

CRA Grant Application:

520 N Orange Avenue



**CITY OF GREEN COVE SPRINGS
COMMUNITY REDEVELOPMENT AGENCY (CRA)
IMPROVEMENT ASSISTANCE GRANT**

1. Project: Ray's Solar Security, Inc.
2. Applicant Name: Jacqueline (Jackie) Tomlin
3. Owner Name: Ray Tomlin
4. Applicant Address: 2884 Oakland Dr., Green Cove Springs, FL 32043
5. Property Address: 520 N. Orange Ave., Green Cove Springs, FL 32043
6. Applicant Phone Number: 904-626-5985
7. Applicant E-Mail: rayssolar@bellsouth.net
8. Local Contact Name: same
9. Local Contact E-mail: same
10. Estimate Cost of Project: 18,134.74
11. Amount Requested: 10000 =

Attach detailed outline of the proposed work, including:

- Photographs of current condition of site and structures;
- Architectural renderings of proposed facade improvements in color;
- A detailed outline of all proposed improvements with cost estimate, and electronic copies of all required documents. If any components of the project pertain to paving, fencing, landscaping, etc., a survey/site development plan showing location of work shall also be required.
- Property Owner Affidavit, if applicant is not the property owner

All attachments are required for a complete application.

I certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge.

Jacqueline Tomlin
Signature of Applicant

Jacqueline Tomlin - Office Manager
Typed or printed name and title of applicant



CITY OF GREEN COVE SPRINGS COMMUNITY REDEVELOPMENT AGENCY (CRA) IMPROVEMENT ASSISTANCE GRANT

GUIDELINES

The City of Green Cove Springs CRA has created an Improvement Grant Program to assist owners of properties within the boundaries of the CRA.

The purpose is to substantially improve the visual appearance and street presence of properties within the CRA boundaries.

Through this program the CRA may provide grants up to \$10,000 based on the Funding Guidelines below. All grant recipients are subject to funding availability. The Commercial Property Improvement Grant Program (Program) is subject to funding availability.

Applications will initially be scored by CRA Staff based on the specific criteria specified herein and approved by the CRA. In the event that multiple completed applications are received the Grant Availability timeframe listed below, the highest scoring applications shall prevail.

Eligibility Criteria

- a. Property must be located within the Green Cove Springs CRA priority area.
- b. Primary and principal property use must be commercial. Residential uses are ineligible.
- c. Exterior improvements must adhere to the Florida Building Code and City Zoning Regulations and all Federal, State, and Local Requirements.
- d. Improvements must support the objectives and goals of the Green Cove Springs CRA Redevelopment Plan.
- e. Property Owners may not reapply if they have received the maximum funding amount within a 5-year period under this or any other grant program administered by the Green Cove Springs CRA.
- f. The property's use must be a legally conforming use per the City of Green Cove Springs Zoning Code.
- g. Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the CRA Board if development plans for the property meet the goals and objectives as set forth in the Green Cove Springs CRA Plan, as determined by the Board. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the Grant Program.

Funding Guidelines

- a. Applicants applying for funding below the maximum award amount may reapply but are only entitled to the total maximum amount within a 5-year period of initial approval. However, if a property has already received funding to the maximum amount, said Applicant may not reapply for the Program or any other grant program administered by the Green Cove Springs CRA for a period of 5 years.

- b. Applicants are required to match the grant award with a minimum of 30% of the project costs. Only after the Applicant has paid the match amount will the CRA begin disbursement of grant funds.
- c. Program Grant Agreement and the Declaration of Restrictive Covenants shall be executed within (30) days following approval of the grant by the CRA Board.
- d. Building Permit applications must be submitted within sixty (60) days following execution of the grant Agreement and construction to begin immediately after permit approvals
- e. Executed Declaration of Restrictive Covenants must be recorded in the Clay County public records and a recorded copy provided to the CRA within ten days of receipt of the executed Program Grant Agreement. No Grant funds will be disbursed for the project before this is done.

