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Community Redevelopment Agency

Storefront Grant Program

Palmetto, Florida

Jeff Burton

10/3/2011

THE CITY OF PALMETTO

INCORPORATED 1897

PALMETTO

Community Redevelopment Agency

MANATEE COUNTY

FLORIDA

PALMETTO COMMUNITY REDEVELOPMENT AGENCY

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COMMERCIAL FAÇADE ENHANCEMENT GRANT PROGRAM

INTENT

It is the goal of the Palmetto Community Redevelopment Agency (CRA), under Part 111, Chapter 163, Florida Statutes to eliminate slum and blight in the Community Redevelopment District. This Commercial Façade Enhancement Grant Program 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
4. Enabling successful on-going revitalization.

PROGRAM DESCRIPTION

In order to carry out these goals and objective, the CRA will provide assistance to owners of commercial property located in the CRA district. Map of the CRA district can be found at www.palmettofl.org. It is the intent of this grant program to fund a portion of the applicant's cost for exterior, non-structural improvements, which will unmistakably increase the aesthetic appeal of the structure, as viewed from public streets, public sidewalks, and/or public parking lots. This program is not intended to fund new construction or routine maintenance and/or repairs of the structure , with the exception of the Temporary Maintenance Provision (see page 5 of the application). It is not intended for the improvements of property which is used primarily for residential use. (Mixed use qualifies so long as the use in not primarily residential.) Also, under the Constitution of the State of Florida Article 1 Section 3, religious organizations cannot be funded with public monies and therefore do not qualify for participation under this program. Examples of eligible exterior improvements are listed in the adopted CRA Plan, but not limited to, 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 only be considered if they meet all of the following eligibility criteria;

1. Initiation and/or approval by property owner. If not initiated by property owner, the owner must submit letter of approval with application.
2. Business 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 (i.e.: Planning and Zoning, SWFWMD, ect) and permits must be properly issued, and final inspections must be performed as appropriate.
3. Building that are partially in and partially out of the CRA district are eligible for funding, as to those improvements that are in the CRA district. ~~See funding on page 4.~~
4. Projects must be easily visible from public streets, public sidewalks, and/or public parking lot.
5. Non-profit organizations, with the exception of religious organizations, or other organizations that do not pay ad-valorem taxes are eligible for funding.
6. 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, ect. Will be considered in prioritizing applications for funding.
7. ~~All building materials and colors, as well as plant materials,~~ Plantings and paint colors shall be subject to CRA approval.
8. 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.
9. Funding is limited to $50,000.00 for any applicant/business/individual, per building during any 60 month period, and subject to available CRA funds.
10. Improvements can be initiated, provided required procurement procedures are followed~~,~~ and 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 doesn't, in any way, imply an award of grant funding.
11. Such improvements must be consistent with the community character of the City of Palmetto.
12. The applicant must state how the proposed exterior, non-structural improvements will increase the aesthetic appeal of the structure.

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.

1. All Improvement costs must include at least 3 estimates or a statement of non-availability of contractors or services.
2. If structure is partially in and partially out of the CRA district, estimates must be split between the portions of the structure that lies within and without of the CRA district.
3. Any and all cost may be compared with current industry standards to ensure reasonable pricing. Labor expenses are eligible only when performed by a licensed contractor in good standing in Manatee County if a professional license is required. All quotes/invoices must reflect the contractor's license number when applicable.
4. 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. When property owner completes improvements themselves, labor cost will not be considered for payment.
5. 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 CRA Board.

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

PLEASE B EADVISED THAT ALL GRANTS ARE AWARDED AT THE DISCRETION OF THE CRA BOARD AND ARE SUBJECT TO FUND AVAILABILITY. PROJECTS ARE SUBJECT TO APPROVAL BY THE BUILDING DEPARTMENT AND THE PLANNING AND ZONING BOARD AS APPLICABLE.

