



CITY OF
CRESTVIEW
COMMUNITY REDEVELOPMENT AGENCY

**COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING AGENDA
SEPTEMBER 11, 2023
5:00 P.M.
COUNCIL CHAMBERS**

The Public is invited to view our meetings on the City of Crestview Live stream at <https://www.cityofcrestview.org> or the City of Crestview Facebook Page. You may submit questions on any agenda item in advance (by 3:00 p.m.) to cityclerk@cityofcrestview.org.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Open Policy Making and Legislative Session**
- 4. Approve Agenda**
- 5. Presentations and Reports**
- 6. Consent Agenda**
 - 6.1. Approval of the minutes of June 12, 2023
- 7. Action Items**
 - 7.1. Resolution CRA 2023-01 - Budget Amendment
 - 7.2. Resolution CRA 2023-02 Budget Approval for CRA 2023-2024
 - 7.3. Discussion/Approval of new CRA Logo
 - 7.4. Grant Proposal Discussion
- 8. CRA Director Report**
- 9. City Manager / CRA Administrator Report**
- 10. Comments from the Board**
- 11. Comments from the Audience**
- 12. Adjournment**

Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Maryanne Schrader, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 option2 within 48 hours of the scheduled meeting.



Staff Report

CRA MEETING DATE: September 11, 2023

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Schrader
DATE: 6/26/2023
SUBJECT: Approval of the minutes of June 12, 2023

BACKGROUND:

This is a routine approval of past minutes.

DISCUSSION:

The draft minutes were distributed prior to the meeting.

GOALS & OBJECTIVES

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

1. Establish a revitalization task force to address economic and physical Revitalization
2. Maintain and Strengthen the Façade Grant Program
3. Develop green space, open space parks, and public plaza programs and promote connectivity within the community

To provide infrastructure for current and future needs

1. Develop and enforce building and site maintenance codes
2. Eliminate the informality in the enforcement of regulations
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Market the District

1. Build and develop an active marketing and branding program
2. Promote CRA district on website and all social media platforms
3. Clearly identify “Historic Downtown Crestview” and direct visitors and locals to the district
4. Develop “Gateways to Crestview”
5. Develop a cohesive “family” of wayfinding signs to the district

Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program
2. Refocus the Historic Preservation Board
3. Enhance the SR 85 Bridge

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Develop area around new courthouse/add public amenities
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Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

Economic Development in the District

1. Amend Comprehensive plan to mixed use for downtown district
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Connectivity

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3. Connect Industrial Drive to Twin Hills park with new entrance

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the minutes of June 12, 2023.

Attachments

1. 06122023 Community Redevelopment Agency Minutes Draft

Community Redevelopment Agency
Minutes DRAFT
June 12, 2023
5:00 p.m.
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview CRA was called to order at 5:00 p.m. by Chairman Nathan Boyles. Board Members present: Doug Capps, Andrew Rencich, Joe Blocker, and Ryan Bullard. Margareth Larose-Pierre, arrived at 5:25 p.m. Also present: City Manager Tim Bolduc, City Clerk Maryanne Schrader, CRA Director Elizabeth Roy, City Attorney Jonathan Holloway, and staff members. Board members Cynthia Brown and Linda Parker were excused.

2. Pledge of Allegiance

Chair Nathan Boyles led the Pledge of Allegiance to the flag of the United States of America.

3. Open Policy Making and Legislative Session

4. Approve Agenda

Chair Nathan Boyles called for action.

Motion by Board member Andrew Rencich and seconded by Board member Joe Blocker to approve the agenda as presented.

Roll Call: Joe Blocker, Andrew Rencich, Doug Capps, Ryan Bullard. Ayes: 4; Nays: 0. All ayes. Motion carried.

5. Presentations and Reports

5.1. Grant Presentation

CRA Director Elizabeth Roy announced that Mr. Wayne Ansley was not present to receive the check.

6. Consent Agenda

Chair Nathan Boyles called for action.

Motion by Board member Doug Capps and seconded by Board member Ryan Bullard to approve the Consent Agenda, as presented.

Roll Call: Joe Blocker, Andrew Rencich, Doug Capps, Ryan Bullard. Ayes: 4; Nays: 0. All ayes. Motion carried.

6.1. Approval of the March 27, 2023 CRA Regular Meeting Minutes

7. Action Items

7.1. Discussion of CRA expansion/extension

City Manager Tim Bolduc mentioned the expansion of the district has been brought up for review. As a part of the needs analysis, the Council and CRA Board discussed the potential to extend the district boarder to include residential areas in the downtown area. He displayed the area on an overhead map depicting that little is residential. He also reviewed the proposed improvements and grants mentioning options to amend the district to allow for affordable housing projects. He went over blight areas and stated the homes are not on the sewer system.

CRA Director E. Roy added the City Council extended the sunset date for the Community Redevelopment Agency (CRA) to 2040.

Discussion ensued. City Manager Tim Bolduc went over the residential areas being exempt from property taxes.

Board member A. Rencich requested information on Raybon near Twin Hills Park and CRA Director Elizabeth Roy said she is working on a property value report.

Board member R. Bullard said he would not like to lock in the property value, and City Manager Tim Bolduc said we would only receive what we currently receive in taxes. When we invest, and they sell the properties, the increased value would be spent in the CRA district. He added if the Board is interested, we will go into the planning stage and come back with the Return on Investment (ROI).

Board member D. Capps asked whether blight grants would open up in the residential area, and City Manager Tim Bolduc explained the Vineyard Housing project was an example. He added he is also interested in working on the Rayburn side.

Board member Dr. Larose-Pierre asked whether adding residential is of value to the citizens. City Manager Tim Bolduc said HUD would produce the numbers, and it would benefit us to have opportunities to reduce cost of construction for workforce housing and compete against the military. We could also apply density bonuses.

Board member J. Blocker asked how much revenue has been received from the grants that we have obtained and CRA Director Elizabeth Roy replied we have given out more grants in the last three years, however, she will return with the exact figures. She added they must obtain three quotes, and it is hard to get them now. City Manager Tim Bolduc added we may take a look at changing the requirement for obtaining three quotes.

In reply to Board Member D. Capps about residential grants, CRA Director Elizabeth Roy replied that we cannot apply for a grant for a house because residential is not in the district. City Manager Tim Bolduc agreed that adding residential will open up opportunities. Board member R. Bullard added he would support if we focus on the residential area for expansion of the district.

City Manager Tim Bolduc added a good plan is to focus on businesses and the next step is the workforce housing.

Chair Nathan Boyles added that it is an opportunity for the city to find the right balance adding the County is in a position to sustain a loss in their coffers for this particular area. He commented that the expansion of MLK corridor was brought in on the commercial component, so it is prudent to consider the residential district in the area. He mentioned he would like to see the sewer plant property included. Board member R. Bullard agreed that improvements are needed for the expansion of the sewer plant.

