

**Amended Agenda
City of Dunnellon
Community Redevelopment Agency Meeting
20750 River Drive, Dunnellon, FL 34431
August 9, 2021
5:00 p.m.
Join Zoom
[https://dunnellon.zoom.us/j/81209933557?
pwd=ek93RnNpVzE1LzdvUDhlLzJUYmJzdz09](https://dunnellon.zoom.us/j/81209933557?pwd=ek93RnNpVzE1LzdvUDhlLzJUYmJzdz09)**

Meeting ID: 812 0993 3557

Dunnellon Community Redevelopment Agency meeting will be held on August 9, 2021, 5:00 p.m. at Dunnellon City Hall.

Public Comment

Anyone who wishes to provide public comment will be able to do so by participating in the City Council meeting in person, or via the Zoom "**AUDIO ONLY**" platform and/or telephone, by speaking during public comment portions of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk at mroberts@dunnellon.org

Members of the public who would like to participate are encouraged to register in advance by Noon on Monday, August 9th. Please see instructions below on how to register.

Instructions on How to Listen and/or Participate in the Meeting

Attachment: [Meeting Instructions \(PDF\)](#)

Call to Order

Pledge of Allegiance

Opening Prayer/Moment of Silence (suggested time limit: 1 minute. Mayor to request if any invitee is present to open with prayer; if no invitee is present, Mayor will ask if a Dunnellon citizen will volunteer. If no volunteers, a moment of silence will be offered. If a citizen outside of Dunnellon requests to open with prayer, (s)he may do so if no invitees/citizens volunteer.)

Roll Call

Proof of Publication - Posted on City's website and City Hall bulletin board on Monday, August 2, 2021. Agenda amended on August 4, 2021 to add backup to item #3.

Consent Agenda

1. CRA Board Meeting Minutes

May 10, 2021 CRA Meeting

Documents:

[May 10 2021 CRA Minutes.pdf](#)

Consent Agenda Approval

PROPOSED MOTION: I move the consent agenda be approved as presented.

2. FY2020-2021 Third Quarter TIFD (CRA) Budget Update - Jan Smith

Documents:

[CRA 3rd Quarter Budget Update Agenda Packet ADA.pdf](#)

3. CRA Grant Funding Discussion

Documents:

[CRA Grant Funds Policy Approved FINAL.pdf](#)

[Historic Preservation Board Grant Policy and Application FINAL.pdf](#)

4. Public Comments

5. Adjourn

PROPOSED MOTION: I move the CRA meeting be adjourned.

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 HOURS 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.

**City of Dunnellon
Community Redevelopment Agency Board**

Zoom

<https://dunnellon.zoom.us/j/98790700046?pwd=MHAvMnptVWNYN0tuSDU0cVYyYjkyQT09>

Meeting ID: 987 9070 0046

Date: May 10, 2021

Time: 5:00 p.m.

Place: City Hall

20750 River Dr., Dunnellon, FL 34431

Anyone who wishes to provide public comment will be able to do so by participating in the City Council meeting in person, or via the Zoom "**AUDIO ONLY**" platform and/or telephone, by speaking during public comment portions of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk at mroberts@dunnellon.org

Members of the public who would like to participate are encouraged to register in advance by Noon on Monday, May 10th. Please see instructions below on how to register.

CALL TO ORDER AND PLEDGE

Mayor White called the meeting to order at approximately 5:12 p.m., and led in the pledge of allegiance. He asked if any invitee or volunteer was present to open with prayer. No one approached and Mayor White offered a moment of silence.

ROLL CALL

The following members answered present at roll call:

Bill White, Mayor

Valerie Hanchar, Vice-Mayor

Anita Williams, Councilwoman

Louise Kenny, Councilwoman

ABSENT

Jan Cubbage, Councilwoman

STAFF PRESENT

Mandy Roberts, City Clerk

Jan Smith, Finance Officer

Julie Danowski, Records Clerk

Lt. Shane Yox, Police Department

Chief McQuaig, Police Department

LEGAL COUNSEL

Andrew Hand,

Shepard, Smith, Kohlmyer & Hand, P.A.

