

City of Holly Hill  
Community Redevelopment Area  
Commercial Property Improvement Matching Grant  
Program

[Guidelines and Application](#)

adopted April 14, 2015



Information & Application

- Please note that **applications must be submitted BEFORE work begins**. Additionally, award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated prior to the approval of the Grant by the CRA.

**Purpose:**

In 1996, the City of Holly Hill adopted a Community Redevelopment Plan which listed numerous goals and objectives for the area designated within the Community Redevelopment Area. Objective 3.4 of that Plan recommended the establishment of a 50% matching grant of up to \$5,000.00 per award. This program specifically implements Objective 3.4 while incorporating other eligible costs such as landscaping noted within other objectives in the plan.

The purpose Community Redevelopment Agency (CRA) Grant Program is to encourage private investment to improve the appearance and functionality of existing buildings in the CRA District Area (map attached). The program provides 50% reimbursement of the total eligible project cost up to a maximum of \$10,000 to pay for the design and implementation of improvements within the CRA District. Funds are appropriated annually in the CRA Area budget, and funding is available on a first come-first served basis. The program is subject to the availability of allocated funds in the CRA budget.

The CRA Grant Program must support the goals of the CRA Master Plan for the CRA District. Applicants are required to follow the applicable design guidelines and policies in the City of Holly Hill CRA Master Plan.

Applicants are reminded that grant awards are discretionary and should not be considered an entitlement. All grant criteria contained herein are guidelines, not guarantees for awards and successful Applicants may receive any amount up to the maximum award. Should an Applicant meet all grant criteria, a grant may or may not be awarded by staff or CRA Grant Coordinator discretion due to funding limitations, competing applications, and/or competing priorities.

**Eligibility Requirements:**

The CRA Grant Program is available to commercial property owners that are located within the CRA District Area. Businesses must have a valid and current Business Tax Receipt (BTR) through the appropriate agency, and Applicants must propose a permitted/conforming use within the CRA Area.

Applications will not be accepted from property owners who are delinquent on their property taxes. Applicants must not have code liens. Additionally, Applicants must have a valid and current Business Tax Receipt (BTR).

**Eligible Improvements:**

The CRA Grant Program shall provide matching funds for the exterior (street side) improvements that are consistent with the CRA goals outlined in the CRA Master Plan. Funds may be used for the following types of improvements:

- Replacement of exterior windows and exterior doors
- Exterior signage, including the removal of non-conforming signs.
- Replacement of awnings and shutters
- Other exterior (street-side) façade improvements
- Paving
- Demolition

**Non-eligible Improvements:**

The CRA Grant cannot be used to fund interior renovations, general maintenance, sweat equity or electrical work (except exterior lighting), any improvement funded with a previous grant or anything not listed as an eligible project.

**Available Funding and Matching Requirement:**

For signage, exterior façade, paving, demolition, up to **\$10,000** grant award shall be available for an individual property on reimbursement of 50% of eligible expenses by the property owner.

**Application Process and Deadline:**

Applications are accepted on a monthly basis, by the 15<sup>th</sup> of each month. The final application deadline is the 30<sup>th</sup> of June each fiscal year. Applications will not be processed within the current fiscal year if received after June 30<sup>th</sup> and will be held for the next fiscal year.

- (1) The Applicant receives a CRA Grant Program Application from CRA Grant Coordinator located at 1065 Ridgewood Avenue Holly Hill FL 32117; or by downloading it from the [www.hollyhillfl.org](http://www.hollyhillfl.org) website.
- (2) The Applicant completes the application and submits it to the CRA Grant Coordinator for processing. The application package includes the following:
  - (a) Current photo(s) of project site;
  - (b) Property Appraiser Parcel ID number and proof of paid property taxes;
  - (c) Applicant Information;
  - (d) Listing of businesses or services offered on site;
  - (e) Description of proposed improvements;
  - (f) Identification of project’s support of the CRA Master Plan;
  - (g) Business Tax Receipt (current);
  - (h) Rendering or sketch of proposed improvements;
  - (i) Photo of area to be improved;
  - (j) Sign/Awning design drawings and/or plans;
  - (k) Documentation of cost estimates – copies of vendor bids, estimates, etc. **(three bids required)**; and
  - (l) Boundary Survey
  - (m) Signature of Property Owner (Applicant).

The Applicant is responsible for all building and other permits and fees associated with the proposed project.

- Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet; incomplete applications will not reviewed.

- (3) CRA Grant Coordinator undertakes the initial review of the application, if the application is found incomplete the applicant will be granted time to complete and resubmit the application. Once the application is complete staff will review the application according to the program

\_\_\_\_\_initials

selection criteria and forwards a recommendation to the CRA Grant Coordinator to forward recommendation to the City Manager for final approval. A letter is mailed notifying the Applicant of the decision of the application, if an application is denied, at any level of review, the Applicant may modify the existing application or reapply at a later date.

- Please note that **applications must be submitted and approved BEFORE work begins**. Award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated **prior** to the approval of the Grant by the CRA Grant Review Board and City Manager.

