Agenda
City of Dunnellon
WORKSHOP
Community Redevelopment Area Advisory Board
20750 River Drive, Dunnellon, Florida
October 3, 2016, 5:00 p.m.

PLEASE NOTE: Individuals wishing to address the CRA Advisory Board please sign in. A three-minute time limit will be administered. **PLEASE TURN CELL PHONES OFF**.

One or more City Council members may attend this meeting and may speak.

Call to Order
Pledge of Allegiance
Roll Call
Proof of Publication (Posted on City's website and City Hall bulletin board on Friday, September 30, 2016)

1. CRA GRANT FUNDS ADMINISTRATION POLICY DEVELOPMENT WORKSHOP

Documents:

EXAMPLE - CRA GRANT 110608 TAMPA - PREVIOUSLY PROVIDED.PDF
EXAMPLE - CRA GRANT HOLLY HILL - PREVIOUSLY PROVIDED.PDF

2. PUBLIC COMMENT

3. ADJOURNMENT

ANY PERSON REQUIRING A SPECIAL ACCOMMODATION AT THIS HEARING BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT THE CITY CLERK AT (352) 465-8500 AT LEAST 48 HRS PRIOR TO THE PROCEEDING. IF A PERSON DESIRES TO APPEAL ANY DECISION WITH RESPECT TO ANY MATTER CONSIDERED AT THE ABOVE MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY IS NOT RESPONSIBLE FOR ANY MECHANICAL FAILURE OF RECORDING EQUIPMENT.

Community Redevelopment Area

Facade Improvement

Grant Program

The CRA Facade Improvement Program provides property owners with financial assistance (grant) to improve the appearance of their properties in designated areas of Tampa's Community Redevelopment Area (CRAs).

The program is funded for fiscal year 2010 for Drew Park, East Tampa and Ybor City.

Eligibility:

- Must be a retail and/or targeted commercial property.
- Applicant must be the owner of the property.
- Property must be located in a participating CRA (Drew Park, East Tampa and/or Ybor City 1 and 2) and may be further restricted to target areas within each CRA.
- Funding limit is 50% of the project costs, up to $50,000.
- Funding can be used for exterior renovation, restoration and rehabilitation as well as landscaping improvements.
- Projects must be first approved by the City's Economic and Urban Development Department prior to initiating the work.

Program information is available at www.tampagov.net under Economic and Urban Development Department. Applications are available at the participating CRA office listed below.

For more information, please contact the participating CRAs:

City of Tampa Florida

East Tampa

Ed Johnson
Manager
East Tampa CRA

Ed.Johnson@tampagov.net
(813) 242-3807

Drew Park

Jeanette LaRussa Fenton
Manager
Drew Park CRA

Jeanette.Fenton@tampagov.net
(813) 274-7427

Ybor City

Vince Pardo
Manager
Ybor City CRA 1 & 2

Vince.Pardo@tampagov.net
(813) 274-7936

City of Tampa

Community Redevelopment Area Facade Grant Program

Interested property owners should contact their CRA Manager for information and a program application as follows:

Ybor 1 & Ybor 2	East Tampa	Drew Park
Vince Pardo	Ed Johnson	Jeanette LaRussa Fenton
2015 E. 7th Avenue	3808 N. 22nd Street	306 E. Jackson Street
Tampa, FL 33605	Tampa, FL 33610	Tampa, FL 33602
Vince.Pardo@tampagov.net	Ed.Johnson@tampagov.net	Jeanette.Fenton@tampagov.net
(813) 274-7937	(813) 242-3806	(813) 274-7427

Frequently Asked Questions

Q: What properties qualify for the Community Redevelopment Area Facade Grant Program (Program) and in what areas of Tampa is the Program available?

A: The Program is available to the owners of retail and commercial properties in participating CRA's - currently East Tampa, Ybor 1 & 2, and Drew Park. Properties and proposed improvements should comply with the following conditions:

- The property owner must be the grant applicant.
- The proposed work must be approved by the City prior to initiating the work.
- The application must include a detailed budget with reasonable costs for the proposed work.
- Local Landmark properties or properties in a Local Historic District must get a Certificate of Appropriateness for the proposed work from the applicable review commission.
- Property taxes must be current as of the date of the application.
- The property must have no outstanding Tampa building code citations.
- The property owner must provide proof of property insurance.
- Grants will not be awarded to property containing "adult uses".

Q: What are the Program funding limits?

A: If an application is approved, the Program will provide grant funds (not to exceed $50,000) for 50% of the total cost of the improvements, with a matching contribution required from the owner.

Q: What kinds of improvements qualify for grant funds?

A: The Program is only for exterior improvements on retail and commercial properties. Generally, qualified improvements must be visible from the street and increase the functionality of the building for its intended use, e.g. new storefront windows, exterior doors, awnings, exterior lighting, or landscaping. The removal of deteriorated portions of the building is also allowed. Improvements such as roof repairs, structural stabilization, parking lot improvements, painting, and signage will only be considered on a case by case basis if they are a minor part of the overall project.

Q: If I receive a grant award, how do I get the funds?

A: The property owner may submit a funding request once a month for work completed during the month. If the funding request is verified and approved, the month's total cost of work will be paid:

- 50% by the Owner,

- 40% from the Grant, and
- 10% percent will be held as retainage to assure the work is completed. Once the construction is satisfactorily completed, the Grant will pay all the retainage withheld.

