

Reimbursement
Program
Guidelines



**February 1, 2019 – September 30, 2019
NEW PORT RICHEY COMMUNITY REDEVELOPMENT AGENCY
COMMERCIAL INTERIOR BUILD-OUT
GRANT PROGRAM
Program Rules and Regulations**

The Commercial Interior Build-Out Program is designed to help facilitate the establishment of new businesses and aid in the expansion of existing businesses within the New Port Richey Community Redevelopment Agency (the "CRA") District. The program is designed to provide financial assistance to new and existing businesses in the form of a reimbursable grant intended to reduce the initial costs associated with the repair and rehabilitation of buildings or other improvements in accordance with the CRA Community Redevelopment Plan. Improvements paid for by the CRA must be permanent and stay with the building.

The CRA reserves the right to approve or deny any Commercial Interior Build-Out Grant Program application and to deny payment at any time if, in its sole and absolute discretion, it determines that the business will not advance the goals and objectives established for redevelopment of the CRA District.

For purposes of this application, the term "new business" means a company in operation for less than six months or relocating to New Port Richey. The term "existing business" means a company that has been in operation within the CRA District for a minimum of two years at the time of application and has at least two years remaining on its existing lease. The term "project" means the eligible interior improvement project for which the applicant seeks reimbursement.

The New Port Richey CRA is a public agency and is governed by the "Florida Public Records Law" under Florida State Statutes, Chapter 119. Any documents provided by the Applicant(s) may be subject to production by the CRA upon receipt of a public records request, subject to any exemptions provided by Florida Law.

Incentive Funding

The Commercial Interior Build-Out Grant Program offers financial assistance in the form of a reimbursable, matching (50%) grant up to \$25,000 to the landlord or business owner for eligible expenses associated with the construction or renovation of the interior elements of the commercial operating space.

Eligibility Requirements

Applicants must meet all of the following requirements in order to be considered eligible to receive grant funding:

- Must be located within the CRA District (see attached map).
- Must provide proof that the commercial business is properly licensed by all necessary levels of government and professional associations or agencies (copies of City and County licenses or receipts that the licenses have been applied for).
- Non-profit and residentially zoned properties are NOT eligible.
- If tenant, applicant must have an executed multi-year lease (two year minimum).
- All work must be done in compliance with applicable City of New Port Richey Building Codes and Land Development Regulations. Please contact the City of New Port Richey Development Department regarding the proposed work to be performed prior to submitting an interior grant application.
- Grant funding amounts will be based on the applicant's project budget specified at the time of the CRA approval.
- Grant funds will be reimbursed exclusively for approved work and approved change orders.
- The Commercial Interior Build-Out Program may only be used one time in any five year period for any one property. Properties may reapply for additional grants any time after five years from previous grant approval.
- In order to qualify for the grant, the subject property may not have any outstanding City of New Port Richey liens at the time the applicant seeks reimbursement. In the event that there is an outstanding lien against the property, the grant will not be awarded until the complete satisfaction of the lien.

- The property owner or tenant must complete the project, obtain a Certificate of Occupancy/Completion from the City of New Port Richey and submit for reimbursement within 120 days of the issuance date of the permit for the project. If CRA Approves grant funding and the work being performed does not require a permit, the Certificate of Occupancy and application for reimbursement must be within 120 days of the grant award. Failure to complete the improvements within the specified time frame will result in the property owner or tenant losing the grant reimbursement opportunity. Only one 60 day administrative extension will be permitted.
- Project items completed and paid for more than 60 days prior to grant approval by the CRA are not eligible for reimbursement under the grant program
- Application and CRA approval of this grant is for funding only. Approval of CRA grant funding is NOT approval of any type of City processes including, but not limited to, permits and site plan modification. Applicants must apply for permits and site plan modification through the appropriate departments at the City. All commercial projects require permitting and site plan modification reviews. It is the responsibility of the applicant to obtain all necessary City approvals.
- Grantees shall allow the CRA the rights and use of photos and project application materials.

Projects and items eligible for funding under the program are limited to:

- | | |
|---|---|
| • Interior walls | • Flooring |
| • Grease trap installation | • HVAC System |
| • Interior electrical system including lighting | • Hood and fire suppression |
| • Interior plumbing | • The CRA will consider and reimburse additional improvement provided they are beneficial of the CRA's mission. |

Ineligible Businesses

The following businesses are considered ineligible for assistance under the Commercial Interior Build-Out Grant Program:

- Fire Arm Sales
- Religious Affiliated Retail Stores
- Non Profits
- Check Cashing Stores
- Adult Entertainment
- Adult Arcades
- Kava Tea Bars
- Alcohol and/or Drug Rehabilitation Centers/Housing
- Medical Research Centers
- Massage/Personal Services
- Convenience Stores
- Churches
- Fitness Centers over 4,500 sq. ft.
- Liquor Stores
- Vapor Cigarette, E-Cigarette Stores
- Pawn Shops
- Tattoo Shops/Body piercing/Body Art Shops
- Any other use that the CRA staff or CRA Board have determined not to support the redevelopment of the CRA District.

