Community Redevelopment Agency Commercial Improvement Grant Program



This program provides a 50% matching reimbursement grant, up to 25,000

ELIGIBLE IMPROVEMENTS

* Electrical Rewiring	 ADA Handicap Building Access 	 Windows and Exterior Doors
❖ Signage	* Roof Replacement	 Architectural Feature Restoration
❖ Plumbing	Sanitary SewerConnection	Exterior Painting
Parking Lot Improvements		❖ Demo Replacement

PROGRAM ELIGIBILITY GUIDELINES

- Property must be located within an Escambia County designed Community Redevelopment District. Call (850) 595-3217 to verify location.
- Applicant(s) must be the property owner(s).
- Property must be zoned for commercial or industrial use and used for commercial or industrial purposes.
- Property must not have outstanding judgment liens, code violations, and/or delinquent ad valorem property taxes.
- Must Create one new postion during the duration of the grant.

Project Commencement

Project must not have commenced until the final grant application and agreement(s) have been submitted to and approved by the Escambia County Community Redevelopment Agency (CRA), and Board of County Commissioners (BCC).

Applicant Match

Applicant must provide 100% of project costs upfront. The Community Redevelopment Agency will provide a 50% reimbursement, up to \$25,000, for eligible improvements approved under this program upon project completion, and submittal of all required documentation.

Lien Requirement

Applicant(s) must agree to enter into a lien agreement with the Community Redevelopment Agency. Lien will be forgiven thirty six (36) months from the date the lien agreement is recorded in the public records provided that:

- Improvements are not altered, modified, removed, demolished, sold, or transferred and/or;
- Property is not converted to 100% non-residential use.

***If any of these activities should occur within the above-mentioned thirty six (36) months period and/or without prior approval total funds granted will become due and payable.

Grant funding is based on availability. Grant funding is provided on a first come, first served basis, however, preference will be provided to first time applicants.

Application Submittal Instructions

CRA Form Facade Instruction 2015-11

1. Complete and Sign Application Form

Attach the following documentation:

- **a. Proof of Property Insurance** Current Home Insurance Policy and/or Home Insurance Bill or Statement
- Proof of Property Ownership- Copy of Deed or Recent Mortgage Statement and/or Letter
- c. Color Photograph of Existing Property Conditions
- 2. Obtain Three (3) Quotes from Licensed Contractors which include Labor and Materials for Total Project Costs
 - a. Indicate Selected Contractor
 (Selected Contractor must have the lowest bid)
 - b. Attach Selected Contractor's License
 - c. A list of current positions in the company and a roster of current employees
- 3. Sign "Notice to Applicant(s): Florida Public Records Law, F.S. Chapter 119"
- 4. Complete and Sign W-9 Tax Form
- 5. Submit documentation listed above (steps 1-5) by mail, fax or email to:

Escambia County Community Redevelopment Agency

221 Palafox Place, Suite 305, Pensacola, FL 32502

Phone: (850) 595-3217 **Fax**: (850) 595-3218

Email: CRA@myescambia.com

APPLICANT NAME:							
CO-APPLICANT NAME:							
PROPERTY ADDRESS:							
MAILING ADDRESS:							
PHONE:	EMAIL ADDRESS:						
PROPERTY OWNER: YES NO							
OUTSTANDING CODE VIOLATIONS OR JUI		□ NO					
DELINQUENT ON AD VALOREM PROPERT IF YES, INDICATE WHICH:		□ NO					
REDEVELOPMENT DISTRICT:							
□ ATWOOD □ BARRANCAS □ BROWNSVILLE □ CANTONMENT □ ENGLEWOOD □ ENSLEY □ OAKFIELD □ PALAFOX □ WARRINGTON ASSISTANCE IS REQUESTED TO COMPLETE THE FOLLOWING ELIGIBLE IMPROVEMENTS (Check all that apply):							
ASSISTANCE IS REQUESTED TO COMPLETE IMPROVEMENTS (Check all that apply):	E THE FOLLOWING ELIGIBLE						
IMPROVEMENTS (Check all that apply):		□ Flactrical Rowing					
IMPROVEMENTS (Check all that apply): ADA Handicap Building Access	□ Architectural Restoration	☐ Electrical Rewiring ☐ Exterior Painting					
IMPROVEMENTS (Check all that apply): □ ADA Handicap Building Access □ Signage	□ Architectural Restoration□ Exterior Lighting	☐ Exterior Painting					
IMPROVEMENTS (Check all that apply): □ ADA Handicap Building Access □ Signage □ Sanitary Sewer Connection	□ Architectural Restoration	□ Exterior Painting□ Roof Replacement					
IMPROVEMENTS (Check all that apply): ☐ ADA Handicap Building Access ☐ Signage ☐ Sanitary Sewer Connection	□ Architectural Restoration □ Exterior Lighting □ Parking Lot Improvement □ HVAC N OF ALL IMPROVEMENTS FOR WHIC	□ Exterior Painting □ Roof Replacement □ Demo Replacement H YOU ARE REQUESTING FUNDING					
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IMPROVEMENTS (Check all that apply): ADA Handicap Building Access Signage Sanitary Sewer Connection Plumbing PLEASE PROVIDE A DETAILED DESCRIPTION UNDER THIS PROGRAM (If additional space) The information provided on this application is true approvided is required to determine my eligibility and on the space of th	Architectural Restoration Exterior Lighting Parking Lot Improvement HVAC N OF ALL IMPROVEMENTS FOR WHICE is needed, attach description): and complete to the best of my knowledge and does not assure my qualification. I agree to proam.	□ Exterior Painting □ Roof Replacement □ Demo Replacement H YOU ARE REQUESTING FUNDING					