If all inspections and documents are approved, grant payments will be released within three weeks of receiving the funding request. Disbursement checks will be made co-payable to the property owner and the contractor.

Q: Is the Program a grant or a loan?

A: The Program is a grant if the property owner adheres to the Program rules, as follows:

- All work must comply with Tampa building codes and be performed by licensed contractors.
- The work must start within the earlier of 1 year from the grant award or 30 days from the approval of a building permit and be completed within 1 year.
- Property taxes must be kept current for 5 years.
- Owner must maintain and provide proof of property insurance for 5 years.
- Owner must maintain and keep the property in good repair for 5 years.
- Owner shall not lease the property to a sexually oriented adult use for 5 years.
- Owner shall not sell the property for 5 years without the City's prior written consent.

If the property owner (grant recipient) violates the Program rules, the City may demand immediate repayment of the grant (with accumulated interest) or convert the grant to a loan with interest and monthly payments. A lien will be placed on the property to protect the City's interest.

Q: What are my chances of receiving a grant?

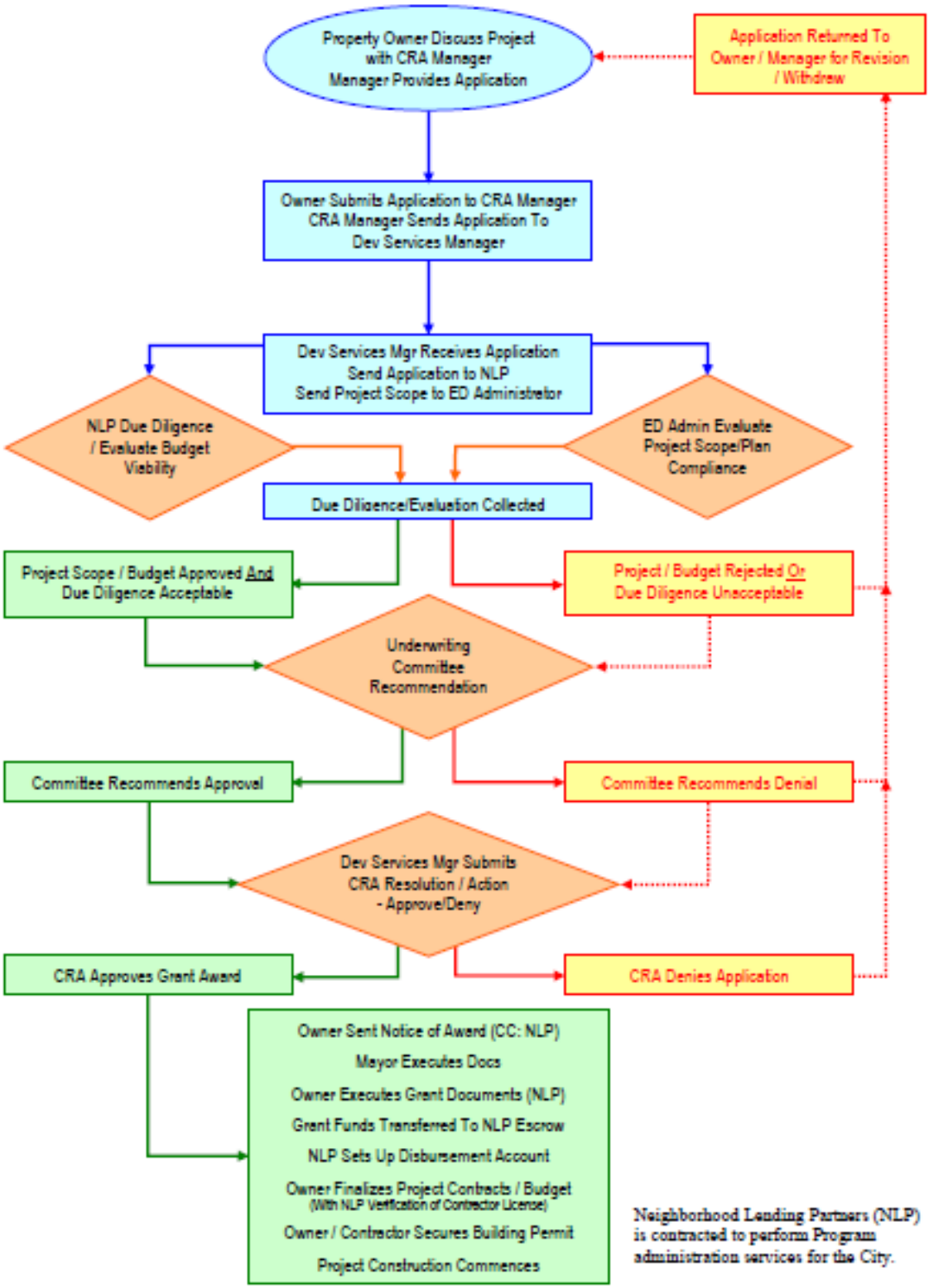
A: All applications will be evaluated on a competitive basis. Applications that reflect the following will be viewed more favorably:

- Applications that are complete, thorough, and include a reasonable detailed budget.
- Applications for properties that fully comply with Program conditions.
- Applications with proposed improvements that are appropriate to and support the adopted CRA Plans and/or other community plans of the CRA.
- Applications that reflect the owner's ability to meet the financial obligations of the Program.
- Applications that reflect the owner's ability to complete the proposed improvements in a timely manner.

