

AGENDA

Town of Lake Park, Florida COMMUNITY REDEVELOPMENT AGENCY MEETING

Monday, OCTOBER 18, 2004 7:30 PM
Town Hall Commission Chambers
535 Park Avenue

Paul Castro	Mayor
G. Chuck Balius	Vice Mayor
Paul Garretson	Commissioner
Jeff Carey	Commissioner
Ed Daly	Commissioner
Patricia Plasket Osterman	Board Member
Jerry Foland	Board Member

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Community Redevelopment Agency, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. ADDITIONS/DELETIONS - APPROVAL OF AGENDA

E. DISCUSSION ITEMS

1. COMMUNITY REDEVELOPMENT AGENCY DISASTER ASSISTANCE

F. ADJOURNMENT

Copy

Memorandum

To: Members, Community Redevelopment Agency Board

Via: J. Douglas Drymon
Town Manager

From: Bambi McKibbon-Turner

Subject: Community Redevelopment Agency Disaster Assistance

Date: October 12, 2004

At the request of the Town Manager, I have researched the types of assistance which other Community Redevelopment Agencies provide in terms of disaster recovery. In conducting such research, I talked with Mr. Corey O’Gorman of the Lake Worth CRA and officials of the Florida Redevelopment Agency. I also talked with the directors of the Kissimmee CRA and the Charlotte County CRA, pursuant to referral from Mr. O’Gorman. Following is the outcome of my research, which is organized to provide information regarding funding availability, disaster recovery strategies utilized by other CRA’s, and recommendation for a Lake Park CRA disaster assistance program and guidelines:

Federal

Lake Park Community Development Director Larry Szykowski has talked with Mr. Willie Taylor, Economic Development Administration representative in Atlanta, Georgia, to determine the availability of federal funding to assist businesses in disaster recovery. Mr. Taylor has advised that there is \$4 million in Economic Development Administration assistance available to the states for the restoration of damaged public infrastructure (e.g., water lines, sewer lines, rail spurs) connected to job creation, and which repairs such infrastructure to better than its original condition. The program is open-ended, with no stated deadline. The grant range is \$250,000 to \$500,000 per project. The Economic Development Administration is accepting two-page write-ups for the grant application. Authorization is required from the full Commission for the submittal of an application for this funding.

Disaster Recovery Strategies Utilized by Other CRA's

Charlotte County CRA

Based upon the recommendation by Corey O'Gorman of the Lake Worth CRA, I talked with officials of the Charlotte County CRA who provided the attached description of resources available there to assist businesses in recovering from Hurricane Charley. The resources, which are described in detail in the attachment (which is incorporated herein by reference) were made available to businesses through the Florida Gulf Coast University Business Assistance Center within the Charlotte County Economic Development Office. Such resources are as follows:

1. The Florida Small Business Emergency Bridge Loan program;
2. The U.S. Small Business Administration disaster assistance loan programs (the CRA placed three loan specialists at the Business Assistance Center to provide answers to questions regarding the SBA disaster loan programs and to take applications);
3. Agency for Workforce Innovation employment placement and unemployment assistance;
4. Florida Gulf Coast University/Small Business Development Center assistance to businesses helping to identify appropriate loan programs for which they may qualify and assistance with general business matters;
5. Global Partnership for Preparedness disaster assistance team with expertise in disaster preparedness and recovery for businesses.

The CRA also conducted a telephone survey through a separate outreach office of all businesses in the county to assess the level of business recovery assistance needed. The outreach office was staffed by temporary employees who conducted the telephone survey and also called businesses to check on their wellbeing. Once the surveys were completed, outreach representatives went into the field and conducted follow-up site visits. Businesses which could not be reached by telephone were surveyed during the site visits. A copy of the Business Assistance Survey form which the CRA utilized is also attached along with the letter of introduction which was sent to all businesses to advise them of the services available through the Business Assistance Center.