COMMUNITY REDEVELOPMENT AGENCY MEMORANDUM OF UNDERSTANDING (MOU)

CRA Form Facade-MOU-2015-11

I, THE APPLICANT/CO-APPLICANT, AFFIRM THAT WORK HAS NOT COMMENCED ON ANY PORTION OF THE PROJECT REQUESTED FOR FUNDING UNDER THE COMMUNITY REDEVELOPMENT AGENCY (CRA) COMMERCIAL FAÇADE, LANDSCAPE, AND INFRASTRUCTURE GRANT PROGRAM.

<u>I UNDERSTAND THAT WORK MAY NOT COMMENCE</u> UNTIL FUNDING FOR MY PROPOSED PROJECT HAS BEEN APPROVED BY THE ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS (BCC) AND A NOTICE TO PROCEED ISSUED BY THE CRA.

Applicant Signature:	Date:
Co-Applicant Signature:	Date:
Program Administrator:	Date:

NOTICE TO APPLICANT(S): FLORIDA PUBLIC RECORDS LAW, F.S. CHAPTER 119

CRA Form-Public Records Notice-2015-11

Please check a box below:

This is a notice to you regarding the State of Florida's Public Records Law, Florida Statutes (F.S.) Chapter 119: Public Records. Under F.S. Chapter 119, the law requires that any records made or received by public agencies in the course of official business must be made available for inspection by the general public, unless specifically exempted by the Florida Legislature, or deemed confidential or exempted under federal law. Please be advised that in the course of the release of public records, Escambia County may release personal information including home address, email address and phone number, unless specifically exempted under law. You are hereby notified, pursuant to F.S. Chapter 119, that disclosure of your social security number has been collected on this application for identification and financial verification purposes to determine eligibility under this program, and will not be utilized for any other purpose, and/or released to any other agency and/or person(s) except where required under law. Please refer to F.S. Chapter 119.071 for details on Florida Public Records Law general exemptions.

The Community Redevelopment Agency requests that you disclose any exemptions under F.S. Chapter 119.071 which may apply to any person or persons referenced on this application for assistance.

The person(s) referenced on this application qualify for the following exemptions under F.S. Chapter 119.071 (please indicate the full name of the person(s) qualifying for exemptions listed):

[] The person(s) referenced on this application do not qualify for any exemptions under F.S. Chapter 119.071.

Your signature below confirms your review and understanding of this notification as it relates to the State of Florida's Public Records Law, F.S. Chapter 119, and applicable exemptions:

Applicant Signature: _______ Date: ________

Co-Applicant Signature: _______ Date: ________

Program Administrator:

Date:

Form W-9

(Rev. December 2014)

Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

	1 Na	me (as shown on your income tax return). Name is required on this line; do not leave this line blank.									
9 2.	2 B	2 Business name/disregarded entity name, if different from above									
Print or type See Specific Instructions on page	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ► Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ►				e ir	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) Exemption from FATCA reporting code (if any) (Apples to accounts manifered outside the U.S.)					
뺽	5 A		Requester's name a			and address (optional)					
See Spe	6 Ci	ty, state, and ZIP code									
	7 Li	st account number(s) here (optional)									
Par	rt I	Taxpayer Identification Number (TIN)									
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.				Secu	- L	mber] -[
		Emplo	yer id	lentific	ation (numbe	er				
Pai	t II	Certification									
Unde	r pen	alties of perjury, I certify that:									
1. Tr	ne nun	nber shown on this form is my correct taxpayer identification number (or I am waiting for	a numb	er to b	e issu	ued to	me);	and			
Se	ervice	subject to backup withholding because: (a) I am exempt from backup withholding, or (b) (IRS) that I am subject to backup withholding as a result of a failure to report all interest or subject to backup withholding; and) I have i or divide	not be inds, o	en no r (c) t	tified he IRS	by the 3 has	Inter notifie	nal F ed m	Reven e that	ue I am
3. I a	ım a l	.S. citizen or other U.S. person (defined below); and									
4. Th	e FAT	CA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	g is corr	ect.							
Certi beca intere gene instru	fications of the second of the	on instructions. You must cross out item 2 above if you have been notified by the IRS the purpose to report all interest and dividends on your tax return. For real estate transact, acquisition or abandonment of secured property, cancellation of debt, contributions to be ayments other than interest and dividends, you are not required to sign the certification, is on page 3.	at you a actions, o an indi	re cur item 2 vidual	does	not a	pply. arrang	For m gemer	ortg nt (IR	age A), a	nd
Sign		Signature of U.S. cerson ► Da	ıte ►								

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- . Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- · Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- 2. Certify that you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.