



## Crestview Community Redevelopment Agency

### Mixed Use Residential/ Commercial Development Incentive

Maximum Funds Available: \$25,000  
Matching Grant



#### Introduction

In support of the Community Redevelopment Agency's mission to encourage redevelopment within the CRA district the CRA Board has established various incentive grants. These incentives/grants include the master plan's catalyst projects and recommendations. Incentive/grant policy, funding levels, dollar match or non-match requirements, completion timelines, application submissions, terms and conditions are all at the discretion of the CRA Board and can be changed without a modification to the CRA Plan.

#### Mixed Use Residential/Commercial Development Incentive

This CRA incentive is specifically designed for potential investors who plan to develop in the CRA District a design with commercial features that include a livable, smart growth community concept. Depending on the complexity and impact of the project, a developer can petition the CRA for this incentive. An incentive request from a developer can specify a need or have a combination of needs. These requests to the CRA Board can be an amount of money, purchasing of land, demolition of property, cost of impact fees, or a partnership agreement with funding elements beneficial to both the developer and CRA. It is totally up to the discretion of the CRA as to whether a particular project feature should be assisted by a CRA grant.

#### Program Guidelines

1. All applications are to be submitted to the CRA Director and will be reviewed on a first come first serve basis by the CRA Grant Review Committee. Must submit 11 copies. Minimum Investment of \$250,000.
2. Only property owners or tenant with property owner approval within the CRA district may apply for this incentive. Government owned properties are not eligible nor are tenants in government owned properties.
3. All applicants will be required to present proper permitting and/or zoning changes from the Growth Management Department prior to receiving funds.
4. After the application has been approved by the CRA Grant Review Committee it will be presented to the CRA Board for final approval. **All applications must receive this approval before any construction can commence.**
5. Awarded funds will only be presented upon completion and final inspection by the city of approved project.





### III. Cost of the Addition and/or Improvements

Please provide cost estimates for the planned additions and/or improvements. If cost exceeds \$7,500, then provide three (3) bid estimates and list preferred bid amount below.

Improvement: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Improvement: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Improvement: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Improvement: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Improvement: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Total Projected Cost: \$ \_\_\_\_\_**

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### IV. Applicant's Acknowledgements

Please read and initial all of the following:

\_\_\_\_\_ The undersigned applicant agrees to utilize any funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency in resolution \_\_\_\_\_

\_\_\_\_\_ All applications must receive approval by the CRA Board before any construction can commence. No applications will be approved if work has been started or completed.

\_\_\_\_\_ All grant applications for buildings/properties within the Historic District must receive approval from the Historic Preservation Board (HPB) before any construction can commence. No applications will receive this approval if work has been started or complete.

\_\_\_\_\_ All approved applicants will be required to present proper permitting and/or zoning changes from the Growth Management Department prior to receiving funds.

\_\_\_\_\_ All applicants that are awarded a funding understand that when submitting for reimbursement detailed receipts must be presented for auditing requirements-NO EXCEPTIONS.

\_\_\_\_\_ Only properties located within the Community Redevelopment Area (CRA) are eligible for this grant.

\_\_\_\_\_ All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

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### V. Checklist

List all of business owners including name, address and telephone number.

Drawings or renderings of the planned improvements, as well as any additional descriptive material.

Photographs of the location in its current condition.

Itemized list of costs or estimates from a licensed contractor.

Three bids for project exceeding \$7,500 \_\_\_\_\_ (applicable) \_\_\_\_\_ (non-applicable)

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## VI. Applicant's Signature

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Applicant's Name (Printed)

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Applicant's Signature

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Date of Signature

\* Your signature indicates agreement to abide by all referenced guidelines within this application. Return application to the CRA Director or CRA Administrator/City Clerk at address listed on front page of application. You may direct any questions regarding your application to the CRA Office at 850-689-3722.

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## VII. Approval Status

Application was approved      Date of Approval: \_\_\_\_\_ Awarded Funds: \$ \_\_\_\_\_

Application was not approved      Reason: \_\_\_\_\_

Application incomplete      Items needed for incomplete application: \_\_\_\_\_

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## VIII. Final Inspection and Funding

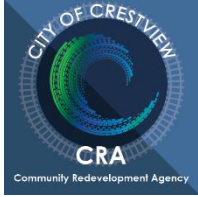
Date of Final Inspection: \_\_\_\_\_ Inspected By: \_\_\_\_\_

\_\_\_ Passed inspection

Date funds requested: \_\_\_\_\_ Date funds distributed: \_\_\_\_\_ Check #: \_\_\_\_\_

Signature of fund recipient: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Did not pass inspection Reason: \_\_\_\_\_



# CITY OF CRESTVIEW

## COMMUNITY REDEVELOPMENT AGENCY

198 North Wilson Street  
P. O. Drawer 1209  
Crestview, Florida 32536

# POLICY # 18 – 01

## GRANT REVIEW COMMITTEE

1. CRA Grant Review Committee: A nine-member committee established by the CRA that shall review Grant and Incentive applications based on established Criteria and make recommendations to the CRA Board. The Committee will be made up of:
  - One (1) Member from the Historic Preservation Board*
  - The Main Street Program Director or their designee*
  - One (1) member each appointed by the CRA Board*
  - The CRA Director (non- voting)*

The CRA Administrator (or their designee) will act as the facilitator of the meeting.

2. CRA Grant Review Committee Meetings. The Committee will establish days and times for meetings at the first meeting of the committee. These meetings will be scheduled as needed by the CRA Administrator.
3. Eligibility and Grant/Incentive Award Criteria: The CRA Board has established criteria for each of the following Grants/Incentives.

