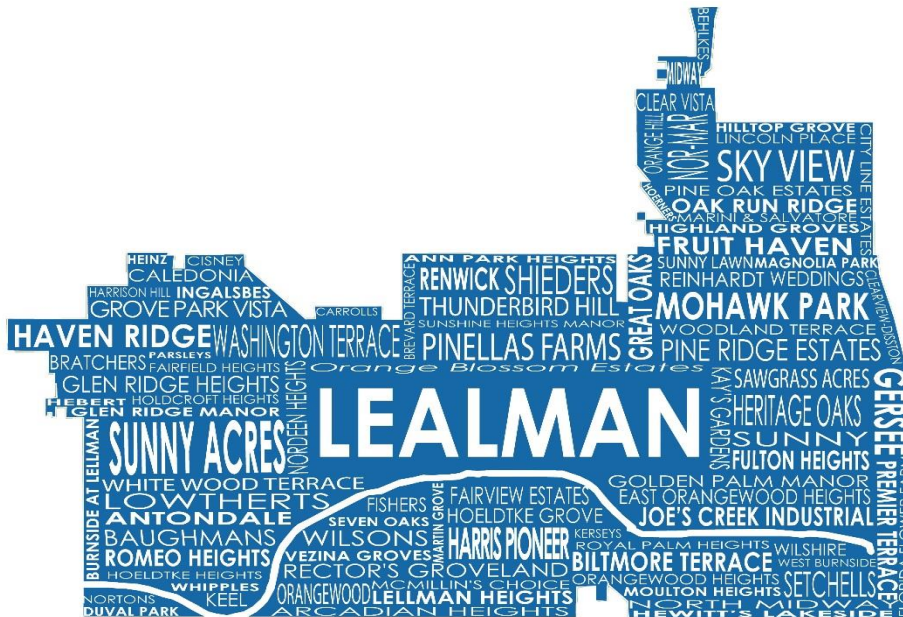




# Lealman Community Redevelopment Area Commercial Improvement Grant Program Application Package



Applications & supporting documents may be submitted electronically to [LealmanCRA@pinellascounty.org](mailto:LealmanCRA@pinellascounty.org) or via hand delivery to:

Tanya Kurtin  
 Lealman Exchange  
 5175 45<sup>th</sup> St.  
 St. Petersburg, Florida 33714  
 (727) 464-5310  
[tkurtin@pinellascounty.org](mailto:tkurtin@pinellascounty.org)

# Overview

The intent of the Commercial Improvement Programs is to provide matching grants that will accelerate and leverage private investment to improve the appearance, condition and functionality of existing non-residential building in the Lealman CRA, or to assist in the removal of substandard structures when the cost to renovate is not feasible. These guidelines are designed to assist with determining an applicant’s eligibility for the program.

| Matching Grant Type                                    | Eligible Amount    |
|--|--------------------|
| Exterior Façade and Infrastructure Improvement Program | \$1,000 - \$20,000 |
| Demolition Program                                     | \$1,000 - \$10,000 |

## Eligibility Guidelines

### PROPERTY ELIGIBILITY

Exterior Façade and Infrastructure Improvement Program: All structurally sound, properly permitted buildings with an existing non-residential use located in the Lealman CRA eligible.

### APPLICANT ELIGIBILITY

A person or corporation<sup>1</sup> tenant is eligible to apply. Leasehold applicants must obtain written and notarized approval from the property 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 property owner)
- Property must be in the Lealman CRA of Pinellas County.
- Property current on all property taxes, not in foreclosure and must not have any outstanding liens or Code Enforcement violations.<sup>2</sup>
- Property has not received an improvement grant in the last three years.

### EXTERIOR FAÇADE & INFRASTRUCTURE IMPROVEMENT PROGRAM ELIGIBLE ACTIVITIES

#### Eligible Improvements

- ADA improvements (exterior)
- Architectural, building permit, engineering and project administration fees (not to exceed 10% of total eligible project costs)
- Awnings/canopies/shutters (new or repair to existing)
- Construction of pedestrian and bicycle amenities such as benches, shelters, bike racks, and bike lockers
- Demolition of obsolete or non-conforming structures necessary for exterior expansion
- Exterior Doors and Windows

<sup>1</sup> Adult businesses are not eligible for grant funds.

<sup>2</sup> Properties with limited Code Enforcement/Utility liens may be considered on a case-by-case basis.

- Exterior painting
- 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 total eligible project costs (new or repair existing)
- Flood-proofing and wind hardening of building
- Masonry repairs
- Remediation of environmental contamination on the exterior of the building such as lead, asbestos or petroleum
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Repair/replacement of deteriorated building materials (plywood, metal, stucco, etc.)
- Restoration of significant architectural details or removal of materials that cover said architectural details
- Site improvement features such as landscaping, fencing, parking lots, walkways/sidewalks, lighting, dumpster enclosures and buffer walls provided such features do not collectively exceed more than 25 percent of the total eligible project costs
- Roof replacement or repairs
- Stormwater attenuation and treatment
- Structure stabilization (repair/replacement of foundations, footers, load-bearing walls, roofing systems)

#### Ineligible Improvements

- Installation of aluminum or vinyl siding
- Work performed by an unlicensed contractor and/or without proper permits
- 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 improvements to secondary or accessory buildings (i.e., garages, sheds, garage apartments, carports)
- 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 the residential use

## APPLICATION SUBMITTAL

Applications may be submitted electronically to [LealmanCRA@pinellascounty.org](mailto:LealmanCRA@pinellascounty.org) or via hand delivery 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 for which the application is being made to the Lealman Exchange, which is located at 5175 45th St. N., Building A, Lealman 33714.

