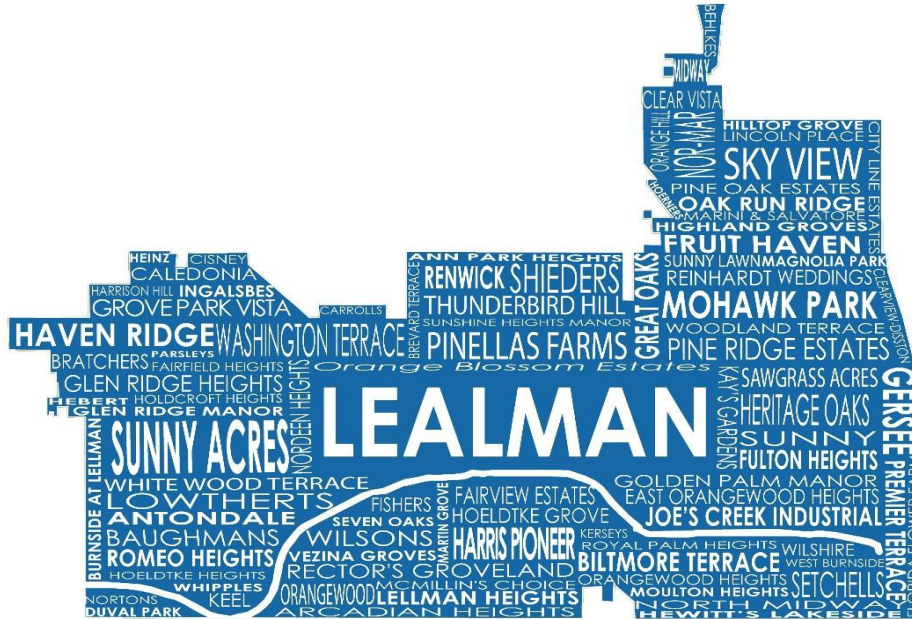




Lealman Community Redevelopment Area Commercial Grant Programs Application Package



Applications & supporting documents may be submitted electronically to LealmanCRA@pinellascounty.org or via hand delivery to:

Tanya Kurtin
Lealman Exchange
5175 45th Street N, Building A
Lealman, Florida 33714
(727) 464-5404
tkurtin@pinellascounty.org



OVERVIEW

The Lealman CRA offers two commercial grant programs, (1) the Commercial Site Improvement Program, and, (2) the Commercial Building Interior Improvement Program. These programs are intended to provide matching grants that will accelerate and leverage private investment to improve the appearance, condition, and functionality of existing non-residential sites and buildings in the Lealman Community Redevelopment Area (CRA).

The Commercial Site Improvement Grant Program provides reimbursable matching grants to commercial property owners and businesses that upgrade their building façades, landscaping, lighting, loading and service areas and other features of their sites.

The Commercial Building Interior Improvement Grant Program provides matching grants to commercial property owners and businesses for interior upgrades with a focus on projects that remedy degraded building systems and extend the economic viability of the building.

GRANT FUND AMOUNTS

Applicants may choose to apply for one or both programs, however, the maximum grant award combined between the two programs cannot exceed \$40,000, and the maximum Commercial Building Interior Improvement Program matching grant cannot exceed \$20,000. The table below provides examples of how the two programs can be combined with one another.

