

DOWNTOWN DELAND

UNDERUTILIZED BUILDING GRANT

(Rev 11/7/14)

I. STATEMENT OF PURPOSE

The purpose of the Under Utilized Building Fund is to provide incentives to encourage adaptive re-use of or retrofitted facilities, and thereby eliminate vacant and/or underutilized buildings in the Tax Increment District of the City of DeLand.

II. ELIGIBILITY

Businesses within the downtown tax increment district which will provide retail, commercial, service industry, warehouse or any other business service to the community are eligible to apply for assistance. Although the Hotel Putnam remains as a top priority, as it is the only remaining building that has not yet been brought up to code that was identified in the 1994 Downtown Redevelopment Plan; there are a number of other underutilized buildings within the downtown tax increment district. Therefore, consideration will be given to those buildings, not exclusively limited to the Hotel Putnam, which have remained vacant and/or underutilized for a minimum of two years, which are zoned for business or professional use, and which have the best potential to provide great economic advantage to the community in terms of tax base. Only one underutilized building grant may apply per building. No building that is subject to Code Enforcement action is eligible.

III. PROGRAM ADMINISTRATION

The MainStreet DeLand Association shall manage the program in collaboration with the City Community Development Department. The program is subject to overall policy direction, general oversight and final approval of all grant awards by the Community Redevelopment Agency Board based upon recommendations from MainStreet DeLand.

MainStreet DeLand shall receive and process recommendations for approval.

The MainStreet Executive Director will work with the Community Development Director to ensure all applications comply with the codes and ordinances of the City. Upon adoption of this policy, the MainStreet DeLand Association Board shall appoint a five member committee to review applications for funding.

The Committee's recommendations will be forwarded to Community Redevelopment Agency Board for final approval.

Once an award is made, MainStreet DeLand shall be responsible for preparing documentation for payment of eligible expenses. Eligible expenses must be documented by both a detailed receipt as a cancelled check. Once submitted by MainStreet DeLand, the Community Development Director will ensure payment is made. As part of the award, the MainStreet DeLand would transmit a contract for signature and forward copies to the Community Development Director.

IV. ELIGIBLE PROJECTS

This program is designed to offer a onetime enhancement to buildings which are presently underutilized. Funds for the Underutilized building fund shall be allocated annually by the CRA and City Commission.

Funds shall be allocated in accordance with the following guidelines:

A. Rehabilitation

In general the intent of the guidelines is to restrict funding to "hard" improvements (construction related).

1. Meeting the requirement for the American Disabilities Act shall be the first priority.
2. Meeting the requirements for the National Fire Prevention Act shall be the second priority.
3. Meeting the requirements for the National Electrical Code shall be the third priority.
4. Meeting any other applicable code requirements.
5. Improvement to the exterior of the building façade and landscape shall be the fourth priority.
6. Once the aforementioned items have been accomplished, the funds may be used for other building improvements or demolition, in total or partial, but in no case shall funds be used for soft cost including permits, fees or professional services.

B. Demolition

If it is determined by the Building Department of the City of DeLand, that the property may be uneconomical to rehabilitate, then the funds may be used for demolition. If the property is to be cleared then the property shall be seeded and sowed with grass, irrigated, mowed and maintained until a permanent future use is

found. If the property has a fully approved site plan and building permit, this requirement may be waived.

C. Limit on Allocation of Funds

No applicant may receive more than \$30,000 in one year or \$60,000 over the entire life of the project. In no event shall the total grant award exceed 25% of the total project costs.

D. Matching Funds

Priority consideration will be given to those projects with at least a 50% match. Match can be in cash or in-kind contributions so long as they can be documented.

E. Multi-Year Use of Funds

Those buildings considered to be underutilized by the CRA Board may receive up to two separate grants totaling no more than 25% of the total project cost or \$60,000 whichever is less.

Attached are the following forms:

1. Underutilized Building grant instructions
2. Permit Requirements
3. Architectural Guidelines
4. Underutilized Building Grant Application
5. Under Utilized Building Grant Contract

MainStreet DeLand Association

100 N. Woodland Boulevard, Suite 4

(386) 738-0649 www.mainstreetdeland.com

Call now for an appointment to discuss your project.

