



CITY OF
CRESTVIEW
COMMUNITY REDEVELOPMENT AGENCY

**COMMUNITY REDEVELOPMENT AGENCY
SPECIAL MEETING AGENDA
December 11, 2023
5:30 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**
- 7. Action Items**
 - 7.1. CRA Director Contract
 - 7.2. CRA Grant Changes
 - 7.3. CRA Logo
- 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: December 11, 2023

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Tim Bolduc, City Manager
DATE: 12/6/2023
SUBJECT: CRA Director Contract

BACKGROUND:

The Current CRA Director is a contractor with the City for the CRA operations.

DISCUSSION:

The original contract was for two (2) years and expires on December 31, 2023.

Attached is the new contract for your approval. The proposed changes are as follows;

1. The term of the agreement was changed from two years, to one year, providing for an annual review.
2. The proposed contract provides for a 3% Cost of Living Increase.

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

The funding for the CRA Director is included in the 2024 CRA Budget.

RECOMMENDED ACTION

Staff respectfully requests that the Board approve the new contract for Elizabeth Roy to continue as CRA Director.

Attachments

1. Contract for Services Elizabeth Roy 2024-2025

**AGREEMENT FOR SERVICES
TO BE PROVIDED TO THE
CITY OF CRESTVIEW
COMMUNITY REDEVELOPMENT AGENCY**

THIS AGREEMENT FOR SERVICES FOR THE CITY OF CRESTVIEW COMMUNITY REDEVELOPMENT AGENCY (the “Agreement”) is entered into as of this 13th of November, 2023, by and between the CITY OF CRESTVIEW COMMUNITY REDEVELOPMENT AGENCY, a public body, corporate and politic, organized under Florida Statutes, Chapter 163, Part III (hereinafter referred to as the “CRA”) and Elizabeth M Roy, an individual, whose address is 1239 Jefferyscot Drive, Crestview, Florida 32536, (hereinafter referred to as “Provider.”). Collectively, the CRA and Provider may be referred to herein as the Parties. This agreement will commence upon the signing of the agreement by both parties, or January 1, 2024, whichever is later.

The CRA desires to engage the services of Provider to provide certain services pursuant to the terms of this Agreement.

NOW, THEREFORE, the Parties hereto do hereby mutually agree as follows:

1. **SCOPE OF SERVICES**

A. Crestview Community Redevelopment Agency

Provider agrees to implement, administer, coordinate, facilitate, develop and manage all aspects of the current CRA Redevelopment Plan, while coordinating with and reporting all CRA activities to the City of Crestview City Manager/ CRA Administrator.

Provider will serve the CRA as the CRA Director as defined in Section 4 herein. Provider will be available to the CRA Board and be accessible to the CRA in all aspects of the delivery of services as part of her duties in the above-mentioned roles. Provider will attend all CRA meetings, unless they have provided notice to the CRA Board and received advance approval of the CRA Board to be absent. Provider will report to the City Manager. Open communication, coordination and reporting will be accomplished as needed by the CRA Board and the City Manager. Provider

will be available to travel to required meetings and training within the state of Florida.

Provider will work on a part-time basis with hours to be determined by agreement between the City Manager and provider.

Provider services also include assisting the CRA Board in furthering the redevelopment objectives of the CRA by conducting periodic needs assessments of the CRA, the redevelopment area and the CRA Plan's ongoing relevancy based on changing aspects of the redevelopment area. This would include informing the CRA Board of trends, social and economic area dynamics, or various concerns or impacts offering possible solutions or enhancement strategies which should include, but are not limited to:

- Assessment of Blight and Obstacles to Growth
- Redevelopment Momentum and Planning
- Destination and Economic Stimulation

Provider services shall include the implementation of the CRA Plan and the full execution and capacity building of the CRA Plan's programs and projects according to their designated need, priority and funding appropriation while remaining in compliance with all aspects with the CRA's redevelopment goals and objectives.

Provider services shall include facilitation of the CRA Plan to be accomplished by maintaining a streamlined implementation process in a manner that complies with the transparency requirements of the Florida Sunshine Law as it applies to public agencies in the execution of the CRA Plan and demonstration of the CRA Plan's impact on redevelopment goals and objectives.

Provider services shall also include the CRA Plan's financial management, with the exception of the calculation of the yearly tax increment financing (herein referred to as "TIF") and billing of taxing authorities for the TIF, which services will be provided by the Finance Director

of the City of Crestview. In accordance with Crestview Ordinance 1598, services from Provider shall include, in coordination with the City of Crestview Finance Director, supervision, tracking, control and/or preparation of the CRA's:

- Annual Budget and Periodic Budget Amendments
- Management of the Trust Fund account
- Project/program management
- Procurements and encumbrances relating to the CRA
- Fund disbursements for the CRA
- Contract management for services to the CRA
- Grant/resource initiation and management
- Policy development and updates to the CRA Board
- Volunteer and personnel management on behalf of the CRA
- Timely preparation of all required CRA financial reports
- Timely preparation and submission of the CRA Annual Report
- Records management with submission to City Clerk to ensure records retention and availability to the City's designated Information Officer.

