



COMMUNITY REDEVELOPMENT AGENCY
CITY OF NEW SMYRNA BEACH
210 SAMS AVENUE
NEW SMYRNA BEACH, FLORIDA 32168



AGENDA
AD HOC COMMITTEE FOR CRA GRANT PROGRAMS
WEDNESDAY, MAY 25, 2011 at 10 A.M.
CITY HALL COMMISSION CHAMBERS, 210 SAMS AVE.

1. Introduction of Committee Members:
 - a. Mayor Adam Barringer
 - b. Jim Kosmas, CRA Chair
2. Review and Discussion of CRA Grant programs
3. Public Participation

COMMENTS – *As this is a special meeting, comments will pertain to only those agenda items addressed above. NOTE: In accordance with Resolution No. 43-10, a three-minute limitation will be imposed unless otherwise granted by the Ad Hoc Committee.*



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MEMORANDUM

TO: Members of the "Ad Hoc Committee" for CRA Grant Programs
FROM: Tony Otte, CRA Director *Alaio*
DATE: May 19, 2011
RE: Review of Questions Regarding CRA Programs

This is a time of transition for CRA grant programs, as staff is carrying out the City Commission directive to combine the interior renovation, exterior renovation, and impact fee programs. There is also a new \$50,000 program that has raised questions.

Staff requests that the Mayor (and/or his designees) and the Chair of the CRA (comprising the "ad hoc committee") discuss the CRA grant programs and address the following questions:

1. Per the City Commission's directive, CRA staff is in the process of combining the grant guidelines for three existing CRA grant programs: the exterior renovation, interior renovation, and impact fee assistance grants into one program. For the new combined grant program, the City Commission has directed that only one grant may be awarded "per business". Several questions have arisen:
 - a. In a large, multi-tenant building, each tenant could receive a grant; however, the building owner may want to renovate the facade of the building. Can the building owner be considered a "business" for the purpose of improving the facades? If so, how will the maximum amount of grant funding be determined? Also, will business owners in the building be able to apply for a grant for his or her business, if the building owner has already received a grant for the facade of the building?
 - b. Staff Recommendation: Allow the business owner in a multi-tenant building to be considered, for the purpose of the grant guidelines, a "business" so that the building owner may apply separately from their tenants for exterior renovation grant funds. The amount of funds available in such case would depend on two factors:

- i. The number of “significant” facades on a building. For example, most buildings on Canal St have one significant façade, the elevation facing Canal St. However, a corner building could have two significant facades, and some buildings may have four significant facades. Staff recommends that a staff determination be made for each applicant as to how many significant facades are present and allow each significant façade to be eligible for a grant.
- ii. The dollar amount of grant funds available in such cases would be determined using a standard dollar amount per square foot (to be determined) of façade area to be improved.

In addition, staff recommends that the business owners would continue to be eligible to receive grants if the property owner is considered a business.

2. The City Attorney has advised that in order for a building or site to receive CRA funding, it must meet one of the following requirements:
 - a. It must be the subject of a Request for Proposal (RFP). This method has been used for the proposed sale of the CRA lots on Florida Ave, the AOB site, and the shuffleboard courts; or
 - b. It must meet the guidelines that are part of an established, approved CRA program.

There are a number of buildings and sites within the CRA Master Plan Update that are cited as “Opportunity Sites” (p. 45). Two of the sites listed are the Pennysaver Building; and the Badcock Building, which is the only building in the CRA Master Plan Update that has an entire page of the plan devoted to it (p. 33). It is one of four sites identified as being “most ideal” for future re-development (with the other three sites being West Side Redevelopment, Bert Fish Medical Sites, and the AOB site). In addition, there may be other sites not specifically listed in the plan that could be added as “Opportunity Sites” due to their location, historical importance, or architecture.

For the Badcock Building, the plan notes that the “Level of Incentives Needed to Spur Development” as

- Retail – new construction: Moderate to High
- Retail – renovation: Low to Moderate.

As noted above, the sites listed for the RFP option are all City-owned sites. Therefore, any privately owned site (such as the Badcock or Pennysaver buildings) that is deemed to be worthy of CRA support at a level that exceeds the current CRA grant programs needs to be within an established and approved program for that purpose. CRA staff believes that these properties are special and deserve grant funding in addition to what is currently available in the established, approved CRA programs.

At present, the situation for the Badcock building is:

- a. the property owner is interested in selling the building

- b. a local group has reportedly received an option to buy the building and there are two businesses who are interested in moving into at least half of the building
- c. it is believed that the building needs a new roof and other improvements that will cost more than \$300,000.

On April 12, 2011 the City Commission approved a new CRA program that provides up to \$50,000 for building renovations in selected areas of the CRA (e.g. Canal St, Flagler Ave). However, it appears that this will not adequately incentivize the purchase and renovation of the Badcock building.

Staff Recommendation: To create an “Opportunity Site” category of grant to address building needs for specified prominent buildings and sites to include the Badcock building, the Julia Ave site, the Administrative Office Building (AOB) site and the Pennysaver building. The amount of grant funds available for such a program would have to be determined. (Reference note: The Sanford CRA granted \$500,000 towards the restoration of a theatre downtown – an “opportunity site” for Sanford.)

- 3. Previous grants: There have been occasions in which property owners have contacted the CRA office for a grant application for a building that received a grant over 5 years ago. Should this property be eligible?

Staff Recommendation: yes, if the previous grant was over 5 years ago.

- 4. Expansion grants: should a business be allowed to receive a second grant if it is for a business expansion?

Staff Recommendation: yes

- 5. The new \$50,000 CRA program has two features that need to be clarified:

- a. “Applicants may receive only one award”. This wording is unclear, as it could refer to either the property owner or the business tenant.
- b. “Applicants are not eligible for any other CRA grant programs until 2015 or until the program is modified at the discretion of the CRA.” Does this apply to the applicant or to the property for which the grant is sought?

Staff recommendation: a. changing it to read “per property owner.”

- b: The intent of this statement is to limit receipt of the \$50,000 grant award per property, but not to prohibit the applicant from receiving other grants for different properties.

- 6. CRA Commissioner James Peterson asked that the CRA discuss the feasibility of creating a new program to facilitate exterior building improvements. This request for

discussion is motivated by the thought that the most immediate and noticeable impact of CRA funds is with funding for exterior renovation projects; and that in the current economic climate, many property owners are not in a position to contribute matching funds for improvements – especially residential.

Therefore, the new program would have the following elements:

1. The program would provide funds for both residential and commercial building exterior improvements, including landscaping.
2. The program would provide CRA funding for eligible expenditures not to exceed \$2,500.
3. The program would not require a matching contribution from the property owner.
4. All work would have to be done in conformance to strict design guidelines. (There are existing design guidelines for Flagler Ave, Canal St, and Third Ave.)
5. The program would require that all work shall be performed by local contractors and a percentage of supplies to be purchased from local suppliers.
6. The program would only allow one grant of this type per property. If another grant program is applied for and received, that grant award would be reduced by the amount received in this program.

Attachments:

1. The draft guidelines for the combined grant program for \$20,000.
2. The adopted guidelines for the new \$50,000 grant program.

**CITY OF NEW SMYRNA BEACH
COMMUNITY REDEVELOPMENT AGENCY**

**GRANT PROGRAM
FOR
COMMERCIAL EXTERIOR/INTERIOR
IMPROVEMENTS AND IMPACT FEES**



GUIDELINES AND APPLICATION

Further information and assistance may be obtained by contacting:

**The CRA office
Phone: 386-424-2266**

The New Smyrna Beach COMMUNITY REDEVELOPMENT AGENCY (CRA) will consider providing financial incentives for EXTERIOR/INTERIOR RENOVATION AND NEW CONSTRUCTION as well as IMPACT FEE ASSISTANCE for commercial projects within the CRA District in order to achieve noticeable visual changes and create a positive impact.

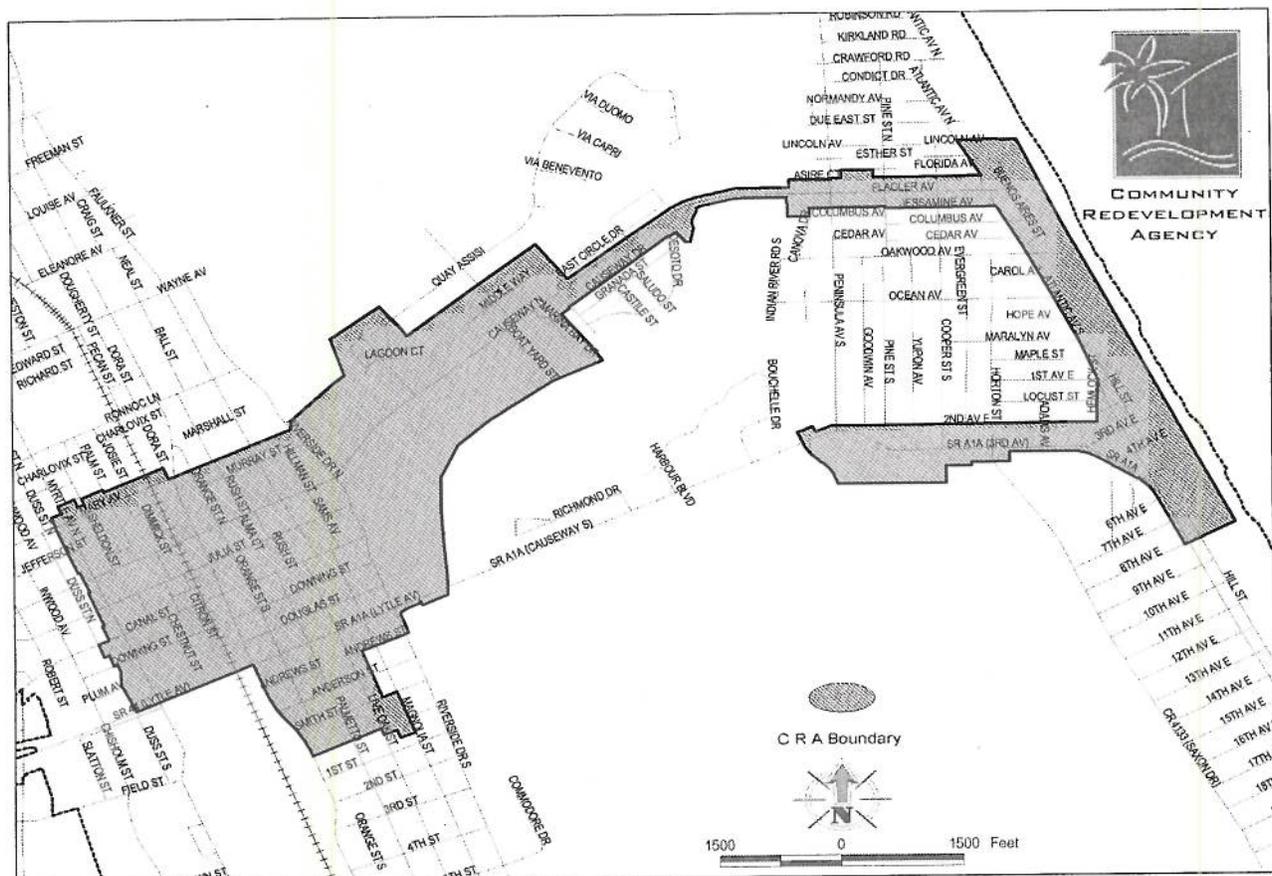
PLEASE NOTE: On April 12, 2011 the New Smyrna Beach City Commission instructed CRA staff to combine the existing Commercial Property Improvement Grant (Exterior); the Commercial Matching Revitalization Grant (Interior) and the Impact Fee Assistance Grant into one program with CRA funding capped at \$20,000. This new program, now called GRANT PROGRAM FOR COMMERCIAL EXTERIOR/INTERIOR IMPROVEMENTS AND IMPACT FEES, replaces all the programs mentioned above.

The CRA will review and consider each application as measured by the goals, priorities and objectives of the CRA Redevelopment Plan and the adopted Design Guidelines. DESIGN GUIDELINES for each business area within the CRA District are available for reference at the CRA office or at www.cityofnsb.com. **Applications must be approved by the CRA prior to any work beginning.**

Qualifying applications for this Grant Program are being considered for approval during the monthly CRA meetings, typically held the first Wednesday of each month. **Applications must be submitted to CRA staff at least two (2) weeks prior to the meeting date.**

PROGRAM AREA

The Grant Program is available to applicants with properties located in the CRA District.



PROGRAM OBJECTIVES

This Grant Program is designed to achieve specific redevelopment objectives within the CRA District, such as:

- Stimulating reinvestment within the District by creating an atmosphere which will enhance new business growth, development and job opportunities.
- Maintaining a quality image and consistent unique character and/or historic integrity of each of the designated areas.
- Creating pride and confidence in the CRA District by improving visual quality.
- Creating vital areas within the community for business and leisure enjoyment by providing a safe and attractive environment.

PROGRAM GRANT AWARDS

NOTE: An applicant may apply for exterior/interior improvements and impact fee assistance all at one time, or may choose any combination of the three options. Please be aware, however, that once a grant option has been selected and awarded, the business to which the grant was awarded is no longer eligible to receive additional grant assistance under this Program. For this reason, CRA staff recommends that the building owner, if he or she is the applicant, inform the tenant of the intent to apply for a grant to incorporate any possible needs the tenant may have. **ONLY ONE GRANT APPLICATION PER BUSINESS.**

This is a 50/50 reimbursement Grant Program with a maximum CRA funding amount of \$20,000. For example, if a project costs \$40,000, the applicant could be eligible for a \$20,000 reimbursement grant award. Reimbursement of grant funds is made following total completion and final inspection of the project by CRA and Building Department staff. Staff reserves the right to allow the applicant to submit paid receipts for individual project tasks that have been completed and inspected.

APPROVAL GUIDELINES AND CRITERIA

Exterior: Approved exterior projects must comply with the established Design Guidelines and all projects should strive to address the entire façade, including signage and other exterior issues that reflect the building as a whole.

Eligible exterior expenditures include:

Exterior Renovations/New Construction: Including, but not limited to: painting, cleaning, repairs, replacing architectural details, removing incompatible additions, repairing or replacing windows, door trims, porches, storefronts, etc., on the front, side and rear of buildings facing public entrance areas.

Signage: Including removal of old signs and obsolete sign poles, brackets or fixtures; and the design, production and installation of new signage.

Electrical: Any work directly related to exterior window lighting, security lighting or illumination of signage.

Landscaping: Including, but not limited to: removal of plant materials, installation of protective fencing during construction activity, replacement and addition of plant materials, soil augmentation and installation of plants, irrigation systems and window boxes.

Awnings: Including removal of old awnings and the purchase and installation of new appropriate awnings.

Screening: Including all screening of trash receptacles, air conditioning, utility equipment or other unsightly objects or areas with landscape material or with fencing material that complements the building material.

Parking Areas: The creation or improvement of off-street, private parking facilities, which provide a safe and pleasant parking environment for customers and employees.

Design Assistance: Professional design services related to structural renovation, new construction, signage and landscaping.

Permit Fees: Including any permitting fees that are required by City Code.

Interior: The interior grant is intended to give financial assistance to applicants to perform general construction improvements or purchase certain fixtures¹ to comply with current city, county and state codes to occupy or expand the building. Funding preference is given to businesses with hours that extend beyond 6:00 pm on weekdays and are open on weekends.

***Florida Building and National Electric Code related items include, but are not limited to:**

- Floor repairs and upgrades
- Installation of Heating unit (A/C not eligible)
- Hot water heater
- Bathroom repairs and upgrades
- Exhaust hood
- Commercial Sinks
- Grease trap
- Electrical upgrades
- Wall/Ceiling repairs and upgrades
- Fire sprinkler system

*This list of items is a reference only and can be adjusted during the on-site meeting with the Chief Building Official and Fire Marshal. Certain items, like refrigerators or ice makers, while required by code, are not eligible items for reimbursement under this grant program. **The CRA, at their discretion, reserves the right to reject any item(s) they do not deem eligible.**

¹Fixtures must become a permanent part of the structure and cannot be removed from premises if vacated by business.

The applicant is required to attend an on-site meeting at the property for which the grant is sought with CRA staff and pertinent City Staff as part of the application process. Applicant is responsible for providing access to the interior of the building.

QUALITY OF WORK

All exterior and interior work must be performed in a professional and workman-like manner. Prior to the work commencing, the applicant must secure all necessary Federal, State and Local Permits. Upon completion, all work must pass applicable Federal, State and Local Inspections. The CRA reserves the right to withhold reimbursement payment should the final inspection reveal that the work performed was not completed in a professional, workman-like manner and per the approved permit(s).

PROJECT RE-EVALUATION

The Applicant shall agree to return to the CRA for project re-evaluation upon request. Examples of the situations requiring re-evaluation include, but are not limited to the following: Dissatisfaction with the paint test results, removal of false façade or other material to reveal original building elements or conditions not presented in the original application and other situations discussed in the mandatory pre-application meeting.

INELIGIBLE EXPENDITURES FOR EXTERIOR AND INTERIOR GRANTS

- Improvements made prior to Grant approval
- Refinancing existing debts
- Non-fixed improvements and certain fixtures
- Inventory
- Sweat equity payments, i.e., reimbursement for applicant's own labor and performance of renovation work or new construction.
- Business Payroll
- General periodic maintenance
- Work performance that is not consistent with the Design Guidelines for the Areas as adopted by the Community Redevelopment Agency

APPLICATION PROCEDURES AND GUIDELINES

- I. Applications under this Grant Program are considered for approval by the CRA at their monthly meeting, which is typically held on the first Wednesday of each month. **No work may begin prior to grant approval by the CRA.**
- II. Applicants seeking funding for commercial property improvements on structures located within the CRA District shall submit a completed application to **CRA staff two (2) weeks prior to the CRA meeting.** Applicants must follow the adopted Grant Application process, including the mandatory pre-application conference and on-site visit (for interior improvements only) in order to be considered for a Grant Award.
- III. Completed Applications shall include the following:
 1. Written consent from the Property Owner (if not applicant)
 2. A detailed summary of the scope of work to be performed.
 3. Two (2) cost estimates broken down into scope of work line items.

4. Color photographs clearly showing existing conditions of the property to be improved. If applicable, historic photographs and/or photos of existing parking area should be included.
 5. Conceptual plans and specifications detailing the scope of work that will be required at the time of application.
 6. Samples of all paint and material colors as well as awning materials to be used on the building and signage.
 7. Applicant shall provide documentation from Planning Department and Building Department staff that the proposed project appears to meet permit requirements (available after pre-application meeting)
- IV. CRA staff shall review all applications to determine if they meet the criteria for approval and are in compliance with the CRA Design Guidelines. An applicant whose submission is incomplete shall be so informed by CRA staff. The applicant or property owner cannot owe the City any money and Property taxes, both City and County, cannot be delinquent.
- V. The approved project must comply with the requirements of the City Code, and applicant must obtain all necessary permits. Projects receiving funding must begin work within 90 days from receipt of Grant approval notification and must be completed within 1 year, unless a written request for time extension has been approved by the CRA.
- VI. Applicants shall be notified in writing of all approvals, approvals with conditions, or denials within 48 hours of the monthly CRA meeting. Applicants are encouraged to attend these meetings.
- VII. Upon CRA grant approval, applicant is required to place signage recognizing the project funding partners in a location at the subject property that is viewable to the general public. This signage is being furnished by the CRA and must remain in place for the duration of the project. Applicant agrees to return said signage with the final check request upon completion of the project.
- VIII. Any and all unforeseen changes in the scope of work that may arise during the renovation process must be approved prior to any of that work being initiated or completed.
- IX. The applicant shall incur all project costs and may receive reimbursement only after all improvements have been completed in accordance with the Grant Approval. Staff reserves the right to allow the applicant to submit paid receipts for individual project tasks that have been completed and inspected.
- X. By applying for this grant and signing the application, the applicant and property owner agree:
- a. not to alter the project, modify or remove the improvements made in accordance with the agreement for a period of three (3) years without CRA approval.
 - b. to maintain the improvements, including landscape materials, made in accordance with this agreement for a period of three (3) years.