PROOF OF PUBLICATION

Ms. Roberts stated for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Thursday, May 06, 2021.

Council's Comments Regarding Agenda

No comments.

Public Comments

There were none

CONSENT AGENDA:

(Note: Motion to approve items on the consent agenda is a motion to approve the recommended actions.)

AGENDA ITEM #1 – CRA BOARD MEETING MINUTES

February 08, 2021 CRA Meeting

Mayor White moved the consent agenda be approved. Vice-Mayor Hanchar seconded the motion and all members were in favor. The vote was 4-0.

REGULAR AGENDA:

AGENDA ITEM #2 - FY2020-2021 SECOND QUARTER TIFD (CRA) BUDGET UPDATE – JAN SMITH

Mrs. Smith provided an overview of the CRA budget for the period ending March 31, 2021. She said the actual revenue received year to date is \$299,455.00. She projects almost all of the budget will be spent due to ongoing projects and it being relatively early in the year. She said, as of March 31st, the projected total revenues are \$731,759.00.

Mrs. Smith said actual expenditures year to date is \$21,548.00. She said not much has been spent at the 6 month mark, but projects the entire budget will be spent due to outstanding projects. She said Capital Expenditures of \$563,257.00 is mostly for the Ernie Mills project. She is projecting a shortfall of \$9,229.00 but only if all the projects are completed and she felt strongly we will come in with a surplus this year.

Mrs. Smith explained funding and reserves budgeted for each of the active projects, personnel, operating expenses and grants covering a five-year period. She said cash reserves in the CRA fund stands at \$882,169.22 (she said this is the bank account) plus \$303,760.00 which is set aside for the Bike Path.

Mayor White and Mrs. Smith explained the CRA has identified three areas that need a helping hand and this is a special fund dedicated to helping rehabilitate those areas. They said the funding comes from both the City and the County.

AGENDA ITEM #3 – PUBLIC COMMENTS

Kathy Dunn, 11386 SW Hendrix Dr., asked if an entity applies for a grant, would they initially put up the money for the work but then recover 20% if they received the grant. She also asked if personnel salaries could come from the grant money. Mrs. Smith said she was correct on both questions except there is a cap on the funding and she could not confirm the 20% figure. Further discussion was had regarding who actually applies for the grants and how. Ms. Roberts offered to send Mrs. Dunn a copy of the grant policy.

AGENDA ITEM #4 - ADJOURN

At approximately 5:30 p.m. Vice-Mayor Hanchar moved to adjourn the May 10, 2021 CRA Board meeting. Councilwoman Williams seconded the motion and all were in favor. The vote was 4-0.

ATTEST:

Amanda Roberts, CMC
City Clerk

William P. White, Mayor

**CITY OF DUNNELLON
COUNCIL
AGENDA SUMMARY FORM**

Meeting Date: August 9, 2021

Review by City Attorney:

Responsible Dept.: Finance

Council Action:

Department Head Approval: Jan Smith

Date of Action:

Subject: FY2020-2021 Third Quarter TIFD (CRA) Budget Update

Request for Approval Summary Explanation & Background: Attached are the FY2020-2021 Third quarter results. The following documents are provided.