For more information, please contact:

Ryan Brinson

Principal Planner

(727) 464-5642

[rbrinson@co.pinellas.fl.us](mailto: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 property owner giving permission to conduct 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.)
- Legal description and/or a survey of project site
- Use must be consistent with Pinellas County's land development regulations
- Digital photographs of existing conditions of the project site
- Written description of project improvements
- Sketches or conceptual drawings of improvements that will be funded by the grant, as applicable.

Failure to provide required information will delay the review and/or approval process with the potential for the application being declined.

Program applicants and their related interests, including officers in a corporation or investment partners, will be evaluated based on their financial character and can be determined ineligible for the TIF program based on the following criteria:

- Code enforcement liens over \$2,500
- Pending judgment or foreclosure
- Mortgage payments three months in arrears
- Unpaid property taxes
- Unpaid property insurance

## APPLICATION REVIEW & APPROVAL

The amount of funds provided to an eligible project shall be determined based upon a review of the activities proposed in the application. If any health and safety issues are identified on the

property, grant funds must be used to address them as part of the approved scope of work. 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.

**Non-Residential Improvement Program** -Funds are available on a *first-come, first-serve* basis to program participants. Eligible applicants may receive a *reimbursement* grant equivalent to fifty percent (50%) of the cost of approved improvements up to a maximum of twenty thousand dollars (\$20,000.00) with a minimum of one thousand dollars (\$1,000.00). Those buildings abutting two public rights-of-way and/or located on a corner having two sides facing a right-of-way are considered to have two facades and may qualify for up to five thousand dollars (\$5,000.00) in additional matching funds. Applicants must demonstrate a need for the additional funds that directly relates to having dual frontage/two facades. Applicant’s matching dollars may consist of only improvements approved as part of this single grant application and must be contracted for and completed within the established period of performance of the grant. There is a limit of one (1) funded application every three years, per eligible applicant. If an applicant owns multiple businesses in the Lealman CRA, they may apply be eligible for each additional business so long as they are located on separate sites.

**Demolition Program** -Funds are available on a *first-come, first-serve* basis to eligible program participants. Eligible applicants may receive a *reimbursement* grant up to ten thousand dollars (\$10,000) for the cost of demolition and clearance of a site. The minimum demolition grant is one thousand dollars (\$1,000.00). The structure must be functionally obsolete or economically unfeasible to repair, as determined solely by Pinellas County.

**PROCUREMENT METHOD**

An Informal Procurement Method will be utilized. The County prefers three quotes but expects a minimum of two for all vendors utilized. Grant recipients will be required to select the most responsive and responsible vendor with the lowest price. A “responsive vendor” is able to meet the requirements of the solicitation, and a “responsible vendor” is willing and capable of furnishing the services solicited.

**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 90 days from approval of awards to execute grant agreements; otherwise, the County will revoke the awards. 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 90 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 benefits.

#### APPLICATION PROCESS

Applicants should complete the application provided on the following pages. Applications can be submitted electronically by emailing [LealmanCRA@pinellascounty.org](mailto:LealmanCRA@pinellascounty.org) or via hand delivery at the Lealman Exchange, located at 5175 45th St. N., Lealman, FL 33714. Pinellas County staff will review the information provided and contact the applicant to inform them of their eligibility status or to request any additional information as may be needed to determine eligibility.

## Project Information

|  |
|--|
| Date   |
| Project Address  |
| Zoning   |
| Parcel ID  |
| Current Building Use (i.e., Vacant, Commercial, Industrial, Mixed use with Residential)    |
| Proposed Business User   |
| Grant Programs Applying For (check if applicable)  |
| Exterior Façade & Infrastructure Improvement Program (check if applicable)                 |
| Demolition Program (check if applicable)   |
|  |
| Project Description (attach any drawings and/or detailed written description as necessary) |

## EXTERIOR FAÇADE & INFRASTRUCTURE IMPROVEMENT PROGRAM

Eligible Grant Activities (Check all that apply to your application.)

| Grant Activities (Check all that apply to your application.)  | Check Box |
|---|-----------|
| ADA improvement (exterior)  |           |
| Architectural, building permit, engineering and project administration fees (not to exceed 10% of total eligible project costs)   |           |
| Awnings/canopies/shutters (new or repair to existing)   |           |
| Construction of pedestrian and bicycle amenities such as benches, shelters, bike racks and bike lockers   |           |
| Demolition of obsolete structures necessary for interior or exterior expansion  |           |
| Exterior Doors  |           |
| Exterior painting   |           |
| 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 total eligible project costs (new or to repair existing) |           |
| Flood-proofing and wind hardening of building   |           |
| Masonry repairs   |           |
| Remediation of environmental contamination on the exterior of the building such as lead, asbestos or petroleum  |           |
| Removal of architecturally inappropriate or incompatible exterior finishes and materials  |           |
| Repair/replacement of deteriorated building materials (plywood, metal, stucco, etc.)  |           |
| Restoration of significant architectural details or removal of materials that cover said architectural details  |           |
| Stormwater attenuation and treatment  |           |
| Structure stabilization (repair/replacement of foundations, footers, load bearing walls, roofing systems)   |           |
| Windows   |           |
| Window and cornice flashing and repair  |           |

### DEMOLITION PROGRAM

#### Improvement Type

Check box:

Demolition of structure that is functionally obsolete or economically unfeasible to repair (as solely determined solely by Pinellas County)



### 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

### 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

Property Identification Number

Owner Signature

Date

Print Name