City Manager Tim Bolduc said we will come back with the ROI.

Motion by Board member Andrew Rencich and seconded by Board member Ryan Bullard for staff to move forward with a feasibility plan to expand the CRA District.

Roll Call: Joe Blocker, Margareth Larose-Pierre, Andrew Rencich, Doug Capps, Ryan Bullard. Ayes: 5; Nays: 0. All ayes. Motion carried.

In reply to Dr. Larose-Pierre requesting information on when an update will be brought forward, City Manager Tim Bolduc replied that an update will be brought back by the August meeting.

8. CRA Director Report

CRA Director Elizabeth Roy said she had nothing further to report.

9. City Manager / CRA Administrator Report

City Manager T. Bolduc mentioned the CEI will be voted on at the City Council meeting. He explained that Alday-Howell found inconsistencies so we will go back out for bid with their suggestions.

10. Comments from the Board

Chair Nathan Boyles called for comments from the Board. No further comments were made.

11. Comments from the Audience

Chair Nathan Boyles called for comments from the public.

Bill Parker came forward and asked if the CEI engineers would be bidding for the project, and City Manager Tim Bolduc replied that Matrix will make the changes, so we can go out for bid again. Mr. Parker asked if the CRA would have to review the plan again and Mr. Boyles said the CRA has approved the expenditure, so it will not be necessary.

City Manager Tim Bolduc responded to the questions from Mr. Parker clarifying that CRA dollars will not be used for the improvements. He also responded to the question from Mr. Parker on whether the bricks would be saved, stating the bricks will be saved, as it was in the original plan.

12. Adjournment

The meeting was adjourned by Chairman Nathan Boyles at 5:37 p.m.

Minutes approved this ___ day of ___, 2023.

Nathan Boyles
Chair

Maryanne Schrader
City Clerk
Proper Notice having been duly given



Staff Report

CRA MEETING DATE: September 11, 2023

TYPE OF AGENDA ITEM: Resolution

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Wendy Buttke, Accountant, Elizabeth Roy, CRA Director
DATE: 9/7/2023
SUBJECT: Resolution CRA 2023-01 - Budget Amendment

BACKGROUND:

Revenues have changed in the CRA budget for fiscal 2023 due to several factors as explained below. The expenses need to be revised, as well, due to carry over projects and changes to expense categories during the year.

DISCUSSION:

The revenue difference is \$42,896 due to several factors.

- Increase in cash carry forward from Beginning of Year (BOY) projections by \$50,572 due to carryover projects.
- Decrease in projected County TIF funds from BOY projection by \$5,426.
- Decrease in expected interest from BOY projection by \$2,250.

The expense categories have been redistributed for better allocation of expenses for the year. The total charge is \$42,896.

- Engineering fees increased by \$82,500 due to projects from fiscal 2022.
- Operating expenses increased by \$4,200 to cover expenses incurred by the relocation of the CRA office.
- Other expense categories were reallocated for these expenses, as shown in the attached amendment.

GOALS & OBJECTIVES

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

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Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program
2. Refocus the Historic Preservation Board
3. Enhance the SR 85 Bridge

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
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Expand Activity in the District

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Economic Development in the District

1. Amend Comprehensive plan to mixed use for downtown district
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Connectivity

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FINANCIAL IMPACT

The increase in revenues and redistribution of expenses in the CRA budget require no funding from other sources.

RECOMMENDED ACTION

Staff respectfully requests the CRA board to approve CRA Resolution CRA 2023-01.

Attachments

1. amendment

RESOLUTION:

CRA 2023-01

**A RESOLUTION OF THE CRA BOARD OF THE CITY OF
CRESTVIEW, FLORIDA, AMENDING THE CRA BUDGET FOR THE
FISCAL YEAR 2023 TO BETTER REFLECT REVENUES AND
EXPENSES AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, There was a change in the projected revenues and cash-carry forward for the 2023 Crestview Community Redevelopment Agency budget, and

WHEREAS, Changes were necessary to the expense categories of the 2023 Crestview Community Redevelopment Agency budget, and

WHEREAS, Those changes must be reflected in the Budget for the Fiscal year 2023, as attached as Exhibit A.

NOW THEREFORE, BE IT RESOLVED by the CRA Board of the City of Crestview of Okaloosa County, Florida that: The Fiscal Year 2023 Budget of the Crestview Community Redevelopment Agency is hereby amended to reflect the changes provided herein.

EFFECTIVE DATE: This Resolution will be effective immediately upon its adoption by the Board of Commissioners of the Crestview Community Redevelopment Agency.

PASSED AND ADOPTED IN REGULAR SESSION THIS 11th Day OF September, 2023.

**CITY OF CRESTVIEW,
FLORIDA**

Nathan Boyles, CRA Board Chairman

Attest:

Maryanne Schrader, City Clerk

RESOLUTION NO. CRA 2023-01

FUND:		DEPARTMENT:			
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
670-0311-511-63-00	Improvements		302,000	(25,959)	276,041
670-0311-511-63-01	Bush House		12,637	(5,137)	7,500
670-0311-511-31-00	Engineering Fees		0	82,500	82,500
670-0311-511-52-03	Marketing		14,627	(3,965)	10,662
670-0311-511-52-03	Fireworks		15,000	(7,500)	7,500
670-0311-511-31-01	Legal Fees		5,000	(1,000)	4,000
670-0311-511-52-00	Operating Supplies		1,800	4,200	6,000
670-0311-511-40-00	Travel		2,050	350	2,400
670-0311-511-42-00	insurance		1,843	357	2,200
670-0311-511-51-00	Office Supplies		750	(450)	300
670-0311-511-54-00	Dues and Subscriptions		2,000	(500)	1,500
					0
LINE ITEM TOTAL-----				42,896	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
670-0000-330-0000	County Tif		110,058	(5,426)	104,632
670-0000-330-0000	Cash Carry Forward		500,000	50,572	550,572
670-0000-330-0000	Interest		3,000	(2,250)	750
LINE ITEM TOTAL-----				42,896	
COMMENTS/EXPLANATION: decrease in Cash Carry Forward, and decrease in County projected TIF Funds redistributed to better serve the needs in the CRA Budget. Adjusts in budget for carry over engineering fees					



Staff Report

CRA MEETING DATE: September 11, 2023

TYPE OF AGENDA ITEM: Resolution

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, CRA Director
DATE: 9/7/2023
SUBJECT: Resolution CRA 2023-02 Budget Approval for CRA 2023-2024

BACKGROUND:

The tentative budget for the City of Crestview to include the CRA budget will be presented to the City Council for approval on September 12, 2023.

DISCUSSION:

The tentative revenue and expense budget for the Crestview CRA is \$678,000.

The tentative Budget must be approved by the CRA Board. If there are no changes, this will stand as the CRA Board approval of the final Budget.

