

**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY  
GREATER FRENCHTOWN/SOUTHSIDE  
COMMUNITY REDEVELOPMENT AREA  
COMMERCIAL PAINTING GRANT PILOT PROGRAM GUIDELINES**

**PROGRAM OVERVIEW**

The Greater Frenchtown Community Redevelopment Area Commercial Painting Grant Pilot Program is a pilot program that provides for the use of Community Redevelopment Agency (CRA) grant funds for general painting improvements to the exterior of existing commercial structures located on property within the boundaries of the Greater Frenchtown/Southside Community Redevelopment Area and fronting along Gaines Street, Railroad Avenue, and Lake Bradford Road. A map of the pilot program area is attached to these guidelines. Enhancing the exterior of these structures will reduce blighting influences, improve the area's physical characteristics, and enhance the visual quality and attractiveness of the area; potentially resulting in increased commercial occupancy and property values.

Each eligible property can receive a one-time funding up to \$5,000 for painting improvements to commercial structures. The grant funding will be provided in the form of reimbursement of eligible expenses, up to \$5,000. The CRA staff will review applications for completeness and make a funding recommendation. The CRA Executive Director will make final approval of grant applications.

Grant funds are awarded on a first-come, first-served basis. Grant funds cannot not be used on properties that have judgment liens, are not current on all mortgage and tax obligations, and/or have any code violations. The CRA Executive Director must approve applications before work begins.

**What Can Program Funds Be Used For?**

Program funds can only be used for painting the exterior of commercial structures within the Greater Frenchtown/Southside Community Redevelopment Area and within the pilot program area. Paint colors must be chosen from a color palette of earth tones provided by the CRA. Exceptions to the use of the earth tone colors may be made at the discretion of the CRA Executive Director. Eligible expenses include painting and painting preparation (e.g., stripping, sanding, wood repair, damaged wood replacement, etc).

**CRITERIA FOR PROJECT SELECTION**

1. Structure must be located within the pilot program area of the Greater Frenchtown/Southside Community Redevelopment Area (see attached map).

2. Applicants must have received written notice of funding approval from the CRA Executive Director prior to commencement of work.
3. A licensed contractor must perform the work.
4. The property must be free from any judgment liens, and all mortgage and tax obligations must be current.
5. There may be no more than one application for funding of a paint project of a property per the CRA's fiscal year (October 1 – September 30). A "paint project" is defined as a single or set of painting enhancements for an eligible property. The total amount of grant funds available for any one property under this program is \$5,000. Any subsequent applications for the same property in future years will be treated cumulatively for purposes of determining funding eligibility.
6. Applicant must agree to maintain the exterior painting of the structure for at least five (5) years from the date of recording of the Notice of Agreement and Restrictive Covenants, unless otherwise approved in writing by the CRA Executive Director or his designated representative.

Grant funds are limited and will be awarded on a first-come, first-served basis. In the event of competing eligible and complete applications for the limited funds, CRA staff will assess applications using the following criteria:

1. Consistency with the goals and objectives of the Greater Frenchtown/Southside Community Redevelopment Plan;
2. The property is adjacent to a recent or proposed redevelopment project;
3. The project will result in the occupancy of a vacant structure. This will require submission of supportive documents, such as a lease agreement or a letter from the applicant or property owner indicating an agreement to lease the property if it is painted;
4. The total cost of the proposed repainting and the amount, if any, of Applicant contribution; and
5. The proposed repainting is part of a larger renovation project for the structure.

#### GRANT TERMS:

1. All grants will be treated as five-year, zero interest, deferred loans and evidenced by an Agreement and Restrictive Covenants (and recorded Notice of the Agreement and Restrictive Covenants) containing the terms stated within these guidelines

2. The amount of the grant will be amortized in monthly installments over a five-year (60 month) period beginning one month after final reimbursement of painting expenses to the applicant by the CRA.
3. The monthly installments will be automatically forgiven without any action by either the applicant or the CRA as they become due, as long as the exterior painting is properly maintained. Should the quality and/or appearance of the exterior painting be allowed to deteriorate (e.g., chipping, flaking, graffiti, etc.) during the five-year grant period, the remaining balance of the grant will become due and payable.
4. The grant shall be subordinate to the applicant's existing mortgage(s) on the property, if any, as disclosed on the application and title search; however, it may not be subsequently further subordinated after the recorded Notice of Agreement and Restrictive Covenants without the prior written approval of the CRA.
5. The property may be sold during the grant period; however, should this occur, the remaining balance of the grant will either (1) become due and payable or (2) may transfer to the new owner, at the option of the CRA.
6. Prior to CRA delivery of grant funds for reimbursement of expenses, the applicant shall (1) provide the CRA with a title search (ownership and encumbrance report), the cost of which shall be paid by the applicant or deducted from the reimbursement amount and (2) execute an Agreement and Restrictive Covenants, with a Notice of Agreement and Restrictive Covenants to be recorded in the Public Records of Leon County
7. All owners, authorized corporate officers, or partners, and tenants, if applicable, must sign the application. A partner or officer must personally sign the Notice and the Agreement in the case where the owner is a corporation or a professional association. This does not apply to recognized non-profit organizations.

