

DOWNTOWN DELAND

UNDERUTILIZED BUILDING GRANT

The City of DeLand, through its visioning process, has identified revitalization of the downtown as one of the elements vital to creating a strong vibrant community. A series of initiatives have been instituted to assist in the revitalization efforts. The City of DeLand Community Redevelopment Agency has created an Underutilized Building Grant program. The purpose of the Underutilized Building Fund is to provide incentives to encourage adaptive re-use of or the retrofit of facilities, and thereby eliminate vacant and/or underutilized buildings in the Tax Increment District of the City of DeLand.

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. Consideration will be given to those buildings 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. Grants are available to downtown property owners that rehabilitate buildings that have been vacant for two or more years. Eligible projects may receive awards of up to **25%** of the total project cost with no single grant exceeding **\$60,000**.

The MainStreet DeLand Association (MSDA) shall manage the program in collaboration with the City Community Development Department to ensure all applications comply with the codes and ordinances of the City. 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 the MSDA Design and Grant Review Committee. The MSDA staff will assist applicants through the grant process; however, it is the applicant's responsibility to meet the requirements of the grant program and all applicable City regulations. Upon review by the MSDA Design and Grant Review Committee, the Committee's recommendations will be forwarded to Community Redevelopment Agency Board for final review and approval.

PLEASE NOTE: It is the expectation that all awarded grant projects will be completed with all documentation specified as necessary for payment submitted to the City of DeLand no later than September 30 of the year of the grant award.

Attached are the following forms:

- A. Eligible Projects
- B. Underutilized Building Grant Instructions
- B. Permit Requirements
- C. Architectural Guidelines
- D. Underutilized Building Grant Application
- E. Underutilized Building Grant Contract

MAINSTREET DELAND ASSOCIATION

100 N. Woodland Boulevard, Suite 4

(386) 738-0649 MainStreetDeLand.org

Call now for an appointment with a MainStreet Representative to discuss your project.

UNDERUTILIZED BUILDING GRANT

ELIGIBLE PROJECTS

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

Funds for this grant program 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 requirements 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.

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 DeLand Association (MSDA) for a Grant Application. If the applicant is the lessee, written consent of the owner must be attached to the application.
2. MSDA representative reviews 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. 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. MSDA representative meets with applicant to review the grant application prior to submission.
5. MSDA will then collect and review applications to insure all required documents are present and applications are complete.
6. MSDA will then forward the applications to designated City staff for preliminary review of building regulations, planning and historic preservation compliance.
7. After sign-off by City staff the grant applications deemed as compliant will be returned the MSDA for review and recommendation by the MSDA Design and Grant Review Committee.

NOTE: Any grant applications flagged by City staff as problematic will be returned to the MSDA with comments from City staff attached. City staff and MSDA representatives will then meet to attempt to resolve any issues or concerns with a grant application.
8. MSDA Grant Review Committee meets to review the pre-screened project and if necessary makes recommendations for any necessary changes.
9. Upon approval by MSDA the grant requests are submitted to the CRA for review and approval.
10. MSDA informs applicant of funding decisions.
11. When approved by CRA, MSDA representative reviews the contract with the applicant and applicant obtains required signatures.
12. Applicant/Contractor presents final plans to the City building department for review of building regulations and historic preservation compliance.

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

UNDERUTILIZED BUILDING GRANT PERMIT REQUIREMENTS

Building Dept. Permits – City Hall 120 S Florida Ave. Ph: 626-7006.

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

PERMITS WHICH MUST BE OBTAINED:

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

If grantee is in the Historic District paint colors must be approved by the City Historical Resource Coordinator Ph: 386-626-7013.

Note:

- 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: _____
Applicant

Date

ARCHITECTURAL GUIDELINES

1. The criteria utilized by the MainStreet DeLand 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 that is subject to 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.

UNDERUTILIZED BUILDING GRANT APPLICATION

Project: _____

Applicant/owner: Name: _____

Mailing Address: _____

Property Address: _____

E-Mail Address: _____

Daytime Phone: _____ FAX #: _____

Type of Improvement Planned: _____

Estimated Cost of Project: \$ _____ Amount Requested \$ _____

NOTE: Maximum Grant **\$60,000** – See Paragraph “C - Limit on Allocation of Funds” under “Eligible Projects.”; cannot be more than **25%** of project cost).

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 ___

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.

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. Underutilized Building grants apply only to those commercial structures and buildings within the designated Downtown CRA.
2. Only projects which have not received grant funds within the past FIVE (5) years will be given consideration.
3. 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.
4. Project work must begin 45 days after permits are obtained.
5. Monies are for improvements only and will be reimbursed upon completion and verification of work. (Any changes made that have not been approved by the MainStreet Grant Committee will not be funded.)

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

6. For projects where the applicant is not the property owner, the applicant must obtain approval in writing that the property owner concurs with the execution of the proposed work.

NOTE: NO PROJECT WORK MAY BEGIN WITHOUT:

1. CRA Approval.
2. Signed Contract Documents.
3. All required permits. (See Grant Permit Requirements on Application)

SIGNED: _____ Date: _____
Applicant

UNDERUTILIZED BUILDING GRANT CONTRACT (Page 1 of 2)

This agreement is made and entered into the ___ day of _____, ____ by and between the MainStreet DeLand Association, (hereinafter “Association”) and _____ (hereinafter “Contractor”) and _____ (hereinafter “Applicant”), for a grant project on the 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 45 days of obtaining all required permits, to commence the specified work, with such work to be completed with all documentation specified as necessary to receive payment no later than September 30th of the grant award year, 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 Applicant upon contractor’s completion of work, and the MainStreet Grant Committee and City of DeLand’s on site inspection and acceptance of same. Contractor shall seek payment for their performance under the contract from the applicant.

UNDERUTILIZED BUILDING GRANT CONTRACT (Page 2 of 2)

THE “ASSOCIATION” AGREES:

The work in progress will be inspected by the Association and the Association will work with the Applicant and the Contractor to ensure that the work meets the objectives of the Underutilized Building Grant Program. Neither the MainStreet Grant Committee nor the “Association” will be responsible for the quality of material and workmanship.

THE “APPLICANT” AGREES:

- A. To bear responsibilities to the Contractor for total cost of the project.
- B. To complete the project and submit to the City of DeLand all documentation specified as necessary to receive payment no later than September 30th of the grant award year.
- C. To maintain, with no substantial changes, the improvements made for ten (10) years unless otherwise agreed to by the MainStreet Grant Committee and the CRA.
- D. To submit to the guidelines of MainStreet Grant Committee and the CRA for the project.
- E. 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 that occurs as a result of 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