“A” UNDERUTILIZED BUILDING GRANT INSTRUCTIONS

Name of owner or lessee _____

Address _____ Phone: _____

FAX: _____ E-Mail _____

Building Owner if different from lessee _____

1. Applicant (owner/lessee) contacts MainStreet for a Grant Application. If the applicant is the lessee, written consent of the owner should be attached to the application.
2. MainStreet representative discusses the process, including permitting needs, with the owner/lessee and/or their contractor/architect.
3. Owner/Contractor/Architect prepares a detailed outline of the proposed project. This will include:
 - a. Photographs, clearly showing existing conditions.
 - b. Detailed drawing, to approximate scale, showing proposed improvements.
 - c. Written specifications outlining scope of work.
 - d. Sample of facade colors to be used on facade and signs.
 - e. Project budget, showing estimates of all work items. (Copies of previously accepted Grant applications will be available to owners to be used as examples.)
4. MainStreet representative meets with applicant to review the project.
5. MainStreet Grant Committee meets to review project and if necessary makes recommendations for any necessary changes.
6. Upon approval MainStreet DeLand requests CRA approval.
7. MainStreet DeLand informs applicant of funding decisions.
8. When approved by CRA, MainStreet representative reviews the contract with the applicant and applicant obtains required signatures.
9. Applicant/Contractor presents plans to the building department for review of building regulations and historic preservation compliance.
10. Building department issues building permit.
11. Project work commences within 30 days of obtaining a building permit.
12. Upon completion, City of DeLand approves work and issues a Certificate of Completion to applicant.
13. Applicant provides MainStreet with documentation of project, permits, certificate of completion, canceled checks or paid receipts.
14. MainStreet representative inspects project to determine compliance with guidelines and issues a request for payment to owner/lessee.

Note: Any unapproved deviation from approved proposal will void any grant funding.

I have read and understand these instructions

Applicant _____ Date _____ Witness _____

“B” UNDERUTILIZED BUILDING GRANT PERMIT REQUIREMENTS

Building Dept. Permits – City Hall 120 S Florida Ave. Ph: 626-7007.

Owner may act as their own contractor, but they still need a building permit.

PERMITS WHICH MUST BE PULLED:

- Electrical
- Awnings
- Signage
- Renovation – Structural Renovation or Structural Aesthetic Changes

No permits are needed for painting or spray cleaning. If grantee is in the Historic District paint colors must be approved by the Historical Resource Coordinator Ph: 386-626-7010.

Owners or grantees are responsible for meeting with the city building officials prior to grant application to find out the legal needs, permits, etc. Owner/grantee must comply with all relevant requirements. Owner/grantee is responsible for making certain that their contractors have pulled the proper permits.

SIGNED: _____ Date: _____

“C”ARCHITECTURAL GUIDELINES

1. The criteria utilized by the MainStreet Grant Committee will be based on the United States Secretary of the Interior’s Standards of Historic Rehabilitation, and standards and guidelines adopted by the DeLand Historic Preservation Board and the MainStreet DeLand Association.
2. Changes to the facades of the buildings will not remove, alter, damage, or cover up significant architectural features of the building which are original or which reflect a major alteration or addition that has historic architectural value in its own right, or which help create a unified and attractive appearance to the building.
3. Changes to the facades of the buildings will either: a) partially or fully restore to the original appearance of the building based on actual evidence, including photographs, and written documentation, or b) represent a modern treatment which blends into and is compatible with the building and adjoining buildings or c) restore to an appearance consistent with the historic district.
4. Colors harmonious with the historic character of DeLand, as set by the DeLand Historic Preservation Board, are required. These colors may be seen at the City Building Department.
5. The size, color, and shape of all signs shall compliment the building, add to the historic character of the area and meet all applicable city regulations and guidelines.
6. Removal of paint or other coatings on building exteriors shall be undertaken with the gentlest means that are effective. Cleaning methods such as sandblasting, that damage the historic building materials are strongly discouraged.
7. General building maintenance is not eligible under this program.
8. No building under Code Enforcement action is eligible.

GRANT AWARD CRITERIA

1. Removal of non-historical facades and signs.
2. Installation or rehabilitation of doors and windows.
3. Installation or rehabilitation of signs/canopies.
4. Painting.
5. Non-Repeat location within five years.

