



303 Ledwith Avenue
Haines City, FL 33844
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STRUCTURE REHABILITATION GRANT PROGRAM

Haines City Community Redevelopment Agency (CRA) has established a Structure Rehabilitation Grant Program. Matching Grants are available to commercial property owners and business owners for rehabilitation of business buildings.

The Structure Rehabilitation Grant program will be administered by the Community Redevelopment Agency of the City of Haines City.

CRITERIA

1. Priority shall be given for projects which are located within the Core Impact Area.
2. Building shall be located in a commercially zoned district, be located within the CRA boundaries and be a minimum of 30 years old.
3. Applicant must submit application prior to the commencement of all work.
4. Proposed changes to the building will not remove, alter, damage, or cover up significant architectural features of the building that either are original, or reflect a major alteration that has historic architectural value. At the same time, proposed changes will assist in creating a unified and attractive appearance to the building and the block.
5. Changes to the building shall be consistent with the original historic character of the building.
6. All improvements must meet with the city's approval and will require staff committee approval. Certain work may be required or precluded as a condition of funding. Applicants will be responsible for obtaining necessary regulatory approvals, including any needed by city departments or boards including, but not limited to building permits and any other necessary permits. All work must comply with city, state and federal regulations.

7. **Applicants are required to obtain three (3) competitive bids.** If the lowest bid is not chosen, the applicant will have to match the cost to the lowest bid or provide justification why they want to use the higher bid and the city will consider waiving the requirement if it is justified. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor.
8. The money is in the form of a grant, not a loan, is available as follows:
 - a. Grant is up to 50 percent match basis not to exceed \$50,000.
9. The amount of the match will be determined by the funds available and the number of requests under consideration. Maximum amount of grant monies will be considered by the scope of work. No address will be eligible for more than one grant program. No address can exceed the maximum award regardless of applicant business name.
10. Only the projects that have not received grant funds; within the past five (5) years will be given consideration.
11. The grant will be reimbursed upon completion of work and all paid invoices, relating to said work, documents with receipts/cancelled checks, are submitted to Haines City Community Redevelopment Agency.
12. Upon approval, the project will become a phased grant within the award for the building address specified. Each phase of the project will be an independent award and the process the same as a new request. The project start must be within 90 days after approval.
14. Grant monies will be paid directly to the **property owner/applicant**, not the contractor.
15. General building maintenance in not eligible under this program.

DESIGN ASSISTANCE TEAM REVIEW

All Grant Applications will be reviewed to assure that the project plans are consistent with the intent of the specific and applicable Grant Program. The city reserves the right to make recommendations for unique and/or special circumstances. Following the review of the application, the city will make one of the following recommendations:

- (1) Approved
- (2) Approved with changes
- (3) Approved with partial funding
- (4) Denied funding.

Structural Rehabilitation Grant Funding Award Process

Pre-Award

1. Review Funding Request Application (FRA) to determine eligibility as outlined in program definition and overview.
2. Staff perform an assessment of FRA prior to submitting application to Citizens Advisory Committee (CAC) for recommendation.
3. Discuss and revise budgets, as necessary.
4. Submit assurances and certifications (such as detailed project plans and proof of acquired documentation such as permits or zoning change requirements from Haines City Development Services Division).

Recommendation of Award

5. Staff present FRA to CAC for recommendations up to \$25,000; all funding exceeding this amount must go before the CRA Board for approval
6. Develop and submit Agenda Item for CRA Board presentation of FRA.
7. Present recommendations to CRA Board/

Award

8. Applicant receives a copy of the Notice of Award (NOA) via email and US Postal Services.
9. Expend awarded funds as receipts are rendered for reimbursement of payment.
10. Submit timely programmatic progress and financial reports, as required by NOA.
11. Report any changes in the project or proposed activities, as appropriate.

Post-Award

12. Submit documentation required for closeout, and reimbursement of award.
13. A Forgivable Loan in the form of a Lien will be recorded at the completion of approved project repairs and redevelopment for the total of the awarded amount.

Work on the project must begin within 90 days after approval.

Pre-approval does not automatically guarantee awarding of the grant if said renovations or restorations are not complete as recommended.

UNDERSTANDING THE REQUIRED FORGIVABLE LOAN

To maintain the integrity of the Community Redevelopment Agency, grant award, the property shall not be sold for five years after receiving the grant. Repayment of repairs will only be enforced if the commercial building is sold. The property owner listed on the Polk County Property Appraisers database must approve all repairs and agree to the forgivable loan in the event of verified family occupancy.

_____ Initial

Upon completion of the construction work, the Haines City Community Redevelopment Agency will place a forgivable loan in the form of a construction lien against the property for the full value of the CRA’s contribution. If the property changes ownership the remaining balance of the prorated lien will be immediately invoiced to the owner for payment to the Haines City Community Redevelopment Agency (CRA).

_____ Initial

Proration begins immediately upon the completion of construction work. Funds received by the applicant will be returned to the CRA in the year the property is sold following the completion of construction work. For example, for a full \$50,000 award, the payback to the CRA will be 100% in the first year, 80% in the second year, 60% in the third year, 40% in the fourth year, and 20% in the fifth year. At the conclusion of the five-year agreement, if no violation of the award has occurred, the forgivable loan/lien will be fully released.

_____ Initial

The applicant acknowledges and consents to the Forgivable Loan in the form of a Lien, and fully comprehends the prorated obligation to repay the grant if the home is sold or leased within five (5) years of receiving the grant award.

Applicant’s Name _____

Signature: _____ Date: _____

FLORIDA
POLK COUNTY

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this _____ day
Of _____, 20 _____.
Notary Public
Signature _____

My Commission Expires _____



303 Ledwith Ave
Haines City, FL 33844
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Commercial Property/Business Owner Application

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Section 1: Applicant Information

Applicant Name: _____

Business Name (if applicable): _____

EIN: _____

Mailing Address: _____

Phone: _____ Email: _____

Project Address: _____

Project Budget: \$_____ Requested Grant Amount: \$_____

Lease Term (if applicable): _____

Property Owner Name: _____

Property Owner Mailing Address: _____

Phone: _____ Email: _____

Section 2: Please select all that correspond to the grant(s) for which you are applying

Commercial:

_____ Beautification Façade & Exterior Improvement Grant

_____ Structure Rehabilitation Grant

_____ Business Development

Section 3: Business Description

Building's existing use(s): _____

Building's new use(s): _____

General description of proposed improvements:

- | | | |
|-----------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Façade | <input type="checkbox"/> Awnings/Canopies | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Electric | <input type="checkbox"/> HVAC | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Walls | |

Please provide a brief description of the work to be performed, material to be used, color and material samples (if applicable).

Section 4: Business Information

What is the expected opening date? _____

What type of business is being proposed? _____

What will be the business' hours of operation? _____

Will entertainment be offered? Y / N _____

Will there be outdoor seating at this establishment? Y / N _____

What is the proposed seating capacity if a restaurant? _____

Is this the business' 1st location, 2nd location or a relocation? _____

Section 5: Required Documentation

- ___ Project Schedule
- ___ **Copy of Business Tax Receipt from City of Haines City**
- ___ **(3) cost estimates from licensed contractor**
- ___ All funding awarded requiring permits, must be submitted by a licensed contractor
- ___ Permit ready drawings
- ___ **Photos of existing building and proposed project area**
- ___ Schematic drawings (if required)
- ___ Notarized letter from property owner (if applicable)
- ___ If project is paving, fencing, landscape, etc.
A survey indicating the location of the work is **REQUIRED**
- ___ **Completed & signed W9 form**

Section 6: Applicant Acknowledgement

Properties that are sold within (60) months of receiving grant funding: (initial each line)

- ___ Must repay the prorated awarded amount per the Program's guidelines.
- ___ CRA shall record a lien against the property to secure the re-payment.
- ___ Copy of cancel check or credit receipt of payment to contractor/GC must be received within (15) days of the project start.
- ___ **CRA Application must be signed and dated.** Incomplete applications not accepted.
- ___ Owner is responsible for implementation of project and all contractor communication.
- ___ Submit project completion photos to CRA office

Section 7: Signature

Applicant's Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

_____ Date: _____

CRA Manager

FOR STAFF USE ONLY

PROJECT # _____

Date of initial contact: _____

___ Pre-Application Meeting ___ Copy of HC BTR

___ Post-Application Meeting

Three estimates submitted? Y N

Property taxes current? Y N

Code Violations? Y N

All documents in Section 5 submitted? Y N

Section 6 acknowledged with initials? Y N

Staff Decision: ___ Approved ___ Denied ___ Board Appealed

Approved amount \$ _____

Date of completion/close file: _____

SUMBITTAL REQUIREMENTS		
	Please bring all of the following items that apply when submitting your request.	Staff
APPLICATION	Incomplete applications will not be processed.	<input type="radio"/>
CONDITIONAL USE ZONING COMPLIANCE	Is a Conditional Use required for this project?	<input type="radio"/>
BUILDING/FIRE CODE COMPLIANCE	Is a Building/Fire inspection required for the project.	<input type="radio"/>
BUSINESS TAX RECEIPT	Provide a copy of the current business tax receipt.	<input type="radio"/>
INSURANCE CERTIFICATE	Provide a copy of the current property insurance.	<input type="radio"/>
PROPERTY TAX VERIFICATION	Provide a copy of the property's tax payments current.	<input type="radio"/>
DRAWINGS, RENDERINGS, SKETCHES	Provide a drawing, rendering or sketch for encompassing scope of work.	<input type="radio"/>
LEASE AGREEMENT	Signed copy of lease agreement (if applicable)	<input type="radio"/>
THREE (3) ESTIMATES	Estimates for all project phases from licensed contractor	<input type="radio"/>
BUSINESS PLAN	Copy of Business Plan for project location	<input type="radio"/>
PROPERTY APPRAISER	Confirm project location in zone (CRA OFFICE ONLY)	<input type="radio"/>
SUNBIZ CONFIRMATION	Confirm contractors and business as active (CRA OFFICE ONLY)	<input type="radio"/>
FEE	No Fee Required	