



US 17-92 CRA Catalyst Project Grant Program

Information & Application
Fiscal Year 2016- 2017

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

- Please note that **applications must be submitted BEFORE work begins**. Additionally, award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated prior to the approval of the Grant by the CRA.

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Purpose:

The purpose of the US 17-92 Community Redevelopment Agency (CRA) Catalyst Project Grant Program is to encourage economically impactful redevelopment of existing properties and to attract private investment for new construction in the US 17-92 CRA Catalyst Areas (map attached). Grants will be considered for redevelopment and new construction projects that meet the minimum eligibility requirements herein, except in the case of contaminant removal, in which case, funds may be allocated for interior and exterior contamination removal.

The CRA Catalyst Project Grant Program provides funding not to exceed 25 percent of eligible project costs, per site, to pay for specifically approved redevelopment and construction catalyst projects within the US 17-92 CRA Catalyst Areas. 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 as reflected in the adopted US 17-92 CRA budget. The CRA reserves the right to amend its budget at any time and without notice. The CRA reserves the right to close any and all grant programs without notice.

All US 17-92 CRA Catalyst Project Grants will be awarded to projects qualified as a “catalyst” and within the Community Redevelopment Area. Specifically, proposed projects must be in a designated catalyst area pursuant to the US 17-92 CRA Master Plan, and/or on a catalyst site pursuant to the US 17-92 CRA Context Report, and the project must also support the goals and objectives of the US 17-92 CRA Master Plan. Applicants are also encouraged to follow the design guidelines and overlay policies in the Seminole County Comprehensive Plan. US 17-92 CRA grant funding will ONLY be contributed to Catalyst Projects that exceed minimum Land Development Code requirements. US 17-92 CRA grant contributions are discretionary and may be limited for any reason including but not limited to exclusion of those costs that do not exceed the minimum code requirements, and costs that are related to specific site requirements that do not add aesthetic value to the corridor as determined by the governing agency and the CRA.

Applicants are reminded that grant awards are discretionary in nature and should not be considered an entitlement.

Eligibility Requirements:

The US 17-92 CRA Catalyst Project Grant Program is available to government agencies (that contribute to the Tax Increment Fund), and private businesses/property owners with proposed catalyst projects located within the US 17-92 Community Redevelopment Area.

The US 17-92 CRA Catalyst Project Grant Program is available **ONLY** for projects considered “catalyst projects” as defined herein.

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Catalyst Projects include:

- Projects proposed within one of the boundaries identified as a CRA Catalyst Area, as reflected in the CRA Master Plan and/or;
- Projects proposed on catalyst sites identified in the CRA Master Plan Context Report, Section XIV, Catalyst Redevelopment Sites and/or;
- Projects that likely spur future, adjacent redevelopment along the US 17-92 CRA corridor and continue to energize the corridor's economic engine as described in the Economic Development Strategic Plan. A Catalyst Project designation shall be at the discretion of the Community Redevelopment Agency, and considerations for such designation include but are not limited to;
 1. Project exceeds minimum Land Development Code Requirements;
 2. Grant funds will not be invested toward meeting minimum code and/or regulatory requirements;
 3. Applicant's monetary investment is substantial;
 4. Project's proposed land uses are in demand as demonstrated by market data;
 5. Proximity to public/government buildings and/or centers;
 6. Project's existing and/or future land uses meet the US 17-92 goals and objectives;
 7. Project increases property values;
 8. Project is an assemblage potential and/or aids in the regional stormwater system;
 9. Grant award results in an equitable distribution of Trust Fund proceeds throughout the corridor relative to jurisdictional contributions;
 10. Proximity to employment centers or transit; and
 11. Taxable Values and Return on Investment Calculations.

Applications will not be accepted from property owners (and tenants of property owners) who are delinquent on their property taxes. Applicants must not have outstanding code violations or code liens. Additionally, Applicants must be current with their Business Tax Receipt (BTR), if applicable.

Eligible Improvements:

The US 17-92 CRA Catalyst Project Grant Program shall provide funds for "catalyst projects" that are consistent with the Land Development Code, Overlays and other applicable requirements of the political subdivision in which they are located, and further the goals outlined in the CRA Master Plan. Funds may be used for the following types of improvements provided they exceed minimum land development or regulatory requirements:

- Contaminant removal, interior and exterior;
- Ingress/egress improvements;
- Exterior lighting;
- Exterior signage;
- Exterior windows;
- Façade enhancements;
- Landscaping;

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- 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; and
- 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.*

Available Funding and Matching Requirement:

A maximum amount not to exceed 25 percent of the total eligible costs of a project may be allocated from the US 17-92 CRA funds. Eligible costs are limited to those costs that exceed the applicable jurisdiction's minimum land development and regulatory requirements.

Application Process and Deadline:

Applications will be accepted on a monthly basis. The application deadline is the 15th of each month. If the 15th 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 Economic Development – CRA office Located at 1101 East First Street, Sanford, FL 32771, or by downloading it from the **RedevelopmentinSeminole.com** website.
2. The Applicant completes the application and submits it to the CRA Program Manager for processing. The application package includes the following:
 - a. Completed Grant Application;
 - b. Completed W-9;
 - c. Sources and Uses/Proforma;
 - d. Current photo(s) of project site;
 - e. Proof property taxes are current;
 - f. Proof business taxes are current;
 - g. Plans/Drawings/Scope of Work;
 - h. 3 Competitive Bids for all proposed work; and
 - i. Narrative describing how the proposed project qualifies as a "Catalyst Project."

