



Date: September 10, 2024

To: Chipley City Council

From: CRA Board

Requested Action: Approval of CRA Grant Documentation, and Breakdown of Funds

This agenda item seeks City Council approval for the following:

Grant Documentation:

Review and approval of all grant-related documentation for the funds allocated to CRA projects. This includes the terms and conditions of the grants, reporting requirements, and other necessary compliance elements to ensure proper utilization of funds.

Breakdown of Funds:

A detailed breakdown of how CRA funds will be allocated across various projects. This includes project descriptions, timelines, financial allocations, and expected outcomes. The allocation breakdown has been reviewed and vetted by the appropriate departments and is in alignment with the goals of the CRA.

Prepared by:

A handwritten signature in cursive script that reads "Leah Pettis".

Leah Pettis
Executive Director
Chipley Redevelopment Agency



Real Property Improvement Grant Program Guidelines and Procedures.

The Mission of the Chipley Redevelopment Agency is to create a vibrant, safe, attractive redevelopment area that improves mobility, encourages business diversity, and enhances livability, while preserving historical character.

APPLICATION PROCESS:

- Schedule a preliminary meeting with Administration in the CRA office at the Washington County Chamber of Commerce (672 5th St. Chipley, FL). Please bring a rough project scope to the meeting. Applying for Residential funding through the CRA will only cover Structural repairs, roofing, HVAC (heating and cooling), plumbing, electrical, window, and door replacement.
- Applicants are required to visit with City Planning & Zoning as well as Washington County Building Department Staff.
- Please make sure to complete the entirety of the application and checklist before returning the application to CRA office. **ALL** incomplete applications will be returned to applicants.
- Once completed applications have been turned in and accepted, they will be placed on the Board Agenda for the following meeting. Applications turned in less than ten days from the meeting date will be placed on the following month's agenda. Applicants are to be present at the CRA meeting, where their applications will be reviewed by the Board. This date is always the 3rd Tuesday of every month, in the Chamber of Commerce Conference room.
- After the CRA Board has approved the application, the applicant will be issued a notice to proceed that will be signed by the Executive Director and Applicant.
- The CRA is responsible for 75% of the total project cost, with a maximum amount not exceeding \$73,000 for commercial projects and \$10,000 for residential projects. The applicant will receive one half of the CRA's responsibility up front. Once the project is completed the applicant must pay the remaining balance in full, return paid invoices, check copies, and proof of passing inspection to the CRA offices, in order to receive reimbursement for the second half of the CRA's financial responsibility.
- Should the Applicant have to take on the extra cost of Inspection and Title Search the CRA will place 10% of that cost toward the Applicants final payment.

<u>For Example:</u>	
Total Project Cost:	\$30,000
CRA Responsibility (75%)	\$22,500
Applicant Responsibility	\$7,500
1st CRA Check Up Front:	\$11,250
Applicant will pay remaining:	\$18,750
Applicant will be reimbursed:	\$11,250

CHECKLIST

- ___ Meeting with Administration at CRA
- ___ Scope of work (if your project is owner builder all receipts must match this document)
- ___ Signature of City Planning and Zoning _____ Date: _____
- ___ Signature of Washington County Building Dept. _____ Date: _____
- ___ Permits (list type) _____
- ___ Photos
- ___ Color Samples (if required)
- ___ Site Plan
- ___ Proof of Insurance
- ___ Proof of Ownership (Deed or Mortgage Documentation)
- ___ Proof of Inspection (within last 6 months is acceptable)
- ___ Proof of Title Search (Property must be in Applicants Name)
- ___ Property Tax Payments
- ___ Licensed Contractor Bids (Please attain 3 Contractor Bids - Identify Preferred)
- ___ Describe Code Violations if Applicable: _____
- _____
- _____

For Office Use Only:

Signature: _____ Date: _____



Funding Break- Down

Please take note of the following information regarding the available \$73,000 grant funding. Every grant/applicant request is unique and may not require all listed aspects. Each applicant will be evaluated and informed about the specific qualifications they meet. If only two sides of their building are visible from a main road or alleyway, it is considered in the exterior amounts. Additionally, Roofing is now included in the Exterior category, and it alone represents a \$10,000 possibility. We have introduced some measures to ensure these buildings remain preserved and well-maintained. Our dedication to preserving and maintaining these buildings is unwavering, and we will soon update our plan to ensure that all our enhancements are reflected in it.

Interior	Interior includes, but is not limited to: Electrical, HVAC, Plumbing, Flooring, Painting, Paneling, Indoor Construction, Lighting, and Safety Compliance.		\$20,000
Exterior	Exterior Includes but is not limited to: Doors, Windows, Roofing, Painting of Building, ADA Ramps, Lighting Attached to Building, Hang Over Awning, Permanent Fixtures, and Safety Compliance.	\$10,000 per side Including roof as a side.	\$50,000
Start Up Fees & Permitting	Water/Sewer Hook Up and Permitting Fees for Construction.		\$3,000
Total			\$73,000