Q: How do I get more information and an application?

Ybor 1 & Ybor 2	**East Tampa**	**Drew Park**
Vince Pardo	Ed Johnson	Jeanette LaRussa Fenton
2015 E. 7th Avenue	3808 N. 22nd Street	306 E. Jackson Street
Tampa, FL 33605	Tampa, FL 33610	Tampa, FL 33602
Vince.Pardo@tampagov.net	Ed.Johnson@tampagov.net	Jeanette.Fenton@tampagov.net
(813) 274-7937	(813) 242-3806	(813) 274-7427

CRA Facade Grant Program Application Process Flow Chart



Neighborhood Lending Partners (NLP) is contracted to perform Program administration services for the City.

City of Tampa

Community Redevelopment Area Facade Grant Program

PROCEDURES AND STANDARDS

1. **Goal**

The Community Redevelopment Area Façade Grant Program (Program) is to improve the appearance of properties in designated areas of Tampa's Community Redevelopment Areas (CRA, or collectively CRA's) by providing financial assistance (Grant) for rehabilitation and/or restoration projects (Project). The intent of this public investment is to increase the property values (resulting in increased TIF revenue) and accelerate the "ripple effect" of private investment in properties in close proximity to properties receiving Grants. The primary focus of this Program is directed to the improvement of retail and commercial properties. This Program is offered and regulated by the Community Redevelopment Agency (the Agency).

2. **Eligible Project Components**

Project components that may qualify for a Grant include, but are not limited to:

2.1. Exterior improvement, restoration, or rehabilitation,

2.2. Repair, replacement, or installation of new storefront windows,

2.3. Repair, replacement, or installation of new exterior doors,

2.4. Repair, replacement, or installation of new awnings,

2.5. Repair, replacement, or installation of new exterior lighting,

2.6. Renewal or installation of new landscaping,

2.7. The removal of previous deteriorated or undesirable exterior alterations,

2.8. Project costs for improvements ancillary to the primary Project, such as roof repairs, structural stabilization, parking lot improvements, dumpster enclosures, painting, and signage on a case by case basis, and

2.9. Other scopes of work specifically allowed in the attached CRA Façade Grant Program Matrix (the Matrix). The Community Advisory Committee of each participating CRA shall review and recommend the terms, limits, and special conditions of their CRA reflected in the Matrix and the Matrix shall be approved by the Agency.

3. **Program Requirements** (all program requirements must be met)

3.1. Commercial and retail properties within designated geographic areas (as defined in the attached Matrix) where the Program is active are eligible (the Property). Residential properties may also be included in certain designated areas.

3.2. The Agency shall consider changing the designated geographic areas annually.

3.3. Projects submitted for Program consideration must support and be in alignment with the adopted CRA Plans, Vision Plans, Strategic Action Plans, and/or other community plans of the CRA in which the Property is located.

3.4. The Property owner (Owner) for which the Grant is sought shall be the applicant.

3.5. The Applicant must submit a detailed Project budget that reflects the financial viability of the Project and demonstrate that the applicant is able to meet their financial obligations of the Program. Applications that have a funding deficit are ineligible for consideration.

3.6. Ad Valorem taxes on the Property for which a Grant award is sought must be current as of the date of the application.

3.7. The Property must have no outstanding City of Tampa building code citations. Where applicable, violations of the Barrio Latino guidelines shall not be considered a disqualification.

3.8. The Owner must provide proof of insurance covering the Property.

3.9. The amount of the Grant application shall be limited to the amounts specified in the Matrix for each participating CRA. Grants shall not to exceed $50,000.00.

3.10. Approval of the Project plans by City of Tampa Economic and Urban Development Department is required prior to initiating work on the Project. Failure to receive prior approval of the Project plans may disqualify the Grant application and/or Grant award.

3.11. Project plans for properties located within a Local Historic District or designated as a Local Landmark must also receive a Certificate of Appropriateness through the appropriate architectural review commission prior to receiving a Grant award.

3.12. All Project work must adhere to City of Tampa building codes and standards.

3.13. Grants cannot be used for acquiring vacant property.

3.14. Grants will not be awarded for Property containing “adult uses”.

4. Program Terms and Conditions - Covenants

4.1. **Covenants:** The terms and conditions in Article 4 shall be considered Covenants running with the land and shall be, to the fullest extent permitted by law, binding for the benefit of and enforceable by the City against Owner, its successors, and assigns.

4.2. **Lien on Property:** All Grant recipients will be required to sign the *Agreement and Declaration of Covenants and Restrictions*, which shall be effective for a period of five (5) years from the date of the first disbursement of Grant funds (Disbursement Date) and shall be recorded as a lien on the Property.

4.3. **Project Construction:** Project construction must comply with the following terms:

4.3.1. Project work must start within the later of:

4.3.1.1. Three (3) months from the Grant award commitment date (Commitment Date), or

4.3.1.2. Thirty (30) days from the approval of a building permit application for the Project (Permit Date.

4.3.2. The Project must be completed within the later of:

4.3.2.1. One (1) year from the Commitment Date, or

4.3.2.2. One (1) year from the Permit Date.

4.3.3. The Project work must be performed by licensed contractors. The Owner may act as the Project "general contractor" by hiring, managing, and coordinating multiple licensed sub-contractors.