Failure to comply with VIII a. may result in the applicant or property owner being asked to repay the total amount of CRA funds granted for the subject property and failure to comply with VIII b. may result in Code Enforcement action.

- XI. Costs not included in either the approved scope of work or an approved Change Order shall not be considered for reimbursement.
- XII. Required documentation for reimbursement of project costs must include:
 - 1. Copies of cancelled checks, certified checks or money orders
 - 2. Detailed invoices and paid receipts initialed or signed by contractor(s).
 - 3. Name, address, telephone number of contractor(s) and design professional(s)
 - 4. List of Permit Number(s) pulled for the project
- XIII. Project costs reimbursement shall be made upon total completion of the project, presentation of documented costs and final inspection of the project by CRA and Building Department staff to ensure the work was performed in a professional and workman-like manner, and in accordance with the specifications of the Grant Approval and the Design Guidelines. CRA staff will further verify that all permits have been inspected and signed off by the City's Building inspectors. (Staff reserves the right to allow the applicant to submit paid receipts for individual project tasks that have been completed and inspected).
- XIV. The CRA reserves the right to verify any and all costs associated with design or renovation work included in the grant application.
- XV. Each applicant may receive only one Grant Award per business.

Impact Fees: This program has been created to encourage new business activity in the CRA district by offering financial assistance with City of New Smyrna Beach Police, Fire and Transportation Impact Fees (non-city assessments are not eligible). **Please note that the City Commission has currently suspended Police and Fire Impact fees.**

Program Guidelines and Requirements

- 1. The applicant needs to submit an Impact Fee estimate in written form to CRA staff.
 - Transportation Impact Fee estimates may be obtained from the Planning Department.
 - **Not Applicable at this time** (Police and Fire Impact Fees need to be estimated by applicant based on square footage. CRA staff can assist with this task. The final amount will be determined by the Building Department and will be used in the payment/reimbursement process.)
- 2. In most cases, Impact Fee Assistance is being requested in conjunction with exterior and interior improvements. If this is not the case, the applicant needs to provide detailed

information on the proposed business, including any project improvements at the business location for which impact fee assistance is sought.

3. Upon CRA approval, applicant may choose to:
 - a. pay for the impact fees and submit proof of payment, with initials and printed name of the Building Department staff member handling the transaction, to CRA staff for reimbursement.
 - b. have CRA staff pay the impact fees directly to the City Building Department on the applicants behalf. **Please note that this option could possibly delay the project by up to two (2) weeks, as the Finance Department processes check requests only once a week. The Building Department will not release the permit until paid in full.**
4. The business must maintain a valid Business Operation at the subject location for a minimum of three (3) years from the receipt of CRA assistance.
5. If the business fails to maintain a valid Business Operation within three (3) years from the receipt of CRA assistance, the CRA reserves the right to invoice the business owner or applicant as required, to reclaim the total amount of CRA funds granted for the subject project.
6. Impact Fees paid prior to Grant approval are ineligible for reimbursement.

THERE IS NO OBLIGATION ON THE PART OF THE CRA TO AWARD A GRANT TO AN APPLICANT WHO MEETS THE GUIDELINES. THE APPLICATION ONLY PROVIDES OPPORTUNITY TO BE CONSIDERED.



COMMUNITY REDEVELOPMENT AGENCY

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DEVELOPMENT ASSISTANCE AND INCENTIVES PROGRAM

Introduction

The Community Redevelopment Agency, in its Master Plan update has allocated funds in a five year program for redevelopment. One of the funded programs is entitled "Development Assistance and Incentives." A program of the same name is hereby created to provide specific guidelines for the uses of those funds.

The program has two key components that are identified in the CRA Master Plan update.

1. Certain areas and types of businesses identified in the CRA Master Plan update are hereby provided development incentives as described in the remainder of the program description below. The program encompasses a wide range of activities in order to achieve the Master Plan's objectives in realizing redevelopment activity in the areas of:

- a. Retail
- b. Hospitality
- c. Residential infill to support retail development

The Development Assistance and Incentives Program is a reimbursement program with a maximum award of \$50,000 for qualifying projects on a 50/50 basis. Applicants may receive only one award and are not eligible for any other CRA grant programs until 2015 or until the program is modified at the discretion of the CRA.

2. The City/CRA currently owns a number of key parcels located throughout the CRA district that provide the opportunity for redevelopment. These include two lots on Florida Avenue, a parcel on the North Causeway, and a one half block at 103 Faulkner Ave. All three of these properties have been or are scheduled to be publicly offered for development through a negotiated development agreement. It is anticipated that the agreements will call for the sale or lease of the property, and the development of one or more buildings on the property for specific uses, to be constructed in accordance with an approved schedule. Funding from the Development Assistance and Incentives Program may be made available as a part of the negotiated development agreement.