Kissimmee CRA

Based upon the recommendation from Mr. O'Gorman, I talked with officials of the Kissimmee CRA who have advised me that they have put together a grants package that they offered to businesses within their CRA district. The grants package consists of the following elements:

1. A low interest bridge loan program through FEMA;
2. The CRA doubled the maximum amount of its ongoing rehabilitation grant program from \$5,000 to \$10,000 for a period of six months to help businesses recover from the hurricane. Although the intent of the grants is to help businesses recover from the hurricane, the rehabilitation does not have to result from hurricane damage. This is a matching grant program, and businesses can use insurance money as their matching share.

3. The CRA doubled the maximum amount of its ongoing revitalization grant program from \$5,000 to \$10,000 for a period of six months. While the purpose of this program is to help bring business properties within compliance with current Code requirements, it is being used to help address hurricane damage. It is also being used by owners of business property to address long running revitalization needs which have been exacerbated by the hurricane.
4. The CRA has doubled its sign grants from \$1,500 to \$3,000 for a period of six months to help repair or replace signage damaged by the hurricane and address other signage issues.

CRA officials have advised me that they set aside \$200,000 for the above programs, consisting of \$50,000 from the City of Kissimmee budget and \$150,000 from their CRA budget. The CRA has already received \$350,000 worth of applications for the programs and as a result, will be seeking additional monies from the city to allow for funding of the excess applications.

Recommendations for a Lake Park CRA Disaster Assistance Program and Suggested Guidelines

Currently, the Town of Lake Park has two grant programs in place which provide assistance to businesses located in the CRA – they are the CRA program and the Façade Improvement Grant Program. They are described in more detail as follows:

Lake Park CRA Program

In establishing the CRA Program, it was the intent of the Lake Park CRA to provide development assistance in the form of matching grants to existing businesses located within the CRA. Such funding is provided under Part III of the Community Redevelopment Act, Chapter 163, Florida Statutes, and is consistent with the Lake Park CRA Plan. Grants are available on a first-come, first- served, basis.

Eligible projects consist of exterior façade improvements (i.e., structural repair and improvements, painting, stucco, windows, awnings, signage) which will enhance the curbside appearance of the business structure, parking improvements, and landscaping improvements which will improve the visual impact of the Town of Lake Park. CRA grants can be used to correct Code violations which pertain to exterior façade, parking and landscaping. *Roof repair and/or replacement are not considered façade improvements and are not eligible for CRA grants*, unless applicant can demonstrate an improved design/aesthetic appeal. There is nothing in the CRA Program guidelines (a copy of which are attached along with a copy of the application form) which prevent the usage of CRA grants to correct hurricane damage to exterior façades.

The Town will match up to 50 percent of the total estimated project cost, with the maximum grant award per applicant being \$5,000. The applicant's matching share can come from other programs, as well as from insurance monies to the extent that the proposed activities are consistent with the CRA project eligibility requirements outlined above.

Eligible applicants for this program are existing legally established for-profit business enterprises¹ which are physically located within the Lake Park CRA. Applicants must demonstrate in their submittals the ability to complete the proposed project within twelve (12) months of the date of application approval.

Façade Improvement Grant Program

The Façade Improvement Grant Program is the commercial component of the Lake Park Community Improvement Beautification Fund. Grants are available on a first-come, first-served, basis.

The purpose of the Façade Improvement Grant Program is to promote maintenance, rehabilitation, renovation and restoration of the exterior of buildings in the Park Avenue Downtown District ("PADD") or the Lake Park CRA by offsetting the cost of such improvements. The proposed work must be consistent with the Town's overall goals for an improved downtown. Assistance is available through the Lake Park Community Development Department to assist applicants with their project plans. Department staff provides property owners with guidelines for design to assure that the resulting project will contribute to a traditional downtown image and create a quality pedestrian-oriented environment.

There is nothing in the Façade Improvement Grant Program guidelines (a copy of which are attached along with a copy of the application form) which prevent the usage of Façade Improvement grants to correct hurricane damage caused to the exteriors of buildings.

The applicant's matching share for this program can come from other programs, as well as from insurance monies to the extent that the proposed activities are consistent with the Façade Improvement Grant Program project eligibility requirements outlined above.

Eligible applicants are owners of commercial properties located in the CRA or the PADD.