Provider shall accomplish the administration, management and coordination of the CRA Plan by directing and conducting all business activities of the CRA Plan on behalf of and as directed by the CRA Board, and as guided by the CRA assurances to the City through the Declaration of Assurances Regarding Management of CRA Funds, as amended by the CRA Board on April 14, 2018, and as Authorized by Ordinance 1598 which was approved by the CRA Board on February 8, 2016, governed by the requirements of the applicable Florida Statutes and best business practices. This will include, but is not limited to:

- CRA Plan Modifications
- Redevelopment Incentive Strategies
- Economic & Workforce Development Strategies

- Research and Training
- Public Relations/Marketing Campaigns
- Investor Development Strategies
- Partnership and Investor Relations & Development
- Property Enhancement Strategies

B. . Additional Duties

In addition to the foregoing, the Provider may create and implement plans during the Term of this Agreement, including but not limited to:

- CRA Plan Modifications, when appropriate
- Compliance with the City of Crestview/CRA Procurement Manual
- Creation and compliance with CRA Program Policies
- CRA Destination Strategies
- Creation of Façade Design
- Grants and Sponsorship Development
- Conducting Market Research
- Assessment of Blight and Obstacles to Growth
- Redevelopment Momentum and Planning
- Destination and Economic Stimulation
- Marketing and Advertising Strategies and Implementation
- Implementation and Execution of Plans, Programs and Projects
- Public Relations
- Redevelopment Incentive Strategies
- Economic & Workforce Strategies
- Research and Training
- Investor Development Strategies
- Partnership and Investor Relations and Development
- Property Enhancement Strategies

2. COMPENSATION AND EXPENSES

Provider shall be compensated for all services rendered under this Agreement based on a flat annual rate in the amount of Thirty-Seven Thousand One Hundred Dollars (\$37,100.00). Subject to budget appropriation and prior approval of the CRA Board, the CRA may pay for training or meeting fees and expenses, on a budgeted basis. The Provider shall submit all forms and documentation as required by the City of Crestview procurement and reimbursement process. The CRA/City shall provide to the Director office space, computer, cell phone and other office equipment as needed to be used in the course of business.

3. METHOD OF PAYMENT

The CRA shall issue Provider checks on a monthly basis on the 1st of each month, in an amount based on the annual rate in Section 2., above. The CRA will not withhold taxes from these payments, Provider will be responsible for payment of any taxes and no employee or other benefits will accrue or be given, as Provider is providing services as an independent contractor.

4. TERM OF AGREEMENT, MONTHLY REPORTS, RIGHT TO TERMINATE

a. This Agreement shall be in effect from the date signed by the parties, above, for the term of twelve (12) months (herein referred to as “Term”). After twelve (12) months, the Agreement may be renewed by the Parties through an express written agreement to renew. Otherwise, this Agreement will terminate automatically after twelve (12) months.

b. Provider shall submit monthly written reports on its progress in the completion of its obligations and duties described in this Agreement. The CRA Board may use these periodic progress reports to determine whether Provider is performing the Agreement to the satisfaction of the CRA Board. Nothing within this Services Agreement shall prevent, limit, or interfere with or restrict the rights of the CRA Board to terminate services of Provider with one month written notice in the event the City Manager determines, in their sole discretion, that the City Manager for any reason or no reason seeks to terminate this Agreement, that services are not being properly performed by the Provider or that Provider is in default of this Agreement.

c. Provider may terminate this Agreement prior to the end of the Term by giving a thirty (30) day written notice to the City Manager of Provider's wish to terminate the Agreement.

Before Provider leaves the position through any of the foregoing methods, Provider agrees to assist the CRA Board in providing a new provider with training and status report of CRA matters, including budget, project status and other relevant matters.

5. PROVIDER LICENSES

Provider asserts that it has and shall maintain during the full course of this Agreement, all certifications and licenses, if any, required to perform the services described in this Agreement.

6. RELATIONSHIP OF THE PARTIES

Nothing contained in this Agreement shall be deemed or construed as creating an employer/employee relationship, a partnership, joint venture, or any other relationship between the parties hereto other than service provider and client, according to the provisions contained herein, nor shall this Agreement or the Provider's performance of services described herein, cause the CRA or City or any employees, officers or agents of the CRA or City to be responsible in any way for the errors, omissions, debts or obligations of Provider, or any other person or party. Nothing in this Agreement is intended to waive the Crestview CRA or City of Crestview's rights of sovereign immunity under the Florida Constitution, common law, or Florida Statute Section 768.28, as such may be amended from time to time.

7. ASSIGNMENT

Provider may not assign or transfer its rights, duties, or obligations pursuant to this Agreement to any other entity or person without the express written consent of the City Manager.

9. DISPUTE RESOLUTION

Should enforcement of the rights, responsibilities or duties of the Parties set forth in this Agreement result in litigation, including appellate proceedings, the prevailing party shall be entitled to recover all court costs, including reasonable attorneys' fees. The Parties acknowledge

that the terms of this Agreement were negotiated at arm's length and that this Agreement was prepared and executed without undue influence exerted by or on any party. This Agreement was drafted jointly by the Parties, and no party is entitled to the benefit of any rules of construction with respect to the interpretation of any terms, conditions or provisions of this Agreement. The location for settlement of any and all claims, controversies, dispute arising out of or relating to any part of this Agreement, or breach hereof, shall be exclusively in Okaloosa County, Florida and nowhere else. The Parties further agree that any controversy arising under this Agreement would involve complicated and difficult factual and legal issues. Therefore, any action brought by one party against the other party, alone or in combination with others, whether arising out of this Agreement or otherwise, shall be determined by a judge sitting without a jury.

