

TAB 3



# City of Palmetto Agenda Item

**Meeting Date**

4/5/10

**Presenter:** Jeff Burton

**Department:** CRA

**Title:**  
**Commercial Façade Enhancement Grant Application including Temporary Maintenance Program**

Background: December 7, 2009, CRA Board approved \$5,000.00 to secure consulting services for the creation of a catalog of acceptable amenities to provide to applicants for a Temporary Maintenance program.

The attached draft incorporates language for the temporary maintenance program inclusive of requests made by the CRA Board.

<b>Budgeted Amount:</b>	\$250,000 .00	<b>Budget Page No(s):</b>	185	<b>Available Amount:</b>	\$190,275 .16	<b>Expenditure Amount:</b>	\$0.00
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**Additional Budgetary Information:**

<b>Funding Source(s):</b>		<b>Sufficient Funds Available:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Budget Amendment Required:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Source:</b>	
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<b>City Attorney Reviewed:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Advisory Board Recommendation:</b>	<input checked="" type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> N/A	<b>Consistent With:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CRA Plan Florida Statute 163
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**Potential Motion/Direction Requested:**  
Request approval to implement Temporary Maintenance Program (highlighted in red) to be included in Commercial Façade Enhancement Grant Application per attached draft.

<b>Staff Contact:</b>	Jeff Burton	CRA Interim Administrator	3-29-2010
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**Attachments:**  
Commercial Façade Enhancement Grant Program Application with Temporary maintenance program language

**Palmetto CRA**

**COMMERCIAL  
Façade Enhancement  
Grant Program  
2009-2010**

**PALMETTO CRA**  
**COMMERCIAL FAÇADE ENHANCEMENT GRANT PROGRAM**

**INTENT**

It is the goal of the Palmetto Community Redevelopment Agency (CRA), under Part III, 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; 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 located in the CRA District. Map of the CRA District can be found at [www.palmettofl.org](http://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 increase the aesthetic appeal of the structure. This program is not intended to fund new construction or routine maintenance and/or repairs of the structure. It is not intended for the improvements of property which is used primarily for residential use. (Mixed use qualifies so long as the use is not primarily residential.) Also, under the Constitution of the State of Florida Article I 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 Board in order to be considered for assistance.

**ELIGIBILITY**

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

- Initiation and approval by property owner.
- 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 (i.e.: Planning and Zoning, SWFWMD, etc) and permits must be properly issued, and final inspections must be performed as appropriate.
- Buildings 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
- Projects must be visible 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 Advisory Board.
- Non-profit organizations, with the exception of religious 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 for any applicant /business/ individual, per building 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.
- Such Improvements must be consistent with the community character of the City of Palmetto.

### **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.
- 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.
- Any and all costs 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.
- 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.
- 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 BE ADVISED 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.**

## **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 enhancement. In order to execute this intent, CRA Staff will

accept and review completed applications to be submitted to the CRA Advisory Board for recommendation to the CRA Board. CRA Staff requests that all applications be submitted 7 days prior to CRA Advisory Board meeting. CRA Advisory Board Meetings for fiscal 2009-2010

are the second Tuesday of the Month. 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.

### **DISBURSEMENT OF FUNDS**

Prior to any disbursement of grant dollars, applicant must provide the CRA with proof of 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.

Owner/applicant is to provide recorded lien releases as applicable.

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:**

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

**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 Provision will be included in the maximum limit of \$50,000 outlined in the Commercial Façade Enhancement Grant Program. Only one TMP grant will be considered per owner within 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 and signage. 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, 2010 unless a majority of the CRA Board votes to maintain the provision. For consideration of funding, applications must be received prior to October 31, 2010. All grants are awarded at the discretion of the CRA Board and are subject to fund availability.



## **Examples of eligible items under the Commercial Façade Enhancement Grant Program**

The following are some examples of items eligible for funding. Improvements must be in keeping with the intent of this program. 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.

- Landscaping-Florida native/drought resistant landscaping per SWFWMD list with irrigation only
- Awnings
- Compatible painting and exterior renovation
- Architectural design assistance
- Pavement treatment (Excludes maintenance and normal repair)
- Decorative fences, border treatments
- Ornamental grill work – Must be consistent with community character of the City of Palmetto
- 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
- 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

**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:**

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 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 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 Board. 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 \_\_\_\_\_, 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. \_\_\_\_\_

[Acknowledgment 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 # \_\_\_\_\_

<u>Eligibility</u>	<u>Applicant Initials</u>	<u>CRA Staff Initials</u>
Property Owner is Applicant (if no, explain below) - Page 7	_____	_____
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)	<b>*PBB</b>			
Estimate #1	\$ _____	_____	_____	_____
Estimate #2	\$ _____	_____	_____	_____
Estimate #3	\$ _____	_____	_____	_____
<b>*PBB=Palmetto-based business</b>				

Applicant [Print Name] \_\_\_\_\_ Initials \_\_\_\_\_

CRA Staff [Print Name] \_\_\_\_\_ Initials \_\_\_\_\_

Notes: \_\_\_\_\_

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**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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_