

# **ATTACHMENT**

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# **Palmetto CRA**

## **Commercial Revitalization**

### **Façade Enhancement Grant Program 2008 – 2009**

**GUIDELINES FOR  
FAÇADE ENHANCEMENT GRANT PROGRAM  
PALMETTO COMMUNITY REDEVELOPMENT AGENCY**

**INTENT**

It is the goal of the Palmetto Community Redevelopment Agency, under Part III, Chapter 163, Florida Statutes to eliminate slum and blight in the Community Redevelopment District.

**PROGRAM DESCRIPTION**

In order to carry out this goal, the CRA will provide assistance to owners of commercial property in the district. It is the intent of this grant program to fund a portion of the applicant's cost for exterior appearance, non-structural improvements that will increase the aesthetic quality of the structure. A priority will be given to projects that implement the CRA's waterfront plan as adopted and that lie upon entry corridors of the City or upon Old Main Street. This program is not intended to fund new construction or normal maintenance and repairs of the structure. It is not intended for the improvement of property which is used primarily as residential units. Improvements to the structure must be visible from the street and/or parking lot. Eligible exterior improvements as listed in the adopted CRA Plan are attached.

Applicants are to complete the attached application form and submit it with all required attachments to the CRA in order to be considered for assistance.

**ELIGIBILITY**

Applications will be considered only if they meet all of the following eligibility criteria:

- The project should be located within the CRA's Community Redevelopment Area and must facilitate the redevelopment activities as identified in the adopted CRA Plan. See attached map or see [www.palmettoflorida.com](http://www.palmettoflorida.com) for the CRA Boundary Map.
- Projects must be completed within 90 days of award, unless a written extension is requested of and granted by the CRA Board.
- New and existing businesses must have the appropriate local business tax receipt(s) and be in compliance with city codes at completion of the project.
- Property must be current in water/sewer/garbage and tax bills, and without City liens. Delinquent status during previous will be considered in prioritizing applications for funding.
- All building materials and colors, as well as plant materials, shall be subject to CRA approval.
- Labor expenses are eligible only when performed by a licensed contractor in good standing in Manatee County. All quotes/bills/invoices must reflect the contractor's license number.

- Funding is limited to \$50,000 to any applicant /business/ individual per structure during any 60 month period.

### APPLICATION RATING CRITERIA

The following criteria may be considered, along with all required submissions, in evaluating applications:

- Small disadvantaged business
- Minority Business Enterprises (per SBA)
- First time applicants
- Utilization of Palmetto based contractors and businesses
- Implementation of CRA Waterfront Plan or Downtown Design Guidelines
- Enhances pedestrian/multi-modal transportation connectivity
- Located on main/entry corridor
- Located in Historic District/Old Main Street
- Enhances, preserves or restores historic facades
- CRA contributes 25% or less of total project cost

### PROCUREMENT PROCEDURES

Applicants are expected to make sound financial decisions, seeking competitive prices for projects. Evidence of compliance with the below procedures must be submitted with the grant application.

- Improvement costs in excess of \$2,500 must include at least 2 estimates or a statement of non-availability of contractors or services.
- Improvement costs in excess of \$10,000 must include at least 3 estimates or a statement of non-availability of contractors or services.
- Any and all costs may be compared with current industry standards to ensure "reasonable pricing".
- As it is the intent of the CRA to support strong, viable business in Palmetto, grant applications must include estimates from Palmetto-based businesses for all proposed improvements when available. Alternatively, applicants should provide statements of non-availability of local contractors or services.

### FUNDING

Grant amounts shall not exceed Fifty Thousand Dollars (\$50,000.00) or one-half (1/2) of the improvement cost, whichever is less and shall require an affirmative vote of a majority of a quorum of the Board.

**PLEASE BE ADVISED THAT ALL GRANTS ARE AWARDED AT THE DISCRETION OF THE COMMUNITY REDEVELOPMENT AGENCY AND ARE SUBJECT TO FUND AVAILABILITY. RENOVATION PROJECTS ARE SUBJECT TO APPROVAL BY THE BUILDING DEPARTMENT AND THE PLANNING AND ZONING BOARD AS APPLICABLE.**

## TIMELINESS

It is the intent of the CRA to provide access to this incentive program throughout the fiscal year 2008-2009, and to encourage the timely completion of projects in order to maximize availability of monies for commercial façade redevelopment. In order to implement this intent, the CRA will accept and review completed applications with submission deadlines of 3:00 P.M. on November 12, 2008, March 2, 2009, and July 1, 2009 for consideration at the next scheduled board meeting.

It is anticipated that applicants will request grant funding when they intend to make improvements to their property. Therefore, projects should be planned for completion within 90 days of award. In the event that any project, through no fault of the owner is anticipated to take more than 90 days for issuance of a certificate of occupancy or other evidence of completion from the City of Palmetto Building Department, the applicant must annotate the application appropriately on their timeline and a completion deadline must be included. Applicants are advised that in the event they do not complete the project within the timeframe stated in the approved application they may lose funding unless the grant period is extended by affirmative vote of the CRA Board when, through no fault of the applicant, some unforeseen action delays the completion of the project as approved.

## DISBURSEMENT OF FUNDS

Grant money will be distributed after the applicant has contributed the required funding to complete the projects. Prior to any disbursement of grant dollars, applicant must provide proof of his or her matching contribution by providing copies of bills and cancelled checks or receipts. Once this matching requirement is fulfilled, the awardee must provide copies of paid bills for grant reimbursement by the CRA.

If the Board has awarded an amount based on estimates supplied at the time of the application, and the actual costs are less than estimated, the Board will reduce the award amount accordingly.

