

# CITY OF CARRABELLE COMMUNITY REDEVELOPMENT AGENCY



## BUILDING FAÇADE AND SITE IMPROVEMENT GRANT PROGRAM

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### Contact Information:

Community Redevelopment Agency Office  
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Additional information can be found on the City website: [www.mycarrabelle.com](http://www.mycarrabelle.com)

*This brochure is for informational purposes only, and does not supersede any adopted codes, ordinances, rules, procedures, regulations or documents which may be applicable.*

## **OBJECTIVE**

The Carrabelle Community Redevelopment Agency (CRA) has a mission to *reduce and eliminate blight* within the designated redevelopment area or district.

The CRA recognizes that the *appearance and functionality of commercial and residential properties* within the CRA District play an important role in *portraying a successful image*, and subsequently attracting patrons to businesses and improving the overall appearance of the District area.

This grant program, for qualifying properties, has been designed to encourage reuse and upgrades to existing buildings, improve appearance and environment, improve functionality, eliminate code violations, and help fill vacant or underutilized spaces within the core of the redevelopment district, including residential properties in the District. The result is to foster renewed interest in opening or operating a business, residing or visiting the redevelopment area.

The CRA seeks to *increase “pride of ownership” and to get “feet on the street”*. Crowded sidewalks and occupied store-fronts indicate healthy economic activity and a safe environment; a place for people to come and enjoy.

With guidance from and adherence to the goals, objectives and other governing criteria of the Redevelopment Plan(s), and other related documents, the CRA will be able to effectively work with building Owner(s) and City staff to help move grant applications efficiently through the consideration process.

The CRA recognizes that this initiative to improve the atmosphere and properties of the Redevelopment Area is an important investment. Over time, through the commitment of the CRA and of private enterprise, investment and reinvestment into this district, which is the *‘heart of the city’*, will accomplish the *preservation and revitalization* of the areas for which Carrabelle is known and loved.

As such, the City-Community partnership component of community redevelopment is the key to success.

**To the property and business owners – this is your City! Let’s partner together and make it the best place to live, work, play, worship and visit that it can be.**

## **OVERVIEW**

*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 Director to determine eligibility, review program requirements, and scheduling of application submission.
2. **Owner/Recipient** – Applications must be filed by the owner(s) of the property, considered the recipient.
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 will be provided.
4. **Application Packet Review and Consideration** – Staff will review and approve/deny the application packets in the order which they are received.
5. **Grant Funding, Agreements and Construction** - Once approved for funding, the Owner/Recipient and CRA Director shall sign an agreement approved by the CRA Board which describes the obligations and limitations of the Grant Award. This document shall be referred to as the “Carrabelle CRA Building Façade and Site Improvement Grant Program Agreement.” Additionally, all required plan review and building permits must be approved and issued. The project may then proceed with the obligation of the CRA to reimburse costs as approved in the Agreement and terms of this program. Substantial modifications to final plans will require review and written approval from the CRA Director and Board.
6. **Construction Approval and Disbursement** - Upon *completion of all project construction*, Recipient shall arrange for any required on-site inspection by the applicable City or County Departments as well as the CRA Director. Improvements will be documented and compared with what was proposed at the time of application. If any discrepancies are noted, the CRA has the right to request the discrepancies be corrected and a timeframe for their correction will be established as necessary. Recipient shall also submit *written proof of payment for all improvements by cancelled business check(s) with appropriate invoice*. Upon final written approval by the CRA Board, payment reimbursement to the Recipient, to the maximum extent possible, will be made within sixty (60) *business days of receipt and verification* of all expenditure documents.

## **APPLICATIONS**

Interested parties may request an application for grant funding from the CRA Director who will be the point of contact for initiating an application or answering questions about the program. Grant criteria and eligibility shall be designated on a cycle-by-cycle basis by the CRA Board. All Grant Agreements shall have language indemnifying the CRA and the City of Carrabelle. This indemnification shall have the Owner's / Recipient's *notarized* signature.

Please be aware, once an application/documentation is submitted, it is considered *public record*.

## **ELIGIBILITY**

In order to effectively promote the revitalization of the core of the redevelopment district, the current Grant Program funding will be limited to the following:

- Properties which have *no identified code violations*, unless the proposed improvements serve to remedy said violations;
- Properties which are demonstrated to be, according to City records, *within the adopted Redevelopment Area*, and also which are designated on the Franklin County Tax Collector records as *paying into the Carrabelle Redevelopment fund*;
- Properties which *have no signage or structures which were previously erected in violation of existing land development or other applicable code regulations*, unless said signage or structures are removed or replaced as part of the proposed improvements;
- Properties whose *current and proposed future use is 100% conforming* and legally existing in relation to the Zoning Map and applicable Land Development Regulations, and is used for *legally permitted commercial and residential purposes*;
- Owner(s) and/or tenant(s) have maintained *all required licensing to operate*, as well as being *current on all City utility accounts*, and having *no delinquent property tax payments*.

## **FUNDING LIMITATIONS**

For qualifying projects, expenses are eligible for an *80% grant rebate*. **The maximum amount that this 80% can be applied to is \$20,000.00**, thus the maximum grant funding amount is capped at a one time or cumulative total of **\$16,000.00**.

Projects applied for shall be considered collectively for each parcel of record or under common ownership with a common theme of development. A separate application may be filed for each separate qualifying parcel of record.

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 two (2) 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 1<sup>st</sup> through September 30<sup>th</sup> of each calendar year.

*(All projects shall be, or result in, compliance with adopted Land Development Regulations.)*

**ELIGIBLE EXPENDITURES**

- All areas to be improved must be wholly and fully *visible from the street or other public space. The public must be able to easily view the improved areas with no major obstructions, i.e., privacy fences, hedges, overgrown wooded areas.*
  - Labor and material costs which are consistent with current rates generally available for the scope of work being proposed.
  - Professional design and engineering services related to exterior qualifying façade improvements.  
Types of Eligible Façade Improvements Include (but are not limited to) the following:
  - Removal or restoration of deteriorated or sub-standard exterior building materials required to facilitate approved façade improvements.
  - Masonry work and/or new stucco, brick or repairs thereof.
  - Exterior painting (includes preparation: scraping, sanding, pressure washing, sandblasting, etc.) as part of a more comprehensive improvement project.
  - New or replacement windows.
  - New or replacement doors.
  - New or replacement woodwork, architectural façade details, aesthetic detailing.
  - Signage: Removal of all temporary signage, old signs, or non-conforming signs.
  - Awnings and canopies (including the removal of old awnings and installation of new awnings or canopies).
  - Tear out required to build a new entrance into the building.
  - Landscaping, planters, irrigation, hazardous tree removal, and screening consistent with applicable portions of City Code.
  - Lighting of the exterior (as permitted by the Land Development Regulations).
  - Brick or textured pavement with a preference for pervious materials.
  - Courtyard and outside patron activity design and development (when space is available).
  - Roof repairs or rehabilitation (when approved design/materials used and when visible and contribute to aesthetic appeal of the building facade \*).
- (\*Roof repair portions of grants limited to maximum funding of \$1,000.)*
- Resurfacing, re-striping, re-habilitation of existing off-street parking areas, new parking and curb cuts (shall include a landscape element/compliance), applicants are encouraged to use pervious materials for all possible application.
  - ADA Improvements (exterior).
  - Visible fascia, soffit, flashing, drip edge, guttering (when approved design & materials are used).
  - Restoration of a façade's historic appearance.
  - Other materials as may be required pertaining to eligible projects.
  - Electrical work directly related to exterior of building.
  - Decorative privacy fencing or screening from visually inconsistent features that are visible from the street or other public space, i.e., garbage dumpster, ice machine, propane tank.

## **INELIGIBLE EXPENDITURES**

- Any improvements or work completed prior to grant agreement signature.
- Interior renovations including trim work, flooring, fixtures, items, inventory, equipment or materials. Cost of any incidental interior trim work associated with façade improvements will be broken out from grant reimbursement request.
- Any outside flooring or decking that is not visible and not able to be seen from the street or other public space.
- Interior of garages, outside storage buildings, etc.
- Design, development, and/or installation of permanent business signage.
- Any and all appendages that are not visible and not able to be easily seen from the street or other public space.
- Refinancing existing debts.
- Non-fixed improvements.
- Sweat equity payments (i.e. reimbursement for Applicant's or associates own labor, or tool purchases, in performance of renovation work or new construction).
- Business Payroll.
- General maintenance.
- Labor for hired help who are not licensed to operate or perform work within the State of Florida or the City of Carrabelle, according to records at City Hall – Occupational License Records and the State licensing agencies.
- Work performed that is not consistent with the Design Guidelines for the CRA pursuant to the Redevelopment Plan and City of Carrabelle Comprehensive Plan and/or Land Development Regulations.

### **REQUIRED GRANT CRITERIA**

1. You must attach at least two (2) cost estimates from two different licensed contractors for all categories of work, one of which must be a Carrabelle or Franklin County contractor (if available). All estimates must include identical scopes of service.
2. Material-only estimates may be submitted singularly if from a bona fide retailer or supplier.
3. All aspects of the Grant Program shall have been satisfied and met, as certified by the CRA Director.
4. Approval of Grant Awards shall be determined by the CRA Director and CRA Board, at their absolute discretion (*Not all applications may be approved, even if funds are available*).
5. Funding of each and every grant is contingent upon the availability of budgeted CRA funds.
6. Completed application packets submitted will be accepted on a month-to-month basis by the CRA Director in the order received and presented to the CRA Board with the Director's recommendation.
7. An application, which would upon approval exhaust the remaining grant funds for the current cycle, but which would not be fully funded according to the Funding Limitations Section above, will be offered the option of the remaining amount in the fund balance.
8. All Grant funding shall be issued as a reimbursement to the Recipient. Reimbursement payment will be made only after verification of expenses by standard acceptable industry practices are submitted and verified by the CRA Director as valid and paid in full.
9. Contractors must be from Carrabelle or Franklin County, unless the service is not available locally and the CRA approves of the contractor.
10. Applicants are encouraged to purchase materials from local vendors when at all possible.
11. All Applicants who are awarded a grant understand that when submitting for reimbursement that "cash receipts" will not be accepted (NO EXCEPTIONS).
12. Paint estimates must include all trim, steps and other visible appendages of the building.
13. Non-working appliances, such as window air-conditioning units must be removed. If this results in an open area of wall, it must be closed to match the building.
14. Broken windows must be repaired.
15. All grounds visible from the street or public space must be free of debris/litter and landscaped, or covered with material approved by the CRA Director and in compliance with all applicable provisions of City Code.
16. Window tint that shows age, such as peeling, cracking and the like must be removed, and windows cleaned to remove all residue.
17. Paint colors and façade improvements must be compatible with coastal aesthetics and compatible with other buildings in the CRA District.