- Budget vs Actuals period ending June 30, 2021
- TIFD (CRA) Spending Schedule period ending June 30, 2021
- Reserve Balances as of June 30, 2021

Fiscal Information: N/A

Procurement Method: N/A

Purchase Requisition#: N/A

Recommended Action:

Initiated by: JS

**CITY OF DUNNELLON
2020-2021 YEAR TO DATE SUMMARY
JUNE 75% COMPLETE**

TAX INCREMENT FINANCING DISTRICT (CRA)

	FY 19-20 ACTUAL	FY 20-21 REVISED/ AMENDED BUDGET	FY 20-21 YEAR TO DATE ACTUAL	FY 20-21 % OF BUDGET COLLECTED	FY 20-21 PROJECTED	Projected vs Budget (Under)/Over Budget)	Variance From Budget at Year End
REVENUES							
Taxes	275,700	309,176	299,169	96.8%	299,169	(10,007)	Decrease due to final certified property values less than anticipated
Grants	-	-	-	0.0%	-	-	
Miscellaneous	888	841	397	47.3%	608	(233)	
Other Sources/ Uses	-	431,883	112,334	26.0%	215,921	(215,962)	Decrease due to reserve funding not needed as a result of capital projects carried forward to FY2021-2022
Total TIFD Revenues	276,587	741,900	411,900	55.5%	515,697	(226,203)	
EXPENDITURES							
Personnel	13,574	41,614	19,513	46.9%	41,614	-	
Operations	5,608	66,639	3,682	5.5%	65,727	(912)	
Capital	49,623	563,257	388,705	69.0%	408,356	(154,901)	Decrease due to capital projects carried forward to FY2021-2022
Grants	2,880	70,390	-	0.0%	-	(70,390)	Decrease due to lack of interest in CRA grants by property owners
Other Sources/Uses	-	-	-	0.0%	-	-	
Total TIFD Expenditures	71,684	741,900	411,900	55.5%	515,697	(226,203)	
Surplus/(Deficit)	204,903				0		

	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21		
							Actual	Budget	Actual	Projected	
1 Beginning Fund Balance -October 1	158,860		566,814		550,070		703,118	880,258	913,512		
2 Current Year Revenue	190,925		175,464		196,972		276,318	310,017	299,455		
Transfer from TIFD Reserve											
3											
Transfer In-125 Pk donations from GF (Funds will be transferred when project begins construction)								24,107	0	0	
4 Total Available Fund Balance	669,725		742,278		747,042		979,436	1,214,382	1,212,967	-	
5											
6											
7 Fund Balance (RESERVES) Budgeted for:	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Projected
8 Personnel	21,660	23,093	29,320	31,034	30,184	16,244	16,147	7,549	41,614	13,241	41,614
9 Operating	36,084	19,344	36,104	15,226	40,948	7,084	42,047	5,418	66,639	3,296	65,727
10 Grants-CRA	51,569	0	50,000	3,600	60,000	0	76,990	2,880	70,390	0	-
11 Blue Run Pk Restrooms	30,000	18,000	12,000	0	12,000	0	12,000	0	12,000	0	-
12 125 Trailhead Re-design	23,400	0	23,400	0	50,190	0	47,757	0	47,507	0	-
13 City Welcome Signs - Three	20,000	300	20,000	18,269	0	15,079					
14 W Penn Streetscape-PH I			30,000	8,257			21,743	15,898			
15 W Penn Streetscape-PH II									50,000	2,274	2,274
16 Ernie Mills Beautification Project									10,000		-
17 Entrance Signs-Historic Distrct									25,000		-
18 Parking Lots/Enhancements - Ernie Mills					202,922	2,833	361,446	10,590	393,750	2,737	406,082
19 Parking Lots/Enhancements - Short Tower Wy						2,684					
20 Parking Enhancements (Meters/Kiosks)-Project Terminated			50,000								
21 Wayfinding Signage-EC-10									25,000		-
22											
23 Total Appropriations	182,713	60,737	250,824	76,386	396,244	43,924	578,130	42,335	741,900	21,548	515,697
24											
25											
RESERVES:											
26											
27 Fund Balance Available To Be Obligated To Projects (Line 4 minus Line 17)		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve	Projected Restricted Reserves
					703,118		937,101		472,482		697,270
29 Recommended Projects:											
30 Park Improvements-Ernie Mills	12,087		12,087		12,087		-		-		
31 Parking Enhancements	200,000		150,000		-		-		-		
32 FDOT Multi-Modal Grant-Reserve (Max Contr. \$350,000)	50,000	153,760	153,760	203,760	253,760	253,760	303,760	303,760	303,760	303,760	303,760
33 Landscaping	10,000		10,000				-		-		
34 Benches	10,000		10,000				-		-		
35 Lighting	10,000		10,000				-		-		
36 Streetscape PH II (Bulb-outs, intersection upgrades 41/484, gateway infrastructure, stamped brick concrete)					95,213		633,341				
37 Reserve-Historic Board (for Grants)-Reserve combined with CRA unrestricted at FYE 2019	4,000	17,000	4,000	18,000	23,000	20,000					
38 Property Acquisition and/or Development of Public Parking (i.e. CRA Public Parking at new Police Facility)									168,722		393,510