TIMELINES

It is the intent of the CRA to provide access to this incentive program and to encourage the timely completion of projects in order to maximize availability of monies for commercial façade enhancement. In order to execute this intent, CRA Staff will accept and review completed applications to be submitted to the CRA ~~Advisory~~ Board for approval~~recommendation to the CRA Board~~. CRA Staff requests that ~~all~~ applications be submitted ~~7~~ ten (10) days prior to the CRA ~~Advisory~~ Board meeting. ~~The CRA Advisory Board will then forward the recommended action to the CRA Board for the next scheduled 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 change the written 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 recommendation by the CRA Advisory Board to the CRA board for approval. There is a maximum of two grant extensions as recommended for approval by the CRA Advisory Board to the CRA Board.

DISBURSEMENT OF FUNDS

Prior to any disbursement of grant dollars, applicant must provide the CRA with proof of matching contribution of providing copies of bills and cancelled checks or receipts. Grant money will be distributed only after the applicant has submitted such documentation.

Owner/applicant is to provide recorded lien releases as applicable. Owner is to provide a copy of the Certificate of Occupancy (if it was required) before disbursing grant money.

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

Please complete the following application and submit to:
Attention: Jenny Silverio
City of Palmetto, CRA
715 4th St. West Palmetto, FL 34221
Phone (941)723-4988 - Fax (941)723-4704
Or by e-mail at:
JSilverio@PalmettoFL.org

TEMPORARY MAINTENANCE PROVISION

Given the current state of the economy and the need to maintain the outward appearance of commercial properties in the CRA District, the CRA Board is enacting a Temporary Maintenance Provision (TMP) to support normal maintenance which is not covered under the current Commercial Façade Enhancement Grant Program.

If applicable eligibility requirements are met, per pages 2 and 3 of the Commercial Façade Enhancement Grant Program, the CRA will grant 75% of the cost of maintenance up to a maximum of $10,000.00. Grants applied for and funds awarded through the Temporary Maintenance Provision will be included in the maximum limit of $50,000.00 outlined in the Commercial Façade Enhancement Grant Program. Only one TMP grant will be considered per owner within a 60 month period required before said owner may reapply under the TMP, provided the program is still in effect at that time. Examples of maintenance items under the TMP are painting, fencing, driveway and sidewalk repair. Items funded under the TMP will require three quotes. Under no circumstance, will the CRA reimburse any permitting fees. Disbursement of funds will be governed by the same guidelines as outlined on page 5 of the Façade Enhancement Grant Program.

The TMP will expire on December 31, ~~2012~~ ??? unless a majority of the CRA Board votes to maintain the provision. For consideration of funding, applications must be received prior to October 31, 2011. All grants are awarded at the discretion of the CRA Board and are subject to fund availability.

CPTED (CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN PROVISION)

Given the increased perception of crime, the Agency desires to assist commercial properties in the CRA District by enacting a CPTED Provision to support crime prevention techniques such as video surveillance, landscaping and lighting at a higher percentage (75%) than what is covered under the current Commercial Façade Enhancement Grant Program.

If applicable eligibility requirements are met, per pages 2 and 3 of the Commercial Façade Enhancement Grant Program, the CRA will grant 75% of the cost of maintenance up to a maximum of $10,000.00. Grants applied for and funds awarded through the CPTED Provision will be included in the maximum limit of $50,000.00 outlined in the Commercial Façade Enhancement Grant Program. Only one CPTED grant will be considered per owner Examples of CPTED items are video surveillance, lighting and landscaping. Items funded under the CPTED will require three quotes. Under no circumstance, will the CRA reimburse any permitting fees. Disbursement of funds will be governed by the same guidelines as outlined on page 5 of the Façade Enhancement Grant Program.

The CPTED will expire on December 31, 2012 unless a majority of the CRA Board votes to maintain the provision. For consideration of funding, applications must be received prior to October 31, 2012. All grants are awarded at the discretion of the CRA Board and are subject to fund availability.

Applicants receiving funding for surveillance cameras will be required to enter into an agreement with the Palmetto Police Department to provide access to the video upon written request.

EXAMPLES

The following are some examples of items eligible for funding under the Commercial Façade Enhancement Grant Program. Improvements must be in keeping with the intent of this program, which is, a easily identified visual improvement to the exterior of the structure, as seen from public streets, public sidewalks and/or public parking lots. The fact that an item is on this example list does not, in and of itself, entitle payment under the Commercial Façade Enhancement Grant Program. Potential items not on the list but meeting the intent of the program will also be considered for inclusion.