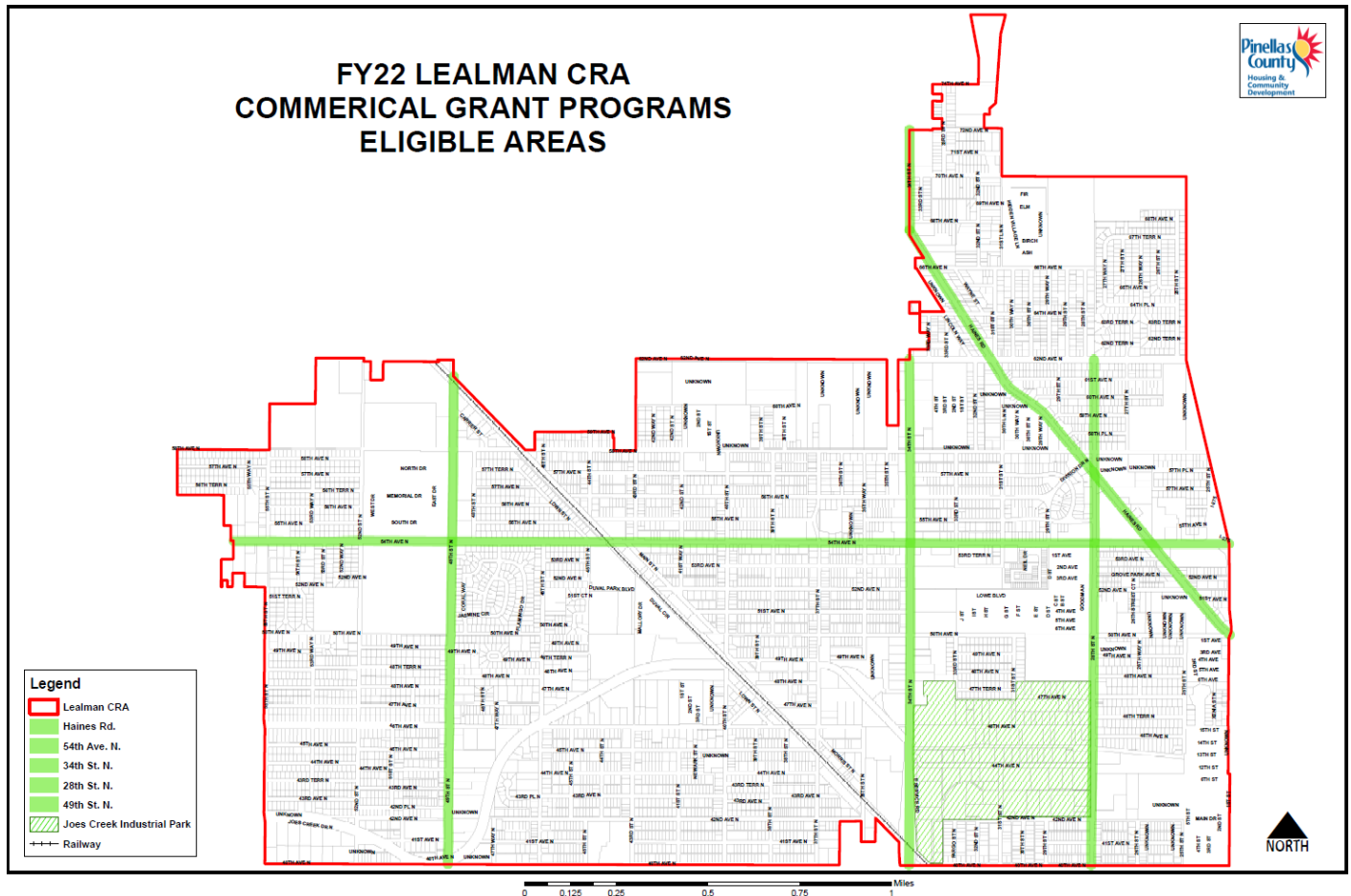
Sample Commercial Site Improvement Program Application Amount	Sample Commercial Building Interior Improvement Program Application Amount	Sample Combined Application Amount
\$40,000	\$0	\$40,000
\$30,000	\$10,000	\$40,000
\$20,000	\$20,000	\$40,000
\$10,000	\$20,000	\$30,000
\$0	\$20,000	\$20,000

PROPERTY ELIGIBILITY

All structurally sound, properly permitted buildings in the Joe’s Creek Industrial Park or with an existing commercial use located in the following commercial corridors within the Lealman CRA boundary are eligible:

- 49th Street North
- 54th Avenue North
- 34th Street North
- Haines Road
- 28th Street North

Please see the map on the next page for the Joe’s Creek Industrial Park and commercial corridor boundary limits.



APPLICANT ELIGIBILITY

The Commercial Improvement Programs are available to fund eligible interior and exterior improvements on commercial, industrial, and mixed-use properties that have received zoning/building approvals. While designed to assist locally owned businesses, the grant program recognizes that national commercial franchises, healthcare providers and not-for-profit agencies are present on most of the CRA’s commercial corridors and that maintaining their buildings in good repair is essential for remedying blight and preventing its spread. They often employ CRA residents and help assist in the economic uplift of Lealman, while not-for-profit agencies and healthcare providers provide essential services to the CRA. Finally, the CRA’s national franchises also contribute revenue to the Lealman redevelopment trust fund that pays for this grant program.