Eligible Expenses

Eligible expenses are those reasonable costs associated with undertaking a substantial facade improvement and/or substantial site improvements that are visible from a major corridor or street within the CRA area. Eligible expenses include design, permitting, labor and materials related to construction or installation of eligible improvements. The following are eligible improvements to be funded under the Program:

- a. Eligible Improvements:
 - ✓ Facade Improvements
 - ✓ Landscaping (trees, shrubs and perennials)
 - ✓ Signage
 - ✓ Awnings
 - ✓ Impact resistant windows
 - ✓ Parking lot improvements
 - ✓ Exterior Painting and repair
 - ✓ Any other site or building improvements complimentary to the above
- b. All work must be performed in compliance with ordinances and regulations of the City of Green Cove Springs, and must meet all building and other applicable codes, including state and federal regulations.
- c. To be eligible for this grant, Applicants must undertake a comprehensive improvement project undertaking 2 or more of the eligible improvements.
- d. Due to limited funding, CRA Staff will evaluate the submission and may request additional improvements to make projects more comprehensive prior to CRA Board consideration.

Ineligible Expenses

Ineligible expenses include general maintenance items; parking lot repairs (not related to a comprehensive improvement of the overall appearance of the property); roofing; air conditioning systems and ductwork; interior repairs or renovations; or correction of code violations, and; ADA compliance except in limited instances where these expenses are mandated as part of eligible improvements by the City of Green Cove Springs Community

Development Department. Any improvements undertaken prior to execution of the Program Documents will be ineligible for reimbursement.

Scoring Criteria

Scoring for applications that are received by the CRA shall be based upon a 100-point value system.

a. Quality of Improvement - 25 points:

Points will be allocated based on the level and quality of the improvement and its contribution to the street presence and visibility of improvement.

b. CRA Targeted Land Uses – 25 points:

- Restaurant
- BrewPub
- Hotel

c. Use of Sustainable Materials - 25 Points:

Sustainable materials might include, for example xeriscaping, energy efficient lighting, environmentally sensitive paint or other types of sustainable or green initiatives. The maximum number of points allocated for this category means that the applicant has incorporated numerous green initiatives into their design.

d. Comprehensiveness of Property Improvement – 25 points:

Businesses undertaking both property and façade improvements or substantial renovations to one or the other shall receive maximum points. If an Applicant contributes funding significantly above the required 30% match to make additional improvements to their business, they may receive up to 20 incentive points.

APPLICATION AND GRANT AVAILABILITY

The applicant is advised that this grant is given at the sole discretion of the City of Green Cove Springs CRA, and these criteria are used as a base to evaluate the Applicant's project, and does not create entitlement to funding. The application shall be reviewed by the City Development Services Department for completeness and eligibility prior to any approvals.

The timeframe for the application period is:

First Grant Application Period

First Monday in December	Application Period Opens
Last Thursday in March	Application Period Closed

Second Grant Application Period

First Monday in April	Application Period Opens
Last Thursday in August	Application Period Closed

Step 1: Application Process

- a. Schedule an appointment with the Green Cove Springs CRA Staff to discuss the potential project and make sure it meets the program intent. Please call (904)297-7500 or e-mail mdaniels@greencovesprings.com
- b. Submit a completed application with a check for \$100.00 made payable to the City of Green Cove Springs for zoning reviews. Incomplete applications will not be considered for funding until a complete application and all supporting documents are received by the Green Cove Springs CRA. Applications must be signed by the fee simple owner of the property; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner, unless otherwise authorized, in writing, by the property owner.
- c. The Green Cove Springs CRA will complete the application review within 30 days of receipt and notify Applicants of any missing information or deficiencies in terms of eligibility for the Program.
- d. Upon determination of completeness and eligibility CRA Staff will place the Application on the next available CRA Board agenda for consideration. The CRA Board meets monthly on the 2nd Tuesday of the month at 10:00 am in City Council Chambers located at 321 Walnut Street.
- e. Applicants are strongly encouraged to attend the CRA Board meeting. The decision(s) of the Green Cove Springs CRA Board shall be final.
- f. Project commences and is completed within 120 days of Green Cove Springs CRA approval.
- g. Should project delays arise, it is at the discretion of the CRA Board to grant a one-time project timeline extension.

Step 2: Construction/Payment by the CRA/City of Green Cove Springs:

- a. If your contractor agrees to wait for payment until a check is issued by the CRA of Green Cove Springs, you must submit an invoice for the work for both you and your contractor, a letter from you indicating the work is complete and that you are satisfied with the job.
- b. If your contractor(s) requires payment upon completion of the work, you must pay the invoice. You may then provide the CRA/City of Green Cove Springs with the paid invoice and/or a copy of *both* sides of the cancelled check. It is also recommended that you obtain a release from your contractor in consideration of final payment.
- c. A CRA/City of Green Cove Springs staff member will visit the property and take photographs of the completed project. A check will be issued in the Applicants' name.

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- The application must include **all** of the following items: Photographs of current condition of site and structures; architectural renderings of proposed facade improvements in color; a detailed outline of all proposed improvements with cost estimate, and electronic copies of all required documents. If any components of the project pertain to paving, fencing, landscaping, etc., a survey/site development plan showing location of work shall also be required.
- Owners of properties that are for sale may not apply for grant funding. Properties sold within twenty-four months of receiving grant funding **must repay the full grant amount**.
- After approval by the CRA Board, the property owner can begin construction, improvements completed prior to approval by the CRA Board, will not be eligible for reimbursement.
- If deemed necessary, the CRA reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the Applicant.
- If your site plan or application request includes landscaping, the landscaping must consist of species and varieties of native plants that are drought tolerant require little irrigation and withstand the environmental conditions of Green Cove Springs. Irrigation systems must prevent overspray and water waste and it is recommended that a drip irrigation system be installed.
- Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the CRA Board if development plans for the property meet the goals and objectives as set forth in the Green Cove Springs CRA Plan. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

I have read completely and understand the program requirements, including the application guidelines and grant reimbursement process.

Signature Jacqueline Tomlin

Date 8-28-25

Jacqueline Tomlin - office manager
Printed Name and Title

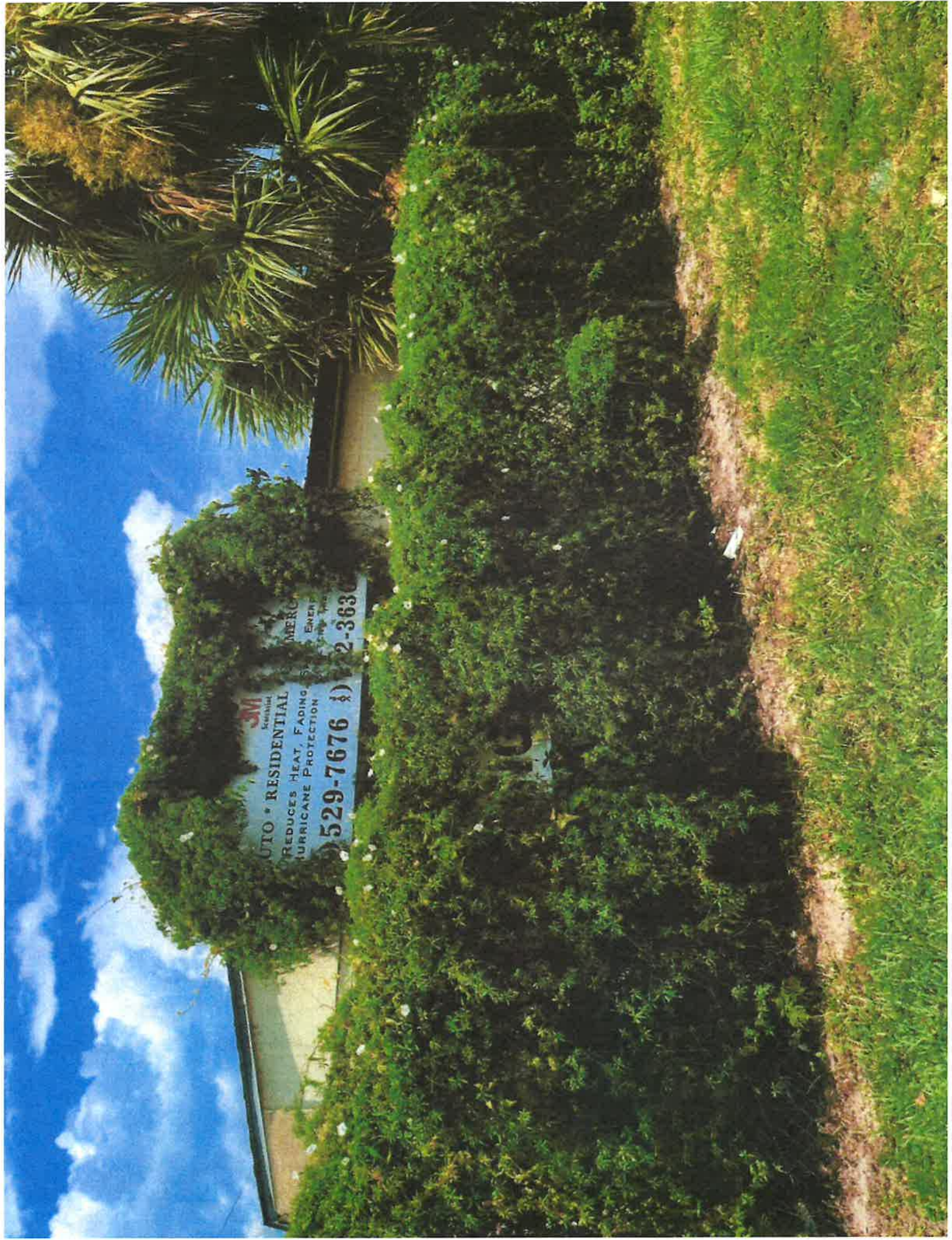
520 N Orange Avenue – Proposed Improvements

- Exterior paint, minor stucco repairs, pressure washing
- New awning
- New overhead door
- Landscaping



520 FL-15

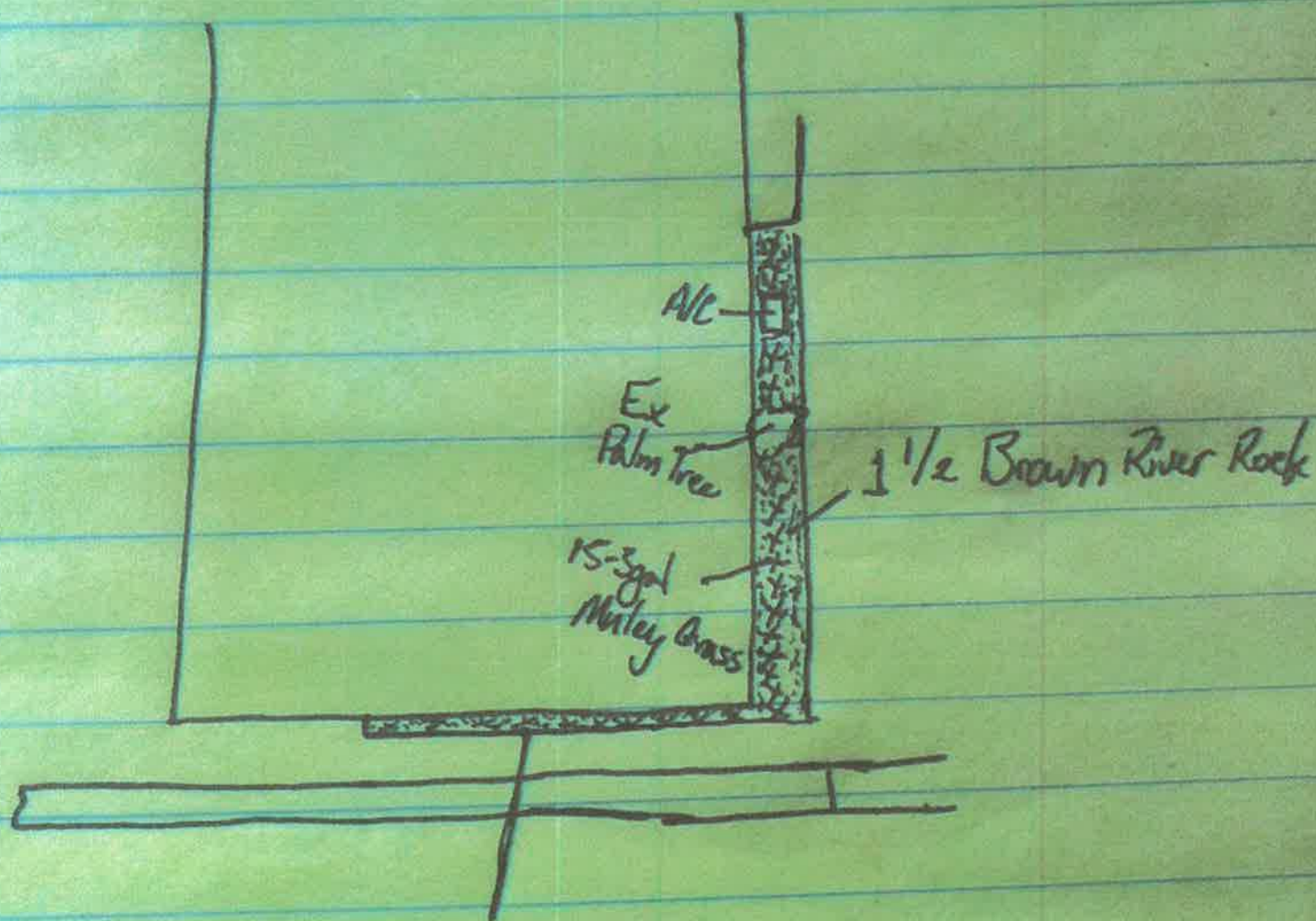
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3M
Scotchgard
AUTO * RESIDENTIAL
REDUCES HEAT, FADING, STAINING
HURRICANE PROTECTION
529-7676
2-363







10-1 gal Big Blue Liniope



Americas Garage Doors

520 N Orange Ave
Green Cove Springs, FL 32043

☎ (904) 463-3636

ESTIMATE	#41
EXPIRATION DATE	Sep 25, 2025
TOTAL	\$3,799.99

CONTACT US

1100 Shetter Ave, 203
Jacksonville, FL 32250

☎ (904) 241-5777

✉ americasgarage2022@gmail.com

ESTIMATE

Services	qty	unit price	amount
16x7 white long steel back w/windows low head room	1.0	\$3,999.99	\$3,999.99
30 DAY LABOR WARRANTY	1.0	\$0.00	\$0.00
Every service comes with a 30-Day Labor Warranty.			

If any issue arises related to the work we performed within the first 30 days, we'll return and fix it at no additional cost to you — no questions asked.

This warranty covers:

Any problems directly related to the labor or service we provided

Adjustments or corrections needed due to our installation or repair work

Please note: This warranty does not cover unrelated issues, new damage, or problems caused by misuse, neglect, or tampering after service as well as damage caused by natural events such as storms, flooding, wind, or other weather-related conditions

Your satisfaction is our priority — if something's not right, we'll make it right.

1-Year Limited Warranty – Parts Only	1.0	\$0.00	\$0.00
We stand behind the quality of our work with a 1-Year Parts-Only Warranty on the moving parts of your garage door. This warranty ensures that these components will remain free from defects in materials and workmanship under normal residential use for a full year from the date of installation.			

