

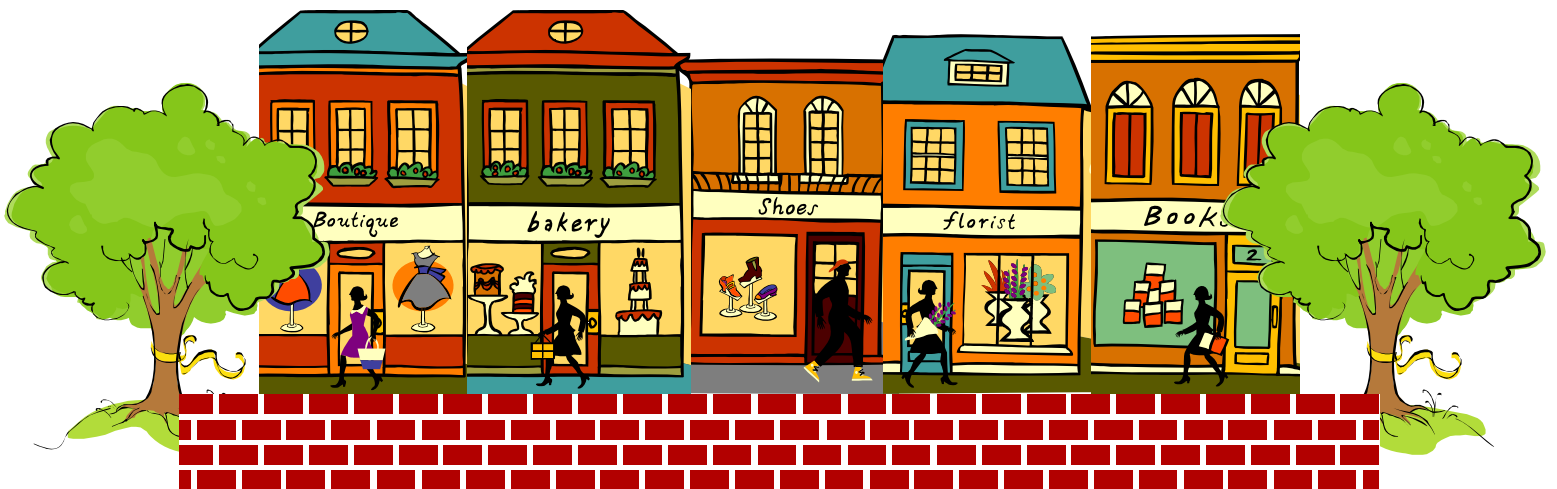


# CRA

# Large Development

# Incentives

# Grant Program





CRA Director \_\_\_\_\_ Date received \_\_\_\_\_  
Zoning Director \_\_\_\_\_ PAR Board \_\_\_\_\_

## City of Flagler Beach Application Form

### CRA Large Development Incentives Grant Program

NAME: \_\_\_\_\_ Owner: \_\_\_\_\_ Tenant: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPERTY ID # (on taxes) \_\_\_\_\_ CURRENT USE \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_ EMAIL \_\_\_\_\_

**TYPE OF IMPROVEMENT PLANNED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT PROPOSAL ON IMPROVEMENTS (Attach the following)**

- a. Site Plan as provided to the PAR Board and Zoning Director
- b. Color photographs clearly showing existing conditions of the property in relation to Public streets and entrances
- c. Construction Plans
- d. Landscape and Signage Plan
- e. An all inclusive estimate supporting project costs. If a contractor is used to do the work, then at least two (2) estimates must be provided.

ESTIMATED TOTAL COST OF PROPOSED IMPROVEMENTS: \$ \_\_\_\_\_

ESTIMATED AMOUNT OF GRANT ASSISTANCE REQUESTED: \$ \_\_\_\_\_

I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR GRANT FUNDING TO BE APPROVED, I MUST AGREE TO THE FOLLOWING CONDITIONS:

1. To follow the design recommendations as approved by the CRA Board and the City of Flagler Beach Ordinances. I further agree to maintain all improvements and not to alter the project for a period of three (3) years without approval from the City CRA.
2. To adhere to the all building permit and Land Development Regulations.
3. That I shall incur all initial project costs and receive reimbursement only after:
  - a. All improvements have been completed.
  - b. Final inspections of the improvements are approved by the City of Flagler Beach.
  - c. Proof of payment for project costs have been received
4. Additional improvements or changes not approved will not be funded
5. Grant awards will be based on lowest bid. You must get approval by the City to use another bid or you will only be reimbursed based on the approved amount. Attendances at the CRA Board meeting when this application is reviewed is mandatory.  
Acknowledgement of notification \_\_\_\_\_

**I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE GRANT GUIDELINES AND REQUIREMENTS**

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

## **PROGRAM GRANT GUIDELINES**

All approved projects would be eligible to receive a 10% rebate with a total maximum Grant of \$10,000 awarded to any one project. Grant applications will only be accepted for Commercial projects between \$70,000 and 100,000 (or above) incurred proposed improvement expenses. All disbursements of Grant Funds would be made following completion and final inspection of the improvement project.