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

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

Staff undertakes the initial review of the application and either approves or denies the advancement of the application. If staff denies the advancement of the application to the Technical Advisory Committee (TAC), the Applicant has the right to appeal the staff's decision (see page 13 for the appeal process). The TAC reviews the application according to the program selection criteria and forwards a recommendation to the RPA, who then recommends approval or denies the advancement of the application to the CRA. If approved, the application is referred to the CRA for final consideration. If an application is denied at any level of review, the Applicant may modify the existing application or reapply at a later date for a different project.

If the application is approved, the Applicant and the US 17-92 CRA shall enter into a contract to specify the Applicant's obligations for grant reimbursement. The contract shall be recorded in the public records of Seminole County, Florida.

- Please note that **applications must be submitted BEFORE work begins**. Additionally, award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated prior to the approval of the Grant by the CRA.

Cities and County are required to file informational returns (Form 1099-G) for individuals and entities receiving grants from the US 17-92 CRA. Grant recipients must sign and return a W9 form to the CRA with the grant application.

Upon completion of the improvements; final inspection and approval by the US 17-92 CRA Program Manager; and issuance of a Certificate of Occupancy or Certificate of Completion (if applicable), the Applicant submits a reimbursement package to the US 17-92 CRA which includes the following:

- a. Written Request for Reimbursement by Applicant;
- b. Copies of applicable invoices ;
- c. Proof of payment for improvements/invoices in the form of a receipt or cancelled check;
- d. Lien Releases for all payments; and

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- e. 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 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/ and/or schedule of values from vendors clearly detailing the work done for the project accompanied by copies of release of contractors liens.

If the project is not completed, not approved at final inspection, or does not receive the required Certificate of Occupancy or Certificate of Completion (if applicable), within the CRA approved development period, as defined in the Grant Agreement, the grant shall expire. Extensions must be granted by the RPA and CRA Boards. Extensions are discretionary and the CRA reserves the right to decline additional time for development for any reason.

- **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 for informing the Applicants of this deadline.**

If you have more than one project:

Eligible properties may not receive more than one grant within a 10 year period.

Disclaimer:

Neither Seminole County, nor the Cities of Sanford, Lake Mary, Winter Springs, or Casselberry, shall be responsible for the planning, design, or construction of 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)

US 17-92 CRA Catalyst Project Grant Application

Applicant: _____

Address: _____

City: _____ Zip Code: _____

Phone/Cell # _____ E-Mail _____

Project Contract Person if different from Applicant: _____

Phone: _____

E-mail: _____

Mailing Address: _____

Application Preparer (if different than owner): _____

Phone: _____ - _____ - _____

E-mail: _____

Mailing Address: _____

Note: If the Applicant is not the property owner, Applicant must submit Addendum A with the application.

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 Re-Zone (if applicable): 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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III. ANALYSIS OF REDEVELOPMENT POTENTIAL

8. Describe how redevelopment of the site will improve conditions in the vicinity and/or spur adjacent development, and how the project is in line with the goals, vision and mission of the US 17-92 CRA.
9. Describe how the redevelopment of the site will increase Public Safety.
10. Is the site contaminated? _____
If so, what measures have been taken to address the contamination?
- 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 or new development of the site (jobs that did not exist in the US17-92 CRA prior to redevelopment or new 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:

- a. Completed Application and W-9 (must be signed by an officer as reflected in SunBiz)
- b. Current photo(s) of project site.
- c. Proof property taxes are current
- d. Proof business taxes are current
- e. Plans/Drawings/Scope of Work
- f. 3 Competitive Bids
- f. Narrative describing how the proposed project qualifies as a “Catalyst Project”

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 understand that the US 17-92 CRA 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, and hold harmless Seminole County for any damage associated with this application or the US 17-92 Grant Program.

Signature of Applicant

Print Name

STATE OF FLORIDA: COUNTY OF SEMINOLE:

The foregoing instrument was acknowledged before me this _____ day of _____ 20____,
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 _____

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Note: if Applicant is not the 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 US 17-92 Grant Program Participation

As the owner of _____, I give, _____, permission to participate in the US 17-92, Grant Program as detailed in the Revitalization and Construction Grant Application, and hold Seminole County harmless for any damages associated with this application or the US 17-92 Grant Program.

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 _____, 20____, 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

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Grant Appeal Process:

- CRA Program Manager denies grant application.
- Staff informs Applicant in writing that the grant has been denied, and cites the reason.
- Applicant has 30 days from the date notification is made to them, to inform the CRA Program Manager, in writing, that they are appealing the decision.
- CRA Program Manager has TAC review the grant. The TAC Board does not make a recommendation on the appeal, but comments on the technical aspects of the grant.
- Grant is submitted to the RPA, which can either uphold the denial or recommend that the CRA Board overturn the denial. If the RPA Board upholds the denial, the application does not proceed to the CRA Board; (the RPA Board has the power to deny funds as outlined in the Interlocal Agreement). If RPA Board overturns the staff recommendation, the grant proceeds to CRA Board with any additional recommendations that the RPA Board made to the grant.
- CRA Board votes to either uphold staff recommendation, or overturn staff recommendation. If the Board overturns staff recommendation the grant is then before the Board for final consideration and vote.

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

Boundaries:

US 17-92 CRA Area

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This Section for Official Use Only

Date *Reviewed* *by* *TAC:*

Recommendation to US 17-92 RPA: _____

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.