Lake Park Grant Making Policy

In October of 2003, the Commission approved the Town grant making policy which established guidelines for providing assistance (e.g., in-kind services or grant funds) to groups which seek local government support for projects within the Town of Lake Park, including the Lake Park CRA. Such assistance is available on a first-come, first-served basis and is separate from the assistance available through the CRA program, the Façade Improvement Program, and the annual matching funding that the Town of Lake Park has historically provided for the Palm Beach County Development Regions Grant Program. The grant making policy was approved following approval of the FY 2004 Town budget; however, no funding was subsequently allocated for such grants. Accordingly, in FY 2004 the only assistance available was in-kind services which constituted 50 percent of the total cost of the proposed project up to a maximum of \$25,000. During Town budget considerations this year, no funding was allocated for FY 2005.

¹ Organizations legally established on a not-for-profit basis are not eligible for CRA funding.

Eligible projects consist of special projects and projects which promote community and economic development within the Town of Lake Park, or to meet matching grant requirements for other programs to the extent that such proposed projects are consistent with the eligibility requirements outlined below, except that such funding cannot be used to meet the applicant's matching share requirements under the Façade Improvement Grant Program or the CRA Program.

Examples of eligible projects are as follows:

- Festivals or street fairs not directly sponsored by the Town of Lake Park
- Relocation or expansion of a business or organization which results in the creation of full-time or full-time equivalent employment opportunities or the retention of jobs that have existed for six months prior to the submittal of the application for this program

Eligible applicants must be legally established nonprofit 501(c)(3) tax exempt organizations and for-profit business enterprises which are physically located within the municipal boundaries of the Town of Lake Park and whose projects will in the opinion of the Town Commission directly benefit citizens of the Town of Lake Park. There is nothing in the current guidelines to prevent usage of such grants to repair hurricane damage to businesses. Grants will not be made to individuals or to start-up organizations or businesses, or to fund political causes or candidates, or religious organizations or causes. A copy of the application form and guidelines are attached.

Recommendations

Based upon the Charlotte County CRA and Kissimmee CRA models, it recommended that the CRA Board undertake the following actions:

1. Increase the current maximum grant amount for the CRA Program from \$5,000 to \$10,000 for a period of six months to cover hurricane damage to exterior business facades resulting from Hurricanes Frances and Jeanne, based upon the model established by the Kissimmee CRA (increase in the maximum levels of the Façade Improvement Grant Program and the grant making policy will require action by the Commission);
2. Design a survey instrument based upon the Business Assistance Survey utilized by the Charlotte County CRA which would be distributed by mail to all businesses in the Town of Lake Park, including the CRA, to conduct an assessment of the types of disaster assistance needed by the business community. The rationale for suggesting mail distribution is lack of temporary employees in a separate outreach office to conduct such a survey by site visits (the occupational license software currently utilized by the Town can generate mailing labels);
3. Depending upon the outcome of the Business Assistance Survey needs assessment outlined above, establish a disaster assistance center (e.g., in the Mirror Ballroom) where disaster assistance can be provided. Contact could be established with the U.S. Small Business Administration to explore the possibility of having loan specialists on hand to provide answers to questions regarding SBA disaster loan programs and to take applications.

As was the case with the Kissimmee CRA, the Commission could amend the FY 2005 budget to provide additional funding to the CRA in order to facilitate the increase in the maximum grant amount of the CRA Program grants, and to facilitate the increase in the maximum grant amount of the Façade Improvement Grant Program. In addition, the Commission could also amend the FY 2005 budget to provide for an allocation of funding for Town grant making pursuant to the Lake Park Grant Making Policy adopted in October 2003 through which disaster assistance can be provided to businesses Town-wide.

For ease of reference, attached is a copy of Lake Park Zoning/Community Redevelopment Agency Map.

Attachments



*It's **PURE** Economics.*

BUSINESS ASSISTANCE CENTER
Charlotte County Economic
Development Office
18501 Murdock Circle, Suite 308
941-204-1235 or 941-627-3023
Monday – Friday, 8 a.m. – 5 p.m.

