

Wauchula Community Redevelopment Agency

Commercial Revitalization Program

INTRODUCTION

The purpose of the Wauchula CRA Revitalization Program is to restore and improve commercial buildings within the Wauchula Community Redevelopment Agency District in an effort to improve the area in ways that contribute to the physical, economic, social and aesthetic well-being of the City of Wauchula. Moreover, it is the intent of this program to encourage improvements to private properties that go well beyond what is required under the City of Wauchula's Land Development Regulations to enhance the form, function and design quality of this redevelopment district.

APPLICATION AND PROJECT REQUIREMENTS

1. Applications will only be accepted during an advertised grant cycle.
2. Applications will be reviewed and scored. Award amount is based on scoring but subject to funding and WCRA Board final approval. The WCRA Board shall have final approval of all applications. Awards shall not exceed WCRA funds available at time of approval.
3. Applicants must be the property owner or the property owner's registered agent.
4. No more than 1 open grant award shall be allowed per property owner or the property owner's registered agent.
5. The WCRA reserves the right to modify or cancel parts of or the entire Commercial Revitalization Program at any time without notice. If the program is modified or eliminated, the Agency will ensure that any previously approved grantees undergoing renovation will be completed per contract as long as the owner(s) abide by the contract.
6. Projects on properties that do not/will not collect property tax and contribute to the CRA Tax Increment Financing Fund (TIFF), and projects to improve property used or designed primarily for residential use (including, but not limited to apartments, condominiums, townhomes, duplexes, single family homes, and other residential housing) are not eligible to apply for the grant.
7. Work shall not begin prior to receipt of a fully executed grant agreement.
8. All applications shall be reviewed on a case by case basis by the WCRA Board to determine if an application meets the intended program goals.
9. Grants are paid as reimbursement. No funds shall be paid to the Applicant until the WCRA staff have received the official Certificate of Occupancy or Certificate of Completion and any other documentation required by the grant agreement with the WCRA.
10. Only project construction costs are eligible for the grant program. Design and permitting costs are not eligible for the grant program.
11. All incentivized development shall conform to the current edition of the City of Wauchula Land Development Code.
12. When agreed upon, redeveloped parking located on private property will be owned by the private property owner but be designated for public use for the life of the WCRA.
13. Applicants must supply the WRCA 3 quotes for the project elements funded by the grant application.
14. Applicants will not be approved for more than 1 grant extension.
15. Approved applicants are not eligible to submit another application for the same property address for a period of 5 years.
16. Project elements must remain unchanged for a period of 5 years.
17. Applicants are required to provide updates to the WCRA Board as requested by staff.
18. Projects located in the HC1 zoning district must receive approval prior to beginning work.
19. Property address for the proposed project must be within the WCRA boundaries (see attached map).

APPLICATION PROCESS

1. Submit a completed application to the WCRA for review during the open grant cycle. Incomplete applications will not be considered for funding until a complete application, and all supporting documents are received by the WCRA. Applications must be signed by the owner of the property of record or the owner's registered agent; tenants and/or other occupants are ineligible to participate in the program and are prohibited from filing an application on behalf of an owner, unless otherwise authorized, in writing, by the property owner.
2. Upon determination of completeness and eligibility, WCRA staff will review and score projects for presentation to WCRA Board. Tied scores will be ranked by order they were received.
3. Any improvements completed prior to approval by WCRA Board are not eligible for reimbursement.
4. Applicants not approved may apply again during the next open grant cycle.
5. Application to this grant program is not a guarantee of funding. Funding is at the sole discretion of the WCRA Board.
6. The WCRA recommends that Applicants attend the WCRA Board workshop during which the Board will consider their application in order to answer any questions the WCRA Board may have regarding their application.
7. Approved applications will enter into a grant agreement that must be fully executed before any work related to the project commences.

CONSTRUCTION/PAYMENT & SITE VISITS BY THE WCRA

1. The Commercial Revitalization Grant Agreement is between the WCRA and the Applicant and/or property owner. The WCRA will not make payments directly to the contractor.
2. The WCRA will not disburse funds until WCRA staff receive the official Certificate of Occupancy or Certificate of Completion, proof of payment to the contractor, including copies of cleared checks, and any other documentation required by the grant agreement.
3. A WCRA staff member will visit the property and take photographs of the completed project.
4. WCRA Staff may conduct unannounced site visits before, during, and after the project in order to determine and ensure compliance with the terms of the grant agreement.

