



FAÇADE IMPROVEMENT GRANT APPLICATION

CITY OF GROVELAND, COMMUNITY REDEVELOPMENT AGENCY

146 West Broad Street
Groveland, FL 34736
(352) 429-2141 xt-9130
www.groveland-fl.gov

About the Program

The Groveland CRA Commercial Property Improvement Grant Program is an incentive program available to businesses located within the CRA priority area along SR 50. The purpose is to improve the visible appearance and street presence of properties as well as enhance the functionality of businesses within the priority area.

Through this program the CRA may provide grants up to \$20,000 based on the Funding Guidelines below. All grant recipients are required to provide a minimum 20% match for their projects. The Commercial Property Improvement Grant Program (Program) is subject to funding availability unless otherwise authorized by the Groveland CRA Board. All applications will be scored by CRA staff based upon the specific criteria herein and if multiple completed applications are received within a 30-day window, the highest scoring applications shall prevail.

Eligibility Criteria

- a. Property must be located within the Groveland CRA priority area.
- b. Primary and principal property use must be commercial. Residential uses are ineligible.
- c. Exterior improvements must adhere to the City of Groveland Building Code and Zoning Regulations and all Federal, State and Local Requirements.
- d. Improvements must support the objectives and goals of the Groveland CRA Redevelopment Plan.
- e. Properties “for sale” or listed on the MLS at the time of application are not eligible.
- f. Property Owners may not reapply if they have received the maximum funding amount within a 5-year period under this or any other grant program administered by the Groveland CRA
- g. The property’s use must be a legally conforming use per the City of Groveland Zoning Code.
- h. The property’s use must be in accordance with City of Groveland Code standards.
- i. Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments, and encumbrances of any kind. This provision can be waived by the CRA Board if development plans for the property meet the goals and objectives as set forth in the Groveland CRA Plan, as determined by the Board. Upon grant approval the property must remain free of all municipal and county liens, judgments, or encumbrances of any kind under the term of the Grant Program.
- j. Applications for business with specific classifications may be reviewed at the CRA Manager’s discretion.

Funding Guidelines

- a. Maximum Award - The Groveland CRA is making available to commercial and/or mixed-use properties within the CRA priority area matching grants for improvements up to a maximum award as follows:
 - For properties with 60 to 120 feet or more of priority street frontage – **Up to \$20,000**
 - For properties with 60 feet or less of priority street frontage – **Up to \$10,000**
- b. Applicants applying for funding below the maximum award amount may reapply but are only entitled to the total maximum amount within a 5-year period of initial approval. If a property has received funding to the maximum amount, reapplication may not be made for a period of 5 years.
- c. Applicants are required to match the grant award with a minimum of 20% of the project costs. Only after the Applicant has paid the match amount will the CRA begin to disburse grant funds.
- d. Properties that are sold or transferred or if there is a change of use within twenty-four months of receiving grant funding, the Applicant must repay the full amount of the Program grant. A Declaration of Restrictive



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Covenant shall be recorded with Lake County against the property to secure the CRA's right of repayment.

- e. Program Grant Agreement and the Declaration of Restrictive Covenants shall be executed within 30 days following approval of the grant by the CRA Board.
- f. Building Permit applications must be submitted within 60 days following execution of the grant Agreement and construction to begin immediately after permit approvals.
- g. Executed Declaration of Restrictive Covenants must be recorded in the Lake County public records and a recorded copy provided to the CRA within ten days of receipt of the executed Program Grant Agreement. No funds will be disbursed for the project before this has been done.

Eligible Expenses

Eligible expenses are those reasonable costs associated with undertaking a substantial façade improvement and/or substantial site improvements that are visible from a major corridor or street within the priority area. Eligible expenses include design, permitting, labor and materials related to the construction or installation of eligible improvements. The following are eligible improvements to be funded under the program:

- a. Eligible improvements:
 - Façade improvements
 - Landscaping (trees, shrubs, and perennials)
 - Signage
 - Awnings
 - Impact resistant windows
 - Parking lot improvement
 - Exterior painting and repair
 - Other site improvements complimentary to the above
- b. All work must be performed in a first-class workmanlike manner in compliance with ordinances and regulations of the City of Groveland and must meet all building and other applicable codes, including state and federal regulations.
- c. To be eligible for this grant, Applicants must undertake a comprehensive improvement project undertaking two or more of the eligible improvements.
- d. Due to limited funding, CRA staff will evaluate the submission and may request additional improvements to make projects more comprehensive prior to CRA Board consideration.

Ineligible Expenses

Ineligible expenses include general maintenance items: parking lot repairs (not related to a comprehensive improvement of the overall appearance of the property; roofing; air conditioning systems and ductwork; interior repairs or renovations; or correction of code violations and ADA compliance except in limited instances where these expenses are mandated as part of eligible improvements by the City of Groveland Community Development Department. Any improvements undertaken prior to execution of the Program Documents will be ineligible for reimbursement.

Step 1: Application Process

- a. Schedule an appointment with Groveland CRA staff to discuss potential project and make sure it meets Program intent. Please call 352 429-2141 xt-9130, or e-mail dan.murphy@groveland-fl.gov.
- b. Submit a completed application with a check for \$100 made payable to City of Groveland for zoning review. Incomplete applications will not be considered for funding until a complete application and all supporting documents are received by the CRA. Applications must be signed by the fee simple owner of the property; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner, unless otherwise authorized in writing by the property owner.



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Groveland CRA will complete the application review within 30 days of receipt and notify Applicants of any missing information or deficiencies in terms of eligibility for the Program.

- d. Upon determination of completeness and eligibility, CRA staff will place the Application on the next available CRA Board agenda for consideration. The CRA Board meets every other month on the fourth Monday at 6 p.m.
- e. Applicants are strongly encouraged to attend the CRA Board meeting. The decision of the CRA Board shall be final.
- f. Applicants not approved may apply again with modifications. A fully executed and approved Program Grant Agreement between the Groveland CRA and the Applicant together with the Declaration of Restrictive Covenants shall be executed within 30 days of Board approval and shall serve as a Notice to Proceed.
- g. Project commences and is completed within nine months of Program Agreement execution.
- h. Should project delays arise, it is at the discretion of the CRA Manager to grant no more than one 6-month extension to the Agreement prior to its expiration. Extensions will not be considered once the Agreement has expired.

Step 2: Construction/Payment by the CRA/City of Groveland

- a. If the contractor agrees to await payment until a final check is issued by the Groveland CRA, Applicant will submit invoices for all work and correspondence confirming completion of work to the satisfaction of the business owner.
- b. If the contractor requires payment upon completion of the work, Applicant must pay the invoice and submit copies of all invoices and copies of cancelled checks for payment to the City of Groveland. Submission of arelease from obligation to the contractor is also advised.
- c. A CRA and City of Groveland staff member will visit the property to review work, document with photographs and authorize final payment to the Applicant.

PLEASE READ AND INITIAL THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL:

- [] An application must include **all** the following items: Photographs of current condition of site and structures; architectural renderings in color of proposed façade improvements; a detailed outline of all proposed improvements with cost estimate and a Compact Disk or other electronic device containing copies of all required documents. If any components of the project pertain to paving, fencing, landscaping, etc. a survey showing location of work shall also be required.
- [] Owners of properties that are for sale may not apply for grant funding. Properties sold within twenty-four months of receiving grant funding **must repay the full grant amount**.
- [] After approval by the CRA Board, the CRA will provide the Applicant with an approved Grant Agreement and Declaration of Restrictive Covenants for signature. The property owner shall not begin construction until the Grant Agreement and Declaration is signed by all parties and the Declaration of Restrictive Covenants has been recorded in Lake County public records. Improvements completed prior to approval by the CRA Board will not be eligible for reimbursement.
- [] If deemed necessary, the CRA reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to: the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of intent from lending institution and any other documents provided by the Applicant.



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- If the site plan or Application request includes landscaping, the landscaping must consist of a species and varieties of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of Groveland. Irrigation systems must prevent over spray and water waste, and it is recommended a drip irrigation system be installed.
- Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments, and encumbrances of any kind. This provision can be waived by the CRA Board if development plans for the property meet the goals and objectives set forth in the Groveland CRA Plan. Upon grant approval, the property must remain free of all municipal and county liens, judgments, or encumbrances of any kind under the term of the agreement.

I have read completely and understand the program requirements including the application guidelines and grant reimbursement process.

Signature

Date

Printed Name and Title



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This grant application targets commercial properties located in the Community Redevelopment Agency (CRA) area of Groveland. Proposed work must be consistent with the CRA's adopted plan and Code standards.