***Mixed Use Residential/Commercial Development***  
***Asbestos Mitigation***  
***Building Code Compliance Upgrade***  
***Commercial Investor Property Development***  
***Façade & Building Improvement***

Criteria and applications for each of these Grants/Incentives are available for review and submittal. Any eligible applicant may apply for up to 3 grants per location. Locations that receive grants/incentives may not apply for additional grants/incentives for a period of 3 years.

4. Grant/incentive applications must be executed in prescribed number of copies and delivered to the CRA Administrator or CRA Director for processing and initial review. An allowance of 90 days or more could be necessary to process the request from initial review to final approval. Applications may be acquired at the CRA Administrators office. The CRA Administrator will be responsible for scheduling the meetings of the Grant Review Committee. The CRA administrator or their designee will inform the applicant of any missing criteria on the application that must be submitted before the application is considered by the committee.
5. Grant/Incentive applications must be submitted and final CRA approval decision rendered before commencement of any grant improvement work (unless otherwise noted in the application)
6. Requests will be considered in the order they are received on a first come/first served basis. The CRA office will notify any applicant if (1) the application has been approved by the committee, (2) the date the application will be presented to the CRA Board, and (3) the approval or non-approval of their application by the CRA Board, and the amount awarded. After receiving evidence of the project's completion and before submitting any approved reimbursement request to the City Clerk's office for payment, the CRA office shall ensure that the applicant has fully completed the project and that the completed work adheres to all City of Crestview policy, permitting, and inspection requirements and regulations. All work must be completed in accordance with Florida Statute 489.103.
7. Reimbursement shall always be contingent upon available funds authorized under the grant program by the CRA. The CRA Board has full discretion to award any or none of the grants/incentives at any given time
8. From the date a Grant/Incentive application is approved by the CRA, a building shall not be considered again for one of the same improvement reimbursement grants/incentives for at least thirty-six (36) months
9. All grant-funded improvements must be completed within six months of the CRA approval date unless otherwise approved by the CRA Board. If an applicant wishes to alter the project plans after the CRA approval, the applicant must have the changes considered again by the Grant Review Committee and approved by the CRA. Changes not approved by the CRA may result in denial of a previously approved grant/incentive.

*The CRA Grant Review Committee operates under the Attached CRA Grants/Incentives Criteria Attached:*



# CRESTVIEW COMMUNITY REDEVELOPMENT AGENCY (CRA) GRANTS/INCENTIVES



1. **Purpose:** In support of the CRA's reduction of blight, revitalization and redevelopment efforts, the CRA Board can choose to fund various incentive grants that are approved by and included in the CRA Master Plan
2. **Scope:** These incentives/grants include the plan's catalyst projects and recommendations. Incentive/grant policy, funding levels, dollar match or non-match requirements, completion timelines, application submissions, terms and conditions are all at the discretion of the CRA Board and can be changed without a modification to the CRA Plan.
3. **Authority:** The Crestview CRA Master plan was adopted by the Crestview CRA and the City Council of the City of Crestview in March of 2017.
4. **Responsibilities:** The following departments and agencies constitute the source to carry out tenants of this policy:
  - a. **Grant/Incentive Program.** The Grant/Incentive programs may include all or any of this following: Mixed Use Residential/Commercial Development Incentive, Asbestos Mitigation Grant, Commercial Investor Property Development Incentive, Façade and Building Improvement Grant. These Grants will be reviewed and submitted to the CRA Board by the CRA Grant Review Committee.
  - b. **Program Application.** An application to be reviewed, processed, and considered for approval of payment to a business, organization, and/or building owner in the CRA area. The Office of the City Clerk is designated by the Community Redevelopment Agency as the City of Crestview's administrative and coordinating function to ensure the Grant review program tenets are carried out.
  - c. **Businesses and Organizations.** Civic organizations and/or businesses that are located and operate within the Community Redevelopment Agency area of Crestview, Florida.
  - d. **Community Redevelopment Agency (AKA: CRA).** Enacts and promulgates operating policies and procedures germane to the operation of the CRA grant programs.
  - e. **Community Redevelopment Plan.** A redevelopment plan adopted in March 2017 outlining the intent of the City through the Community Redevelopment Agency to redevelop the CRA area. This plan emanates from the goals, objectives and policies contained in Chapter 16, Economic Development, of the Crestview Comprehensive Plan, current edition.

- f. CRA Administrator (AKA: Crestview City Clerk). Issues tax donation certificates or other evidences acknowledging donations made to the CRA for tax purposes when requested and coordinate with city departments and agencies of record. Serves as Administrator for the Community Redevelopment Agency.
- g. Donor. An individual, company, or corporation that donates anything of value to the Crestview Community Redevelopment Agency (CRA).
- h. Historic Preservation Board. A city board charged with duties and responsibilities of historic preservation as reflected in Chapter 2 of the City Code.
- i. Main Street Crestview Association. A non-profit, IRS designated 501C3 organization, registered with the Florida Department of State whose membership is dedicated to supporting and promoting the efforts of redevelopment in the Main Street Program area of downtown Crestview.
- j. Main Street Program Manager. A manpower resource with an operating budget funded by the CRA or through a contract for services with the Main Street Crestview Association to operate the Crestview Main Street Program in general accordance with federal and Florida Main Street Program guidelines.
- k. CRA Grant Review Committee. A nine-member board established by the CRA through this policy that shall review grant applications based on prescribed criteria and makes recommendations to the CRA.