RESOURCES

BRIDGE LOAN

The Governor's Office activated Florida's Small Business Emergency Bridge Loans and several area banks are participating in the program. The Bridge Loan is a short term loan up to \$25,000 available to small business owners who have been in operation for one full year prior to Hurricane Charley, August 13, 2004 and have verifiable, physical damage to their business. Bridge loans are not available for economic injury due to decreased sales or temporary closure. This interest free loan comes in 90-day and 180-day repayment terms.

SMALL BUSINESS ADMINISTRATION (SBA)

The SBA offers Disaster Assistance Loans up to \$1.5 million to businesses of all sizes and non-profit organizations to repair damage to real estate, machinery, equipment and inventory caused by Hurricane Charley. SBA loans are provided at low interest rates (2.9%) with repayment terms up to 30 years. The SBA also have home loan applications available if business owners had personal loss at their home.

AGENCY FOR WORKFORCE INNOVATION

Workforce Innovation meets with both business owners and their employees to discuss unemployment issues. They also introduce the National Emergency Grant, which allows anyone willing to perform manual labor to work with non-profit organizations. The Agency also provides assistance in recruiting, job posting, facility use, employee referral, tax incentives and applicant screening.

FLORIDA GULF COAST UNIVERSITY/SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center is talking to business owners to determine what loans they are eligible for, give them the packets/applications they need to fill out and assist in the completion of the forms, if requested. They also ask the business owners if they have applied for FEMA and filed a claim with their insurance company.

GLOBAL PARTNERSHIP FOR PREPAREDNESS (GPP)

A disaster assistance team who are experienced in business recovery. They are available to talk to business owners about various topics, including: how to protect their business, accelerate recovery and minimize loss, as well as: relocation, recordkeeping for insurance and tax purposes and personnel. They offer guidance, advice and comfort.

October, 2004

This letter serves as an introduction to the Business Assistance Team working with the Economic Development Office. The Economic Development Office is reaching out to the business community to inform them of services available.

Within days of Hurricane Charley the Business Assistance Center was opened, where local businesses could seek business and employment counseling, meet with representatives from the Small Business Development Center, Florida Gulf Coast University, as well as apply for low interest Small Business Administration loans.

Contact information you might find helpful includes:

Federal Emergency Management Agency (FEMA)
800-621-FEMA (3362)
TTY: 800-462-7585

Small Business Administration Loan Assistance
(Be sure to ask for a Business Loan Officer)
2323 Tamiami Trail (Scotty's)
Punta Gorda, FL 33950
Open 7 days a week, 8:00 am – 7:00 pm.

Charlotte County Office of Emergency Management
941-505-4620 (Citizen's Hotline)

Agency for Workforce Innovation
Workforce Innovation
19500 Toledo Blade Blvd, Room 98
Port Charlotte, FL 33948
941-255-7681

Should you have questions, please do not hesitate to call.

Yours very truly,

Betty Williams
Economic Development Manager

TOWN OF LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY
APPLICATION FOR FUNDING

NOTE: Community Redevelopment Agency ("CRA") funding targets existing businesses located in the Lake Park CRA District.

I. APPLICANT

- A. Legal Name of Business: _____
- B. Address: _____
City: _____ State: _____ Zip Code: _____
- C. Telephone No. _____ FAX No.: _____
- D. Email Address: _____
- E. Date the Business Was Legally Established: _____ State: _____
- F. Legal Form of Business (Please Check One Box): Sole Proprietorship
 Corporation Limited Liability Company Partnership
- G. Name of Principal Officer/Owner: _____
- H. Contact Person for This Application: _____
- I. Telephone No. (if different from above): _____
- J. Nature of Business (please list products/services provided): _____

- K. Palm Beach County Occupational License Number: _____
Expiration Date: _____
- L. Lake Park Occupational License Number: _____
Expiration Date: _____

II. PROPERTY OWNER

- A. Name: _____
- B. Address: _____
- C. Telephone No.: _____ FAX No.: _____

III. DESCRIPTION OF PROPOSED PROJECT

A. Project/Business Name: _____

B. Address: _____

C. Project General Description (*attach additional sheets if necessary*):

Please note that all proposed work must be consistent with the zoning requirements for the area in which the project is to be located as set forth in the Code of Ordinances of the Town of Lake Park. For further information, please contact the Lake Park Department of Community Development at 561-881-3318.