Please note:

This warranty does not cover:

Garage door openers or opener components

Weather seals, insulation, or door panels

Cosmetic issues such as fading, dents, or scratches

Damage due to accidents, misuse, neglect, or improper maintenance

Damage caused by natural events such as storms, flooding, wind, or other weather-related conditions

Labor costs beyond the initial installation period (unless otherwise specified)

Routine maintenance is essential to keep your warranty valid. Proof of purchase and installation must be retained for any claims.

Services subtotal: \$3,999.99

owner - Ron
OC - estimator
- Alexis - Secretary
Spoke to

Subtotal	\$3,999.99
Discount	- \$200.00
Total	\$3,799.99

Option #1

\$3,799.99 total

Approve

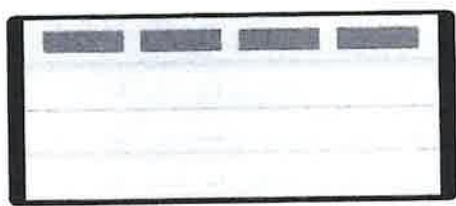
Decline

Option #1

Estimate #41

Prepared for:
520 N Orange Ave, Green Cove Springs, FL 32043

Expires on: Thu Sep 25, 2025



Service	Qty	Unit price	Amount
16x7 white long steel back w/windows low head room	1.00	\$3,999.99	\$3,999.99
30 DAY LABOR WARRANTY Every service comes with a 30-Day Labor Warranty. If any issue arises related to the work we performed within the first 30 days, we'll return and fix it at no additional cost to you — no questions asked. This warranty covers: Any problems directly related to the labor or service we provided Adjustments or corrections needed due to our installation or repair work Please note: This warranty does not cover unrelated issues, new damage, or problems caused by misuse, neglect, or tampering after service as well as damage caused by natural events such as storms, flooding, wind, or other weather-related conditions Your satisfaction is our priority -- if something's not right, we'll make it right.	1.00	\$0.00	\$0.00
1-Year Limited Warranty – Parts Only We stand behind the quality of our work with a 1-Year Parts-Only Warranty on the moving parts of your garage door. This warranty ensures that these components will remain free from defects in materials and workmanship under normal residential use for a full year from the date of installation. Please note: This warranty does not cover: Garage door openers or opener components Weather seals, insulation, or door panels Cosmetic issues such as fading, dents, or scratches Damage due to accidents, misuse, neglect, or improper maintenance	1.00	\$0.00	\$0.00

PROPOSAL

DATE August 27, 2025

FILE RAY'S SOLAR SECURITY-520

OWNER RAY'S SOLAR SECURITY
JACKIE

JOB EXTERIOR PAINTING

MCINTYRE STUCCO & PAINTING LLC

STUCCO AND PAINTING PROFESSIONALS

915 B 9TH AVENUE SOUTH

JACKSONVILLE BEACH, FLORIDA 32250

OFFICE 904 249-3049

MOBILE 904-840-4931

www.stuccojacksonville.com

ADDRESS 520 N. ORANGE AVE. 904-626-5985 RAYSSOLAR@BELLSOUTH.NET

		QUANTITY	PRICE	TOTAL
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TYPE : PRESSURE WASH/EXTERIOR PAINT

REPAIRS

1	MINOR STUCCO REPAIRS	1	\$1,050.00	\$1,050.00
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EXTERIOR PAINT/PRESSURE WASH

2	PRESSURE WASH EXTERIOR	1	\$500.00	\$500.00
3	STUCCO-1 PRIMER, 1 CT LOXON XP, 1 CT SUPER PAINT	1900	\$2.20	\$4,180.00
4	TRIM - 1 CT PRIMER, 1 CT LOXON, 1 CT SUPER PAINT	375	\$2.20	\$825.00
5	DOORS - 2 CTS SUPER SATIN	1	\$115.00	\$115.00
6	GARAGE DOORS - 2 CTS SUPER SATIN	1	\$275.00	\$275.00
7	ALL CAULKING AND PREP NCLUDED			