The line item budget is included in this packet.

The final budget hearing for the City of Crestview (to include CRA) will be held on September 25, 2023.

Any changes or amendments to this budget will be presented at a future CRA Board meeting after October 1, 2023.

GOALS & OBJECTIVES

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

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FINANCIAL IMPACT

The adoption of the budget by the CRA Board is required by State Statutes. The proposed budget for Revenues and Expenses is \$678,000. The line item budget is attached.

RECOMMENDED ACTION

Staff respectfully requests that the CRA Board approve Resolution CRA 2023-02 for the adoption of the Budget for the fiscal year 2024.

Attachments

1. 2024 CRA Budget

RESOLUTION:

CRA 2023-02

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF CRESTVIEW, FL ADOPTING A BUDGET
FOR THE FISCAL YEAR 2024, BEGINNING OCTOBER 1, 2023 AND
ENDING SEPTEMBER 30, 2024, AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the Community Redevelopment Agency of the City of Crestview is required each year to adopt a budget for the next fiscal year; and

WHEREAS, any amendments to the budget may be accomplished within line items of the budget with the approval of the Finance Director; and

WHEREAS, any amendments to the overall budget may be accomplished by the Community Redevelopment Agency Board by a formal Resolution:

NOW THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF CRESTVIEW, FLORIDA THAT:

Section 1: The Crestview Community Redevelopment Agency hereby approves and adopts the budget for its Fiscal Year 2024, attached hereto as Exhibit A.

Section 2: The Budget approved and adopted by this Resolution will be effective October 1, 2023.

EFFECTIVE DATE: This Resolution will be effective immediately upon its adoption by the Board of Commissioners of the Crestview Community Redevelopment Agency.

PASSED AND ADOPTED IN REGULAR SESSION THIS 11 th Day OF September, 2023.

**CITY OF CRESTVIEW
CRA**

Nathan Boyles, Chair

Attest:

Maryanne Schrader, City Clerk



**CRESTVIEW COMMUNITY REDEVELOPMENT AGENCY
2023-2024 BUDGET**

	Budget
2022-2023 Beginning Balance (estimated)	\$ 328,611.00
Operational Revenue (estimated)	
TIF Funds - County	\$ 124,276.00
TIF Funds - City	\$ 222,113.00
Interest	\$ 3,000.00
	\$ -
Total Projected Revenue for 2020-2021	\$ 678,000.00

Operating Expenses		
CONTRACTUAL SERVICES		
Mainstreet	34-00	\$ 50,000.00
Downtown water	44-00	\$ 1,500.00
Auditing Fees	32-00	\$ 7,000.00
Legal Fees	31-01	\$ 2,000.00
Office Rental		\$ 100.00
Personnel Expenses	34-00	\$ 38,400.00
ADMINISTRATIVE EXPENSES		
Travel/Per Diem	40-00	\$ 2,800.00
phone/equipment	41-00	\$ 700.00
Insurance		\$ 2,000.00
Printing	47-00	\$ 200.00
Office Supplies	51-00	\$ 1,200.00
Operating Supplies	52-00	\$ 3,000.00
uniform	52-01	\$ 300.00
Rewards/recognition	52-03	\$ 500.00
Fireworks, new Years	52-03	\$ 9,000.00
Newspaper ad	52-03	
Dues and Subscriptions	54-00	\$ 1,800.00
Equipment	64-00	\$ 2,000.00
Training	56-00	\$ 500.00
Program Services		
Downtown Improvements and upgrades	63-00	\$ 150,000.00
Bush House	63-00	
Grants	82-00	\$ 386,000.00
Other Expenses/Transfers		
Cost Allocation		\$ 19,000.00
Total Projected Expenses for 2022-2023		\$ 678,000.00



Staff Report

CRA MEETING DATE: September 11, 2023

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, CRA Director
DATE: 9/7/2023
SUBJECT: Discussion/Approval of new CRA Logo

BACKGROUND:

The new CRA office has a new sign on the front which better represents the CRA District.



DISCUSSION:

Staff would like to make this the new logo for all CRA information, such as letterhead, badges, signs, etc. Staff feels that this would make a much more distinct image for the CRA.

We would like to request that this change be effective October 1, to give time for the changes to be made.

GOALS & OBJECTIVES

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FINANCIAL IMPACT

There is no financial impact other than changing of signs, badges, and business cards.
These costs can be covered with administrative costs in the budget for both 2023 and 2024.

RECOMMENDED ACTION

Staff respectfully requests the CRA Board to approve the new Black/White image presented for the CRA Logo effective October 1.

Attachments

1. IMG_0555
2. new logo proposal
3. cra nametags





COMMUNITY REDEVELOPMENT AGENCY

CRESTVIEW, FLORIDA

Material Options



Satin Gold Brass



Bright Nickel Silver with Border



Bright Gold Brass with
Bright Gold Border



Staff Report

CITY COUNCIL MEETING DATE: September 11, 2023

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Tim Bolduc, City Manager, Elizabeth Roy, CRA Director
DATE: 9/8/2023
SUBJECT: Grant Proposal Discussion

BACKGROUND:

One of the areas of CRA Grants that has been under discussion is the total amount of grants that can be offered to a business for renovations.

We currently have 3 (three) Grants

- Asbestos Mitigation: non-matching, up to \$5,000.
- Beautification: (formally facade) matching grant with a maximum of \$15,000.
- Code Compliance: matching grant with a maximum of \$25,000.

DISCUSSION:

Staff has been discussing changing the current grant proposals to a tiered format.

The staff have also been discussing including residential grants going forward.

This tiered format would be available to businesses that promote evening hour businesses and businesses that draw traffic to the Main Street area.

There would still be grants available to those businesses that do not meet these criteria, but would still enhance the look and feel of the Main Street area.

Asbestos would not change, as that is not a matching grant. The grant is offered after work has begun, as this is when asbestos is usually discovered.

All grants, as always, are subject to the availability of funds in the CRA Budget.

A proposal for the new grants is attached, but the proposed breakdown is as follows.

Code Compliance Grants:

- Office (to include stores, salons, etc open until 5 PM) - 50% Match up to \$50,000 costs, Maximum Grant \$25,000
- Restaurant (all food service regardless of hours) - 50% Match up to \$50,000 costs. Costs over 50,001 are eligible for a 15% match, up to a maximum grant of \$100,000. This includes the \$25,000 for the first \$50,000.
- Nighttime businesses. (non-food service stores open after 5 p.m.) 50% Match up to \$50,000 costs. Costs over 50,000 are eligible for a 10% match, up to a maximum grant of \$100,000. This includes the \$25,000 for the first \$50,000 costs.

