



SMALL BUSINESS FAÇADE, SITE IMPROVEMENT AND ADAPTIVE REUSE PROGRAM

APPLICATION CHECKLIST

All items on the checklist are required to submit your application. Incomplete applications cannot be accepted.

PLEASE SUBMIT TWO (2) COMPLETE SETS OF THE APPLICATION AND RELATED DOCUMENTS

- ☒ Original Application (Including Project Description and Application Signature pages)
- ☒ Color photographs of all building walls that can be seen from the street (Photos must be 8"x10" or larger, must show the entire building façade in each photo, and must clearly indicate existing façade details.)
- ☒ Owner's Affidavit (Must be completed, signed, and notarized)
- ☒ Current Site Survey
- ☐ Building Permit Number (if applicable)

THIS APPLICATION MUST BE SUBMITTED TO THE TOWN OF EATONVILLE COMMUNITY
REDEVELOPMENT AGENCY AND APPROVED BY THE TOWN OF EATONVILLE COMMUNITY
REDEVELOPMENT AGENCY BOARD PRIOR TO THE COMMENCEMENT OF ANY WORK SOUGHT TO BE
REIMBURSED UNDER THE PROGRAM

SMALL BUSINESS FACADE, SITE IMPROVEMENT AND ADAPTIVE REUSE PROGRAM APPLICATION

APPLICANT INFORMATION

Applicant: BRISHAUN ENTERPRISES CORP

Property Owner: DAVID WASHINGTON

Business Owner/Property Owner(s): _____

Project Address: 429 E. KENNEDY BLVD

Business Name (as filed with State of FL): BRISHAUN ENTERPRISES CORP

Business Mailing Address: 7025 CR 46A STE. 1071 #335 LAKE MARY, FL. 32746

Phone number: 407-579-1981

Email: realtordavidwashington@yahoo.com

PROPERTY INFORMATION:

Parcel ID Number: 35-21-29-0000-00-044

Town of Eatonville City Planning/Zoning: _____

Multi-tenant Building: ___ Yes ☒ No

BUSINESS OWNER APPLICANTS ONLY:

Number of existing/proposed new employees: NA Existing NA New

Annual sales/Gross receipts (actual or proposed): NA

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PROJECT DESCRIPTION (A minimum of 3 different items must be proposed)

RESTAURANT RENOVATION

NEW ELECTRICAL WIRING INTERIOR

NEW AC UNIT INTERIOR

NEW DRYWALL + INSULATION INTERIOR

NEW BATHROOM REMODEL INTERIOR

NEW WINDOWS EXTERIOR

NEW EXTERIOR FACADE RENOVATION

NEW ROOF EXTERIOR

1. Façade Improvement Costs \$ EXCEEDS \$ 50,000

2. Life Safety Improvement Costs \$ _____

Maximum funding for Façade & Site Improvements = \$10,000

3. Mechanical/Electrical/Plumbing Costs \$ 70,000

4. Total Project Cost \$ TBD

Maximum funding for Life Safety & MEP Improvements = \$20,000 (Business Owner)

5. Total Program Funding Requested \$ 30,000

6. Applicant's Funding \$ BALANCE TBD

Maximum funding for combination of Façade, Site Improvements & Life Safety & MEP Improvements = \$30,000

Have you received any funding assistance from the Town of Eatonville to date? NO

If yes, please provide program name(s), dates and amounts awarded: _____

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APPLICATION SIGNATURE

The Applicant, BRISHAUN ENTERPRISES CORP, assures that the information submitted as part of this application package, as well as any subsequent information submitted for review by Town of Eatonville Community Redevelopment Agency (TOECRA) Staff and the Façade Review Committee is true and correct, and that all information and documentation submitted, including this application and attachments, is deemed public record under the Florida Public Records Law, Chapter 119 of the Florida Statutes. Falsification or omission of information will result in rejection of the application. The TOECRA maintains the right to request any additional information needed to process this Application.

If the Applicant is awarded funding from the Small Business Façade, Site Improvement and Adaptive Reuse Program, the Applicant agrees that it will enter into a Funding Agreement with the Town of Eatonville Community Redevelopment Agency with terms relating to, among other things, the TOECRA's right to receive re- payment of program funds, the TOECRA's right to review and audit any and all records related to the Agreement, and the TOECRA's payment of program funds only upon completion of the project as approved. In case of a default in terms of the Agreement, the Applicant may be responsible for repayment of distributed funds.

By signing below, the Applicant authorizes the Town of Eatonville Community Redevelopment Agency to request criminal background checks from local, state, and federal agencies. Please note that a criminal background check is conducted on every applicant and that review of this application is contingent upon satisfactory completion of a criminal background check.

By signing below, the Applicant/Property Owner acknowledges that they have read and agree to the Small Business Façade, Site Improvement and Adaptive Reuse Program (FSARP) policies, procedures, and conditions.

Applicant Signature: _____ Date: _____

Property Owner Signature:  _____ Date: 8-29-24

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EXHIBIT B - OWNER'S AFFIDAVIT OF CONSENT
STATE OF FLORIDA
COUNTY OF ORANGE

Before me, the undersigned authority, this day personally appeared

Who, duly sworn, upon oath, deposes and says:

1. That they are the duly authorized representative of owner requesting approval of façade grant for the property described below.
2. That all owners that they represent have given their full and complete permission for them to act on their half for the above-stated request.
3. That the following description set forth in this document is made a part of this affidavit and contains the current names, mailing addresses, and legal descriptions for the real property, of which they are the owner of representative.
4. That I acknowledge the applicant's request for funding to make alterations to the property and understand that recommendations may be made by the TOE's Historic Preservation Board, and TOE Planning in connection with this funding request. I, therefore, give my consent to the project described in this application.

