



Crescent City Community Redevelopment Agency (CRA) Commercial Façade Matching Program Guidelines

APPLICATION

You must submit a written application. Staff will then work with you to help you meet program conditions that are required for a commitment of funds. Incomplete applications will not be accepted.

CRITERIA

- Must be a commercial property within CRA district boundaries (see attached map).
- Business may be an individually owned franchise as long as it meets all other criteria.
- Applicant must share 50% of the cost. The maximum and minimum grant the City will provide is \$1,000.
- The business owner and property owner must jointly apply.

ELIGIBILITY

Eligible participants include both commercial property owners and business lessees with written authorization of the property owner.

Eligible work: Rehabilitation of building facades visible to the street or public right-of-way, including storefronts; cornices; gutters and downspouts; signs and graphics; exterior lighting; canopies and awnings; painting and masonry cleaning. Permit and design review fees can be reimbursed through the program.

Ineligible work: Roofs; structural foundations; billboards; security systems; non-permanent fixtures; interior window coverings; personal property and equipment; security bars; razor/barbed wire fencing; sidewalks and paving; other items not listed as eligible above.

Ineligible participants:

- Government offices and agencies (non-governmental, for-profit, tenants are eligible)
- Businesses that exclude minors
- Properties exempt from property taxes or may be delinquent with property taxes
- Properties with unresolved code enforcement liens

CONTRACTURAL AGREEMENT

Accepted applicants will have to enter a contractual agreement with the CRA prior to disbursement of grant funds.

DESIGN

Design and planning costs directly related to the application for grant funds under the façade program may be reimbursed from grant monies once a contract is signed.

APPROVALS

The City and CRA has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including any needed by City departments or boards and including, but not limited to building permits and any other necessary permits. All work must comply with city, state and federal regulations.

COMPETITIVE BIDDING

Applicants are required to get a written bid for proposed work and the CRA will match half of the cost of the bid up to one thousand dollars (\$1,000) inclusive of any design or planning costs being reimbursed. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor. Permittable work that requires a licensed contractor must be bid by licensed contractors to be eligible.

COMMITMENT OF FUNDS

The grant available for each property is 50 percent of the cost of eligible improvements and associated design fees, up to \$1,000. The grant payment will be paid once the project is complete with the proof of paid invoices. Grants are awarded on a first come, first served basis, as long as funding remains available in the program.

The maximum and minimum grant amount is \$1,000, except as provided under the "Grant Bonus" program described below. (i.e. the minimum total investment in the improvement will be \$2,000)

The City/CRA makes no guarantee as to whether funding will become available or if any applicant will be reimbursed. Applicants who submit a completed application and are on the waiting list will be eligible to be reimbursed if funding becomes available up to one year past the date of their application submittal. Work completed in advance of funding availability will not be considered. Only applicants that have previously applied, and been placed on the waiting list prior to beginning any façade improvements, will be eligible for funding.

Grant Bonus

A bonus grant up to \$500 may be awarded if the business relates to directly to art, architecture, antiques, or aquatics, one of the four "A's" in the CRA's desired business initiatives.

PROGRAM REUSE RESTRICTION

A grant recipient's business location may not be the beneficiary of another grant until after a three-year time frame. If a business is sold and the new owner wishes to apply for the grant, the three-year time frame still applies. The three-year time frame begins at the date the improvements are completed.

GENERAL CONDITIONS

The following general conditions will apply to all projects:

- Improvements funded by the grant will be maintained in good order.
- Property taxes must be current, and participants may have no debts in arrears to the City when a contract is signed.
- Applicants must show proof of property insurance.
- All projects will display signage indicating the CRA's involvement in the improvement work. Signs will be provided by the CRA.

For more information on this and other city programs please visit www.crescentcity-fl.com



Crescent City
Community Redevelopment Agency (CRA)
Commercial Façade Matching
Grant Program

1. APPLICANT

Name: _____

Address: _____

_____ Zip _____

Contact Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

Legal Form: Sole Proprietorship ☐ Partnership ☐

Corporation: Profit ☐

In which State are the incorporation and/or organization documents filed?

Social Security Number/Tax Identification Number: _____

2. BUILDING/BUSINESS TO BE IMPROVED

Name: _____

Address: _____

_____ Zip _____

Legal Description: _____

Property Tax Parcel Number: _____

3. OWNER OF PROPERTY (if not applicant)

Name: _____

Contact Name: _____

Address: _____

_____ Zip _____

Phone Number(s): _____

4. AUTHORIZATION TO UNDERTAKE WORK

If the applicant is not the owner of the property, provide written evidence that the owner authorizes this work to be undertaken. (Typically a lease or other written permission that shows the owner has read the program guidelines and understands the conditions and restrictions.)

Staff Use Only: Application Approved (Y / N) Date: _____ By: _____

5. BRIEF DESCRIPTION OF PROPOSED EXTERIOR IMPROVEMENTS

6. ESTIMATED COST OF WORK FROM BIDS RECEIVED

Bid:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$_____._____

7. SOURCE OF MATCHING FUNDS

8. INVESTMENT VALUE OF WORK BEING PERFORMED BY APPLICANT

Include the total cost estimate of all work being performed at the business, both exterior and any interior improvements being made. \$_____._____

9. ACKNOWLEDGEMENTS

- ☐ I have read and understand the program guidelines and criteria
- ☐ I have attached a copy of my current business license to this document
- ☐ I have attached a copy of my current property insurance
- ☐ To the best of my knowledge the business and the property are current on all local, state and federal taxes
- ☐ I have attached a copy of the scope of work and available drawings or sketches
- ☐ I understand that final approval must come from all City departments concerned with any improvement and that award of the grant by the CRA does not guarantee approval of the project. The applicant must meet all City requirements and codes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a 50/50 grant and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

The CRA is dedicated to promoting and encouraging diversity in the programs that it supports or funds. Successful applicants in the CRA Business Façade Matching Grant Program are encouraged to contact contractors that are certified minority owned or small businesses.

Verification of any information contained in this application may be obtained by the CRA from any available source.

Applicant Signature Date

Please return a copy of this completed application along with any supporting documentation to the CRA.

Patrick Kennedy
City Manager
Crescent City
3 North Summit Street
Crescent City, Florida 32112
Phone: 386.698.2525
Email: citymanager@crescentcity-fl.com