

# City of Brooksville Community Redevelopment Agency

## Community Redevelopment Area Property Improvement Matching Grant Program

### Guidelines and Application

**AS AMENDED: (2/21/2024)**

Attention owner, agent or tenant: **Please sign and return this page** as Step I of the application process. Your signature conveys your understanding that project improvements **MUST** receive grant approval from the CRA Executive Review Committee before commencing the project. **Any improvements made prior to grant application submittal and approval WILL NOT be eligible for grant funding.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## **CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AREA PROPERTY IMPROVEMENT MATCHING GRANT PROGRAM**

In 1999, the City of Brooksville formally established a Community Redevelopment Area (CRA) in its downtown area. This original CRA is approximately 110 acres in size and includes properties within a defined area (See Area A on Exhibit “A” attached). In 2024 the CRA was expanded to add an additional approximately 130 acres shown on Exhibit A as Area B. The Brooksville City Council, sitting as the Community Redevelopment Agency, adopted a Community Redevelopment Plans which list numerous goals and objectives for the district designated as the Community Redevelopment Area. The Plan recognizes that Property Improvement Matching Grants involve and enhance the totality integrity of structures (visually, functionally, and structurally) in the Brooksville’s CRA District. This grant program specifically implements the CRA plan while incorporating other items such as landscaping and historic preservation as being eligible for cost reimbursement consistent with other objectives in the Plan.

### **\*PROGRAM GRANT AWARDS**

Approved projects are eligible to receive a one-to-one dollar match with a total maximum grant of \$25,000.00 awarded to any one property for up to two applications within a one-year period. Applications within the expanded CRA will be eligible for grants in the FY 25 budget cycle. For example, if a proposed project’s costs totaled \$55,000.00, the applicant could be eligible for a \$25,000 grant award should the project meet the required guidelines. If a proposed project’s costs totaled \$15,000.00, the applicant could be eligible for a \$7,500 grant award should the project meet the required guidelines. All disbursements of grant funds are made following completion and final inspection of the improvement project.

Grants are available immediately in Area A but in Area B they will be available after December 15, 2024.

***\*Grant funds financing this program come from the Community Redevelopment Agency’s Tax Increment Financing Trust Fund.***

### **APPROVAL CRITERIA**

Matching grants are awarded to applicants (property owners or tenants with the consent of the property owner) on a first-come, first-served basis until all budgeted funds are committed. Applicants must follow the adopted grant application process, including the mandatory pre-application conference with Community Redevelopment Agency staff, in order to be considered for a grant award. Once a complete grant application has been submitted that complies with the criteria established by this application packet, an Executive Review Committee appointed by the City Manager that may include but not be limited to One Representative from the City’s Finance Department, Community Development Department, The Public Works Department, Brooksville Main Street Program, and the City’s PIO/ Special Projects Department which will review the grant application within 2 weeks on approving or denying the grant application.

## **APPEALS**

All appeals in regard to this application process, and/or decisions made, shall be made in writing, directly to the Community Redevelopment Agency.

## **ELIGIBLE EXPENDITURES**

**EXTERIOR RENOVATIONS:** Including, but not limited to painting, cleaning, repairs, replacing or repairing 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.

**INTERIOR RENOVATIONS:** Installation and/or renovations of interior elements to satisfy building codes and/or ordinances per the following:

1. Satisfy or meet ADA compliance standards
2. Life or fire safety codes
3. Mandatory elements for renovation compliance

To include but not be limited to walls, ceilings, ramps, doors, plumbing and plumbing fixtures, flooring, electrical system and lighting, HVAC components and ducting, exhaust systems, drinking fountains, insulation between walls and floors, Fire prevention/Suppression systems (sprinkler system), elevator systems, fire walls and fire-rated ceilings and other elements which may be required by building codes. General renovations to include removal, abatement and/or mitigation of asbestos.

**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 and/or interior electrical systems renovations or repairs not considered a normal maintenance activity.

**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 their support structure and the purchase and installation of new awnings.

**SCREENING:** Including the screening of trash receptacles, air conditioning, and utility equipment or other unsightly objects or areas with landscape material or with fencing material that compliments the building material all of which complies with the City's Land Development and Building Codes.

**PARKING AREAS:** Including the creation or improvement of off-street private parking facilities that provide a safe and pleasant parking environment for customers and employees.

**DESIGN ASSISTANCE:** Professional design services provided by Architects, Landscape Architects, Engineers, et al, related to structural renovations, new construction, signage and landscaping.

**ROOFS PITCHED AND/OR FLAT:** Repairs and renovations of the roofing surface, replacement of substructures, waterproofing, and installation of flashing, tile, metal, and architectural shingling materials. Eligible roof structures include for example, pitched roofs, and flat roofs, [This work should not be confused with the normal maintenance of the roof].