4.4. **Ad Valorem Taxes:** Payment of Ad Valorem taxes on the Property must be kept current for a period of five (5) years from the Disbursement Date.

4.5. **Property Insurance:** Owner must maintain and provide proof of insurance on the Property for a period of five (5) years from the Disbursement Date.

4.6. **Maintenance:** Owner must continually maintain the Property and keep the Property in good repair for a period of five (5) years from the Disbursement Date.

4.7. **Right of Inspection:** Owner agrees to allow representatives of the City and/or their designee access to the Property at all reasonable times to determine that the Property is being maintained and repaired for a period of five (5) years from the Disbursement Date.

4.8. **Restricted Use/Tenant**: Owner shall not lease the Property to a sexually oriented adult use for a period of five (5) years from the Disbursement Date.

4.9. **Change in Property Ownership:** Owner shall not sell or transfer any interest in the Property for a period of five (5) years from the Disbursement Date without the City's prior written consent.

4.10. **Compliance to Covenants:** If the Owner has complied with all the terms, conditions, and Covenants of this agreement for a period of five (5) years from the Disbursement Date, the *Agreement and Declaration of Covenants and Restrictions* shall be canceled, the lien on the property shall be released, and all potential obligations to repay the Grant shall be terminated.

4.11. **Breach of Covenants:** In the event Owner fails to comply with any of the provisions in Sections 4.3 through 4.9 above, the City may terminate any further funding of the Grant and expressly reserves the right to employ any remedy at law to recover the Grant funds.

4.11.1. In the event the breach is a violation of the Restricted Use/Tenant (Section 4.8) or a change in Property ownership (Section 4.9), the City may demand immediate payment in full of the Loan Amount and Accrued Interest as defined below.

4.11.2. In the event the breach is anything other than a breach of Section 4.8 or Section 4.9, the City shall notify Owner in writing of said breach and its nature (the Breach Notice). The City shall make reasonable efforts to deliver the Breach Notice, but regardless of the delivery date, the date of the Breach Notice shall be considered the Breach Date. If the Owner has not remedied the breach within the cure period (the Default Date), the City may convert the Grant to a loan with the following terms and conditions:

4.11.2.1. **Interest**: The interest rate shall be the Wall Street Journal Prime Rate as published on the Breach Date, plus 200 basis points. Interest shall be computed from the date of each Grant disbursement to the Default Date.

4.11.2.2. **Accrued Interest**: Interest computed on each Grant disbursement shall be added to the loan principal and compounded annually.

4.11.2.3. **Amount**: The loan amount shall be the total of all Grant funds disbursed, plus accrued interest (the Loan Amount).

4.11.2.4. **Term**: The Loan Amount and all current interest shall be repaid in sixty (60) monthly installments, with the first payment due on the Default Date.

4.11.2.5. **Payment Amount**: The amount of each monthly payment shall be one-sixtieth (1/60) of the Loan Amount, plus the current month's interest on the unpaid balance**.**

5. Disbursement of Grant

5.1. Documentation, in a form reasonably acceptable to the City, will be required prior to each disbursement that includes:

5.1.1. A funding request reflecting Project expenses, in an amount reasonable and directly related to the work completed since the previous disbursement (Funding Request),

5.1.2. A satisfactory inspection report of the Project, by an authorized representative(s) of the City of Tampa, verifying that the work completed since the last disbursement has been completed according to the Funding Request, and

5.1.3. Evidence (i.e. lien waivers) that the Project contractor received and properly credited previous payments from both the Owner and Grantor.

5.2. The Funding Request must be signed by the Owner and the Project contractor.

5.3. No more than one (1) disbursement shall be made each month.

5.4. Prior to each disbursement, an inspection will be made by an authorized representative of the City of Tampa to ensure that the scope of work in the Funding Request has been completed and is in compliance the approved plans.

5.5. Each Funding Request shall be paid as follows:

5.5.1. Fifty (50%) percent paid by Owner,

5.5.2. Forty (40%) percent paid from Grant, and

5.5.3. Ten (10%) percent withheld as retainage – the cumulative retainage to be paid from the final Grant disbursement.

5.6. If all inspections and documents are approved, monthly progress payments will be released within three weeks of receipt of the Funding Request. The amount of each progress disbursement shall be the lesser of:

5.6.1. Forty (40%) percent of the Funding Request, or

5.6.2. The balance of the Grant amount not previously disbursed, less the cumulative retainage.

5.7. Within 30 days of the completion of the Project, the Grantee shall submit the Completed Project Inspection Request form and a final Funding Request to the City of Tampa's Economic and Urban Development Department. The final Grant disbursement shall be released upon receipt of documents and/or inspections verifying that the Project has been completed according to the approved plans. The amount of the final Grant disbursement shall be the lesser of:

5.7.1. Fifty (50%) percent of the total Project budget less previous disbursements, or

5.7.2. The balance of the committed Grant amount not previously disbursed.

5.8. Disbursements will be made directly to the licensed Project contractor. In the case where the Owner is acting as Project contractor, disbursements will be made directly to the licensed sub-contractors.

6. Application Procedure (section modified from approved form)

The Owner of Property within a CRA or defined district where the Program is active shall be the applicant. Interested property owners should contact their CRA Manager for information and a program application as follows:

Ybor 1 & Ybor 2	East Tampa	Drew Park
Vince Pardo	Ed Johnson	Jeanette LaRussa Fenton
2015 E. 7th Avenue	3808 N. 22nd Street	306 E. Jackson Street
Tampa, FL 33605	Tampa, FL 33610	Tampa, FL 33602
Vince.Pardo@tampagov.net	Ed.Johnson@tampagov.net	Jeanette.Fenton@tampagov.net
(813) 274-7937	(813) 242-3806	(813) 274-7427

7. Evaluation Criteria for Application

The City of Tampa will establish a Program Underwriting Committee (Committee) comprised of two, non-CRA senior level city staff, or their designee, and a representative from the CRA Community Advisory Committee in which the Property is located. The Committee will evaluate all applications on a competitive basis. It is the responsibility of the applicant to demonstrate clearly within the application that the Project addresses the evaluation criteria. The criteria that will be generally be used as to evaluate and rank applications includes, but is not limited to:

- The extent that the Project is appropriate to, important to, and supports the adopted CRA Plans, Vision Plans, Strategic Action Plans, and/or other community plans of the CRA in which the Property is located.
- The thoroughness of the application, including the adequacy of information provided to assess the likelihood of the Project's successful and timely completion.
- A detailed Project budget that reflects the financial viability of the Project and demonstrates that the applicant is able to meet their financial obligations of the Program. Applications that have a funding deficit are ineligible for consideration.

If the Committee approves the application, documents evidencing the terms and amount of the Grant will be drafted, executed by the applicant, and sent to City Council for approval.

8. Compliance with the City of Tampa Ethics Code

The applicant shall comply with all applicable city rules and regulations including the City's Ethics Code, which is available on the City's website www.tampagov.net. Moreover, each applicant to the Program acknowledges and understands that the City's Ethics Code prohibit City employees from receiving any benefit, direct or indirect, from any contract or obligation entered into with the City. (City of Tampa Code, Chapter 2, Article VIII-Sec 2-522)

CRA Facade Grant Program Matrix

Specific Limits, Terms, Uses, and Conditions Of Each Participating CRA

CRA	Program Funding Limits	Current Geographic Focus Area	Qualified Property Types	Specific Improvements Allowed	Specific Improvements Not Allowed	Additional Conditions
East Tampa	50% of the total project cost, up to $50,000.00.	N. 22nd St., N. 34th St., N. 29th St. and N.15th St.	Commercial and Retail			One (1) grant per property per fiscal year
Drew Park	50% of the total project cost, up to $50,000.00.	Initially Lois Ave. If there are not sufficient applications on Lois Ave. the program will be extended to other gateway corridors.	Any non-residential uses (Business, Commercial, Industrial/Warehouse, Office, Retail) except for adult oriented uses.	Improvements must enhance the appearance of the building and be visible from the Right of Way.		
Ybor 1	50% of the total project cost, up to $50,000.00.	7th Ave. priority, but open to entire CRA.	1. Conversion/retention of retail, art / cultural venues, hotels, office use (upper floors only on 7th Av), and restaurants. 2. Conversion of "big box" spaces to original small store fronts.			Priority to historic properties over non-historic.
Ybor 2	50% of the total project cost, up to $50,000.00.	7th Ave. priority, but open to entire CRA.	1. Conversion/retention of retail, art / cultural venues, hotels, office use (upper floors only on 7th Av), and restaurants. 2. Conversion of "big box" spaces to original small store fronts.			Priority to historic properties over non-historic.

City of Holly Hill
Community Redevelopment Area
Commercial Property Improvement Matching Grant Program

Guidelines and Application

adopted April 14, 2015

Information & Application

☐ Please note that **applications must be submitted BEFORE work begins**. Additionally, award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated prior to the approval of the Grant by the CRA.

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Purpose:

In 1996, the City of Holly Hill adopted a Community Redevelopment Plan which listed numerous goals and objectives for the area designated within the Community Redevelopment Area. Objective 3.4 of that Plan recommended the establishment of a 50% matching grant of up to $5,000.00 per award. This program specifically implements Objective 3.4 while incorporating other eligible costs such as landscaping noted within other objectives in the plan.

The purpose Community Redevelopment Agency (CRA) Grant Program is to encourage private investment to improve the appearance and functionality of existing buildings in the CRA District Area (map attached). The program provides 50% reimbursement of the total eligible project cost up to a maximum of $10,000 to pay for the design and implementation of improvements within the CRA District. Funds are appropriated annually in the CRA Area budget, and funding is available on a first come-first served basis. The program is subject to the availability of allocated funds in the CRA budget.

The CRA Grant Program must support the goals of the CRA Master Plan for the CRA District. Applicants are required to follow the applicable design guidelines and policies in the City of Holly Hill CRA Master Plan.

Applicants are reminded that grant awards are discretionary and should not be considered an entitlement. All grant criteria contained herein are guidelines, not guarantees for awards and successful Applicants may receive any amount up to the maximum award. Should an Applicant meet all grant criteria, a grant may or may not be awarded by staff or CRA Grant Coordinator discretion due to funding limitations, competing applications, and/or competing priorities.

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Eligibility Requirements:
The CRA Grant Program is available to commercial property owners that are located within the CRA District Area. Businesses must have a valid and current Business Tax Receipt (BRT) through the appropriate agency, and Applicants must propose a permitted/conforming use within the CRA Area.

