February 1, 2019 – September 30, 2019

NEW PORT RICHEY COMMUNITY REDEVELOPMENT AGENCY
COMMERCIAL FAÇADE IMPROVEMENT
GRANT PROGRAM
Program Rules and Regulations

The Commercial Façade Improvement Grant Program is designed to help facilitate the establishment of new businesses and aid in the expansion of existing businesses within the New Port Richey Community Redevelopment Agency (the “CRA”) District. The program is designed to provide financial assistance to new and existing businesses in the form of a reimbursable grant intended to reduce the initial costs that result in more visually appealing commercial properties or other improvements in accordance with the CRA Community Redevelopment Plan.

The CRA reserves the right to approve or deny any Commercial Façade Improvement Grant Program application and to deny payment at any time if, in its sole and absolute discretion, it determines that the business will not advance the goals and objectives established for redevelopment of the CRA District.

The New Port Richey CRA is a public agency and is governed by the “Florida Public Records Law” under Florida State Statutes, Chapter 163. Any documents provided by the Applicant(s) may be subject to production by the CRA upon receipt of a public records request, subject to any exemptions provided by Florida Law.

Incentive Funding

The Commercial Façade Improvement Grant Program offers financial assistance in the form of a reimbursable, matching (50%) grant up to $25,000 to the landlord or business owner for eligible expenses associated with improving the external appearance of their business and to encourage businesses to invest in their operations.
Eligibility Requirements

Applicants must meet all of the following requirements in order to be considered eligible to receive grant funding:

- Must be located within the CRA District (see attached map).
- Must provide proof that the commercial business is properly licensed by all necessary levels of government and professional associations or agencies (copies of city and county licenses or receipts that the licenses have been applied for).
- Non-profit and residentially zoned properties are NOT eligible.
- If tenant, applicant must have an executed multi-year lease (two year minimum).
- Façade improvements must be consistent with the New Port Richey's Urban Design Guidelines (Note: Contact the New Port Richey Development Office regarding design guidelines. All proposed exterior improvements using CRA funds must be approved by the CRA. The CRA may make recommendations for exterior improvements based upon the city’s Urban Design Guidelines).
- All work must be done in compliance with applicable City of New Port Richey Building Codes and Land Development Regulations. Please contact the City of New Port Richey Development Department regarding the proposed work to be performed prior to submitting a façade grant application.
- Grant funding amounts will be based on the applicant’s project budget specified at the time of the CRA approval.
- Grant funds will be reimbursed exclusively for approved work and approved change orders.
- The Commercial Façade Improvement Grant Program may only be used one time in any five year period for any one property. Properties may reapply for additional grants any time after five years from previous grant approval.
- In order to qualify for the grant, the subject property may not have any outstanding City of New Port Richey liens at the time the applicant seeks reimbursement. In the event that there is an outstanding lien against the property, the grant will not be awarded until the complete satisfaction of the lien.
- The property owner or tenant must complete the façade improvement project and submit for reimbursement within 120 days of the issuance date of the permit for the project. If CRA approves grant funding and the work being performed does not require a permit, the application for reimbursement must be within 120 days of the grant award. Failure to complete the improvements within the specified time frame will result in the property owner or tenant losing the grant reimbursement opportunity. Only one 60 day administrative extension will be permitted.
• Project items completed and paid for by the applicant prior to CRA approval may be excluded and/or denied at the CRA’s sole discretion if the CRA determines the improvements are not consistent with the CRA's Design Guidelines.

• Application and CRA approval of this grant is for funding only. Approval of CRA grant funding is NOT approval of any type of City processes including, but not limited to, permits and site plan modification. Applicants must apply for permits and site plan modification through the appropriate departments at the City. All commercial projects require permitting and site plan modification reviews. It is the responsibility of the applicant to obtain all necessary City approvals.

• Grantees shall allow the CRA the rights and use of photos and project application materials.

