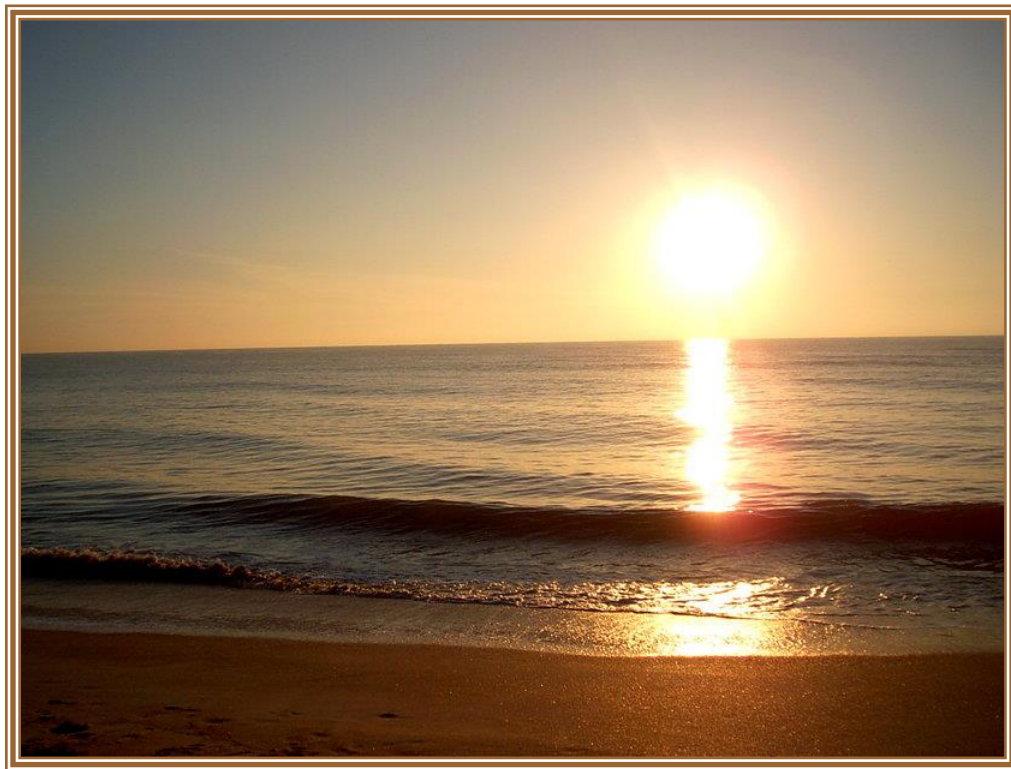




City of Flagler Beach CRA Small Redevelopment District Grant Program Guidelines and Application



Introduction

In 2002 the City of Flagler Beach created a Community Redevelopment Agency. In 2006 The CRA Master Plan was adopted which listed numerous goals and objectives for the area designated as the Community Redevelopment Area. Policy 3.2.1 of that plan establishes the commitment by the CRA Board to budget an annual allocation of the Community Redevelopment Trust Fund for grants for property/facade improvements.

PROGRAM GRANT AWARDS:

Small Project

Allowed Improvements:

This list is not all inclusive. The goal of this grant is to encourage the improvement of the outside look of businesses and residences within the CRA.

This meets Goal 3 Policy 3.2.1

Façade improvements
Painting
Awnings
Signage
Screening
Drought tolerant and native flowers/landscaping

Grant Amounts:

The maximum grant award is \$5,000.00. The following are required matches.

0-\$1,000 total cost	CRA 100%
\$1,000 - \$2,000 total cost	CRA 75% Property owner 25%
\$2,000 – \$5,000 total cost	CRA 60% Property owner 40%
Costs above \$5,000	CRA will pay 50% up to maximum of \$5,000 per project. Example: total cost of project is \$11,500 the CRA will pay \$5,000 maximum

APPROVAL CRITERIA

Approved projects must comply with the established Design Guidelines of the City of Flagler Beach.

The CRA awards the Matching Grants to applicants (Property Owners or tenants with the consent of the Property Owner) on a first come first served basis until funding for the fiscal year is committed. The CRA Board reserves the right to choose a priority driven project over another one.