Applications will not be accepted from property owners who are delinquent on their property taxes. Applicants must not have code liens. Additionally, Applicants must have a valid and current Business Tax Receipt (BTR).

Eligible Improvements:
The CRA Grant Program shall provide matching funds for the exterior (street side) improvements that are consistent with the CRA goals outlined in the CRA Master Plan. Funds may be used for the following types of improvements:

- Exterior signage, including the removal of non-conforming signs.
- Replacement of awnings and shutters
- Paving
- Demolition

Non-eligible Improvements:
The CRA Grant cannot be used to fund interior renovations, general maintenance, sweat equity or electrical work (except exterior lighting), any improvement funded with a previous grant or anything not listed as an eligible project.

Available Funding and Matching Requirement:
For signage, exterior façade, paving, demolition, up to **$10,000** grant award shall be available for an individual property on reimbursement of 50% of eligible expenses by the property owner.

Application Process and Deadline:
Applications are accepted on a monthly basis, by the 15th of each month. The final application deadline is the 30th of June each fiscal year. Applications will not be processed within the current fiscal year if received after June 30th and will be held for the next fiscal year.

(1) The Applicant receives a CRA Grant Program Application from CRA Grant Coordinator located at 1065 Ridgewood Avenue Holly Hill FL 32117; or by downloading it from the **www.hollyhillfl.org** website.

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(2) The Applicant completes the application and submits it to the CRA Grant Coordinator for processing. The application package includes the following:

(a) Current photo(s) of project site;
(b) Property Appraiser Parcel ID number and proof of paid property taxes;
(c) Applicant Information;
(d) Listing of businesses or services offered on site;
(e) Description of proposed improvements;
(f) Identification of project's support of the CRA Master Plan;
(g) Business Tax Receipt (current);
(h) Rendering or sketch of proposed improvements;
(i) Photo of area to be improved;
(j) Sign/Awning design drawings and/or plans;
(k) Documentation of cost estimates – copies of vendor bids, estimates, etc. (three bids required); and (l) Boundary Survey
(m) Signature of Property Owner (Applicant).

The Applicant is responsible for all building and other permits and fees associated with the proposed project.

☐ Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet; incomplete applications will not reviewed.

(3) CRA Grant Coordinator undertakes the initial review of the application, if the application is found incomplete the applicant will be granted time to complete and resubmit the application. Once the application is complete staff will review the application according to the program selection criteria and forwards a recommendation to the CRA Grant Coordinator to forward recommendation to the City Manager for final approval. A letter is mailed notifying the Applicant of the decision of the application, if an application is denied, at any level of review, the Applicant may modify the existing application or reapply at a later date.

☐ Please note that **applications must be submitted and approved BEFORE work begins**. Award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated **prior** to the approval of the Grant by the CRA Grant Review Board and City Manager.

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The City is required to file informational returns (Form 1099-G) for individuals and entities receiving grants from the CRA. Grant recipients must sign and return a Substitute W9 form to the City before funds can be distributed.

(4) Upon completion of the improvements; a final inspection and approval by the City is required, prior to the Applicant submitting a "reimbursement package" which includes the following:

a. Completed reimbursement form (provided by the CRA Grant Coordinator);
b. Copies of applicable invoices or receipts;
c. Proof of payment for improvements; and
d. Photos of improvements (before and after).

Applicants will receive grant funding <u>after the project is completed and all associated costs have been paid.</u> It is the responsibility of the Applicant to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the CRA Grant Coordinator by the Applicant. The project must be completed essentially as presented to the CRA Grant Coordinator in order to receive payment. At approximately the midpoint of the project, the Applicant will give an update to the CRA Grant Coordinator on the progress of the project either in writing or in person. The CRA Grant Coordinator reserves the right to make on-site inspections throughout the course of the project.

- Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the project.

If the project is not completed by September 30th, or is not approved in its final inspection, or does not receive its Certificate of Occupancy (if applicable) within the fiscal year of award, the grant shall expire. In order to proceed with the project an extension *must* be submitted before August 1st of the current fiscal year in order to allocate the funds to the appropriate grant fund in the next fiscal year.

- **Applicants have 45 days from the completion date of the project to file for reimbursement according to procedures set forth within the contract.**

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If you have more than one project:
Grant applications will not be considered if a parcel of property has received grant funds in the same category within a period of five years.

The following selection criteria will be used to review applications for the CRA Grant Program. Criteria are derived from the goals and objectives of the CRA's Master Plan.

1. **Quality of Site Design and Materials**: Degree to which the proposed project promotes the adopted CRA Master Plan and promotes harmony with neighboring structures.

2. **Streetscape Aesthetics and Functionality**: Degree to which the proposed project enhances the streetscape of CRA Corridor, including the addition or enhancement of display windows, awnings, landscaping, exterior handicapped accessibility and architectural amenities.

3. **Increased Safety**: Degree to which the proposed project will promote safety by easily identifying the business for customers and emergency services.

4. **Removal of Slum and Blight**: Degree to which the proposed project upgrades or eliminates substandard structures or eliminates non-conforming uses.

Disclaimer:
The City of Holly Hill, shall not be responsible for the planning, design, or construction of the property that is owned by the Applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the CRA Grant Program. The Applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

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CRA GRANT PROGRAM APPLICATION

Date _____

Property Owner _____

Corporate Name _____

Property Address (Project Location): _____

_____ Phone

_____ Fax_____

Contact Person _____ E-mail

_____

What type of grant(s) are you applying for?

