



Crescent City

Community Redevelopment Agency (CRA)

Commercial Façade Matching Program Guidelines

APPLICATION

You must submit a written application. Staff will then work with you to help you meet program conditions that are required for a commitment of funds. Incomplete applications will not be accepted.

CRITERIA

- Must be a commercial property within CRA district boundaries (see attached map).
- Business may be an individually owned franchise as long as it meets all other criteria.
- Applicant must share 50% of the cost. The maximum and minimum grant the City will provide is \$1,000.
- The business owner and property owner must jointly apply.

ELIGIBILITY

Eligible participants include both commercial property owners and business lessees with written authorization of the property owner.

Eligible work: Rehabilitation of building facades visible to the street or public right-of-way, including storefronts; cornices; gutters and downspouts; signs and graphics; exterior lighting; canopies and awnings; painting and masonry cleaning. Permit and design review fees can be reimbursed through the program.

Ineligible work: Roofs; structural foundations; billboards; security systems; non-permanent fixtures; interior window coverings; personal property and equipment; security bars; razor/barbed wire fencing; sidewalks and paving; other items not listed as eligible above.

Ineligible participants:

- Government offices and agencies (non-governmental, for-profit, tenants are eligible)
- Businesses that exclude minors
- Properties exempt from property taxes or may be delinquent with property taxes
- Properties with unresolved code enforcement liens

CONTRACTURAL AGREEMENT

Accepted applicants will have to enter a contractual agreement with the CRA prior to disbursement of grant funds.

DESIGN

Design and planning costs directly related to the application for grant funds under the façade program may be reimbursed from grant monies once a contract is signed.

APPROVALS

The City and CRA has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including any needed by City departments or boards and including, but not limited to building permits and any other necessary permits. All work must comply with city, state and federal regulations.

COMPETITIVE BIDDING

Applicants are required to get a written bid for proposed work and the CRA will match half of the cost of the bid up to one thousand dollars (\$1,000) inclusive of any design or planning costs being reimbursed. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor. Permittable work that requires a licensed contractor must be bid by licensed contractors to be eligible.

COMMITMENT OF FUNDS

The grant available for each property is 50 percent of the cost of eligible improvements and associated design fees, up to \$1,000. The grant payment will be paid once the project is complete with the proof of paid invoices. Grants are awarded on a first come, first served basis, as long as funding remains available in the program.

The maximum and minimum grant amount is \$1,000, except as provided under the "Grant Bonus" program described below. (i.e. the minimum total investment in the improvement will be \$2,000)

The City/CRA makes no guarantee as to whether funding will become available or if any applicant will be reimbursed. Applicants who submit a completed application and are on the waiting list will be eligible to be reimbursed if funding becomes available up to one year past the date of their application submittal. Work completed in advance of funding availability will not be considered. Only applicants that have previously applied, and been placed on the waiting list prior to beginning any façade improvements, will be eligible for funding.

Grant Bonus

A bonus grant up to \$500 may be awarded if the business relates to directly to art, architecture, antiques, or aquatics, one of the four "A's" in the CRA's desired business initiatives.

PROGRAM REUSE RESTRICTION

A grant recipient's business location may not be the beneficiary of another grant until after a three-year time frame. If a business is sold and the new owner wishes to apply for the grant, the three-year time frame still applies. The three-year time frame begins at the date the improvements are completed.

GENERAL CONDITIONS

The following general conditions will apply to all projects:

- Improvements funded by the grant will be maintained in good order.
- Property taxes must be current, and participants may have no debts in arrears to the City when a contract is signed.
- Applicants must show proof of property insurance.
- All projects will display signage indicating the CRA's involvement in the improvement work. Signs will be provided by the CRA.

For more information on this and other city programs please visit www.crescentcity-fl.com