Legend
Green = 1st year of obligation
Blue = 2nd year of obligation
Red = 3rd year of obligation and beyond
Orange = Completed projects

CASH RESERVES

			BALANCE 10/1/2020	BALANCE 5/31/2021	BALANCE 6/30/2021	NET CHANGE FROM PRIOR PERIOD	NET CHANGE FROM START OF YEAR
1	TIFD EQUITY						
2	02000-15179	HISTORIC BLDG REDEVELOPMENT	-	-	-	0.00	0.00
3	02000-15183	TIFD EQUITY	609,752.03	729,647.84	491,927.50	(237,720.34)	(117,824.53)
4	02000-15183 A1731	TIFD EQUITY-BIKE PATH	303,760.00	303,760.00	303,760.00	0.00	0.00
5	TIFD EQUITY		913,512.03	1,033,407.84	795,687.50	(237,720.34)	(117,824.53)

City of Dunnellon
Community Redevelopment Area
FACADE/EXTERIOR
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 Dunnellon's Community Redevelopment Area (CRA).

Eligibility Requirements:

- Any property owners of commercial and residential properties in the CRA district.
- Applicant must be the owner or agent (i.e., Corporation, LLC...)

The CRA Grant Program is available to all 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 any active liens on the property.

Additional Requirements:

- The property owner or registered agent 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.
- Properties in the Historic District must get a Certificate of Appropriateness from the Historic Preservation Board for the proposed work.
- Property taxes must be current as of the date of the application.
- The property must have no outstanding building code citations.
- The property owner must provide proof of property insurance.
- Grants will not be awarded to property containing "adult uses" as defined in Article II, Division 1, Sec. 10-36 Dunnellon City Code.

Ineligible Projects/Improvements (all applications):

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.

- Improvements/services rendered prior to grant approval.
- Property damage that may be covered by or compensated through an applicant's property insurance coverage.
- Project funded by a previous grant.

- Interior improvements.
- Electrical work (except exterior lighting).
- General maintenance/sweat equity.

Application Process and Deadline:

(1) Applications are accepted on a monthly basis, by the 15th of each month. Applications will not be processed within the current fiscal year if received after June 30th and will be held for the next fiscal year.

(2) The Applicant must complete the application and submits it to the Community Development Department for processing. Applications are accepted by the Community Development Department, 20750 River Drive, Dunnellon, FL 34431, Monday – Friday, 8 a.m. – 4 p.m. (excluding holidays).

The application package shall include 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, if applicable;
- (e) Description of proposed improvements;
- (f) Identification of project's support of the Dunnellon CRA;
- (g) Business Tax Receipt (current), if applicable;
- (h) Rendering or sketch of proposed improvements;
- (i) Photos of area(s) 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)
- (l) Boundary Survey (if applicable);
- (m) Signature of Property Owner (Applicant).
- (n) Utility bill must be current.

The Applicant is responsible for all building permits, fees and other permits and fees that may be 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) City staff undertakes the initial review of the application. If the application is found to be 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 forward to the CRA Advisory Board for review and recommendation to the CRA Board for final approval. A letter will be mailed notifying the Applicant of the status 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 Advisory Board and CRA Board.