Check all that apply.

☐ Sign ☐ Façade (Awnings and Shutters) ☐ Demolition ☐ Paving

PROJECT AND FINANCIAL ASSISTANCE REQUESTED Describe proposed improvement(s):

_____

_____

_____

_____

_____

Describe the proposed businesses or services offered on site:

_____

_____

_____

_____

_____

Please identify the ways in which this project supports the CRA Master Plan:

_____

_____initials

_____

_____

_____

_____

Total Project Cost _____ Total Funding Request _____

Submittals

Applications ***must*** include the following materials, if applicable, for consideration by the CRA Grant Program:

(a) Current photo(s) of project site;

(b) Property Appraiser Parcel ID number and proof of paid property taxes;

(c) Applicant Information;

(d) Listing of businesses or services offered on site;

(e) Description of proposed improvements;

(f) Identification of project's support of the CRA Master Plan;

(g) Business Tax Receipt (current);

(h) Rendering or sketch of proposed improvements;

(i) Photo of area to be improved;

(j) Sign/Awning design drawings and/or plans;

(k) Documentation of cost estimates – copies of vendor bids, estimates, etc. (three bids required); and (l) Boundary Survey

(m) Signature of Property Owner (Applicant) each page of application must be initialed.

Applications lacking sufficient materials to describe the project will NOT be reviewed and rejected by the CRA Grant Coordinator.

_____initials

COST ANALYSIS

Use of Fund	Amount

TOTAL: _____ **FUNDING REQUEST:** _____

_____initials

I, _____, attest that the information contained herein is correct to the best of my knowledge. I further understand that the CRA Grant Program benefits are contingent upon funding availability and approval, and are not to be construed as an entitlement or right of a property owner (Applicant). I further understand that I am responsible for providing construction documents and/or permits required for any work, and hold the City of Holly Hill harmless for any damages associated with this application or the CRA Grant Program. Prior to reimbursement of project costs, the applicant shall agree in writing, to maintain all improvements and not to alter the project for a period of five (5) years without approval. Non-compliance may be subject to formal proceedings that could result in daily fines or a lien against the property for the amount of the grant award. Routine maintenance (e.g. replacing same materials, repainting same color etc.) does not require City approval.

_____

Applicant

_____

Print Name

_____

STATE OF FLORIDA:
COUNTY OF VOLUSIA:

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by _____. He/she is personally known to me or has produced _____ as identification and did not (did) take an oath.

(SEAL)

_____

Notary Public, State of Florida, (Signature of Notary taking acknowledgement)

_____

Name of Notary Typed, Printed or Stamped My Commission Expires:

_____

Commission Number

_____initials

Signage

Purpose:

The purpose of the sign replacement reimbursement grant program is to encourage and assist property owners within the Community Redevelopment Area to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing images enhance the overall vitality and character of the City by adding new beautification and visual features where previously lacking.

Funding Structure:

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant

exceeding $10,000 **Criteria for Program:**

Guidelines:

- Removal of old signs, replacement of existing signs to meet code, and the production and installation of new signage.
- Property taxes must be current.
- Business Tax Receipt must be current.
- Utility bill must be current.
- The property cannot have any code liens.
- Plans & design and survey must be submitted for review.
- Must meet all applicable ordinances, regulations and permitting requirements.
- Project needs to be consistent with CRA Master Plan.
- Must maintain its approved design for a minimum period of 5 years.
- Color scheme should harmonize with surrounding structures.
- All grant applications must be accompanied by three cost estimates.
- Only one Sign Grant will be awarded per property.

Ineligible Projects:

- Improvements/services rendered prior to grant approval.
- Improvement to an existing sign that does not meet code, nonconforming signs.
- Property damage that may be covered by or compensated through an applicant's property insurance coverage.
- Project funded by a previous grant.
- Anything not listed above as an eligible project.

Boundaries:

CRA District (map included)

_____initials

Façade Rehabilitation

The purpose of the facade improvement reimbursement grant program is to encourage and assist property owners within the Community Redevelopment Area to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing images enhance the overall vitality and character of the City by adding new beautification and visual features where previously lacking.

Funding Structure:

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding $10,000.

Criteria for Program:

- Building must be structurally sound based on City inspection.
- Property taxes must be current.
- Business Tax Receipt must be current.
- Utility bill must be current.
- The property cannot have any code liens.
- Plans & design and survey must be submitted for review.
- Must maintain its approved design for a minimum period of 5 years.
- All grant applications must be accompanied by three cost estimates.
- Must meet all applicable ordinances, regulations and permitting requirements.
- Only one Façade Rehabilitation Grant will be awarded per property.

Eligible Improvements:

- **Awnings and shutters of exterior structure-replace or new**

Ineligible Improvements:

- Interior improvements.
- Improvements/services rendered prior to grant approval.
- Paint of exterior or interior structure.
- Electrical work (except exterior lighting).
- General maintenance/sweat equity.
- Project funded by a previous grant.
- Anything not listed as an eligible project.

Boundaries:

CRA District (map included)

_____initials

Paving:

Funding Structure:

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding $10,000.