D. List of Project Costs (*Please note that three [3] written estimates are required for each phase of work to be undertaken – attach additional sheets if necessary*):

1. _____
2. _____
3. _____
4. _____

Total Estimated Project Cost: \$ _____

IV. HOW WILL THIS PROJECT BENEFIT THE DOWNTOWN AREA (*attach additional sheets if necessary*)?

V. FUNDING SOURCES

- Town of Lake Park \$ _____
(Enter the amount being requested from this grant program.)

- Applicant \$ _____
(Enter the amount of matching funding to be provided by applicant – the Town of Lake Park will match up to a maximum of 50 percent of the total estimated project cost. The maximum grant award per applicant is \$5,000.00)

VI. REQUIRED DOCUMENTATION

Please include with this application at the time of submittal the following documentation:

- _____ Copy of current Certificate of Status from the Florida Department of State (if applicant is a corporation, limited liability company, or partnership)
- _____ Copy of **current** Certificate of Status of Fictitious Name Registration from the Florida Department of State (if applicant is a sole proprietorship)
- _____ A current Statement of Good Standing from the Internal Revenue Service **OR** copies of two (2) previous years' federal income tax returns **as submitted to the Internal Revenue Service**, including all schedules
- _____ Copy of applicant's current financial statements (prepared within 90 days of submittal of this application)
- _____ Copy of current Palm Beach County Occupational License
- _____ Copy of current Town of Lake Park Occupational License
- _____ Copies of written estimates
- _____ Copy of Code violations, if any

COMPLETED APPLICATION FORMS AND REQUIRED DOCUMENTATION MUST BE SUBMITTED EITHER IN PERSON OR BY MAIL OR EXPRESS DELIVERY TO:

**TOWN MANAGER
TOWN OF LAKE PARK
LAKE PARK TOWN HALL
535 PARK AVENUE
LAKE PARK, FLORIDA 33403**

NO APPLICATIONS WILL BE ACCEPTED BY FAX.

Attachment: (1) Town of Lake Park Community Redevelopment Agency Program Information and Criteria for Funding

For Office Use Only:

Date complete application received _____

TOWN OF LAKE PARK

COMMUNITY REDEVELOPMENT AGENCY¹

PROGRAM INFORMATION AND CRITERIA FOR FUNDING

I. INTENT

It is the intent of the Town of Lake Park Community Redevelopment Agency ("CRA") to provide development assistance in the form of funding to existing businesses located within the CRA District of the Town of Lake Park. Such funding shall be provided pursuant to Part III of the Community Redevelopment Act, Chapter 163, Florida Statutes, and consistent with the Town of Lake Park Community Redevelopment Agency Plan. Such funding is available on a matching grant basis. The Town of Lake Park will match up to a maximum of 50 percent of the total estimated project cost. The maximum grant award per applicant is \$5,000.00.

CRA funding can be used to meet matching grant requirements for other programs to the extent that such proposed activities are consistent with the CRA project eligibility requirements outlined below. *(Example: The Palm Beach County Development Regions Grant Program [when the funding cycle is open, which requires matching funding from the applicant] can be used for business expansion and improvements consisting of exterior painting, landscaping, and parking enhancements. Such activities meet the Lake Park CRA eligibility requirements, and CRA funding can be used to help meet the applicant's matching funding requirement for the Development Regions Grant Program.)*

II. ELIGIBILITY

Eligible applicants are existing legally established for-profit business enterprises² which are physically located within the CRA District of the Town of Lake Park. Applicants must demonstrate in their submittals the ability to complete the proposed project within twelve (12) months of the date of application approval.