## MAINTENANCE OF COMPLETED IMPROVEMENTS

Improvements funded by the Commercial Revitalization Façade Grant Program will be maintained in good order. Failure to maintain these improvements will require a reimbursement to the CRA of the matching grant amount.

After reading the Guidelines for the Commercial Revitalization Façade Grant Program, please complete the following application and submit to:

City of Palmetto CRA  
715 4<sup>th</sup> St. W.  
Palmetto, FL 34221  
(941) 723-4988

Completed applications will be accepted, subject to funding availability. Applications **MUST** be received not later than 3:00 PM on November 12, 2008, March 2, 2009, July 1, 2009 for consideration at the next scheduled board meeting.



**FAÇADE ENHANCEMENT GRANT PROGRAM APPLICATION**

**APPLICANT:**

BUSINESS NAME: \_\_\_\_\_

PROPERTY'S PHYSICAL ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

**REQUIRED SUBMISSIONS:**

1. General Project Description - please provide detailed plans and elevations of improvements. Include descriptions or samples of proposed colors and/or materials where applicable. Please be specific.
2. Timeline - Outline total renovation timeline to include project start and end dates.
3. Occupants - Provide information on business(es) that currently occupy/will be occupying structure. Include any other information that may be helpful in review of the application.
4. Existing site information - please attach a site plan or survey of property with photographs showing existing structure and grounds.
5. Cost of Improvements - please break out an itemized list of estimates for all improvements. Attach written estimates and plans for improvements as appropriate.
6. Site Control - Applicants must submit verification of site control (deed).

NOTE: Any plans that are submitted should be 8.5" x 14" or smaller. Should you need to submit plans that are larger, please provide 20 copies.

**SATISFACTION OF GRANT CRITERIA**

By filing this application, the Applicant agrees and understands that this grant is given at the sole discretion of the Community Redevelopment Agency and that these Guidelines are used solely to evaluate Applicant's project and do not create an entitlement to funding.

Renovations are subject to the approval of the Planning and Zoning Board, Building Department, and other Boards where applicable.

Submission of this application serves as the applicant's verification that he/she has the financial means to complete the project and is committed to maintaining the property in the renovated state.

This application and all attachments will become a part of public records.

**CERTIFICATION**

Applicant hereby certifies that all the information provided to complete this application is current, accurate and truthful and that he/she has read and understands the associated Guidelines for the Commercial Revitalization Grant Program. The applicant certifies that he/she has the financial means to complete the project and is committed to maintaining the property in the renovated state. The applicant understands that, to be eligible for funding assistance, all projects must be completed within 90 days of award, unless a written extension is granted by the CRA. The applicant certifies that he/she shall not derive any monetary benefit from specified contractors. Any misrepresentation will result in disqualification of the application submitted. Further, the applicant will not be eligible to receive grant funds for a period of 60 months from the date of misrepresentation.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
CRA SIGNATURE

*\* PLEASE ENSURE THAT APPLICATION IS NOTARIZED ON FOLLOWING PAGE*

[Acknowledgment for Individual]

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_

- who is personally known to me,
- who produced \_\_\_\_\_ as identification,

who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name - NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: \_\_\_\_\_ Commission No. \_\_\_\_\_

[Acknowledgment for Corporation or LLC]

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_, as (insert title) \_\_\_\_\_ of (insert name of corporation or LLC) \_\_\_\_\_, a (insert State of incorporation) \_\_\_\_\_ corporation / limited liability company, on behalf of the corporation / limited liability company.

- who is personally known to me,
- who produced \_\_\_\_\_ as identification,

who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name - NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: \_\_\_\_\_ Commission No. \_\_\_\_\_

[Acknowledgment for Partnership]

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_, as a general partner of (insert name of partnership) \_\_\_\_\_, a (insert State of organization) \_\_\_\_\_ general / limited partnership, on behalf of the partnership.

- who is personally known to me,
- who produced \_\_\_\_\_ as identification,

who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name - NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: \_\_\_\_\_ Commission No. \_\_\_\_\_



**FOR STAFF USE ONLY:**

Applicant: \_\_\_\_\_ Application #: \_\_\_\_\_

Submission Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Extended End Date(s) \_\_\_\_\_

PID \_\_\_\_\_

*Submission Requirements satisfied:*

Project Description Y/N \_\_\_\_\_

Occupational License Y/N \_\_\_\_\_

Site Information Y/N \_\_\_\_\_

Matching Funding Y/N \_\_\_\_\_

Utilities/Taxes current Y/N \_\_\_\_\_

Code Enforcement review Y/N \_\_\_\_\_

Appropriate number of cost estimates Y/N \_\_\_\_\_

CRA Board Action/Date: \_\_\_\_\_

Eligible Items in accordance with CRA Plan (Page 142)

The following items are eligible for funding:

- Awnings
- Landscaping-Florida native/drought resistant landscaping per SWFWMD list with irrigation only
- Compatible painting and exterior renovation
- Architectural design assistance
- Pavement treatment (excludes maintenance and normal repair)
- Decorative fences, border treatments
- Ornamental grill work
- Creation or repair of impervious surfaces (excludes maintenance and normal repair)
- Color analysis for historic reviews
- Incentives for historic preservation designation
- Lighting (accent, safety, interior display)
- Window replacements/upgrades
- Sidewalk replacements/upgrades
- Door replacements/upgrades
- Right-of-way treatment
- Maintenance Agreements
- Public art pieces
- Wall art (murals)
- Pedestrian amenities (water, fountain, benches, bike racks)
- Historic residential improvements-listed on register & in compliance with all codes