



Commercial Site & Building Improvement Grant Application

DeFuniak Springs Redevelopment Agency · 694 Baldwin Ave. Suite 4A, DFS, FL 32435 · (850) 951-3054 · defuniakspringscra.com

Please PRINT or TYPE. Fill out completely. If field does not apply, put N/A. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Date Application Submitted		Application Number (to be completed by CRA)	
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APPLICANT'S INFORMATION

Business Name			
DBA (Doing Business As)			
Legal Entity (Corporation, LLC, etc)	<input type="checkbox"/>	For-profit	<input type="checkbox"/>
Type of Business	NAICS		
Business owner(s) <i>(If multiple owners, list in separate sheet)</i>	Ownership (%)		
Address			
Contact person	Phone Number		
Email Address			
Number of employees	Jobs created as a result of this grant		

PROPERTY OWNER INFORMATION (if different from applicant)

Contact person	Phone Number
Contact person address	Email Address

PROPERTY AND PROJECT INFORMATION

Physical Address of Property being improved			
Parcel Number	Square Footage		

Does this property have a mortgage lien?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If "Yes", name of lien holder: _____
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Have you received any CRA improvement grants in the last thirty-six (36) months?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Previous award total: \$ _____
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If "YES" above, provide details (date, address of property improved, amounts, etc):

Project Description (Attach additional sheet if needed)

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Project Budget

Please provide details of all estimated costs for the project. Include ALL expenses so the entire scope of the project can be understood and an eligibility determination can be made. Only eligible expenses will be reimbursed. (Attach additional sheets if needed)

Project/Category Item	Estimated Cost	Eligible Expense? (Y/N) <i>To be filled out by CRA</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
Sub-Total (items 1-8)		
Eligible Expenses TOTAL (to be filled out by CRA)		

It is not guaranteed that award funding/reimbursement will increase if final costs exceed initial estimates. Please estimate project costs carefully.

_____ <i>Print Name</i>	_____ <i>Signature of Applicant</i>	_____ <i>Date</i>
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APPLICATION CHECKLIST

All applicants must submit a completed application including all requirements attached and organized prior to the start of any work in order to be considered for grant funding. No work can begin before approval has been received.

The following is required with your initial application, before the start of any work:

- Completed and signed application
- Four (4) photographs clearly showing existing conditions of the building to be improved
- Drawings or sketches showing the proposed improvements to the building and placement of other features around the building (examples of landscaping, paint colors, etc.)
- Project Budget
- Copy of property / liability insurance
- Copy of Contractor’s Florida License, where required
- Proof of property ownership
- Proof that all taxes are paid on property
- Proof that no liens exist for which payment on associated debt is delinquent
- Documentation identifying that any loans and mortgages on the property are current and in good standing, or a copy of the title if no mortgage exists
- Written and notarized consent from the property owner, if owner is different from applicant (if you are the owner you do not need to complete the consent form)
- Two (2) estimates / quotes
- W9 Forms, Identification and Copy of Business Liability Insurance

The following is required with your application for reimbursement, to be provided upon completion of work:

- Photographs of all completed work
- Copies of all invoices, and proof of payment including but not limited to: verification of all project costs, including contractor invoicing, lien releases, and evidence of payment of all expenses, including any match (copies of checks, credit card receipts, etc)
- Evidence that work was performed by licensed and insured contractors
- Evidence that utilities are up to date
- No Code Enforcement fines and/or liens for which payment on associated debt is delinquent
- All Regulatory Requirements have been met (building inspections, approvals and final completions, etc)

Estimated Cost of Project	\$ _____	Grant Amount Requested	\$ _____
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I agree that the information provided above and within this application is accurate and correct to the best of my knowledge.

Print Name *Signature of Applicant* *Date*

Property Owner Authorization

I, _____(property owner), understand that _____ (leaseholder of my property), located at _____ (address) is considering making improvements to this property under the DeFuniak Springs Community Redevelopment Agency Commercial Site and Building Improvement Grant, hereinafter referred to as the “Program.” For the purposes of this authorization, hereinafter the Community Redevelopment Agency shall be referred to as “CRA” and the City of DeFuniak Springs as “City.”

I have received and reviewed the Program description and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building. I understand that I am not financially responsible to complete these improvements.

I understand and agree that neither the CRA nor the City assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied.

I further agree to hold the CRA and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against the CRA, the City, or any of its officers, representatives, agents, or agencies regarding any matters relevant to the participant obligations under the Program. I assure the CRA and the City that the tenant holds a valid lease with no expiration pending within the next twelve months following the date of application for Program funding.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvements project, and I authorize the leaseholder to make the proposed improvements under the provisions of the Program.

Property Owner Signature *Date*

STATE OF FLORIDA, COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____, who is personally known to me or who has produced _____ as identification.

Notary Public

APPLICANT ACKNOWLEDGEMENT FORM

By requesting financial assistance I understand and agree with the following conditions:

Filing an application does not guarantee funding, and approval of grant funds does not guarantee issuance until all requirements have been fulfilled.

All improvements must follow plans as approved by the CRA Commercial Site & Building Improvement Grant Program.

Any properties owned by the applicant and sought to be improved with the grant hereby applied for may not be involved in court action with the City of DeFuniak Springs. If applicable, the applicant must verify code enforcement actions currently active against the building or the business and that the work undertaken in conjunction with the improvement project will incorporate mitigation of code violations.

All improvements must comply with all applicable Walton County building code requirements, local ordinances, permit requirements, and established design and historic preservation standards for the designated area. The applicant is expected to include in the application the cost of both the improvement and all permits.

Eligible activities include repairs to eligible buildings in a targeted corridor. These repairs may include building and site improvements which are visible within the corridor.

No improvements should be made prior to the issuance of an Approval / Purchase Order in writing, and no grants will be awarded retroactively. Any changes made to the project that have not been approved will not be eligible for funding and may disqualify the entire project for reimbursement. Grant funds cannot reimburse past projects.

Following issuance of the Commercial Site & Building Improvement Grant award, the applicant shall have one (1) calendar year to complete approved project. Where substantial project completion has not begun within one calendar year, or where substantial progress has not been made during any six-month period following commencement of project, the approved grant application shall be reevaluated by the appropriate bodies. One extension of 180 calendar days may be granted by the CRA Board of Directors on request of the applicant, if the request is made at least 30 days prior to expiration and where conditions or codes have not changed, so as to affect the public health, safety and welfare of the citizens of the city. Extensions granted will begin on the last day of the original application expiration date. All requests must be in writing and must be received before any consideration is given.

The refund check shall be reimbursed only after the work has been completed and a final inspection has been made by CRA and/or City Staff to determine that the work has been satisfactorily and entirely completed according to approved plans and specifications and building requirements. The applicant will be required to provide proof of costs and payment, preferably in the form of paid invoices. The applicant must be prepared to pay all contractor(s) and vendor(s) the full amount for services provided. The program can only refund up to 50% of cost incurred per eligible project, upon proof of full payment.

All work for which reimbursement is requested has been performed by a Florida licensed and insured contractor. Work/labor performed by the property owner, relative or tenant, even if a licensed contractor, will not be reimbursed for work done on an owner’s own property.

All improvements/changes that have been approved should be maintained for at least three (3) years. To the fullest extent of the law, the applicant shall indemnify and hold harmless DeFuniak Springs from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including reasonable attorney’s fees, of any kind or nature arising or growing out or in any way connected with the performance of the improvement.

Applicant’s Certification:

I have read and understand this application. I hereby submit this application, together with the attached photos, plans, and additional supporting documentation for the proposed project. I understand that the DeFuniak Springs Community Redevelopment Agency, hereinafter referred to as “Agency,” must approve the application. I further understand that if I accept the award, I will comply with all of the requirements contained therein. No funding will be awarded until a completed application has been approved by the Agency and the required items from the checklists have been submitted and proof of payment of eligible expenses have been submitted, to CRA/City satisfaction. At the discretion of the Agency, I agree to place a program sign on my property for the duration of the project. I understand that grant funds will not be reimbursed until the project is completed as approved and copies of all paid invoices/receipts are provided. I understand the project must be completed within one year of grant approval, or the approval and funding shall expire unless appropriate grant extension approvals are secured.

Print Name

Signature of Applicant

Date

PLEASE READ - GENERAL INFORMATION FOR APPLICANTS ABOUT CRA ELIGIBILITY PARAMETERS, LIMITATIONS and REQUIREMENTS

Eligible Improvements: Eligible projects must be for Façade Improvements to a building or properties that are of a permanent nature, or could be described as “beautification” projects, that are visible (street facing) portions of structure or site. The program can only refund **up to 50%** of cost incurred per eligible project, upon proof of full payment.

<p>Examples of typical projects include (this list is not exhaustive):</p> <ul style="list-style-type: none"> • Landscaping Expenses (design fees; installation; material purchases; irrigation) • Exterior Repair, Stucco and Painting • Roof Repair and Replacement • Exterior lighting and related electrical work • Exterior Signage • Awning Installation/Repair/Replacement 	<p>Requirements:</p> <ul style="list-style-type: none"> • Improvements MUST be visible from the district / corridor • Improvements MUST be completed within one year of project approval • Applicant MUST submit a Certificate of Occupancy (businesses) unless un-occupied while under complete renovation • Grant funds CANNOT reimburse past projects (no retroactive reimbursement allowed) • Applicant or family member CANNOT receive financial benefit from this grant • Tenants MUST have property owner’s approval to implement the project (Property Owner Consent Form) • Improvements MUST comply with Walton County building codes, local ordinances, and permit requirements
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Program funds cannot be used for the following:

- Application or permitting fees
- Services performed by a non-licensed contractor, where permitting is required
- Repairs made in response to citations by the City’s Code Enforcement Department
- New construction
- Parking lot resurfacing (i.e. sealcoating)
- Work/labor performed by the property owner, relative or tenant (materials purchased by the owner may qualify; however, labor performed by the property owner, relative or tenant, even if a licensed contractor, will not be reimbursed for work done on an owner’s own property)
- Air conditioning systems, including repair, installation of new systems, or relocations of existing units (except when included in special consideration applications).

Vendor/Quotation Requirements:

- Vendor **MUST** be licensed to work and pull permits in City of DeFuniak Springs and Walton County
- Vendor **CANNOT** start the project until the approval is issued by CRA program office
- Do not pull permits until approval is received Vendor must be prepared to provide tax identification number
- Quote **MUST** be on the vendor’s letter head and include **ALL** costs associated with the project (cost of permits, use agreements, design, site plans, surveying, engineering, etc.)
- Vendors cannot be a relative of or the applicant of the grant program
- DeFuniak Springs recommends that the vendor provide a certificate of insurance with Workers’ Compensation (\$100k), Commercial General Liability (\$500k), and Business Automobile Liability (\$100k)

Special Consideration Applications:

In some specific and exceptional cases the CRA Board may approve a **Special Consideration Application**. These awards will be considered when the project is deemed critical to one of the CRA districts and will bring a considerable return on investment to that district, i.e. 10 or more qualifying jobs, opportunity for economic impact, and projects that meet the redevelopment plan’s strategic outline and are based on funds availability. Only ONE Special Consideration Award per property.

Special Consideration Application Awards may include:

Costs associated with bringing a property into compliance with building codes such as electrical, mechanical, fire, and plumbing may be eligible, and interior improvements required to reconfigure a property for a new business may be eligible, **but only upon CRA Board approval!** If a building requires complete renovations the maximum award may be increased to include separate thresholds for different categories of work (e.g., separate maximums for plumbing, mechanical/HVAC, electrical or building renovation), to enable larger projects to be completed and to bring renewal to an **essentially condemned building**. Any project that meets these criteria must be reviewed and approved by the CRA Board.

CRA Regular Grants and Special Consideration Grants will be based on the building type and size, per the chart below:

Building type and size:	Regular Grant (total)	Special Consideration (Per eligible project)
Up to 3,000 sq ft	Up to \$ 5,000	Up to \$ 10,000 per eligible category
3,001 sq ft+	Up to \$ 10,000	Up to \$ 15,000 per eligible category

Special Consideration Awards are capped at **\$15,000 per property**, and must be discussed with the CRA Executive Director who will determine eligibility. Once eligibility has been determined the application can be forwarded to the CRA Board. Please contact CRA staff for more information on Special Consideration Grants.

I have read and understand the above CRA ELIGIBILITY PARAMETERS, LIMITATIONS, REQUIREMENTS and AWARD AMOUNTS.

Printed Name

Signature of Applicant

Date