



Department of Community Services

This CRA Façade Improvement Grant Program is designed to achieve specific redevelopment objectives within the CRA District, such as:

- Stimulating reinvestment within the District by creating an atmosphere which will enhance new business growth, development and job opportunities.
- Maintaining a quality image and consistent unique character.
- Creating pride and confidence in the CRA District by improving visual quality.
- Creating vital areas within the community for business and leisure enjoyment by providing a safe and attractive environment.

General Requirements

Application Review: The CRA will, in their sole discretion, determine if an application is worthy, viable, and deserving of CRA funds in meeting the goals and objectives of the CRA Master Plan Update and Florida Statutes Chapter 163.

Eligible Applicants: Property owners within the CRA area are the only eligible applicants. Not for-profit organizations can apply for a grant as long as the parcel is contributing real property taxes to the district.

Grant Funding Amount Available: The maximum amount of funding will be considered based on the scoring criteria matrix with weight attributed to matching cash, scope of work, local companies and degree which the improvements further objectives of the CRA.

Match Requirement: This program does not require a matching contribution.

Eligible Expenses: This program provides funds for commercial building exterior improvements, including painting and other expenses as further described herein.

Coordination with other CRA grant programs: Only one grant from this program is allowed per building. If another CRA grant program is applied for and received, that grant award would be reduced by the amount received in this program.

Payment requirement: The payment of grant funds can only be made for eligible expenses as approved by the CRA in the grant application, on a reimbursement or advance payment basis. At the conclusion of the project CRA staff will inspect the project to insure that all work was properly completed as called for in the project application. The property owner shall also submit documents to verify that all expenses have been properly paid. When these requirements have been satisfied, the property owner will receive reimbursement or final approval.

Licenses/Permits: All design professionals and contractors must be properly licensed. The property owner must obtain any permits needed for the project prior to starting work.

Compliance with design guidelines: All projects must comply with any design guidelines for the area in which the project is located.

Local Contractor/Supplier Requirement: All work being paid for with grant funds must be performed by local contractors and must use supplies from local suppliers to the greatest extent possible. Property owners may perform work as allowed by applicable codes, but will not be compensated for their time.

Cost Estimates: CRA staff will examine a cost estimate to determine if it is reasonable. Each CRA grant applicant authorizes CRA staff to contact anyone to validate information provided regarding any aspect of the project.

Verification: Each CRA grant applicant authorizes CRA staff to contact third parties to verify information provided regarding any aspect of the project including but not limited to cost estimates.

Approval Guidelines and Criteria

Grant Approval: The CRA will, in their sole discretion, approve or deny a grant application and determine if an application will be a worthy, viable, and deserving use of CRA funds in meeting the goals and objectives of the CRA Master Plan Update and Florida Statutes Chapter 163.

Eligible expenditures include:

- **Exterior Renovations/New Construction:** Including, but not limited to: painting, cleaning, repairs, replacing architectural details, removing incompatible additions, repairing or replacing windows, door trims, porches, storefronts, etc., on the front, side and rear of buildings facing public entrance areas.
- **Signage:** Including removal of old signs and obsolete sign poles, brackets or fixtures; and the design, production and installation of new signage.
- **Electrical:** Any work directly related to exterior window lighting, security lighting or illumination of signage.
- **Landscaping:** Including, but not limited to: removal of plant materials, installation of protective fencing during construction activity, replacement and addition of plant materials, soil augmentation and installation of plants, irrigation systems and window boxes.
- **Awnings:** Including removal of old awnings and the purchase and installation of new appropriate awnings.
- **Fencing and Screening:** including the construction of approved fencing and all screening of trash receptacles, air conditioning, and utility equipment or other unsightly objects or areas with landscape material or with fencing material that complements the building material.
- **Impact Fees and Permit Fees:** Including any impact fees and permit fees that are required by City Code.

Personal Property: Grant funds may not be used for the purchase of personal property.

On-site meeting before the CRA meeting: The applicant is required to attend an on-site meeting at the property for which the grant is sought with CRA staff and pertinent City Staff as part of the application process.

Quality of Work: All work must be performed in a professional and workman-like manner. Upon completion, all work must pass applicable Federal, State and Local Inspections. The CRA reserves the right to withhold reimbursement payment should the final inspection reveal that the work performed

was not completed in a professional, workman-like manner and per the approved permit(s) and grant application.

Permits: Prior to the work commencing, the applicant must secure all necessary Federal, State and Local Permits.

Cannot owe the City or County Money: The property owner cannot owe the City or County any money and ad valorem taxes cannot be delinquent.

Project Re-evaluation: The Applicant shall agree to return to the CRA for project reevaluation upon request. Examples of the situations requiring re-evaluation include, but are not limited to the following: Dissatisfaction with a paint test result, removal of false facade or other material to reveal original building elements or conditions not presented in the original application and other situations discussed in the mandatory pre-application meeting.