“D” UNDER UTILIZED BUILDING GRANT APPLICATION

Project: _____
Applicant’s Name: _____
Owner’s Name: _____
Applicant’s Address: _____
Property Address: _____
Daytime Phone: _____ FAX #: _____
Type of Improvement Planned: _____
Estimated Cost of Project: \$ _____ Amount Requested \$ _____

Attach detailed outline of proposed work, including:

1. Photographs clearly showing existing conditions.
2. Detailed drawing to approximate scale, showing proposed improvements.
3. Samples of proposed colors to be used on facade and signs, if applicable.
4. Project budget with contractor estimates.

I am applying for a “GREEN” project supplement and agree to provide proper documentation to Demonstrate that I have complied with the supplement requirements. YES ___ NO ___

AGREEMENT

I understand that in order for my request for funding to be approved, I must agree to follow the recommendations of the MainStreet Grant Committee and comply with the following:

1. Under Utilized Building grants apply only to those structures and buildings within the Tax Increment District.
2. It is the responsibility of the owner or APPLICANT to obtain all required permits from the city BEFORE beginning any work. No reimbursements will be received without the proper permits before work begins.
3. Project work must begin 30 days after a building permit is issued.
4. Monies are for improvements only and will be reimbursed upon completion of work. (Any changes made to the building that have not been approved by the MainStreet Grant Committee will not be funded.)

NOTE: NO PROJECT WORK MAY BEGIN WITHOUT:

1. CRA Approval.
2. Signed Contract Documents.
3. All required permits.

Owners or grantees are responsible for meeting with the city building officials prior to grant application to find out the legal needs, permits, etc. Owner/grantee must comply with all relevant requirements. Owner/grantee is responsible for making certain that their contractors have pulled the proper permits.

SIGNED: _____ Date: _____

“E” UNDER UTILIZED BUILDING GRANT PROGRAM

CONTRACT DOCUMENT

This agreement is made and entered into the ___ day of _____, ___ by and between the MainStreet DeLand Association, (hereinafter “Association”) and _____ (hereinafter “Contractor”) and _____ (hereinafter “Owner”), property located at _____ for and in consideration of the mutual covenants expressed herein and other good and valuable considerations. The adequacy of which is hereby acknowledged, the parties agree as follows:

CONTRACTOR AGREES:

- A. To perform the work for the project set forth in the specifications attached hereto and made a part hereof in a workmanlike manner and all work shall be done in strict conformance with all applicable federal, state, county and city codes, laws, regulations and ordinances.

- B. After the approval of the project by the MainStreet Grant Committee and the DeLand Community Redevelopment Agency and within 30 days of obtaining all required permits, to commence the specified work, with such work to be completed within _____ days after commencement, including such extensions as may be granted by the MainStreet Grant Committee in writing.

- C. To guarantee all work performed by him/her for a period of one year against defects in workmanship and materials.

- D. To hold harmless the MainStreet Grant Committee and its individual members, the “Association” including its Executive Director and employees and the City of DeLand in the event of property damage, personal or physical injury occurs as a result of working on the project.

- E. The MainStreet Grant Committee or the City of DeLand does not pay the Contractor, and the Contractor shall not bill the MainStreet Grant Committee or the “Association” or the City. Reimbursement of \$_____ shall be made by the City of DeLand to the Owner/Grantee upon contractor’s completion of work, and the MainStreet Grant Committee and City of DeLand’s on site inspection and written acceptance of same. Contractor shall seek payment for its performance under its contract from owner/Grantee.

THE "ASSOCIATION" AGREES:

The work in progress will be inspected by the MainStreet Grant Committee and the MainStreet Grant Committee will work with the store owner/property owner and the Contractor to ensure that the work meets the objectives of the MainStreet Program. Neither the MainStreet Grant Committee nor the "Association" will be responsible for the quality of material and workmanship.

OWNER AGREES:

- A. To bear responsibilities to the Contractor for total cost of the project.
- B. To maintain, with no substantial changes, the improvements for ten (10) years unless otherwise agreed to by the MainStreet Grant Committee and the CRA.
- C. To submit to the guidelines of MainStreet Grant Committee and the CRA for the project.
- D. To hold harmless the MainStreet Grant Committee and its individual members, the "Association" including its Executive Director and employees and the City of DeLand in the event of property damage, personal or physical injury occurs as a result of working on the project.

WITNESS the hands and seals of the parties hereto the date first written above.

BY: _____
City of DeLand - CRA

BY: _____
MainStreet DeLand Association

BY: _____
Contractor

BY: _____
Owner