



# **INTERIOR UPLIFT GRANT PROGRAM OVERVIEW**

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**1. OVERVIEW**

The Fort Pierce Redevelopment Agency (FPRA) Commercial Building Interior Uplift Grant is an incentive program available to businesses throughout the FPRA District. The program provides matching funds to commercial property owners and businesses for interior upgrades with a focus on projects that remedy degraded building systems and extend the economic viability of the building. The goal of the program is to eliminate functional obsolescence, remove deterioration, and improve the “energy efficiency” of existing buildings in the FPRA District, with an emphasis on bringing these buildings up to current building codes and making them more viable for occupancy.

The FPRA reserves the right to approve or deny any Commercial Building Interior Uplift Grant 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 FPRA District.

**2. FUNDING**

The Interior Uplift Grant Program offers financial assistance in the form of a reimbursable, matching (50%) grant up to \$10,000 to the property or business owner for eligible expenses associated with interior upgrades. Grants cannot be awarded retroactively for work that has already been completed.

Grant funding examples:

<u>Eligible Project Cost</u>	<u>FPRA Contribution</u>	<u>Applicant Contribution</u>
\$10,000	\$5,000	\$5,000
\$5,000	\$2,500	\$2,500

**3. APPLICANT ELIGIBILITY**

The Interior Uplift Grant program is available to fund eligible interior improvements on commercial properties.

- To be eligible the building must be located within the FPRA District and be commercially zoned.
- Residential and governmental facilities do not qualify for this program.
- Application will be rejected if the property has any judgement liens, code violations, or delinquencies in mortgage or tax obligations.
- If the Applicant (Applicant is defined as the entity that is completing the application) is not the building and property owner, the building and property owner must agree in writing to allow and support the application as part of the application process (per Property Owner Affidavit).
- Project must have proper City permits and FPRA approval prior to beginning work. Any application where work has started prior to receiving permits and approvals will be rejected.
- A project timeline must be provided with the application. The project must be started within six (6) months from the date of FPRA Board approval and completed within 12 months of building permit issuance. Failure to do so, without an approved deviation by the FPRA, will result in termination of the grant.
- Business must meet City of Fort Pierce Business Tax Receipt requirements.

#### 4. APPLICATION PROCESS

1. Ensure that your property is located within the FPRA District.
2. Review program guidelines and eligibility requirements.
3. Complete the Pre-Application Form. <https://choosefortpierce.com/969/FPRA-Incentive-Program>
4. A staff member will contact you within ten (10) business days of receiving your Pre-Application Form to determine your eligibility and provide information on the grant application.
5. Complete Grant Application and attach all required documents. Incomplete applications will be returned to the applicant and will NOT be evaluated until all requirements are met.
6. Staff will evaluate application based on the provided evaluation criteria. If application receives less than 60 out of 100 points, it will not be eligible for funding.
7. CRAAC will review rankings and make recommendation to FPRA Board. FPRA Board will make final determination and execute grant agreement.
8. Applicants will receive written notification of approval or denial of funding.

\*To request a paper application in person or in the mail, please call 772-467-3786 or email [fpra@cityoffortpierce.com](mailto:fpra@cityoffortpierce.com)

#### 5. DOCUMENTS REQUIRED

The following documentation must be attached to your application.

##### ***Pre-Application***

- Map of project location.
- Two (2) color photographs of the interior of the property in its current condition.
- Project concept, rendering or any other relevant materials that convey the physical improvements proposed to be made.

##### ***Grant Application***

- Proof of building ownership
- Copy of signed lease (including written permission from the property owner to make changes outlined in the project, see Property Owner Affidavit), or copy of Deed showing ownership of the property by the business owner.
- A minimum of two (2) cost estimates from different licensed contractors. These cost estimates MUST be for the same improvements. Estimates should be broken out in detail, especially if any non-eligible improvements are being completed, as this allows FPRA to compare based on only grant eligible improvements being performed.
- Proof of funds to fully fund the project.

## **6. ELIGIBLE IMPROVEMENTS:**

The Commercial Interior Building Renovation Program offers financial assistance in the form of a reimbursable, matching (50%) grant to the property owner or business owner for eligible expenses associated with the renovation or rehabilitation of the interior elements of the commercial space.

Examples of eligible improvements are listed below; however, this list is not exhaustive:

- Windows
- Interior doors
- Walls, ceilings, framing, drywall, insulation, molding and paint.
- HVAC systems
- Plumbing, natural gas and electrical systems (including internal grease traps and external grease interceptors)
- Plumbing fixtures
- Security systems
- Electrical systems and fixtures
- Flooring
- ADA Requirements
- Painting when accompanied with interior work such as installing or relocating walls, minor demolition and any work as long as it is part of an improvement and not the sole project for which a funding request is being made
- Remediation of environmental contamination on the interior of the building including painting, such as lead, mold or asbestos
- Architectural and engineering fees as well as permitting and development review fees not to exceed 10 percent of the total eligible project cost

## **7. INELIGIBLE IMPROVEMENTS**

The following items are not eligible for the grant:

- New construction.
- Exterior improvements.
- Permit fees and taxes.
- Improvements constructed prior to execution of final agreement with the FPRA.
- Refinancing existing debt.
- Any service performed by a non-licensed contractor, or which is inconsistent with the City's adopted codes.
- Sweat equity payments (i.e., reimbursement for applicant's own labor and performance of renovation work or new construction).
- Improvements that are required as a result of a violation notice, or citation are not eligible for grant funding.
- Routine maintenance activities that are part of normal property ownership.
- Improvements to properties that are exclusively residential.
- Improvements to properties that "expand" non-conforming uses.
- Relocation expenses or loss of business expenses during relocation period.
- Physical or visual removal of architecturally important features.
- Refinancing existing debt.

## **8. GENERAL PROVISIONS**

The funding assistance provided under the Commercial Building Interior Uplift Grant Program is solely on a reimbursement basis. The FPRA has the exclusive authority to approve or deny program applications based on its determination as to the benefits to the FPRA produced by requested projects. The FPRA may impose any conditions of approval it deems suitable to protect the interests of the agency, including a duly executed contract.

There is no guarantee that funding will be available for every application submitted, including those that meet the required criteria.

The FPRA 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 FPRA upon receipt of a public records request, subject to any exemptions provided by Florida Law.

#### **9. DISBURSEMENT OF FUNDS**

The applicant shall incur all initial project costs and may receive reimbursement only after all improvements have been completed in accordance with the grant award.

Grant funds will be disbursed upon the receipt of a finding of project completion by the FPRA. The finding of project completion will be granted when the FPRA has received the following package:

- Written notification from the Owner that the project is complete.
- Copies of all required permits and occupancy certificates.
- Copies of paid invoices and evidence of payment (cancelled checks)

## 10. EVALUATION CRITERIA

CRITERIA	POINTS
<u>Impact</u> Potential that proposed business will enhance economic vitality of businesses within the FPRA district or attract additional businesses within the FPRA district boundaries.	<u>50 points possible</u>
<u>Activation</u> Will this project activate a vacant building or portion of a building?	<u>20 points possible</u>
<u>Type</u> Business type has been identified as <u>targeted tier</u> in the Retail & Business Study	<u>15 points possible</u>
<u>FPRA Plan</u> How does this project meet the goals and objects of the FPRA Plan?	<u>15 points possible</u>

## 11. TIMELINE\*

- a. Pre-application period:
  - i. December 15, 2021 until January 19, 2022
  - ii. This period may be extended based on number of applications received.
- b. Application period:
  - i. February 2, 2022 until March 16, 2022
- c. CRA Advisory Committee Review/Recommendation:
  - i. April 6, 2022
- d. FPRA Board
  - i. May 10, 2022

\*Dates are subject to change

## 12. FPRA DISTRICT MAP



FPRA District  
Map.pdf

# Interior Uplift Grant Process