Grant Terms and Conditions

Grant funding amounts will be based on the applicant's project budget specified at the time of CRA Board approval.

Businesses are eligible for reimbursement of 50% of the applicant's project budget as submitted at the time of CRA Board approval up to a maximum amount of \$25,000 in grant funding.

Businesses must be one of the following types of businesses:

- Restaurants
- Gourmet Food Market
- Bed and Breakfast
- Marketing Offices
- Law Offices
- Fitness Center less than 4,500 sq. ft. (no more than 2 approvals per fiscal year)
- Specialty Business-stationery, gifts, sporting goods
- Businesses that are beneficial to residents and support the mission of the CRA
- Retail, including clothing, Boutique-clothing, shoes, accessories
- Bakery
- Medical Offices
- Accounting Offices
- Real Estate Offices
- Insurance Offices
- Florist (no more than 2 approvals per fiscal year)
- Hair/Nail Salons (no more than 2 approvals per fiscal year)
- Home Décor/Design-home furnishings, art galleries, kitchen wares

Lease Terms

If the applicant is a tenant, it must have a proposed or executed multi-year lease with a minimum of two years remaining on lease. The commercial lease must define the landlord-tenant relationship and at minimum provide the following information:

- A description of the space being rented, including square footage and a drawing of the space;
- Description of utilities that is the tenant's responsibility;
- Rental rate and deposits along with terms of lease and methodology for future rent increases;
- Responsible party for interior and exterior repairs and/or improvements;
- Insurance requirements;
- Ability to terminate; and,
- Consequences of default on the lease.

Proposed leases must be executed within 30 days of CRA approval or the grant award is terminated.

Application Process

Applications can be obtained from the CRA office located at City Hall, Economic Development, Second Floor, 5919 Main St., New Port Richey, FL 34652. **All applicants are required to meet with CRA staff in order to determine eligibility before submitting an application.** Funding requests will not be considered until all required documentation is submitted to the CRA office.

Application to this grant program is not a guarantee of funding. Funding is at the sole discretion of the CRA.

Applicants must submit an original, "hard copy" application with all materials to the CRA for review and approval by CRA staff. Applicants will be considered on a first-come, first-serve basis. Application packets must include the following documentation:

1. Written detailed project budget describing the improvements to be done to the property. It must list all project costs the applicant is requesting for reimbursement. The project budget must provide a total cost of the project.
2. Cost estimate(s) from a licensed contractor(s) as specified in the applicant's project budget.
3. Copy of building permit receipt/application. If the permit has not been applied for prior to submissions of the grant application, a copy of the building permit receipt is due within 90 days of grant approval.
4. Resume for each principal/owner of the business.
5. Copy of the corporate documents for the applying business entity.
6. Copy of executed multi-year commercial lease agreement.
7. Copy of design and construction plans associated with the proposed improvements.
8. List of jobs to be created and filled including job descriptions, pay range and weekly schedule. For existing businesses, provide a list of all current positions including job descriptions, pay range and weekly schedule.
9. A minimum of four color digital "before" photos of the project.
10. Completed and signed application (attached).
11. W9 Form (attached).

Application



APPLICANT INFORMATION

Business Name (d/b/a if applicable):

THE SOCIAL

Current Business Address:

5650 MAIN ST, NPR, FL 34652

Fed ID#: _____

Business Phone Number: _____

Cell: 727-422-6665

Existing Business: Yes _____

No

Number of years in existence: 20

Time at Current Location: _____

New Business to New Port Richey: Yes No _____

Do you have an executed lease agreement: Yes No _____

If so, monthly base rent: _____

New Business Address:

Square footage of current location: 4226

Square footage of new location: _____

Type of Business: RESTAURANT

Number of Employees: 32

Hours of Operation: T-TH 4-CL
F-SUN 12-CL

List of improvements seeking reimbursement for: INTERIOR IMPROVEMENTS

Requested grant amount: \$25,000⁰⁰

PRINCIPAL/OWNER INFORMATION:

(If more than 2 principals/owners additional sheets may be used)

1. Principal/Owner Name: WILLIAM FERNANDEZ
Date of Birth: 6/27/67 Email: BILLY FERNANDEZ 67@GMAIL.COM
Residential Address: 4920 SOUTHSHORE DR
NEW PORT RICHEY, FL 34652
Telephone Number: 727-422-6665

