

Community Redevelopment Agency Commercial Improvement Grant Program



This program provides a 50% matching reimbursement grant, up to 25,000

ELIGIBLE IMPROVEMENTS

❖ Electrical Rewiring	❖ ADA Handicap Building Access	❖ Windows and Exterior Doors
❖ Signage	❖ Roof Replacement	❖ Architectural Feature Restoration
❖ Plumbing	❖ Sanitary Sewer Connection	❖ Exterior Painting
❖ Parking Lot Improvements		❖ Demo Replacement

PROGRAM ELIGIBILITY GUIDELINES

- Property must be located within an Escambia County designed Community Redevelopment District. *Call (850) 595-3217 to verify location.*
- Applicant(s) must be the property owner(s).
- Property must be zoned for commercial or industrial use and used for commercial or industrial purposes.
- Property must not have outstanding judgment liens, code violations, and/or delinquent ad valorem property taxes.
- Must Create one new position during the duration of the grant.

Project Commencement

Project must not have commenced until the final grant application and agreement(s) have been submitted to and approved by the Escambia County Community Redevelopment Agency (CRA), and Board of County Commissioners (BCC).

Applicant Match

Applicant must provide 100% of project costs upfront. The Community Redevelopment Agency will provide a 50% reimbursement, up to \$25,000, for eligible improvements approved under this program upon project completion, and submittal of all required documentation.

Lien Requirement

Applicant(s) must agree to enter into a lien agreement with the Community Redevelopment Agency. **Lien will be forgiven thirty six (36) months from the date the lien agreement is recorded in the public records provided that:**

- Improvements are not altered, modified, removed, demolished, sold, or transferred and/or;
- Property is not converted to 100% non-residential use.

*****If any of these activities should occur within the above-mentioned thirty six (36) months period and/or without prior approval total funds granted will become due and payable.**

Grant funding is based on availability. Grant funding is provided on a first come, first served basis, however, preference will be provided to first time applicants.

Application Submittal Instructions

CRA Form Facade Instruction 2015-11

1. Complete and Sign Application Form

Attach the following documentation:

- a. Proof of Property Insurance** – Current Home Insurance Policy and/or Home Insurance Bill or Statement
- b. Proof of Property Ownership**- Copy of Deed or Recent Mortgage Statement and/or Letter
- c. Color Photograph of Existing Property Conditions**

2. Obtain Three (3) Quotes from Licensed Contractors which include Labor and Materials for Total Project Costs

- a. Indicate Selected Contractor**
(Selected Contractor must have the lowest bid)
- b. Attach Selected Contractor's License**
- c. A list of current positions in the company and a roster of current employees**

3. Sign "Notice to Applicant(s): Florida Public Records Law, F.S. Chapter 119"

4. Complete and Sign W-9 Tax Form

5. Submit documentation listed above (steps 1-5) by mail, fax or email to:

Escambia County Community Redevelopment Agency
221 Palafox Place, Suite 305, Pensacola, FL 32502
Phone: (850) 595-3217
Fax: (850) 595-3218
Email: CRA@myescambia.com



APPLICATION FORM
 Community Redevelopment Agency
 Commercial Improvement Grant Program
 CRA Form Facade 2015-11

APPLICANT NAME: _____

CO-APPLICANT NAME: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL ADDRESS:** _____

PROPERTY OWNER: YES NO

OUTSTANDING CODE VIOLATIONS OR JUDGEMENT LIENS: YES NO
IF YES, INDICATE WHICH: _____

DELINQUENT ON AD VALOREM PROPERTY TAXES: YES NO
IF YES, INDICATE WHICH: _____

REDEVELOPMENT DISTRICT:

- | | | |
|--|---|---|
| <input type="checkbox"/> ATWOOD | <input type="checkbox"/> BARRANCAS | <input type="checkbox"/> BROWNSVILLE |
| <input type="checkbox"/> CANTONMENT | <input type="checkbox"/> ENGLEWOOD | <input type="checkbox"/> ENSLEY |
| <input type="checkbox"/> OAKFIELD | <input type="checkbox"/> PALAFX | <input type="checkbox"/> WARRINGTON |

ASSISTANCE IS REQUESTED TO COMPLETE THE FOLLOWING ELIGIBLE IMPROVEMENTS (Check all that apply):

<input type="checkbox"/> ADA Handicap Building Access	<input type="checkbox"/> Architectural Restoration	<input type="checkbox"/> Electrical Rewiring
<input type="checkbox"/> Signage	<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Exterior Painting
<input type="checkbox"/> Sanitary Sewer Connection	<input type="checkbox"/> Parking Lot Improvement	<input type="checkbox"/> Roof Replacement
<input type="checkbox"/> Plumbing	<input type="checkbox"/> HVAC	<input type="checkbox"/> Demo Replacement

PLEASE PROVIDE A DETAILED DESCRIPTION OF ALL IMPROVEMENTS **FOR WHICH YOU ARE REQUESTING FUNDING** UNDER THIS PROGRAM (If additional space is needed, attach description):

.....

The information provided on this application is true and complete to the best of my knowledge and belief. I understand the information provided is required to determine my eligibility and does not assure my qualification. I agree to provide other documentation as may be required to determine my eligibility under this program.

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____

Date: _____



**COMMUNITY REDEVELOPMENT AGENCY
MEMORANDUM OF UNDERSTANDING (MOU)**
CRA Form Facade-MOU-2015-11

I, THE APPLICANT/CO-APPLICANT, AFFIRM THAT WORK HAS NOT COMMENCED ON ANY PORTION OF THE PROJECT REQUESTED FOR FUNDING UNDER THE COMMUNITY REDEVELOPMENT AGENCY (CRA) COMMERCIAL FAÇADE, LANDSCAPE, AND INFRASTRUCTURE GRANT PROGRAM.

I UNDERSTAND THAT WORK MAY NOT COMMENCE UNTIL FUNDING FOR MY PROPOSED PROJECT HAS BEEN APPROVED BY THE ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS (BCC) AND A NOTICE TO PROCEED ISSUED BY THE CRA.

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____

Date: _____

Program Administrator: _____

Date: _____

NOTICE TO APPLICANT(S): FLORIDA PUBLIC RECORDS LAW, F.S. CHAPTER 119

CRA Form-Public Records Notice-2015-11

This is a notice to you regarding the State of Florida’s Public Records Law, Florida Statutes (F.S.) Chapter 119: Public Records. Under F.S. Chapter 119, the law requires that any records made or received by public agencies in the course of official business must be made available for inspection by the general public, unless specifically exempted by the Florida Legislature, or deemed confidential or exempted under federal law. Please be advised that in the course of the release of public records, Escambia County may release personal information including home address, email address and phone number, unless specifically exempted under law. You are hereby notified, pursuant to F.S. Chapter 119, that disclosure of your social security number has been collected on this application for identification and financial verification purposes to determine eligibility under this program, and will not be utilized for any other purpose, and/or released to any other agency and/or person(s) except where required under law. Please refer to F.S. Chapter 119.071 for details on Florida Public Records Law general exemptions.

The Community Redevelopment Agency requests that you disclose any exemptions under F.S. Chapter 119.071 which may apply to any person or persons referenced on this application for assistance.

Please check a box below:

[] The person(s) referenced on this application qualify for the following exemptions under F.S. Chapter 119.071 (please indicate the full name of the person(s) qualifying for exemptions listed):

[] The person(s) referenced on this application do not qualify for any exemptions under F.S. Chapter 119.071.

Your signature below confirms your review and understanding of this notification as it relates to the State of Florida’s Public Records Law, F.S. Chapter 119, and applicable exemptions:

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____

Date: _____

Program Administrator: _____

Date: _____

