
**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM****SUBJECT:** US 17-92 CRA Grant Criteria Program**DEPARTMENT:** Planning and Development **DIVISION:** Community Redevelopment Agency**AUTHORIZED BY:** Dori DeBord**CONTACT:** John Metsopoulos**EXT:** 7133**MOTION/RECOMMENDATION:**

Approve the US 17-92 CRA Grant Criteria Program as developed and approved by US 17-92 RPA Board.

County-wide

John Metsopoulos

BACKGROUND:

The US 17-92 Community Redevelopment Agency (CRA) was established in 1997 to address the issue of blight and to encourage redevelopment along the US 17-92 corridor. Historically, the CRA has funded a number of redevelopment projects such as REECO Properties, Tire City and Paw Park, as one way to foster redevelopment along the corridor. However, the application process and grant criteria guidelines used by both the Regional Planning Agency (RPA) and CRA in determining whether or not to fund a redevelopment site project has varied from project to project. A formal application process and grant criteria guidelines have never been adopted.

The RPA Board has determined that a formal set of guidelines and an application process are needed so that applicants know exactly what is required of them in applying for CRA Grant funds and what specifically those funds could be used for and also so the RPA and CRA have objective criteria when approving or denying the funding for the various redevelopment projects.

Staff took the following steps to compile a standardized application process and CRA grant criteria guidelines:

1. Staff reviewed all past CRA projects in order to gain a historical perspective as to the type of projects the US 17-92 RPA/CRA have funded in the past and specifically what within the overall projects was funded, ie.roofs, stormwater drainage, lighting, etc;
2. Staff compared the projects that the US 17-92 CRA have funded with other CRA funded projects from around the country;
3. Staff developed a standardized application process based on the various projects that have been submitted in the past as well as directives articulated by members of the RPA and CRA Boards; and

4. Staff incorporated the goals and objectives as outlined in the Glatting/Jackson Action Plan into the CRA Grant Criteria Program.

Upon completion Staff presented the CRA Grant Criteria Program to the RPA for review and comment. The RPA Board made additions to the CRA Grant Criteria Program and voted unanimously on September 25, 2008 to forward the program to the CRA Board for their review and consideration.

The attachments to this report are presented to the CRA Board for their review and consideration.

STAFF RECOMMENDATION:

Staff recommends that the US 17-92 CRA Board adopt the US 17-92 CRA Grant Criteria as developed and approved by the RPA Board.

ATTACHMENTS:

1. Minutes
2. Mini Grant Application
3. CRA Redevelopment & CRA Construction

Additionally Reviewed By: <input checked="" type="checkbox"/> County Attorney Review (Ann Colby)
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MINUTES OF THE US 17-92 REDEVELOPMENT PLANNING AGENCY
September 25th, 2008
Public Safety Building

PRESENT:

Commissioner Bob Dallari	Seminole County BCC
Bill McDermott	Seminole County Economic Development Director
Shani Beach	Economic Development Administrative Assistant
Alison Stettner	Planning Manager
Commissioner Jo Ann Lucarelli	City of Lake Mary
Antonia Gerli	Principal Planner, Sanford
Terry Winn	Seminole County Fire
Commissioner Randy Jones	City of Sanford
Rosangela Santiago	US 17-92 CRA
Steve Noto	Planning, Lake Mary
Commissioner Sandra Solomon	City of Casselberry
Jeanne Gold	Safe House of Seminole
Michael Towers	Oakwood Construction
Thomas & Connie Gekas	Patio Grill Sanford
John Metsopoulos	US 17-92 CRA Program Manager
Julio & Olga Batista	Batista Commerce Center

Meeting called to order by Commissioner Dallari.

Old Business:

Green Building Grants & Incentives – John Metsopoulos

Formal proposal to be presented at next meeting.

SEED Project – John Metsopoulos

The County and cities have been filed with the Florida Department of Environmental Protection. John requested permission to move forward with the planning of the ribbon cutting ceremony. A tentative location has been set for Sanford. Saturday morning selected as the most appropriate time and day for this event. Commissioner Dallari asked that the date be coordinated with all of the members of the RPA and CRA, and that the mayors and elected officials for the corresponding cities be invited to attend.

Five Points Medians – John Metsopoulos

We will have a more definitive timeline once they install the water meter.

Fern Park Lighting – John Metsopoulos

We are waiting to have the electrical tested. It is taking a little longer than anticipated.

Wayfinding – John Metsopoulos/Alison Stettner

John and Alison have a meeting scheduled with the Casselberry City Manager on October 6th. Longwood has indicated they are interested in participating. Once the draft report has been put together it will be presented to the RPA as well as to Longwood. John stressed only minor changes may possibly be made. The information will then be passed on to Glatting Jackson to determine where the signs may be placed based on utilities. The signs can then be printed and put up with final approval from DOT. John stated that the Planning Division and Alison have been phenomenal in helping with this project. Their expertise has been invaluable to the US 17-92 CRA.

Criteria Update – John Metsopoulos

Per the request of the RPA a set of criteria has been put together for the grant application process. Signage Matching Grant of up to \$5,000, Façade Grant with matching up to \$5,000 thereafter 10% of total project costs, Revitalization/Construction Grant with matching up to \$5,000 thereafter 10% of total project costs. For the Revitalization Grant it was recommended that the request for a Certificate of Occupancy be changed to a signed permit or equivalent because new Certificates of Occupancy are not issued for existing businesses. The Landscaping Grant is also matching up to \$5,000 thereafter 20% of total project costs. A draft of the Redevelopment Application was presented. Commissioner Dallari requested a note be inputted for the submission of digital photographs with the application along with the ROI of the CRA's investment. An arrangement has been made with the Property Appraiser's office to acquire the "ballpark" range of what the improvements will cost in terms of tax revenue. Draft Façade/Sign/Landscaping Application introduced. Three Addendums have been incorporated; a disclaimer accepting the Terms of Contract, Permission for Property Improvements and a Cost Analysis table. A list of qualified improvements for the grants was introduced for review. Commissioner Dallari requested the addition of utilities improvements to the existing utilities relocation. Other changes included the addition of stormwater and drainage improvements, parking improvements and the addition of Special Site Specific Needs. Commissioner Solomon made the motion to approve the Criteria with the requested changes. The motion was seconded and passed unanimously. Commissioner Dallari later asked to include in the application and contract an agreement allowing for easements to be used for bus shelters if requested by Lynx.