At the same time, these entities may often have access to capital from their national parent organizations that locally owned businesses do not have. To that end, the following outlines the conditions that national franchises, not-for-profit social service agencies and healthcare providers must meet in order to receive funding through the program.

National commercial franchises are eligible to receive funding through this grant program provided that at least 50 percent of the employees of the business are residents of the Lealman CRA. In addition, these employees must have been actively on payroll for at least six months and working at least 20 hours per week.



Not-for-profit agencies that provide social services important to CRA residents such as childcare, education or workforce development must be tax exempt organizations under the requirements of the 26 U.S. Code 501. These would include charitable organizations (501(c)(3)) as well as social welfare organizations, employee benefit associations, labor and agricultural organizations, business leagues, social clubs, fraternal societies, and veterans' organizations. Faith-based organizations may apply for funding through the commercial grant programs to renovate facilities that provide services to the broader community, such as childcare, in a secular manner. Worship, religious instruction, proselytizing, and similar activities conducted in these renovated facilities must be voluntary and privately funded.

Healthcare providers must have at least one healthcare provider on staff that has an unencumbered license through the State of Florida. In addition, facility types that are licensed and/or certified or regulated by the Agency for Health Care Administration (AHCA) must have an active/licensed/registered ACHA license status to apply for the grant. A person or corporation¹ having ownership or leasehold rights to an eligible building site are eligible to apply. Leasehold applicants must obtain written and notarized approval from the owner prior to applying.

Applicants must be able to demonstrate (with assistance provided by County staff):

- Ownership of the property (or notarized written approval from the property owner)
- Property is in the Lealman CRA of Pinellas County.
- Property is current on all property taxes, not in foreclosure, and does not have any outstanding liens or Code Enforcement violations.²

COMMERCIAL SITE IMPROVEMENT PROGRAM ELIGIBLE & INELIGIBLE IMPROVEMENTS

Eligible Improvements

- Exterior painting, re-siding, and/or cleaning
- Masonry repairs
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Restoration of significant architectural details or removal of materials that cover said architectural details
- Site improvement features such as stormwater, fencing (chain link is ineligible), parking lots, landscaping (**no sod allowed, must be Native or "Florida-Friendly" plants and pre-approved by Pinellas County**), lighting, dumpster enclosures and buffer walls provided such features do not collectively exceed more than 25 percent of the eligible project costs. The 25 percent maximum maybe exceeded on a case-by-case basis if improvements are needed to bring the site into full site plan compliance for a change of use.
- Construction of driveway access, pedestrian, and bicycle amenities such as benches, shelters, bike racks and bike lockers
- Installation or repair of exterior signage, including wall, window, hanging, and monument signs advertising the business name and identity provided such features do not collectively exceed more than 25 percent of eligible project costs
- Awnings and canopies installation or repair

¹Adult businesses are not eligible for grant funds.

²Properties with limited Code Enforcement/Utility liens made on a case-by-case basis.

- Doors and windows
- Roof repairs or replacement that attach to a new or renovated façade (i.e., painting or site improvement feature)
- Exterior lighting attached to an existing building
- Demolition of obsolete accessory structures and partial demolition of exterior walls made necessary for renovation or expansion
- Sewer/Potable water utility upgrades and relocation.
- Remediation of environmental contamination on the exterior site such as lead, petroleum, or asbestos
- Architectural and engineering fees as well as permitting and development review fees not to exceed 10 percent of the total eligible project costs

Ineligible Improvements

- Installation of aluminum or vinyl siding
- Work performed by an unlicensed contractor
- Improvements performed prior to the approval of the TIF application
- New building construction
- Reducing or enclosing existing storefront windows
- Improvements to buildings constructed within the last five (5) years
- Equipment, mechanical and HVAC systems
- Minor roof repairs (other than those portions that directly attach to a new or renovated façade)
- Security systems (including metal roll-down gates, window bars, cameras)
- Any interior work
- Improvements in progress or completed prior to preliminary approval
- Routine maintenance
- Improvements to buildings primarily used for residences, defined as more than 50 percent of the building square footage in residential use