Eligible projects consist of exterior façade improvements (i.e., structural repair and improvements, painting, stucco, windows, awnings, signage) which will enhance the curbside appearance of the business structure, parking improvements, and landscaping improvements which will improve the visual impact of the Town of Lake Park. CRA funding can be used to correct Code violations which pertain to exterior façade, parking and landscaping. **Roof repair and/or replacement are not considered façade improvements and are not eligible for CRA funding, unless applicant can demonstrate an improved design/aesthetic appeal.**

¹ Created pursuant to Resolution 65, 1996 adopted by the Commission of the Town of Lake Park on November 20, 1996.

² Organizations legally established on a not-for-profit basis are not eligible for CRA funding.

III. CONSISTENCY WITH GOVERNMENTAL REGULATIONS: LAKE PARK COMPREHENSIVE PLAN, AND CODE OF ORDINANCES AS TO CODE COMPLIANCE AND ZONING

Eligible projects must demonstrate consistency with the Town of Lake Park's Comprehensive Plan and all applicable zoning requirements, as well as all applicable building and safety codes, as set forth in the Lake Park Code of Ordinances, as evidenced by a review by the Lake Park Department of Community Development.

IV. FUNDING CRITERIA

Applications submitted to the Town of Lake Park for CRA funding will be reviewed by the Lake Park Community Redevelopment Agency Board, which shall rate each application in accordance with the following criteria:

Funding Criteria	Above Average – Average (application selected for funding)	Fair (application needs improvement)	Poor (not selected for funding)
Financial responsibility (evidenced from review of copies of income tax returns and current financial statements)	6 5 4	3 2 1	0
Curbside appearance (visual impact of proposed project)	6 5 4	3 2 1	0
Aesthetic benefit (to the Town of Lake Park)	6 5 4	3 2 1	0
Extent to which proposed project will upgrade the existing aesthetic condition of the building exterior, or correct inconsistencies with the surrounding properties	6 5 4	3 2 1	0
Total amount of applicant's matching share in proportion to the total estimated project cost	6 5 4	3 2 1	0
<i>OVERALL APPLICATION RATING</i> ³ →			
Rater's Comments:			

³ Maximum overall rating is 30 points.

TOWN OF LAKE PARK

Façade Improvement Grant Program

The Town of Lake Park has established a Façade Improvement Grant Program as the commercial component of its Community Improvement Beautification Fund with funds to be derived from a portion of the Bond money, and it is available on a first-come, first-served, basis.

Purpose

To promote maintenance, rehabilitation, renovation and restoration of the exterior of buildings in the Park Avenue Downtown District ("PADD") or the Community Redevelopment Agency ("CRA") District of Lake Park by offsetting the cost of such improvements. The Lake Park Department of Community Development is available to assist applicants with their project plans. Department staff will provide property owners with guidelines for design to assure that the resulting project will contribute to a traditional downtown image and create a quality pedestrian-oriented environment.

Things You Should Know About the Grant

- Improvement elements eligible for funding are signs, canopies, façade improvements, painting, landscaping and lighting
- All improvements must meet any applicable Code of Ordinances of the Town of Lake Park and must be approved by the Lake Park Department of Community Development. For further information regarding this requirement, please contact the Department of Community Development at 561-881-3318.
- If the design is approved, the grant will match the applicant's costs with a minimum of **10 percent up to a maximum of 50 percent, with the total grant award not to exceed \$3,000.00.**
- After the design has been approved, work must begin within 30 days of approval, and must be completed within 120 days after commencement.
- The grant will be paid **on a reimbursement basis** to the applicant following completion of work as approved by the Department of Community Development and all paid invoices relating to the project have been submitted to the Town Manager.
- Architectural, engineering and surveying fees are not eligible for grant funding. Only actual construction materials and labor will be considered for the grant.

FAÇADE IMPROVEMENT GRANT PROGRAM

APPLICATION FORM

NOTE: This grant targets commercial properties in the PADD or CRA District of Lake Park. Proposed work must be consistent with the Town's overall goals for an improved downtown. Applicant must be the property owner.