Ineligible Expenditures: Ineligible expenses include but are not limited to:

- Improvements made prior to Grant approval
- Refinancing existing debts
- Non-fixed improvements and certain fixtures
- Inventory
- Sweat equity payments, i.e., reimbursement for applicant's own labor and performance of renovation work or new construction.
- Business Payroll
- General periodic maintenance
- Work performance that is not consistent with the Design Guidelines for the Areas as adopted by the Community Redevelopment Agency

Application Procedures and Guidelines

I. Applications under this Grant Program are considered for approval by the CRA at their scheduled meeting.

Starting Work

The work described in the project application may not be started before grant approval. "The work" includes all items described in the project application for either grant reimbursement or advanced payment expenditures. "Starting" includes the following:

- The initiation of doing the work on site
- Ordering materials
- Paying a vendor or contractor a deposit for a quote

"Starting work" does not include:

- Hiring a contractor provided that site work (and other work listed above) as described in the project application has not begun. Being issued a permit for the work, provided that the work as described above has not started.

No work may begin prior to grant approval by the CRA.

II. Applicants seeking funding for property improvements on structures located within the CRA District shall submit a completed application to CRA staff two (2) weeks prior to a scheduled CRA meeting. Applicants must follow the adopted Grant Application process listed herein, including the mandatory pre-application conference and on-site visit in order to be considered for a Grant Award.

III. Completed Applications shall include the following:

1. Application signed by the applicant, who is the property owner.
2. A detailed summary of the scope of work to be performed.
3. A cost estimate from a local contractor broken down into scope of work line items (costs subject to verification)
4. Color photographs clearly showing existing conditions of the property to be improved.
5. Conceptual plans detailing the scope of work that will be required at the time of application.
6. Samples of all paint and material colors as well as awning materials to be used on the building and signage.
7. Applicant shall provide documentation from Planning Department and Building Department staff that the proposed project appears to meet permit requirements (available after pre-application meeting)

IV. CRA staff shall review all applications to determine if they meet the criteria for approval and are in compliance with the CRA Design Guidelines. An applicant whose submission is incomplete shall be so informed by CRA staff.

V. The approved project must comply with the requirements of the City Code, and applicant must obtain all necessary permits. Projects receiving funding must begin work within 30 days from receipt of Grant approval notification and must be completed within 1 year, unless a written request for time extension has been approved by the CRA.

VI. Applicants shall be notified in writing of all approvals, approvals with conditions, or denials within one week of the CRA meeting. Applicants are encouraged to attend these meetings.

VII. Upon CRA grant approval, applicant is asked to place signage recognizing the project funding partners in a location at the subject property that is viewable to the general public. This signage, in form of a cling-on sticker, is being furnished by the CRA.

VIII. Any and all unforeseen changes in the scope of work that may arise during the renovation process must be approved prior to any of that work being initiated or completed.

Grant Agreement

X. By applying for this grant and signing the application, property owner agrees:

- Not to alter the project, modify or remove the improvements made in accordance with the agreement for a period of three (3) years without CRA approval.
- To maintain the improvements, including landscape materials, made in accordance with this agreement for a period of three (3) years.

Failure to comply with item X. may result in the applicant or property owner being asked to repay the total amount of CRA funds granted for the subject property.

XI. Costs not included in either the approved scope of work or an approved Change Order shall not be considered for reimbursement or payment.

XII. Required documentation for reimbursement of project costs or final project approval must include:

- Cancelled checks: all grantee expenditures for the CRA project must be transacted by check, including both the expenditures for which the grantee is requesting reimbursement as well as the matching expenditures.
- Detailed Invoices: each cancelled check shall be for the payment of a specific, detailed invoice which lists the individual items of work or materials from the grant budget that have been completed and are ready for payment.
- Contractor statement at the conclusion of the project: a statement signed by the contractor that the contractor has been paid in full at a specified amount, and that the contractor and all subcontractors and material suppliers release all liens that may have been filed for the project.
- The contractor and the grantee agree to allow CRA staff and/or their designees to inspect financial records of the project.
- "Before" pictures submitted with the application.
- "After" pictures submitted with the reimbursement request of all areas of the completed project.

For all CRA projects that do not involve a contractor (such as a Small-Scale Improvement Grant), the following shall apply:

- Cancelled checks: all grantee expenditures for the CRA project must be transacted by check, including both the expenditures for which the grantee is requesting reimbursement as well as the matching expenditures.
- Detailed Invoices or Receipts: each cancelled check shall be for the payment of a specific, detailed invoice or receipt, which lists the individual items of work or materials from the grant budget that have been completed (or used and completed) and are ready for payment.
- The grantee agrees to allow CRA staff and/or their designees to inspect financial records of the project.
- "Before" pictures submitted with the application.
- "After" pictures submitted with the reimbursement request of all areas of the completed project.