Beautification Grants

- Office (to include law offices, stores open until 5, salons, etc open until 5 p.m.) - 50% match up to \$30,000 costs, Maximum Grant \$15,000.
- Restaurant (all food service regardless of hours) - 50% Match up to \$30,000 Costs Costs over 30,00 are eligible for a 10% match, up to a Maximum grant of \$50,000. This includes the \$15,000 for the first \$30,000 costs.
- Nighttime businesses. (non-food service stores open after 5 p.m.) 50% Match up to \$30,000 Costs Costs over \$30,000 are eligible for a 10% match, up to a Maximum grant of \$50,000. This includes the \$15,000 for the first \$30,000 costs.

Fee Reimbursement Grants, Residential (to include building, impact, tap, etc)

Estimated costs of all inclusive renovations or builds

- Single Family : 0-\$100k Reno or build costs, eligible for reimbursement up to 10% of fee costs \$10,000 max

Reno or build costs over 100K, eligible for reimbursement up to 5% reimbursement of fee costs, \$50,000 max which includes the first \$10,000 for the first 100k costs.

- Multi Family 0-\$750K Reno or build costs, eligible for reimbursement up to 10% of fee costs \$75,000 max

Reno or build costs over 750K, eligible for reimbursement up to 5% of fee costs, \$100,000 max which includes the first \$75,000 for the first 750k costs.

GOALS & OBJECTIVES

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

1. Establish a revitalization task force to address economic and physical Revitalization
2. Maintain and Strengthen the Façade Grant Program

3. Develop green space, open space parks, and public plaza programs and promote connectivity within the community

To provide infrastructure for current and future needs

1. Develop and enforce building and site maintenance codes
2. Eliminate the informality in the enforcement of regulations
3. Develop a sidewalk restoration and maintenance program
4. Review and realign downtown streets for efficiency/eliminate dangerous intersections

Market the District

1. Build and develop an active marketing and branding program
2. Promote CRA district on website and all social media platforms
3. Clearly identify “Historic Downtown Crestview” and direct visitors and locals to the district
4. Develop “Gateways to Crestview”
5. Develop a cohesive “family” of wayfinding signs to the district

Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program
2. Refocus the Historic Preservation Board
3. Enhance the SR 85 Bridge

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Develop area around new courthouse/add public amenities
3. Eliminate informality of enforcement of regulations

Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

Economic Development in the District

1. Amend Comprehensive plan to mixed use for downtown district
2. Develop a commercial incentive program to encourage new development, economic activities and job creation

Connectivity

1. Develop an access road from Industrial Drive to Twin Hills Park
2. Develop a Bike path/pedestrian trail link to between downtown and Twin Hills Park
3. Connect Industrial Drive to Twin Hills park with new entrance

FINANCIAL IMPACT

There are sufficient funds in both the current budget and the 2024 budget to meet these grant proposals.

RECOMMENDED ACTION

Staff respectfully requests the CRA Board to consider changing the Grant program as presented.

Attachments

1. Grant Proposal (2)
2. Beautification Incentive Program
3. Code Compliance Upgrade Program (1)

Uses	Costs	Max Match	Examples	
Commercial	Code Compliance		cost	
Office	0+	50% up to 25,000	\$	30,000
Restaurant	0+\$50k	50%	\$	50,000
additional	\$50k+	15%	\$	25,000
Maximum grant \$100,000				
Nighttime business	0+\$50K	50%	\$	50,000
additional	\$50k+	10%	\$	89,000
Maximum Grant \$100.000				

Commercial	Beautification		cost	
Office	0+	50% up to 15,000	\$	30,000
Restaurant	0-30	50%	\$	30,000
Additional	30+	15%	\$	45,000
Maximum Grant \$ 50,000				
Nighttime business	0+30	50%	\$	30,000
Additional	30+	10%	\$	60,000
Maximum Grant \$ 50,000				

Residential	I inclusive for permit/fee costs only (impact, Tap, building, etc		
Single Family	0+100	10%	fee costs \$25,000
	100+	5%	Fee costs \$30,000
	Total fee reimbursement max \$50,000		
Muli Family	0-750	10%	Fee costs\$ 65,000
	750+	5%	Fee costs \$100,000
	Total fee reimbursement max \$100,000		

Uses	Includes		
Office	Law office	Salons open til 5	Store open Til 5
Restaurant	all businesses serving food regardless of hours		
Nighttime Bus	Stores open at least 5/9 to include supermarkets. Theatr		

Total Costs		Match	
\$	30,000	\$	15,000
\$	50,000	1st tier	\$25,000
\$	75,000	2nd Tier	\$3,750
			total \$28,750
\$	50,000	1st tier	\$25,000
\$	139,000	2nd tier	\$8,900
			Total \$33,900

		Match	
	\$		15,000
\$	30,000	1st tier	\$15,000
\$	75,000	2nd Tier	\$6,750
			Total \$21,750
\$	30,000	1st tier	\$15,000
\$	90,000	2nd Tier	\$6,000
			Total \$21,000

c.)

\$	25,000	1st tier	\$2,500
\$	55,000	2nd Tier	\$1,500
			Total \$4,000
		1st tier	\$6,500
		2nd Tier	\$5,000
			Total \$11,500

real estate

es



BEAUTIFICATION INCENTIVE PROGRAM

PROGRAM DESCRIPTION

This program awards funds for visual (exterior) improvements to commercial real estate property. These improvements are for painting, parking lot resurfacing, signage, and landscaping, etc. Labor and materials may be contributed by the CRA in lieu of grant funds or a portion of the grant award. Maximum CRA grant awards cannot exceed \$15,000. The Beautification Incentive Program was established by the CRA to encourage existing building owners or operators to improve the exterior of their buildings to provide "curb appeal." The program allows the CRA to fund 50% of the cost to paint, landscape and/or pressure cleaning an existing building with the Crestview CRA, up to \$15,000. Property or business owners must submit a completed application accompanied by estimates from licensed painters, landscapers and or general contractors, if the grant request is part of a larger project, a total project budget must be provided to be considered. Any estimates over \$7500 must have 3 written quotes. Owner purchased materials are not subject to quotes. requirements.

PROGRAM RULES

The following rules are intended to inform a potential grant applicant of the extent and scope of the program. The purpose of the program is to encourage commercial property owners to upgrade their properties by improving the external appearance of their business and to encourage businesses to invest in their operations. The result will halt deterioration, stabilize property values, improve and upgrade the appearance of the area, and facilitate and encourage redevelopment activity in the target area.

1. The program is available only for property located within the CRA District.
Note: See attached CRA Boundary Map or click the below link to check your address:
<https://www.cityofcrestview.org/DocumentCenter/View/1206/Beautification-Incentive-Program>.
2. All proposed exterior improvements (to include paint color/decorative finishes) using CRA funds must be approved by the CRA Staff.
3. The program is for commercial properties and businesses only. Residentially zoned properties are NOT eligible (this includes multi-family units, apartment buildings and duplexes). The property owner must be the applicant. However, if the property is currently leased to a tenant, then the Application and Agreement must be jointly executed by both the owner and the tenant.