10. **PUBLIC RECORDS**

Provider agrees to comply with the Florida Statutes in Chapter 119 regarding public records, as applicable to this Agreement. The CRA reserves the right to unilaterally cancel this Agreement due to Provider's refusal to allow public access to records when such access is required by law.

IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AS TO THE PROVIDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 198 N. WILSON STREET, CRESTVIEW, FLORIDA 32536, (850)689-3722.

Provider further agrees to:

- a. Keep and maintain public records required by the CRA to perform the services under this Agreement.
- b. Upon request from the CRA or City's custodian of public records, provide the CRA and/or City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided by Florida law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of the Agreement and following completion of the Agreement if the Provider does not transfer the records to the CRA or City.

d. Upon completion of the Agreement, or upon the CRA or City request, transfer, at no cost, to the CRA or City all public records in possession of the Provider, or keep and maintain public records required by the CRA or City to perform the service. If the Provider transfers all public records to the CRA or City upon completion of the Agreement, the Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Provider keeps and maintains public records upon completion of the Agreement, the Provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA and/or City, upon request from the CRA or City's custodian of public records, in a format that is compatible with the information technology systems of the CRA or City.

e. All materials produced during this Agreement by Provider for the CRA during the Term shall be the property of the CRA. Copyright and trademark services are not included for any material produced by Provider for the CRA, but such services are available upon request.

11. ENTIRE AGREEMENT

This Agreement contains all of the terms and conditions agreed to by the Parties hereto and can only be amended by a written amendment approved and signed by both Parties.

12. ENFORCABILITY

If any provision, or portion thereof, of this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of the Agreement shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS THEREOF, the CRA and Provider have executed this Agreement as of the date shown above.

“CRA”

CITY OF CRESTVIEW COMMUNITY
REDEVELOPMENT AGENCY, a public body,
corporate and politic

By: _____
Nathan Boyles
Chairman of the City of Crestview
Community Redevelopment Agency

By: _____
Tim Bolduc
City Manager/CRA Administrator

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

By: _____
CRA Legal Counsel

“PROVIDER”

Elizabeth M Roy

Address:

1239 Jefferyscot Drive
Crestview. Fl 32536



Staff Report

CRA MEETING DATE: December 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: 12/6/2023
SUBJECT: CRA Grant Changes

BACKGROUND:

The CRA Board approved changes to the CRA Grant program at the regular meeting on September 11, 2023, with those changes to be brought back to the Board.

DISCUSSION:

The changes have been completed and are ready for Board approval.
The changes include the addition of a Fees Grant Program.
The new programs will take effect upon the approval of this Board for future grant consideration.
The new programs will be available on the website as soon as possible.

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 a 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
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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
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

Grant will be awarded according to the funds available in the budget until such time the line item funding is depleted.

RECOMMENDED ACTION

Staff respectfully requests the Board to approve the new Grant programs.

Attachments

1. Beautification Incentive Program 12.3
2. Code Compliance Grant Program 12.3
3. Residential Grant Program 12.3



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

BEAUTIFICATION INCENTIVE PROGRAM

PROGRAM DESCRIPTION

The Beautification Incentive Program awards funds for visual exterior improvements that support the preservation and enhancement of commercial properties, increasing building occupancy and reuse, elimination and prevention of blight, as well as preservation and enhancement of the tax base in accordance with the public purposes authorized under Chapter 163, Part III of the Florida statutes.

PROPERTY ELIGIBILITY

1. The program is available only for property located within the CRA District. Visit the below link to check if your property is eligible:
<https://www.cityofcrestview.org/DocumentCenter/View/1206/Beautification-Incentive-Program>.
2. Properties must be non-residential or mixed-use.
3. Properties must not have any outstanding City of Crestview liens, delinquent property taxes, or delinquent utility bills.
4. Any active business on the property must have a current Business Tax Receipt with the City.

ELIGIBLE IMPROVEMENTS:

Eligible Improvements for non-residential and mixed-use buildings include the following:

New Construction:

- Painting
- Shutters
- Awnings/canopies
- Decorative exterior façade improvements
- Exterior doors/windows
- Landscaping/irrigation
- Parking lots/sidewalks
- Exterior lighting
- Connected patios/decks
- Signage
- Fencing
- Demolition/land clearing
- Security features

Redevelopment:

- Eligible improvements listed for new construction
- Repair of improvements listed as eligible for new construction
- Roof repair
- Exterior wall repair
- ADA Improvements

FUNDING THRESHOLDS

Eligible activities will be funded per the below:

Percentage of Eligible Activities Funded (up to 50%)		
Business Hours	Open later than 5pm at least 4 days per week (non-office space (must be open until at least 7-8pm))	20%
Property Use (choose one)	Office (changed from Retail/Office	5%
	Restaurant/Retail (changed from just office)	10%
	Entertainment/Commercial Recreation	15%
Business Size (choose one)	1-5 Employees	5%
	6-10 Employees	10%
Building Age (choose one)	25-50 years	5%
	50-75 years	10%
	75+ years	15%
Culturally/Historically Significant	Building is registered as, or is determined to be culturally or historically significant	10%

Maximum Total Award Amount	
2,500 square feet of improved space or less:	\$50,000
Over 2,500 square feet of improved space:	\$20 per sq. ft., not to exceed \$75,000

PROGRAM REQUIREMENTS:

1. All work **must** be done in compliance with applicable Building Codes and City of Crestview Land Development Regulations, **must** comply with the CRA Design Guidelines, and be approved by CRA staff.
2. All contractors **must** be licensed in Crestview/Okaloosa County. All work that requires permits must be done through the City of Crestview Community Development Services department and pass all required inspections prior to reimbursement.
3. Grant funds will be reimbursed exclusively for approved work and approved change orders for work that has been performed **after** the grantee has received notification that the Grant Application has been approved by the CRA Staff.
4. Any work completed prior to submission and approval must be approved by staff before any reimbursement is given. Staff will determine if previously performed work is eligible. Work done more than 6 months prior to submission is not eligible for any CRA grants.
5. 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.
6. The applicant must, at minimum, match the contribution made by the CRA for any eligible activities.