Projects and items eligible for funding under the program are but not limited to:

• Decorative exterior façade improvements
• Landscape around the building
• ADA improvements
• Parking lot re-paving, re-sealing, re-stripping
• Signage
• Exterior doors and windows
• Fencing (excluding: chain link, barbed wire, and wood panels)
• Electric vehicle charging stations
• Use or designs that CRA staff or CRA Board determine will support the redevelopment of the CRA District

• Patio decks connected to the building
• Irrigation
• Exterior wall repairs (stucco, brick/wood repairs and replacement)
• Demolition of structure and re-sodding of vacant property
• Exterior lighting
• Solar electricity and water heating
Ineligible Businesses

The following businesses are considered ineligible for assistance under the Commercial Interior Build-Out Grant Program:

- Fire Arm Sales
- Religious Affiliated Retail Stores
- Non Profits
- Check Cashing Stores
- Adult Entertainment
- Adult Arcades
- Kava Tea Bars
- Alcohol and/or Drug Rehabilitation Centers/Housing
- Medical Research Centers
- Massage/Personal Services
- Convenience Stores
- Churches
- Fitness Centers over 4,500 sq. ft.
- Take-out foods
- Liquor Stores
- Vapor Cigarette, E-Cigarette Stores
- Pawn Shops
- Tattoo Shops/Body piercing/Body Art Shops
- Any other use that the CRA staff or CRA Board have determined not to support the redevelopment of the CRA District.

Businesses must be one of the following types of businesses:

- Restaurants
- Gourmet Food Market
- Bed and Breakfast
- Marketing Offices
- Law Offices
- Fitness Center less than 4,500 sq. ft. (no more than 2 approvals per fiscal year)
- Specialty Business-stationery, gifts, sporting goods
- Business that is beneficial to residents and support the goals of the CRA
- Clothing Boutique-clothing, shoes, accessories
- Bakery
- Medical Offices
- Accounting Offices
- Real Estate Offices
- Insurance Offices
- Florist (no more than 2 approvals per fiscal year)
- Hair/Nail Salons (no more than 2 approvals per fiscal year)
- Home Décor/Design-home furnishings, art galleries, kitchen wares

Application Process

Applications can be obtained from the CRA office located at City Hall, Economic Development, Second Floor, 5919 Main St. New Port Richey, FL 34653. All applicants are required to meet with CRA staff in order to determine eligibility before submitting an application. Funding requests will not be considered until all required documentation is submitted to the CRA office.
Application to this grant program is not a guarantee of funding. Funding is at the sole discretion of the CRA.

Applicants must submit an original, “hard copy” application with all materials to the CRA for review and approval by the CRA Board. Applicants will be considered on a first-come, first-serve basis. Application packets must include the following documentation:

1. Written detailed project budget describing the improvements to be done to the property. It must list all project costs the applicant is requesting for reimbursement. The project budget must provide a total cost of the project.
2. Cost estimate(s) from a licensed contractor(s) as specified in the applicant’s project budget.
3. Copies of building permit receipt/application. If the permit has not been applied for prior to submissions of the grant application, a copy of the building permit receipt is due within 90 days of grant approval.
5. Copy of executed multi-year commercial lease agreement
6. Copy of design and construction plans associated with the proposed improvements.
7. A minimum of four color digital “before” photos of the project.
8. Signage design.
9. Project color chips, material samples and material specifications, if applicable.
10. Completed and signed application (attached).
11. W9 Form (attached).

**Approval of Funding Request**

A review panel of CRA and City staff will consider the application to evaluate whether the applicant is eligible for reimbursement. If it meets these requirements, CRA staff will present the funding request to the CRA Executive Director for approval.

CRA staff will notify the applicant of the CRA Board’s approval or denial in writing.

**Site Visits**

CRA may conduct a site visit prior to transmitting the application to the CRA and once the project is completed. Staff may also conduct unannounced site visits before, during, and after the project in order to determine and ensure compliance with the terms of the grant agreement.
Procedures for Reimbursement

This program is designed as a matching 50% grant. All work must be completed and paid for by the applicant prior to the release of CRA funds. The CRA will provide reimbursement to the applicant upon submittal of a complete reimbursement request package.

All reimbursement requests and supporting documents must be submitted to the CRA (3) days prior to the grant expiration date. The CRA may refuse to issue grant funding if the submission is not received by the specified time.