COMMERCIAL BUILDING INTERIOR IMPROVEMENT PROGRAM ELIGIBLE & INELIGIBLE IMPROVEMENTS

Eligible Improvements

- Structure stabilization (repair/replacement of foundations, footers, load bearing walls, roofing systems)
- Plumbing, natural gas and electrical systems
- Energy efficiency improvements (window upgrades, insulation, hot water heater, HVAC systems)
- Painting when accompanied with interior work such as installing or relocating walls, minor demolition, and any work as long as it is part of an improvement and not the sole project for which a funding request is being made
- Remediation of environmental contamination on the interior of the building including painting, such as lead, mold, or asbestos
- Architectural and engineering fees as well as permitting and development review fees not to exceed 10 percent of the total eligible project cost



Ineligible Improvements

- Work performed by an unlicensed contractor
- Improvements performed prior to the approval of the TIF application
- Any exterior work not made necessary by interior improvements (i.e., windows and roofing systems)
- Routine maintenance
- Improvements in progress or completed prior to preliminary approval
- Painting when not associated with other improvements
- New building construction (additions to existing structures are permitted)
- Improvements to any building primarily used for residences, including those in mixed-use projects, defined as more than 50 percent of the building in residential use. (Commercial space associated with mixed-use projects is eligible for funding.)
- Improvements to buildings constructed within the last five (5) years
- Demolitions of more than 50 percent of existing building square footage

APPLICATION SUBMITTAL REQUIREMENTS

Applications may be submitted electronically or in an 8"x10" envelope or larger with the project's name and location, the applicant's name, and address and the name of the grant program you are applying to the Lealman Exchange, located at 5175 45th St. N., Building A, Lealman 33714. For more information about application requirements and eligible activities, please contact:

Ryan Brinson
Principal Planner
(727) 464-5642
rbrinson@co.pinellas.fl.us

Application packages must include the following information:

- Completed and signed application form.
- Confirmation that mortgage, property insurance, and property tax payments are current and in good standing.
- Documentation of property ownership or written consent from the property owner permitting the identified improvements. (The property owner will be required to sign the Grant Agreement to assume responsibility for maintenance of improvements funded by the Grant.)
- Applicants that are national franchises must include an employee roster that contains the name and address of all current employees, their length of service with the franchise as well as the number of hours worked for those eligible CRA residents in the past six months.
- Applicants that are in the healthcare industry must provide first and last name, license number and profession name. In addition, the facility types that are licensed and/or certified or regulated by the Agency for Health Care Administration (AHCA) must provide their facility/provider type and their license number with the application.
- Applicants that are a not-for-profit agency providing social services must include their tax exempt certificate with the application and any licenses or certifications required to provide the service.
- Legal description and survey of the project site
- Use must be consistent with Pinellas County's land development regulations



- Digital photographs of existing conditions of the project site
- A written description of project improvements
- Sketches or conceptual drawings of improvements that will be funded by the grant.

Failure to provide required information will delay the review, approval, result in the application being denied. Program applicants and their related interests, including officers in a corporation or investment partners, will be evaluated based on their financial character and determined ineligible for the TIF program based on the following criteria:

- Code enforcement liens over \$2,500
- Special assessment liens over \$500
- Pending judgment or foreclosure
- Felony conviction for financial mismanagement within the last five years
- Mortgage payments three months in arrears
- Unpaid property taxes
- Unpaid property insurance

APPLICATION REVIEW & APPROVAL

Projects will be awarded grant funding based on a competitive grant scoring system. The matching grant reimbursement for the project will not be made until all project components identified in the grant agreement budget have been completed, inspected, and issued a Certificate of Occupancy, as applicable to the application, by Pinellas County.

COMPLIANCE REQUIREMENTS

Successful applicants must sign a Grant Agreement with the County Administrator or designee, which specifies their obligations and rights upon issuance of the Grant. To ensure timely commencement and completion of the Project, the Applicant shall abide by the following deadlines:

- Within 60 days of execution of the Grant Agreement, file a "Notice of Commencement" pursuant to the requirements of Pinellas County's Development Review Services Department.
- Within 6-18 months of execution of the Grant Agreement, request a "Review of Completed Work" from the Pinellas County Redevelopment Agency (Agency). (Length of time will depend on the nature of work proposed.)