Further Affiant sayeth not.

Signature _____

PROPERTY DESCRIPTION

RESTAURANT

PROPERTY ADDRESS

429 E. KENNEDY BLVD

Sworn to and subscribed before me

This

30th

day of

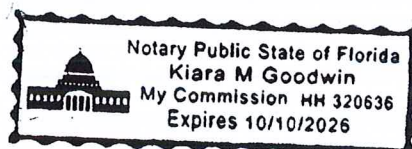
August

20 24

Notary Public, State of Florida at Large

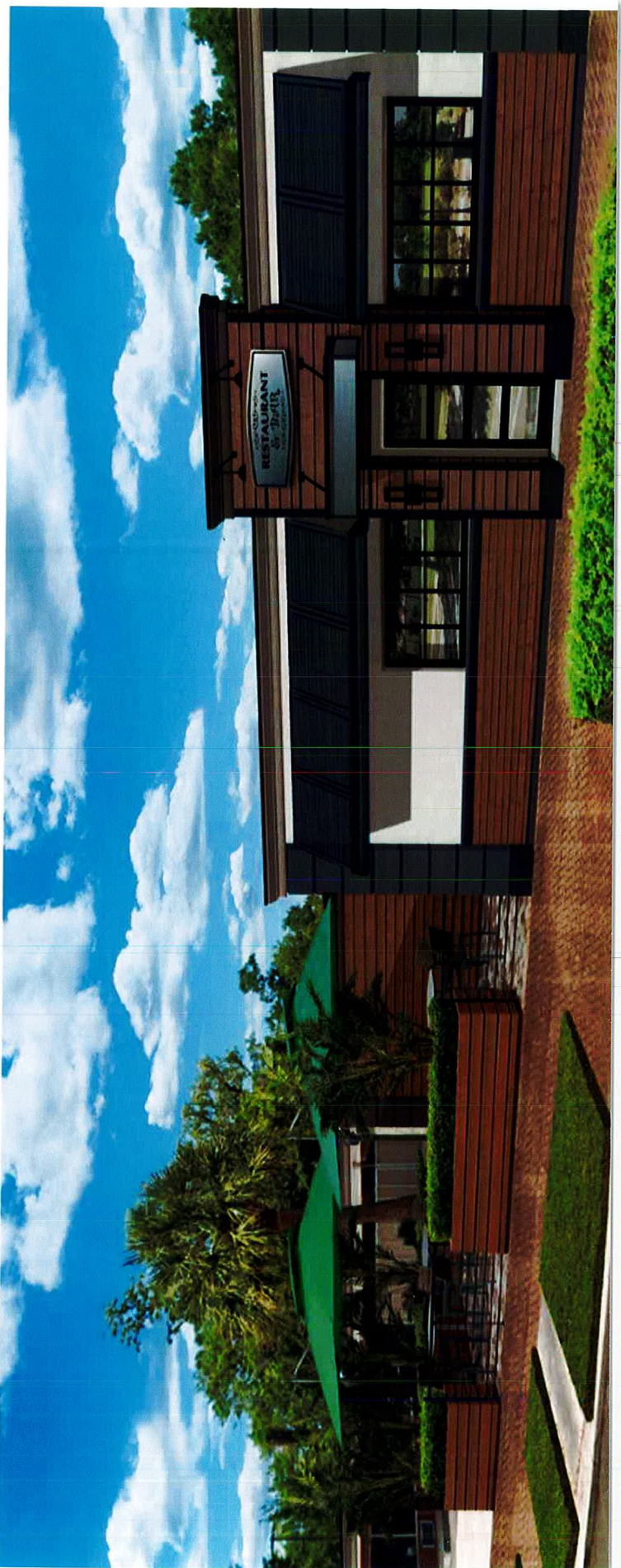
My Commission Expires:

10/10/26 - Kiara Goodwin



[illegible]





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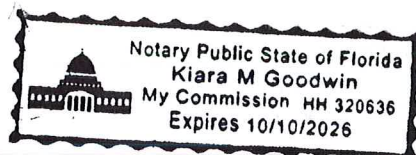
429 E. KENNEDY BLVD

Sworn to and subscribed before me

This 30th day of August 20 24

Notary Public, State of Florida at Large

My Commission Expires: 10/10/26 - Kiara Goodwin



ITEMS CORRESPONDING TO SCHEDULE B-II

8. All matters contained on the title of Chapter's Subchapter are recorded in the Public Record 1414 Public Records of Orange County, Florida.

9. The SUTTERED PROPERTY LIES WITHIN THIS ITEM. HOWEVER, THIS ITEM CONTAINS NO PLOTTABLE EASEMENTS OR RESTRICTIONS AND THEREFORE IS NOT PLOTTED HEREON.

10. Partial Easement recorded in O.R. Book 1974, Page 4202. Public Records of Orange County, Florida.

11. The SUTTERED PROPERTY LIES WITHIN THIS ITEM. HOWEVER, THIS ITEM CONTAINS NO PLOTTABLE EASEMENTS OR RESTRICTIONS AND THEREFORE IS NOT PLOTTED HEREON.

12. Notice of Easement recorded in O.R. Book 1721, Page 14279. Public Records of Orange County, Florida.

13. The SUTTERED PROPERTY LIES ENTIRELY WITHIN THIS BLANNET EASEMENT AND IS NOT PLOTTED HEREON.

MISCELLANEOUS NOTES

AN ADDRESS OF 421 AND 429 EAST KENNEDY BOULEVARD AND 34 NORTH WEST STREET WAS POSTED ON THE SURVEYED PROPERTY.

THE SURVEYED PROPERTY CONTAINS AN AREA OF 1.23 ACRES (15,455 SQUARE FEET) MORE OR LESS.

