

## **INTRODUCTION**

The City of Lake City is pleased to introduce a proposed framework designed to develop a clear, consistent, and transparent process for the public to apply for and access Community Redevelopment Agency (CRA) resources. This initiative is intended to strengthen fairness, accountability, and increased participation in redevelopment efforts throughout the CRA district.

The proposed process establishes standardized procedures for requesting CRA assistance, including eligibility requirements, application timelines, review standards, and funding prioritization. These improvements are intended to ensure that CRA programs are accessible, predictable, and aligned with the long-term redevelopment goals of the City of Lake City.

In addition, the proposed framework outlines structured program offerings that support local business development, property improvement, housing stability, infrastructure enhancements, and community-based revitalization. By formalizing these programs, the City seeks to provide a reliable pathway for residents, entrepreneurs, and property owners to participate in neighborhood improvement and economic growth initiatives.

The City is committed to maintaining transparency and public accountability in the allocation of CRA resources. This proposed framework will allow for consistent public access, objective evaluation of applications, and clear communication of funding decisions.

Thank you for your continued partnership in the revitalization of Lake City. Together, we can build stronger neighborhoods, support local investment, and promote a vibrant and equitable future for our community.

## Review & decision process

1. **Intake / staff review:** CRA staff check for completeness; flag missing items.
2. **Staff scoring & recommendation:** Staff scores against published criteria
3. **CRA advisory/technical review:** Review by planning/engineering/finance for technical readiness.
4. **CRA Board decision:** Final approval by CRA Board (reserving authority to set conditions).
5. **Funding agreement:** Successful applicants enter a Grant Agreement with performance milestones, disbursement schedule, reporting, record retention and clawback language.
6. **Construction, inspection & reimbursement:** Project proceeds; CRA inspects at milestones; applicant submits paid invoices; CRA issues reimbursements per Agreement.

## Grant agreement terms

1. **Duration:** Agreement term covers construction and a monitoring period (e.g., 3–10 years for affordability/occupancy covenants).
2. **Reimbursement:** CRA reimburses eligible costs upon proof of payment (paid invoices; lien waivers; certificates of occupancy where applicable). Partial payments tied to milestones allowed for larger projects.
3. **Performance & clawback:** If applicant fails to complete project or fails to comply with covenants (e.g., required affordability units or maintenance), the grant becomes repayable pro rata. For forgivable loans, forgivable portion is amortized/forgiven over 6 years conditional on compliance; otherwise repayable upon default.
4. **Insurance & indemnity:** Applicant maintains insurance and indemnifies city/CRA.
5. **Reporting:** Annual reporting on project status and occupancy as specified (e.g., for affordable units).
6. **Public records & signage:** Projects should acknowledge CRA assistance with signage per CRA policy.

## Evaluation criteria & scoring

Staff scoring matrix so applicants know priorities.

Applications must achieve 80 points of 100 points to be considered CRA Board approval:

1. Consistency with CRA Plan & reduction of slum/blight — 20 pts.
2. Private investment leverage (higher match/less CRA per \$ private invested) — 25 pts.
3. Project readiness & permit status — 15 pts.
4. Affordable housing or workforce units included — 15 pts.
5. Economic benefit / job creation & tax base impact — 10 pts.
6. Design quality / streetscape impact — 10 pts.
7. Local contractor participation / M/WBE participation — 5 pts.

### **Step One**

Applicant completes the application with a detailed outline of the proposed project, including:

1. Completed application form & owner signature
2. Proof of ownership / legal description
3. Project narrative & CRA goals statement
4. Site plan, elevations, floor plans
5. Contractor bids and detailed cost estimate
6. Evidence of match funding / lender commitment
7. Schedule & permits/compliance plan
8. Certificate of tax current and code compliance statement
9. Insurance certificates (if applicable)
10. Project Budget
11. Scope of work.

### **Step Two**

Redevelopment staff reviews the project to ensure compliance with program guidelines.

### **Step Three**

Applicant presents plans to Staff for compliance with applicable building and design codes.

### **Step Four**

Applicant commences work within 45 days of obtaining a building permit.

### **Step Five**

Upon completion, redevelopment staff approves work and issues a Certificate of Completion. Applicant provides staff with documentation of project, permits, Certificate of Completion, canceled checks or paid receipts.

### **Important Notes**

- *Projects must meet all city code requirements.*
- *Projects considered to be major may require city procurement to facilitate the project management*
- *Applicants may be responsible for acquiring necessary city permits.*
- *Projects may be required to receive approval from the redevelopment office before any work begins.*
- *Projects may require Planning and Zoning Board or Community Redevelopment Agency approvals.*
- *All improvements must complement the size and shape of the building's architectural style and the colors chosen shall be harmonious with the neighboring structures.*
- *The applicant cannot owe the city any money.*

## **EXPANDED COMMERCIAL FAÇADE GRANT**

### **Purpose**

The purpose of the expanded façade grant is to provide assistance for improving appearances and encouraging investment in the redevelopment area.

