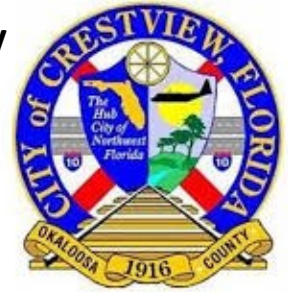




Crestview Community Redevelopment Agency

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 1 hard and 1 digital copy
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.



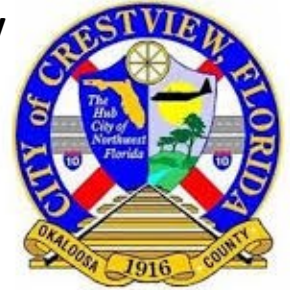


Crestview Community Redevelopment Agency

Mixed Use Residential/ Commercial Development Incentive

198 Wilson St N. Crestview, FL 32536

850-682-1560



I. Applicant/ Owner/ Property Information

Applicant Name: _____

Primary Phone #: _____ Alternate Phone #: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business Name: _____ Building Name (if applicable): _____

Building Street Address: _____

Building Owner Name (if different): _____

Tax I.D. Number of Property (if known): _____

- If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.
- If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer who owns any portion of the corporate stock. Publicly held companies are exempt.

II. Description of Residential/Commercial Development Plan

Please provide a brief description of the planned addition or improvement: (attach sheets as necessary)

- Attach a drawing or rendering of the planned improvements, as well as any additional descriptive material.
- Attach a photo of the building or location in its current condition

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: \$ _____

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.

_____ 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.

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)

VI. Applicant's Signature

Applicant's Name (Printed)

Applicant's Signature

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.

VII. Approval Status

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

Application was not approved Reason: _____

Application incomplete Items needed for incomplete application: _____

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: _____



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.