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

(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 Community Development staff);
- b. Copies of applicable paid invoices or receipts for improvements;
- c. Photos of completed improvements.

Applicants will receive grant funding after the project is completed and all associated costs have been paid. 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 Advisory Board by the Applicant. The project must be completed essentially as presented to the CRA Advisory Board in order to receive reimbursement. At approximately the midpoint of the project, the Applicant will give an update to the CRA Advisory Board on the progress of the project either in writing or in person. The CRA Advisory Board reserves the right to make on-site inspections throughout the course of the project, subject to meeting sunshine law.

Projects must begin within 60 days of approval, and applicants have 60 days from the completion date of the project to file for reimbursement according to procedures set forth within the reimbursement package. All requests for payments will be processed in the next available Accounts Payable Warrant cycle.

Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the project, as well a notice of Final Inspection from the Building Department (if applicable).

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 Dunnellon Community Redevelopment 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 Dunnellon 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.

GRANT TYPES & GUIDELINES:

Categories in which grant funds are eligible:

- Façade Rehabilitation
- Signage
- Paving
- Demolition

Funding Structure (All grants):

Eligible applicants may receive awards of up to 20% of the total eligible project cost with no single grant exceeding \$25,000.

FACADE REHABILITATION

Purpose:

The purpose of the facade improvement 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.

Guidelines:

- Building must be structurally sound based on owner provided documentation.
- Only one Façade Rehabilitation Grant will be awarded per property.

Eligible Improvements (includes but not limited to):

- Awnings and shutters of exterior structure-replace or new
- Exterior Doors and Windows
- Paint on exterior structure (including murals)
- Siding or exterior coverings
- Exterior Lighting
- Landscaping
- Other exterior projects on a case-by-case basis

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.

Guidelines:

- Removal of old signs, replacement of existing signs to meet code, and the production and installation of new signage that meets code.
- Color scheme should harmonize with surrounding structures.
- Only one Sign Grant will be awarded per property.

Ineligible Improvements:

- Repair of signs that do not meet current code, Nonconforming

PAVING:**Guidelines:**

- Repairs, replacement, or extension of paved surfaces.
- Only one Paving Grant will be awarded per property.

Eligible Improvements:

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

DEMOLITION**Guidelines:**

- Structures that are beyond economic repair

- Only one Demolition Grant will be awarded per property.

Eligible Properties:

- Deteriorated properties with major structural defects beyond reasonable economic repair

Frequently Asked Questions

Q: What are the Program funding limits?

A: If an application is approved, the Program may provide grant funds 20% of the total cost of the improvements (not to exceed \$25,000). The applicant is responsible for all costs not provided by the grant.

Q: What kinds of improvements qualify for grant funds?

A: The Program is only for exterior improvements on all properties and must conform to the Dunnellon Community Redevelopment Plan. 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 or structural stabilization will only be considered on a case by case basis.

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

A: Funds will be released upon satisfactory completion of the project and submittal and approval of complete reimbursement package.



Historic Preservation Board

Application for Historic Preservation Grant Facade Renovations

OFFICIAL USE ONLY	
Application No.:	_____
Date Received:	_____

Property owner:

Name Individual Name if Applicant is a Business

Address City State ZIP Phone

Residential: Amount Requested: _____

Applicant to select from the following:

Paint: Landscape: Facade: Structural Repairs:

Other:
(explain) _____

Please provide detailed description of work to be done and cost estimate:
(Use reverse side and/or attachments if needed)

Please attach all supporting documents and/or photos that are relevant to your request.

Additional Funding Source(s):

_____ % Match with Historical Society (State or Local)

Owner Contribution: Yes No If yes, amount: _____ Labor: _____

If no, please state why: _____

Do you anticipate assistance from any other agency? Yes No

If yes, please list agency and type / amount of assistance.

