



US 17-92 CRA Grant Program for REDEVELOPMENT & CONSTRUCTION

Information & Application

Fiscal Year ~~2013~~ 2014-2014 2015

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) Redevelopment and Construction Grant is to encourage redevelopment of existing buildings and to encourage private investment for new construction in the US 17-92 CRA 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 [redevelopment](#) projects.

The program provides funding up to 20 percent of total project cost, per [buildingsite](#), to pay for redevelopment and construction projects within the US 17-92 CRA 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 CRA reserves the right to amend its budget at any time and without notice.](#)

~~The All~~ US 17-92 CRA Grants [must be for projects within the Community Redevelopment Area and must support the goals and objectives of the ~~Overlay District for~~ of the US 17-92 CRA Area Master Plan.](#) Applicants are also encouraged to follow the design guidelines and overlay policies in the Seminole County Comprehensive Plan.

Applicants are reminded that grant awards are discretionary in nature and should not be considered an entitlement. All grant criteria contained herein are guidelines, not guarantees, 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 ~~Redevelopment Planning Agency (RPA) or~~ CRA's discretion due to funding limitations, competing applications and/or competing priorities.

Eligibility Requirements:

The US 17-92 CRA [Redevelopment & Construction](#) Grant Program is available to businesses and/or property owners located within the US 17-92 CRA Area ONLY. Applicants must propose a permitted/conforming use within the US 17-92 CRA Area.

[The US 1792 CRA Redevelopment & Construction Grant Program is available ONLY for projects considered "catalyst projects" as defined herein.](#)

Catalyst Projects include:

- [Projects proposed within one of the boundaries identified as a CRA Catalyst Area, as reflected in the CRA Master Plan or;](#)

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- [Projects proposed on catalyst sites identified in the CRA Master Plan Context Report, Section XIV, Catalyst Redevelopment Sites or;](#)
- [Projects that spur future, adjacent redevelopment along the US 17-92 CRA corridor and continue to energize the corridor's economic engine.](#)

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).

Eligible Improvements:

The US 17-92 CRA [Redevelopment & Construction](#) Grant Program shall provide funds for "[catalyst projects](#)" ~~redevelopment and construction projects~~ that are consistent with the Land Development Code 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:

- 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; and
- Special site specific needs (as determined by the RPA and CRA).

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**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 US 17-92 CRA Mini Grant program.~~*

Available Funding and Matching Requirement:

A maximum amount of 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~~.

~~For landscaping improvements, the total cost of the overall landscaping project shall be available for an individual property, provided the landscaping is part of a larger project.~~

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 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:
 - 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"

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- a. Property Appraiser parcel number and proof of paid property taxes
- a. Applicant Information;
- b.a. Listing of businesses or services offered on site;
- c. Description of proposed improvements;
- d. Identification of project's support of the CRA Master Plan;
- e. Current BTR;
- f. Rendering or sketch of proposed improvements;
- g. Architectural plans—elevation drawings, dimensions, measurements, etc.;
- h. Color and material samples;
- i. Sign/awning design drawings and/or plans;
- j. Construction/Renovation costs must **accompanied by three independent bids**;
- k. Landscaping cost estimates **accompanied by three independent bids**;
- l. Signatures of property owner and Applicant; and
- m. Completed application

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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.

(3) 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 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 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. Prior lien holders may be required to subrogate their lien interests as a condition of the grant.

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- 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.

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

- (4) 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. Completed reimbursement form (provided by the US 17-92 CRA);~~
- a. Written Request for Reimbursement by Applicant
- b. Copies of applicable invoices ~~and/or receipts;~~
- c. Proof of payment for improvements/invoices; and;
- ~~c-d. Lien Releases for all payments; and~~
- ~~d-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 essentially as presented to the US 17-92 CRA

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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.

(5) If the project is not completed, is not approved in its final inspection, or does not receive its Certificate of Occupancy [or Certificate of Completion](#) (if applicable) within one year of award, the grant shall expire. Extensions must be granted by the RPA and CRA Boards.

- 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:

~~Grant applications will not be considered if the single building under the same ownership has received the maximum 20 percent grant funds for the same project for a period of 10 years~~[Eligible properties may not receive more than one grant within a 10 year period.](#)

The following selection criteria will be used to review 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.

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(1) Is the project within the US 17-92 CRA boundary?

(2) Does the project meet one of the CRA's goals and objectives?

(3) Catalyst Project: Is the proposed project within a Catalyst Area; on a Catalyst Site; and/or does it spur future adjacent redevelopment along the US 17-92 CRA corridor to continue to energize the corridor's economic engine?

~~(1)~~(4) **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.

~~(2)~~(5) **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.

~~(3)~~(6) **Increased Safety:** Degree to which the proposed project will promote safety by easily identifying the business for customers and emergency services.

~~(4)~~(7) **Removal of Slum and Blight:** Degree to which the proposed project upgrades or eliminates substandard structures or eliminates non-conforming uses.

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 ~~Mini~~-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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Redevelopment/Construction 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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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 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

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. Proof property taxes are current

d. Proof business taxes are current

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- e. Plans/Drawings/Scope of Work
- f. 3 Competitive Bids
- f. Narrative describing how the proposed project qualifies as a "Catalyst Project"

- a. ~~Current photo(s) of project site;~~
- b. ~~Property Appraiser parcel number and proof of paid property taxes;~~
- c. ~~Applicant information;~~
- d. ~~Listing of businesses or services offered on site(unless residential);~~
- e. ~~Description of proposed improvements;~~
- f. ~~Identification of project's support of the CRA Master Plan;~~
- g. ~~BTR (unless residential);~~
- h. ~~Rendering or sketch of proposed improvements;~~
- i. ~~Architectural plans — elevation drawing, dimensions, measurements, etc.;~~
- j. ~~Color and material samples;~~
- k. ~~Sign/awning design drawings and/or plans;~~
- l. ~~Documentation of cost estimates — copies of vendor bids, estimates, etc. (refer to pg. 3 for bid requirements); and~~
- m. ~~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 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

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My Commission Expires:
Commission Number _____

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:

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Commission Number

Grant Appeal Process:

- CRA Program Manager denies grant application.
- Staff informs Applicant in writing via certified/ return receipt mail that the grant has been denied, and cites the reason.
- Applicant has 30 days from the date they signed the return receipt, 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 up hold 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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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.

Community Redevelopment Boundary