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 via 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.
3. 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 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 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

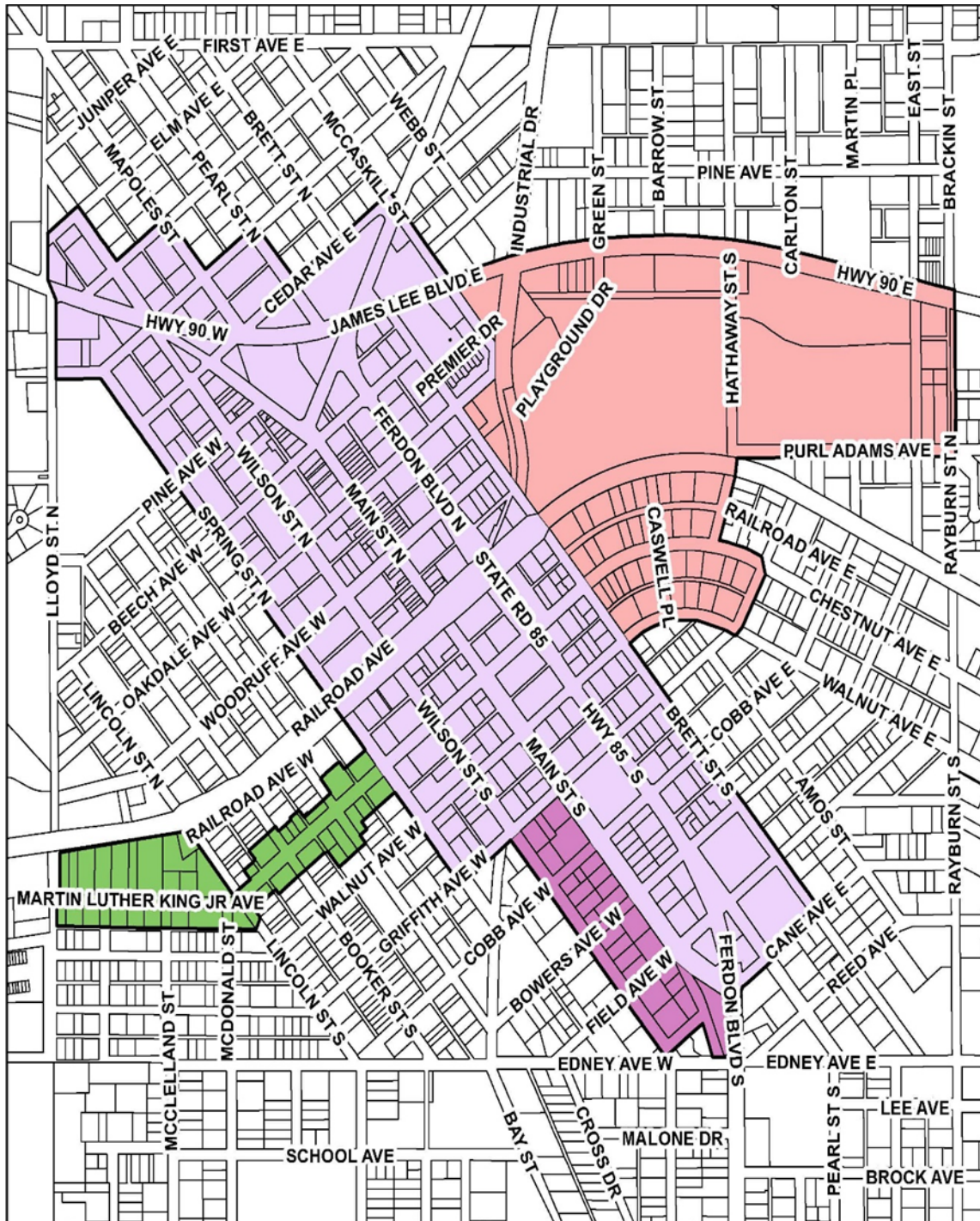
Applicant Signature

Date



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

BEAUTIFICATION INCENTIVE CRA MAP





114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

BEAUTIFICATION INCENTIVE PROGRAM APPLICATION

APPLICANT INFORMATION

Name: _____

Address: _____ Zip Code: _____

Phone Number: _____ Email: _____

Project Address: _____

Property Owner Name(s): _____

CONTRACTOR INFORMATION

Name of General Contractor for the Project: _____

Address of General Contractor: _____

Phone Number of General Contractor: _____

Email of General Contractor: _____

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

PROJECT INFORMATION

General Project Description:

Select all proposed improvements. Please include estimated cost and total for the project:

Improvement	Cost	Improvement	Cost
☐ Painting		☐ Connected patios/decks	
☐ Shutters		☐ Signage	
☐ Awnings/canopies		☐ Fencing	
☐ Decorative exterior façade improvements		☐ Demolition/land clearing	
☐ Exterior doors/windows		☐ Security features	
☐ Landscaping/Irrigation		☐ Roof repair	
☐ Parking lots/sidewalks		☐ Exterior wall repair	
☐ Exterior lighting		☐ ADA improvements	
Total Cost:			
Total amount of approved Costs (to be filled by staff)			
Total amount of approved grant based on approved thresholds (to be filled by staff)			

Individual or combined costs over \$7,500 must have 3 (three) written quotes attached.

