. In addition, awardees must also maintain Workers' Compensation insurance, automobile insurance, etc. throughout the funding agreement. If funded, are you willing to comply with these requirements?

☐ YES ☐ NO

CITY OF SANFORD COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT

FY 2025 – 2026 DEVELOPMENT BLOCK GRANT (CDBG)

CERTIFICATION OF ACCURACY

ALL APPLICANTS

This page must be signed by the authorized representative of the applicant as to the accuracy and completeness of this application. No application will be accepted without this document.

I hereby certify that this application is complete, and all information included herein is true and accurate.

Name of Applicant: _____

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

CITY OF SANFORD COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT

DUE DILIGENCE AFFIDAVIT

ALL APPLICANTS

Applicant Name: _____

Address: _____

Telephone Number: _____

The undersigned certifies, to the best of his or her knowledge and belief, that:

- Within the past five (5) years, neither the entity nor its directors, partners, principals, members or board members:
- Have been sued by a funding source for breach of contract or failure to perform obligations under a contract;
 - Have been cited by a funding source for non-compliance or default under a contract;
 - Have been a defendant in a lawsuit based upon a contract with a funding source;
 - Have been charged with a crime that is unresolved at the time of signing this document; have been convicted at any time of a crime of fraud or bribery; or have been convicted at any time of a criminal act in connection with any City program.

Please list any matters which prohibit the entity from making certifications required and explain how the matters are being resolved (use separate sheet if necessary):

This is certified by my signature:

Applicant's Signature

Print Name

Date

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____ by _____.

He/she is personally known to me or has presented _____ as identification number:

_____ (Print or Stamp of Notary):

Expiration Date: _____ **Notary Public – State of** _____ **Notary Seal**