APPLICANT INFORMATION:

Contact Person Name: _____ PRIMARY CONTACT
Owner's Name: _____
Property Address: _____
City, State, ZIP: _____
Phone: (____) _____ EMAIL: _____
Business Classification (Please list products/services provided): _____
Date the business was legally established: _____ State: _____
Legal form of business (Please check one): Corporation Partnership Sole Proprietor LLC Non-Profit N/A

PROJECT ELEMENTS:

(Check all that apply)

- | | | |
|----------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Adds architectural enhancements | <input type="checkbox"/> Upgrade windows/door trims | <input type="checkbox"/> Awnings/canopies |
| <input type="checkbox"/> Uses energy efficient materials | <input type="checkbox"/> Exterior paint | <input type="checkbox"/> New stucco/masonry work |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Lighting | <input type="checkbox"/> Signs |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Site improvements | <input type="checkbox"/> Decorative screening |
| | | <input type="checkbox"/> Streetscape furnishings |

PROJECT DESCRIPTION:

(Attach additional sheets as necessary)

Please provide a description. Summarize the project and include as much detail about the proposed visual and structural improvements as possible: _____

Tax Parcel Number(s): _____

Total Acres: _____ Building square footage: _____ Proposed building square footage: _____

Total project cost estimate: \$ _____

Source of Matching Funds: _____

.....•TO BE COMPLETED BY CITY STAFF:•.....

Date Stamp:		Received by:	
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APPLICATION REQUIREMENTS

TO BE SUPPLIED AT THE TIME OF SUBMISSION WITH ALL APPLICATIONS:

- Proof of ownership
- Notarized authorization of ownership form **(if applicant is other than owner)**
- Written summary of the scope of work to be performed
- Two (2) written cost estimates of all phases of work to be performed
- Color photo documentation of existing conditions
- Architectural rendering or sketch detailing the scope of work
- Detailed worksheet itemizing the project costs of all phases of work to be performed
- Concept site plan
- Other (as may be required and discussed in any pre-application meeting)

LIMITATIONS

The Façade Improvement Grant Program is a reimbursement grant for eligible exterior improvements to properties located within the Groveland Community Redevelopment Agency (CRA) area. This grant is a matching grant limited to 80% of eligible costs, not to exceed a maximum \$20,000 award. Grants are not guaranteed. All grants are subject to funding availability and approval by the CRA Board. All applications must be complete and submitted before the designated call for projects deadline established annually by the CRA Board.

APPLICANT(S) SIGNATURE:

If you are not the property owner, you must have the owner complete the attached Owner Authorization Form.

APPLICANT(S) PRINT:**DATE:**

Please submit a hard copy of your application and supporting materials to Dan Murphy, CRA Manager, at the following address:

**146 West Broad Street
Groveland, FL 34736**

You may also submit your application and supporting materials via e-mail to dan.murphy@groveland-fl.gov. For any questions, call Mr. Murphy at (352) 429-2141, ext. 9130.



Property Owner & Agent Affidavit

Date: _____

Before me, the undersigned authority personally appeared, _____ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires to _____

3. That said authority (property owner) has appointed _____ (agent's name) to act on his/her behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:
 - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulation, and provisions of the City of Groveland, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further that this application and attachments shall become part of the Official Records of the City of Groveland, Florida, and are not returnable.
 - B. That the submittal requirements for the application have been completed and attached hereto as part of the application.
 - C. Fees are non-refundable unless the application is withdrawn if writing within five (5) business days of submittal.

Property Owner's signature

Agent's signature

 STATE OF FLORIDA
 COUNTY OF LAKE
 Subscribed and sworn to (or affirmed) before on _____ (date) by _____ (name) or affiant, deponent, or other signer. He/she is personally known to me or has presented _____ as identification

 STATE OF FLORIDA
 COUNTY OF LAKE
 Subscribed and sworn to (or affirmed) before on _____ (date) by _____ (name) or affiant, deponent, or other signer. He/she is personally known to me or has presented _____ as identification

PUBLIC NOTARY

PUBLIC NOTARY

Note: The Property Owner(s) must sign the Affidavit(s). When an Agent is representing the case, both the Agent and the Property Owner(s) must sign the Affidavit(s).