

GATEWAY GRANT PROGRAM GUIDELINES

The City of Deland has created a Gateway Grant Program to assist owners of commercial properties within the gateways of the City limits in renovating those properties. Matching Grants are available to property owners for improving the appearance of businesses located within DeLand's gateways. Eligible projects may receive Grant Awards of up to 50% of total project cost as a reimbursement for expenditures with no single grant exceeding \$2,500. Only one project per premise (defined as a single parcel of property on the Volusia County Property Appraiser's Records) may be submitted. The MainStreet DeLand Association shall manage the program in collaboration with the City Community Development Department. The program is subject to overall policy direction, general oversight and final approval of all grant awards by the Deland City Commission based upon recommendations from the City Economic Development Committee. MainStreet DeLand Association shall receive all applications. All complete applications will be forwarded to the City's Economic Development Committee for review and recommendations. The Committee's recommendations will be forwarded to the DeLand City Commission for final approval.

TYPES OF ELIGIBLE PROJECTS

This program is designed to offer a one time award to improve the appearance of gateway properties. A wide variety of projects are eligible to receive matching grant funds. Examples of eligible projects include:

- Exterior building renovation which improves the appearance of the facility.
- Pressure washing or repainting the exterior of discolored buildings.
- Repainting exterior buildings from loud or garish colors to earth tones or pastels.
- Installation of landscape buffers where none exist.
- Installation of tree islands or landscape islands in older non-conforming parking lots.
- Replacement of older non-conforming signs with monument signs and foundation landscaping.

Note: All landscaping must be done with 'water-wise' plant materials.

General building or facility maintenance is not eligible for funding under this program. Examples of activities ineligible for funding under most circumstances include:

- Building re-roofs
- Parking lot re-striping
- Replacement of dead or diseased landscape materials or re-sodding lawn areas
- Installation of irrigation systems

Properties that are in violation of city codes are usually not eligible for funding

GATEWAY AREAS

Section 33-36.03 of the City's Land Development code describes three gateway areas. Grants may be awarded to businesses (commercial, retail and service, industrial, warehouse, wholesale or office use) **in the City limits** within any of these three areas.

1. *Core Gateway District.* All areas encompassed by or located within the following described area except those within the Downtown DeLand Tax Increment District:
 - Plymouth Avenue on the north, between Boundary and Hill Avenues
 - Hill Avenue on the east, between Plymouth and Beresford Avenues
 - Beresford Avenue on the south, between Hill and Boundary Avenues
 - Boundary Avenue on the west, between Beresford and Plymouth Avenues

2. *Redevelopment Gateway District:* Properties on any of the following roadway segments:
 - North Woodland Boulevard – from Plymouth Avenue to U.S. 92
 - East New York Avenue – from Hill Avenue to Kepler Road
 - South Woodland Avenue – from Beresford Avenue to SR 472
 - West New York Avenue – from Boundary Avenue to the west corporate limit line
 - SR 15A – from Beresford Avenue to Plymouth Avenue

3. *Emerging Gateway District:* Properties located on any of the following roadway segments:
 - Kepler Road and Martin Luther King Blvd.- from US 92 to SR 472
 - East New York Avenue (SR44) – from Hill Avenue to I-4
 - West New York Avenue (SR44) – from SR 15A to the CSX Railroad
 - SR 15A – from Plymouth Avenue to US 17
 - SR 15A – from Beresford Avenue to US 17/92
 - International Speedway Blvd. (US 92) – from US 17 to Old Daytona Road
 - CR 92 – from US 17 to SR 15A
 - Woodland Blvd. (US 17) – from International Speedway Blvd. to SR 15A
 - Orange Camp Rd. – from US 17/92 to I-4
 - County Rd 4139 – from SR 44 to I-4
 - Taylor Rd. – from US 17/92 to Martin Luther King Blvd.
 - Stone St. – from Plymouth Ave. north to CR 92
 - Interstate 4 – from 600' N of SR 44 to 600' S of Orange Camp Rd.

GATEWAY GRANT INSTRUCTIONS

Name of applicant: _____

Address: _____ Phone: _____

FAX: _____

E-Mail: _____

Building Owner if different from applicant: _____

1. Applicant (owner/lessee) contacts MainStreet for a Grant Application. If the applicant is the lessee, written consent of the owner should be attached to the application.
2. MainStreet representative discusses the process, including permitting needs, with the owner/lessee and/or their contractor/architect.
3. Owner/Contractor/Architect prepares a detailed outline of the proposed project. This will include:
 - a. Photographs, clearly showing existing conditions.
 - b. Detailed drawing, to approximate scale, showing proposed improvements.
 - c. Written specifications outlining scope of work.
 - d. Sample of colors to be used on facade and signs.
 - e. Project budget, showing estimates of all work items.
4. MainStreet representative meets with applicant to review the project.
5. Applicant obtains site plan approvals from appropriate body, if required.
6. Economic Development Committee meets to review project and makes recommendations.
7. MainStreet DeLand requests City Commission approval.
8. MainStreet DeLand informs applicant of funding decisions.
9. When approved by the City Commission, MainStreet representative reviews the contract with the applicant and applicant obtains required signatures.
10. Applicant/Contractor presents plans to the building department for review of building regulations.
11. Building department issues building permit.
12. Project work commences within 45 days of signing contract.
13. Upon completion, City of DeLand approves work and issues a Certificate of Completion to applicant (for work requiring building permits).
14. Applicant provides MainStreet with documentation of project, permits, certificate of completion, canceled checks or paid receipts.
15. MainStreet representative inspects project to determine compliance with guidelines and issues a request for payment to owner/lessee.
16. City of DeLand issues reimbursement check to owner grantee.

