



## CITY OF CRYSTAL RIVER COMMUNITY REDEVELOPMENT AGENCY (CRA)

### MINI-GRANT PROGRAM for 2017 BUDGET YEAR

**Purpose:** The purpose of the City of Crystal River Community Redevelopment Agency (CRA) Mini-Grant program is to encourage private investment to improve the appearance and functionality of existing buildings (residential or commercial) within the CRA District (see attached map) Damaged by Hurricane Hermine. The program provides a 50% match to pay for improvements identified by category:

***Distressed (damaged) Property Grant*** – 50% up to \$10,000. These funds shall be used to perform general repair, demolition, structural flood proofing or habitable work to bring the building back to pre-storm condition. All work completed on the structure site must meet building code requirements

*Applicants are reminded that grant awards are discretionary and should not be considered an entitlement. CRA reserves the right to deny grants awards if the project does not fulfill the intent of the program or is inconsistent with goals and objectives of the Board.*

#### **Eligibility Requirements:**

The CRA Mini-Grant Program is available to businesses and/or property owners that are located within the CRA District. Businesses must have a valid and current business license and must propose a permitted/conforming use within the CRA District.

The applicant must provide all documentation related to insurance claims/FEMA applications related directly to this property with this application. The grant applicant must show that the funds requested are not submitted and approved or may be approved through other claims.

Applications will not be accepted from property owners (and tenants) who are delinquent on their property taxes. Applications must not have outstanding code violations or code liens and must be in compliance, or submit an application bringing the property into compliance with the CRA Appearance Standards. This does not include existing architectural standards.

#### **Application Process and Deadlines:**

Applications are accepted and approved on a monthly basis. It is important that we receive the application early enough to review and place on the CRA Board Agenda prior to approval. Applications are generally approved within 45 days.

**NOTE: Incomplete applications will not be accepted! Any work completed prior to approval is not grant eligible. 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.**

**GRANT TYPE**

Distress Property Grant

Owner's/Business Owner's Name \_\_\_\_\_

Owner's/Business Owner's Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Grant Site Address \_\_\_\_\_

\_\_\_\_\_

**Check when completed:**

Copy of Warranty Deed

Business Status: \_\_\_ Corporation \_\_\_ Sole Proprietor \_\_\_ Other \_\_\_\_\_

Copy of Business License

Type of Business: \_\_\_\_\_

Conflict of Interest – Business or personal relationship with CRA? \_\_\_ Yes \_\_\_ No

If "Yes" please explain: \_\_\_\_\_

**Site / Project Information:**

Alternate Key Number: \_\_\_\_\_ (Attach property record card)

What is the proposed scope of work/improvement?

\_\_\_\_\_

Does this property have flood or structure insurance? \_\_\_ Yes \_\_\_ No

Did you receive funding from the insurance company for the damage? \_\_\_ Yes \_\_\_ No

Did you apply for FEMA funding for the damage? \_\_\_ Yes \_\_\_ No

Have you received funds from FEMA for the damage? \_\_\_ Yes \_\_\_ No

Have you received CRA Grant funding at this property before? \_\_\_ Yes \_\_\_ No

If yes,

Date funding was received \_\_\_\_\_

Purpose for funding \_\_\_\_\_

Amount received \$ \_\_\_\_\_

Scaled Drawings and or Renderings/Conceptual Drawings (ATTACH)

Before Photos (ATTACH) – At least 4 – 4x6 color photos of the existing building showing all sides of the structure, with emphasis on the area to be improved.

Scope of Work (ATTACH) – Please be specific in describing the nature of the project and address the improvements that will be made.

Timetable for completing the proposed improvements (ATTACH) – A site visit with the applicant may be necessary to understand the scope and nature of the project.

Color Samples – Please refer to the CRA approved color chart.

Have you received CRA Grant funding at other locations?  Yes  No

If yes,

Date funding was received \_\_\_\_\_

Purpose for funding \_\_\_\_\_

Location \_\_\_\_\_

Do you expect to request further grant funding for this property within the next 3 years?

Yes  No

If yes, please explain: \_\_\_\_\_

Does the property presently comply with land development code/building code?  Yes  No

If no, does this grant correct to compliance situation?  Yes  No

If no, please explain situation: \_\_\_\_\_

Please explain why you believe the City should monetarily support this grant request.

Is the property occupied at this time?  Yes  No

If no, explain why: \_\_\_\_\_

Does the property have any liens and/or foreclosure actions?  Yes  No

If yes, please explain: \_\_\_\_\_

Does the contractor selected for the job have any past or present relationship with you, i.e.?

- Business Partner
- Investor with you or said property
- Family Member

Is the contractor local?  Yes  No

If no, why was a local contractor not selected? \_\_\_\_\_

Total project cost \$ \_\_\_\_\_

What amount of grant funds are you requesting? \$ \_\_\_\_\_

Does applicant pay 50% or greater of the total project cost?  Yes  No

From the time of grant approval, how many weeks will it take to complete the project? \_\_\_\_\_

Does your project meet CRA appearance guidelines?  Yes  No

If no, please explain: \_\_\_\_\_

Have you submitted 3 quotes from licensed contractors for this project?  Yes  No

If no, please explain: \_\_\_\_\_

Have you chosen to use low bidder on this grant application?  Yes  No

If no, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION**

***Please read the following and sign below. All owners, authorized corporate officers, or partners must sign this application.***

I understand that this grant application requires that I comply with the design requirements established by the City of Crystal River Land Development Code 4.02.03, and that the money will be granted on a reimbursable basis. Changes to the scope of work must be approved in advance by the Community Redevelopment Agency. All work must be commenced within 30 days of grant issue.

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The Community Redevelopment Agency retains the sole decision as to whether this grant application is approved, disapproved, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years and that these improvements and attachments must remain as part of the real property. I authorize the Community Redevelopment Agency to place a "Redevelopment by Design" sign on the improved property during the improvement phase and for a minimum of 30 days after completion.

The City of Crystal River and the Community Redevelopment Agency reserve the right to reject any and all applications for grant funding for any reason what-so-ever, to waive any informalities or irregularities in the application or approval process, and to award the grants in the best interest of the City of Crystal River. There is no expressed or implied obligation by either the City of Crystal River or the Community Redevelopment Agency to reimburse responding firms or individuals for any expenses incurred in preparing applications for grants.

By the submission of an application for a Community Redevelopment Agency Grant, and in consideration for the review of the application by the Community Redevelopment Agency Board, the applicant hereby automatically agrees to voluntarily relinquish any and all rights to protest or appeal the determination by the Community Redevelopment Agency regarding the grant. No further documentation or agreements need be executed in order to make this relinquishment of rights entirely functional and enforceable by the Community Redevelopment Agency or the City of Crystal River.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title

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Title

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Signature

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Signature

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Date

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Date