**PERMIT FEES:** Including any permitting fees that are required by City/State Code.

**CATASTROPHIC EVENTS:** Repairs and/or other emergency work made necessary to secure a structure and /or failure of functional systems resulting from catastrophic event such as, Flooding, Fire, Explosions, and/or “Acts of God” may be eligible expenditures. In the occurrence of these types of events Grant funds may be coupled with the applicant’s insurance policy awards and/or other private funding resources.

**QUALITY OF WORK:**

All work must be performed in a professional and workmanlike manner. Prior to the work commencing, the grantee must secure all necessary federal, state and local permits. Upon completion, all work must pass applicable federal, state and local inspections. The Community Redevelopment Agency reserves the right to withhold reimbursement payment should the final inspection reveal that the work performed was not completed in a professional and workmanlike manner.

**ALTERATIONS:**

Grant recipients shall agree not to alter, modify or remove the improvements made in accordance with the agreement for a period of three (3) years without the written permission of the Community Redevelopment Agency. The Community Redevelopment Agency may permit such alterations, modifications, or removal of the improvements when it determines that granting permission would not undermine the goals, objectives and policies of the Redevelopment Plan.

Non-compliance with approved plans and/or amendments there to, MAY result in formal proceedings and a lien against the property.

**MAINTENANCE:**

The grant recipient shall agree to maintain the improvements, including landscape materials, made in accordance with this agreement for a period of five (5) years. Failure to meet maintenance requirements will result in formal proceedings and a lien against the property and ineligibility for future grants.

**PROJECT RE-EVALUATION:**

The grant recipient shall agree to return to the Community Redevelopment Agency 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 facade or other material to reveal original building elements or conditions not presented in the original application and other situations as may be discussed in the pre-application project review conference.

### **INELIGIBLE EXPENDITURES**

- Improvements made prior to grant approval.
- Refinancing existing debts.
- Non-fixed improvements.
- Inventory/fixtures
- Sweat equity payments (i.e. reimbursements for applicant's own labor and performance of renovation work or new construction).
- Business payroll.
- General periodic maintenance.
- Item funded by a previous grant (i.e., painting would become a deferred maintenance issue, not eligible for funding).

### **APPLICATION PROCEDURES AND GUIDELINES**

- I. Applications under the Community Redevelopment Area Property Improvement Matching Grant Program are accepted on an annual basis. The application cycle will be open until all budgeted funding is committed.
- II. Applicants seeking matching funds for property improvements located within the boundaries of the CRA District shall submit a completed application to the Community Redevelopment Agency staff. Applicants must follow the adopted grant application process, including the mandatory pre-application conference, in order to be considered for a grant award.
- III. Completed applications shall include the following:
  - A summary of the scope of work to be performed.
  - Detailed plans and specifications, sealed by the appropriate licensed design professional to implement the scope of work as may be required by codes.
- IV. The Community Redevelopment Agency and City staff shall review all applications to determine if they meet the criteria for approval. An applicant whose submission is incomplete shall be informed by the Community Redevelopment Agency staff.
- V. An applicant shall be notified in writing of grant approval, approval with conditions or denial within twenty-one (21) days after a complete application is submitted.
- VI. The applicant shall incur all initial project costs and may receive reimbursement only after all improvements have been completed in accordance with the grant award.

- VII.** Any and all unforeseen changes in the scope of the work that may arise during the renovation process must be approved prior to any work initiated or completed.
- VIII.** 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 three (3) years without approval. Noncompliance MAY result in formal proceedings and a lien against the property. Routine maintenance (i.e., replacing same materials, repainting same color, etc.) does not require Community Redevelopment Agency approval.
- IX.** Requests for reimbursement of project costs shall be viewed as a single, completed package. Costs not included in either the approved renovation plan or an approved change order shall not be considered for reimbursement.
- X.** Required documentation for reimbursement of project costs must include:
- Copies of cancelled checks, certified checks, or money orders of project costs
  - Detailed invoices and paid receipts.
  - Name, address, telephone number of all design professionals, general contractors, sign contractors, landscapers, etc. that provided services or materials for the project.
  - Successful Applicant's will be required to complete and submit the IRS W-9 form to the Community Redevelopment Agency.
- XI.** Project cost reimbursement shall be made upon total completion of the project, presentation of documented project costs and a final inspection of the project by the Community Redevelopment Agency/City Staff to ensure the work was performed in a professional and workmanlike manner and in accordance with the specifications of the grant approval.
- XII.** The Community Redevelopment Agency staff reserves the right to verify all costs associated with design or renovation work for which reimbursement is requested.
- XIII.** The approved project must comply with the requirements of the City of Brooksville Code, the Florida Building Code, Fire Prevention Code and all other applicable codes and standards, and the grantee is responsible to ensure the contractor(s) obtains the necessary permits.
- XIV.** Projects receiving funding must begin work within ninety (90) days of grant award and must be completed within one hundred and eighty (180) days, unless a written request for an extension has been submitted. Under no circumstances will a project be extended past nine (9) months. Those projects that have not received an extension and are not completed within one hundred and eighty (180) days will be required to re-apply for funding during the next cycle.

- XV.** Proposed parking area improvements must be reviewed and pre-approved by both the City Public Works Director/Engineer and the Community Development Director before the application is submitted for consideration.
- XVI.** Applicant guarantees that all materials used in the improvement project and funded by this grant will last a minimum of five (5) years. Non-compliance with this requirement disqualifies the application.
- XVII.** Matching funds from this grant program are not eligible to reimburse any property damage that may be covered by or compensated through an applicant's property insurance coverage except in the occurrence of a catastrophic event as defined herein.
- XVIII.** To be considered for public money as part of this grant program, the applicant must comply with the city's current zoning and land development codes.
- XIX.** Non-conforming properties may be eligible for improvement grant consideration, provided that the anticipated improvements do not enlarge or increase the non-conformity and that the property otherwise complies with Section 9-3.6 of the Land Development Code.
- XX.** **DESIGN:** Consideration must be given to the impacts of improvements on the overall façade, building and property appearance and how it will impact surrounding structures and uses. Improvements must be compatible with the existing historic architectural design of structures and property located in Brooksville.
- XXI.** **Exceptions:** Improvements made prior to grant approval, may be considered as an exception if the improvement qualified under the terms of the CRA Grant Agreement and the grant request application was already submitted prior to commencement of the improvement, and the necessary for insurance and/or reinsurance, which caused the work to begin and/or be completed prior to the possible grant award.

**CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AREA PROPERTY  
IMPROVEMENT MATCHING GRANT PROGRAM APPLICATION**

**IMPORTANT: TO BE ELIGIBLE FOR FUNDING, IMPROVEMENTS MUST HAVE PRIOR  
APPROVAL BY THE CRA EXECUTIVE REVIEW COMMITTEE**

BUSINESS NAME: \_\_\_\_\_

**\*\*** APPLICANT NAME: \_\_\_\_\_

**(\*\*APPLICANT MUST BE OWNER, or AGENT OF OWNER OR TENANT WITH OWNER'S CONSENT)**

PROPERTY ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

APPLICANT'S EMAIL ADDRESS: \_\_\_\_\_

**TYPE OF IMPROVEMENT PLANNED (please check all that apply):**

Ext. Renovation \_\_\_\_\_ Painting \_\_\_\_\_ Landscape \_\_\_\_\_ Electrical \_\_\_\_\_

Signage \_\_\_\_\_ Awning \_\_\_\_\_ Parking Area \_\_\_\_\_ Other \_\_\_\_\_

General Description of Proposed project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROJECT PROPOSAL ON IMPROVEMENTS (attach the following):**

1. Summary of the scope of work to be performed. Include descriptions or samples of proposed colors and/or materials where applicable.
2. Detailed plans and specifications to implement the scope of work (8.5"x14" or smaller – provide an electronic version).
3. Outline total estimated renovation timeline including project start and end dates.
4. Provide existing site information (site plan/survey) with photographs showing existing structure and grounds.
5. Proof of property ownership and/or authorization given by the property owner of record must be provided.

**QUOTE(S) TO BE SUBMITTED FOR ALL WORK/TASKS TO BE PERFORMED BY THE  
APPLICANT'S LICENSED PROFESSIONAL(S)**

**All work/tasks to be performed shall include certified quotes by the State of Florida licensed professional. The following are options available to the applicant:**

1. All Quotes **MUST** be on the contractor's letterhead and include tax identification number and include ALL costs associated with the project i.e., cost of permits, use agreements, design, site plans, surveying, engineering, etc.
2. Contractor **MUST** have State of Florida license able to work and pull permits in Hernando County
3. Contractor **CANNOT** pull permits until grant approval is received.
4. The City of Brooksville recommends that the vendor provide a certificate of insurance with Workers' Compensation (\$100k), Commercial General Liability (\$500k), and Business Automobile Liability (\$100k)

**If however if the applicant can provide substantial evidence that any of these requirements cannot be met as set forth, the CRA board may modify this requirement, but in no instance shall this requirement be fulfilled with less than one (1) certified quote.**

ESTIMATED TOTAL COST OF PROPOSED IMPROVEMENTS: \$ \_\_\_\_\_

ESTIMATED AMOUNT OF GRANT ASSISTANCE REQUESTED: \$ \_\_\_\_\_

I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR GRANT FUNDING TO BE APPROVED, I AGREE TO THE FOLLOWING CONDITIONS:

1. To follow the Architectural Design Guidelines and recommendations as approved by the Community Redevelopment Agency.
2. To adhere to the application procedures and guidelines as specified in this document or be subject to formal proceedings and a lien against the property.
3. That I shall incur all initial project costs and receive reimbursement only after:
  - a. All improvements have been completed.
  - b. Final inspections of the improvements are approved.
  - c. Proof of payment for project costs has been provided to the Community Redevelopment Agency.
4. Additional improvements or changes to be considered in the original application and not approved by the Committee in advance will not be funded.
5. Your attendance at the Community Redevelopment Agency ERC meeting in City Hall when your application is reviewed is mandatory so as to allow the Agency to request any clarification or make suggestions that may improve your application.

6. Applicant agrees to install a specific grant award sign on site, provided by the Community Redevelopment Agency staff, from the start of the project and for thirty (30) days after its completion.

**ACKNOWLEDGEMENT OF CONDITIONS**

I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND ALL OF THE COMMUNITY REDEVELOPMENT AREA PROPERTY IMPROVEMENT MATCHING GRANT PROGRAM PROCEDURES AND REQUIREMENTS AND WILL COMPLY WITH THE PROVISIONS ACCORDINGLY.

\_\_\_\_\_

\_\_\_\_\_

APPLICANT SIGNATURE and TITLE

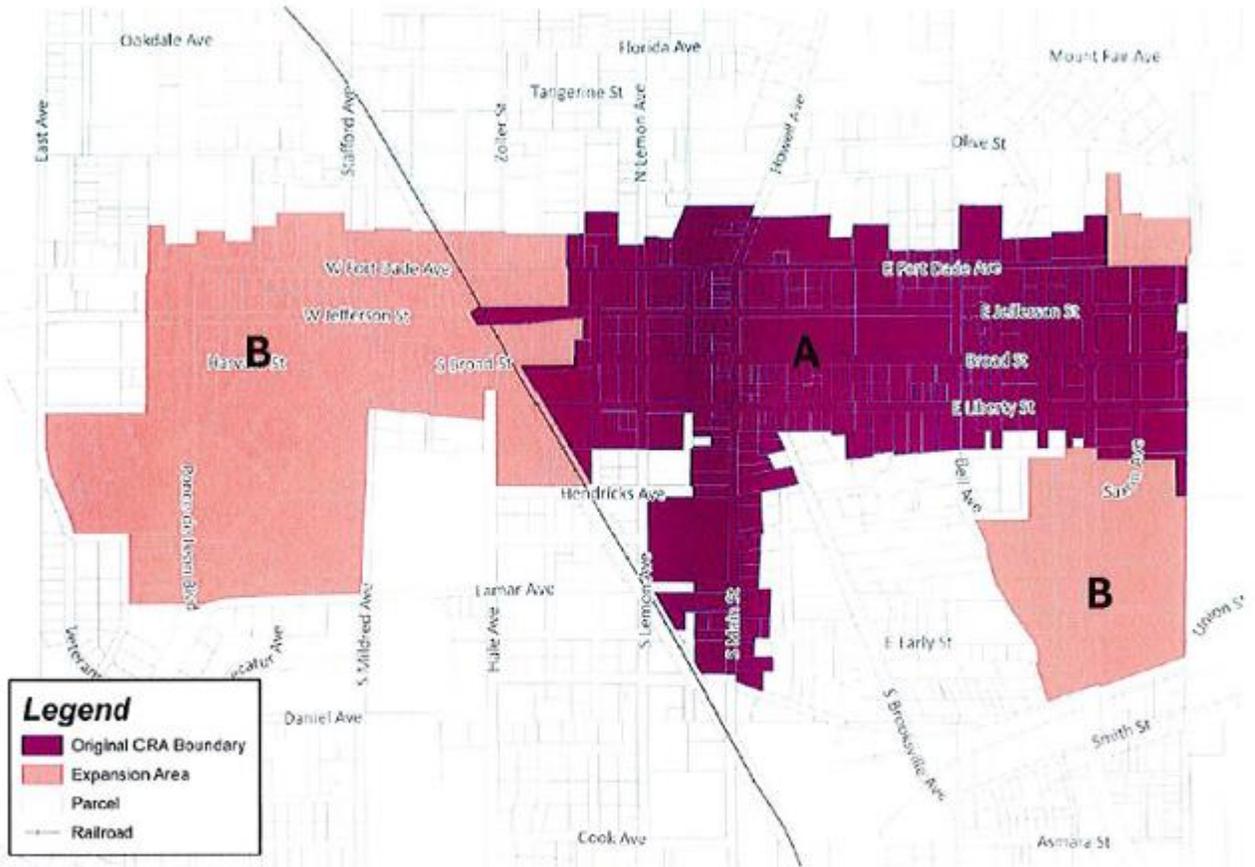
PROPERTY OWNER SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

Date

Date



## EXHIBIT A