The remainder of this program description is for program element #1 as described above.

The CRA updated Master Plan identified a number of "Essential Elements for Downtown" among them is the need to "Broaden Hospitality Options". Hospitality/Tourism is the City's core industry, with accommodations and restaurants leading the way as "destinations" for visitors and citizens alike. In addition, these two activities provide 7 day and after 5pm operations, both of which are critical to bringing additional visitors and citizens into the core areas.

For purposes of this grant, the CRA defines "Hospitality" as accommodations and restaurants in the Redevelopment area. Accommodations may include, but are not limited to, hotel, motel, condominium and bed

& breakfast. Restaurants may include, but are not limited to, food establishments with seating, bars that prepare and serve food, and bars that adjoin or are attached to food establishments under a single business name.

The Residential element of this program is designed to create a market base that will support business activities in the core areas of the CRA. These should be focused on smaller more efficient living units that encourage walkability to the core areas, with the inclusion of commercial spaces on ground level spaces. Applicants are encouraged to review the RCLCO document provided the City and CRA regarding housing trends.

It is anticipated that the award of incentives through this program will be done through a negotiated contract, and therefore there can be no expectation on the part of an applicant that since they meet the program eligibility guidelines that they will receive funding. Awards will be based on a number of factors and this program provides applicants with the "opportunity" to apply for and negotiate a contract with the CRA/City for funding.

Project Goals

The primary goals of this program are to:

1. Eliminate blighting influences and prevent further deterioration of commercial and residential properties in targeted CRA areas.
2. Stimulate renewed interest in the core areas and preserve the traditional retail district and establish the CRA area as a location for convenient pedestrian/visitor commercial activities over extended hours of operation that are compatible with the Master Plan Update.
3. Encourage the development of multiple business activities on major streets to function as anchors in the targeted areas.
4. Encourage the preservation of existing employment or the creation of new employment in the core areas.
5. Encourage the utilization of existing building stock within the targeted CRA areas
6. Encourage the utilization of existing vacant land within the targeted CRA areas.

Program Objectives

The primary objectives of this program are to:

1. Implement key recommendations in the CRA Master Plan update, specifically on pages 37, 42, 43
2. Promote the redevelopment of Canal St and Flagler Ave by incentivizing the expansion or location of targeted business types
3. Promote sustainable redevelopment by incentivizing the development of residential in the Canal St area including the Historic Westside.
4. To encourage the development of retail, restaurants, and accommodations within the targeted CRA areas
5. To incentivize business operations that have extended hours and days of operations.
6. To encourage the development of cross marketing opportunities between hospitality businesses and other business activities.

THERE IS NO OBLIGATION ON THE PART OF THE CRA TO AWARD A GRANT TO AN APPLICANT WHO MAY MEET THE GUIDELINES, THE APPLICATION ONLY PROVIDES THE OPPORTUNITY TO BE CONSIDERED.

Program Guidelines

The CRA has developed a series of matrices that are required to be completed by the applicant. The completed matrices will determine the level of possible funding.

1. Applicants should provide “Marketing” data documenting:
 - a. A business plan to be reviewed by the Director of the Small Business Development Center of Daytona State College.
 - b. What business operations are currently being performed,
 - c. What additional business operations will be proposed,
 - d. What increases in business revenues, the number of visitors/guests/customers, sales taxes, and resort taxes will be achieved with the proposed project,
 - e. What markets are currently being served and what changes the proposed project will have on those markets or new markets,
 - f. What number of jobs are preserved or created,
 - g. What cross marketing opportunities with other local businesses, if any, are created by the proposed project?
 - h. Residential projects shall provide residential market data for targeted markets, proposed unit sales prices, square footage of units and the inclusion of any commercial activities.
2. **No work for which a grant is sought shall commence until authorized by the CRA**
3. Funds shall only be used for fixed improvements where the business is located (or going to be located in the CRA district) for **purposes of expansion, change the use of the building, or increase the use of the building.**
4. Funds may be used for **parking and driveway improvements and signage**
5. Funds may be used for **interior and exterior building improvements**, including interior renovation to expand restaurant seating or to create additional retail space.
6. **Funds cannot** be used for business equipment, operating expenses, or to make building repairs that would be normally expected of the building owner. An exception would be made for the renovation of buildings that have been vacant for more than three (3) years.
7. Funds to perform general repairs and/or construction to comply with current city, county and state codes to occupy the building shall be allocated on a first come first served basis and only one (1) grant shall be awarded per structure
8. Tenants must provide written consent from the building/property owner.
9. **Applications must be submitted to CRA staff at least three (3) weeks prior to the CRA meeting date (The CRA typically meets every first Wednesday of the month)**
10. A grant for a new or relocating business may be awarded contingent upon the applicant providing an executed lease agreement for the property for which the grant is sought within ninety days (90) of grant approval. (Applicable only if tenant is the applicant.)