ELIGIBLE EXPENDITURES

Exterior Renovations: Including, but not limited to:

- **Repairs-** repairing or replacing architectural details, door and window repair or replacement, porch additions or structural repairs, storefront structural and aesthetic repairs, painting and cleaning of the building if it is in conjunction with other improvements. All repairs must improve the overall aesthetics/façade of the building facing public entrance areas and must not be part of periodic maintenance of a building in order to be eligible for grant assistance.
- **Signage:** Including removal of old signs and obsolete sign poles, brackets or fixtures: and the design, production and installation of new signage.
- **Awnings:** Including removal of old awnings and the purchase and installation of new appropriate fireproof awnings.
- **Screening:** Including the screening of trash receptacles, air conditioning, utility equipment, or other unsightly objects or areas with landscape material or with fencing material that compliments the building material.
- **ADA Compliance:** Includes removal of deteriorated\unsafe access ramps and installation of new ramps to meet compliance requirements of the ADA.
- **Drought Tolerant and Native Flowers/Landscaping:** Property beautification through landscaping.

Additional Eligible Expenditures

- **Code Compliance-** Grant awards will be provided to allow property owners some assistance in bringing their buildings into compliance with Federal, State, or local requirements as long as the project improves the overall appearance of the property.
- **Demolition of unsafe structures in the CRA.** These structures must be deemed as unsafe by the Building Official of the City of Flagler Beach prior to demolition.
- **Business redevelopment or expansion-** Redevelopment of an existing property or expansion of a business on an existing property.

Exceptions

Painting only- If owners wish to paint their building exterior, they will be allowed to do so only once with grant assistance. The assistance will be limited to the cost of the **paint ONLY**, and receipts for such purchase must be presented for reimbursement upon project completion. Labor can be done by the owner or by a contractor, at the owner's expense.

QUALITY OF WORK

All work must be performed in a professional manner. Building permits are required (if applicable). Prior to the work commencing, the Grantee must secure all necessary Federal, State, and local permits. 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 and workmanlike manner.

ALTERATIONS

Grant recipients shall agree not to alter, modify or remove the improvements made in accordance with the agreement for a period of three (3) years without the written permission of the CRA. The CRA may permit such alterations, modifications, or removal of the improvements when it determines that granting permission would not undermine the goals, objectives and policies of the Redevelopment Plan.

MAINTENANCE

The Grant recipient shall agree to maintain the improvements, made in accordance with this agreement, for a period of three (3) years. Failure to meet maintenance requirements will result in ineligibility for future grants and action to recoup the CRA's investment by ensuring the grant recipient pays back the amount of the grant to the CRA.

In the letter of consent from the owner of the property which is being improved by a tenant, the owner shall indicate that he/she understands that should the Tenant leave the premises within the three (3) year maintenance period, it is the owner's responsibility to maintain those improvements for the required period of the grant.

INELIGIBLE EXPENDITURES

- Improvements made prior to Grant application
- Interior renovations
- Refinancing existing debts
- Non-fixed improvements (outside furniture, sandwich signs, or anything else that is not a permanent appurtenance to the building.
- Business inventory\fixtures\equipment
- Business payroll
- General periodic maintenance including but not limited to: roof repairs/replacement, exterior pressure washing, painting, general building maintenance (unless in conjunction with other improvements otherwise

indicated in the guidelines), residential solar pathway lighting, mail boxes, or other smaller normal residential additions to a home.

- Item funded by a previous grant (i.e., painting would become a deferred maintenance issue, not eligible for funding)

APPLICATION PROCEDURES AND GUIDELINES

Applications under the Redevelopment District Grant Program are accepted on a quarterly basis and the CRA Board reserves the right to choose a priority driven project over another one. Those projects not chosen will go into the next quarterly cycle for consideration. The application cycle will be opened in October and will remain open until funding for the fiscal year is depleted.

- I. Applicants seeking funding for property improvements located within the Community Redevelopment Area shall submit a completed application to the CRA. Applicants must follow the adopted Grant Application process. All Contractors must be licensed and have a LBTR to work in the City of Flagler Beach
- II. Completed applications shall include the following if applicable:
 - a. A written summary of the scope of work to be performed. Summary **MUST** include a comprehensive list of materials to be used for the improvements. (only materials approved by the Development Codes for the CRA will be accepted)
 - b. Tenants, must submit a letter from the property owner indicating that they approve the improvements and understand that if the Tenant leaves during the three (3) year maintenance period, the property owner will be responsible for the maintenance of such improvements during the maintenance period remaining.
 - c. Color photographs clearly showing existing conditions of the facade, neighboring buildings and public entrances.
 - d. Sketch plans and specifications detailing the scope of work that will be required at the time of application and will be further developed at the project review conference; the CRA reserves the right to request a site plan if necessary to the application.
 - e. Samples of all paint colors, signage and awnings materials to be used on the building.
 - f. An all inclusive estimate supporting project costs. At least two (2) estimates must be provided.
- III. An applicant whose submission is incomplete shall be so informed by the CRA. The CRA shall also review all applications to determine if they meet the criteria for approval and are in compliance with the design guidelines.
- IV. Applicants shall be notified in writing of all approvals, approvals with conditions, or denials.
- V. The applicant shall incur all initial project costs and may receive reimbursement only after all improvements have been completed in accordance with the Grant Award.
- VI. *All improvements must receive a Building Permit before work is commenced (if applicable)***
- VII. All unforeseen changes in the scope of work that may arise during the renovation process will be considered on a case by case basis and must be approved by the CRA Board before any changes are made.
- VIII. Requests for reimbursement of project costs shall be viewed as a single, completed package. Costs not included in either the approved renovation plan or an approved change order shall not be considered for reimbursement.
- IX. Required documentation for reimbursement of project costs must include:
 - a. Copies of cancelled checks, certified checks or money orders of project costs
 - b. Detailed invoices and paid receipts
 - c. Name, address, telephone number of design professional, general contractor, sign contractor, etc., if applicable.
- X. Project costs reimbursement shall be made upon total completion of the project, presentation of documented project costs incurred, and a final inspection of the project by the CRA and Building Official to ensure the work was performed.

