

CRA Building Exterior Grant General Project Guidelines

The purpose of the CRA Building Exterior Grant Program is to restore, improve, or create historical architectural features for the existing exteriors of commercial buildings within the CRA district. Approval of a proposed project is based upon the project's overall consistency with the adopted Design Guidelines, Community Redevelopment Plan and the Dade City Land Development Regulations (LDR).

- A. Where practical and economical, building exteriors shall be restored to their original period design. Otherwise, a similar architectural design shall be used. All horizontal and vertical features (lintel and piers) shall be retained.
- B. All building exteriors shall be designed, constructed, and maintained to complement and accent the architectural features of the building. Likewise, all accessories shall be in harmony with the overall character of the building. All color schemes shall accent the building, as well as harmonize with adjacent structures.
- C. Within a three (3) year period, only one Exterior Building grant shall be allocated to any one applicant or property, and grants shall be awarded on a first-come, first-served basis. During this three (3) year period, any applicants receiving an Exterior Building grant shall not be eligible to apply for any other grants available from the CRA Board. Building Exterior grants awarded are based on a 50/50 (Property Owner/Tenant & CRA) match and may not exceed the amounts identified below within any three (3) year period. Funds may be awarded as follows:
 - 1. Single story building with linear feet of less than 100' of road/alley exposure to be improved up to \$7,500 may be awarded.
 - 2. Multi story buildings or buildings with linear feet of 100' or more of road/alley exposure to be improved (including both streets on corner lots), up to \$15,000 may be awarded.
- D. No Building Exterior grant funds or matching monies shall be used for signage, landscaping, general repair, structural, or habitable work, or otherwise to meet code for occupancy of the building.
- E. No grants will be made to government or nonprofit owned properties or to tenants in government or nonprofit owned properties.
- F. No Building Exteriors grant will be made to CRA Board member, a CRA Board member's immediate family, or to a business entity (sole proprietorships, partnerships, corporations or limited liability companies), in which a CRA Board member or his/her immediate family member(s) has/have any ownership interest.
- G. All property taxes, Business tax receipts, and utility charges must be current at the time of the application to receive grant funds.
- H. The applicant is responsible for obtaining any permits required to do the project. No grant funds can be used to pay any permitting fees.
- I. In order to verify that costs are within reasonable parameters, estimates from three (3) sources are required.

NOTE: Contractors who apply for permits must be certified by the City of Dade City in that specific trade.
- J. To qualify for grant funds, a completed application (with appropriate plans) must be submitted to the City of Dade City, Attn: CRA Director, 38020 Meridian Ave (City Hall) Dade City, FL 33526.
- K. No work to be funded by a Building Exteriors grant shall begin until authorized by the CRA Board.

CRA Building Exteriors Grant Grant Program Procedures

Responsibilities

CRA Director – Primary contact person, record keeper and authority for coordination of the matching grant program.

Technical Advisory Committee (TAC) – Reviews grant applications based upon prescribed criteria and makes recommendations to the Community Redevelopment Agency Board.

Community Redevelopment Agency Board (CRA Board) – Considers TAC's recommendations and approves or denies funding of proposed projects.