ONLY OBSERVABLE SURFACE AND ABOVE GROUND STRUCTURES WERE LOCATED AND IDENTIFIED. THE LOCATION OF ANY SUBSURFACE STRUCTURES OR UNLOCATED SOME FEATURES SHOWN ON THIS PLAN MAY BE SHOWN, OUT OF SCALE FOR CLARITY. ALL DIMENSIONS SHOWN ARE IN FEET AND DECIMALS THEREOF.

THERE ARE 28 STRIPPED REGULAR PARKING SPACES AND 0 STRIPPED HANDICAPPED PARKING SPAES FOR A TOTAL OF 28 STRIPPED PARKING SPACES ON THE SURVEYED PROPERTY.

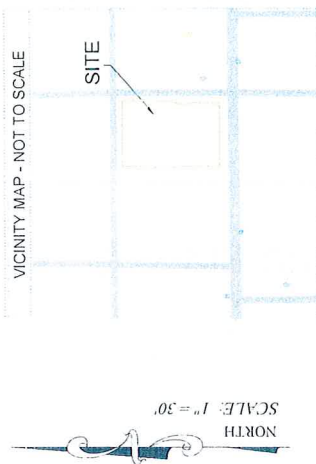
ONLY OBSERVABLE ABOVE GROUND UTILITIES WERE LOCATED. NO UNDERGROUND UTILITIES WERE LOCATED. ALWAYS CALL SUNSHINE 811 BEFORE YOU DIG. THEY NOTIFY UTILITY COMPANIES WHERE YOU ARE PLANNING TO DIG. THE UTILITY SENDS A LOCATOR TO MARK THE APPROXIMATE LOCATION OF THE UNDERGROUND LINES, PIPES AND CABLES ON THE SURVEYED PROPERTY. THE PROCESS TAKES TWO FULL BUSINESS DAYS. DAY 1 STARTS THE CONSTRUCTION CALL, LOCATING, EVALUATING AND MARKING THE UTILITIES. DAY 2, THE UTILITY CALLS BACK TO CONFIRM THE MARKING. THIS IS VERY IMPORTANT. THE CLIENT WHERE CONSTRUCTION OR MORE DETAILED INFORMATION IS REQUIRED, THE CLIENT IS ADVISED THAT EVALUATION, SUPPLY, & PRIVATE UTILITY LOCATE SERVICES ARE

THE SURVEYED PROPERTY HAS ACCESS TO EAST KENNEDY BOULEVARD, CLARK STREET, AND NORTH WEST STREET, BOTH VARIABLE WIDTH DEDICATED PUBLIC RIGHT-OF-WAYS, AS SHOWN HEREON.

THERE ARE NO GAPS, GORES, OVERLAPS OR HIATUS INHERENT TO THE SURVEYED PROPERTY BASED ON THE FIELD SURVEY PERFORMED AND THE TITLE COMMITMENTS PROVIDED, AND ALL PARCELS ARE CONTIGUOUS.

THERE ARE NO OFFSITE EASEMENTS OR SERVITUDES BENEFITING THE SURVIVED PROPERTY THAT WERE DISCLOSED IN THE RECORD DOCUMENTS PROVIDED TO THE SURVEYOR OR WERE OBSERVED IN THE PROCESS OF CONDUCTING THE SURVEY.

ADJOINER INFORMATION IF SHOWN HEREON WAS OBTAINED FROM THE COUNTY'S
PROPERTY APPRAISER WEB SITE



LINE	LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	LINE 6	LINE 7	LINE 8	LINE 9	LINE 10	LINE 11	LINE 12	LINE 13	LINE 14	LINE 15	LINE 16	LINE 17	LINE 18	LINE 19	LINE 20	LINE 21	LINE 22	LINE 23	LINE 24	LINE 25	LINE 26	LINE 27	LINE 28	LINE 29	LINE 30	LINE 31	LINE 32	LINE 33	LINE 34	LINE 35	LINE 36	LINE 37	LINE 38	LINE 39	LINE 40	LINE 41	LINE 42	LINE 43	LINE 44	LINE 45	LINE 46	LINE 47	LINE 48	LINE 49	LINE 50	LINE 51	LINE 52	LINE 53	LINE 54	LINE 55	LINE 56	LINE 57	LINE 58	LINE 59	LINE 60	LINE 61	LINE 62	LINE 63	LINE 64	LINE 65	LINE 66	LINE 67	LINE 68	LINE 69	LINE 70	LINE 71	LINE 72	LINE 73	LINE 74	LINE 75	LINE 76	LINE 77	LINE 78	LINE 79	LINE 80	LINE 81	LINE 82	LINE 83	LINE 84	LINE 85	LINE 86	LINE 87	LINE 88	LINE 89	LINE 90	LINE 91	LINE 92	LINE 93	LINE 94	LINE 95	LINE 96	LINE 97	LINE 98	LINE 99	LINE 100	LINE 101	LINE 102	LINE 103	LINE 104	LINE 105	LINE 106	LINE 107	LINE 108	LINE 109	LINE 110	LINE 111	LINE 112	LINE 113	LINE 114	LINE 115	LINE 116	LINE 117	LINE 118	LINE 119	LINE 120	LINE 121	LINE 122	LINE 123	LINE 124	LINE 125	LINE 126	LINE 127	LINE 128	LINE 129	LINE 130	LINE 131	LINE 132	LINE 133	LINE 134	LINE 135	LINE 136	LINE 137	LINE 138	LINE 139	LINE 140	LINE 141	LINE 142	LINE 143	LINE 144	LINE 145	LINE 146	LINE 147	LINE 148	LINE 149	LINE 150	LINE 151	LINE 152	LINE 153	LINE 154	LINE 155	LINE 156	LINE 157	LINE 158	LINE 159	LINE 160	LINE 161	LINE 162	LINE 163	LINE 164	LINE 165	LINE 166	LINE 167	LINE 168	LINE 169	LINE 170	LINE 171	LINE 172	LINE 173	LINE 174	LINE 175	LINE 176	LINE 177	LINE 178	LINE 179	LINE 180	LINE 181	LINE 182	LINE 183	LINE 184	LINE 185	LINE 186	LINE 187	LINE 188	LINE 189	LINE 190	LINE 191	LINE 192	LINE 193	LINE 194	LINE 195	LINE 196	LINE 197	LINE 198	LINE 199	LINE 200	LINE 201	LINE 202	LINE 203	LINE 204	LINE 205	LINE 206	LINE 207	LINE 208	LINE 209	LINE 210	LINE 211	LINE 212	LINE 213	LINE 214	LINE 215	LINE 216	LINE 217	LINE 218	LINE 219	LINE 220	LINE 221	LINE 222	LINE 223	LINE 224	LINE 225	LINE 226	LINE 227	LINE 228	LINE 229	LINE 230	LINE 231	LINE 232	LINE 233	LINE 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345	LINE 346	LINE 347	LINE 348	LINE 349	LINE 350	LINE 351	LINE 352	LINE 353	LINE 354	LINE 355	LINE 356	LINE 357	LINE 358	LINE 359	LINE 360	LINE 361	LINE 362	LINE 363	LINE 364	LINE 365	LINE 366	LINE 367	LINE 368	LINE 369	LINE 370	LINE 371	LINE 372	LINE 373	LINE 374	LINE 375	LINE 376	LINE 377	LINE 378	LINE 379	LINE 380	LINE 381	LINE 382	LINE 383	LINE 384	LINE 385	LINE 386	LINE 387	LINE 388	LINE 389	LINE 390	LINE 391	LINE 392	LINE 393	LINE 394	LINE 395	LINE 396	LINE 397	LINE 398	LINE 399	LINE 400	LINE 401	LINE 402	LINE 403	LINE 404	LINE 405	LINE 406	LINE 407	LINE 408	LINE 409	LINE 410	LINE 411	LINE 412	LINE 413	LINE 414	LINE 415	LINE 416	LINE 417	LINE 418	LINE 419	LINE 420	LINE 421	LINE 422	LINE 423	LINE 424	LINE 425	LINE 426	LINE 427	LINE 428	LINE 429	LINE 430	LINE 431	LINE 432	LINE 433	LINE 434	LINE 435	LINE 436	LINE 437	LINE 438	LINE 439	LINE 440	LINE 441	LINE 442	LINE 443	LINE 444	LINE 445	LINE 446	LINE 447	LINE 448	LINE 449	LINE 450	LINE 451	LINE 452	LINE 453	LINE 454	LINE 455	LINE 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789	LINE 790	LINE 791	LINE 792	LINE 793	LINE 794	LINE 795	LINE 796	LINE 797	LINE 798	LINE 799	LINE 800	LINE 801	LINE 802	LINE 803	LINE 804	LINE 805	LINE 806	LINE 807	LINE 808	LINE 809	LINE 810	LINE 811	LINE 812	LINE 813	LINE 814	LINE 815	LINE 816	LINE 817	LINE 818	LINE 819	LINE 820	LINE 821	LINE 822	LINE 823	LINE 824	LINE 825	LINE 826	LINE 827	LINE 828	LINE 829	LINE 830	LINE 831	LINE 832	LINE 833	LINE 834	LINE 835	LINE 836	LINE 837	LINE 838	LINE 839	LINE 840	LINE 841	LINE 842	LINE 843	LINE 844	LINE 845	LINE 846	LINE 847	LINE 848	LINE 849	LINE 850	LINE 851	LINE 852	LINE 853	LINE 854	LINE 855	LINE 856	LINE 857	LINE 858	LINE 859	LINE 860	LINE 861	LINE 862	LINE 863	LINE 864	LINE 865	LINE 866	LINE 867	LINE 868	LINE 869	LINE 870	LINE 871	LINE 872	LINE 873	LINE 874	LINE 875	LINE 876	LINE 877	LINE 878	LINE 879	LINE 880	LINE 881	LINE 882	LINE 883	LINE 884	LINE 885	LINE 886	LINE 887	LINE 888	LINE 889	LINE 890	LINE 891	LINE 892	LINE 893	LINE 894	LINE 895	LINE 896	LINE 897	LINE 898	LINE 899	LINE 900	LINE 901	LINE 902	LINE 903	LINE 904	LINE 905	LINE 906	LINE 907	LINE 908	LINE 909	LINE 910	LINE 911	LINE 912	LINE 913	LINE 914	LINE 915	LINE 916	LINE 917	LINE 918	LINE 919	LINE 920	LINE 921	LINE 922	LINE 923	LINE 924	LINE 925	LINE 926	LINE 927	LINE 928	LINE 929	LINE 930	LINE 931	LINE 932	LINE 933	LINE 934	LINE 935	LINE 936	LINE 937	LINE 938	LINE 939	LINE 940	LINE 941	LINE 942	LINE 943	LINE 944	LINE 945	LINE 946	LINE 947	LINE 948	LINE 949	LINE 950	LINE 951	LINE 952	LINE 953	LINE 954	LINE 955	LINE 956	LINE 957	LINE 958	LINE 959	LINE 960	LINE 961	LINE 962	LINE 963	LINE 964	LINE 965	LINE 966	LINE 967	LINE 968	LINE 969	LINE 970	LINE 971	LINE 972	LINE 973	LINE 974	LINE 975	LINE 976	LINE 977	LINE 978	LINE 979	LINE 980	LINE 981	LINE 982	LINE 983	LINE 984	LINE 985	LINE 986	LINE 987	LINE 988	LINE 989	LINE 990	LINE 991	LINE 992	LINE 993	LINE 994	LINE 995	LINE 996	LINE 997	LINE 998	LINE 999	LINE 1000
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RECORD DESCRIPTION

PARCEL 1

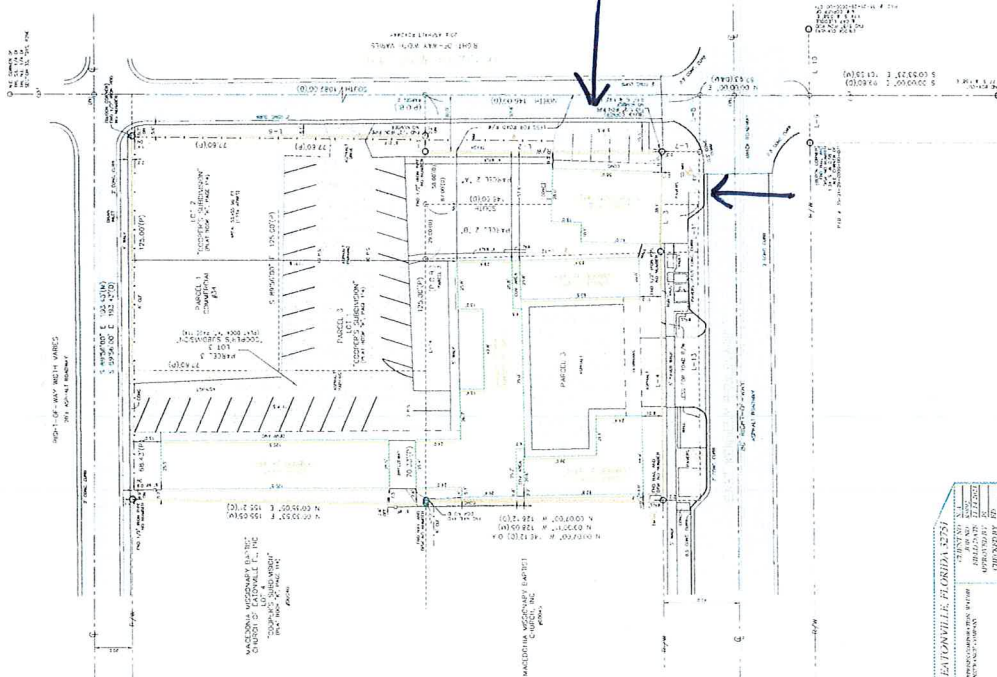
PARCEL 2
PARCEL 7A

PART C. 6"
BEGIN 100' FEET SOUTH AND 54' FEET WEST ACTUALLY N 28° 51' W) OF THE NORTHEAST
CORNER OF THE 1/4 OF SECTION 35, TOWNSHIP 21, SOUTH, RANGE 29,
EAST, ORANGE COUNTY, FLORIDA. RUN, SOUTH 1/4 W, 143' FEET, THENCE WEST 1/4
W, 198' 52' W, 74' FEET, THENCE NORTH ACTUALLY N 01° 34' W, 143' FEET TO A POINT 29 FEET
WEST ACTUALLY N 89° 52' W) OF BEGINNING, THENCE EAST ACTUALLY S 89° 52' E) 29 FEET
TO THE POINT OF BEGINNING, LESS THAT PART LYING IN STATE ROAD NO. 43A).

