

# **DOWNTOWN DELAND**

## **UPPER FLOOR REHABILITATION GRANT**

The City of Deland, through its visioning process, has identified revitalization of the downtown as one of the elements in creating a strong vibrant community. A series of initiatives have been instituted to assist in the revitalization efforts. The City of Deland Community Redevelopment Agency has created an Upper Floor Rehabilitation Grant program that is designed to assist property owners in rehabilitating upper floors. This program is available to commercial properties within the downtown tax increment district. Matching Grants are available to downtown property owners for refurbishing upper floors. Eligible projects may receive Grant Awards of up to 50% of total project cost as a reimbursement for expenditures with no single grant exceeding \$5,000. Only one grant may be used for a specific project. The grant program will be administered by the MainStreet Deland Association. The Mainstreet staff will assist applicants through the grant process; however it is the applicant's responsibility to meet the requirements of the grant program and all applicable City regulations.

Attached are the following forms:

- A. Upper Floor grant instructions
- B. Permit Requirements
- C. Guidelines
- D. Upper Floor Grant Application
- E. Upper Floor Grant Contract

**MAINSTREET DELAND ASSOCIATION**

100 N. Woodland Boulevard, Suite 4

(386) 738-0649 [www.mainstreetdeland.com](http://www.mainstreetdeland.com)

Call now for an appointment with a MainStreet Representative to discuss your project.

## **“A” UPPER FLOOR GRANT INSTRUCTIONS**

Name of owner \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_ E-Mail \_\_\_\_\_

1. Applicant contacts MainStreet for a Grant Application.
2. MainStreet representative discusses the process, including permitting needs, with the owner 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. Project budget, showing estimates of all work items. (Copies of previously accepted grant applications will be available to owners to be used as examples.)
4. MainStreet representative meets with applicant to review the project.
5. MainStreet Grant Committee meets to review project and if necessary makes recommendations for any necessary changes.
6. Upon approval MainStreet DeLand requests CRA approval.
7. MainStreet DeLand informs applicant of funding decisions.
8. When approved by CRA, MainStreet representative reviews the contract with the applicant and applicant obtains required signatures.
9. Applicant/Contractor presents plans to the building department for review of building regulations and historic preservation compliance.
10. Building department issues building permit.
11. Project work commences within 30 days of obtaining a building permit.
12. Upon completion, City of DeLand approves work and issues a Certificate of Completion to applicant.
13. Applicant provides MainStreet with documentation of project, permits, certificate of completion, canceled checks or paid receipts.
14. MainStreet representative inspects project to determine compliance with guidelines and issues a request for payment to owner.

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

I have read and understand these instructions

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Applicant

Date

Witness

## **“B” UPPER FLOOR 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 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: \_\_\_\_\_

**“C” GUIDELINES**

1. The criteria utilized by the MainStreet Grant Committee and the City of DeLand Community Redevelopment will be the creation of viable commercial leasehold space on the upper floor of an existing multi-story structure.
2. The commercial occupancy may be retail, office, service or residential or any combination of these categories. Creation of storage or warehouse space is not eligible for this grant program.
3. It is recognized that special challenges are involved in the renovation of multi-story structures and priority will be given to ADA and Fire-life safety related requirements.
4. Removal of paint or other coatings on buildings shall be undertaken with the gentlest means that are effective. Cleaning methods such as sandblasting, that damage the historic building materials are strongly discouraged.
5. General building maintenance is not eligible under this program.
6. No building under Code Enforcement Action is eligible.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**“D” UPPER FLOOR GRANT APPLICATION**

Project: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ FAX #: \_\_\_\_\_

Type of Improvement Planned: \_\_\_\_\_  
Estimated Cost of Project: \$ \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_  
(Maximum grant \$5,000; cannot be more than 50% of project cost)

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

Attach detailed outline of proposed work, including:

1. Photographs clearly showing existing conditions.
2. Detailed drawing to approximate scale, showing proposed improvements
3. Project budget with contractor estimates.

#### AGREEMENT

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

1. Grants apply only to those commercial structures and buildings within the Tax Increment District.
2. Only projects which have not received grant funds within the past FIVE (5) years will be given consideration.
3. 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 received without the proper permits before work begins.
4. Project work must begin 30 days after permits are obtained.
5. Funds are for interior improvements only and will be reimbursed upon completion of work. (Any changes made to the Project that have not been approved by the MainStreet Grant Committee will not be funded.)

NOTE: NO PROJECT WORK MAY BEGIN WITHOUT:

1. CRA Approval.
2. Signed Contract Documents.
3. All required permits. (See Exhibit B)

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_

## **“F” UPPER FLOOR 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 30 days after the approval of the project by the MainStreet Grant Committee and the DeLand Community Redevelopment Agency and obtaining all required permits and to complete the work within \_\_\_ days after commencement, including such extensions as may be granted by the MainStreet Grant Committee and applicant 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 MainStreet Grant Committee and its individual members, the “Association” including its Executive Director and employees and the City of DeLand in the event of property damage, personal or physical injury occurs as a result of working on the project.
- E. The MainStreet Grant Committee or the City of DeLand does not pay the Contractor, and the Contractor shall not bill the MainStreet Grant Committee or the “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 Grant Committee and City of DeLand’s on site inspection and acceptance of same. Contractor shall seek payment for their performance under the contract from the applicant.

**“F” UPPER FLOOR GRANT CONTRACT**

THE “ASSOCIATION” AGREES:

The work in progress will be inspected by the Association and the Association will work with the Applicant and the Contractor to ensure that the work meets the objectives of the Grant Program. Neither the MainStreet Grant Committee nor the “Association” will be responsible for the quality of material and workmanship.

THE “APPLICANT” 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 MainStreet Grant Committee and the CRA.
- C. To submit to the guidelines of MainStreet Grant Committee and the CRA for the project.
- D. To hold harmless the MainStreet Grant Committee and its individual members, the “Association” including its Executive Director and employees and the City of DeLand in the event of property damage, personal or physical injury that occurs as a result of the project.

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

BY: \_\_\_\_\_  
City of Deland - CRA

BY: \_\_\_\_\_  
MainStreet DeLand Association

BY: \_\_\_\_\_  
Contractor

BY: \_\_\_\_\_  
Owner