Procedures

1. A PRE-APPLICATION MEETING IS HELD BETWEEN THE CRA DIRECTOR AND GRANT APPLICANT(S) TO DISCUSS PROGRAM BENEFITS AND REQUIREMENTS, DESIGN GUIDELINES, THE LAND DEVELOPMENT REGULATIONS, THE APPLICATION PROCESS, SPECIFIC PROPOSAL AND ANY OTHER PERTINENT INFORMATION. (THE APPLICANT MAY FIRST WISH TO DISCUSS THE PROJECT WITH ANY PERMITTING AGENCIES IN ORDER TO GAIN SOME LEVEL OF ASSURANCE THAT THE PROJECT IS CAPABLE OF BEING PERMITTED.) TO SCHEDULE A PRE-APPLICATION MEETING, PLEASE CONTACT THE CRA DIRECTOR, 352-523-5048.
2. Applicant submits a copy of the application, including supporting data, to the CRA Director's office. The application packet is reviewed for completeness and returned to the applicant if further information is required.
3. TAC reviews the application for its consistency with the adopted Design Guidelines, Land Development Regulations, Community Redevelopment Plan and general compatibility with current Community Redevelopment Area structures and themes. Grant-assisted improvements must provide continuity of historic design and strengthen existing architectural features. A recommendation of approval or denial of the application shall be made by TAC. Project applications with the Committee's recommendation will be submitted to the CRA Board for consideration at its next regularly scheduled meeting. The applicant shall also be notified of the Committee's recommendation. The applicant will be provided every opportunity to modify the original application to achieve a positive TAC recommendation prior to consideration by the CRA Board.
4. All properties on the Historic Register will be reviewed by the Historic Preservation Advisory Committee before being taken to the CRA Board for consideration.
5. The CRA Board will review the project application and TAC's recommendation. The CRA Board shall approve, deny, or return the application to the TAC for modification of the project or additional information gathering. Any modifications to the project suggested at the CRA Board meeting, which will be incorporated into the project, must be rescheduled for another meeting of TAC. The CRA Board may approve or deny an application contrary to the TAC recommendation. However, the project considered by the CRA Board must have been wholly reviewed by the TAC with no subsequent modifications. The CRA Board's ability to approve, deny, or return the application is subject to the discretion of the CRA.

6. The applicant shall be notified of the impending CRA Board application review meeting and shall be invited by the CRA Director to attend the meeting to discuss the application and respond to any questions that may arise from the CRA Board discussions. Results of the CRA Board action shall be provided in a letter to the applicant by the CRA Director. The letter shall state the reasons for the action taken by the CRA Board.
7. No work for which a grant has been sought shall begin until authorized by the CRA Board and written approval has been received by the applicant. Once written notice of CRA Board approval has been received, work may begin in accordance with the approved application. The applicant is responsible for obtaining any permits required to complete the project. CRA Board approval of the project application does not guarantee its permitting status. All related licensing requirements shall be met.
8. Any unapproved changes to the application or constructed building exterior improvements will void the grant award. If the applicant wishes to change the project after approval by the CRA Board, the applicant must contact the CRA Director. Changes will then be submitted by the CRA Director to TAC for its review, and then to the CRA Board for consideration.
9. All grant-compensated improvements must be complete, and a detailed bill showing final payment or a final lien waiver, if applicable, submitted for reimbursement within four (4) months of CRA Board approval; otherwise, all grant funds will be forfeited. Limited time extensions may be granted by the CRA Board.
10. After work is complete, the applicant must submit to the CRA Director: (a) all paid bills or a final lien waiver for reimbursement, (b) a W-9, (c) proof of payment (i.e., cancelled check) and (d) an affidavit from the contractor certifying that all work is complete. The CRA Director shall notify the applicant of incomplete reimbursement information within five (5) days of receipt of the reimbursement request.
11. The CRA Director shall submit the detailed paid bill(s) or final lien waiver to the Finance Officer for reimbursement, along with verification that the work has been completed in accordance with the approved application. Copies will also be submitted to the City Manager.
12. The Finance Officer shall process the reimbursement to the applicant in accordance with the regular payment procedures of the City. **No funds will be disbursed until all work is completed and all items set forth in paragraph 10 above have been submitted.**

NOTE: All grant-compensated improvements (design & colors) must remain for a period of three (3) years from the date of completion before a new application may be submitted for the same property.

CRA Building Exterior Grant Program Application

Name of Applicant: _____

Name of Business: _____

Is Applicant a Tenant or Property Owner? _____

(If applicant is a tenant, written authorization by the property owner must be included with application.)

Property Address: _____

Single Story Building: YES or NO

Multi-Story Building: YES or NO

Total Linear Feet of street/alley exposure to be improved: _____

(Please provide a printout of the building schematic available on the Pasco County Property Appraiser website.)