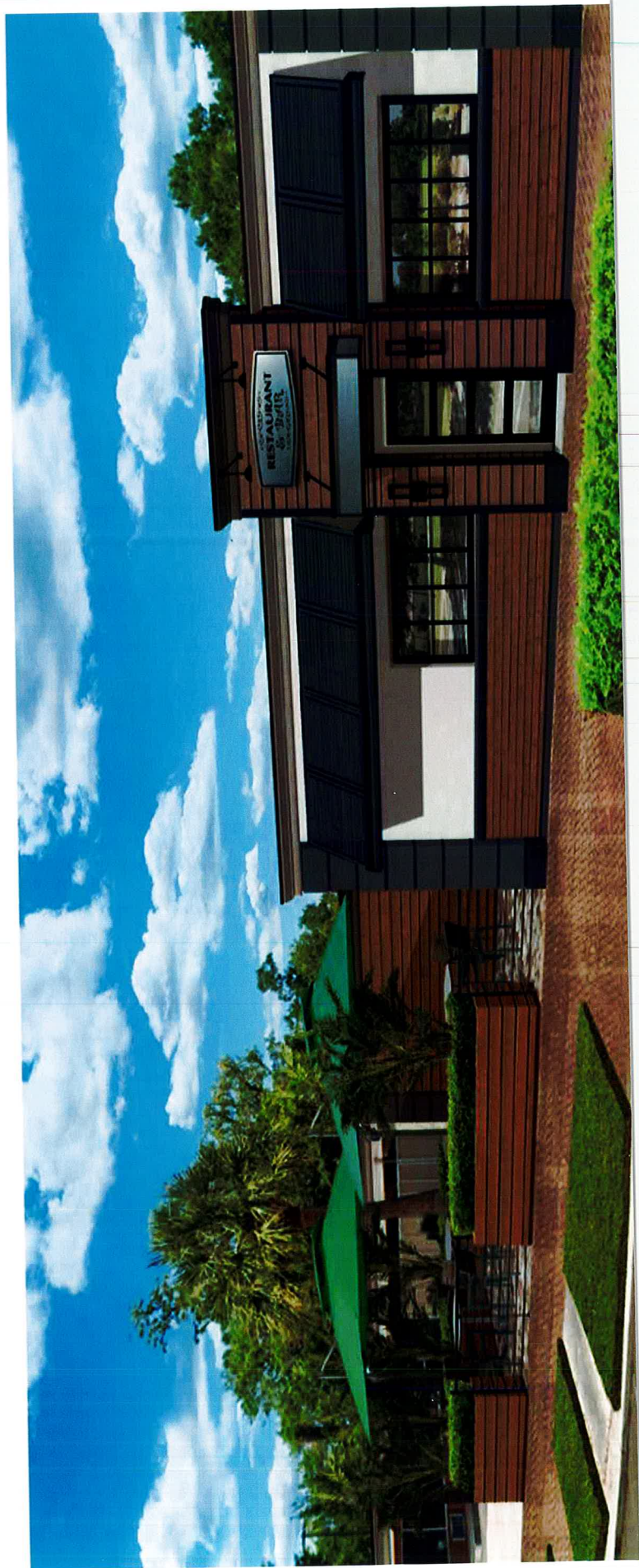
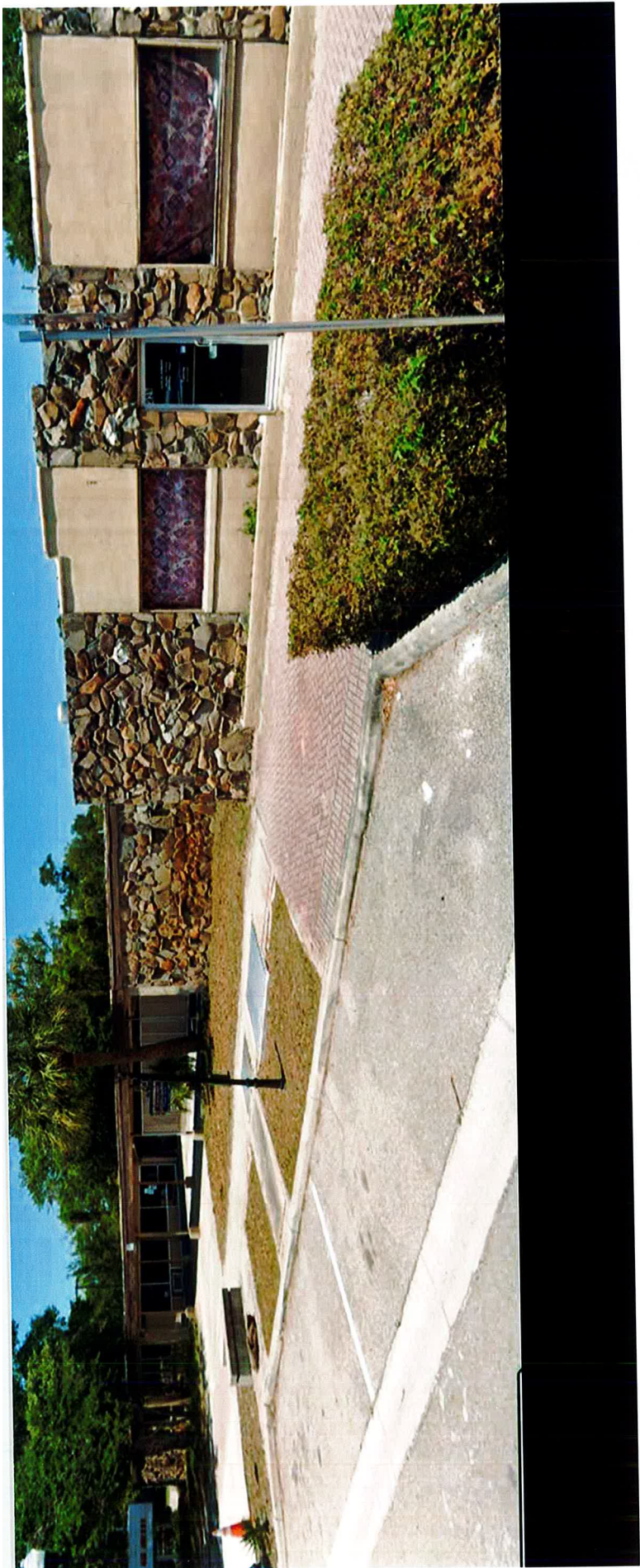
PARCEL 3
LOTS 1 AND 3 OF COOPER'S SUBDIVISION, AS PER PLAT THEREOF RECORDED IN PLAT
BOOK NO. 14, PAGE 114, OF THE PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA.

FROM A POINT 10.65 FEET SOUTH OF THE NORTHEAST CORNER OF THE SE 1/4 OF THE NE 1/4 OF SECTION 26, TOWNSHIP 30 EAST, COUNTY OF FLORIDA, RUN N 18° 35' W 12 FEET TO THE POINT OF BEGINNING, THENCE S 61° 24' E 4.65 FEET, THENCE S 59° 26' E 13.27 FEET, THENCE N 00° 01' E 48.72 FEET, THENCE N 49° 37' E 138.15 FEET TO THE POINT OF BEGINNING, EIGHTY-FOUR PART LOTS IN STATE ROAD NO. 478A, AND A 1/4 AC. OF THE PUBLIC ROAD OF SHERIFF, COUNTY OF FLORIDA.

THE LANDS SURVEYED SHOWN AND DESCRIBED HEREON ARE THE SAME LANDS AS DESCRIBED IN THE TITLE COMMITMENT PROVIDED BY OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY COMMITMENT NO. 1256515, DATED 10/02/2023 @ 11:00 PM.