- XI. The CRA reserves the right to verify any and all cost associated with design or renovation work for which the reimbursement is requested.
- XII. The approved project must comply with the requirements of the City Code and the applicant must obtain the necessary permits, and zoning approvals.
- XIII. Work on projects receiving funding must begin within forty-five (45) days, and must be completed within one year from the date of grant approval, unless a written request has been submitted and approved by the CRA. Under no circumstances will a project be extended more than six (6) months. Applicants for those projects that have not received a written extension and whose work is not completed within one year from the date of grant approval will not be eligible for reimbursement.
- XIV. Each applicant may receive only one Grant Award in any one cycle. An applicant having more than one property applying for a Grant will be placed on an “Alternate List,” which may be considered if funds are still available
- XV. Grant applications and reimbursements shall be submitted to and received by the Flagler Beach Redevelopment Director. Grant applications, once reviewed, shall go to the CRA Board for final approval.

Flagler Beach Redevelopment District Grant Program **Design Guidelines**

The primary guidance for design of improvements shall be the objectives contained in the Community Redevelopment Plan, Downtown Master Plan, Downtown Design Guidelines, and the existing codes of the City of Flagler Beach. Consideration must be given to the impacts of improvements on the overall façade and building appearance and how it will impact surrounding uses.



City of Flagler Beach CRA

Date rcvd _____

Application Form

Small Redevelopment District Grant Program

NAME: _____ Own _____ Lease _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

PROPERTY ID # (on taxes) _____ CURRENT USE _____

TELEPHONE: _____ (DAY) _____ (EVENING)

EMAIL: _____

TYPE OF IMPROVEMENT PLANNED: (Attach a written summary)

PROJECT PROPOSAL ON IMPROVEMENTS (Not all inclusive, see procedures and guidelines for full requirements)

- a. A written summary of the scope of work to be performed.
- b. Tenants must obtain a letter from the property owner allowing the improvements in accordance with the grant application guidelines.
- c. Digital color photographs clearly showing existing conditions of the facade, neighboring buildings and public entrances
- d. Site/Sketch plans and specifications detailing the scope of work that will be required at the time of application and will be further developed at the project review conference.
- e. Samples of all paint colors, signage and awnings materials to be used on the building.(if applicable)
- f. An all inclusive estimate supporting project costs. At least two (2) estimates must be provided.

ESTIMATED TOTAL COST OF PROPOSED IMPROVEMENTS: \$ _____

GRANT APPLICATION MOUNT: \$ _____

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

1. To follow the design recommendations as approved by the CRA Board and the City of Flagler Beach Ordinances. **I further agree to maintain all improvements and not to alter the project for a period of three (3) years without approval from the CRA.** Acknowledgement of notification _____
2. To adhere to the Application Procedures and Guidelines and the Grant Agreement as specified.
Acknowledgement of notification _____
3. That I shall incur all initial project costs and receive reimbursement only after:
 - a. All improvements have been completed.
 - b. Final inspections of the improvements are approved and accepted by the CRA and Building Official.
 - c. Proof of payment for project costs have been received and verified.
4. Additional improvements or changes not approved will not be funded.
Acknowledgement of notification _____
5. Grant awards will be based on lowest bid unless approved by the CRA Board.
Acknowledgement of notification _____
6. Attendance at the CRA Board meeting when this application is reviewed is mandatory.
Acknowledgement of notification _____

I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE DESIGN GUIDELINES, THE REDEVELOPMENT DISTRICT GRANT PROGRAM/PROCEDURES AND THE GRANT AGREEMENT.

APPLICANT SIGNATURE _____

DATE _____