



# Fellsmere

*Fellsmere is a friendly, safe and a historic community. While remaining true to our history, we are creating a future filled with opportunity and success for all.*

## Community Redevelopment Agency Commercial Infrastructure Grant Program

### Introduction

The City of Fellsmere Community Redevelopment Agency (FCRA) was established in December 2005 as the administrative mechanism to address the "findings of necessity" explicated by the Blight Study through the implementation of the Community Redevelopment Plan. The mission of the FCRA is to:

- Protect and honor our historic architecture and buildings;
- Create a healthy, diverse local economy, not dependant solely on agriculture;
- Invest public funds into projects which improve our economic, cultural and social quality of life;
- Promote the area to receive a fair share of tourism economy;
- Enhance the major corridors of the City, while promoting and protecting our natural resources;
- Encourage private investment for positive growth and development; and
- Add to the social, cultural, and economic amenities of our City.

The commercial infrastructure grant program has been established to further the mission of the FCRA as outlined above.

### Program Guidelines

1. Funds shall be allocated on a first come first serve basis. Only one grant shall be awarded per business per fiscal year. Tenants may qualify upon receipt of written consent from the owner of the building.
2. FY10 awards shall not exceed \$5,000.00 per project.
3. Improvements shall be consistent with the requirements of the City of Fellsmere Utilities Department.
4. No grants will be awarded to government owned properties, to tenants in government owned properties, or non-profit organizations.
5. Grantee is responsible for obtaining any necessary permits for the project.
6. Any unapproved changes may void the grant. If grantee decides to amend the project after approval they must appear before the FCRA Board and request prior approval.
7. No work for which a grant is sought shall begin until authorized by the FCRA.



# Fellsmere

## Designated Program Area

The *Commercial Infrastructure Grant Program* will be available to commercial properties in the FCRA Area (see attached map).

## Eligibility Requirements

1. The applicant must be the owner of the existing or proposed structure. Tenant(s) may qualify upon receipt of written consent by the owner of the building.
2. Existing building must be structurally sound.
3. Existing building must meet, or have approved plans for rehabilitation to meet the minimum LDR, building, and life safety codes that apply.
4. Applicant shall have no outstanding liens or code actions on property and shall be current for both City and County taxes.
5. Applicant shall submit quote(s) from qualified contractor(s) for proposed improvements.

## TYPES OF ELIGIBLE IMPROVEMENTS:

The *Commercial Infrastructure Grant Program* shall provide funds for sanitary sewer related improvements which are consistent with and further the implementation of the FCRA Redevelopment Plan, City Comprehensive Plan and are consistent with the policies of the City of Fellsmere Utilities Department. Grant Funds may be used for the following types of improvements:

**Payment of sewer impact fees;**

**Engineering fees directly related to centralized sewer connection;**

**Construction costs related to centralized sewer connection;**

**Other costs related to connection to sanitary sewer as evaluated by the City;**

## How does the process work?

The commercial infrastructure grant program is intended to help offset the cost of connecting to the centralized sewer system.

1. Only completed applications including all supporting documentation shall be accepted.
2. CRA and Utility Department staff reviews application for compliance and, upon a determination of compliance and availability of funds, shall prepare a presentation to the FCRA board for approval or rejection.
3. Upon FCRA Board approval, a letter of commitment is provided to the applicant.
4. Grantee shall schedule a meeting with the City Manager or designee prior to commencement to ensure consistency between the grant award and implementation.
5. For the duration of the improvements, the applicant shall post a sign to be provided by the FCRA which indicates the project has received a FCRA Grant and relevant program information.



# Fellsmere

6. Upon completion of the improvements, final inspection by the City, release of liens, and issuance of a certificate of occupancy (if applicable), the applicant submits a "reimbursement package" to the FCRA which includes the following:
  - a. Completed reimbursement form (provided by the FCRA)
  - b. Copies of applicable invoices or receipts;
  - c. Proof of payment for improvements (which must be at least as much as the amount indicated in the application); and
  - d. Photos of improvements (before and after).
7. If the project is not completed, is not approved in its final inspection, or does not receive its certificate of occupancy (if applicable) within one year of award, the grant award shall expire unless otherwise extended by FCRA Board action.



# Fellsmere

## Commercial Infrastructure Grant Program Application

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

Mailing Address: \_\_\_\_\_

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

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_

Proposed Match<sup>1</sup>: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

### Please Attach:

1. Project Description
2. Project rendering and/or landscape plan
3. Professional estimates

I hereby submit the attached plan, specifications, and color samples for the proposed project and understand that the Fellsmere CRA Board must approve this project prior to commencement. No funding is committed until a completed application is approved by the FCRA. Grant monies shall not be paid until the project is completed as approved and proof of payment has been provided. The project must be completed within (90) days of grant approval.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Applicant

<sup>1</sup> Match not required