[illegible]





RESOLUTION #CRA-R-2024-5

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS APPROVING A SMALL BUSINESS FAÇADE, SITE IMPROVEMENT AND ADAPTIVE REUSE PROGRAM (SBFSARP) FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the members of the governing body and two (2) additional members from the taxing authorities serve as Directors of the Agency; and

WHEREAS, such members constitute the head of a legal entity, separate, distinct, and independent from the governing board of the County and Municipality; and

WHEREAS, the TOECRA Board of Directors do hereby approve a Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP).

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY OF EATONVILLE, FLORIDA,

SECTION ONE: PROGRAM OVERVIEW: The Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP) is designed to revitalize business corridors and abandoned buildings within the Town of Eatonville CRA limits through funding for building façade, site improvements, and/or building reuse improvements. The goal of the SBFSARP is to preserve our history, contribute to our economic vitality by promoting small business and to cultivate vibrant neighborhood business corridors. The SBFSARP is designed as a forgivable loan program. Awards made to properties will encourage reuse of vacant or underutilized properties, improve appearance, and support the long-term viability of the TOECRA.

SECTION TWO: ELIGIBILITY REQUIREMENTS: Buildings must be located within the Town of Eatonville Community Redevelopment Agency (TOECRA) limits. Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP) funding must only be awarded for eligible properties that pay ad valorem taxes. Applicants must be a commercial property owner or lease, new for-profit business moving into an existing site, or an existing for-profit business (tenant) in the TOECRA. All business owner applicants must be a small business as defined by the U. S. Small Business Administration. <http://www.sba.gov/content/small-business-size-standards>. All existing business owner applicants must possess a current Town of Eatonville Business Tax license. All applicants must be current with state and local taxes, and not have any outstanding tax liens imposed against any property. All applicants must propose a minimum of three distinct improvements. All applicants (business and property owner) must not have outstanding code enforcement violations or liens.

SECTION THREE: INELIGIBLE APPLICANTS:

National franchises.

Residential property.

Nightclubs, bars or taverns.

Not-for-profit organizations.

Church/religious institutions.

Health and medical industries.

Agricultural service industries.

Businesses that sell drug paraphernalia.

Government-owned or occupied buildings.

- Any business or commercial property that is not current with state and local taxes, and/or has any outstanding tax lien (s) against any property.
- Any business or commercial property with outstanding debt to the TOE or TOECRA.

SECTION SIX: SBFSARP REVIEW COMMITTEE: The SBFSARP Review Committee is designated by the TOECRA to review applications on a quarterly basis and to make recommendations of approval, with or without conditions, to the TOECRA Directors. Special meetings may be called for time sensitive projects by at least two (2) members of the Committee by written notification to the SBFSARP Program Coordinator subject to staff recommendation and the Applicant's submittal of a complete application.

The SBFSARP Review Committee is comprised of a representative of the Planning Division designated by the CAO, a representative of the TOECRA Departments, and a representative from the community designated by the TOECRA Directors. Each representative from the community shall serve for a one-year term, after their term is up, another TOECRA Director will appoint a new representative from the community.

SECTION SEVEN: PROGRAM FUNDING: The funding awarded will be based on the lowest of at least three (3) qualified bids submitted by the applicant. The owner and/or applicant may elect to choose a contractor other than the one with the lowest qualified bid but shall be responsible for all costs exceeding the lowest qualified bid. In all cases, the selected contractor must be licensed and insured. The TOECRA will not be responsible in any manner for the selection of a contractor. A property owner and/or tenant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.

Under the program, the TOECRA will reimburse 50% of the total project cost. Except for multi-tenant buildings, total award assistance from the TOECRA shall not exceed \$10,000 for façade and site improvements only. If applying for Mechanical, Electrical, or Plumbing (MEP) and/or life safety improvements, as required for a change of use, the award assistance from the TOECRA shall not exceed \$20,000. If applying for façade, site improvements and MEP/life safety improvements, the award assistance should not exceed \$30,000.

All awards will be treated as zero-interest, deferred loans. The applicant(s) will be responsible for the remaining 50% of the total project cost. For those property owner applicants (except owners of multi-tenant buildings) qualifying for the business façade and site improvements only, award amounts of \$1,000 to \$9,999, payment to the TOECRA is deferred for a three (3) year period where the loan depreciates at 33% for the first two years and 34% the third year. At the end of three years, the loan is forgiven in its entirety. For award amounts of \$10,000 to \$14,999, payment to the TOECRA is deferred for a four (4) year period where the loan depreciates at 25% each year. At the end of four years, the loan is forgiven in its entirety. For award amounts of \$15,000 to \$30,000, payment to the TOECRA is deferred for a five (5) year period where the loan depreciates at 20% each year.

For those property owner applicants (except owners of multi-tenant buildings) qualifying for the business façade, site improvements and/or change of use improvements, award amounts of \$1,000 to \$19,999, payment to the TOECRA is deferred for a three (3) year period where the loan depreciates at 33% for the first two years and 34% the third year. At the end of three years, the loan is forgiven in its entirety. For award amounts of \$20,000 to \$30,000, payment to the TOECRA is deferred for a four (4) year period where the loan depreciates at 25% each year. At the end of four years, the loan is forgiven in its entirety. For those business owner applicants qualifying for the business façade, site improvements and/or change of use improvements, payment to the TOECRA is deferred for a three (3) year period regardless of the award amount. The loan shall depreciate at 33% for the first two years and 34% the third year. At the end of the three years, the loan is forgiven in its entirety.

Funding for multi-tenant buildings is set forth in a separate section herein entitled "Multi-tenant Buildings". If the property is demolished, the title to the property has been transferred, the property has been refinanced,

- Business tenure in the TOECRA
- Only completed applications will be accepted
- o Incomplete applications will be returned to the applicant.