Once the work is completed the Reimbursement Request shall be summarized in a report and accompanied by the following documentation:

1. Invoices, receipts or other acceptable evidence of payment from suppliers and licensed contractor(s) that have been marked “paid in full”. Proposals for “work to be completed” or “bids” are not considered proper documentation.
   a. Each item will be supported by a canceled check showing the face of the check, as well as the back of the cancelled check. The only forms of cash payments that are acceptable as evidence of payments are cashier’s checks and bank transfers. A copy of the cashier’s check to the payee must be provided as proof of payment. If payment is being made by a bank transfer, a copy of the statement from both payer and payee showing the transaction and/or copy of the email/text verification from both parties.

2. A “final release of lien” signed by each licensed contractor(s). See attached Sample of a Final Release of Lien form.

3. Proof that the work has been approved by the City of New Port Richey Building Department, i.e. Copy of Certificate of Occupancy/Completion

4. CRA has received copies of final inspection approvals for all work that requires a permit.

5. Entire scope of work for eligible items is completed.

6. A minimum of 4 color “after” photos of the project.
By submitting for reimbursement, the applicant warrants that all bills for which applicant is directly responsible related to the project are paid in full including, but not limited to, all contractors, labor, materials, related fees, and permits.

Grantees may not submit work improvements for reimbursement which have been used as reimbursement requests in any other grant program offered by the CRA, City of New Port Richey, Pasco County or the State of Florida. The Commercial Façade Improvement Grant Program will only reimburse applicants for new expenditures that have not been submitted to other grant programs for reimbursement.

**SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING**

It is the responsibility of the applicant to READ AND UNDERSTAND all aspects of the Grant Program’s Rules/Requirements and Application.

NOTICE TO THIRD PARTIES: The grant application program does not create any rights for any parties, including parties that performed work on the project. Nor shall issuance of a grant result in any obligation on the part of the CRA to any third party. The CRA is not required to verify that entities that have contracted with the applicant have been paid in full, or that such entities have paid any subcontractors in full. Applicant’s warranty that all bills related to the Project for which the applicant is directly responsible is sufficient assurance for the CRA to award grant funding.
APPLICANT INFORMATION

BUSINESS INFORMATION:

Business Name (d/b/a if applicable):

________________________________________________________________________

Current Business Address:

________________________________________________________________________

________________________________________________________________________

Fed ID#: ___________________________

Business Phone Number: ___________________________ Cell: ___________________________

Existing Business: Yes____ No____ Number of years in existence: ________

Time at Current Location: ____________ New Business to New Port Richey: Yes____ No____

Do you have an executed lease agreement: Yes____ No____ If so, monthly base rent: ______

New Business Address:

________________________________________________________________________

________________________________________________________________________

Square footage of current location: ________ Square footage of new location: ________

Type of Business: ____________________________________________________________

Number of Employees: ____________ Hours of Operation: ____________________________

List of improvements seeking reimbursement for: ________________________________

________________________________________________________

________________________________________________________

Requested grant amount: ____________________________________________
PRINCIPAL/OWNER INFORMATION:
(If more than 2 principals/owners additional sheets may be used)

1. Principal/Owner Name: ________________________________
   Date of Birth: ___________ Email: ________________________________
   Residential Address: ___________________________________________
   Telephone Number: ___________________________________________

2. Principal/Owner Name: ________________________________
   Date of Birth: ___________ Email: ________________________________
   Residential Address: ___________________________________________
   Telephone Number: ___________________________________________

Are you applying for grant assistant under any other program offered by the CRA?
Yes_______ No_______ If yes, what additional programs are you applying for:
________________________________________________________________

Are you receiving grant assistance under any other governmental agencies: Yes___ No ___
If yes, list any additional grant sources and amounts:
________________________________________________________________

LANDLORD INFORMATION:

Landlord Name: ________________________________
Landlord Address: ___________________________________________
________________________________________________________________
Landlord Telephone Number: ___________________________________________

City of New Port Richey
Commercial Façade Improvement Grant
CERTIFICATION AND WAIVER OF PRIVACY:

I, the undersigned applicant(s), certify that all information presented in this application, and all of the information furnished in support of the application, is given for the purpose of obtaining a grant under the New Port Richey Community Redevelopment Agency Commercial Façade Improvement Grant Program, and it is true and complete to the best of my knowledge and belief.