**Community Redevelopment Agency
Revitalization Program
APPLICATION**

| | |
|-------|-------|
| Date | _____ |
| Rec'd | _____ |
| Score | _____ |
| Award | _____ |

Applicant Name: _____

Mailing Address: _____

Business Name: _____

Property Owner Name: _____

Property Address: _____

Applicants Phone Number: _____ Email: _____

I hereby submit the following application for consideration by the Wauchula Community Redevelopment Agency Board. I understand that the request must be approved by the Board and that funding is not guaranteed. I also understand that award monies will be dispersed as defined in the Grant Application.

I acknowledge that I have read and understand the Application and Project Requirements, , Application Process, and Construction/Payment & Site Visit portions of the application and the application packet is complete in accordance with the Grant Checklist.

I acknowledge the project must be completed according to the timeline submitted with this Application. Should any changes be made to the project without prior approval by the WCRA Board, I understand that the grant will be void.

I acknowledge that the property to be improved does not have any delinquent ad valorem taxed and is free from all municipal and county liens, judgements, and encumbrances of any kind.

Print Name of Applicant

Applicant Signature

Date

Print Name of Property Owner

Property Owner Signature

Date

Staff Notes: _____

COMMERCIAL REVITALIZATION GRANT CHECKLIST

AT TIME OF APPLICATION

- One (1) hard copy of completed application.
- Photographs of the current condition of site and structures.
- Architectural renderings of proposed improvement in color and/or detailed floorplan or proposed improvements (if requested applicable to the nature of the project).
- A detailed outline of all proposed improvements with three (3) quotes from a licensed contractor.
- A detailed proposed project schedule.
- If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing the location of work is also required.
- Proof of current City and County property tax.
- The Wauchula CRA Commercial Revitalization Grant Application signed by Applicant.
- Property owner's signature on application (or other authorizing documentation) if Applicant is not the owner.

WITHIN 30 DAYS OF GRANT AWARD

- The Wauchula CRA Commercial Revitalization Grant Agreement has been signed and notarized by both the applicant and property owner (if they are not the same).
- Copy building permit.
- Copy of Historic Preservation Board Certificate of Appropriateness (when applicable).

AT PROJECT COMPLETION

- Copy of Certificate of Occupancy or Certificate of Completion from the Hardee County Building Department.
- Proof of payment to contractor as final payment.
- Completed W-9 Form for payee.

