



# CITY OF CLERMONT

## COMMUNITY REDEVELOPMENT AGENCY

### FOOD-RELATED SERVICES GRANT

#### I. Intent

It is the intent of the Clermont Community Redevelopment Agency (the "CRA"), under Part III Community Redevelopment Act, Chapter 163, Florida Statutes, to provide assistance to owners or tenants of property located within the community redevelopment area in order to further the purposes of the Downtown Redevelopment Plan by attracting food-related service providers, restaurateurs and specialty food providers to relocate or establish location in Downtown or help an existing food related business to expand services that will result in additional products/services and extended hours of operation. Such assistance for Food-Related Services will be in the form of a financial grant or reimbursement grant to qualified owners or tenants who apply to the City/CRA for such assistance. The purpose of these guidelines is to establish the policies and procedures to be followed by the City in considering applications.

#### II. Program Description

The CRA's *Food-Related Services Grant* offers up to \$15,000 financial grant or reimbursement to assist in establishing or upgrading food-related businesses in the City of Clermont Community Redevelopment Area. Matching funds are a grant that can be used to offset the cost of eligible improvements necessary to establish and operate a food service or restaurant business.

#### III. Eligibility

Grant applications will be considered only if they meet all of the following eligibility criteria.

##### 1. Location and Clermont CRA Redevelopment Plan

The project must be located within the Clermont CRA's Redevelopment Area, as presented in the adopted CRA Redevelopment Plan, adopted in January 26, 2010. The requested rehabilitation must also further the Clermont CRA Plan, inclusive of any subsequent amendments.

##### 2. Applicants

Owners or tenants of real property within the Clermont CRA Redevelopment Area as described in the Redevelopment Plan, dated January 26, 2010. Property must be considered food-related service providers, restaurateurs and specialty food providers according to the Clermont Comprehensive Plan and Zoning. Applicants for this program must be able to demonstrate financial capability to complete the project and long term commitment to maintain the property in the condition to which it will be renovated.

**3. Consistency with Governmental Regulations: Clermont Code Enforcement Compliance; Clermont Comprehensive Plan; Zoning & Clermont Land Development Code; Architectural Standards for the City of Clermont; CRA Redevelopment Plan, and; Florida Building Code.**

Eligible projects must demonstrate consistency with the City of Clermont's Comprehensive Plan, Land Development Code, applicable zoning, and is consistent with the *CRA Redevelopment Plan*, as evidenced by a review from the City's Planning & Zoning Department. The rehabilitation must meet all requirements of Clermont's building and safety code requirements, Code Enforcement, Comprehensive Plan, Zoning & Land Development Code, the City of Clermont Architectural Standards, and the Florida Building Code – all upon completion of the project. Any project must have a Business tax Receipt, or be a permitted use, or have a Conditional Use Permit to operate.

**4. Eligible Projects and Costs**

- A) It is the intent of the *Food-Related Services Grant* to refund a cost for interior, exterior or structural improvements that will allow new users or existing restaurant operators to open or expand within the CRA district. Eligible businesses are food-related ventures such as sit-down restaurants, bakeries, commissary kitchens, health food stores, breweries, distilleries and other specialty food establishments. Drive through facilities, convenience stores with motor vehicle fuel sales and related entertainment uses are not eligible for the *Food-Related Services Grant*. Governmental entities and not-for-profit entities are not eligible. Grants are intended for rehabilitation, restoration and new construction. Any other grants from other City/City programs may not be combined with the *Food-Related Services Grant*. Handicap access must be available.

The following are examples of eligible improvements:

- i. Fire Alarm systems required for safe operation of business
  - ii. Fire walls as required by the Fire Marshall for particular type of restaurant use
  - iii. Air system handlers- heating and air conditioning systems
  - iv. Handicap access for entries into the building, restrooms or improving internal mobility
  - v. Electrical- can include rewiring, replacement and electrical portions of signage
  - vi. Awnings, mansards or canopies over windows or walkways and other decorative improvements, including shutters; and that are in disrepair and are a threat to general health, safety and welfare. Must be for public facing sidewalk coverings.
  - vii. Other improvements required of the property by Florida Building Code
  - viii. Other code items as may be presented and subsequently approved by the city for inclusion
  - ix. Refurbishing of an exterior wall, including, repairs, painting, re-siding or similar cosmetic improvements
  - x. Exterior windows and doors
- B) Specifically exempted from the grant monies are the following:
- i. Business copy on signage
  - ii. All structural improvements not substantially contributing to the improvement of the property
  - iii. Building permits
  - iv. Parking lot paving or resurfacing
  - v. Landscape or irrigation
  - vi. Grant cannot be combined with any other grant programs for the same work.
  - vii. Once a grant is awarded, the property is not eligible for another grant within a 3-year period.

- C) The applicant must contribute at least 50% over and above the cost of the requested grant amount.

The grant amount shall in no event exceed \$15,000.00 per applicant, and shall not exceed the total cost of all improvements. The applicant must pay for any additional costs over and above the maximum grant amount, and any applicant estimated costs, in order to complete any desired Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the *Food-Related Services Grant* come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

- D) Any applicant not meeting the *Food-Related Services Grant* criteria may request further consideration for an exception from the CRA, depending on the intent of the renovation.

**5. Documentation**

The grant application must be completed and submitted to the City with the following additional items:

- a. Photographs of the existing building and the proposed project area.
- b. Schematic drawings illustrating all proposed work, or pictures with project description outlined. Include a description of materials and methods to be used, depending on the proposed project (i.e. sign replacement, new awnings, stucco, signage, new brick, brick re-pointing, etc.)
- c. Material samples or color swatches should be provided for approval.
- d. Cost estimates for each aspect of the project.

Example:

Awnings:	\$3,590.00
Air/heat Handler:	4,600.00
Sign(s):	<u>2,230.00</u>
TOTAL:	\$10,420.00

**6. Application and Grant Availability**

The applicant is advised that this grant is given at the sole discretion of the City of Clermont and 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 Clermont Planning & Zoning Department and the Site Review Committee for completeness and eligibility prior to any approvals.

\* All grant funds are subject to availability as authorized by, and at the sole discretion of the CRA. Only one grant per unit every three (3) City fiscal years.

**\* CRA Incentive program funds are NOT available for repeat or replacement of the same work that was previously part of a CRA Incentive grant.**

**Please note:** All projects must be completed within 120 days (4 months) or by the contracted date after receiving approval from the City of Clermont and CRA staff and any required City building permits. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the CRA, according to contract requirements.

## **7. Disbursement of Funds**

The City of Clermont must approve in concept, proposed improvements.

Applications for improvements will be reviewed for completeness and if they are eligible, the applicant will be notified. At the time the grant is awarded, funds will be dispersed as follows:

- a. Applicant may receive monthly payments based on submittal of paid receipts. Maximum payout is 75% of the grant amount until final CO or approval is completed. Building permits may be required for work to be done, and the applicant must check with the Building Official to determine permit needs.
- b. In the event building permits are not required for such grant approved renovations, approval may be granted by the City or it's representative to proceed; and/or
- c. Applicant will be eligible for the remaining portion of the grant at the time of approved final inspection by, or issuance of final approval from the City of Clermont and the CRA for the completed project. Verification of payments being made to a vendor or contractor must be presented, (canceled checks, paid invoice from vendors, i.e. the awning contractor, etc.) prior to issuing final grant payment.
- d. All grant requirements must meet all requirements and City of Clermont codes.
- e. Applicant will be notified in writing as to approval or denial.
- f. Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the *Food-Related Services Grant* come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

***ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPROVAL BY THE CITY, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED. BUILDING PERMITS MAY BE REQUIRED.***

\* For more information about the Clermont  
*Food-Related Services Grant*, please contact:

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