SECTION EIGHT: MULTI-TENANT BUILDINGS FACADE AND SITE IMPROVEMENTS

1. Property Owner Applicants: Property owners who lease to two or more street level businesses in a single building (multi-tenant building) with clearly defined entrances into storefronts that are visible from the public right-of-way may apply for the program assistance for façade and site improvements. The term of the program agreement shall be for five (5) years. If the owner seeks program assistance for more than one multi-tenant building, the owner may submit an application for one of the buildings in one fiscal year, and an application for the other building in the following fiscal year. Multi-tenant building owners may apply for program assistance a second time for the same multi-tenant building after the expiration of the first program agreement.
2. Business Owner Applicants: Business owners who lease space in a multi-tenant building (tenants) containing clearly defined entrances into storefronts that are visible from the public right-of-way may apply for program assistance for façade and site improvements. The term of the program agreement shall be for three (3) years. Tenants may apply for program assistance a second time for the same tenant space two (2) years after the expiration of the first program agreement. The property owner must sign an affidavit acknowledging that they have reviewed the tenants' proposal/plans for the façade and site improvements.
3. Maximum Award Amount: The maximum eligible award amount for multi-tenant buildings for façade and site improvements shall not exceed \$30,000 per building.

SECTION NINE: ADAPTIVE REUSE IMPROVEMENTS

1. Business Owner Applicants: The term of the program agreement shall be for three (3) years. Tenants may apply for program assistance a second time two (2) years after the expiration of the first program agreement. The tenant must be the original business entity and be in the process of expansion either on the same property or on a different property and incur additional change of use requirements. If a new tenant is occupying a space that has previously qualified for program assistance for adaptive reuse improvements, the new tenant may apply for the program ONLY if it is undergoing a change of use for that space. The property owner must sign an affidavit acknowledging that they have reviewed the tenants' proposal/plans.
2. Property Owner Applicants: Only tenants may apply for these types of improvements.
3. Maximum Award Amount: The maximum eligible award amount for multi-tenant buildings for adaptive reuse improvements shall not exceed \$2,000 per tenant space. If a tenant is applying for both façade/site improvements and adaptive reuse improvements, the award assistance should not exceed \$30,000. Additional Funding Information All awards will be treated as zero-interest, deferred loans. The applicant(s) will be responsible for the remaining 50% of the total project cost. Applicants that fall within the TOECRA's Main Street/Market Street areas, Urban Job Tax Credit Area and/or a designated Brownfield areas/site are eligible for 80% reimbursement. These applicant(s) will be responsible for the remaining 20% of the total project cost. Eligible Improvements Property owners and/or tenants may apply for the Program. Tenants applying for funding shall provide written permission from the property owner in addition to the signed Owner's Affidavit. The entire building façade, MEP and/or life safety plans of a subject application must be included in the renovation/restoration plans. A minimum of three (3) improvements must be proposed.

Eligible costs for Grant participation include, but are not limited to:

- a. Façade Rehabilitation
- b. Removal of non-contributing false facades
- c. Building cleaning (non-sandblasting)
- d. Stucco restoration

1. New building construction or new building additions
2. Roofs
3. Structural improvements
4. Interior improvements (not including MEP and/or life safety improvements related to a change of use)
5. Refinancing existing debts
6. Non-fixed improvements, inventory, or equipment
7. Payroll (not including work to be done by owners as part of grant match) and associated overhead costs
8. Improvements or expenditures made prior to execution of the funding agreement
9. General periodic maintenance
10. Consultant fees
11. Costs associated with architectural design or preparation of construction documents

SECTION ELEVEN: PROCEDURES: The procedure for project review is as follows:

1. **Pre-Application Meeting** The applicant is required to meet with the SBFSARP Program Coordinator who will review the applicant's plans per the program requirements to determine eligibility. The Coordinator will provide the applicant with general guidance as to whether the proposed project is likely to qualify for program funds and whether the applicant is sufficiently prepared to move forward to submit the application.
2. **Program Submission** must include the Grant application and all attachments may be submitted to the FSRP Program Coordinator for formal consideration of funding.
 - a. A \$100 non-refundable application fee is due with application submission.
 - i. The application fee offsets the cost of background checks and other necessary due diligence performed by the SBFSARP Program Coordinator.
3. **Review Program Application:** Once an eligible application and the supporting documents are received, the SBFSARP Program Coordinator will then conduct the mandatory criminal background check and assess the application with regard to all program requirements.
 - a. All eligible applications will be forwarded to the SBFSARP Review Committee for review according to the program criteria in an interview format with the applicant.
 - b. The Committee may recommend approval, denial, modification, or tabling applications. If the Committee recommends approval of an application, it shall establish the TOECRA's maximum award participation (not to exceed dollar amount) based on the lowest of the three (3) qualified bids submitted by the applicant.
4. **Final Agreement and Construction** Once the SBFSARP Review Committee recommends approval, a funding agreement will be presented to TOECRA Council for approval.
 - a. If approved for funding, the applicant (and property owners, if a tenant is the applicant) shall sign the required funding agreement.
 - i. After the funding agreement has been executed on behalf of the TOECRA, the applicant may secure permission from the TOECRA to construct by securing appropriate building permits.
 - ii. Substantial modifications to final plans or change orders to construction documents which produce visible differences in the previously approved façade design will require review and approval of the SBFSARP Review Committee.
 - iii. Evidence of licensure and insurance of the selected contractor(s) shall be submitted to the FSRP Program Coordinator prior to commencement of any work associated with the funding.
5. **Construction Approval** On completion of construction, including final inspection by the Planning Division, the awardee shall submit a request for reimbursement to the SBFSARP Program Coordinator.
 - a. Along with request for reimbursement, the awardee must submit the following to assure the terms of the agreement have been honored:
 - i. Proof of all project costs, including contractor invoices
 - ii. Receipts proving payment for services and supplies