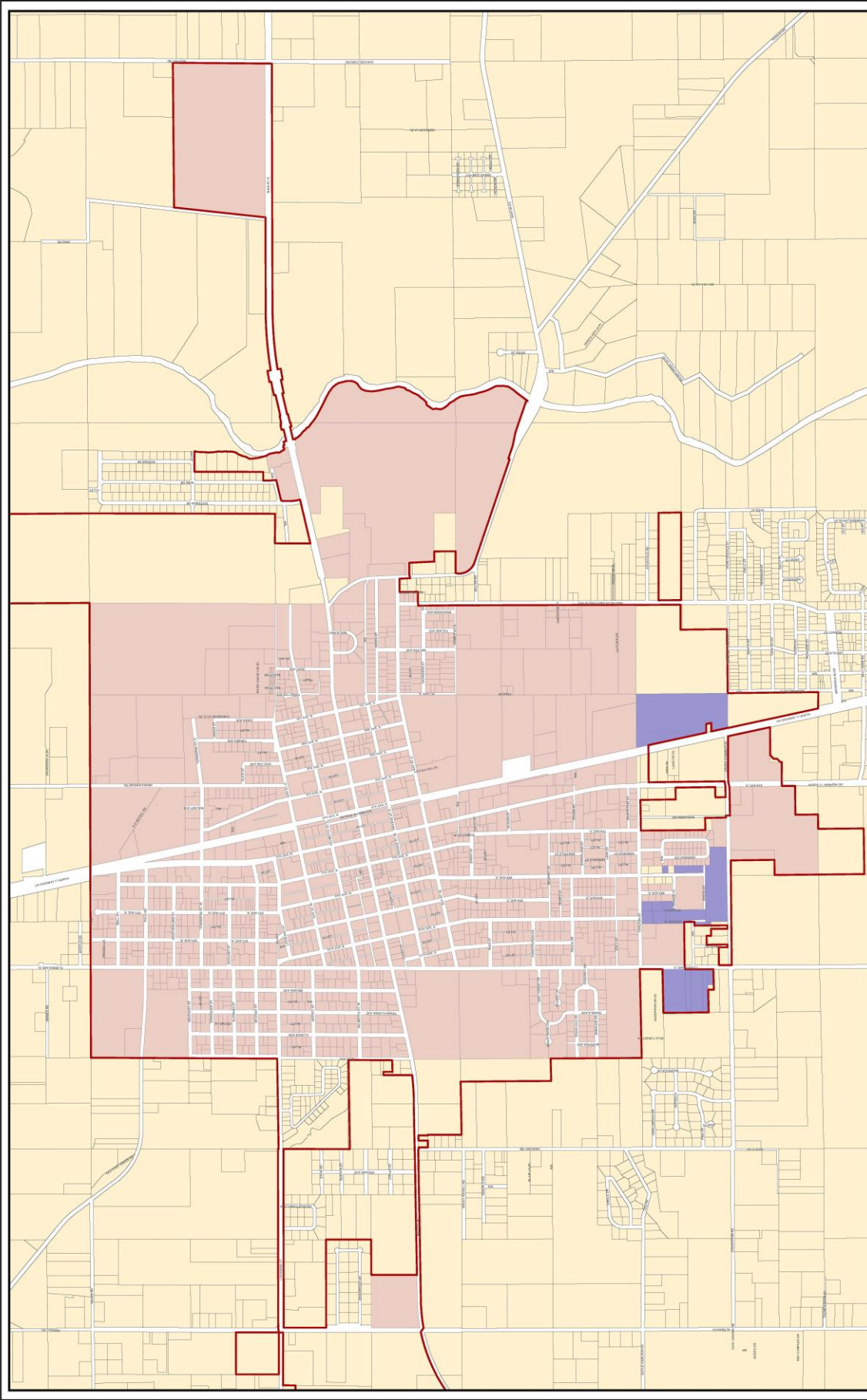
| SCORING CRITERIA | |
|---|----|
| <u>Private Contribution</u> | |
| Between 0 and 20% of assessed value | 5 |
| Between 21% and 40% of assessed value | 10 |
| Between 41% and 60% of assessed value | 20 |
| 61% and above assessed value | 30 |
| <u>Project Type</u> | |
| Vacant Building | 20 |
| New Construction/Addition | 15 |
| <u>Utilities</u> | |
| Electrical | 15 |
| Plumbing | 15 |
| HVAC | 5 |
| Fire Suppression/Sprinkler System | 20 |
| <u>Façade Improvements – Max 25 points</u> | |
| Paint | 5 |
| Landscape | 5 |
| Signage | 5 |
| Awning | 10 |
| Restoration of historic features | 15 |

| | | | | | | | | |
|---------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|--------------|
| 15 -24 points | 25 -34 points | 35 -44 points | 45 - 54 points | 55 – 64 points | 65 – 74 points | 75 - 84 points | 85 – 94 points | 95+ points |
| \$10,000 Cap | \$15,000 Cap | \$20,000 Cap | \$25,000 Cap | \$30,000 Cap | \$35,000 Cap | \$40,000 Cap | \$45,000 Cap | \$50,000 Cap |

*Applications scoring below 15 points will be recommended for denial.

*Award amounts based on the following scoring and not guaranteed.

*At no point will awards amounts exceed 50% of the total project cost.



UD2
 CRA
 CRA.2



Hardee County Property Appraiser's
 Office
 Office of Assessments and
 Equalization
 Prepared by Lisa M. Pennington - 3/14/2019

HARDEE COUNTY PROPERTY APPRAISER'S OFFICE
 KATHY L. CRAWFORD, PROPERTY APPRAISER