2. Principal/Owner Name: _____
Date of Birth: _____ Email: _____
Residential Address: _____

Telephone Number: _____

Are you applying for grant assistance under any other program offered by the CRA? YES

Yes No _____ If yes, what additional programs are you applying for:

RENT REIMBURSEMENT

Are you receiving grant assistance under any other governmental agencies: Yes _____ No

If yes, list any additional grant sources and amounts:

LANDLORD INFORMATION:

Landlord Name: CAROLYN SANDERS
Landlord Address: 11418 LAKEVIEW DR
NEW PORT RICHEY, FL 34654
Landlord Telephone Number: 727-505-1451

CERTIFICATION AND WAIVER OF PRIVACY:

I, the undersigned applicant(s), certify that all information presented in this application, and all of the information furnished in support of the application, is given for the purpose of obtaining a grant under the New Port Richey Community Redevelopment Agency Commercial Façade Improvement Grant Program, and it is true and complete to the best of my knowledge and belief.

I further certify that I am aware of the fact that I can be penalized by fine and/or imprisonment for making false statements or presenting false information. I further acknowledge that I have read and understand the terms and conditions set forth and described in the New Port Richey Community Redevelopment Agency Commercial Façade Improvement Grant Program Rules and Requirements.

I understand that this application is not a guarantee of grant assistance, and that award of grants is at the sole discretion of the New Port Richey Community Redevelopment Agency Board. I understand that the purpose of the grant is to further the New Port Richey Community Redevelopment Plan, and that the New Port Richey Community Redevelopment Agency may decline my application for any legal reason, including the reason that granting the award will not further the Community Redevelopment Plan. Should my application be approved, I understand that the CRA may, at its sole discretion, discontinue subsidy payments at any time if in its sole and absolute determination it feels such assistance no longer meets the program criteria or is no longer in furtherance of the New Port Richey Community Redevelopment Plan.

I hereby waive my rights under the privacy and confidentiality provision act, and give my consent to the New Port Richey Community Redevelopment Agency, its agents and contractors to examine any confidential information given herein. I further grant permission, and authorize any bank, employers or other public or private agency to disclose information deemed necessary to complete this application.

I give permission to the New Port Richey Community Redevelopment Agency or its agents to take photos of myself and business to be used to promote the program.

I understand that if this application and the information furnished in support of the application are found to be incomplete, it will be not processed.

SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING
It is the responsibility of the applicant to READ AND UNDERSTAND all aspects of the Grant Program's Rules/Requirements and Application

APPLICANT SIGNATURES:

1. _____ 5/21/19
Principal/ Owner's Signature Date
Carolyn Saunders
Printed Name Title
owner

2. _____
Principal/Owner's Signature Date

Printed Name Title

Notary as to Principal/Owner's Signatures - Multiple notary pages may be used if signing individually

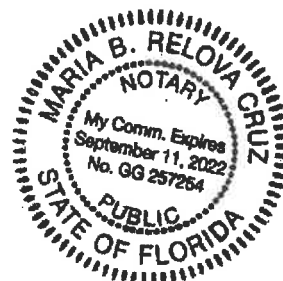
STATE OF Florida
COUNTY OF pasco

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared Carolyn Saunders, who is/are personally known to me or produced Florida Driver license as identification, and acknowledged he/she executed the foregoing Agreement for the use and purposed mentioned in it and that the instrument is his/her act and deed.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal in the State and County aforesaid on this 21 day of May, 2019.

[Signature]
NOTARY PUBLIC

My Commission Expires: September 11, 2022



LANDLORD SIGNATURES:

1. _____ 5/21/19
Landlord Signature _____ Date
_____ Carolyn Saunders
Printed Name _____ Title

2. _____
Landlord Signature _____ Date
_____ _____
Printed Name _____ Title

Notary as to Principal/Owner's Signatures - Multiple notary pages may be used if signing individually

STATE OF Florida
COUNTY OF pasco

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared Carolyn Saunders, who is/are personally known to me or produced Florida Driver license as identification, and acknowledged he/she executed the foregoing Agreement for the use and purposed mentioned in it and that the instrument is his/her act and deed.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal in the State and County aforesaid on this 21 day of May, 2019.

[Signature]
NOTARY PUBLIC
My Commission Expires: September 11, 2022





CITY OF NEW PORT RICHEY
PERMITTING DEPARTMENT
ACKNOWLEDGMENT FORM

COMMERCIAL INTERIOR BUILD-OUT IMPROVEMENT
GRANT PROGRAM

CRA Grant Applicant: WILLIAM FORNANTIS
has met with the City's Permitting Department to review the improvements that will be done
on the property located at: _____

List of Improvements:

LIST ATTACHED

City of New Port Richey Permitting Department

Reviewed by: [Signature] Date: 5/22/2019

Requirements: