

## Site Improvement Grant Program

The Site Improvement Grant Program (SIG) is a redevelopment initiative funded and administered by the Bayshore/Gateway Triangle Community Redevelopment Agency (CRA) as partial reimbursement for exterior improvements to buildings for residents and non-profit organizations within the Redevelopment Area.

### Overview of the Program

Tenants and owners of residential and select non-residential properties for which property taxes are paid to the current year (see “Applicant Eligibility: Non-Residential Properties” below) and located within the CRA boundaries may be eligible to receive SIG funding. The SIG program funds only exterior improvements as a matching grant, requiring applicants to contribute a minimum of 67 percent of total project costs. The maximum dollar award under this program is \$8,000. Work must be completed within a year from the date of approval.

All improvements must be at least partially visible to the public, either from the public right-of-way or some other highly visible location. Grantees generally receive SIG funds in about 45 days after CRA staff visit the site and review all paperwork to verify grantee eligibility.

#### **Applicant Eligibility: Residential Properties**

The SIG program is designed to primarily be a tool for improvement for residential properties; however, certain properties zoned for other uses may be eligible as noted below. Owner-occupied and rental (single-family, duplex, triplex, and quadruplex only) residential property located within the Redevelopment Area may be improved with partial funding from the SIG program. Properties with mobile homes may qualify for Sweat Equity or Landscape Improvement Grant funding.

Applicants may submit one application per property per year and may apply for additional funds until they receive a total of \$8,000 from the CRA. Once an applicant has received \$8,000 in SIG funding, that person is ineligible for funding for another SIG for three years but may be eligible for other CRA-backed grants.

#### **Applicant Eligibility: Non-Residential Properties**

The only applicants with non-residential properties who are eligible to receive SIG funds must be affiliated with non-profit entities. Applications for improvements to these kinds of properties must adhere to the same rules as residential applications as noted above (as applicable). Non-residential applicants must have a valid occupational license (as applicable) for their business or organization at the time of application.

**NOTE: Double-Dipping between SIG Funds and Sweat Equity Grant Funds**

“Double Dipping” between SIG and Sweat Equity Grant (SEG) funding is prohibited. Successful applicants to either the SEG or SIG program may only have one active grant agreement at any given time. When the cumulative total of grant awards reaches \$8,000, grantees become ineligible for SIG and SEG funds for three years.

**Bids for Work**

For each type of improvement to be funded, applicants must obtain a minimum of two cost estimates. For improvements to be performed by contractors, two official bids by licensed contractors are required. Bids from contractors not licensed contractors will not be accepted for the SIG program. For “do-it-yourself” projects applicants must provide two official cost estimates with clear identification of vendors (CRA does not reimburse labor costs for “do-it-yourself” improvements). The amount of the grant will be determined by the lowest bid/lowest price estimate for each improvement though grantees may actually use any licensed contractor or any vendor. **ANY WORK PERFORMED BY CONTRACTORS NOT LICENSED WILL NOT BE ELIGIBLE FOR REIMBURSEMENT.**

## Project Requirements

**Eligible Activities**

Only exterior improvements are eligible for funding under this program. All improvements must be at least partially visible to the public, either from the public right-of-way or some other highly visible location or remove a threat to health, safety or welfare of persons in the general vicinity. Eligible improvements must result in one or more of the following: (1) increase the aesthetic appeal of the area; (2) improve the functionality of the premises; (3) remedy structural problems or code violations or (4) aid in business operation (for non-profit applicants). The grant recipient will be reimbursed at a rate of \$1 from CRA for every \$2 from applicant, up to a maximum award of \$8,000 from the CRA. During the application process, the Grantee may agree to supply funds and receive reimbursement, or an agreement may be with a third-party private funding entity, as determined at time of application. The matching funds will be reimbursed to the same party, as identified in the application, that makes full payment to the vendor. The following are examples of improvements which would be eligible for grant funding.

Installation of or repair to:

- Stucco
- Doors
- Brick or textured pavement
- Exterior lighting
- Awnings
- Windows
- Stormwater enhancements
- Painting
- Masonry
- Shutters
- Electrical work related to exterior lighting
- Signs
- Fencing
- Roofing
- Any other improvements subject to CRA approval.

Examples of other improvements which qualify for grant funding include the following:

- Removal of deteriorated materials
- Installation of Old Florida Style architectural details
- Professional design services
- Parking lot improvements
- Building cleaning (sand blasting/pressure washing)
- Enhancement of access (e.g. wheelchair ramps)
- Remediation of code violations
- Any other improvements subject to CRA approval.

**NOTE: Projects listed below are ineligible for SIG funding.**

- The removal of architecturally important details;
- Installation of aluminum or vinyl siding;
- Improvements/installation of swimming pools/pool areas/pool cages and surrounding decks;
- Purchase or installation of statues or fountains;
- Any work by contractors not listed in database;
- Landscaping\*;
- Property acquisition;
- Construction of free-standing buildings (including construction of new rooms, porches, or decks to existing structures);
- Refinancing of debt;
- Sweat equity; and
- Improvements commenced prior to executing agreement with CRA.

\*Applicants wishing to improve landscape are encouraged to apply for the Landscape Improvement Grant.

**Required Documentation for Reimbursement**

Grant funds are disbursed after CRA staff verify the improvements are complete (this includes review of certificates of occupancy and/or permits from Collier County as applicable). To receive reimbursement, grantees must prove that payment for work was paid **DIRECTLY** to **ACTIVELY LICENSED CONTRACTORS** or **VENDORS** by personal check or credit card in the name of the grantee, or in the name of the third-party entity designated and approved at the time of application. Under no circumstance will payment to unlicensed contractors/subcontractors or undocumented vendors be reimbursed. Grantees must provide receipts or invoices with the payment amount indicated clearly. No reimbursement will be disbursed for work paid for with cash.

## Change Orders and Time Extensions

### Change Orders to Increase Funding

After a SIG agreement is executed, if a grantee discovers or is otherwise informed of flaws in the approved site, a change order may be issued to increase funding not to exceed the maximum award available. Change orders must be requested in time for staff to process the request and secure approval (allow a minimum of one month prior to expiration of grant). **IMPORTANT:** Change orders cannot be processed within the last two weeks of the grant period. Upon successfully completing work under the original SIG, grantees must wait one year and may then apply for additional funding for work unrelated to the original project[s].

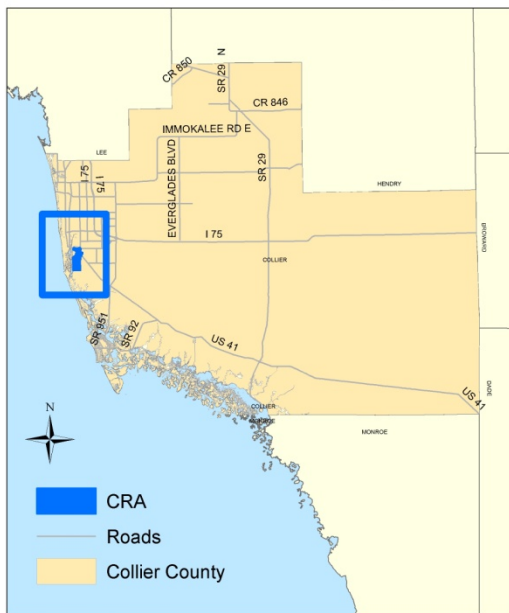
### Time Extensions

The CRA understands that redevelopment projects can take more time to complete than is originally anticipated. For grantees who cannot complete their projects within one year, time extensions may be granted. Grantees needing extensions must request the extension within two months of grant expiration. No extensions can be granted within the last two weeks of the grant period. **IMPORTANT:** Grantees must verify that some activities associated with the improvements have been performed at least six months after execution of the agreement.

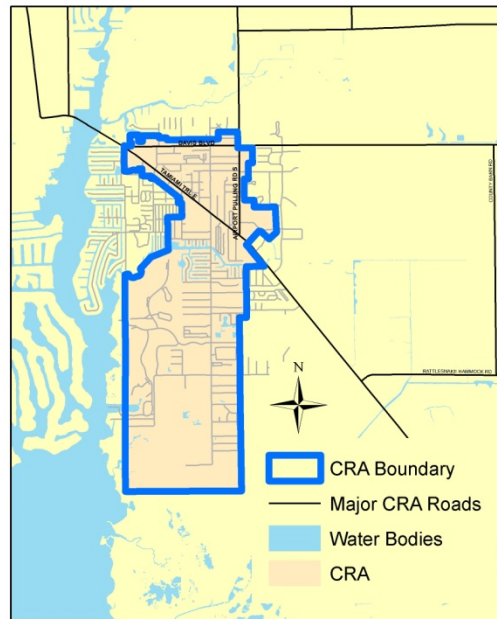
## Appendix A: CRA Map

### Map: Location of Bayshore Gateway Triangle CRA

Location of CRA  
within Collier County



CRA Close-Up



## SIG Application (Detach and submit to CRA office.)

<b>Applicant Information</b>			
Grantee Name			
Grantee Address			
Site Address			
Daytime Phone		Alternate Phone	
E-Mail Address			
Do you own or lease the property?			
Funding agency name, address and phone number (if different than owner)			

<b>Project Information</b>
Describe the existing conditions of the site (attach additional sheets if necessary).
Outline the proposed improvements in detail (attach additional sheets if necessary).

**REQUIRED ATTACHMENTS FROM APPLICANT:**

- 1) One estimate each from TWO contractors/vendors for each project. These contractors **MUST** be licensed.
- 2) **Non-Residential Applicants: copy of occupational license.**

**CRA STAFF:**

- 1) Attach two color photos of each project to be performed.
- 2) Attach Property Appraiser ID.
- 3) Attach proof of payment of property taxes.

1) Estimated cost of improvements: \$ \_\_\_\_\_ 2) Maximum grant award: \$ \_\_\_\_\_

CRA Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Lessor / Owner Authorization for Improvements**

I, \_\_\_\_\_, owner of the property located at \_\_\_\_\_  
\_\_\_\_\_, understand that \_\_\_\_\_, who has a valid  
lease for the above listed property or who has agreed to provide matching funds for work to be done  
on my behalf, has applied for a Site Improvement Grant. I authorize said tenant or third-party  
private\_funding entity to complete the improvements listed in the Site Improvement Grant  
application and to request reimbursement funds from the Collier County Community  
Redevelopment Agency.

\_\_\_\_\_  
Signature of Owner\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Owner  
(if jointly owned)\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ . Such person(s) Notary

Public must check applicable box:

- are personally known to me.  
 produced her current driver license.  
 produced \_\_\_\_\_ as identification.

**(Notary Seal)**\_\_\_\_\_  
Notary Public

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

Commission Number: \_\_\_\_\_

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

**Applicant Commitment of Resources**

I / we, \_\_\_\_\_, owner(s) / tenant(s) / third party private entity for the property located at \_\_\_\_\_, have the funding and ability to begin the site improvements listed above and have the ability to complete all improvements within one year of the approval of the improvement grant by the Collier County Community Redevelopment Agency. I / we further affirm that payment for all work on approved improvements will come from accounts in my / our name(s) or the name(s) of entities registered in the State of Florida which I / we have registered with the state (verification is required). Payment for improvements by from persons or entities not a party to this Grant Application is grounds for disqualification.

\_\_\_\_\_  
Signature of Tenant (if leased) or third-party private entity to provide funds

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant (if leased) or third-party private entity to provide funds

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner  
(if jointly owned)

\_\_\_\_\_  
Date



**Grantee Project Summary & Evaluation** (attach additional sheets as necessary)

**Project Summary**

Describe the improvements you made.

List all vendors / contractors providing materials or services for this project with contact information.

Vendor / Service Provider	Phone Number or Address or Website

\_\_\_\_\_  
 Grantee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Grantee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Third Party Entity Signature (if applicable)

\_\_\_\_\_  
 Date

**CRA Staff: Color photos of completed project from site visit must be attached to this report.**

## Payment Request

On \_\_\_\_\_, the Collier County Community Redevelopment Agency approved funding in the amount of \$\_\_\_\_\_ to cover a portion of the costs listed below through the Site Improvement Grant program:

Improvement	Cost
<b>Total</b>	

I hereby confirm that all items listed above have been completed as outlined in the Site Improvement Grant application submitted to the CRA and authorized by the CRA. Therefore, I am requesting the approved funding in the total amount of \$\_\_\_\_\_ as approved by the CRA.

\_\_\_\_\_  
 Grantee Signature Date

STATE OF \_\_\_\_\_  
 COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_. Such person(s) Notary Public must check applicable box:

- are personally known to me.
- produced her current driver license.
- produced \_\_\_\_\_ as identification.

(Notary Seal)

\_\_\_\_\_  
 Notary Public  
 Printed Name of Notary: \_\_\_\_\_  
 Commission Number: \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_

**IMPORTANT NOTE: NO REIMBURSEMENT WILL BE PROVIDED WITHOUT ATTACHING THE FOLLOWING: (1) VENDOR/CONTRACTOR INVOICE / RECEIPT AND (2) COPY OF CANCELLED CHECK OR CREDIT CARD VALIDATION TO GRANTEE'S ACCOUNT FOR EVERY REIMBURSABLE EXPENSE.**