## **APPLICATION PROCEDURES**

The owner or tenant, joined by owner, of an eligible property who is interested in participating in the Greater Frenchtown/Southside Community Redevelopment Area Commercial Painting Grant Pilot Program must submit a signed and completed application, supporting documents, and accurate color samples to the City of Tallahassee's Community Redevelopment Agency, 300 South Adams Street, Mailbox A-17, Tallahassee, Florida, 32301. Applicants are required to submit price quotes from three (3) licensed contractors with the application.

Applications will be reviewed for completeness and compliance with program criteria. Applications that are incomplete may be returned for additional information. Projects that do not comply with the program criteria will not be considered for funding. The funding awarded will be based on the lowest qualified quote. The owner and/or applicant

may elect to choose a contractor other than the one with lowest qualified quote but shall be responsible for all costs exceeding the lowest qualified quote. In all cases, the contractor must be licensed, insured and have workman's compensation insurance.

The CRA will not be responsible in any manner for the selection of a contractor. An applicant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The applicant will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage. Grant funds cannot be used to reimburse the applicant for any work done on the structure prior to approval of the application.

Applications can be obtained from the City of Tallahassee Community Redevelopment Agency within the Department of Economic and Community Development, 1<sup>st</sup> floor, Renaissance Building, 435 N. Macomb Street, or from the City's website by going to the Economic Development Department's incentives webpage at [www.talgov.com/economic/businent.cfm](http://www.talgov.com/economic/businent.cfm).

### **Pre-Application Meeting**

If desired, CRA staff will review the applicant's conceptual plans in an informal setting, including discussion of the eligibility criteria, program requirements, proposed project scheduling, and consistency of the proposal with the both the intent of this program and the goals and objectives of the Greater Frenchtown/Southside Community Redevelopment Plan. At this stage, staff can offer assistance with the completion of the application, and can provide limited technical assistance. At the conclusion of the pre-application meeting, staff will provide the applicant with a general determination as to whether the proposed paint project is likely to qualify to receive program funds and whether the applicant is sufficiently prepared to move on to the application stage.

### **Required Submissions**

The following items need to be submitted with the completed and signed application:

1. Color photographs of the existing commercial structure exterior, showing all sides of the building.
2. Samples of the colors chosen, noting which color(s) will be body color(s) and which will be accent/trim color(s).
3. Three (3) price quotes from a licensed contractor detailing the itemized cost of the project.
4. A legal description of the property.
5. Proof of property ownership or, if a tenant, a copy of the lease.

6. Tenant must provide written documentation verifying the property owner(s) approve the proposed enhancements and will sign the Notice and Agreement.
7. Documentation from all lending institutions verifying all mortgage payments on the property are current and that the lending institutions will provide updated information upon request by the Community Redevelopment Agency.
8. Documentation demonstrating all property tax payments are current.
9. If the property is locally designated as historic and is zoned under the Historic Preservation Overlay (HPO), please attach the Certificate of Appropriateness issued by the Tallahassee-Leon County Architectural Review Board. For more information on the review of historic properties, please contact the Tallahassee Trust for Historic Preservation at 850-488-7334.
10. Proof of property insurance.
11. If applicable, supporting documentation demonstrating the painting improvements will result in the occupancy of a vacant building.

### **Application Approval**

The CRA Executive Director will approve or deny the grant application. Applicants will receive written notification regarding approval or denial of their application. If an Applicant's proposal is approved, the Applicant will receive written notification of the approval, which will include a funding agreement outlining all conditions associated with the grant program.

### **Project Start**

Painting must begin within sixty (60) days of the recording of the signed Notice of Agreement, and be completed within six (6) months. Extensions may be granted at the discretion of the Executive Director of the CRA, contingent upon the applicant demonstrating just cause for such an extension.

In the event the Agreement is terminated, any grant funds provided by the CRA prior to the termination will become immediately due and payable to the CRA.

