

**City of Carrabelle's
Community Redevelopment Agency
Commercial Building Façade and Site Improvement Grant Program
Reimbursement Grant Application**

Two complete sets of the application and related documents are required for submittal

Applicant/Business Information:

Please type or print

Applicants' Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Phone Numbers: _____

Email: Address: _____

Property Address: _____

Parcel ID Number: _____

City/State/Zip Code: _____

Business Name: _____

Business Owner: _____

City/State/Zip Code: _____

Phone Numbers: _____

Email: Address: _____

Property Owner: _____

(If different than applicant)

Mailing Address: _____

City/State/Zip Code: _____

Phone Numbers: _____

Email Address: _____

Project Budget Worksheet:

<u>Work Item</u>	<u>Cost</u>
Architectural Façade Renovation:	\$ _____
Replacement or Installation of Windows and/or Doors:	\$ _____
Replacement or Installation of Permanent Awnings:	\$ _____
Structural Alterations or Accessibility Improvements:	\$ _____
Painting including trim work:	\$ _____
Landscaping, hazardous tree removal, screening, and irrigation:	\$ _____
Removal of temporary, old, and non-confirming signage:	\$ _____
Electrical work directly related to exterior of building:	\$ _____
New construction:	\$ _____
Other:	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Project Cost:	\$ _____
Grant Reimbursement Funds Requested:	\$ _____

(See page 4 for grant reimbursement limitations.)

NOTE: Cost of any incidental interior trim work associated with façade improvements will be broken out from project budget worksheet and grant reimbursement request.

Carrabelle CRA Building Façade and Site Improvement Grant Program Agreement

Qualifying projects and expenses are eligible for an 80% grant reimbursement. **The maximum amount that this 80% can be applied to is \$20,000.00; thus, the maximum grant reimbursement is capped at \$16,000.00.**

Work must commence on an approved grant request within 30 days after approval or applicant will be required to re-apply OR request an extension.

Work may not start on the proposed project prior to the Application being approved by the CRA Board.

Work on a proposed project cannot be completed prior to the approval of the application.

Contractors or labor for hired help must be licensed to operate or perform work within the State of Florida and the City of Carrabelle and must hold a City of Carrabelle Occupational License and a State contractor's license as outlined by the Department of Business and Professional Regulation.

Projects that are not phased must be completed within 120 days or a request for an extension must be submitted.

If an applicant wishes to phase a project through the CRA fiscal year, it must be noted in the application.

Property owners who have outstanding code enforcement violations are ineligible to apply for assistance from the Façade and Site Grant Program – unless the proposed improvements serve to remedy said violations.

All applicants will be required to obtain proper permitting through the City of Carrabelle Building Department before any work on an approved project grant award may begin. Variances and/or zoning requests must be handled prior to award approval.

All Applicants that are awarded a grant understand that when submitting for reimbursement that "Cash Receipts" will not be accepted due to auditing requirements – NO EXCEPTIONS. Verification of payment in the form of a paid receipt/invoice by cancelled business check(s) accompanied with appropriate invoice must be submitted with reimbursement request.

Only properties located within the Community Redevelopment Agency District are eligible for this grant.

All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax form for their award. **Applicant should consult a tax professional in order to properly understand the tax consequences of any award.*

Applicants understand that these improvements and attachments must remain as part of the real property and reside within the CRA District.

Applicants will give permission to the CRA to place a "**Your CRA at work for Carrabelle**" sign on the approved project site/property during the improvement phase and for a minimum of 30 days after completion.

Awards are currently limited to a cumulative maximum amount of \$16,000.00 (80% of a total \$20,000.00 project) over a period of three (3) CRA fiscal years for the same property identification number and location. Thus, the project may be completed in phases and awards accomplished through several applications until the maximum cumulative award amount of \$16,000.00 has been reached over a period of two (2) CRA Fiscal Years. The CRA Fiscal Year is October 1st through September 30th of each calendar year.

New applications requesting funding in excess of the maximum amount of \$16,000.00 concerning the same property identification number which has previously received CRA funding, will not be accepted until the previous approved application has been closed out with the CRA and a period of two (2) CRA Fiscal Years has elapsed.

The applicant or their representative **must** be present at the CRA public meeting when the application is being considered by the CRA Board or the request will be tabled.

**Carrabelle CRA Building Façade and Site Improvement Grant Program Agreement
APPLICANT SIGNATURE PAGE**

The applicant, _____, represents that the information submitted as part of this application package as well as any subsequent information submitted for review by the Community Redevelopment Agency Staff and the Community Redevelopment Agency Board is true and correct and that all information and documentation submitted including this application, Carrabelle CRA Building Façade Grant Agreement and attachments are deemed public record under the Florida Public Records Law, Chapter 119 of the Florida Statutes. Falsification or omission of information will result in rejection of the application. In addition, you may be subject to prosecution. Carrabelle’s Community Redevelopment Agency maintains the right to request any additional information needed to process this application.

By signing below, the Applicant affirmatively represents that he/she has not been convicted within the last ten (10) years of a felony criminal offense under state or federal law, or of a similar offense under the laws of a foreign country. If Applicant has been convicted, please explain on a separate sheet the nature of the conviction. For purposes of this section, a person is considered to have been convicted of an offense if the person has been found guilty or pleaded guilty or nolo contendere to the charge or has been placed on probation or deferred adjudication without regard to whether a judgment of conviction has been entered.

By signing below the Applicant/Property Owner acknowledges that they have read and agree to the ~~Commercial~~ Carrabelle CRA Building Façade and Site Improvement Grant Program and Agreement, policies, procedures, and conditions.

Applicant Name: _____
(Printed or Typed)

Parcel ID Number: _____

Date: _____

Applicant Signature: _____

Date: _____

City, County, State: _____

STATE OF:
COUNTY OF:

Sworn to and subscribed before me by _____, who is personally known to me or produced _____ as identification, this _____ day of _____, 20_____.

Notary’s Signature: _____

SEAL: