

City of Brooksville Community Redevelopment  
Agency

**Community Redevelopment Area  
Commercial Property Improvement Matching  
Grant Program**

Guidelines and Application

adopted June 1, 2009

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

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

In 1999, the City of Brooksville formally established a Community Redevelopment Area (CRA) in its downtown. The CRA is approximately 104 acres in size, and includes properties within a defined area (See Exhibit “A” attached) that front along Main Street, Liberty Street, Broad Street, Jefferson Street, Fort Dade Avenue and Saxon Avenue. The Brooksville City Council, sitting as the Community Redevelopment Agency, adopted a Community Redevelopment Plan which lists numerous goals and objectives for the district designated as the Community Redevelopment Area. Goal #3 and Objectives 3.14 through 3.18 of that Plan specifically address property enhancement and beautification and the need to establish a program or programs that address this topic. The Plan recognizes that façade grants have become an integral part of most community redevelopment plans with the average grant being offered at a range of \$2,000 to \$5,000 per award. This program specifically implements Objective 3.15 and 3.17, 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 \$5,000.00 awarded to any one commercial property. For example, if a proposed project’s costs totaled \$10,000.00, the applicant could be eligible for a \$5,000 grant award should the project meet the required guidelines (See EXHIBIT “B” attached for a further breakdown of the Match Ratio table).

Grant funding	Applicant funding	City match
\$1 - \$5,000	\$1 - \$5,000	1:1 ratio
\$5,001 - \$7,500	\$10,002 - \$15,000	2:1 ratio
\$7,501 - \$10,000	\$22,503 - \$30,000	3:1 ratio

Should an applicant provide a two-to-one or three-to-one dollar match, the applicant may elect to receive more in grant funds, if approved.

In no case may a property be eligible to exceed the \$10,000 in grant funding within a 5-year period, as per section XV of this application packet. All disbursements of grant funds are made following completion and final inspection of the improvement project.

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

### **APPROVAL CRITERIA**

Approved projects should strive to address the entire facade, including signage and other exterior issues that reflect the building as a whole.

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 the City's Finance Director, Community Development Director and City Planner) will review and make a final determination on approving or denying the grant application. The Executive Review Committee (ERC) will also represent the Community Redevelopment Agency and provide oversight in matters of alterations, maintenance, project re-evaluation, etc., as it relates to this matching grant program. Appeals to decisions made by the ERC may be made 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.

**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.

**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 the purchase and installation of new awnings.

**Screening:** Including the screening of trash receptacles, air conditioning, utility equipment or other unsightly objects or areas with landscape material or with fencing material that compliments the building material.

**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 related to structural renovations, new construction, signage and landscaping.

**Permit fees:** Including any permitting fees that are required by City Code.

### **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 five (5) years without the written permission of the Community Redevelopment Agency. Non-compliance will result in formal proceedings and a lien against the property. 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.

### **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.
- Interior renovations.
- Refinancing existing debts.
- Non-fixed improvements.
- Inventory/fixtures/equipment.

- 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 Commercial 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 funding for property improvements located within the designated area 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:
  1. A summary of the scope of work to be performed.
  2. Detailed plans and specifications to implement the scope of work
- IV.** An applicant whose submission is incomplete shall be so informed by the Community Redevelopment Agency staff. The Community Redevelopment Agency staff shall review all applications to determine if they meet the criteria for approval.
- V.** An applicant shall be notified in writing of grant approval, approval with conditions or denial within forty-five (45) 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 five (5) years without approval. Noncompliance will 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:
1. Copies of cancelled checks, certified checks or money orders of project costs
  2. Detailed invoices and paid receipts.
  3. Name, address, telephone number of all design professionals, general contractors, sign contractors, landscapers, etc. that provided services or materials for the project.
  4. 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 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 any and 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 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.** Each applicant may receive only one grant award in any one cycle. An applicant having more than one property applying for a grant will be placed on an "Alternate List," which may be considered after March 1<sup>st</sup> of the fiscal year if grant funds are still available. The aggregate maximum of property grant approvals may not exceed \$10,000 for any one business at the same address within a period of five (5) years.
- XVI.** 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.
- XVII.** 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.

- XVIII.** 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.
- XIX.** 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.
- XX.** Non-conforming properties may be eligible for improvement grant consideration.
- XXI. Design Guidelines** - 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.

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**CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AREA  
COMMERCIAL 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. Provide three (3) all inclusive bids supporting project cost estimates.
6. Proof of property ownership and authorization must be provided.

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 MUST 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 not approved in advance will not be funded.
5. Grant awards will be based on lowest bid. You must get approval from the Community Redevelopment Agency ERC to use another bid or you will only be reimbursed based on the lowest bid amount. Approval for accepting other than the lowest bid may be accomplished during your application presentation to the Agency.
6. 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.
7. 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 COMMERCIAL PROPERTY IMPROVEMENT MATCHING GRANT PROGRAM PROCEDURES AND REQUIREMENTS AND WILL COMPLY WITH THE PROVISIONS ACCORDINGLY.

\_\_\_\_\_  
APPLICANT SIGNATURE and TITLE

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Commercial Landscape Plantings

Specific plantings are not mandated, but a list of plant materials and landscaping information for vegetation that does well in the Central Florida USDA Zone 9a area may be found at the following websites:

Hernando County Cooperative Extension Service -  
[http://www.co.hernando.fl.us/County\\_Extension/fyn.htm](http://www.co.hernando.fl.us/County_Extension/fyn.htm)

Southwest Florida Water Management District - <http://www.floridayards.org/>

University of Florida/Landscape Plant Selection for Central Florida -  
[http://edis.ifas.ufl.edu/TOPIC\\_Landscape\\_Plants\\_Central](http://edis.ifas.ufl.edu/TOPIC_Landscape_Plants_Central)

University of Florida/Trees for Central Florida - [http://edis.ifas.ufl.edu/document\\_eh141](http://edis.ifas.ufl.edu/document_eh141)

University of Florida/Groundcovers for Central Florida - [http://edis.ifas.ufl.edu/document\\_eh138](http://edis.ifas.ufl.edu/document_eh138)

University of Florida/Shrubs for Central Florida - [http://edis.ifas.ufl.edu/document\\_ep033](http://edis.ifas.ufl.edu/document_ep033)

University of Florida/Enviroscaping - [http://edis.ifas.ufl.edu/document\\_eh218](http://edis.ifas.ufl.edu/document_eh218)

Florida Yards & Neighborhoods Handbook -  
[http://www.floridadep.org/water/nonpoint/docs/nonpoint/fyn\\_handbook.pdf](http://www.floridadep.org/water/nonpoint/docs/nonpoint/fyn_handbook.pdf)

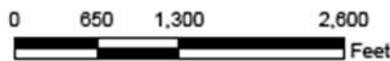
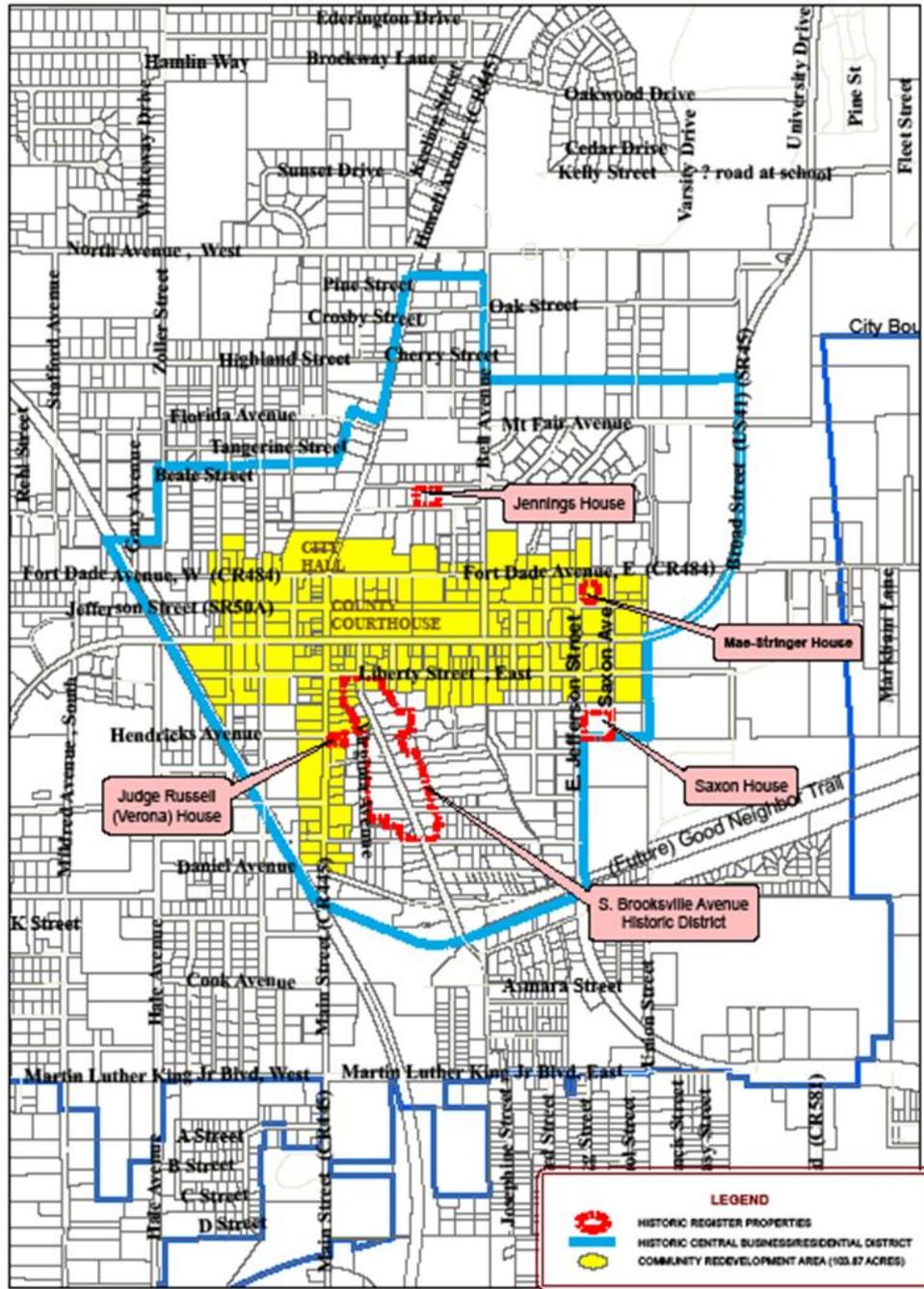
Property owners are reminded to consider that larger scale plantings are more effective as they are able to draw attention better from passing motorists and are easier to maintain.

For additional information on species suited to the climate and environment of the City of Brooksville, programs and reference materials are available from the [Hernando County Cooperative Extension Service](#). Contact information for the local extension agent is:

Hernando County Extension Office  
19490 Oliver Street  
Brooksville, FL 34601  
**Phone:** (352) 754-4433  
**Fax:** (352) 754-4489

It is recommended that business owners have their landscaping plan reviewed by the Hernando County Cooperative Extension Service since plants vary in their soil type, sun/shade or wet/dry site needs.

**EXHIBIT "A" TO CRA COMMERCIAL IMPROVEMENT GRANT PROGRAM  
CITY OF BROOKSVILLE  
HISTORIC DISTRICT/COMMUNITY REDEVELOPMENT AREA**



**LEGEND**

- HISTORIC REGISTER PROPERTIES
- HISTORIC CENTRAL BUSINESS/RESIDENTIAL DISTRICT
- COMMUNITY REDEVELOPMENT AREA (103.87 ACRES)

\*Base map information provided by the Hernando County Property Appraiser's office.  
Map created by the Brooksville Community Development Department.  
Disclaimer: This map is intended for planning purposes only, and should not be used to determine the precise location of any features shown thereon.  
File:\ArcMap\Projects\CRA\_HISTORIC\_12122008.mxd

**MATCH RATIO**  
**1:1**

Grant Amount	Required Match	Total Project
0	0	0
100	100	200
200	200	400
300	300	600
400	400	800
500	500	1,000
600	600	1,200
700	700	1,400
800	800	1,600
900	900	1,800
1,000	1,000	2,000
1,100	1,100	2,200
1,200	1,200	2,400
1,300	1,300	2,600
1,400	1,400	2,800
1,500	1,500	3,000
1,600	1,600	3,200
1,700	1,700	3,400
1,800	1,800	3,600
1,900	1,900	3,800
2,000	2,000	4,000
2,100	2,100	4,200
2,200	2,200	4,400
2,300	2,300	4,600
2,400	2,400	4,800
2,500	2,500	5,000
2,600	2,600	5,200
2,700	2,700	5,400
2,800	2,800	5,600
2,900	2,900	5,800
3,000	3,000	6,000
3,100	3,100	6,200
3,200	3,200	6,400
3,300	3,300	6,600
3,400	3,400	6,800
3,500	3,500	7,000
3,600	3,600	7,200
3,700	3,700	7,400
3,800	3,800	7,600
3,900	3,900	7,800
4,000	4,000	8,000
4,100	4,100	8,200
4,200	4,200	8,400
4,300	4,300	8,600
4,400	4,400	8,800
4,500	4,500	9,000
4,600	4,600	9,200
4,700	4,700	9,400
4,800	4,800	9,600
4,900	4,900	9,800
5,000	5,000	10,000
5,000	6,000	11,000
5,000	7,000	12,000
5,000	8,000	13,000
5,000	9,000	14,000
5,000	10,000	15,000
5,000	10,002	15,002

**MATCH RATIO**  
**2:1**

Grant Amount	Required Match	Total Project
5,001	10,002	15,003
5,100	10,200	15,300
5,200	10,400	15,600
5,300	10,600	15,900
5,400	10,800	16,200
5,500	11,000	16,500
5,600	11,200	16,800
5,700	11,400	17,100
5,800	11,600	17,400
5,900	11,800	17,700
6,000	12,000	18,000
6,100	12,200	18,300
6,200	12,400	18,600
6,300	12,600	18,900
6,400	12,800	19,200
6,500	13,000	19,500
6,600	13,200	19,800
6,700	13,400	20,100
6,800	13,600	20,400
6,900	13,800	20,700
7,000	14,000	21,000
7,100	14,200	21,300
7,200	14,400	21,600
7,300	14,600	21,900
7,400	14,800	22,200
7,500	15,000	22,500
7,500	16,000	23,500
7,500	17,000	24,500
7,500	18,000	25,500
7,500	19,000	26,500
7,500	20,000	27,500
7,500	21,000	28,500
7,500	22,000	29,500
7,500	22,500	30,000
7,500	22,503	30,003

**MATCH RATIO**  
**3:1**

Grant Amount	Required Match	Total Project
7,501	22,503	30,004
7,600	22,800	30,400
7,700	23,100	30,800
7,800	23,400	31,200
7,900	23,700	31,600
8,000	24,000	32,000
8,100	24,300	32,400
8,200	24,600	32,800
8,300	24,900	33,200
8,400	25,200	33,600
8,500	25,500	34,000
8,600	25,800	34,400
8,700	26,100	34,800
8,800	26,400	35,200
8,900	26,700	35,600
9,000	27,000	36,000
9,100	27,300	36,400
9,200	27,600	36,800
9,300	27,900	37,200
9,400	28,200	37,600
9,500	28,500	38,000
9,600	28,800	38,400
9,700	29,100	38,800
9,800	29,400	39,200
9,900	29,700	39,600
10,000	30,000	40,000