Agency: _____ Amount: _____

Signature Date

Applicant must provide W-9

OFFICIAL USE ONLY

Historic Preservation Board Meeting Date: _____ Time: _____

CRA Board Meeting Date: _____ Time: _____

Approved: _____
Community Development Signature Community Development Title

Amount of Grant: _____ Payable to: _____

Attachment "A": Project Budget - Facade Grant Eligible Budget

Construction Categories / Line Items <small>(insert lines or additional sheets as necessary)</small>	Improvements Costs	Grant Eligible Costs	
		Eligible	Grant
Primary Grant Eligible Work		Completed by Staff	
Facade Work (ex: windows, doors, ext lighting, landscaping, porch, railings,etc)			
Ancillary Project Work (Parking Lot Improvements, Painting, Signage, Etc)			
Demolition			
Total Facade Work			
Other Work (case by case)			
Structural Construction (Concrete, Masonry, Framing, Carpentry, Site Work, Etc)			
Roofing			
Total Other Work			
Total Project Costs			
Total Project Cost	\$0		
<i>Pro rata share eligible for Grant consideration</i>		100%	
Grant Request (\$2,500 max):			\$0

The undersigned understands that the information provided herein is to induce the City of Dunnellon and the Dunnellon CRA to consider a Community Redevelopment Area Facade Grant award for some or all of the above scope of work and certifies that the information contained is true and correct.

Owner: _____

Date: _____

Request for Reimbursement:

Attachments	<input type="checkbox"/> W-9	Reimbursement Payable To: _____
	<input type="checkbox"/> ALL Receipts	
	<input type="checkbox"/> Pictures	Mailing Address (if different than W-9): _____
Signature of Requestor: _____		Date: _____

OFFICIAL USE ONLY

Was the project completed satisfactorily? Y / N	Inspection completed by: _____
If no, why? _____	
Amount of Reimbursement: _____	Coding: _____ - _____
Approved _____ City Finance Officer	Date: _____

City of Dunnellon Historic Preservation FAÇADE/EXTERIOR IMPROVEMENT Grant Program

The Historic Preservation Facade Improvement Program (The Program) provides property owners with financial assistance through a grant to improve the appearance of their properties in Dunnellon's Historic District.

Eligibility Requirements:

- Residential properties in the Historic District
- Applicant must be the property owner/registered agent
- Commercial properties on a case-by-case basis

The Historic Preservation Grant Program is available to residential property owners that are located within the Dunnellon Historic District. Applicants must propose a permitted/conforming use when applying for Grant Funds.

Applications will not be accepted from property owners who are delinquent on their property taxes. Applicants must not have any active liens on the property.

Additional Requirements:

- The property owner or registered agent must be the grant applicant
- The proposed work covered by the grant must be approved by the City prior to initiating the work.
- A Certificate of Appropriateness must be obtained from the Historic Preservation Board.
- The application must include a detailed budget with reasonable costs for the proposed work
- Property taxes must be current as of the date of the application
- The property must have no outstanding building code citations, except those considered for the purpose of building preservation
- Preference to Historic structures.
- Proof of financial need if applicable

Ineligible Projects/Improvements (all applications):

The Historic Preservation 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.

- Improvements/services rendered prior to grant approval
- Property damage that may be covered by or compensated through an applicant's property insurance coverage
- Project funded by a previous grant

- Interior improvements
- Electrical work (except exterior lighting).
- General maintenance

Application Process and Deadline:

(1) Applications are accepted on a monthly basis, by the 15th of each month. Applications will not be processed within the current fiscal year if received after June 30th and will be held for the next fiscal year. Applications are accepted by the Community Development Department, 20750 River Drive, Dunnellon, FL 34431, Monday – Friday, 8 a.m. – 4 p.m. (excluding holidays).