Criteria for Program:

- Plans & design and survey must be submitted for review.
- All property taxes must be current.
- The property cannot have any code liens.
- Business Tax Receipt must be current.
- Utility bill must be current.
- Must maintain approved design for a minimum period of 5 years.
- Must meet all applicable ordinances, regulations and permitting requirements.
- All grant applications must be accompanied by three cost estimates.
- Only one Paving Grant will be awarded per property.

Eligible Improvements:

- **New pavement, unpaved property or repair of pavement i.e. pot holes, etc.**

Ineligible Improvements:

- Routine maintenance of existing pavement will not be eligible. Improvements/services rendered prior to grant approval
- Property damage, compensated through an applicant's property insurance.
- Project funded by a previous grant.
- Anything not listed as an eligible project.

Boundaries:

CRA District (map included)

_____initials

Demolition

Funding Structure:

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding $10,000.

Criteria for Program:

- Plans & design must be submitted for review.
- All property taxes must be current.
- Utility bill must be current.
- Must meet all applicable ordinances, regulations and permitting requirements.
- All grant applications must be accompanied by three cost estimates.
- Only one Demolition Grant will be awarded per property.

Ineligible Improvements:

- Anything not listed as an eligible project.
- Improvements/services rendered prior to grant approval.
- Project funded by a previous grant.

Boundaries:

CRA District (map included)

_____initials

This Section for Official Use Only

DateReviewedbyCRA: _____ *Recommendation to Committee:* _____

Date Reviewed by Committee: _____

Recommendation to Coordinator: _____

*Action by CRA Coordinator: Recommendation to City Manger*_____

*Action by City Manager:*_____

*Amount approved:*_____

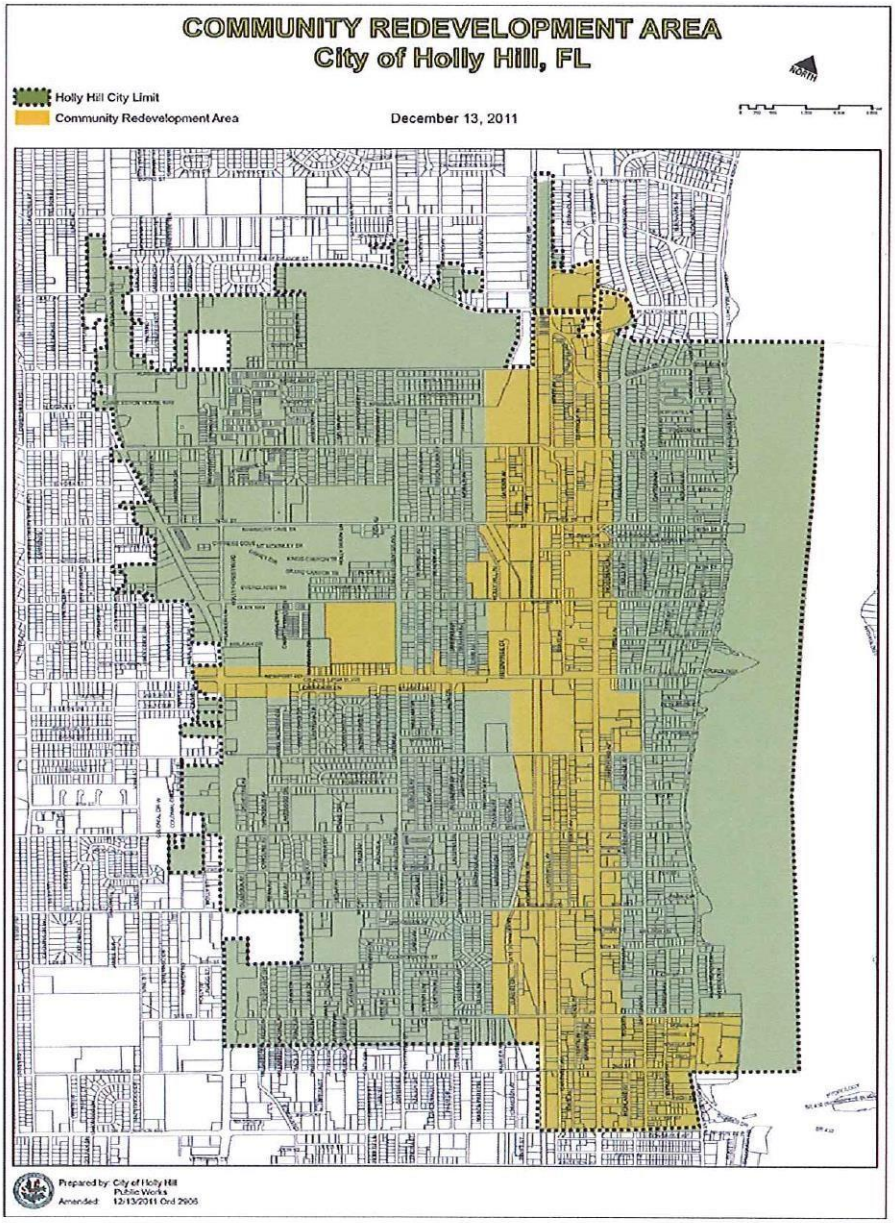
**Release of Funds authorized by*

City Manager: _____

*Release of funds only occurs after the CRA Grant Coordinator has verified that all conditions of the contract, and grant application have been satisfied.

_____initials

Exhibit A – Community Redevelopment Area Map



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