### **Disbursements**

Approved projects will receive reimbursement funding upon completion of the paint project. Funds will be disbursed by a check payable to the applicant (1) upon certification of completion, or as agreed to with the CRA Executive Director; (2) CRA staff verification that the work was completed as proposed in a satisfactory and professional manner; and (3) execution of Agreement and Restrictive Covenants and

recordation of executed Notice of the Agreement. Funds will not be disbursed on paint projects that are not in accordance with the approved application.

Applicants must provide verification, satisfactory to the CRA, of all paint project costs, including contractor invoicing, and evidence of payment of funds qualifying for reimbursement, before program funds can be disbursed.

#### **APPLICATION PROCESS SUMMARY**

1. Submit a complete application to the CRA office;
2. CRA staff reviews application for completeness, accuracy and eligibility;
3. CRA staff presents recommendation to the CRA Executive Director;
4. Upon approval, the applicant will be notified in writing of the amount of the grant awarded and the documentation that must be provided before funds are released.

#### **DISCLOSURES**

The CRA expressly reserves the right to reject any or all applications or to request additional information from any and/or all applicants. The CRA retains the right to amend the program guidelines and application procedures without notice. The CRA also retains the right to display and advertise properties that receive grant funds.

The closing costs associated with the grant (title search and recording fees) will be deducted from the disbursement amount of the approved grant amount, which will be based on the lowest price quote. At the option of the applicant, the applicant may pay these closing costs directly.

#### **CONTACT INFORMATION**

Questions on how to complete the application form or the appropriateness of a proposed project should be directed to CRA staff at (850) 891-6500.

# APPLICATION

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY  
GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT AREA  
COMMERCIAL PAINTING GRANT PILOT PROGRAM

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I. APPLICANT AND BUSINESS INFORMATION

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_

ZONING DESIGNATION - This section must be reviewed by the Land Use and Environmental Division of the City's Growth Management Department (850-891-7100):

Use is allowable: \_\_\_\_\_ Use is not allowable: \_\_\_\_\_

Outstanding notice of violation? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Growth Management Planner/Reviewer and Date: \_\_\_\_\_

BUILDING PERMIT - This section must be reviewed by the Building Inspection Division of the City's Growth Management Department (850-891-7000):

Building Permit(s) will be needed: Yes \_\_\_ No \_\_\_

If yes, what permits will be required? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Inspector/Reviewer and Date: \_\_\_\_\_

II. PROPERTY OWNER INFORMATION (if different from Applicant)

Name of Property Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

III. PROJECT FINANCING INFORMATION

Total Project Cost: \_\_\_\_\_ (Attach at least 3 bids from a licensed contractor)

Bid One: Contractor Name: \_\_\_\_\_ Bid Amount: \_\_\_\_\_

Bid Two: Contractor Name: \_\_\_\_\_ Bid Amount: \_\_\_\_\_

Bid Three Contractor Name: \_\_\_\_\_ Bid Amount: \_\_\_\_\_

Amount of Grant Funds Requested: \_\_\_\_\_

IV. PROJECT SUMMARY

Please provide a brief description of how the building will be painted, noting the colors to be used and where they will be used. A site visit with the applicant may be necessary to understand the scope and nature of the project.

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V. ADDITIONAL SUBMISSIONS (required)

1. Color photographs of the existing commercial structure exterior, showing all sides of the building;
2. Provide samples of colors chosen, marking which color(s) will be body color(s) and which will be accent color(s);
3. Three (3) price quotes from licensed contractors detailing the itemized cost estimate of the project;
4. A legal description of the property;
5. Proof of property ownership or, if a tenant, a copy of the lease;
6. Tenant must provide written documentation verifying the property owner(s) approve the proposed enhancements and will sign the Notice and Agreement;
7. Documentation from all lending institutions verifying all mortgage payments on the property are current and that the lending institutions will provide updated information upon request by the Community Redevelopment Agency;
8. Documentation demonstrating all property tax payments are current;
9. If the property is locally designated as historic and is zoned under the Historic Preservation Overlay (HPO), please attach the Certificate of Appropriateness issued by the Tallahassee-Leon County Architectural Review Board (for more information on the review of historic properties, please contact the Tallahassee Trust for Historic Preservation at 850-488-7334);
10. Proof of property insurance; and
11. If applicable, supporting documentation demonstrating the painting improvements will result in the occupancy of a vacant building.

VI. CERTIFICATION

Please read the following and sign below. **All owners, authorized corporate officers, or partners, and tenants, if applicable, must sign this application. Please add additional signature blocks if needed.**

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The CRA retains the sole decision as to whether this grant application is approved, disapproved, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for a minimum of five (5) years.

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Name (print)

\_\_\_\_\_  
Name (print)

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Title

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Title

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Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Date