11. Project must commence within ninety (90) days and be completed within 365 days of CRA approval. Any extensions will require CRA approval; failure to get the project underway in a timely manner may cause the award to be withdrawn.
12. **This is a reimbursement grant program. All grant funds will be awarded on a 50/50 matching funds basis not to exceed \$50,000.** (Example: Total approved project cost by applicant \$60,000 – CRA grant match maximum \$30,000; example: Total approved cost by applicant \$125,000 – CRA grant match maximum \$50,000).
13. This grant is provided to incentivize larger monetary projects and is limited to one grant per property and the applicant will not be eligible for any other CRA grant programs.
14. Improvements/ Repairs shall be designed, constructed and maintained to complement the architectural features of the building and shall be in harmony with overall character.
15. No grants shall be awarded to government owned properties or to tenants within government owned properties unless they are leased from the government as part of a development agreement. Non-profit organizations are not eligible for this program.
16. Applicant is responsible for obtaining any permits required to design and construct the project and the **costs of permitting fees shall not be included in the CRA grant funding**
17. Any unapproved changes may void the Grant (at the discretion of the CRA)
18. The applicant is required to attend an on-site meeting with CRA staff, the Chief Building official; Fire Marshall and Planning Staff at the property for which the grant is sought. Applicant is responsible for providing access to the property and interior of the building.
19. Upon CRA grant approval, applicant will be required to place signage, viewable to the general public, recognizing the CRA/City and County participation (furnished by the CRA) for the duration of the project.
20. Applicant and Property Owner (if not applicant) agree to maintain the completed project in its approved design for a period of three (3) years from the date of completion; if not, the grantee is subject to returning the grant funds at the discretion of the CRA.

Program Procedures

1. Only completed applications including all supporting documentation will be accepted, including but not limited to detailed information on the proposed business, proposed hours of operation, projections on the number of customers, etc.
2. Completed applications must include two (2) estimates from an licensed architect, engineer or contractor related to the proposed building improvements.
3. CRA staff reviews program applications for compliance with submittal requirements.
4. CRA staff schedules an on-site meeting with the Chief Building Official, Planning staff and the applicant.
5. CRA staff schedules compliant program applications for the next available regular CRA meeting, which occur on the first Wednesday of each month.

6. Upon approval by the CRA Commissioners, a letter of commitment is provided to the applicant, however no work shall start until written notice is received from CRA staff.
7. Applicant is responsible for obtaining any permits required to construct the project and funds received as part of the CRA program **shall not be used for permit and/or design fees.**
8. Applicant must submit paid invoice(s) to CRA staff for reimbursement with indication from the contractor certifying that they have been paid in full for the work as submitted.
9. **Reimbursement** – This grant is a reimbursement program. The applicant will have two options for reimbursement
 - a. Upon inspection of the completed project by CRA staff, and verification that all project construction tasks have received final inspection and approval by appropriate City Department Staff, the applicant will be reimbursed the grant awarded or 50% of the total approved project costs, not to exceed the CRA maximum reimbursement amount \$50,000.
 - b. Upon inspection and approval of each task/phase by appropriate City Department Staff, the applicant may submit proof of inspection and approval by building Department staff and paid invoices for project costs for that task/phase for reimbursement. Upon verification of an inspection and approval by building Department staff and paid invoices by CRA staff, the applicant may be reimbursed up to 50% of the paid project cost for that task/phase. The total reimbursement may not exceed the awarded amount or up to 50% of the total cost not to exceed \$50,000.

Eligibility Requirements

The program shall be available to anyone meeting the program eligibility requirements, and no one shall be denied the benefits of the program because of race, color, religion, sex, national origin, disability, age, or marital status. Applicants must comply with the following criteria and submit a complete application containing all required submittals. Approval of applications by the CRA will be based on the consistency of the proposed project with the goals of the adopted CRA Redevelopment Plan.

1. Property for which the grant is sought must be located within the three specific areas within the CRA district that are served by this program.
2. The applicant must be the owner of the building, although a tenant may qualify upon written consent by the owner of the building
3. Governmental entities, tenants of government owned buildings and, non-profit organizations are not eligible
4. Property taxes, both City and County must not be delinquent and appropriate Occupational licenses must be current.
5. Proposed business must commit to hours of operation that extend beyond 5:00PM and preference will be afforded to businesses who propose a commitment to extend hours of operation beyond 7:00PM and/or add additional days of operation.
6. Business must be a permitted use as outlined in the City of New Smyrna Beach Land Development Code and meet the intent of the zoning code.
7. Applicants must ensure that the buildings included in the grant application are in compliance with the Florida Building Code and National Electric Code. Such items include, but are not limited to:

- Floor repairs and upgrades
- Installation of Heating unit
- Hot water heater
- Bathroom repairs and upgrades
- Exhaust hood
- Commercial Sinks
- Grease trap
- Electrical upgrades
- Wall/Ceiling repairs and upgrades
- Fire sprinkler system

This list of items is a reference only and final eligibility will be determined during the on-site meeting with the Chief Building Official.