Applicant Mailing Address: _____

Applicant Phone # _____ **Applicant Email:** _____

Description of Work to be completed: *(Appropriate Drawings/Plans must be attached depicting work)*

Are there any current code enforcement violations, outstanding business tax receipts, utility payments or property taxes due? YES or NO

If yes, explain: _____

Painting: *1 set of Color Samples must be attached*

Bid One: Contractor Name _____ **Bid Amount \$** _____

Bid Two: Contractor Name _____ **Bid Amount \$** _____

Bid Three: Contractor Name _____ **Bid Amount \$** _____

Structural Alterations:

Bid One: Contractor Name _____ **Bid Amount \$** _____

Bid Two: Contractor Name _____ **Bid Amount \$** _____

Bid Three: Contractor Name _____ **Bid Amount \$** _____

Cosmetic Alterations: *Molding, Trim, Windows, Etc*

Bid One: Contractor Name _____ **Bid Amount \$** _____

Bid Two: Contractor Name _____ **Bid Amount \$** _____

Bid Three: Contractor Name _____ **Bid Amount \$** _____

Awnings: *1 set of Awning Color Samples must be attached*

Bid One: Contractor Name _____ **Bid Amount \$** _____
Bid Two: Contractor Name _____ **Bid Amount \$** _____
Bid Three: Contractor Name _____ **Bid Amount \$** _____

Other:

Bid One: Contractor Name _____ **Bid Amount \$** _____
Bid Two: Contractor Name _____ **Bid Amount \$** _____
Bid Three: Contractor Name _____ **Bid Amount \$** _____

Total Cost of Project: _____ **Amount Requested:** _____

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these will be subject to review and must be approved by the CRA Board.

I understand that no work can begin until I have received written approval from the CRA Board.

I further understand that the project must be completed within 4 months from date of approval and grant monies will not be paid until the project is complete.

I certify that I have read the CRA Building Exterior Grant General Project Guidelines and Program Procedures and agree to comply with all requirements. I further certify that no member of the CRA Board, nor any immediate family member of the CRA Board, owns a majority interest in the applicant for this grant.

Signature of Applicant

Date

STATE OF FLORIDA
COUNTY OF PASCO

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who are personally known to me or who have produced _____ identification.

(Seal)

Print Name: _____
Notary Public, State of _____

**Building Exterior Matching Grant Program
Application Supporting Data
(Exhibit A)**

Each application shall include photos that clearly depict the existing condition of the building exterior(s) to be improved.

NOTE: Selections must take into account the architectural style of the building. If the property is listed on the City's Historic Registry, the proposed changes will be submitted for review and recommendation by the Historic Preservation Advisory Board.

Paint

1. Provide samples of chosen color(s). Identify which color will be for building exterior and which colors will be used for accent.
2. Note where each color will be used.
3. Submit a written estimate from the paint contractor.

Awnings

1. Provide information on color and style of chosen awnings.
2. Note where awning(s) will be placed on building exterior.
3. Submit a written estimate from the awning company.
4. Provide verification that proposed awnings conform to city ordinance.

Major Building Exterior Alteration(s)

1. Provide a rendering of major changes, including paint and awning colors where applicable.
2. Submit a written estimate from selected contractor.

Projects Proposed by Tenants

1. To be eligible for a direct grant, tenants must provide a notarized authorization for the work from the property owner.

CRA Building Exterior Grant Program Application Checklist

- _____ Grant Application
- _____ Building Schematic Printout from Property Appraiser's website
- _____ 3 Bids for each phase of project
- _____ Drawings/Plans of work to be done
- _____ Paint Color Samples
- _____ Awning Color Samples
- _____ Current Color Photo(s) of building
- _____ Notarized approval letter from building owner if tenant is applying
- _____ W-9
- _____ Code Enforcement Actions, if any
- _____ Ad Valorem Taxes, Business Tax Receipt, Utilities Paid
- _____ TAC Review; Date Held: _____
- _____ Historic Preservation Advisory Board Review