5. Eligible improvements for this program include:
- Painting
 - Shutters
 - Roof Repair
 - Awnings/canopies
 - Decorative exterior facade improvements
 - Exterior doors/windows
 - Landscaping around the building
 - Irrigation
 - Parking lot re-paving, re-sealing, re-striping
 - Exterior lighting
 - Patio or decks connected to the building.
 - Exterior wall repairs (e.g., stucco, brick or wood repairs and replacement)
 - ADA improvements (exterior)
 - Signage
 - Fencing (excluding chain link, barbed wire, and wood panels)
 - Demolition of structure and (re)sodding of vacant property
 - Exterior Security Features
6. All work **must** be done in compliance with applicable City of Crestview Building Codes and Land Development Regulations. All contractors **must** be licensed in Crestview/Okaloosa County. All work that requires permits must be done through the City of Crestview Permit division of the Development Services department and pass all required inspections prior to reimbursement.
7. Grant funds will be reimbursed exclusively for approved work, approved change orders and only for work that has been performed **after** the grantee has received notification that the Grant Application has been approved by the CRA Staff. Any work completed prior to submission and approval must receive approval from the CRA board before any reimbursement is given. CRA staff will determine if previously performed work is eligible. Work done more than 9 months prior to submission is not eligible for any CRA grants.
8. The Beautification Incentive Grant Program is only available one time in a six (6) month period for each commercial address.

APPLICATION PROCESS

1. An applicant seeking a project grant may secure an application from the Crestview Community Redevelopment Agency (CRA), by calling 850-612-6074 or submit online or download the application from www.cityofcrestview.org.
2. The CRA will administer the Beautification Incentive Program and funding. In addition to the appropriate City of Crestview building inspections, the CRA will inspect the work to determine the satisfactory completion of the work.
3. Applicants may not have any outstanding City of Crestview liens, delinquent property taxes, delinquent utility bills, and must have an active Business Tax Receipt with the City.
4. Application to this Program is not a guarantee of funding. Funding is at the sole discretion of the CRA Staff. Applications will be scored, ranked and obtain CRA approval. The total available program funding is subject to change.

REIMBURSEMENT PROCESS

1. Grant Payments — Subject to the terms and conditions of the Grant Agreement, reimbursement will be made within ninety days from the CRA receiving the following:
 - a) Invoices, copy of processed check and proof of payment for Eligible Reimbursable Costs
 - b) Building Department Inspection forms and completed final inspections.
2. Site Visits — CRA staff will conduct a site visit before grant payment is made in order to verify that the business is in operation. Staff may also conduct unannounced site visits periodically in order to ensure compliance with the terms of the grant agreement. Staff will complete a final inspection prior to issuing final payment.
3. As stipulated in the project agreement, the CRA will release funds to the client on a reimbursement basis at the completion of the entire project (upon examination of all required documents).

I have read, understand and accept the program overview and guidelines set forth above for the Beautification Incentive Program.

Property Address

Applicant Name

Applicant Signature

Date



APPLICATION CHECKLIST

Every application package must include **ALL** of the following items before it will be processed and considered for approval.

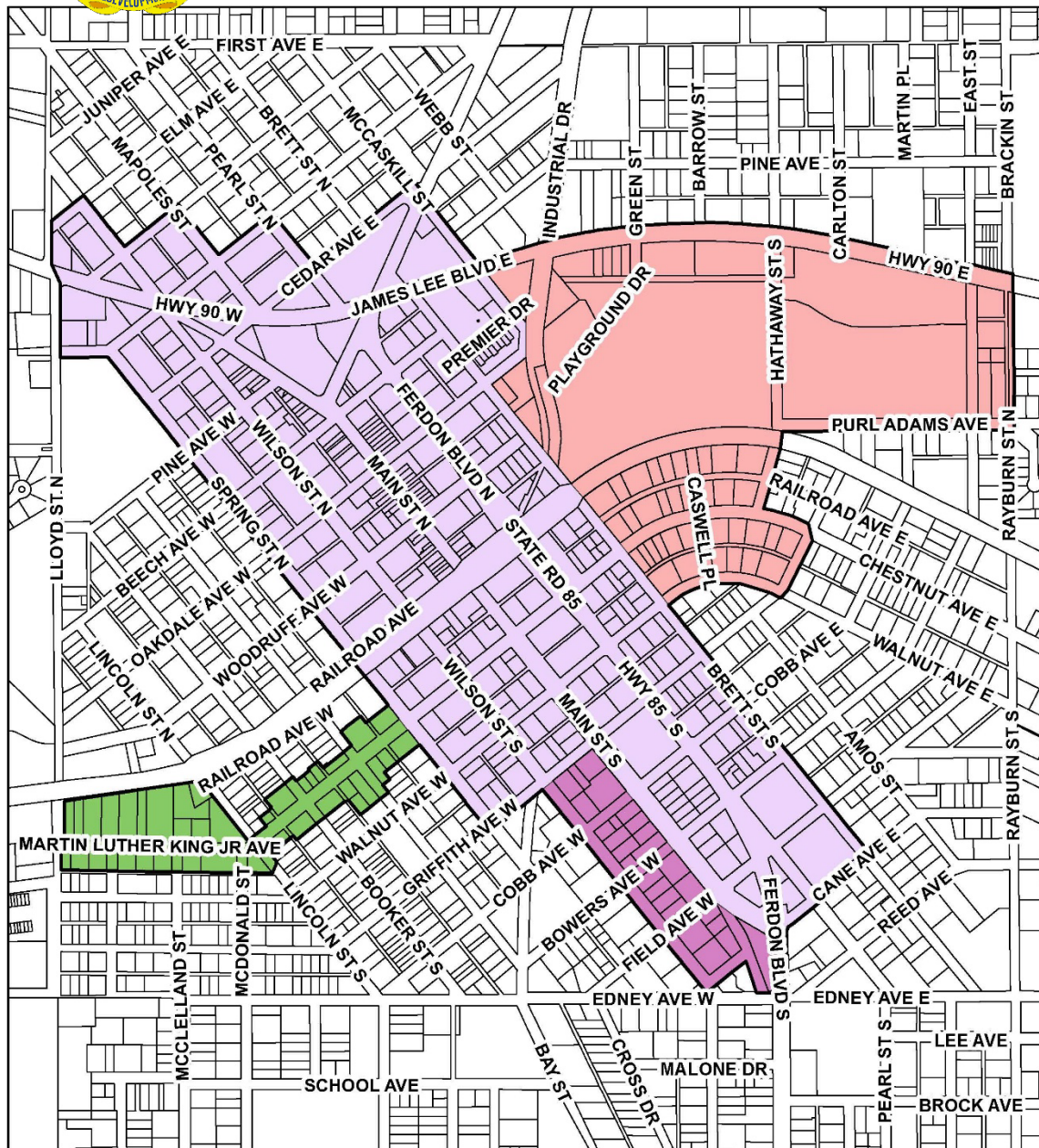
- ☐ Written detailed description of the improvements to be made to the property.
- ☐ W9 Form (attached)
- ☐ Copy of Business Tax Receipt
- ☐ Proof of ownership, or letter from property owner authorizing work.
- ☐ Plans or sketches if applicable.
- ☐ Rendering of completed project.
- ☐ Site plan and plant list for landscape projects
- ☐ Third-party cost estimates from licensed contractors, (3 quotes for any items over \$7500) Owner purchased materials are not subject to quotes.
- ☐ Estimated timeline or project Schedule
- ☐ Evidence of financial ability to pay for the project (approved loan, cash account, line of credit, etc)
- ☐ Completed Application
- ☐ Completed Checklist

