

**CITY OF LAKE CITY, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY
FAÇADE GRANT PROGRAM**



**POLICY GUIDE 2010-01
Adopted April 5, 2010**

CITY OF LAKE CITY, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY
FAÇADE GRANT PROGRAM
COMMUNITY REDEVELOPMENT AREA
FOR EXISTING BUSINESS BUILDINGS

1. OBJECTIVE

As an outreach to owners of existing commercial business buildings, the Lake City Community Redevelopment Agency ("CRA") is establishing a Facade Grant Program (the "Grant Program") to provide technical and financial assistance to such owners within the CRA area for renovations to the exterior of such buildings. The objective of the program is to administer the Community Redevelopment Plan (the "CRA Plan") and encourage business and property owners, through financial incentives, to improve existing business properties. All projects must conform to the goals and objectives of the CRA Plan and corresponding Land Development Codes and Design Guidelines. By improving the visual appearance of downtown, blight is eliminated and the CRA area becomes more attractive for recruiting new businesses and new construction, as well as opportunities for existing businesses to expand and attract new customers.

2. ELIGIBILITY AND FUNDING MAXIMUMS

(a) Existing business building owners are eligible to be reimbursed one-time for **75%** of the cost of materials and professional contracted labor for completed exterior renovations. Each storefront/business address is eligible for a maximum reimbursement of \$5,000, with an overall maximum reimbursement of \$10,000 per property that contains multiple storefronts/businesses. For businesses that improve both public entrances from public parking lots and their street address they would be eligible for a maximum reimbursement of \$5,000 per improved entrance with a maximum reimbursement of \$10,000 per business. Businesses must be a conforming use in the redevelopment area. Grants are awarded on a first come, first completed basis for each fiscal year (Oct. 1 – September 30). Projects that have been approved and completed in any Fiscal Year in which grant funds may have been expended will be reimbursed at the beginning of the next fiscal year.

(b) Any eligible business owner desiring to participate in the Grant Program must file with the City Growth Management Department at 205 North Marion Avenue, Lake City, Florida, an application for the Grant Program by no later than 5:00 p.m., September 30, 2010. All other requirements provided for herein with respect to the Grant Program must be complied with.

(c) Any successful recipient approved for the Grant Program during the fiscal year ending September 30, 2010, shall not be eligible for a period of three (3) years from October 1, 2010, for any other Grant Program which may be authorized and established by the CRA in future fiscal years.

3. GRANT FUNDS WILL REIMBURSE, THE APPLICANT FOR THE FOLLOWING IMPROVEMENTS

- Removal of deteriorated building materials such as plywood, metal or stucco.
- New stucco or repair of stucco
- Painting (all colors must be approved before starting)
- New windows or replacements
- New doors or replacements
- New or replacement woodwork or architectural details
- Masonry work
- Signs (including the removal of old signs and the design, production and installation of new signs)
- Awnings (including the removal of old awnings and installation of new awnings (excluding fabric))
- Tear out required to build a new entrance into the building
- Lighting of the exterior
- Brick or textured pavement
- Professional Design Services
- Courtyard and Outside Dining design & development.
- Barrel tile or standing seam roof repairs or installation.

4. INELIGIBLE EXPENDITURES

- Improvements made prior to grant approval.
- Interior renovations
- Flat roof repairs
- Refinancing existing debts.
- Non-fixed improvements
- Inventory / fixtures / equipment.
- Sweat equity payments (i.e. reimbursement for applicant's own labor in performance of renovation work or new construction).
- Business Payroll.
- General maintenance.
- Work performed that is not consistent with the Design Guidelines for the CRA pursuant to the Community Redevelopment Plan and Lake City Land Use and Development Regulations.

5. PROCEDURE

(a) **Step One:** Submit the following to the Growth Management Department at 205 N. Marion Avenue. No grant will be processed without the following:

- Completed Application form

- Two (2), separate construction bids from a licensed contractor. If work is undertaken by more than one contractor, then two (2) separate bids for each proposed improvement must be submitted.
- Color chips of the paint colors to be used.
- Photograph of the existing building (all sides to be improved)
- If non-structural changes are proposed, a sketch or drawing to explain the changes.
- If structural changes in the building are proposed, architectural or engineering plans must be submitted.
- Proof that all taxes, impact fees and assessments are not delinquent.

(b) Step Two:

- Obtain approval from the CRA.
- Obtain all required building permits.

To insure that all work will comply with the Lake City Land Development Regulations all proposed renovations must be approved by the City Building Official. All work must meet Florida Building Codes. Prior to the work commencing, award recipients must secure applicable Federal, State, County and City permits. Any and all unforeseen changes in the scope of work that may arise during the renovation process must be approved prior to any work initiated or completed. Change Order must be initiated through the CRA Administrator. Any bid additions and/or deletions must be approved prior to initiating any work change.

(c) Step Three: When the work is completed:

- Provide photographs of all completed work.
- Submit all receipts and/or canceled checks as proof that materials and contracted improvement have been paid for. All paid receipts must include name, address, phone number and license number of the contractor. The CRA reserves the right to verify all costs associated with design or renovation work for which reimbursement is requested.
- Provide City inspection record to show that all work conforms to the work proposed and completed as approved.

6. QUALITY OF WORK

All work must be performed in a professional and workman-like manner. All proposed and actual work must conform to all applicable rules and regulations of all regulatory agencies and bodies of Federal, State, County and City governments. All completed work must pass appropriate inspection(s) of applicable reviewing agency. 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 workman-like manner and/or has not successfully passed all applicable inspections.

7. COMPLETION OF WORK

All work required by each recipient of a grant under the provisions of the Grant Program must be completed within one (1) year from the date of the grant award.

8. POST AWARD PROJECT 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 from date of grant award 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 CRA.

9. POST AWARD PROJECT MAINTENANCE

In accordance with this agreement, the award recipient shall agree to maintain the improvements, including landscape materials, for a period of three (3) years from date of grant award.

10. SUPERVISION AND ADMINISTRATION

The Grant Program shall be supervised and administered by the CRA Director.

Attachment: Grant Application

CITY OF LAKE CITY, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY
205 N. Marion Avenue, Lake City, FL 32055 (386) 719-5766
FAÇADE GRANT APPLICATION FORM

(Please print or type requested information)

APPLICANT NAME: _____

PROPERTY OWNER'S NAME: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER: _____

TELEPHONE: (Business) _____ **FAX:** _____

DESCRIBE TYPE OF IMPROVEMENTS PLANNED OR PROVIDE CONTRACTOR'S ESTIMATE:

TOTAL COST OF PROPOSED IMPROVEMENTS: \$ _____ **AMOUNT OF FUNDING REQUESTED: \$** _____ **(May not exceed \$5,000 each storefront/business)**

CONTRACT ACKNOWLEDGEMENT

I/we acknowledge, as evidenced by my/our signature(s) below, that I/we have received, read, understand and agree to comply with the terms and conditions as set forth in the CRA's Façade Grant Program Policy Guide. We further acknowledge that any breach of this contract may result in my being required to refund any funds awarded to me under this program.

APPLICANT SIGNATURE: _____ **DATE** _____

PROPERTY OWNER SIGNATURE (If other than applicant) _____

Date Received by Growth Management _____

Zoning _____ conforming use Y N

Date Received by CRA Staff _____

Date Approved by CRA _____