

College Park Partnership Business Façade Grant Policies, Procedures and Conditions

Purpose

Building appearance plays an important role in creating the image of College Park. The College Park Partnership Business Façade Grant was designed to revitalize the business corridor within College Park through funding for building façade improvements ("Grant"). Grants made to properties will encourage reuse of vacant or underutilized properties, improve appearance, and support the long-term viability of the College Park business district.

Grant Structure and Criteria for Selection

The CPP Business Development Committee will oversee the Business Façade Grant Program. A building façade improvement is defined as the renovation/restoration of building faces that are visible from the street. Funding is based on budget availability and will be considered on a "first come, first served basis". Application submission **does not** guarantee approval.

Applications will be reviewed for completeness and compliance with program criteria. Projects that do not comply with the program criteria and conditions will not be eligible for funding. All members of the entity applying for the Grant must sign the grant application. For example, if the applicant is the property owner, all property owners, authorized corporate officers, or partners must sign the application. If the applicant is the tenant, all authorized corporate officers or partners of the tenant business must sign the application. Tenants who are applying for a Grant must supply proof of a lease for the subject property that identifies at least three (3) years remaining in the lease term or that extends through the program agreement term (up to five years).

Prior to consideration for a Small Business Façade and Site Improvement Grant, the subject property must be free from any liens (excluding mortgage liens), judgments, or encumbrances of any kind (excluding easements), and all City and CPP obligations must be current. The CPP reserves the right to contract for a title search and/or ownership and encumbrance report at the City's discretion, the cost for which will be deducted from the Grant funds at the time of disbursement, if Grant funding is approved.

All applicants for a Façade Grant must submit to a criminal background check. If the applicant is a corporate entity, the president, director, manager, or, in the case of a partnership, all partners shall submit to a criminal background check. In order to be eligible for funding, applicants must **not** have any of the following: a felony conviction or nolo contendere within the past five (5) years; a felony conviction or nolo contendere for financial/economic crimes within the past ten (10) years; or a felony conviction or nolo contendere for violent or heinous crimes (i.e. murder, sexual battery, sexual assault, armed robbery or burglary, carjacking, home-invasion, kidnapping, arson, crimes against children, etc.) in their complete history. If the background check reveals any of the above, the applicant will be rendered ineligible for the Grant. Otherwise, results of the background check will be included in the documentation provided to the Façade Grant Review Committee for consideration as part of the application.

The Façade Grant Review Committee is designated by the **Business Development Committee** to review Grant applications on a **regular** basis and to make recommendations of approval to the **College Park Partnership Board of Directors**. The Façade Grant Review Committee is comprised of representatives of the **Business Development Committee** and the **Design Committee**.

The Grant funding awarded will be based on the lowest of at least three (3) qualified bids submitted by the applicant. The owner and/or applicant may elect to choose a contractor other than the one with the lowest qualified bid, but shall be responsible for all costs exceeding the lowest qualified bid. In all cases, the selected contractor must be licensed and insured. The CPP will not be responsible in any manner for the selection of a contractor. A property owner and/or tenant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.

Program Funding

Under the program, the CPP will loan 50% of the total project cost. Total loan assistance from the CPP shall not exceed \$5,000 for CPP members in good standing, or \$2,500 for CPP non-members. The applicant(s) will be responsible for the remaining 50% of the total project cost.

All Applicants (and property owners if the applicant is a tenant) must sign the Funding Agreement.

In order to insure that funds are available, improvements to be made under this grant must be initiated (secured all necessary permits) within 90 days and completed within one (1) year of the date of execution of the funding agreement. Extensions may be granted by the College Park Partnership Board of Directors given just cause by the applicant. (e.g. contractor delays, Acts of God, etc.)

Eligible Applicants

Manufacturing industries
Construction industries
Technology and communication industries
Business service industries
Transportation and storage industries
Retail and restaurant industries
Business with cultural uses
Personal service industries (i.e. barber shops, beauty shops, laundromats, appliance repair, jewelry and clock repair, duplicating services, health spas, dance studios, photography studios, tailoring, and other similar services)

Ineligible Applicants*

National franchises
Residential property
Not for profit organizations
Government owned or occupied buildings
Church/religious institutions
Tattoo parlors
Body piercing or body art shops
Adult entertainment facilities
Adult oriented or adult themed retail businesses
Liquor stores
Gun shops
Pawn Shops
Businesses that sell drug paraphernalia
Any business or commercial property with outstanding code enforcement violations or liens
Any business with outstanding red light camera violations
Any business or commercial property that is not current with state and local taxes, and/or has any outstanding tax lien(s) against any property
Any business or commercial property with outstanding debt to the City or CPP

*A copy of the business' license issued by the Florida Department of Business & Professional Regulation may be requested to determine eligibility.

Applications for Grants shall meet the criteria outlined below:

1. Buildings must be located within the Edgewater Drive Vision Plan Overlay District. Business Façade Grants shall only be awarded for eligible properties that pay ad valorem taxes.
2. Applicants must be a commercial property owner and/ or a new, for-profit business (tenant) moving into an existing site, or an existing for-profit business (tenant) in College Park.
3. All business owner applicants must be a small business as defined by the U. S. Small Business Administration. <http://www.sba.gov/content/small-business-size-standards>
4. All existing business owner applicants must possess a current City of Orlando Business Tax Receipt.
5. All applicants must be current with state, and local taxes, and not have any outstanding tax liens imposed against any property.
6. All applicants (business and/ property owner) must not have outstanding code enforcement violations or liens.
7. All applicants must not have outstanding red light camera violations.
8. Only one (1) Grant per property owner or tenant per fiscal year, and only one (1) Grant per property per five-year program term. When an entity owns multiple properties that are adjacent, the Grant funding may be shared between these properties for a unified improvement plan. When an entity owns multiple properties that are not adjacent, only one (1) property may receive grant monies in that particular fiscal year.
9. Prior to an application being reviewed by the Business Development Committee, all proposed improvements must meet all City Code requirements.
10. Applications must be approved by City Council prior to the commencement of any façade and/or site improvement work sought to be covered under this Program. No grants will be awarded retroactively.
11. Grant funding shall be approved by the Business Development Committee, based upon factors including:

- a. Location within a high traffic, high visibility area/business corridor
- b. Improvement to the overall appearance of the site
- c. Quality of design
- d. Consistency of proposed facade design with design goals of surrounding area
- e. Location within the Edgewater Drive Vision Plane Overlay District
- f. Contribution to historic renovation or restoration
- g. Will serve as a catalyst for redevelopment
- h. Incorporation of sustainable materials and/or methods
- i. Business tenure in College Park

Only completed applications will be accepted. Incomplete applications will be returned to the applicant.

Eligible Improvements

Property owners and/or tenants may apply for the Grant. Tenants applying for funding shall provide written permission from the property owner in addition to the signed Owner's Affidavit.

Eligible costs for Grant participation include, but are not limited to:

- a. Façade Rehabilitation
- b. Removal of non-contributing false facades
- c. Building cleaning (non-sandblasting)
- d. Stucco restoration
- e. Tuck pointing masonry
- f. Painting
- g. Replacement or reconstructive woodwork
- h. New doors and windows
- i. Restoration of historically appropriate doors, windows, or building features
- j. Signs, awnings, and canopies
- k. Exterior lighting*
- l. Landscaping
 - i. Includes hardscaping around perimeter of property
 - ii. Irrigation may also be included if required to support landscaping
 - iii. Preference given to drought-tolerant trees and plants
 - iv. Must be consistent with City Code
- m. Parking lot improvements
 - i. Parking lot improvements must be permanent (temporary and conditional uses not eligible)
 - ii. Parking lot improvements must be visible from the public right-of-way, adjacent to the front of the facade
- n. Fencing
 - i. Must be consistent with City Code

*Projects that include up lighting are encouraged, but not required, to utilize the OUConvenient Lighting program. Contact OUC at (407) 423-9018, option 3 for details and information about the program.

It is strongly recommended that applicants retain the services of a registered architect, or similarly qualified design professional, to prepare plans, drawings, and construction specifications for their project. Fees for services provided by a registered architect or similar qualified design professional may be counted towards the applicant's program match.

Ineligible Items

The following items are ineligible for reimbursement:

1. New building construction or new building additions
2. Roofs
3. Structural improvements
4. Interior improvements
5. Refinancing existing debts
6. Non-fixed improvements, inventory, or equipment
7. Payroll (not including work to be done by owners as part of grant match) and associated overhead costs
8. Improvements or expenditures made prior to execution of the funding agreement
9. General periodic maintenance
10. Consultant fees
11. Costs associated with architectural design or preparation of construction documents

Procedures

The procedure for project review is as follows:

1. Review Grant Application

Once an eligible application and the supporting documents are received, the **Business Development Committee** will assess the application with regard to all program requirements. All eligible applications will be forwarded for review according to the Grant criteria. The Committee may recommend approval, deny, or table applications. If the Committee recommends approval of an application for a Grant, it shall establish the CPP's maximum grant participation (not to exceed dollar amount) based on the lowest of the three (3) qualified bids submitted by the applicant.

2. Final Agreement and Construction

Once the **Business Development Committee** recommends approval, a funding agreement will be presented to **CPP Board of Directors** for approval. If approved for funding, the applicant (and property owners, if a tenant is the applicant) shall sign the required funding agreement. After the funding agreement has been executed on behalf of the CPP, the applicant may secure permission from the City to construct by securing appropriate building permits. Substantial modifications to final plans or change orders to construction documents which produce visible differences in the previously approved façade design will require review and approval of the **Business Development Committee**. Evidence of licensure and insurance of the selected contractor(s) shall be submitted to the **Business Development Committee** prior to commencement of any work associated with the Grant.

3. Construction Approval

On completion of construction, including final inspection by the Permitting Services Division, the grantee shall submit a request for reimbursement to the **CPP Executive Director**. Along with request for reimbursement, the grantee must submit the following to assure the terms of the agreement have been honored:

- Proof of all project costs, including contractor invoices
- Receipts proving payment for services and supplies
- Lien release(s) by the contractor(s)
- One photo of each improvement and at least one photo of the entire façade

The **CPP Executive Director** will certify that all work was permitted and inspected by the City's Permitting Services Division and verify the work was completed in a satisfactory and professional manner. Discrepancies will be noted and a time frame for their correction will be established as necessary. If there is a strong deviation in improvements as approved by the **Business Development Committee**, the **CPP** reserves the right to deny reimbursement.

6. Disbursements

Funds will generally be provided upon completion of the project. However, at the CPP's discretion and pursuant to the terms of the funding agreement, funds may be distributed incrementally as phases of the approved project are completed. Reimbursements will be made according to CPP's accounting procedures with funds disbursed by check payable to the grantee. All Grant funds shall be issued to the grantee on a reimbursement basis only.

Available Funds

The CPP may from time to time at its discretion establish annual funding for the program.

Disclosures

The CPP expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The CPP retains the right to amend the program guidelines, agreements, and application procedures. The CPP also retains the right to display and advertise properties that receive matching funds under this grant.