SOURCES OF FUNDING

APPLICATION AGREEMENT

I (we), the applicant(s) understand the program overview and guidelines and requirements set forth in the Beautification Incentive Program and 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



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

BEAUTIFICATION INCENTIVE 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 (if applicable)
- ☐ 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.



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

BEAUTIFICATION INCENTIVE PROGRAM PROPERTY OWNER AGREEMENT

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: _____



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

BEAUTIFICATION INCENTIVE PROGRAM GRANT AGREEMENT

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 eligible project costs up to the maximum total award amount.

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

Print Name: _____

CRA Director

By: _____

Its: _____

"Applicant"



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

CODE COMPLIANCE UPGRADE PROGRAM

PROGRAM DESCRIPTION

The Code Compliance Upgrade program awards funds to bring into compliance both Building Code and City Code violations that support the preservation and enhancement of commercial properties, increasing building occupancy and reuse, elimination and prevention of blight, as well as preservation and enhancement of the tax base in accordance with the public purposes authorized under Chapter 163, Part III of the Florida statutes.

PROPERTY ELIGIBILITY

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. Properties must be non-residential or mixed use.
3. Properties must not have any delinquent property taxes or utility bills.
4. Any active business on the property must have a current Business Tax Receipt with the City.

ELIGIBLE IMPROVEMENTS:

Eligible Improvements for non-residential and mixed-use buildings include the following:

1. Any Building Code related upgrades that remedy violations of the Florida Building Code as determined by the City Building Official.
2. Any City Code related upgrades that remedy violations of the City Code as determined by a City code enforcement officer.
3. Any upgrades that improve compliance with ADA codes, requirements, or regulations.

FUNDING THRESHOLDS

Eligible activities will be funded per the below:

Percentage of Eligible Activities Funded (up to 50%)			
Business Hours	Open later than 5pm at least 4 days per week (non-office space (must be open until at least 7-8pm))	20%	
Property Use (choose one)	Office (changed from Retail/Office)	5%	
	Restaurant/Retail (changed from just office)	10%	
	Entertainment/Commercial Recreation	15%	
Business Size (choose one)	1-5 Employees	5%	
	6-10 Employees	10%	
Building Age (choose one)	25-50 years	5%	
	50-75 years	10%	
	75+ years	15%	
Culturally/Historically Significant	Building is registered as, or is determined to be culturally or historically significant	10%	

Maximum Total Award Amount	
2,500 square feet of improved space or less:	\$50,000
Over 2,500 square feet of improved space:	\$10 per sq. ft., not to exceed \$100,000

PROGRAM REQUIREMENTS:

1. All work **must** be done in compliance with applicable Building Codes and City of Crestview Land Development Regulations, **must** comply with the CRA Design Guidelines, and be approved by CRA staff.
2. All contractors **must** be licensed in Crestview/Okaloosa County. All work that requires permits must be done through the City of Crestview Community Development Services department and pass all required inspections prior to reimbursement.
3. Grant funds will be reimbursed exclusively for approved work and approved change orders for work that has been performed **after** the grantee has received notification that the Grant Application has been approved by the CRA Staff.
4. Any work completed prior to submission and approval must be approved by staff before any reimbursement is given. Staff will determine if previously performed work is eligible. Work done more than 6 months prior to submission is not eligible for any CRA grants.
5. 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.
6. The applicant must, at minimum, match the contribution made by the CRA for any eligible activities

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 via the application from www.cityofcrestview.org.
2. The CRA will administer the Code Compliance Upgrade Program and funding. In addition to the appropriate City of Crestview building inspections, the CRA will inspect the work to determine the satisfactory completion.
3. 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 Code Compliance Upgrade Program.