1. Landscaping-Florida native/drought resistant landscaping per SWFWMD list with irrigation only.
2. Awnings
3. Exterior renovation
4. Architectural design assistance
5. Pavement treatment (Excludes maintenance and normal repair)
6. Decorative fences, border treatments
7. Ornamental grill work – Must be consistent with community character of the City of Palmetto
8. Creation of impervious surfaces (Excludes maintenance and normal repair)
9. Color analysis for historic reviews
10. Incentives for historic preservation designation
11. Lighting
12. Window, visible aesthetic upgrades only.
13. Door, visible aesthetic upgrades only.
14. Pedestrian amenities (water, fountain, benches, bike racks)
15. Exterior surveillance equipment when installed as part of a larger façade enhancement project.

COMMERCIAL FAÇADE ENHANCEMENT GRANT PROGRAM APPLICATION

APPLICANT:

BUSINESS NAME: _____

PROPERTY'S PHYSICAL ADDRESS: _____

PROPERTY OWNER'S NAME: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

_____

PHONE: _____

FAX: _____

REQUIRED SUBMISSIONS:

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, keeping in mind there must be a significant improvement in aesthetical appearance.

Timeline – Outline total renovation timeline to include project start and end dates.

Occupants – Provide information on business(s) that currently occupy/will be occupying structure. Include any other information that may be helpful in review of the application.

Existing site information – 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.

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 Board. Application for funds under this program does 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 **COMMERCIAL FAÇADE ENHANCEMENT GRANT PROGRAM.** The applicant understand that, to be eligible for funding assistance, all projects must be complete within 90 days of award, unless a written extension is granted by the CRA Board. The applicant certifies that he/she shall not derive any monetary benefit from specified contractors.

_____

APPLICANT SIGNATURE

_____

CRA SIGNATURE

NOTARIZATION

{Acknowledgment for Individual}

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, 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. _____

{Acknowledgement for Corporation or LLC}

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____, 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 _____, 20 ____, 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. _____

Improvements must be in keeping with the intentions of the program. Items on the example list will not necessarily be approved if they do not meet all other aspects of the Commercial Façade Enhancement Grant Program.

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: _____

CRA FAÇADE ENHANCEMENT GRANT PROGRAM

APPLICATION CHECKLIST

GRANT # _____

ELIGIBILITY	APPLICANT INITIALS	CRA STAFF INITIALS
Property Owner is Applicant (if no, explain below)	_____	_____
Permit(s) City and/or County Obtained (if applicable)	_____	_____
Local Business Tax Receipts Current (if applicable)	_____	_____
Exterior Improvements Only – Page 2	_____	_____
Within CRA Boundary – Page 2	_____	_____
Project Timeline within 90 days of approval – Page 2	_____	_____
No Water/Sewer/Garbage Delinquencies – Page 3	_____	_____
No Palmetto City liens – Page 3	_____	_____

REQUIRED INFORMATION & SUPPORTING DOCUMENTS ATTACHED

General Project Description – Page 7	_____	_____
Project Timeline – Page 7 _____	_____	_____
Storefront Business Name – Page 7 _____	_____	_____
CRA Map Location – Page 2	_____	_____
Site Plan Survey – Page 7	_____	_____
Site Control – Page 7	_____	_____
Site Plan Photographs – Page 7	_____	_____

PROJECT COST ESTIMATES (>$10,000 SUBMIT THREE) *PBB

Estimate #1 $_____ _____ _____ _____

Estimate #2 $_____ _____ _____ _____

Estimate #3 $_____ _____ _____ _____

*PBB=Palmetto-based business

Applicant {Print Name} _____ Initials _____

CRA Staff {Print Name } _____ Initials _____

Notes: _____

CRA STAFF:

Date Completed Application Received _____

Date for CRA Advisory Board Review _____

Date approved/denied by Advisory Board _____

Date approved/denied by CRA Board _____

Additional requirement for approval

/Comments_____

_____

_____

_____

_____

DRAFT