AN ESTIMATE WILL BE PROVIDED FOR ANY ADDITONAL
ROTTEN WOOD OR FRAMING DISCOVERED OUTSIDE OF
THE SPECIFIED REPAIR AREAS

SUBTOTAL \$6,945.00

TOTAL	\$6,945.00
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3 YEAR WARRANTY

MCINTYRE STUCCO & PAINTING LLC

CUSTOMER

DATE

PROPOSAL
August 21, 2025

THOMPSON AWNING & SHUTTER CO.
2036 Evergreen Avenue
Jacksonville, FL 32206
FL License # CGC1524194

www.thompsonawning.com
Telephone: (904) 355-1616
Facsimile: (904) 212-1875
email: sales@thompsonawning.com

Awning Recover Proposal Submitted To:

Ray's Solar Security Inc.
Attn: Jacqueline Tomlin
520 N Orange Ave
Green Cove Springs, Florida 32043

Telephone: 904.626.5985
email: jactomlin@bellsouth.net

Project: Store Front Awning Recover

One (1) Canvas Awning Recover complete with:

1. Thompson Awning Manufactured Frame being recovered: NO.
2. Awning Style: Elongated Dome.
3. Awning Size: 1 @ Width: 63' - 0", Total Drop: 3' - 0", Projection: 3' - 0", Truss: --.
4. Fabric Manufacturer.: Sunbrella, Color: Black (#6008)
5. Scallop Style: None.
6. Fabric reinforcements in all corners to increase fabric life and reduce wear.
Fabric attached to frame: Laced, utilizing Brass Grommets or Pipe Frame-Heat Sealed Seams.
7. Double Lacers required: NO.
8. Frame pick-up required: NO, pattern needed.
9. Final measurements required: Yes.
10. Installation approximately 6 - 8 weeks from confirmed order.

Quote Price: \$3,520.00 (50% Deposit Required)

Notes: 1. A convenience fee of 3% will be added to all credit card transactions.
2. Any applicable sales taxes included.
3. Price is subject to change after 30 days.

Warranty: Manufacturer's Warranty on Sunbrella – 10 years, Workmanship – 2 years.

Authorized by: Dan Blankenship _____

This Is Custom Work. A 50% deposit is required with order; balance due on day of installation. Order is confirmed upon receipt of deposit and one copy of signed proposal. A late charge of 1 1/2% per month will be added to the unpaid balance starting on the agreed upon payment date. In the event any amounts due under this proposal are not paid when due, the undersigned agrees to pay all costs of collection and attorney's fees, whether or not suit is instituted.

All material is guaranteed to be as specified. Please double check all information because this product will be custom made and cannot be returned or deposit refunded. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above estimate. It is understood and agreed that title of said property shall remain in possession of Thompson Awning until the whole amount of purchase price is paid. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date of Acceptance: _____



SOUTHERN SCAPES, LLC
3938 STATE ROAD 16 WEST
GREEN COVE SPRINGS, FL 32043
OFFICE PHONE: 529-1266

August 28, 2025

PROPOSAL / CONTRACT

Customer: Ray's Solar Security, Inc.
Contact: Jackie Tomlin, Office Manager
904-722-3636
rayssolar@bellsouth.net

Job Location:
520 N. Orange Avenue, Green Cove Springs, FL 32043

Material	QUANTITY	\$ / ea.	Total Price
1 1/2 inch Brown River Rock	2.50	\$ 540.00	\$ 1,350.00
3 Gallon Muley Grass	15	\$ 15.75	\$ 236.25
1 Gallon big Blues	10	\$ 8.35	\$ 83.50
Labor/Crew	8	\$ 275.00	\$ 2,200.00
TOTAL			\$ 3,869.75

Our plan includes:

- Cleaning up the area around the existing palm tree and air conditioning unit
- Adding new plants for visual enhancement
- Installing river rock as an accent feature

ACCEPTANCE OF PROPOSAL:

By signing the proposal/contract, the price, specifications and conditions are here by accepted. You are authorizing Southern Scapes, LLC. to do the work as specified above. Payment will be made at the time of completion by credit card or check.

Signature for Approval: _____ Date: _____