Development Assistance and Incentives Program Matching Grant Check list – (CRA Approval required prior to any construction/repair/renovation work commencing)

- 1. Located within the three specific areas of the CRA District (please see attached map)
- 2. First Grant for this structure (Only one Grant shall be awarded per structure)
- 3. Not a Government owned property being used for governmental activities and/or a non-profit organization.
- 4. Completed Matrix as provided by the CRA for the appropriate activity.
- 5. Completed application form
- 6. Written Consent from the property owner (if the property owner is not the applicant)
- 7. Two (2) Project estimates from a licensed architects, engineer or contractors. (if applicant is licensed contractor, he or she may not submit their own estimate)
- 8. Hours of operation extend beyond 5:00 p.m. with preference given to businesses that propose a commitment to extend hours of operation beyond 7:00 p.m., additional business days of operation, current activities, expanded activities.
- 9. “Marketing” data, including but not limited to, demonstrating increases in revenues, visitors/citizens/customers increases, changes in markets or additional markets and preservation or creation of jobs, sales tax generation, resort taxes, property taxes and any other supporting data deemed pertinent to the project.
- 10. Permitted use as outlined in the City of New Smyrna Beach Land Development Regulations (to be determined by Planning and Zoning Department)
- 11. Property taxes, both City and County must not be delinquent; In the case of businesses any and all occupational licenses must be current.

12. Upon CRA grant approval, applicant will be required to place signage recognizing the CRA participation (furnished by the CRA) and viewable to the general public, for the duration of the project

13. Onsite meeting set for _____ at _____

RESIDENTIAL
MATRIX

	A DESCRIPTION	B Current	C Proposed	D Points/Sec		E Awarded	F COMMENTS
				Max			
1							
2							
3	Location within the CRA District						
4	East Canal Street				40		
5	(please see attached Map)						
6							
7	West Canal Street area						
8	(including Historic Westside)						
9							
10	Flagler Avenue area						
11							
12	Construction				30		
13	New						
14	Existing/Rehab						
15	Zoning Classification						
16	Energy Efficiencies						
17	Seeking LEED Certification						
18							
19	Use				20		
20	Type of Building						
21	Apartment/house/complex						
22	Loft Apartment						
23	Town House						
24	Single Family						
25	Multi-Family						
26	2-4 Units						
27	5-12 Units						
28	13+ Units						
29							
30	Square Footage/Unit						
31							
32	Mixed Use						
33	Commercial						

RESIDENTIAL
MATRIX

	A	B	C	D	E	F
34	Number of Units					
35	Square Footage/unit					
36	Other					
37						
38	Ownership					
39						
40						
41	Other			10		
42	Market Data					
43	Estimated Sales Price of Units					
44						
45	TOTALS			100	0	
46						
47						
48						
49						
50	TOTALS			200	0	
51						
52						
53						
54						
55						
56						
57						
58						

RETAIL
EXISTING AND PROPOSED PROJECT MATRIX

A		B	C	D	E	F
DESCRIPTION		CURRENT PROPOSED	POINTS/SEC.	Max	Awarded	COMMENTS
1						
2						
3	Location within the CRA District			40		
4	East Canal Street					
5	(please see attached Map)					
6						
7	West Canal Street area					
8	(including Historic Westside)					
9						
10	Flagler Avenue area					
11						
12	Construction			20		
13	Additon to existing facility					
14	Redesign of interior to expand retail space					
15	Increasing space for existing activity					
16	Increasing space for additional activity					
17	New Facility					
18						
19	Use			30		
20	Retail Business Category (P.37)					
21	Apparel					
22	Books					
23	Bakeries					
24	Carry Out Food					
25	Florists					
26	Personal Services					
27	Bank					
28	Groceries					
29	Mail Centers					
30	Home Furnishings					

RETAIL
EXISTING AND PROPOSED PROJECT MATRIX

	A	B	C	D	E	F
31	Jewelry					
32	Sporting Goods					
33	Other					
34						
35						
36	Other			10		
37	Hours of Operation					
38	Monday - Friday					
39	7 Day Operations					
40	Hours after 5PM					
41						
42	Market Data					
43						
44	TOTALS			100	0	

RESIDENTIAL
MATRIX

A		B	C	D	E	F
DESCRIPTION		Current	Proposed	Points/Sec Max	Points/Sec Awarded	COMMENTS
1						
2						
3	Location within the CRA District			40		
4	East Canal Street					
5	(please see attached Map)					
6						
7	West Canal Street area					
8	(including Historic Westside)					
9						
10	Flagler Avenue area					
11						
12	Construction			30		
13	New					
14	Existing/Rehab					
15	Zoning Classification					
16	Energy Efficiency					
17	Seeking LEED Certification					
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33	Commercial					

RESIDENTIAL
MATRIX

	A	B	C	D	E	F
34	Number of Units					
35	Square Footage/unit					
36	Other					
37						
38	Ownership					
39						
40						
41	Other			10		
42	Market Data					
43	Estimated Sales Price of Units					
44						
45	TOTALS			100	0	
46						
47						
48						
49						
50	TOTALS			200	0	
51						
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