### **Eligibility**

Property owners in the Redevelopment Area are eligible, providing the following is met:

- Commercial Applicant must be the property owner.
- Permitted use in the zoning district
- No Active Code Enforcement violations
- No ad valorem tax liens

### **Eligible Improvements**

- Demolition of dilapidated or abandoned structures
- Restoration of a building's original constructed materials
- Stucco or clapboard restoration
- Painting (colors must be approved)
- Windows or door repair or replacement
- Porch replacement and carpentry
- Awnings (including the removal of old awnings and canopies and installation of new canvas awnings)
- Installation of front lawn landscaping and irrigation
- Installation of brick or textured pavement
- Roof repair
- Installation of HVAC conditioning units (North Area only)

### **Project Funding**

Each eligible property may be able to qualify for up to 100% of the total project cost with no single grant exceeding \$40,000. Three estimates from a licensed contractor are required.

## Application for Funding Assistance

### SECTION 1 — APPLICANT INFORMATION

**Applicant / Property Owner Name:**

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**Business / Organization (if applicable):**

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**Mailing Address:**

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**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Type of Applicant:**

- ☐ Property Owner
- ☐ Developer (with Owner Authorization)
- ☐ Business Tenant (with Owner Authorization)

**Primary Contact (if different):**

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### SECTION 2 — PROPERTY INFORMATION

**Project Address:**

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**Parcel ID Number(s):**

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**Current Use of Property:**

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**Zoning District:** \_\_\_\_\_ **Future Land Use:** \_\_\_\_\_

**Is the property located within the CRA boundary?**

- ☐ Yes
- ☐ No (Not eligible for funding)

**Ownership Status:**

- ☐ Sole Ownership
- ☐ Joint Ownership

- ☐ Under Contract / Purchase Agreement
- ☐ Other: \_\_\_\_\_

Attach the following (required):

- ☐ Proof of ownership OR owner authorization
- ☐ Copy of property record card
- ☐ Project location map

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### SECTION 3 — PROJECT DESCRIPTION

**Provide a detailed narrative of the proposed redevelopment project:**

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**Project Type (check all that apply):**

- ☐ Residential Infill Construction
- ☐ Commercial Infill Construction
- ☐ Mixed-Use Development
- ☐ Redevelopment or Rehabilitation of Existing Structure
- ☐ Site Preparation / Infrastructure Work
- ☐ Demolition / Clearance of Slum & Blight
- ☐ Façade / Exterior Improvements
- ☐ Code Compliance / Life Safety Upgrades
- ☐ Other: \_\_\_\_\_

**Project Summary:**

**Total square footage:** \_\_\_\_\_

**Number of proposed units (if residential):** \_\_\_\_\_

**Commercial square footage (if applicable):** \_\_\_\_\_

**Intended use(s):**

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### SECTION 4 — PROJECT BUDGET

**Estimated Total Project Cost: \$**\_\_\_\_\_

**CRA Grant Amount Requested: \$**\_\_\_\_\_

**Applicant Match Contribution: \$**\_\_\_\_\_

(Minimum match per program guidelines required.)

**Budget Breakdown (Attach contractor estimates):**

<b>Cost Item</b>	<b>Estimated Cost</b>
Site Work / Preparation	\$ _____
Demolition	\$ _____
Utility / Infrastructure	\$ _____
Building Construction	\$ _____
Design / Engineering	\$ _____
Exterior / Façade	\$ _____
Environmental Remediation	\$ _____
Other	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

Attach the following (required):

- ☐ Contractor estimates or proposals
  - ☐ Construction budget
  - ☐ Project pro forma (optional for small projects)
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**SECTION 5 — PROJECT SCHEDULE**

**Anticipated Construction Start Date:** \_\_\_\_\_

**Anticipated Completion Date:** \_\_\_\_\_

**Is the project phased?**

- ☐ Yes (Attach phasing plan)
  - ☐ No
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**SECTION 6 — REQUIRED ATTACHMENTS CHECKLIST**

- ☐ Proof of Ownership or Owner Authorization
  - ☐ Site Plan / Survey
  - ☐ Architectural or Building Plans (if applicable)
  - ☐ Contractor Estimates
  - ☐ Photos of Existing Property
  - ☐ Project Timeline / Schedule
  - ☐ Completed W-9 Form
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## SECTION 7 — APPLICANT CERTIFICATIONS

By signing below, the Applicant certifies that:

1. All information provided in this application is true and correct.
2. The Applicant has reviewed the CRA Infill Redevelopment Grant Program Guidelines.
3. No construction work has begun prior to CRA Board approval.
4. The Applicant understands this is a **reimbursement-only program**.
5. The Applicant agrees to maintain the improvements for the period required by CRA policy.
6. The Applicant agrees to allow CRA staff reasonable access to inspect the project.
7. The Applicant acknowledges that submission of this application does not guarantee funding.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

State of Florida  
County of Columbia

Sworn to and subscribed before me in my physical presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (Applicant Name) who is personally known to me/ \_\_\_\_\_ who produced \_\_\_\_\_ as identification.

Notary Public: \_\_\_\_\_

Notary Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

(Notary Seal)

## SECTION 8 — CRA STAFF USE ONLY

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application Complete:** ☐ Yes ☐ No

**Eligible / Ineligible:** ☐ Eligible ☐ Ineligible

**CRA Review Notes:** \_\_\_\_\_

**CRA Board Action:**

- ☐ Approved
- ☐ Denied
- **Approved Amount:** \$ \_\_\_\_\_
- **Meeting Date:** \_\_\_\_\_

**CRA Executive Director Signature:** \_\_\_\_\_



**Date:** \_\_\_\_\_

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