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**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Development Grant Bid Requirements

**DEPARTMENT:** Planning and Development      **DIVISION:** Community Redevelopment Agency

**AUTHORIZED BY:** Dori DeBord      **CONTACT:** John G. Metsopoulos      **EXT:** 7133

**MOTION/RECOMMENDATION:**

1. Approve the changes to the Development Grant bid requirements, as proposed by the TAC and recommended for approval by the RPA; or
2. Deny the changes to the Development Grant bid requirements, as proposed by the TAC and recommended for approval by the RPA; or
3. Continue the item until a time and date certain.

County-wide

John G. Metsopoulos

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**BACKGROUND:**

The Technical Advisory Committee (TAC) met on April 30, 2009 to review three grant applications: Soon Chang Mini Grant, China Star and DeGusipe Funeral Home. In the process of reviewing the proposal for a Development Grant, the committee determined that the current bid requirements were inadequate. They cited the fact that for the Mini-Grant program, the applicant submits three independent bids, while for the Development Grant program the applicant submits only one bid, even though the dollar amount is larger. The committee also noted that the project cost, including interior and exterior, should be certified by an engineer or architect (Refer to pg. 3 of grant application for changes).

To rectify this situation and to ensure that CRA funds are awarded in a competitive environment, the TAC recommended the following:

1. All Development Grant applications for reimbursement should require three independent bids for the cost of the work.
2. The entire project cost, including interior and exterior, should be certified by an engineer or architect.
3. Landscaping plans and costs should be certified by a registered landscape architect and accompanied by three bids.

**TAC RECOMMENDATION:** The TAC recommended approval of the proposed changes to the Development Grant bid requirements.

**RPA RECOMMENDATION:** At their May 28, 2009 meeting, the RPA recommended approval of the changes to the Development Grant bid requirements, by a unanimous vote, as proposed by the TAC.

**STAFF RECOMMENDATION:**

Staff recommends the CRA approve the changes to the Development Grant bid requirements as proposed by the TAC and recommended for approval by the RPA.

**ATTACHMENTS:**

1. Grant Application

**Additionally Reviewed By:**

County Attorney Review ( Ann Colby )



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

# GRANT

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## 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 of 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 funding up to 20 percent of total project cost, 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 follow the design guidelines specified and overlay policies in the Seminole County Comprehensive Plan.

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 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 and exterior
- Ingress/egress improvements
- Exterior lighting
- Exterior signage
- Exterior windows
- Façade enhancements
- Landscaping
- Parking improvements
- Roofing
- Sidewalks
- Utilities including but not limited to: relocation and improvements of existing utilities; waterline installation and improvements; stormwater and drainage improvements; lift stations; sewer lines; and reclaimed water.
- 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 Addendum B. 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 20 percent of the total cost of 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 monthly basis. The application deadline is the 15<sup>th</sup> of each month. If the 15<sup>th</sup> of the month falls on the weekend, the deadline is the preceding Friday. Applications will not be reviewed prior to the deadline.

- (1) The applicant receives a US 17-92 CRA Grant Program Application form from The Seminole County Planning Division Located at 1101 East First Street, Sanford, FL 32771, or by downloading it from the **RedevelopmentinSeminole.com** website.
- (2) The applicant completes the application (pp. 7 -13) and submits it to the CRA Program Manager for processing. 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
  - Construction/Renovation cost estimates of the total project must be certified by an engineer, and be accompanied by three independent bids
  - Landscaping cost estimates must be certified by a landscape architect, and be accompanied by three independent bids
  - Signatures of property owner and applicant
  - Completed application

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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, which then provides a recommendation to the US 17-92 CRA.

(4) The US 17-92 CRA takes final action on the grant request. If an application is 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 shall 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 submitted BEFORE work begins.** Applicant assumes all financial liabilities for work initiated prior to the approval of the Grant by the CRA

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

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(6) Upon completion of the improvements, final inspection and approval by the US 17-92 CRA Program Manager, 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. 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 Program Manager by the applicant. 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 release of contractors liens.

(7) 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.

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**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 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 implementation of 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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# \_\_\_\_\_  
(For Official Use Only)

## Redevelopment/Construction Grant Application

**Owner** \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone/Cell # \_\_\_\_\_ E-Mail \_\_\_\_\_

**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

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## CURRENT AND FUTURE LAND USE

2. Zoning/Land Use:

A. Current: Industrial \_\_\_\_\_ Commercial \_\_\_\_\_ Residential \_\_\_\_\_  
Mixed-use \_\_\_\_\_ Other (Specify) \_\_\_\_\_

B. After Cleanup: Industrial \_\_\_\_\_ Commercial \_\_\_\_\_ Residential \_\_\_\_\_  
Mixed-use \_\_\_\_\_ Other (Specify) \_\_\_\_\_

3. Current economic condition:

Vacant lot \_\_\_\_\_ Developed site \_\_\_\_\_ Other \_\_\_\_\_

4. 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? \_\_\_\_\_

5. Year building(s) was/were built: \_\_\_\_\_

6. Please describe the condition of the buildings on the site (Digital photo file attachment highly recommended but not required).



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9. Is the site contaminated? \_\_\_\_\_  
If so, what measures have been taken to address the contamination?
10. Will Seminole Economic Enhancement District (SEED) Funds be requested? \_\_\_\_\_  
If so, for what purpose?
- 11a. What is the expected rate of return on the investment by the CRA. \_\_\_\_\_
- 11b. What is the time frame for the return on investment by the CRA? \_\_\_\_\_

The ROI will be calculated by the CRA Program Manager and attached to the Application

## **JOB CREATION & RETENTION**

12. 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: \_\_\_\_\_

## **OTHER PUBLIC BENEFITS**

13. What positive environmental infrastructure improvements are associated with this project? Attach supporting documentation that indicates the positive public benefit to infrastructure enhancements.

## **PROXIMITY TO PUBLIC TRANSIT**

14. 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.
15. Would you agree to provide an easement to establish a bus shelter if appropriate or requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

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## 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. (refer to pg. 3 for bid requirements)
- Signatures of property owner and applicant

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

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-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

**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:

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Commission Number \_\_\_\_\_

Note: if applicant is leasing from property owner, Applicant must submit Addendum A with Application.

## 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.

(SEAI)

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

\_\_\_\_\_  
Name of Notary Typed, Printed or Stamped

My Commission Expires:

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Commission Number

## Redevelopment/Construction

### Addendum B

#### **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 Redevelopment Planning Agency 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:**

US 17-92 CRA District

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

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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 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.

**This Section for Official Use Only**

*Date Reviewed by TAC:* \_\_\_\_\_

*Recommendation to US 17-92 RRA:* \_\_\_\_\_

*Date Reviewed by RPA:* \_\_\_\_\_

*Recommendation to US 17-92 CRA:* \_\_\_\_\_

*Action by US 17-92 CRA:* \_\_\_\_\_

*Amount approved:* \_\_\_\_\_

*\*Release of Funds authorized by*

*US 17-92 CRA Program Manager:* \_\_\_\_\_

\*Release of funds only occurs after the US 17-92 Program Manager has verified that all conditions of the contract, and grant application have been satisfied.