East Central Florida Regional Planning Council – Tom Tomerlin

Phil Laurien will be presenting at the next meeting.

New Business:

Approval of Minutes – Motion made by Commissioner Sandy Solomon to approve minutes as presented, motion seconded and passed.

LYNX Shelter Presentation – Jeff Reine

PowerPoint Presentation depicted the ridership along the corridor. US 17-92 was referred to as a Transit Emphasis Corridor. Links 102 & 103 are dedicated links for the US 17-92 corridor, all other are feeder lines. LYNX has been awarded a grant to increase the headways of Link 103 from 30 minutes to every 15 minutes. A start date is forthcoming. Nineteen new shelters are being proposed by Lynx for the corridor. Commuter Rail has contacted Lynx and would like to incorporate a design that correlates better with the shelters they will be using. Limitations to installations include TLA's, road construction, and Right-of-Way issues. The shelters will have benches composed of seats separated by bars to discourage sleeping on them. In lieu of the costs of the shelters and their installation Lynx asks that the maintenance be provided by the municipalities. Offering advertising at the stops could help offset the cost of maintenance. Jeff recommended having businesses sponsor a sign at each stop that states the bus route and times. Commissioner Jones expressed an interest in having more bus shelters along US 17-92 in Sanford.

Action Items:

Patio Grill – John Metsopoulos, Tom Gekas

The demolition delay order was presented to the RPA. A timeline of the property was supplied by Antonia. A list of cost overruns was presented along with a narrative by Tom Gekas. The improvements to the property were submitted to the Property Appraiser to get a relative number as to the increase in the taxable base. The previously approved criteria will be applied to the project with a request for up to 10% of the total cost. Commissioner Dallari requested the Grant Application be filled out prior to the submission to the CRA including the calculated ROI. Commissioner Lucarelli made the motion to approve; it was seconded by Commissioner Jones. Commissioner Dallari asked Mr. & Mrs. Gekas if they would consider agreeing to the terms of allowing easement for a bus shelter if Lynx requested it for a shelter and they agreed. Motion was voted on and passed unanimously in the amount of \$233,188.00. Commissioner Dallari recommended that the Gekas meet with the County Commissioners one-on-one to seek their approval prior to the CRA hearing.

Sanford Median Beautification Project

Before pictures and after enhanced photos were shown. The question was raised if the transponders could be better blended into the landscaping. Alison suggested painting them black and planting around them to help blend them in. The fencing upgrade costs for the areas surrounding the ponds have not been received from FDOT, connection has been established. The cost for the medians includes a two year maintenance agreement. Commissioner Dallari requested that the maintenance agreement specify that the City of Sanford will be responsible following the two year term. The motion was made to approve the project in the amount of \$389,950.00 with the changes that were stated. The motion was voted on and passed unanimously.

Batista Office Park:

The Batista's are requesting \$206,127. The project is considered a "special needs area". Commissioner Jones referred to the area as horrible. Pictures were presented to demonstrate the current and proposed use of the property. The area is severely blighted but is starting to turn around with the coming of the Patio Grill, Southern Technical College, the Batista Commerce Center and the redevelopment of the medians along that stretch of the corridor. The Batistas plan to charge \$17.50/ft²; Bill stated the class "A" rate is currently \$22/ft² and considers this is a great rate to spur business in the area. Motion was made by Commissioner Jones to approve the project. Items to include in the presentation to the CRA are the ROI, information regarding the assemblage of properties and the terms to allow for easement if Lynx requested it for a bus shelter. Commissioner Dallari also recommended that they meet with the County Commissioners one-on-one to seek their approval prior to the CRA hearing. Item was approved unanimously.

2008 US 17-92 Budget For Information Only

Breakdown of contingency funds presented. The CRA wants a line item for the running total of monies allocated for land acquisitions and the criteria for the type land wanted.

Discussion items:

Florida Redevelopment Association Conference

Shani Beach agreed to coordinate the arrangements for anyone attending.

Firehouse Stations 22 & 35

The Fire Chief has asked to have the item brought up. They have two facilities along US 17-92; Station 35 at Fivepoints and Station 22 in Fern Park. They are considering submitting both properties for landscaping and hardscaping improvements and use it as a model project for the corridor. Commissioner Dallari stated as long as they fill out the forms and expect to be treated as everyone else there is no problem.

Upcoming Holidays

Commissioner Dallari would like to postpone the December meeting if the agenda is light and reconvene in January. The decision was left pending the following meeting.

Meeting was adjourned.



US 17-92 CRA Mini Grant Program

Information & Application
Fiscal Year 2008-2009

GRANT

US 17-92 Community Redevelopment Agency Seminole County, Sanford, Lake Mary, Winter Springs & Casselberry

Purpose:

The purpose of the US 17-92 CRA Grant Program is to grant funding to encourage improvements to any existing building and to encourage private investment to improve the appearance and functionality of buildings in the US 17-92 Community Redevelopment Area (map attached).