All applications submitted Online, or hard copy must be complete with all required information. Upon receiving, the CRA Director shall contact the applicant to arrange for an in person or phone meeting to discuss the application.

CRESTVIEW CRA BOUNDARY MAP



Crestview Community Redevelopment Agency





Crestview Community Redevelopment Agency
114 Main Street
Crestview, FL 32536
850-612-6074

BEAUTIFICATION INCENTIVE PROGRAM GRANT APPLICATION

1. APPLICANT

Name: _____

Address: _____

Zip Code: _____ Phone Number: _____

E-mail: _____

2. BUILDING TO BE IMPROVED/PROPERTY INFORMATION

Owner: _____

Address: _____

_____ Zip Code: _____

Owner Type:

- | | | |
|--|--------------------------------------|-------------------------------------|
| ☐ Individual | ☐ Partnership | ☐ LLC |
| ☐ Sole Proprietorship | ☐ Corporation | ☐ Non-Profit |

3. OWNER OF PROPERTY (if not the applicant)

Name: _____

Address: _____

_____ Zip Code: _____

Phone Number: _____ E-mail: _____

4. PROJECT INFORMATION

Project Description

Select all applicable anticipated improvements in the property. Please include estimated cost and total for project.

IMPROVEMENT	COST	IMPROVEMENT	COST
☐ Painting		☐ Shutters	
☐ Roof Repair		☐ Awnings/canopies	
☐ Decorative exterior facade improvements		☐ Exterior doors/windows	
☐ Landscaping around the building		☐ Irrigation	
☐ Parking lot re-paving, re-sealing, re-striping		☐ Exterior lighting	
☐ Patio or decks connected to the building		☐ Exterior wall repairs (e.g. stucco, brick or wood repairs and replacement)	
☐ ADA improvements		☐ Signage	
☐ Fencing (excluding chain link, barbed wire, and wood panels)		☐ Demolition of structure and (re)sodding of vacant property	
☐ Exterior Security Features		Total Cost Estimate (lowest responsible bid)	

Name of General Contractor for the Project: _____

Address of General Contractor: _____

Phone Number of General Contractor: _____

Email for General Contractor: _____

Estimated Total project Cost: \$_____

Grant Amount Requested: \$_____

(if more than one contractor, please supply all information for each, separate pages may be attached)

5. SOURCES OF FUNDING

6. APPLICATION AGREEMENT

I (we), the applicant(s) understand that the intent of this application is only for purposes of pre-qualifying for a Beautification Incentive Program Grant and does not guarantee acceptance or approval and no commitment is hereby made on the part of either the applicant or the Crestview Community Redevelopment Agency (CRA).

I (we) certify that to the best of my (our) knowledge, all the information in this application and all information furnished in support of this application is true and correct. Any property assisted under this program will not be used for any illegal or restricted purposes.

Any intentionally false or fraudulent statement or supporting documents will constitute cancellation of my (our) application. The CRA is hereby authorized to verify any of the information provided and to inspect the property prior to approval.

I authorize the City of Crestview and the Crestview CRA or its agents to take photos of myself and my business to be used to promote the program.

Applicant Name

Applicant Signature

Date

Applicant Name

Applicant Signature

Date



Crestview Community Redevelopment Agency
114 Main Street
Crestview, FL 32536
850-612-6074

PROPERTY OWNER AUTHORIZATION FORM

• *To be completed only if the applicant is a tenant* •

The undersigned owner of the existing building located at:

Address

Certifies that:

Applicant

Operates a business at the above location. The undersigned agrees to permit the Applicant and his contractors or agents to implement the improvements listed on the Beautification Incentive Program Grant Application.

I understand and agree that neither the Crestview CRA nor the City of Crestview assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied. In consideration of the Beautification Incentive Program Grant to complete exterior property improvements of the commercial property, the undersigned hereby waives and releases any claim against the City of Crestview and the Crestview Community Redevelopment Agency (CRA) arising out of the use of said funds for the purposes set forth in the Application. The undersigned agrees to hold the City and the CRA harmless for charges, damages, claims or liens arising out of the Applicant's participation in the Beautification Incentive Program.

Property Owner Name

Property Owner Signature

Date

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ (numeric date) day of _____ (month), _____ (year), by _____ (name of person acknowledging).
(Seal)

Signature of Notary Public

Print, Type/Stamp Name of Notary

Personally known: _____

OR Produced Identification: _____

Type of Identification Produced: _____



GRANT AGREEMENT FORM

THIS AGREEMENT is entered into this _____ day of _____ 20____, by and between the Crestview Community Redevelopment Agency ("CRA") and _____ ("Applicant").

WHEREAS, Applicant has made application for a grant with the CRA under the CRA Beautification Incentive Program and

WHEREAS, CRA has approved said application.

IT IS HEREBY AGREED AS FOLLOWS:

1. Applicant agrees to complete the Project consistent with the application submitted to CRA, which is attached to this Agreement and made a part hereof as Exhibit "A".
2. In consideration of Applicant satisfactorily completing the Project, CRA will reimburse Applicant 50% of the total project costs or the approved amount of \$_____, (in no event shall CRA pay more than \$15,000.00).
3. In any dispute arising between or among the parties hereto, the prevailing party shall recover from the losing party reasonable attorney's fees, costs and expenses incurred by the prevailing party in connection with such dispute at pretrial, trial, and appellate levels.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first stated above.