The City is required to file informational returns (Form 1099-G) for individuals and entities receiving grants from the CRA. Grant recipients must sign and return a Substitute W9 form to the City before funds can be distributed.

- (4) Upon completion of the improvements; a final inspection and approval by the City is required, prior to the Applicant submitting a “reimbursement package” which includes the following:
- a. Completed reimbursement form (provided by the CRA Grant Coordinator);
  - b. Copies of applicable invoices or receipts;
  - c. Proof of payment for improvements; and
  - d. Photos of improvements (before and after).

Applicants will receive grant funding after the project is completed and all associated costs have been paid. It is the responsibility of the Applicant to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the CRA Grant Coordinator by the Applicant. The project must be completed essentially as presented to the CRA Grant Coordinator in order to receive payment. At approximately the midpoint of the project, the Applicant will give an update to the CRA Grant Coordinator on the progress of the project either in writing or in person. The CRA Grant Coordinator reserves the right to make on-site inspections throughout the course of the project.

- Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the project.

If the project is not completed by September 30<sup>th</sup>, or is not approved in its final inspection, or does not receive its Certificate of Occupancy (if applicable) within the fiscal year of award, the grant shall expire. In order to proceed with the project an extension *must* be submitted before August 1<sup>st</sup> of the current fiscal year in order to allocate the funds to the appropriate grant fund in the next fiscal year.

- **Applicants have 45 days from the completion date of the project to file for reimbursement according to procedures set forth within the contract.**

**If you have more than one project:**

Grant applications will not be considered if a parcel of property has received grant funds in the same category within a period of five years.

The following selection criteria will be used to review applications for the CRA Grant Program. Criteria are derived from the goals and objectives of the CRA’s Master Plan.

1. **Quality of Site Design and Materials:** Degree to which the proposed project promotes the adopted CRA Master Plan and promotes harmony with neighboring structures.
2. **Streetscape Aesthetics and Functionality:** Degree to which the proposed project enhances the streetscape of CRA Corridor, including the addition or enhancement of display windows, awnings, landscaping, exterior handicapped accessibility and architectural amenities.
3. **Increased Safety:** Degree to which the proposed project will promote safety by easily identifying the business for customers and emergency services.
4. **Removal of Slum and Blight:** Degree to which the proposed project upgrades or eliminates substandard structures or eliminates non-conforming uses.

**Disclaimer:**

The City of Holly Hill, shall not be responsible for the planning, design, or construction of the property that is owned by the Applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the CRA Grant Program. The Applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

**CRA GRANT PROGRAM  
APPLICATION**

Date \_\_\_\_\_

Property Owner \_\_\_\_\_

Corporate Name \_\_\_\_\_

Property Address (Project Location): \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_

E-mail \_\_\_\_\_

What type of grant(s) are you applying for?

Check all that apply.

Sign     Façade (Awnings and Shutters)     Demolition     Paving

PROJECT AND FINANCIAL ASSISTANCE REQUESTED

Describe proposed improvement(s):

---

---

---

---

---

Describe the proposed businesses or services offered on site:

---

---

---

---

---

\_\_\_\_\_ initials

Please identify the ways in which this project supports the CRA Master Plan:

---

---

---

---

---

Total Project Cost \_\_\_\_\_ Total Funding Request \_\_\_\_\_

**Submittals**

Applications **must** include the following materials, if applicable, for consideration by the CRA Grant Program:

- (a) Current photo(s) of project site;
- (b) Property Appraiser Parcel ID number and proof of paid property taxes;
- (c) Applicant Information;
- (d) Listing of businesses or services offered on site;
- (e) Description of proposed improvements;
- (f) Identification of project’s support of the CRA Master Plan;
- (g) Business Tax Receipt (current);
- (h) Rendering or sketch of proposed improvements;
- (i) Photo of area to be improved;
- (j) Sign/Awning design drawings and/or plans;
- (k) Documentation of cost estimates – copies of vendor bids, estimates, etc. (three bids required); and
- (l) Boundary Survey
- (m) Signature of Property Owner (Applicant) each page of application must be initialed.

**Applications lacking sufficient materials to describe the project will NOT be reviewed and rejected by the CRA Grant Coordinator.**

\_\_\_\_\_ initials



I, \_\_\_\_\_, attest that the information contained herein is correct to the best of my knowledge. I further understand that the CRA Grant Program benefits are contingent upon funding availability and approval, and are not to be construed as an entitlement or right of a property owner (Applicant). I further understand that I am responsible for providing construction documents and/or permits required for any work, and hold the City of Holly Hill harmless for any damages associated with this application or the CRA Grant Program. Prior to reimbursement of project costs, the applicant shall agree in writing, to maintain all improvements and not to alter the project for a period of five (5) years without approval. Non-compliance may be subject to formal proceedings that could result in daily fines or a lien against the property for the amount of the grant award. Routine maintenance (e.g. replacing same materials, repainting same color etc.) does not require City approval.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Print Name

**STATE OF FLORIDA:**  
**COUNTY OF VOLUSIA:**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did not (did) take an oath.