Property Address

Applicant Name

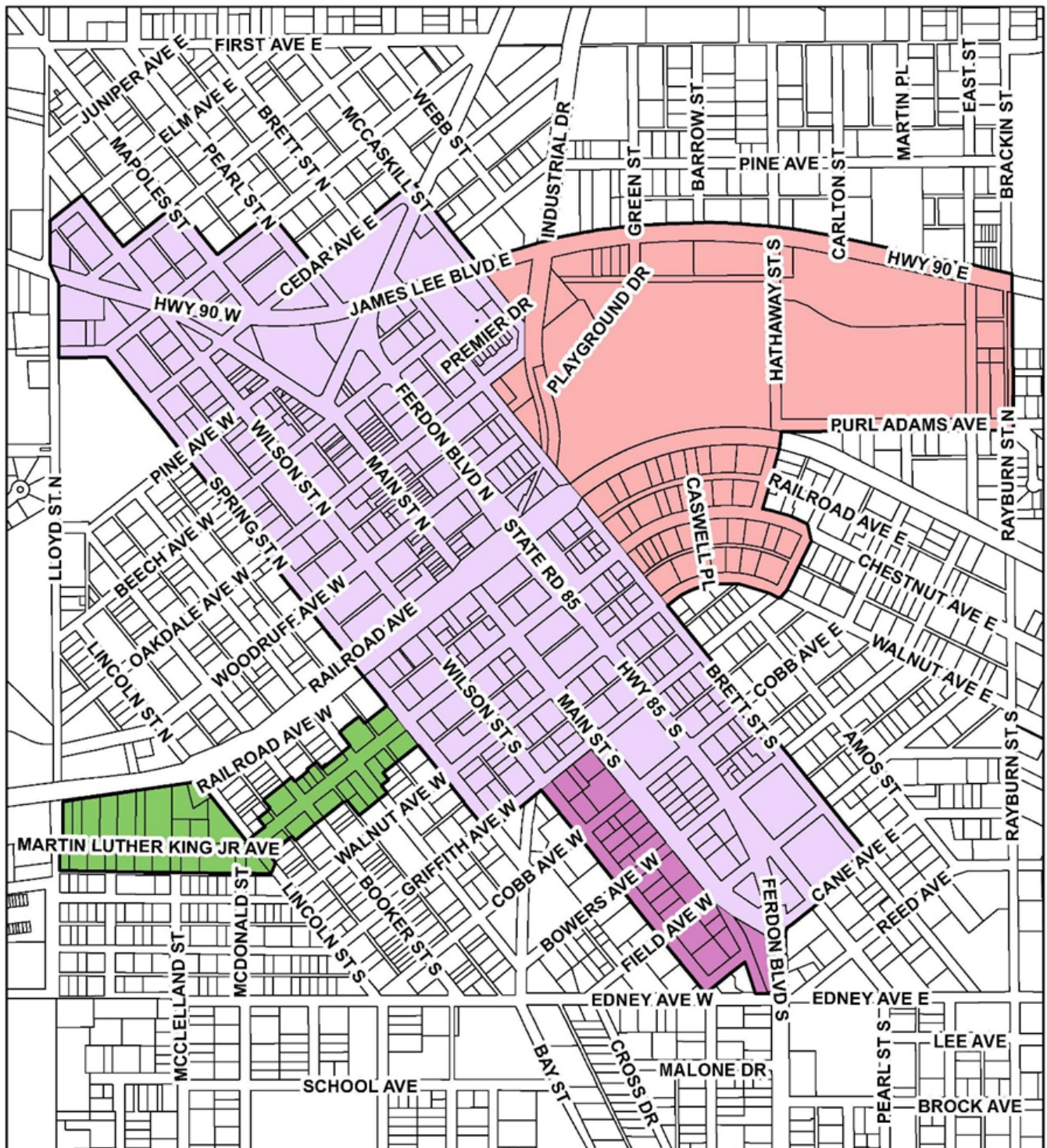
Applicant Signature

Date



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

CODE COMPLIANCE UPGRADE PROGRAM CRA MAP





114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

CODE COMPLIANCE UPGRADE PROGRAM APPLICATION

APPLICANT INFORMATION

Name: _____

Address: _____ Zip Code: _____

Phone Number: _____ Email: _____

Project Address: _____

Property Owner Name(s): _____

CONTRACTOR INFORMATION

Name of General Contractor for the Project: _____

Address of General Contractor: _____

Phone Number of General Contractor: _____

Email of General Contractor: _____

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

PROJECT INFORMATION

General Project Description:

Provide all proposed improvements. Please include estimated cost and total for the project:

Improvement	Cost	Improvement	Cost
Total Cost:			
Total Approved Cost (to be filled by staff)			
Total amount of Grant based on the approved costs and Thresholds (to be filled by staff)			
Individual or combined costs over \$7,500 must have 3 (three) written quotes attached.			

SOURCES OF FUNDING

1. 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



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

CODE COMPLIANCE UPGRADE PROGRAM 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.



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

CODE COMPLIANCE UPGRADE PROGRAM PROPERTY OWNER AGREEMENT

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: _____



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

CODE COMPLIANCE UPGRADE PROGRAM GRANT AGREEMENT

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 eligible project costs up to the maximum total award amount.

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
Print Name: _____

CRA Director

By: _____

Its: _____
"Applicant"



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

RESIDENTIAL FEES GRANT

PROGRAM DESCRIPTION

The Residential Grant program awards funds to aid in the fees required for the renovation or construction of single or multi-family dwellings in the CRA area to aid in the elimination and prevention of blight, as well as preservation and enhancement of the tax base in accordance with the public purposes authorized under Chapter 163, Part III of the Florida statutes.

PROPERTY ELIGIBILITY

1. The program is available only for property located within the CRA District. Visit the below link to check if your property is eligible:
https://www.cityofcrestview.org/DocumentCenter/View/1350/CRA_4_8_2019
2. Properties must be residential or mixed use (residential over commercial)
3. Properties must not have any outstanding City of Crestview liens, delinquent property taxes, or delinquent utility bills.
4. Any active business on the property must have a current Business Tax Receipt with the City.

ELIGIBLE IMPROVEMENTS:

Eligible Improvements for residential and mixed-use buildings include the following. Only the fees required for these improvements are eligible for the Residential Grant.

New Construction:

- Painting
- Shutters
- Decorative exterior façade improvements
- Exterior doors/windows
- Landscaping/irrigation
- Fencing
- Demolition/land clearing
- Concrete pads
- Water/sewer connections
- Roofing

Redevelopment:

- Eligible improvements listed for new construction
- Repair of improvements listed as eligible for new construction
- Roof repair
- Exterior wall repair
- ADA Improvements

FUNDING THRESHOLDS

Eligible activities will be funded per the below:

Percentage of Eligible Activities Funded (up to 50%)		
Demolition/land Clearing	% of costs, not fees	15%
Property Use (choose one)	Single Family	10%
	Multi- Family	15%
	Mixed use (residential over commercial)	20%
Building Age (choose one)	25-50 years	5%
	50-75 years	10%
	75+ years	15%
Culturally/Historically Significant	Building is registered as, or is determined to be culturally or historically significant	10%

Maximum Total Award Amount	
2,500 square feet of improved space or less:	Fees up to \$25,000
Over 2,500 square feet of improved space:	Fees up to \$50,000

PROGRAM REQUIREMENTS:

1. All work **must** be done in compliance with applicable Building Codes and City of Crestview Land Development Regulations, **must** comply with the CRA Design Guidelines, and be approved by CRA staff.
2. All contractors **must** be licensed in Crestview/Okaloosa County. All work that requires permits must be done through the City of Crestview Community Development Services department and pass all required inspections prior to reimbursement.
3. Grant funds will be reimbursed exclusively for approved work and approved change orders for work that has been performed **after** the grantee has received notification that the Grant Application has been approved by the CRA Staff.
4. Any work completed prior to submission and approval must be approved by staff before any reimbursement is given. Staff will determine if previously performed work is eligible. Work done more than 6 months prior to submission is not eligible for any CRA grants.
5. 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.
6. The applicant must, at minimum, match the contribution made by the CRA for any eligible activities.

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 via the application from www.cityofcrestview.org.
2. The CRA will administer the Residential Grant Program and funding. In addition to the appropriate City of Crestview building inspections, the CRA will inspect the work to determine the satisfactory completion.
3. 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 Residential Grant Program.

Property Address

Applicant Name

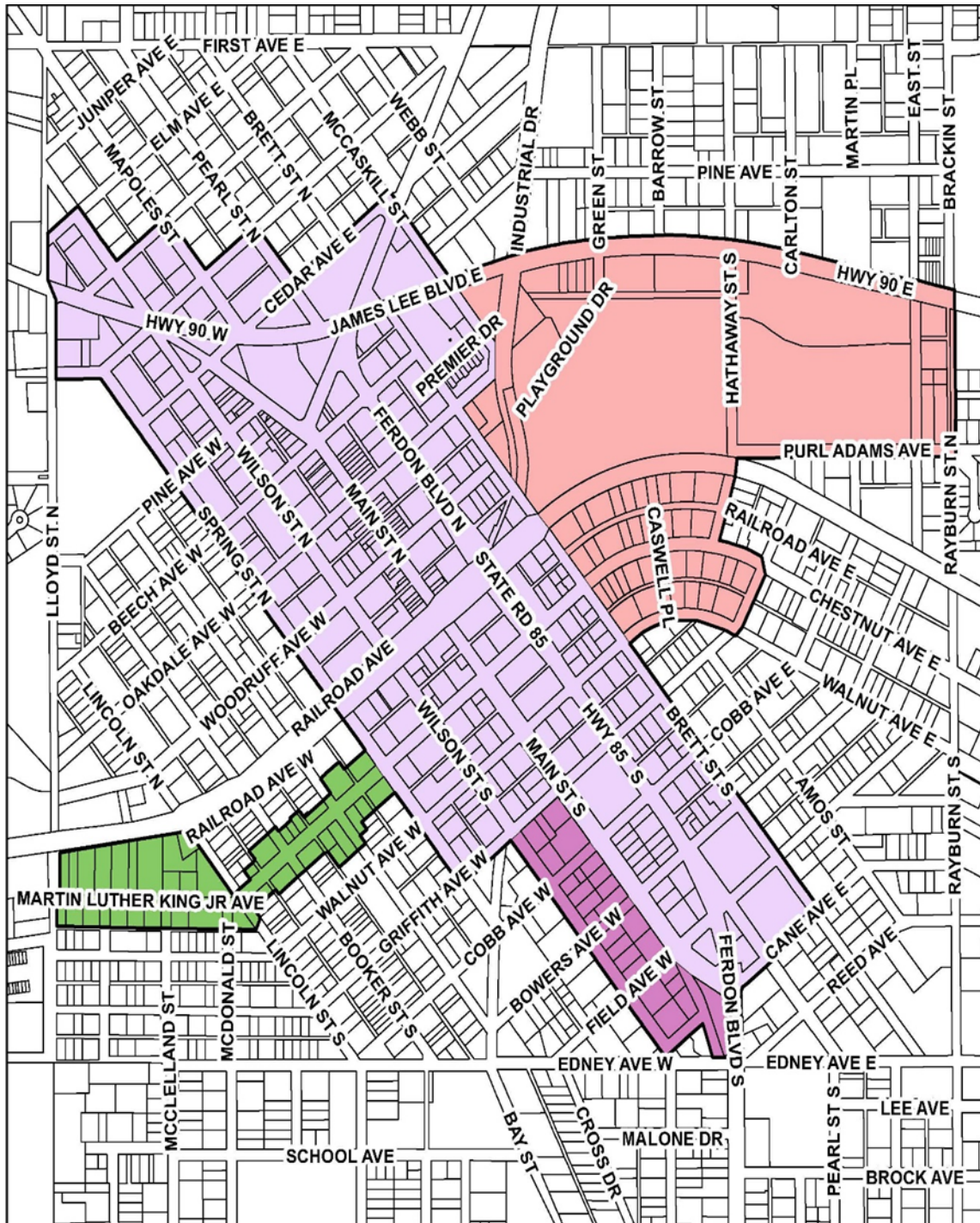
Applicant Signature

Date



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

RESIDENTIAL FEES GRANT CRA MAP





114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074
**RESIDENTIAL FEES GRANT
APPLICATION**

APPLICANT INFORMATION

Name: _____

Address: _____ Zip Code: _____

Phone Number: _____ Email: _____

Project Address: _____

Property Owner Name(s): _____

CONTRACTOR INFORMATION

Name of General Contractor for the Project: _____

Address of General Contractor: _____

Phone Number of General Contractor: _____

Email of General Contractor: _____

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

PROJECT INFORMATION

General Project Description:

Select all proposed fees. Please include estimated cost and total for the project:

Improvement	Cost	Improvement	Cost
☐ Impact Fees		☐ Plan review fees	
☐ Tap Fees (water/sewer)		☐ Other fees	
☐ Building permit fees (list all)			
		☐ Demolition/land clearing	
		(total Cost, not fee)	
Total Cost:			
Total amount of approved Costs (to be filled by staff)			
Total amount of approved grant based on approved thresholds (to be filled by staff)			

Individual or combined costs over \$7,500 must have 3 (three) written quotes attached. (land Clearing, demolition only)

SOURCES OF FUNDING

APPLICATION AGREEMENT

I (we), the applicant(s) understand the program overview and guidelines and requirements set forth in the Residential Grant Program and that the intent of this application is only for purposes of pre- qualifying for a Residential Grant 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



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

RESIDENTIAL FEES GRANT 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.



114 N Main Street, Crestview, FL 32536
850-366-2220/850-612-6074

RESIDENTIAL FEES GRANT PROPERTY OWNER AGREEMENT

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 Residential Grant 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 Residential Grant 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 Residential Grant 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: _____



114 N Main Street, Crestview, FL 32536
850-306-2220/850-612-6074

**RESIDENTIAL FEES GRANT
GRANT AGREEMENT**

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 Residential Grant 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 eligible project costs up to the maximum total award amount.

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"



Staff Report

CRA MEETING DATE: December 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: 12/6/2023
SUBJECT: CRA Logo

BACKGROUND:

At the September and October CRA Board meetings, staff presented new logo options for the CRA Logo.

DISCUSSION:

At the October meeting, a motion was made to approve the black/water version of the logo and make changes to the color version. Those recommended changes have been made. A copy of the logo is attached.

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 a 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

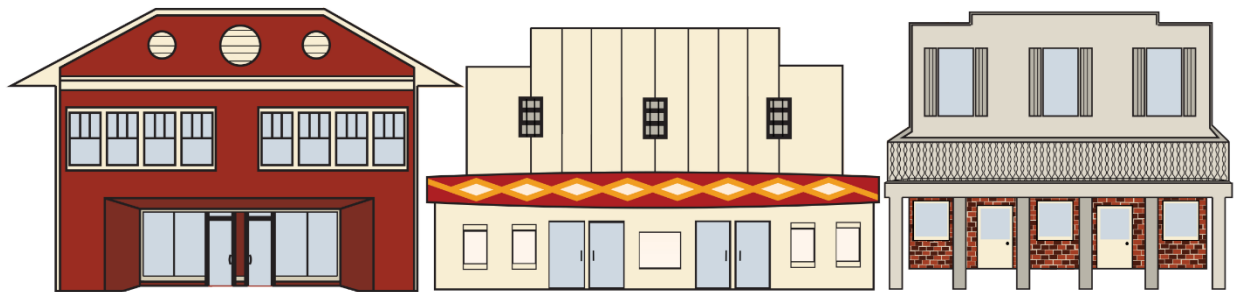
Changes to the logo in the City will be made as a part of the uniform and beautification budget item, as funds are available.

RECOMMENDED ACTION

Staff respectfully requests the approval of the new CRA logo.

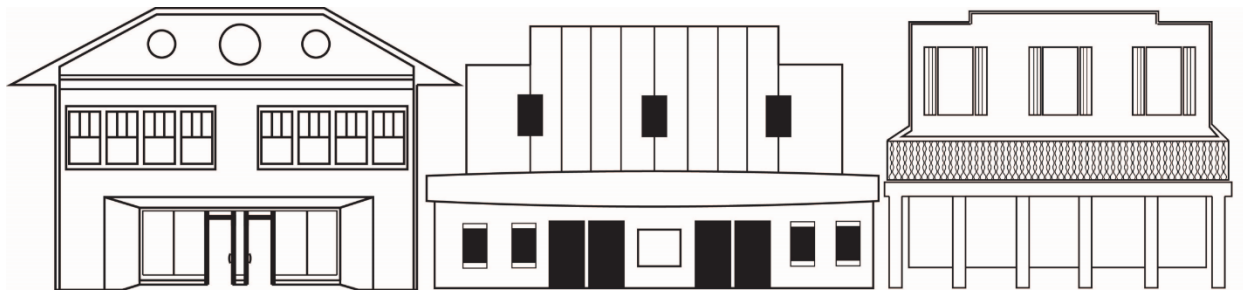
Attachments

1. board meeting logo



COMMUNITY REDEVELOPMENT AGENCY

Crestview, Florida



COMMUNITY REDEVELOPMENT AGENCY

CRESTVIEW, FLORIDA