The US 17-92 CRA Grant Program is a program designed to encourage visible exterior improvements to any existing building (residential or commercial) and to encourage private investment within the US 17-92 Community Redevelopment Area. The program provides a dollar-for-dollar match up to \$5000.00 of public funds per building to pay for the design and implementation of improvements within the US 17-92 Community Redevelopment Area. Funds are appropriated annually in the US 17-92 CRA budget, and funding is available on a first come-first served basis. The program is subject to the availability of budgeted funds in the US 17-92 CRA budget.

The US 17-92 CRA Grant must support the goals of the Overlay District for the US 17-92 CRA area. Applicants are also encouraged to consider the design guidelines specified in the overlay to achieve the “Core Urban Green Living” theme.

Applicants are reminded that grant awards made are discretionary in nature and should not be considered an entitlement. All grant criteria contained herein are guidelines for awards and successful applicants may receive any amount up to the maximum award. Should an applicant meet all grant criteria, a grant may or may not be awarded at the RPA’s or CRA’s discretion due to funding limitations, competing applications, and/or competing priorities.

Eligibility Requirements:

The US 17-92 CRA Grant Program is available to businesses and/or property owners that are located within the US 17-92 CRA district. Businesses must be properly licensed through the corresponding agency charged with the applicant’s licensing, and applicants must propose a permitted/conforming use within the US 17-92 CRA district.

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Applications will not be accepted from property owners (and tenants of property owners) who are delinquent on their taxes. Applicants must not have outstanding code violations or code liens. Additionally, applicants must be current with their occupational licensing requirements.

Eligibility Improvements:

The US 17-92 CRA Grant Program shall provide matching funds for the exterior (street side) improvements that are consistent with the Land Development Code of the political subdivision where they are located, and further the CRA goals outlined in the CRA Master Plan. Funds may be used for the following types of improvements:

- Replacement of windows and door
- Exterior painting or siding as part of an overall façade renovation program. For example, painting is an eligible expense when done in conjunction with changing a flat roof to a pitch roof, or installing dormers, or gables. Painting otherwise is not an eligible expense.
- Exterior signage to remove non-conforming signs and replace with monument style signs
- Landscaping
- Exterior architectural amenities (e.g., addition or improvement of balconies, porches, or staircases)
- Awnings and shutters
- Other exterior (street-side) façade improvements (considered by the US 17-92 CRA on a case-by-case basis)
- Architectural, engineering or landscaping architectural services to design improvements to be funded through this program (maximum of 10% of total improvements)

**NOTE: All architectural designs, materials and colors must be consistent with the standards of the US 17-92 Community Redevelopment Area. Please see Addendum C for a listing of criteria for each of the grant types.*

Non-eligible Improvements:

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The US 17-92 CRA Grant cannot be used to fund interior renovations or electrical work (except exterior lighting).

Available Funding and Matching Requirement:

For signage improvements, up to **\$5,000** shall be available for an individual property on a **dollar for dollar matching** basis (e.g., a grant for \$500 shall require a \$500 match from the property owner).

For exterior façade improvements, (see *qualifying improvements list*) up to **\$5,000** on a **dollar for dollar matching** basis, shall be available for an individual property (e.g., a grant for \$5,000 shall require a match of \$5,000 from the property owner).

For landscaping improvements, up to **\$5,000** on a **dollar for dollar matching** basis, (e.g., a grant for \$5,000 shall require a match of \$5,000).

Application Process and Deadline:

Applications will be accepted on a first come-first served basis and will be reviewed on an ongoing basis.

- (1) The applicant receives a US 17-92 CRA Grant Program Application form from the Seminole County Services Building or by downloading it from the RedevelopmentInSeminole.com website, and participates in a pre-application meeting with the Technical Advisory Committee. The Technical Advisory Committee will be comprised of the US 17-92 Program Manager and representatives from the Planning Departments of Seminole County, Sanford, Lake Mary, Winter Springs, and Casselberry.
 - (2) The applicant completes the application and submits it to the Technical Advisory Committee for review and approval. The application package includes the following:
 - a. Completed application
 - b. Proof of ownership of the property
 - c. Proof of paid property taxes (current and prior year)
 - d. Copy of Occupational License(s) (current)
 - e. Copies of three (3) cost estimates for the work to be completed
 - f. Photos of areas to be improved
 - g. Rendering or sketch of proposed improvements
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The applicant is responsible for all building and other permits and fees which are associated with the proposed project.

- Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet; the committee will not review incomplete applications.

- (3) The Technical Advisory Committee reviews the application according to the program selection criteria and forwards a recommendation to the RPA, who then provides a recommendation to the US 17-92 CRA.
- (4) The US 17-92 CRA (Seminole County Commission) considers the recommendations of the RPA, and either approves the grant, approves with modifications, or denies the application and funding amount. If denied, the applicant may modify the existing application or reapply at a later date for a different project.
- (5) The applicant and the US 17-92 CRA shall enter into a contract to specify the obligation of the applicant for grant reimbursement. The contract may be recorded in the public records of Seminole County, Florida. Prior lien holders may be required to subrogate their lien interests as a condition of the grant.

- Please note that **applications must be reviewed and approved BEFORE work begins.** Grants will not be awarded to projects that are under construction or completed.

- (6) For projects approved by the Technical Review Committee, after the applicant submits any applicable permit applications to the appropriate City and/or the County for approval, and upon issuance of a permit, he/she completes the improvements according to City and County rules and regulations. Grant applications will not be accepted for projects under construction or completed.

The Cities and County are required to file informational returns (Form 1099-G) for individuals and entities receiving grants from the US 17-92 CRA. This information is confidential and will only be used for informational return reporting purposes. Grant recipients must sign and return Substitute W9 form to the City/County before funds can be distributed.

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- (7) Upon completion of the improvements, final inspection and approval by the US 17-92 CRA, and issuance of a certificate of Occupancy (if applicable), the applicant submits a “reimbursement package” to the US 17-92 CRA which includes the following:
- a. Completed reimbursement form (provided by the US 17-92 CRA)
 - b. Copies of applicable invoices or receipts;
 - c. Proof of payment for improvements (which must be at least as much as the amount indicated in the application); and
 - d. Photos of improvements (before and after).

Applicants will receive grant funding after the project is completed and all associated costs have been paid. Upon completion of approved work, in order to receive grant payment, the applicant must submit documentation of work completed and proof of payment to the US 17-92 CRA. It is the responsibility of the award recipient to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the US 17-92 CRA by the award recipient. The project must be completed essentially as presented to the US 17-92 CRA in order to receive payment. At approximately the midpoint of the project, the applicant will give an update to the RPA on the progress of the project either in writing or in person. The CRA reserves the right to make on site inspections throughout the course of the project.

- Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the project accompanied by copies of the cancelled check or credit card statement showing payment accompanied by a vendor invoice.

(8) If the project is not completed, is not approved in its final inspection, or does not receive its certificate of occupancy (if applicable) within one year of award, the grant shall expire.

- Applicants have 12 months from the completion date of the project to file for reimbursement according to procedures set forth within the contract. The CRA will not be responsible to inform the applicants of this deadline.

If you have more than one project:

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Grant applications will not be considered if the single building under the same ownership has received maximum grant funds within the same category for a period of five (5) years.

The following selection criteria will be used to review and rate applications for the US 17-92 CRA Grant Program. Criteria are derived from the goals and objectives of the US 17-92 CRA's adopted Redevelopment Plan as well as the adopted Comprehensive Plan of the political subdivision in which the project is located.

Quality of Site Design and Materials: Degree to which the proposed project promotes the adopted Redevelopment Plan and promotes harmony with neighboring structures through the implementation of the Land Development Regulations and the use of urban design principles, site design, architecture, materials, color, landscaping, and other visual physical amenities.

- (1) **Streetscape Aesthetics and Functionality:** Degree to which the proposed project enhances the streetscape of US 17-92, including the addition or enhancement of display windows, awnings, landscaping, handicapped accessibility and architectural amenities such as arcades, balconies and porches.
- (2) **Increased Safety:** Degree to which the proposed project will promote safety by easily identifying the business for customers and emergency services.
- (3) **Removal of Slum and Blight:** Degree to which the proposed project upgrades or eliminates substandard structures or eliminates non-conforming uses.

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Disclaimer:

Neither the City of Sanford, nor the City of Lake Mary, nor the City of Winter Springs, nor the City of Casselberry nor Seminole County, shall be responsible for the planning, design, or construction to the property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for or participation in the US 17-92 CRA Grant Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

(For Official Use Only)

GRANT PROGRAM APPLICATION

Date _____

IF APPLICANT IS PROPERTY OWNER

Owner's Name _____

Corporate Name _____

Property Address (Project Location): _____

Phone _____ Fax _____

Contact Person _____

E-mail _____

IF APPLICANT IS BUSINESS OWNER

Owner's Name _____

Corporate Name _____

Property Address (Project Location): _____

Phone _____ Fax _____

Contact Person _____

E-mail _____

What type of grant(s) are you applying for ?

Check all that apply.

- Sign Landscape Façade

PROJECT AND FINANCIAL ASSISTANCE REQUESTED

Describe Proposed Improvement(s):

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Describe the Proposed Businesses or Services Offered on Site:

Please Indentify ways in which this project supports the CRA Master Plan:

Total Project Cost _____ Total Funding Request _____

Will Additional Jobs be Created Upon Completion of Project? _____ Yes _____ No

If Yes, How Many? _____

Submittals

Applications **must** include the following materials, if applicable, for consideration by the US 17-92 CRA:

- Current photo(s) of project site
- Assessor parcel number and proof of paid property taxes
- Applicant Information
- Listing of businesses or services offered on site
- Description of proposed improvements
- Identification of project's support of the CRA Master Plan
- Current Occupational License
- Rendering or sketch of proposed improvements
- Architectural plans – elevation drawing, dimensions, measurements, etc.
- Color and Material samples
- Sign/Awning design drawings and/or plans
- Documentation of cost estimates – copies of vendor bids, estimates, etc
- Signature of Property Owner and Applicant

Applications lacking sufficient materials to describe the project will NOT be reviewed.

GRANT

I, _____, attest that the information contained herein is correct to the best of my knowledge. I further understand that the Mini-Grant Program benefits are contingent upon funding availability and US 17-92 CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties within the designated US 17-92 CRA boundary are not eligible for US 17-92 CRA funded programs when such funding conflicts with the goals expressed in the US 17-92 CRA Community Redevelopment Plan. I further understand that I am responsible for providing construction documents and/or permits required for any work.

Signature of Property Owner

Signature of Business Owner

Print Name

Print Name

Note: Must submit Addendum B along with application. If applicant is leasing from property owner, Applicant must submit Addendum A with Application.

This Section for Official Use Only

Amount Received: _____

Date Reviewed by RPA: _____

Date Reviewed by TAC: _____

Recommendation to US 17-92 RPA: _____

Action by US 17-92 RPA: _____

GRANT

Addendum A

Date: _____

To: **US 17-92 CRA**
Community Redevelopment Agency

From: _____
(Property Owner)

Subject: Permission for Façade/Sign/Landscaping Program Improvements

As the owner of _____, I give my tenant,
_____, permission to participate in the US 17-92
CRA Façade/Sign/Landscaping Program, as detailed in the Façade/Sign/Landscaping Program Application.

Property Owner's Signature

Property Owner's Name Printed

STATE OF FLORIDA:
COUNTY OF SEMINOLE:

The foregoing instrument was acknowledged before me this _____ day of _____,
200____, by _____. He/She is personally known to
me or has produced _____ as identification and did not
(did) take an oath.

(SEAL)

Notary Public, State of Florida, (Signature of
Notary taking acknowledgement)

Name of Notary Typed, Printed or Stamped
My Commission Expires:

Commission Number

GRANT

Addendum C

Matching Sign

Funding Structure:

Matching dollar for dollar expenditure after work is completed. Limit of \$5,000 per business/structure.

Criteria for Program:

Guidelines:

- Only one Matching Sign Grant will be awarded per business/ structure.
- Property taxes must be current.
- Occupational licensees must be current.
- The property cannot have any outstanding code or zoning violations.
- Plans & design must be submitted to RPA for review.
- Must meet all applicable ordinances, regulations and permitting requirements.
- Must be a monument style sign.
- Project needs to work with whole building.
- Color scheme should harmonize.
- All grant applications must be accompanied by three estimates.
- Must meet all applicable ordinances.

Boundaries:

US 17-92 CRA District

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Addendum C cont.

Façade Rehabilitation

Funding Structure:

Matching dollar for dollar or percentage of total expenditure after grant is approved and work is complete. Limit of up to \$5,000 dollar for dollar, thereafter 10% of total costs for façade work (exterior) per business.

Criteria for Program:

- Only one Façade Rehabilitation Grant will be awarded per business.
- Building must be structurally sound
- Property taxes must be current.
- Occupational licensees must be current.
- The property cannot have any outstanding code or zoning violations.
- Plans & design must be submitted to RPA for review.
- Must maintain in its approved design for a minimum period of 5 years.
- All grant applications must be accompanied by three estimates.
- Must meet all applicable ordinances, regulations and permitting requirements.

Ineligible Improvements:

- Interior improvements
- Electrical work (except exterior lighting)

Boundaries:

US 17-92 CRA District

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Addendum C Cont.

Landscape

Funding Structure:

Matching dollar for dollar or percentage of total expenditure after work is completed. Limit of up to \$5,000 dollar for dollar, thereafter 20% of overall landscaping costs per property.

Criteria for Program:

- Plans & design must be submitted to RPA for review.
- All property taxes must be current.
- The property cannot have any code or zoning violations.
- Occupational licensees must be current
- Must maintain approved design for a minimum period of 3 years.
- Must meet all applicable ordinances, regulations and permitting requirements.
- Only one Landscape Grant will be awarded per property.

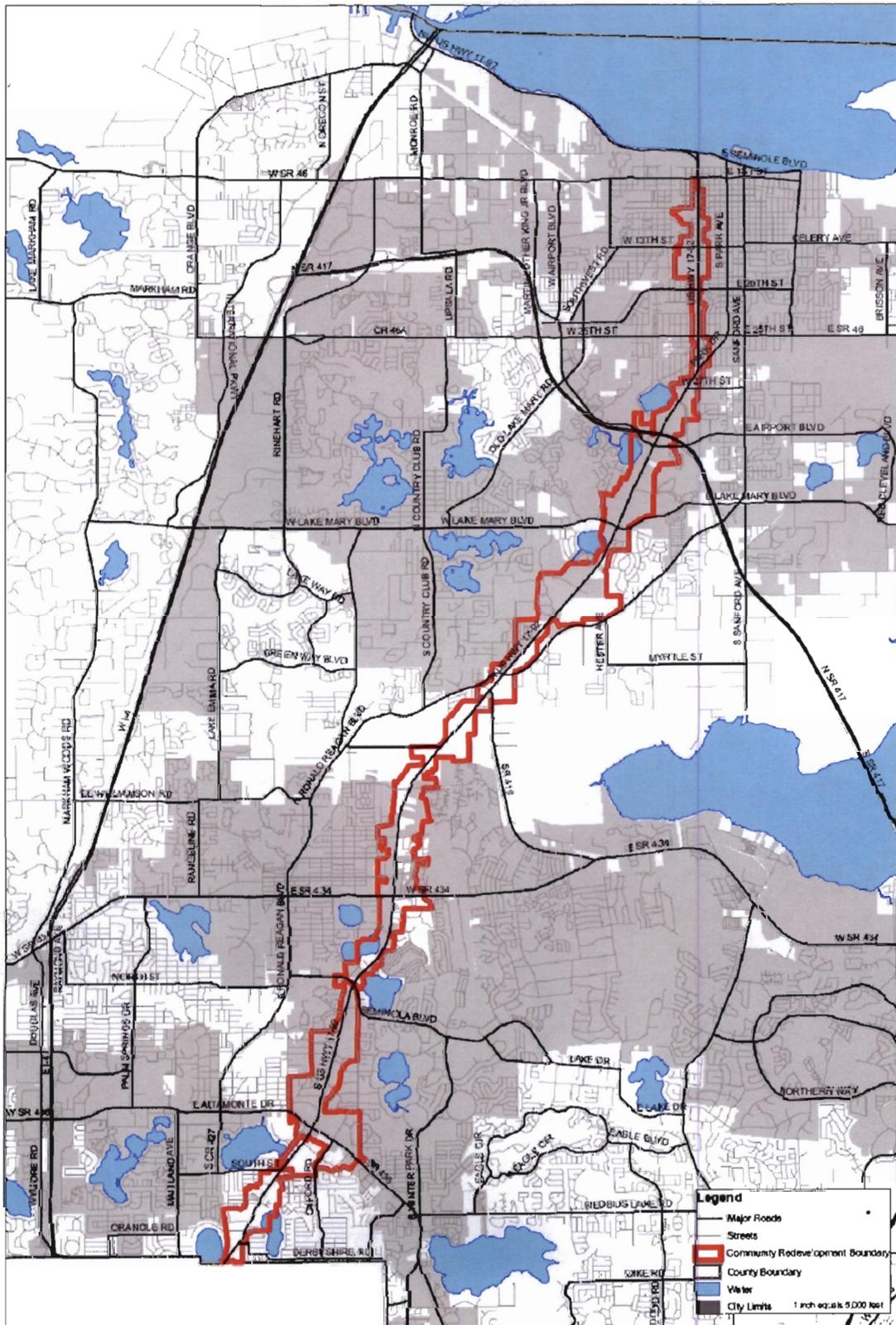
Ineligible Improvements:

- Irrigation (except reclaimed water systems)

Boundaries:

US 17-92 CRA District

Community Redevelopment Boundary





US 17-92 CRA Grant Program
for
REDEVELOPMENT & CONSTRUCTION
Information & Application
Fiscal Year 2008-2009

GRANT

US 17-92 Community Redevelopment Agency Seminole County, Sanford, Lake Mary, Winter Springs & Casselberry

Purpose:

The purpose of the US 17-92 CRA Redevelopment and CRA Construction Grant is to encourage redevelopment to any existing building and to encourage private investment for new construction in the US 17-92 Community Redevelopment Area (map attached). Grants will be considered for exterior redevelopment and new construction work as itemized on page 3, except in the case of contaminant removal where funds can be allocated for interior and exterior projects.

The US 17-92 CRA Grant Program is designed to encourage private investment within the US 17-92 Community Redevelopment Area. The program provides public funding up to twenty percent of the total project costs, per building to pay for redevelopment and construction projects within the US 17-92 Community Redevelopment Area. Funds are appropriated annually in the US 17-92 CRA budget, and funding is available on a first-come first-served basis. The program is subject to the availability of budgeted funds in the US 17-92 CRA budget.

The US 17-92 CRA Grant must support the goals of the Overlay District for the US 17-92 CRA area. Applicants are also encouraged to consider the design guidelines specified in the Overlay to achieve the “Core Urban Green Living” theme.

Applicants are reminded that grant awards made are discretionary in nature and should not be considered an entitlement. All grant criteria contained herein are guidelines for awards, and successful applicants may receive any amount up to the maximum award. Should an applicant meet all grant criteria, a grant may or may not be awarded at the RPA’s or CRA’s discretion due to funding limitations, competing applications, and/or competing priorities.

Eligibility Requirements:

The US 17-92 CRA Grant Program is available to businesses and/or property owners that are located within the US 17-92 CRA district. Businesses must be properly licensed through the corresponding agency charged with the applicant’s licensing, and applicants must propose a permitted/conforming use within the US 17-92 CRA district.

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Applications will not be accepted from property owners (and tenants of property owners) who are delinquent on their taxes. Applicants must not have outstanding code violations or code liens. Additionally, applicants must be current with their occupational licensing requirements.

Eligibility Improvements:

The US 17-92 CRA Grant Program shall provide funds for redevelopment and construction projects that are consistent with the Land Development Code of the political subdivision where they are located, and further the goals outlined in the CRA Master Plan. Funds may be used for the following types of improvements:

Qualifying Improvements for Redevelopment & Construction

- Contaminant Removal, Interior & Exterior
- Ingress/Egress Improvements
- Exterior Lighting
- Exterior Signage
- Exterior Windows
- Façade Enhancements
- Landscaping
- Parking Improvements
- Roofing
- Sidewalks
- Utilities including but not limited to: Relocation & Improvements of existing utilities, Waterline Installation & Improvements, Storm water and Drainage Improvements, Lift Stations
- Special Site Specific Needs (as determined by the RPA and CRA)

**NOTE: All architectural designs, materials and colors must be consistent with the standards of the US 17-92 Community Redevelopment Area .For Façade and Landscaping grant requests under \$10,000 please refer to the CRA Mini Grant program.*

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Available Funding and Matching Requirement:

A maximum amount up to twenty percent of a total a non-landscaping project may be allocated from the US 17-92 CRA funds for this program. It is anticipated that the number of projects submitted per year will increase as the program becomes more visible.

For landscaping improvements, the total cost of the overall landscaping project shall be available for an individual property.

Application Process and Deadline:

Applications will be accepted on a first-come, first-served basis and will be reviewed on an ongoing basis.

- (1) The applicant receives a US 17-92 CRA Grant Program Application form from the Seminole County Services Building or by downloading it from the RedevelopmentinSeminole.com website, and participates in a pre-application meeting with the Technical Advisory Committee. The Technical Advisory Committee will be comprised of the US 17-92 CRA Program Manager and representatives from the Planning Departments of Seminole County, Sanford, Lake Mary, Winter Springs, and Casselberry.

 - (2) The applicant completes the application (pgs. 9 through 17) and submits it to the Technical Advisory Committee for review and approval. The application package includes the following;
 - Current photo(s) of project site
 - Property Appraiser parcel number and proof of paid property taxes
 - Applicant Information
 - Listing of businesses or services offered on site
 - Description of proposed improvements
 - Identification of project's support of the CRA Master Plan
 - Current Occupational License
 - Rendering or sketch of proposed improvements
 - Architectural plans – elevation drawings, dimensions, measurements, etc.
 - Color and Material samples
 - Sign/Awning design drawings and/or plans
 - Documentation of cost estimates – copies of vendor bids, estimates, etc
-

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- Signature of Property Owner and Applicant
- Completed Application

The applicant is responsible for all building and other permits and fees which are associated with the proposed project.

- Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet; the committee will not review incomplete applications.

