

Commercial Building Façade and Site Improvement Grant Program Application

OVERVIEW

This program is currently funded through September of 2020. There is no fee to apply; however, making application does not entitle the applicant to funding. The process for project application and approval is as follows:

1. **Pre-Application Conference** - Meet with CRA Staff / Technical Review Team to determine eligibility, review program requirements, and scheduling of application submission.
2. **Applicant** – Applications must be filed/signed by the owner(s) of the property, considered the Grantee.
3. **Grant Application Submission** – Please submit application and all documents as a complete package (incomplete packets will be returned). There is no fee for submittal. A checklist is provided below.
4. **Application Packet Review and Consideration** – Staff will review the application packets in the order which they are received.
5. **Grant Funding, Agreements and Construction** - Once approved for funding by the CRA Board, the Grantee and CRA Board Chairman on behalf of the CRA (Grantor) shall sign an agreement which describes the obligations and limitations of the Grant. This document shall be referred to as the “*Live Oak CRA Commercial Building Façade and Site Improvement Grant Program Agreement*”. Additionally, all required plan review and building permits must be approved and issued, as may be applicable. The project may then proceed with the obligation of the CRA to reimburse a % of paid for costs, as approved in the Agreement. Substantial modifications to final plans will require re-review and written approval from the CRA Board.
6. **Construction Approval and Disbursement** - Upon completion of all project construction, Grantee shall arrange for any required on-site inspection by the CRA Staff / Technical Review Team. Improvements will be documented and compared with what was proposed at application. If any discrepancies are noted, the CRA has the right to request the discrepancies are corrected and a time frame for their correction will be established as necessary. Grantee shall also submit written proof of payment in-full for all improvements. Upon final written approval by the CRA Board, payment reimbursement to the Grantee, to the maximum extent possible, will be made within 60 business days of receipt and verification of all expenditure documents.

THIS SPACE FOR OFFICE USE ONLY

Received By:

Date Stamp:

Return Application To:

Live Oak CRA - City Hall Annex
416 Howard St. E., Live Oak, FL 32064

CRA Grant: 2020 – _____

INSTRUCTIONS

Required to Apply:

- Read through the grant application and brochure.
- Complete the Pre-Application Requirement – Schedule a Pre-Application Meeting with CRA Staff
Date Pre-Application Meeting Scheduled: _____
- Complete and sign the Grant Application
- Complete – W-9 IRS (included with packet). You will receive a “1099 tax form” for any award.

Required Documentation:

Please include with your application:

- Scope of work – a detailed written or typed explanation of all proposed improvements, which also identifies the selected contractor(s) for the project.
- Proof of authorization, if contact person is a designated agent of the applicant.
- A copy of the Property Deed of record, showing ownership.
- A copy of a survey of the parcel, or plat.
- Color photographs (minimum 5” x 7”) of the existing building from all street, alley or public entrance facing sides. Photos must clearly indicate existing details and areas of proposed change.
- “Marked-up” photos or renderings of the same showing what the proposed final product will look like or scale drawings or photographs (with notations) of the proposed improvements.
- Examples or samples of proposed materials or colors.
- If a renovation would involve structural changes – Drawings/plans will be needed as required by the City Building Official.
- Submit material samples or brochures if applicable. Indicate quality of finishes.
- For signage, graphically indicate sign lettering style, letter and sign dimensions. Prior to work commencing on signage, a City Sign Application and (review fee waived) shall be submitted to the Zoning and/or Building Department for approval and/or permits.
- A list of all vendors or contractors, handymen, etc. which will be utilized to complete the proposed improvements.
- Submit final general written construction cost estimates based on the proposed improvements with applicable breakdowns.
- You must attach at least two (2) cost estimates from different contractors for all categories of work. All estimates must include identical scopes of service.
- Submit a specific list of the businesses which will be utilized for the purchase of all materials with cost estimates and material break-down. Material-only estimates may be submitted singularly if from a bona fide retailer or supplier.
- Provide payment proof of property taxes.
- Provide proof the proposed work is to be done by a licensed building contractor, or if can be done by another type of company, such as a handy-man.
- Provide proof that all companies which will be used are properly licensed to conduct business in the City.



Community Redevelopment Agency for the City of Live Oak, Florida

- Provide proof City utilities are current.
- Provide a copy of City business license for business location.
- Verify no current or pending code enforcement actions.*

**If the proposed project is to remediate a current or pending code enforcement infraction, please specify this in the scope of work.*

Applicant Information

Name: _____ Email _____

Mailing Address: _____

Telephone: (Day) _____ (Cell) _____

Is the property in anyone else's name besides yours? Y N

(Husband/wife/children/life-estate/trust, siblings, etc.)

If yes, please list additional owners(s): _____

Primary Contact Information

Will you be the primary contact for this application? Y N

If no, please provide the primary contact's information below. If yes, please skip this section and complete the remainder of the application. Please include proof of agent authorization in the application submission as required, if applicable.

Name: _____ Email _____

Address: _____

Home Phone: _____ Cell Phone: _____

Property/Business Information

Name of Business: _____

Type of Business: _____

Address: _____

Property PIN / Tax ID #: _____

City Utilities: Water- Y N Sewer- Y N Gas- Y N Garbage- Y N

If no, please describe how utilities are provided: _____

Is the applicant the owner of the property? * Y N

***If no, please note:** *In the event the applicant is not the owner of the property, proper documentation will be required in order to continue with application submission. Authorized agents are to project proof of authorization. Tenants are required to have the property owner(s) complete and submit a Letter of Authorization, which signifies the owner's consent for the applicant to apply for this grant and to move forward with the proposed improvements project. Failure to communicate with the CRA regarding authorization to apply for the grant and provide appropriate documentation will result in denial of application and/or reimbursement.*

STAFF USE ONLY



Community Redevelopment Agency for the City of Live Oak, Florida

Is the applicant the owner of the property? Y N

Has/will the applicant provide(d) appropriate documentation pertaining to authorization to apply? Y N

Has/Will the new owner be eligible for grant reimbursement? Y N

If yes, please attach proof of authorization in order to process reimbursement

Owner Affidavit

I attest that I/we am/are the Owner(s) of record, or, if applicable, I/we have durable power of attorney of/for all Owners of the property, which is the subject of this Community Redevelopment Grant Application and that the attached deed/documentation is the current deed of record for the parcel subject to the grant.

In consideration of any Grant awarded by the Community Redevelopment Agency, the Owner(s) of the property described herein, agree to: indemnify, defend and hold harmless the Live Oak Community Redevelopment Agency and the City of Live Oak, Florida, and its officers, employees and agents, against any claims resulting from anything occurring under or as a result of the Grant Application, Project or Agreement, whether by the Owner(s), any other private citizen(s), or the Agency, and the costs of any such defense including reasonable attorney's fees.

Neither the City of Live Oak Community Redevelopment Agency, nor the City of Live Oak or their affiliates shall be responsible for the planning, design, or construction of improvements to property that is the subject of this application. No warranties or guarantees are expressed or implied by the description of application for or participation in the Grant Program. The Owner/ Grantee/ Applicant is advised to consult with licensed architects, engineers, building contractors, and/or attorneys, or other associated professionals, before proceeding with the Grant Application submittal and/or final plans for construction.

I/We acknowledge, as evidenced by my/our signature(s) below, that I/We have received, read, understand and agree to comply with the terms and conditions as set forth in the Live Oak Community Redevelopment Grant Program procedures, outlined herein and on the associated grant brochure. I/We further acknowledge that any breach of any signed agreement may result in my/our being required to refund any funds awarded to me/us under this Program. Appropriate City and CRA staff are hereby authorized to enter the subject property to inspect, evaluate and take pictures. *(Attach additional signature sheets as needed)*

_____/_____
Printed Name Signature Date

OWNER / GRANTEE

_____/_____
Printed Name Signature Date

OWNER / GRANTEE

_____/_____
Printed Name Signature Date

OWNER / GRANTEE

State of Florida

County of Suwannee

On this _____ day of _____, 20 _____, before me personally appeared who is personally known to me or who has produced the following as identification: _____.

S/He has acknowledged to, and before me, that's/ he executed such instrument for the purpose therein expressed.

Notary Stamp



Community Redevelopment Agency for the City of Live Oak, Florida

Notary Signature