(SEAL)

\_\_\_\_\_  
Notary Public, State of Florida, (Signature of Notary taking acknowledgement)

\_\_\_\_\_  
Name of Notary Typed, Printed or Stamped

My Commission Expires:

\_\_\_\_\_  
Commission Number

\_\_\_\_\_ initials

## **Signage**

### **Purpose:**

The purpose of the sign replacement reimbursement grant program is to encourage and assist property owners within the Community Redevelopment Area to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing images enhance the overall vitality and character of the City by adding new beautification and visual features where previously lacking.

### **Funding Structure:**

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding \$10,000

### **Criteria for Program:**

#### Guidelines:

- Removal of old signs, replacement of existing signs to meet code, and the production and installation of new signage.
- Property taxes must be current.
- Business Tax Receipt must be current.
- Utility bill must be current.
- The property cannot have any code liens.
- Plans & design and survey must be submitted for review.
- Must meet all applicable ordinances, regulations and permitting requirements.
- Project needs to be consistent with CRA Master Plan.
- Must maintain its approved design for a minimum period of 5 years.
- Color scheme should harmonize with surrounding structures.
- All grant applications must be accompanied by three cost estimates.
- Only one Sign Grant will be awarded per property.

### **Ineligible Projects:**

- Improvements/services rendered prior to grant approval.
- Improvement to an existing sign that does not meet code, nonconforming signs.
- Property damage that may be covered by or compensated through an applicant's property insurance coverage.
- Project funded by a previous grant.
- Anything not listed above as an eligible project.

### **Boundaries:**

CRA District (map included)

\_\_\_\_\_ initials

## **Façade Rehabilitation**

The purpose of the facade improvement reimbursement grant program is to encourage and assist property owners within the Community Redevelopment Area to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing images enhance the overall vitality and character of the City by adding new beautification and visual features where previously lacking.

### **Funding Structure:**

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding \$10,000.

### **Criteria for Program:**

- Building must be structurally sound based on City inspection.
- Property taxes must be current.
- Business Tax Receipt must be current.
- Utility bill must be current.
- The property cannot have any code liens.
- Plans & design and survey must be submitted for review.
- Must maintain its approved design for a minimum period of 5 years.
- All grant applications must be accompanied by three cost estimates.
- Must meet all applicable ordinances, regulations and permitting requirements.
- Only one Façade Rehabilitation Grant will be awarded per property.

### **Eligible Improvements:**

- **Awnings and shutters of exterior structure-replace or new**
- **Other exterior street-side façade improvements-with approval**

### **Ineligible Improvements:**

- Interior improvements.
- Improvements/services rendered prior to grant approval.
- Paint of exterior or interior structure.
- Electrical work (except exterior lighting).
- General maintenance/sweat equity.
- Project funded by a previous grant.
- Anything not listed as an eligible project.

### **Boundaries:**

CRA District (map included)

## **Paving:**

### **Funding Structure:**

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding \$10,000.

### **Criteria for Program:**

- Plans & design and survey must be submitted for review.
- All property taxes must be current.
- The property cannot have any code liens.
- Business Tax Receipt must be current.
- Utility bill must be current.
- Must maintain approved design for a minimum period of 5 years.
- Must meet all applicable ordinances, regulations and permitting requirements.
- All grant applications must be accompanied by three cost estimates.
- Only one Paving Grant will be awarded per property.

### **Eligible Improvements:**

- **New pavement, unpaved property or repair of pavement i.e. pot holes, etc.**

### **Ineligible Improvements:**

- Routine maintenance of existing pavement will not be eligible.
- Improvements/services rendered prior to grant approval
- Property damage, compensated through an applicant's property insurance.
- Project funded by a previous grant.
- Anything not listed as an eligible project.

### **Boundaries:**

CRA District (map included)

## **Demolition**

### **Funding Structure:**

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding \$10,000.

### **Criteria for Program:**

- Plans & design must be submitted for review.
- All property taxes must be current.
- Utility bill must be current.
- Must meet all applicable ordinances, regulations and permitting requirements.
- All grant applications must be accompanied by three cost estimates.
- Only one Demolition Grant will be awarded per property.

### **Ineligible Improvements:**

- Anything not listed as an eligible project.
- Improvements/services rendered prior to grant approval.
- Project funded by a previous grant.

### **Boundaries:**

CRA District (map included)

**This Section for Official Use Only**

*Date Reviewed by CRA:* \_\_\_\_\_

*Recommendation to Committee:* \_\_\_\_\_

*Date Reviewed by Committee:* \_\_\_\_\_

*Recommendation to Coordinator:* \_\_\_\_\_

*Action by CRA Coordinator: Recommendation to City Manger* \_\_\_\_\_

*Action by City Manager:* \_\_\_\_\_

*Amount approved:* \_\_\_\_\_

*\*Release of Funds authorized by*

*City Manager:* \_\_\_\_\_

\*Release of funds only occurs after the CRA Grant Coordinator has verified that all conditions of the contract, and grant application have been satisfied.

Exhibit A – Community Redevelopment Area Map