- (3) The Technical Advisory Committee reviews the application according to the program selection criteria and forwards a recommendation to the RPA who then provides recommendation to the US 17-92 CRA.
- (4) The US 17-92 CRA (Seminole County Commission) considers the recommendations of the RPA, and either approves the grant, approves with modifications, or denies the application and funding amount. If denied, the applicant may modify the existing application or reapply at a later date for a different project.
- (5) The applicant and the US 17-92 CRA shall enter into a contract to specify the obligation of the applicant for grant reimbursement. The contract may be recorded in the public records of Seminole County, Florida. Prior lien holders may be required to subrogate their lien interests as a condition of the grant.

- Please note that **applications must be reviewed and approved BEFORE work begins.** Grants will not be awarded to projects that are under construction or completed.

- (6) For projects approved by the Technical Review Committee, after the applicant submits any applicable permit applications to the appropriate City and/or the County for approval, and upon issuance of a permit, he/she completes the improvements according to City and County rules and regulations. Grant applications will not be accepted for projects under construction or completed.

The Cities and County are required to file informational returns (Form 1099-G) for individuals and entities receiving grants from the US 17-92 CRA. *This information is confidential and will only be used for informational return reporting purposes. Grant*

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recipients must sign and return Substitute W9 form to the City/County before funds can be distributed.

- (7) Upon completion of the improvements, final inspection and approval by the US 17-92 CRA, and issuance of a Certificate of Occupancy (if applicable), the applicant submits a "reimbursement package" to the US 17-92 CRA which includes the following:
- a. Completed reimbursement form (provided by the US 17-92 CRA);
 - b. Copies of applicable invoices or receipts;
 - c. Proof of payment for improvements (which must be at least as much as the amount indicated in the application); and
 - d. Photos of improvements (before and after).

Applicants will receive grant funding after the project is completed and all associated costs have been paid. Upon completion of approved work, in order to receive grant payment, the applicant must submit documentation of work completed and proof of payment to the US 17-92 CRA. It is the responsibility of the award recipient to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the US 17-92 CRA by the award recipient. The project must be completed essentially as presented to the US 17-92 CRA in order to receive payment. At the approximate midpoint of the project the applicant will give an update to the RPA on the progress of the project either in writing or in person. The CRA reserves the right to make on-site inspections throughout the course of the project.

- Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the project accompanied by copies of the cancelled check or credit card statement showing payment accompanied by a vendor invoice.

- (8) If the project is not completed, is not approved in its final inspection, or does not receive its Certificate of Occupancy (if applicable) within one year of award, the grant shall expire.

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- Applicants have 12 months from the completion date of the project to file for reimbursement according to procedures set forth within the contract. The CRA will not be responsible to inform the applicants of this deadline.

If you have more than one project:

Grant applications will not be considered if the single building under the same ownership has received maximum 20 percent grant funds within the same category for a period of ten (10) years.

The following selection criteria will be used to review and rate applications for the US 17-92 CRA Grant Program. Criteria are derived from the goals and objectives of the US 17-92 CRA's adopted Redevelopment Plan as well as the adopted Comprehensive Plan of the political subdivision where the project is located.

Quality of Site Design and Materials: Degree to which the proposed project promotes the adopted Redevelopment Plan and promotes harmony with neighboring structures through the implementation of the Land Development Regulations and the use of urban design principles, site design, architecture, materials, color, landscaping, and other visual physical amenities.

- (1) **Streetscape Aesthetics and Functionality:** Degree to which the proposed project enhances the streetscape of US 17-92, including the addition or enhancement of display windows, awnings, landscaping, ADA compliance and architectural amenities such as arcades, balconies and porches.
 - (2) **Increased Safety:** Degree to which the proposed project will promote safety by easily identifying the business for customers and emergency services.
 - (3) **Removal of Slum and Blight:** Degree to which the proposed project upgrades or eliminates substandard structures or eliminates non-conforming uses.
-

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Redevelopment/Construction

Funding Structure:

Matching dollar for dollar or percentage of total expenditure. Limit of up to 20% of overall project costs to perform general repairs and/or work to comply with current city, county and state codes to occupy the building.

Criteria for Program:

- Only one Redevelopment/ Construction Grant will be awarded per structure.
- Must receive Certificate of Occupancy (or Functional equivalent) from building department for funds to be released.
- Property taxes must be current.
- The property cannot have any outstanding code or zoning violations.
- Plans & design must be submitted to Regional Planning Authority for review.
- Must remain in its approved design for a period of 10 years.
- Must comply with all applicable codes, ordinances, regulations and permitting requirements.

Boundaries:

US17-92 CRA District

**See list for qualifying improvements page three of application*

Disclaimer:

Neither the City of Sanford, nor the City of Lake Mary, nor the City of Winter Springs, nor the City of Casselberry nor Seminole County, shall be responsible for the planning, design, or construction on the property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the US 17-92 CRA Grant Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

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(For Official Use Only)

Redevelopment/Construction Grant Application

Owner: _____
Applicant Address: _____
City: _____ Zip Code: _____

Project Contract Person for Public Entity: _____
Phone: _____ - _____ - _____
E-mail: _____
Mailing Address: _____

Application Preparer (if different than owner): _____
Phone: _____ - _____ - _____
E-mail: _____
Mailing Address: _____

I. SITE IDENTIFICATION AND HISTORY

SITE INFORMATION

1. Name of Site or Business Name: _____
Site Address: _____
City, County or Township: _____ Zip Code: _____

Acreage of Site: _____ Bldg. Sq. Ft.: _____

County Commission/City Commission District# _____ A _____ B

 2. A. Current property owner(s): _____
When was the property purchased? _____ For what amount? _____
-

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- B. Who will develop the site? _____
Will the developer own the property at any time? _____ Yes _____ No
When the property was/will be purchased? _____ For what amount? _____
- C. Who will own the site after development? _____
When the was/will the property be purchased? _____ For what amount? _____

CURRENT AND FUTURE LAND USE

3. Zoning/Land Use:
- A. Current: Industrial _____ Commercial _____ Residential _____
Mixed-use _____ Other (Specify) _____
- B. After Cleanup: Industrial _____ Commercial _____ Residential _____
Mixed-use _____ Other (Specify) _____
4. Current economic condition:
Vacant lot _____ Developed site _____ Other _____
5. How many buildings are currently on site?
Industrial _____ How many are occupied? _____ If vacant, for how long? _____
Commercial _____ How many are occupied? _____ If vacant, for how long? _____
Residential _____ How many are occupied? _____ If vacant, for how long? _____
6. Year building(s) was/were built: _____
7. Please describe the condition of the buildings on the site (Digital photo file attachment highly recommended but not required).
-

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9. Describe how redevelopment of the site will improve conditions in the vicinity and/or spur adjacent development, and how the project is line with the goals, vision and mission of the US 17-92 CRA.
10. Describe how the redevelopment of the site will increase Public Safety.
11. Is the site contaminated? _____
If so, what measures have been taken to address the contamination?
13. Will Seminole Economic Enhancement District (SEED) Funds be requested? _____
If so, for what purpose?
14. What will be the total project costs? _____
Of these costs, how much will be private? _____ Public? _____
15. What are the current property taxes (as determined by the Property Appraiser) for the site and its appraised value? _____
16. What are the projected property taxes and appraisal value after final development?

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17a. What is the expected rate of return on the investment by the CRA. _____

17b. What is the time frame for the return on investment by the CRA? _____

JOB CREATION & RETENTION

18. Forecast the number of new jobs created after redevelopment and final development of the site (jobs that did not exist in the US17-92 CRA prior to development).

Total New Jobs: _____

NEW JOBS TABLE

Position Title	Total # of Full-Time Jobs	Total # of Part-Time Jobs	Annual Wage per Job	Expected Hire Date

HOUSING DATA

19. If the site will be redeveloped for residential use, provide the following data:

RENTAL: Total number of units _____
 Monthly rental cost per unit \$ _____
 Number of affordable units' _____
 Construction cost per unit \$ _____

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OWNER OCCUPIED: Total number of units _____
Purchase price per unit \$ _____
Number of affordable units/homes _____
Construction cost per unit \$ _____

OTHER PUBLIC BENEFITS

20. Are there environmental enhancements associated with this project, such as “green development” or other environmental infrastructure? _____ Yes _____ No
21. Does the project advance or promote the growth of the green economy? _____
If yes, please describe.
22. Will “Beginning to LEED” Funds be sought? _____
23. What positive environmental infrastructure improvements are associated with this project? Attach supporting documentation that indicates the positive public benefit to infrastructure enhancements.
-

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PROXIMITY TO PUBLIC TRANSIT

24. Attach a local transit schedule, and highlight the lines that serve the project site or surrounding area. If a regularly scheduled route does not serve the area, please provide information about other forms of transit that serve the project site.

25. Would you agree to provide an easement to establish a bus shelter if appropriate?

_____ Yes _____ No

Submittals

Applications ***must*** include the following materials, if applicable, for consideration by the US 17-92 CRA:

- Current photo(s) of project site
- Property Appraiser parcel number and proof of paid property taxes
- Applicant Information
- Listing of businesses or services offered on site(unless residential)
- Description of proposed improvements
- Identification of project's support of the CRA Master Plan
- Current Occupational License(unless residential)
- Rendering or sketch of proposed improvements
- Architectural plans – elevation drawing, dimensions, measurements, etc.
- Color and Material samples
- Sign/Awning design drawings and/or plans
- Documentation of cost estimates – copies of vendor bids, estimates, etc
- Signature of Property Owner and Applicant

Applications lacking sufficient materials to describe the project will NOT be reviewed.

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I, _____, attest that the information contained herein is correct to the best of my knowledge. I further understand that the Redevelopment & Construction Grant Program benefits are contingent upon funding availability and US 17-92 CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties within the designated US 17-92 CRA boundary are not eligible for grant monies funded programs when such funding conflicts with the goals expressed in the US 17-92 CRA Community Redevelopment Plan. I further understand that I am responsible for providing construction documents and/or permits required for any work.

Signature of Property Owner

Signature of Business Owner

Print Name

Print Name

Note: Must submit Addendum B along with application. If applicant is leasing from property owner, Applicant must submit Addendum A with Application.

This Section for Official Use Only

Amount Received: _____

Date Reviewed by RPA: _____

Date Reviewed by TAC: _____

Recommendation to US 17-92 RPA: _____

Action by US 17-92 RPA: _____

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Addendum A

Date: _____

To: **US 17-92 CRA**
Community Redevelopment Agency

From: _____
(Property Owner)

Subject: Permission for Revitalization and Construction Grant Program Participation

As the owner of _____, I give my tenant,
_____, permission to participate in the US 17-92,
Revitalization or Construction grant Program as detailed in the Revitalization and Construction Grant Application.

Property Owner's Signature

Property Owner's Name Printed

STATE OF FLORIDA:
COUNTY OF SEMINOLE:

The foregoing instrument was acknowledged before me this _____ day of _____,
200 __, by _____. He/She is personally known to
me or has produced _____ as identification and did not
(did) take an oath.

(SEAL)

Notary Public, State of Florida, (Signature of
Notary taking acknowledgement)

Name of Notary Typed, Printed or Stamped

My Commission Expires:

Commission Number

