



Commercial Façade, Landscape and Infrastructure Grant Program

City of Quincy community Redevelopment Agency (CRA)

Program Intent

The intent of the Commercial Façade, Landscape and Infrastructure Grant program is to upgrade the appearance, property value, and economic activity in the CRA District. The Infrastructure grant is available to property owners and/or business tenants whose property is located within a redevelopment district.

Program Eligibility

Grant funding of property improvements shall apply to the following:

- ◆ Location: Property must be located within the redevelopment district
- ◆ Guideline: There cannot be any outstanding Code Enforcement complaints or violations against the property.
- ◆ Ownership: Property owners must sign the grant program application and other related documents. Tenants may apply if the property owner is willing to agree (commercial)
- ◆ Multiple properties: Multiple property owners may submit only one application at a time. Subsequent applications will be accepted only after completion of the current project.
- ◆ Applications: Applications are accepted on a first-come first serve basis. However, preference will be given to first time applicants.
- ◆ Funds: Monies requested in existing fiscal year must be completed by the end of that fiscal year, Any project that is not completed by the end of fiscal year. An extension must be granted by CRABoard and remaining funds must be re-allocated.



PURPOSE

The purpose of this policy and procedure is to provide uniform guidelines to be used for awarding Commercial Façade, Landscape and Infrastructure Grants to property owners and/or business tenants for property located mainly within the City's redevelopment areas. The only exception to location pertains to Infrastructure Grants, and those may be awarded to property owners and/or business tenants whose property is located anywhere within the City's Redevelopment District.

INTENT

The intent of the Commercial Façade, Landscape and infrastructure Grant program is to upgrade the appearance, property value, and economic activity mainly within the Redevelopment District.

POLICY

Program Requirements

The property must be located within the CRA district.

There cannot be any outstanding Code Enforcement complaints or violations against the property.

Applicant must submit a complete grant application packet including the following:

- Complete application form
- Legal description of the property
- Proof of property ownership
- Proof of property insurance
- Simple drawings of improvements involving building changes
- Photographs of existing property conditions
- Three cost estimates from qualified contractors (labor materials for entire project)
- Name of licensed contractor chosen to perform the work and a work schedule.
- If the owner of the property is a licensed contractor and is qualified to do the work, then two additional cost estimates from qualified contractors will be required.
- Any grant that exceeds \$2,000 will require that all contractors and/or subcontractors comply with Davis-Bacon Labor Standards Act regulations. Copies of the regulations will be provided as needed by the CRA office
- Grants will be awarded for exterior and/or landscape improvements that can be seen from the designated commercial corridors, rewiring of a structure to bring the entire building into compliance with current electric code.
- A licensed plumbing contractor must perform sanitary sewer installation projects. Sanitary sewer connection must be made to the nearest sewer facility available. Installation of sanitary sewer may include expenses to properly abandon the existing septic system as per the City's municipal codes.
- Additional material as requested by the approving authority (i.e. Business Plan, Financial Statements etc)



Project Examples

The following list represents the most common projects funded under this program. However, the City will review each request for grant funds on a case-by-case basis.

- | | |
|--------------------------------------|---------------------------------------|
| ADA Handicapped Access to a building | Parking Improvements |
| Electrical Rewiring | Restoration of Architectural features |
| Exterior Lighting | Sanitary Sewer Connection |
| Exterior Painting | Screening/Fencing |
| Landscaping | Sprinkler systems |

Multiple Properties

Multiple property owners may submit only one application at a time. Subsequent applications will be accepted only after completion of the current project.

Grant Funding Priorities

Grant applications will be reviewed as submitted and ranked on the following criteria:

- Applications are limited to one per property per year
- New grant applications will be given higher priority than those previously awarded grants
- Total capital investment in the project will be considered
- Number of current, full-time, year round employees the application has on payroll (For purpose of this grant program, full time employment is considered to be an average of 36 hours per week)
- Funding availability in specific redevelopment area
- Impact project will have economically for the City of Quincy

Project Review

- All exterior improvements must be approved by CRA manager, & the building Official of the City of Quincy for code and permit Compliance
- Grant Application will be reviewed by the CRA Advisory Board, each application will be reviewed for eligibility and completeness, then rank applications according to grand funding priorities (established by CRA Board)
- If the grant review committee denies the project, CRA Manager will notify the applicant of the committee's decision.

If the grant review committee approves the project, CRA Manager will prepare the funding Agreement for review by the CRA Board and the CRA Attorney and subsequent signature by the property owner. CRA manager will prepare a recommendation to present these documents to the CRA Board at the next scheduled Board meeting for final approval. After approval by the Board the CRA manager will notify property owner to proceed.



Grant Award:

The grant will be awarded based on recommended approval by the CRA Advisory Board and receipt of a signed Funding Agreement obtained from the CRA Board. Grant funds will be dispersed at the completion of the approved project if and when the property owner submits all invoices related to approved project and the Building Department has inspected work for completion and code compliance. CRA Manager will submit the invoices to the City Manager's Office for approval and subsequently to the accounting Department. Accounts Payable will issue a check within 45 days of submission.

Location

To be eligible for a Facade or Landscape Grant, a property must be located within the redevelopment district

Commercial Facade, Landscape and Infrastructure Grant Process

1. Applicant must submit a complete grant application packet including the following:
 - Complete application form
 - Legal description of the property
 - Proof of property insurance
 - Simple drawings of improvements involving building changes
 - Photographs existing property conditions
 - Three cost estimates from qualified contractors (labor and material for entire project)
 - Estimated Completion Schedule



Application to: COMMUNITY REDEVELOPMENT AGENCY
COMMERCIAL FACADE, ALANDSCAPE AND INFRASTRUCTURE GRANT PROGRAM
404 West Jefferson Street
Quincy, FL 32351

DATE OF APPLICATION: _____

ADDRESS OF PROJECT:

APPLICATION IS HEREBY MADE FOR PROJECT AS DESCRIBED HEREIN:

LEGAL DESCRIPTION:

ATTACHED REQUIRED ADDITIONAL INFORMATION:

Proof of Ownership (E.G. DEED, ETC)

ANY ADDITIONAL INFORMATION REQUESTED BY THE CRA MANAGER

NAME & MAILING ADDRESS OF OWNER/APPLICANT:

(Please Print or Type)

SIGNATURE (S) OF PROPERTY OWNER(S)

TELEPHONE # _____ FAX # _____ DATE _____

FOR OFFICIAL USE ONLY:

DATE & TIME APPLICATION RECEIVED: _____

ACCEPTED AS COMPLETE _____ APPROVED: _____

DATE

DATE



Commercial Façade, landscape and Infrastructure Grant Program
Memorandum of Understanding

I, the grantee, understand that work cannot commence on any portion of The Commercial Façade, landscape and Infrastructure Grant Program Project prior to receiving approval of the grant funds from the CRA Board. Written notification to proceed will be provided to the grantee By the Community Redevelopment Agency Director.

Grantee Signature

Date

Chairman CRA Board

Date