

**CITY OF UMATILLA – CRA
COMMERCIAL IMPROVEMENT
MATCHING GRANT PROGRAM
Criteria**

I. Intent

It is the intent of the Umatilla Community Redevelopment Agency (the CRA), under Part III Community Redevelopment Act, Chapter 163, Florida Statutes, to provide assistance to owners or tenants of commercial property located within the community redevelopment area in order to further the Redevelopment Plan by improving the visual and aesthetic appearance of structures located in that area. The goal of the program is to provide an incentive for complete rehabilitation of the structures. Such assistance for external aesthetic improvements will be in the form of a matching grant program. The purpose of these guidelines is to establish the policies and procedures to be followed by the City in considering applications.

II. Program Description

The CRA's Improvement Grant Program provides a matching grant to pay eligible costs incurred by a qualified owner or tenant in making façade exterior improvements. Funds shall be allocated on a first come first served basis. Only one grant shall be considered for award per taxable parcel every three (3) years. Such exterior improvements may include, but are not limited to, structural improvements and/or signage; landscaping, decorative lighting, painting, trim, storefront windows, exterior doors, awnings, exterior lighting and shutters. Grants will be awarded only within the CRA redevelopment area. The Grant Program allows for up to \$2,000 in unmatched funds depending on Tiff income, and up to an additional \$8,000 with a dollar to dollar match. The total amount of the CRA Grant cannot exceed \$10,000 or an amount determined by the CRA Board.

The project is not to commence prior to the award of funding. The applicant receiving funding shall complete the project and submit invoices and copies of cancelled checks on a reimbursement basis by the CRA.

III. Eligibility

Grant applications will be considered only if they meet all of the following eligibility criteria and submit a complete application with all required submittals prior to review.

1. The project must be located within the Umatilla CRA's Redevelopment Area, as presented in the adopted CRA Redevelopment Plan, adopted on May 19, 2009.
2. The applicant must be the owner of the building. Tenant may qualify upon receipt of written consent by the owner of the building.
3. Property taxes, both City and County, must be current.
4. Building may be empty with no prospect for tenancy.

5. All improvements must be in compliance with the City's Comprehensive Plan, Land Development Regulations and Building Code.
6. Work must be done by a properly licensed contractor when required by the Building Code.
7. Property must be considered non-residential (e.g. commercial, retail or office) unless it is a mixed use (residential being a clear secondary use) according to the City's Comprehensive Plan and Land Development Regulations.
8. A building permit must be obtained prior to any work. All work shall be permitted and inspected by the City just as it would if it were not part of the façade grant program.

IV. Eligible Projects

It is the intent of this program to provide a financial grant for the exterior cosmetic and/or structural improvements to a building that will increase its aesthetic appeal. Exterior improvements to existing property within the CRA project area must improve the appearance of the exterior of the building. The following are examples of eligible improvements, but are not limited to this list:

- 1) Refurbishing of an exterior wall, including repainting, repairs, re-siding or similar cosmetic improvements;
- 2) Repair or replacement of exterior windows or doors;
- 3) Painting, only if entire façade is redone;
- 4) Signs, including the removal of old signs and the design production and installation of new signs;
- 5) Awnings, shutters, or canopies;
- 6) Landscaping , irrigation system required;
- 7) Customer parking improvements;
- 8) Electrical work directly related to exterior , security lighting, or the illumination of signs or awnings or interior backlighting of faux exterior windows;
- 9) Re-shingling or re-surfacing of the roof provided that the re-shingling contributes to the aesthetics of the façade; and, not to include truss, decks, etc.
- 10) Any other improvements approved by the CRA Board as part of the grant funds.

V. Ineligible Projects

The following is specifically exempted from the grant monies:

- 1) Off building signage (i.e. any signs not attached to the building, mansard or canvas type awnings);
- 2) Any interior improvements;
- 3) Building permits;
- 4) Roof and chimney repairs, not to include shingles, roof decking, and trusses.
- 5) Merchandising signs.

VI. Grant Availability

The applicant is advised that the grant is given at the sole discretion of the City of Umatilla CRA Board and the criteria used is a base to evaluate the Applicant's project and does not constitute entitlement to funding. All grant funds are subject to availability as authorized by, and at the sole discretion of the CRA Board. This policy may be changed at any time at the discretion of the CRA Board.

VII. Application Submittals

The grant application must be completed and submitted to the City with the following items:

1. Completed Application;
2. Photographs of the existing building and the proposed project area;
3. Schematic drawings illustrating all proposed work, or pictures with project description outlined. Include a description of materials and methods to be used;
4. Material samples and/or color swatches;
5. A minimum of three cost estimates for identical work;
6. Copy of Business Tax Receipt;
7. Copy of Paid Property Taxes;
8. Copy of Tenant lease, if applicable;
9. Written consent of owner.

**CITY OF UMATILLA REDEVELOPMENT AGENCY
MATCHING GRANT APPLICATION**

1. Applicant's Name: _____
Address: _____
Phone _____ Fax: _____ Email _____

2. Property Owner's Name: _____
Address: _____
Phone _____ Fax: _____ Email _____

3. Contractor's Name: _____
Address: _____
Phone _____ Fax: _____ Email _____
Contractor's License Number: _____

4. Property Address: _____

5. Current Use of Property: _____

6. Zoning of Property: _____

7. Briefly Describe the Project: _____

8. Estimated Cost of Project: _____

Applicant's Signature

Date

Owner's Signature

Date

SUBMITTAL REQUIREMENTS CHECK LIST

The CRA Matching Grant Program is for exterior improvements ONLY on business and commercial properties.

- Completed application form or Power of Attorney with property owner's signature
- Estimated budget with material samples and colors
- Photo(s) of current façade
- Scaled drawing clearly illustrating the proposed improvements
- Copy of Business Tax License
- Copy of Paid Property Taxes
- Copy of Tenant Lease, if applicable
- Tax value based on Property Appraiser record card