Note: **Any unapproved deviation from approved proposal will void any grant funding.**

I have read and understand these instructions

Applicant	Date
Witness	Date

GATEWAY GRANT PERMIT REQUIREMENTS

Building Dept. Permits – City Hall 120 S Florida Ave. Ph: 626-7007.

Owner may act as their own contractor, but they still need a building permit.

PERMITS WHICH MUST BE PULLED:

Electrical

Awnings

Signage

Renovation – Structural Renovation or Structural Aesthetic Changes

No permits are needed for painting or spray cleaning. If grantee is in the Historic District exterior paint colors must be approved by the Historical Resource Coordinator Ph: 626-7112.

Owners or grantees are responsible for meeting with the city building officials prior to grant application to find out the legal needs, permits, etc. Owner/grantee must comply with all relevant requirements. Owner/grantee is responsible for making certain that their contractors have pulled the proper permits.

SIGNED: _____ Date: _____

GATEWAY GRANT APPLICATION

Project: _____
Applicant's Name: _____
Owner's Name: _____
Applicant's Address: _____
Property Address: _____
Daytime Phone: _____ FAX #: _____
E-Mail Address: _____
Type of Improvement Planned: _____
Estimated Cost of Project: \$ _____ Amount Requested \$ _____
(Maximum grant \$2500, cannot be more than 50% of the project)

Attach detailed outline of proposed work, including:

1. Photographs clearly showing existing conditions.
2. Detailed drawing to approximate scale, showing proposed improvements.
3. Samples of proposed colors to be used on building and signs, if applicable.
4. Landscape plans, if applicable.
5. Project budget with at least three contractor estimates.

I am applying for a "GREEN" project supplement and agree to provide proper documentation to demonstrate that I have complied with the supplement requirements.
YES ___ NO ___

AGREEMENT

I understand that in order for my request for funding to be approved, I must agree to follow the recommendations of the City Commission and comply with the following:

1. It is the responsibility of the owner or APPLICANT to obtain all required permits from the city **BEFORE** beginning any work. No reimbursements will be made without the proper permits before work begins.
2. Project work must begin 45 days after contract is executed.
3. Monies are for improvements only and will be reimbursed upon completion of work. (Any changes made to the building that have not been approved by the Economic Development Committee will not be funded.)

NOTE: NO PROJECT WORK MAY BEGIN WITHOUT:

1. City Commission approval.
2. Signed Contract Documents.
3. All required development orders and permits.

Owners or grantees are responsible for meeting with the City Planning Officials and/or Building Officials prior to grant application to find out the legal needs, permits, etc. Owner/grantee must comply with all relevant requirements. Owner/grantee is responsible for making certain that their contractors have pulled the proper permits.

SIGNED: _____ Date: _____

GATEWAY GRANT CONTRACT

This agreement is made and entered into the ___ day of _____, ___ by and between the MainStreet DeLand Association, (hereinafter “Association”) and _____ (hereinafter “Contractor”) and _____ (hereinafter “Applicant”), for a grant project on the property located at _____ for and in consideration of the mutual covenants expressed herein and other good and valuable considerations. The adequacy of which is hereby acknowledged, the parties agree as follows:

CONTRACTOR AGREES:

- A. To perform the work for the project, set forth in the specifications attached hereto and made a part hereof, in a workmanlike manner and all work shall be done in strict conformance with all applicable federal, state, county and city codes, laws, regulations and ordinances.
- B. To commence the specified work within 45 days after the approval of the project by the DeLand City Commission and obtaining all proper permits and to complete the work within ___ days after commencement, including such extensions as may be granted by the Economic Development Committee and owner in writing.
- C. To guarantee all work performed by him/her for a period of one year against defects in workmanship and materials.
- D. To hold harmless the City of DeLand and its individual employees and committee members, the MainStreet DeLand Association including its Executive Director in the event of property damage, personal or physical injury occurring as a result of working on the project.
- E. The Economic Development Committee, the Association, or the City of DeLand does not pay the Contractor, and the Contractor shall not bill the Economic Development Committee, the MainStreet DeLand Association or the City. Reimbursement of \$_____ shall be made by the City of DeLand to the Applicant upon contractor’s completion of work, and the MainStreet DeLand Association’s and City of DeLand’s on site inspection and written acceptance of same. Contractor shall seek payment for its performance under its contract from Applicant.

GATEWAY GRANT CONTRACT

THE "ASSOCIATION" AGREES:

The work in progress will be inspected by the Association and the MainStreet Grant Committee will work with the property owner and the Contractor to ensure that the work meets the objectives of the Gateway Business Grant Program. Neither the Economic Development Committee, the MainStreet DeLand Association, nor the City of DeLand will be responsible for the quality of material and workmanship.

OWNER AGREES:

- A. To bear responsibilities to the Contractor for total cost of the project.
- B. To maintain, with no substantial changes, the improvements for ten (10) years unless otherwise agreed to by the City Commission.
- C. To hold harmless the Economic Development Committee and its individual members, the "Association" including its Executive Director and employees and the City of DeLand and its employees in the event of property damage, personal or physical injury occurring as a result of working on the project.

WITNESS the hands and seals of the parties hereto the date first written above.

BY: _____
City of Deland – Community Development Director

BY: _____
MainStreet DeLand Association

BY: _____
Contractor

BY: _____
Owner