

CRA ADVISORY BOARD
July 14, 2009
MEETING
STOREFRONT GRANT
APPLICATION
REVISIONS

COMMENTS AND
RECOMMENDATIONS

The CRA Advisory Board has had extensive discussion regarding modifications to the *FAÇADE ENHANCEMENT PROGRAM* aka *The Storefront Grant Program*.

The CRA Advisory Board unanimously recommended the adoption of the attached agreement.

Palmetto CRA

Commercial Revitalization

Façade Enhancement Grant Program 2009-2010

**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. The Adopted CRA Plan includes the objectives of: (1) strengthening downtown as a multi-use center; (2) strengthening the City's contribution to the well-being of the community; (3) improving the physical image within the district; and (4) enabling successful on-going revitalization.

PROGRAM DESCRIPTION

In order to carry out these goals and objectives, 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 routine seasonal maintenance and repairs of the structure. It is not intended for the improvement of property which is used primarily as residential units.** Examples of 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 for which funding is requested shall 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 for the CRA Boundary Map.
- Buildings that are partially in and partially out of the CRA district are eligible for funding.
- **Projects must upgrade and enhance the visual appearance from the street, sidewalk and/or parking lot.**
- Projects must be completed within 90 days of award, unless a written extension is requested of and granted by the CRA.

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. All required governmental approvals (ie: Planning and Zoning, SWFWMD, etc) and permits must be properly issued, and final inspections must be performed as appropriate..

- Non-profit organizations or other organizations that do not pay ad-valorem taxes are eligible for funding.
- Property must be current in water/sewer/garbage and tax bills, and without City liens, and verified by CRA staff. Previous delinquent status of public utilities, taxes, etc. 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, and subject to available CRA funds.
- Improvements can be initiated, provided required procurement procedures are followed, not more than 90 days before the submission of an application for funding. All competitive bids/quotes must be dated prior to the commencement of the associated improvements. The submission of an application does not, in any way, imply an award of grant funding.

APPLICATION RATING CRITERIA

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

- Small disadvantaged business [as defined by the SBA]
- Minority Business Enterprises (as defined by the 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 Palmetto 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".
- Property owners may complete improvements themselves, as allowed by State and local building codes, provided that the cost of improvements is not greater than the least of the competitive bids gathered in compliance with these Procurement Procedures.
- 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.

Buildings that are partially in and partially out of the CRA district are eligible for funding of 50% of the total improvement cost, provided that the award does not exceed the actual dollar amount expended within the CRA district.

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 2009-2010, 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 October 2, 2009, January 4, 2010, April 2, 2010 and July 2, 2010 for consideration at the next scheduled board meeting. (which 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

Prior to any disbursement of grant dollars, applicant must provide the CRA with proof of his or her matching contribution by providing copies of bills and cancelled checks or receipts. Grant money will be distributed only after the applicant has submitted such documentation to 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 4th 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 October 2, 2009, January 4, 2010, April 2, 2010 and July 2, 2010 for consideration at the next scheduled board meeting. (which board?)

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 **described in Procurement Procedures with the application.**
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.

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: _____

DR

Eligible Items in accordance with CRA Plan (Page 142)

The following are examples of items 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
- Exterior surveillance equipment when installed as part of a larger façade enhancement project
- Signage

c:\users\owngc\documents\proj\cra\2008,2009 storefront grant guidelines.msh comments.doc

Palmetto CRA

Commercial Revitalization

Façade Enhancement Grant Program 2008 - 2009

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

INTENT

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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 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.

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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:

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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
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