APPLICANT:

Crestview CRA

By: _____

Elizabeth M Roy
CRA Director

Print Name: _____

By: _____

Its: _____
"Applicant"



BUILDING CODE COMPLIANCE UPGRADE PROGRAM

PROGRAM DESCRIPTION

This program is specifically designed for potential investors who find it very difficult to finance older buildings and qualify for a loan when required inspections reveal building code violations. To bring buildings up to code can drastically increase the cost of the investment, disqualifying an investor. The purpose of this program is to address eliminating this form of blight, increasing redevelopment and public safety. These improvements are areas determined by the City or a licensed inspector as required to bring the building up to current code requirements, and do not include surface or non-essential improvements (i.e., paint, carpet, cosmetic changes.) Labor and materials may be contributed by the CRA in lieu of grant funds or a portion of the grant award. Maximum CRA grant awards cannot exceed \$25,000. The program allows the CRA to fund 50% of the cost to perform necessary upgrades up to a maximum amount of \$25,000. Property or business owners must submit a completed application accompanied by estimates from licensed contractors, if the grant request is part of a larger project, a total project budget must be provided to be considered. Any estimates over \$7500 must have 3 written quotes. Owner purchased materials will not be subject to quote requirements.

PROGRAM RULES

The following rules are intended to inform a potential grant applicant of the extent and scope of the program. The purpose of the program is to encourage commercial property owners to upgrade their properties by improving the external appearance of their business and to encourage businesses to invest in their operations. The result will halt deterioration, stabilize property values, improve and upgrade the appearance of the area, and facilitate and encourage redevelopment activity in the target area.

1. The program is available only for property located within the CRA District.

Note: See attached CRA Boundary Map or click the below link to check your address:

<https://www.cityofcrestview.org/DocumentCenter/View/3182/Map>.

2. All proposed code upgrades using CRA funds must be approved by the CRA Staff.
3. The program is for commercial properties and businesses only. Residentially zoned properties are NOT eligible (this includes multi-family units, apartment buildings and duplexes). The property owner must be the applicant. However, if the property is currently leased to a tenant, then the Application and Agreement must be jointly executed by both the owner and the tenant.

5. Eligible improvements for this program can include (but are not limited to):
 - Wiring
 - ADA Compliance for:
 - restrooms
 - ingress and egress
 - Other Code upgrades as determined by the City of Crestview or licensed contractor. Written proof of Code compliance necessity must accompany this application.
6. All work **must** be done in compliance with applicable City of Crestview Building Codes and Land Development Regulations. All contractors **must** be licensed in Crestview/Okaloosa County. All work that requires permits must be done through the City of Crestview Permit division of Development Services department and pass all required inspections prior to reimbursement.
7. Grant funds will be reimbursed exclusively for approved work, approved change orders and only for work that has been performed **after** the grantee has received notification that the Grant Application has been approved by the CRA Staff. Any work completed prior to submission and approval must receive approval from the CRA board before any reimbursement is given. CRA staff will determine if previously performed work is eligible. Work done more than 9 months prior to submission is not eligible for any CRA grants.
8. The Building Code Compliance Upgrade Program is only available one time in a six (6) month period for each commercial address.

APPLICATION PROCESS

1. An applicant seeking a project grant may secure an application from the Crestview Community Redevelopment Agency (CRA) by calling 850-612-6074 or submit online or download the application from www.cityofcrestview.org.
2. The CRA will administer the Building Code Compliance Upgrade Program and funding. In addition to the appropriate City of Crestview building inspections, the CRA may inspect the work to determine the satisfactory completion of the work.
3. Applicants may not have any outstanding City of Crestview liens, delinquent property taxes, delinquent utility bills, and must have an active Business Tax Receipt with the City.
4. Application to this Program is not a guarantee of funding. Funding is at the sole discretion of the CRA Staff and Board. Applications will be scored, ranked, and obtain CRA approval. The total available program funding is subject to change.

REIMBURSEMENT PROCESS

1. Grant Payments — Subject to the terms and conditions of the Grant Agreement, reimbursement will be made within ninety days from the CRA receiving the following:
 - a) Invoices, copy of processed check and proof of payment for Eligible Reimbursable Costs
 - b) Building Department Inspection forms and completed final inspections.
2. Site Visits — CRA staff may conduct a site visit before grant payment is made in order to verify that the business is in operation. Staff may also conduct unannounced site visits periodically in order to ensure compliance with the terms of the grant agreement. Staff will complete a final inspection prior to issuing final payment.
3. As stipulated in the project agreement, the CRA will release funds to the client on a reimbursement basis at the completion of the entire project (upon examination of the site and required documents).

I have read, understand and accept the program overview and guidelines set forth above for the Building Code Compliance Upgrade Program.

Property Address

Applicant Name

Applicant Signature

Date



APPLICATION CHECKLIST

Every application package must include **ALL** of the following items before it will be processed and considered for approval.

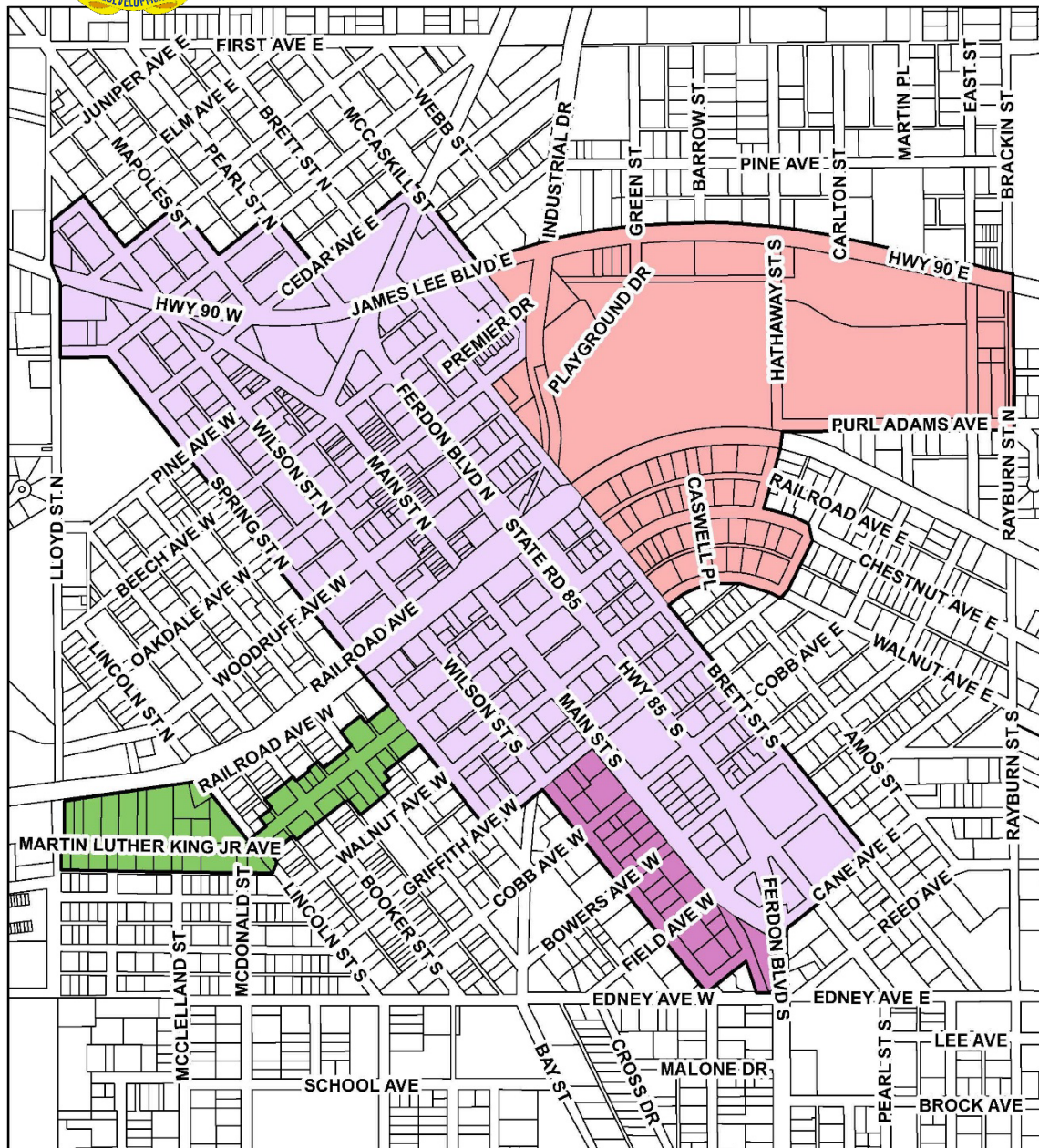
- ☐ Written detailed description of the improvements to be done to the property
- ☐ W9 Form (attached)
- ☐ Copy of Business Tax Receipt
- ☐ Proof of ownership, or letter from property owner
- ☐ Plans or sketches if applicable
- ☐ Rendering of completed project
- ☐ Site plan and plant list for landscape projects
- ☐ Third-party cost estimates from licensed contractors, (3 for any items over \$7500) Owner purchased materials are not subject to quote requirement.
- ☐ Estimated timeline or project schedule
- ☐ Evidence of financial ability to pay for the project (approved loan, cash account, line of credit, etc)
- ☐ Completed Application
- ☐ Completed Checklist