I further certify that I am aware of the fact that I can be penalized by fine and/or imprisonment for making false statements or presenting false information. I further acknowledge that I have read and understand the terms and conditions set forth and described in the New Port Richey Community Redevelopment Agency Commercial Façade Improvement Grant Program Rules and Requirements.

I understand that this application is not a guarantee of grant assistance, and that award of grants is at the sole discretion of the New Port Richey Community Redevelopment Agency Board. I understand that the purpose of the grant is to further the New Port Richey Community Redevelopment Plan, and that the New Port Richey Community Redevelopment Agency may decline my application for any legal reason, including the reason that granting the award will not further the Community Redevelopment Plan. Should my application be approved, I understand that the CRA may, at its sole discretion, discontinue subsidy payments at any time if in its sole and absolute determination it feels such assistance no longer meets the program criteria or is no longer in furtherance of the New Port Richey Community Redevelopment Plan.

I hereby waive my rights under the privacy and confidentiality provision act, and give my consent to the New Port Richey Community Redevelopment Agency, its agents and contractors to examine any confidential information given herein. I further grant permission, and authorize any bank, employers or other public or private agency to disclose information deemed necessary to complete this application.

I give permission to the New Port Richey Community Redevelopment Agency or its agents to take photos of myself and business to be used to promote the program.

I understand that if this application and the information furnished in support of the application are found to be incomplete, it will be not processed.

SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING

It is the responsibility of the applicant to READ AND UNDERSTAND all aspects of the Grant Program's Rules/Requirements and Application.
**APPLICANT SIGNATURES:**

1. __________________________________________________________________
   
   Principal/ Owner's Signature       Date
   
   Printed Name         Title

2. __________________________________________________________________
   
   Principal/Owner’s Signature       Date
   
   Printed Name         Title

*Notary as to Principal/Owner's Signatures - Multiple notary pages may be used if signing individually*

STATE OF ____________________________
COUNTY OF ____________________________

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared______________________________, who is/are personally known to me or produced______________________________, as identification, and acknowledged he/she executed the foregoing Agreement for the use and purpose mentioned in it and that the instrument is his/her act and deed.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal in the State and County aforesaid on this_________________________day of_________________________, 20______.

______________________________
NOTARY PUBLIC
My Commission Expires:
LANDLORD SIGNATURES:

1. __________________________________________________________________
   Landlord Signature                           Date
   Printed Name                                Title

2. __________________________________________________________________
   Landlord Signature                           Date
   Printed Name                                Title

Notary as to Principal/Owner’s Signatures - Multiple notary pages may be used if signing individually

STATE OF ________________________________
COUNTY OF ________________________________

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared ________________________________, who is/are personally known to me or produced ________________________________ as identification, and acknowledged he/she executed the foregoing Agreement for the use and purpose mentioned in it and that the instrument is his/her act and deed.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal in the State and County aforesaid on this ________________________ day of ________________________, 20____.

__________________________
NOTARY PUBLIC
My Commission Expires:
COMMERCIAL FAÇADE IMPROVEMENT GRANT PROGRAM

CRA Grant Applicant: ____________________________ has met with the City’s Planning & Development Department to review the improvements that will be done on the property located at: ____________________________

List of Improvements:

__________________________

__________________________

__________________________

City of New Port Richey Planning & Development Department

Reviewed by: ____________________________ Date: __________

Requirements:

__________________________

__________________________

__________________________
COMMERCIAL FAÇADE IMPROVEMENT GRANT PROGRAM

CRA Grant Applicant: ___________________________________________________________ has met with the City’s Planning & Development Department to review the improvements that will be done on the property located at: ____________________________________________________________

List of Improvements:

________________________________________________________

________________________________________________________

________________________________________________________

City of New Port Richey Permitting Department

Reviewed by: ____________________________________ Date: __________

Requirements:

________________________________________________________

________________________________________________________