

CRA Building Exteriors Grant General Project Guidelines

The purpose of the incentive Grant Program is to restore, improve, or create historical architectural features for the existing exteriors of commercial buildings within the CRA district. (Refer to attached map for district boundaries.) Approval of a proposed project is based upon the project's overall consistency with the adopted Design Guidelines.

- 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 storefront exteriors shall be designed, constructed, and maintained to complement and accent the architectural features of the building. Likewise, all signs, awnings and 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. Grant funds shall be allocated on a first-come, first-served basis. Only one of each grant type listed below per business shall be awarded. (Tenants may qualify, provided property owner has granted written consent.) All grants awarded are based on a 25/75 (Property Owner/Tenant & City) match. Funds may be awarded as follows:
 - 1. Primary Grant – Up to \$5,000 for any building exteriors (front/sides/rear), awnings and signs.
 - 2. Supplemental Grant – Up to an additional \$2,500 (for a maximum total City contribution of \$7,500) for side and rear exterior improvements, including awnings and signs.
- D. No grant funds or matching monies shall be used to perform general repair, structural, or habitable work or otherwise to meet code for occupancy of the building.
- E. No grants will be made to government-owned properties or to tenants in government-owned properties.
- F. In order to verify that costs are within reasonable parameters, estimates from two (2) outside sources are required for work done by the property owner/tenant acting as their own contractor.
- G. To qualify for grant funds, a completed application (with appropriate plans) must be submitted to the Dade City Main Street office, 14138 6th Street, or mailed to P.O. Box 908, Dade City, FL 33526, by the 1st of the month. Plans must comply with the City's permitting regulations.
- H. No work for which a grant is sought shall begin until authorized by the CRA.

CRA Building Exteriors Grant Grant Program Procedures

Responsibilities

Grant Program Administrator – Primary contact person, record keeper and authority for coordination of the matching grant program.

Design Review Committee – Reviews grant applications based upon prescribed criteria and makes recommendations to the CRA Board.

Community Redevelopment Agency – Considers committee's recommendations and approves or denies funding of proposed projects.

Procedures

1. A pre-application meeting is held between the Grant Program Administrator and grant applicant(s) to discuss program benefits and requirements, design guidelines, 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.)
2. Applicant submits three (3) copies of the application, including supporting data, to the Grant Program Administrator's office by the 1st of the month. The application packet is reviewed for completeness and returned to the applicant if further information is required.
3. Upon receipt of a complete application, the Grant Program Administrator will schedule a meeting of the Design Review Committee to consider the proposed project.
4. The Design Review Committee reviews the application for its consistency with the adopted Design Guidelines 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 formal, written recommendation of approval or denial of the application shall be drafted by the Design Review Committee. Reasons for the recommendation shall be included in the overall report. Project applications with the Committee's written recommendation will be submitted to the CRA Board for consideration at its next regularly scheduled meeting. The applicant shall also be sent a copy of the Committee's recommendation. The applicant will be provided every opportunity to modify the original application to achieve a positive Design Review Committee recommendation prior to consideration by the CRA Board.
5. The CRA will review the project application and Design Review Committee's recommendation. The CRA shall approve, deny, or return the application to the Design

Review Committee 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 the Design Review Committee. The CRA may approve or deny an application contrary to the Design Review Committee recommendation. (However, the project considered by the CRA Board must have been wholly reviewed by the Design Review Committee with no subsequent modifications.)

6. The applicant shall be notified of the impending CRA application review meeting and shall be invited by the Grant Program Administrator 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 letter form to the applicant by the CRA Board. The letter shall state the reasons for the action taken by the Board.
7. No work for which a grant has been sought shall begin until authorized by the CRA and written approval has been received by the applicant. Once written notice of CRA approval has been received, work may begin in accordance with the approved application. Grantee is responsible for obtaining any permits required to complete the project. CRA approval of the project application does not guarantee its permitting status. All related licensing requirements shall be met.
8. Any unapproved changes will void the grant. If the grantee wishes to change the project after approval by the CRA, the grantee must contact the Grant Program Administrator. Changes will then be submitted by the Grant Program Administrator to the Design Review Committee for its review and then to the CRA Board for consideration.
9. All grant-compensated improvements must be complete and a detailed bill/final lien waiver submitted for reimbursement within four (4) months of CRA approval; otherwise, all grant funds will be forfeited. Limited time extensions may be granted by the CRA.
10. After work is complete, the grantee must submit to the Grant Program Administrator all paid bills or a final lien waiver for reimbursement, together with an affidavit from the contractor certifying that all work is complete. The Grant Program Administrator shall notify the grantee of incomplete reimbursement information within five (5) days of receipt of the reimbursement request.
11. The Grant Program Administrator shall submit the detailed paid bill(s) or final lien waiver to the City Clerk for reimbursement. A work verification letter from the Grant Program Administrator, certifying that the Administrator agrees the work has been completed in accordance with the approved application, must also accompany the request for reimbursement. Copies will also be submitted to the City Manager.
12. The City Clerk shall process the reimbursement to the grantee in accordance with the regular payment procedures of the City.
13. 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 same property. Only one of each grant type (Section D of the General Project Guidelines) shall be applied for or granted within this 3-year cycle.

CRA Building Exteriors Grant Program

APPLICATION

Name of Applicant: _____

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: _____

Applicant Phone # _____

Is this an initial grant request (primary) or second request for the same project (supplemental)? _____

Type of Exterior Improvement Planned (please check/note all that apply)

Signage: Removal ___ New ___ Alteration ___ Repair _____

Building Improvements:

Side(s): _____

Painting: _____

Structural Alterations: _____

Cosmetic Alterations: (molding, trim, etc.) _____

Awnings: _____

Other Work: (Please specify) _____

Total Cost of Project: _____

Amount Requested: _____ **(Not to exceed \$7,500)**
(Please note all grant funds are awarded based on a 25% - 75% owner-city match.)

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

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

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 agree to leave the project in its approved design and colors for a period of 3 years from the date of its completion.

Signature of Applicant

Date

**Building Exteriors 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 processing by the Historic Board.

Signs

1. Provide a color rendering of the proposed design, including specifications as to size and width.
2. Note how and where sign will be installed on the building.
3. Submit a written estimate from the sign company.
4. Provide verification that proposed signage conforms to city ordinance.

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.