All applications submitted Online, or hard copy must be complete with all required information. Upon receiving, the CRA Director shall contact the applicant to arrange for an in person or phone meeting to discuss the application.

CRESTVIEW CRA BOUNDARY MAP



Crestview Community Redevelopment Agency





BUILDING CODE COMPLIANCE UPGRADE PROGRAM GRANT APPLICATION

1. APPLICANT

Name: _____

Address: _____

Zip Code: _____ Phone Number: _____

E-mail: _____

2. BUILDING TO BE IMPROVED/PROPERTY INFORMATION

Owner: _____

Address: _____

_____ Zip Code: _____

Owner Type:

☐ Individual

☐ Partnership

☐ LLC

☐ Sole Proprietorship

☐ Corporation

☐ Non-Profit

3. OWNER OF PROPERTY (if not the applicant)

Name: _____

Address: _____

_____ Zip Code: _____

Phone Number: _____ E-mail: _____

4. PROJECT INFORMATION

Project Description

Please list type of improvement and estimated cost for each. Please include total cost for project.

IMPROVEMENT	COST	IMPROVEMENT	COST
		Total Estimated Cost (lowest responsible bid)	

Name of General Contractor for the Project: _____

Address of General Contractor: _____

Phone Number of General Contractor: _____

Email for General Contractor: _____

Estimated Total project Cost: \$_____

Grant Amount Requested: \$_____

(If more than one contractor, please list and attach all information)

5. SOURCES OF FUNDING

6. APPLICATION AGREEMENT

I (we), the applicant(s) understand that the intent of this application is only for purposes of pre-qualifying for Building Code Compliance Upgrade Program Grant and does not guarantee acceptance or approval and no commitment is hereby made on the part of either the applicant or the Crestview Community Redevelopment Agency (CRA).

I (we) certify that to the best of my (our) knowledge, all the information in this application and all information furnished in support of this application is true and correct. Any property assisted under this program will not be used for any illegal or restricted purposes.

Any intentionally false or fraudulent statement or supporting documents will constitute cancellation of my (our) application. The CRA is hereby authorized to verify any of the information provided and to inspect the property prior to approval.

I authorize the City of Crestview and the Crestview CRA or its agents to take photos of myself and my business to be used to promote the program.

Applicant Name

Applicant Signature

Date

Applicant Name

Applicant Signature

Date



Crestview Community Redevelopment Agency
114 Main Street
Crestview, FL 32536
850-612-6074

PROPERTY OWNER AUTHORIZATION FORM

• *To be completed only if the applicant is a tenant* •

The undersigned owner of the existing building located at:

Address

Certifies that:

Applicant

Operates a business at the above location. The undersigned agrees to permit the Applicant and his contractors or agents to implement the improvements listed on the Building Code Compliance Upgrade Program Grant Application.

I understand and agree that neither the Crestview CRA nor the City of Crestview assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied. In consideration of the Building Code Compliance Upgrade Program Grant to complete required code improvements of the commercial property, the undersigned hereby waives and releases any claim against the City of Crestview and the Crestview Community Redevelopment Agency (CRA) arising out of the use of said funds for the purposes set forth in the Application. The undersigned agrees to hold the City and the CRA harmless for charges, damages, claims or liens arising out of the Applicant's participation in the Building Code Compliance Upgrade Program.

Property Owner Name

Property Owner Signature

Date

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ (numeric date) day of _____ (month), _____ (year), by _____ (name of person acknowledging).
(Seal)

Signature of Notary Public

Print, Type/Stamp Name of Notary

Personally known: _____

OR Produced Identification: _____

Type of Identification Produced: _____



GRANT AGREEMENT FORM

THIS AGREEMENT is entered into this _____ day of _____ 20____, by and between the Crestview Community Redevelopment Agency ("CRA") and _____ ("Applicant").

WHEREAS, Applicant has made application for a grant with the CRA under the CRA Building Code Compliance Upgrade Program and

WHEREAS, CRA has approved said application.

IT IS HEREBY AGREED AS FOLLOWS:

1. Applicant agrees to complete the Project consistent with the application submitted to CRA, which is attached to this Agreement and made a part hereof as Exhibit "A".
2. In consideration of Applicant satisfactorily completing the Project, CRA will reimburse Applicant 50 % of the total project costs or the approved amount of \$_____, (in no event shall CRA pay more than \$25,000.00).
3. In any dispute arising between or among the parties hereto, the prevailing party shall recover from the losing party reasonable attorney's fees, costs and expenses incurred by the prevailing party in connection with such dispute at pretrial, trial, and appellate levels.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first stated above.

APPLICANT:

Crestview CRA

By: _____

Elizabeth M Roy
CRA Director

Print Name: _____

By: _____

Its: _____
"Applicant"