Applicants shall have no more than 120 days from approval of awards to execute grant agreements, otherwise the County will revoke the award. At the discretion of the County Administrator, the revocation may be waived upon demonstration of good cause. Applicants requiring the execution of a Grant Agreement to secure additional financing will be allowed 120 days from the execution date before the above commencement deadlines. Absent approval of an extension of the deadlines above by the Agency, failure to comply will result in the cancellation of the Grant Agreement, rescission of the Grant Award, and return of the earmarked funding to the Lealman Redevelopment Trust Fund. The applicant must maintain the improvements per the terms of the Grant Agreement and Pinellas County's Code of Ordinances.



ADDITIONAL REQUIREMENTS

Pinellas County reserves the right to add any requirements needed to effectuate the goals of this program or comply with any legal requirements. Pinellas County reserves the right to amend the instructions, requirements, general and special conditions, or scope of work. Further, Pinellas County may waive specific provisions of these requirements based upon a determination of the project's public benefit



Lealman CRA Commercial Grant Programs Application

Project Information

Date

Project Address

Zoning

Parcel ID

Current Building Use (i.e., Vacant, Commercial, Industrial, Mixed use with Residential)

Proposed Business User

Commercial Site Improvement Program Application Amount: \$ _____

Commercial Building Interior Improvement Program Application Amount: \$ _____

Project Description (attach any drawings and/or attach additional pages as necessary for narrative)



COMMERCIAL SITE IMPROVEMENT PROGRAM ELIGIBLE ACTIVITIES INCLUDED IN PROJECT	CHECK BOX
Exterior painting, re-siding, and/or cleaning	
Masonry repairs	
Removal of architecturally inappropriate or incompatible exterior finishes and materials	
Restoration of significant architectural details or removal of materials that cover said architectural details	
Site improvement features such as stormwater, fencing (chain link is ineligible), parking lots, landscaping (no sod allowed, must be Native or "Florida-Friendly" plants and pre-approved by Pinellas County), lighting, dumpster enclosures and buffer walls provided such features do not collectively exceed more than 25 percent of the eligible project costs	
Construction of driveway access, pedestrian, and bicycle amenities such as benches, shelters, bike racks and bike lockers	
Installation or repair of exterior signage, including wall, window, hanging, and monument signs advertising the business name and identity provided such features do not collectively exceed more than 25 percent of eligible project costs	
Awnings and canopies installation or repair	
Doors and windows	
Roof repairs or replacement that attach to a new or renovated façade (i.e., painting or site improvement feature)	
Exterior lighting attached to an existing building	
Demolition of obsolete accessory structures and partial demolition of exterior walls made necessary for renovation or expansion	
Sewer/Potable water utility upgrades	
Remediation of environmental contamination on the exterior site such as lead, petroleum, or asbestos	
Architectural, Engineering, Permitting and Development Review Fees (May not to exceed 10 percent of the total eligible project costs.)	



COMMERCIAL BUILDING INTERIOR IMPROVEMENT PROGRAM ELIGIBLE ACTIVITIES INCLUDED IN PROJECT	CHECK BOX
Structure stabilization (repair/replacement of foundations, footers, load bearing walls, roofing systems)	
Plumbing, natural gas and electrical systems	
Energy efficiency improvements (window upgrades, insulation, hot water heater, HVAC systems)	
Painting when accompanied with interior work such as installing or relocating walls, minor demolition, and any work as long as it is part of an improvement and not the sole project for which a funding request is being made	
Remediation of environmental contamination on the interior of the building including painting, such as lead, mold, or asbestos	
Architectural, Engineering, Permitting and Development Review Fees (May not to exceed 10 percent of the total eligible project costs.)	



Lealman CRA Commercial Grant Program Application
Applicant Certification and Signatures

I certify that the information provided in this application is true and accurate to the best of my ability and no false or misleading statements have been made in order to secure approval of this application. You are authorized to make all the inquiries you deem necessary to verify the accuracy of the information contained herein.

Applicant Signature

Print Name

Date

Lealman CRA Commercial Grant Program Application
Owner Authorization

As owner of the property/properties located below, I hereby authorize the Applicant as identified above to undertake the activities specified in this application.

Property Address

Parcel ID Number

Owner Signature

Print Name

Date