(2) The Applicant must complete the application and submit it to the Community Development Department for processing. The application package submittal shall include the following:

- Completed Historic Preservation Facade Improvement Grant Program Application
- Current photo(s) of project site
- Property Appraiser Parcel ID number and proof of paid property taxes
- Description of proposed improvement(s)
- Rendering or sketch of proposed improvement(s)
- Photos of area(s) to be improved
- Documentation of cost estimates – copies of vendor bids, estimates, etc. (three bids required)
- Signature of Property Owner (Applicant)
- Utility bill must be current
- Boundary Survey (if applicable)
- Must be primary residence, unless commercial which is considered case-by-case.
- Proof of financial need, if applicable

The Applicant is responsible for all building permits, fees and other permits and fees that may be 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 be reviewed.

(3) City staff undertakes the initial review of the application. If the application is found to be 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 forward to the Historic Preservation Board for review and recommendation to the CRA Board 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 Historic Preservation Board and CRA Board.

The City is required to file informational returns (Form 1099-G) for individuals and entities

receiving grants from the Dunnellon CRA. Grant recipients must sign and return a Substitute W9 form to the City before funds can be considered for reimbursement.

(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 Community Development staff);
- b. Copies of applicable paid invoices or receipts for improvements
- c. Photos of completed improvements.

Applicants will receive grant funding after the project is completed and all associated costs have been paid. 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 Historic Preservation Board by the Applicant. The project must be completed essentially as presented to the Historic Preservation Board in order to receive payment. At approximately the midpoint of the project, the Applicant will give an update to the Historic Preservation Board on the progress of the project either in writing or in person. The Historic Preservation Board reserves the right to make on-site inspections throughout the course of the project, subject to meeting sunshine law. **If applicant proves financial need, the Board will consider payment(s) directly to the contractor or vendor on a case-by-case basis.**

Projects must begin within 60 days of approval, and applicants have 60 days from the completion date of the project to file for reimbursement according to procedures set forth within the reimbursement package. All requests for payments will be processed in the next available Accounts Payable warrant cycle.

Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the project, as well a notice of Final Inspection from the Building Department (if applicable).

Disclaimer:

The City of Dunnellon 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.

GRANT TYPES & GUIDELINES:

Categories in which grant funds are eligible:

- Façade Rehabilitation
- Demolition

Funding Structure (All grants):

Eligible applicants may receive awards of **100%** of the total eligible project cost with no single grant exceeding \$2,500.

FACADE REHABILITATION

Purpose:

The purpose of the facade improvement is to encourage and assist property owners within the Dunnellon Historic District 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.

Guidelines:

- Building must be structurally sound based on owner provided documentation.
- Only one Façade Rehabilitation Grant will be awarded per property.

Eligible Improvements (includes but not limited to):

- Awnings and shutters of exterior structure-replace or new
- Exterior Doors and Windows
- Paint on exterior structure (including murals)
- Siding or exterior coverings
- Exterior Lighting
- Landscaping
- Other exterior projects on a case-by-case basis

DEMOLITION

Guidelines:

- Structures that are beyond economic repair
- Only one Demolition Grant will be awarded per property.

Eligible Properties:

- Deteriorated properties with major structural defects beyond reasonable economic repair

Frequently Asked Questions

Q: What properties qualify for the Program and in what areas of Dunnellon is the Program available?

A: The Program is available to all residential properties in the Historic District.

Q: What are the Program funding limits?

A: If an application is approved, the Program may provide grant funds for 100% of the total cost of the improvements (not to exceed \$2,500). The applicant is responsible for all costs not provided by the grant.

Q: What kinds of improvements qualify for grant funds?

A: The Program is only for exterior improvements. Generally, qualified improvements must be visible from the street and increase the functionality of the building for its intended use, e.g. new windows, exterior doors, awnings, exterior lighting, or landscaping. The removal of deteriorated portions of the building is also allowed. Improvements such as roof repairs or structural stabilization will only be considered on a case by case basis.

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

A: Funds will be released upon satisfactory completion of the project and submittal and approval of complete reimbursement package.