### **APPROVAL CRITERIA**

Approved projects must comply with the established Design Guidelines of the City of Flagler Beach, the Downtown Master Plan, the City Ordinances, and with the Native Planting Requirements in the City Comprehensive Plan.

The City awards the Matching Grants to applicants (Property Owners or tenants with the consent of the Property Owner) on a Bi-Annual basis. Grant applications will be accepted throughout the year, but awards will only take place twice per year. Each cycle of Grant Awards will take place in the month of October and the month of April of each Fiscal Year. All Applicants shall compete for one award per cycle. The CRA Board reserves the right to choose a priority driven project over another one.

### **ELIGIBLE EXPENDITURES**

**All project expenditures that will improve the aesthetics, building façade, and overall quality of the visual aspect of a large shopping center, strip or focal business point in the Redevelopment Area is eligible to apply. These projects must overhaul and establish a new overall look to the property and must create a remarkable difference to the current location.**

### **QUALITY OF WORK**

All work must be performed in a professional manner. Prior to the work commencing, the Grantee must secure all necessary Federal, State, and local permits. Upon completion, all work must pass applicable Federal, State, and local inspections. The City reserves the right to withhold reimbursement payment should the final inspection reveal that the work performed was not completed in a professional and workmanlike manner.

### **ALTERATIONS**

Grant recipients shall agree not to alter, modify or remove the landscaping made in accordance with the grant application for a period of three (3) years without the written permission of the City. The City may permit such alterations, modifications, or removal of the improvements when it determines that granting permission would not undermine the goals, objectives and policies of the Redevelopment Plan.

### **MAINTENANCE**

The Grant recipient shall agree to maintain the improvements, made in accordance with this grant application for a period of three (3) years. Failure to meet maintenance requirements will result in ineligibility for future grants.

### **INELIGIBLE EXPENDITURES**

- Improvements made prior to Grant application
- Refinancing existing debts
- Non-fixed improvements
- Inventory\fixtures\equipment
- Business payroll
- General periodic maintenance.
- Item funded by a previous grant

## APPLICATION PROCEDURES AND GUIDELINES

1. Applications under the CRA Large Development Incentives Grant Program are accepted on an annual basis. Applications are accepted year round, with award cycles being in October and April of each Fiscal Year. Each applicant may receive only one Grant Award. Maximum grant award is \$10,000.
2. Applicants seeking funding for property improvements located within the Community Redevelopment Area shall submit a completed application to the City. Applicants must follow the adopted Grant Application process.
3. Completed applications shall include the following if applicable:
  - Site Plan as provided to the PAR Board and Zoning Director
  - Color photographs clearly showing existing conditions of the property in relation to Public streets and entrances
  - Construction Plans
  - Landscape and Signage Plan
  - An all inclusive estimate supporting project costs. If a contractor is used to do the work, then at least two (2) estimates must be provided.
4. An applicant whose submission is incomplete shall be so informed by the City. The City shall also review all applications to determine if they meet the criteria for approval and are in compliance with the design guidelines. Applicants shall be notified in writing of all approvals, approvals with conditions, or denials.
5. The applicant shall incur all initial project costs and may receive reimbursement only after all improvements have been completed in accordance with the Grant Award.
6. Reimbursement for any and all unforeseen changes in the scope of work that may arise during the renovation process will be considered on a case by case basis and will not be reimbursed unless approved by the City before the changes have occurred. Prior to reimbursement of project costs, the applicant shall agree in writing, to maintain all improvements and not to alter the project for a period of three (3) years without approval. Routine maintenance does not require City approval. Requests for reimbursement of project costs shall be viewed as a single, completed package. Costs not included in either the approved plan or an approved change order shall not be considered for reimbursement.
7. Required documentation for reimbursement of project costs must include:
  - Copies of cancelled checks, certified checks or money orders of project costs
  - Detailed invoices and paid receipts
  - Name, address, telephone number of design professional, general contractor, etc., if applicable.
8. Project costs reimbursement shall be made upon total completion of the project, presentation of documented project cost, and a final inspection of the project by the City to ensure the work was performed.
9. The City reserves the right to verify any and all cost associated with design or renovation work for which the reimbursement is requested.
10. The approved project must comply with the requirements of the City Code, and must obtain the necessary permits, sign permits, etc.
11. Grant applications and reimbursements shall be submitted to, and received by the Flagler Beach Redevelopment Director. Grant applications once reviewed shall go to the CRA Board for final approval.