Non-compliance with grant reimbursement or final approval procedures will result in denial of payment or revocation of grant approval.

XIII. Project costs reimbursement or final approval shall be made upon total completion of the project, presentation of documented costs and final inspection of the project by CRA and Building Department staff to ensure the work was performed in a professional and workman-like manner, and in accordance with the specifications of the Grant Approval and the Design Guidelines. Failure to comply with item XIII. may result in the applicant or property owner being asked to repay the total amount of CRA funds granted for the subject property.

XIV. The CRA reserves the right to verify any and all costs associated with design or renovation work included in the grant application.

THERE IS NO OBLIGATION ON THE PART OF THE CRA TO AWARD A GRANT TO AN APPLICANT WHO MEETS THE GUIDELINES. A COMPLETED APPLICATION ONLY PROVIDES THE OPPORTUNITY TO BE CONSIDERED.

**GRANT CLOSEOUT FORM:
Contractor Statement
This Form Must Be Completed**

I, _____, the contractor for the CRA project known
as _____, located at _____,
hereby verify that I have been paid in full for the work of my company on this
Project in the amount of \$_____.

My company and ALL sub-contractors and material suppliers have released any and all liens that have
been filed for work performed or materials supplied for this contract.

Signature

Printed Name

Printed Name of the Contractor Company

Street Address

Phone

E-Mail Address

CITY OF GULF BREEZE
COMMUNITY REDEVELOPMENT AGENCY
APPLICATION FORM
FAÇADE IMPROVEMENT GRANT PROGRAM
(Exterior Improvements- Property owners only)

APPLICANT NAME _____

PROPERTY ADDRESS: _____

TELEPHONE: _____ (DAY) _____ (EVENING)

EMAIL ADDRESS: _____

TYPE OF IMPROVEMENT PLANNED:

Exterior _____ Painting _____ Landscape _____ Electrical _____

Signage _____ Awning _____ Parking Area _____ Other _____

PROJECT PROPOSAL ON IMPROVEMENTS

All Facade Grant Applications must be approved by the CRA prior to work commencing. The following information must be included with the application.

1. Application signed by the applicant, who is the property owner
2. A detailed summary of the scope of work to be performed.
3. A cost estimate from a local contractor broken down into scope of work line items (costs subject to verification)
4. Color photographs clearly showing existing conditions of the property to be improved.
5. Conceptual plans detailing the scope of work that will be required at the time of application.
6. Samples of all paint and material colors as well as awning materials to be used on the building and signage.
7. Applicant shall provide documentation from Planning Department and Building Department staff that the proposed project appears to meet permit requirements (available after pre-application meeting)

ESTIMATED TOTAL COST OF PROPOSED IMPROVEMENTS: \$ _____

ESTIMATED AMOUNT OF GRANT ASSISTANCE REQUESTED: \$ _____ ESTIMATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR GRANT FUNDING TO BE APPROVED, I MUST AGREE TO THE FOLLOWING

CONDITIONS:

1. To follow the design recommendations as approved by the Community Redevelopment Agency.
2. To adhere to the Application Procedures and the Grant Agreement as specified in Exhibit A attached hereto.

3. To use local contractors and materials from local suppliers to the greatest extent possible and that I may perform work as allowed by applicable codes, but will not be compensated for my time.
4. That I shall incur all project costs and receive approved grant reimbursement or final approval only after:
 - a. All improvements have been completed.
 - b. Final Inspection of the improvements is approved.
 - c. Proof of Payment for project costs has been received.
 - d. All City Permits (if applicable) have been inspected/finalized by Building staff
5. Funding received under this grant program will be deducted from any future grant applications I may submit to the CRA
6. Additional improvements or changes not approved will not be funded.
7. **Indemnification:** To the fullest extent permitted by law, Grantee shall indemnify, defend (at Grantee's sole expense) and hold harmless City from and against any and all claims for bodily injury or death, damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations, and any liabilities, costs and expenses (including but not limited to investigative or repair costs, attorneys' fees and costs, and consultant's fees and costs), which arise or are in any way connected with the grant, the project, the work performed, materials furnished, or services related thereto performed by Grantee or its agents. Said indemnity and defense obligations shall further apply, whether or not said claims arise out of the concurrent act, omission, or negligence of the indemnified parties, whether active or passive. Grantee shall not be obligated to indemnify or defend Grantee or City for claims found to be due to the sole negligence or willful misconduct of the City.

I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE DESIGN GUIDELINES (if applicable), THE FACADE IMPROVEMENT GRANT PROGRAM GUIDELINES AND THE GRANT AGREEMENT.

Applicant Signature: _____

Print Name: _____

Date: _____