I. APPLICANT INFORMATION:

A. Name: _____

B. Address: _____

City: _____ State: _____ Zip Code: _____

C. Telephone No. _____ FAX No.: _____

D. E-mail Address: _____

E. Legal Name of Business: _____

F. Business Address: _____

City: _____ State: _____ Zip Code: _____

G. Telephone No. _____ FAX No.: _____

H. Date the Business Was Legally Established: _____ State: _____

I. Legal Form of Business (Please Check One Box): _____ Sole Proprietorship
_____ Corporation _____ Limited Liability Company _____ Partnership

J. Nature of Business (please list products/services provided): _____

K. Palm Beach County Occupational License Number: _____
Expiration Date: _____

L. Lake Park Occupational License Number: _____
Expiration Date: _____

M. Code Compliance Board Order Number or Violation Notice (if applicable)

II. PROJECT DESCRIPTION:

A. Project General Description *(Summarize project to include as much detail about visual and structural improvements as possible. Attach additional sheets if necessary):*

III. LIST OF ESTIMATED PROJECT COSTS *(Please note that three [3] written estimates are required for each phase of work to be undertaken – attach additional sheets if necessary):*

1. _____
2. _____
3. _____
4. _____

Total Project Cost Estimate: \$ _____

IV. FUNDING SOURCES:

- Town of Lake Park grant:
(Enter the amount of grant being requested) \$ _____
- Applicant's share:
(Enter the amount of money you plan to contribute) \$ _____
- In-kind Services:
(Enter the value of any donated services or materials) \$ _____

DOCUMENTATION WHICH MUST BE ATTACHED TO THIS APPLICATION:

Please include with this application at the time of submittal the following documentation:

- _____ Copy of current Palm Beach County Occupational License (if applicable)
- _____ Copy of current Town of Lake Park Occupational License (if applicable)
- _____ Copy of Town permits already received (if applicable)
- _____ Proof of insurance coverage for building
- _____ Copies of written estimates
- _____ Copy of Code Compliance Board Order, if any

THIS IS AN OPEN-ENDED PROGRAM WITH NO STATED DEADLINE. THIS PROGRAM WILL REMAIN OPEN AS LONG AS FUNDING IS AVAILABLE. COMPLETED APPLICATION FORMS AND REQUIRED DOCUMENTATION MUST BE SUBMITTED EITHER IN PERSON OR BY MAIL OR EXPRESS DELIVERY TO:

**TOWN MANAGER
TOWN OF LAKE PARK
LAKE PARK TOWN HALL
535 PARK AVENUE
LAKE PARK, FLORIDA 33403**

For further information regarding this program, contact the Office of the Town Manager at 561-881-3304.

NO APPLICATIONS WILL BE ACCEPTED BY FAX.

For Office Use Only:

Date application received: _____

Application Complete:

- Yes
- No. Additional information or documentation needed:

- _____
Additional information or documentation received:
Date: _____

Application Approved?

- Yes. Date of Approval:** _____
Amount: \$ _____
Conditions (if applicable): _____

- No. Date of Denial:** _____
Reason: _____

Comments:

* Town of Lake Park Façade Improvement Grant Program Application Form (revised 5/2003 -
previous
editions obsolete)

**TOWN OF LAKE PARK
INFORMATION ON SUBMITTING GRANT APPLICATIONS
AND CRITERIA FOR FUNDING**

I. INTENT

The following guidelines are provided by the Town of Lake Park to assist groups seeking local government funding and in-kind¹ support for projects within the Town of Lake Park. For Fiscal Year 2004 (commencing October 1, 2003 and ending September 30, 2004), grants of in-kind services are available from the Town of Lake Park. The maximum value of the grant award of in-kind services available per applicant is 50 percent of the total cost of the proposed project up to a maximum of \$25,000.00. There is no minimum grant requirement.

II. APPLICATION DEADLINE

November 1, 2003 and March 1, 2004 (for Fiscal Year 2004). Applications must be submitted to the Town of Lake Park at least two (2) months in advance of the start date of the project to allow for adequate processing time and review/approval by the Commission of the Town of Lake Park.

Applicants must demonstrate in their application submittals the ability to complete the proposed project within twelve (12) months of the date of application approval. **For Fiscal Year 2004, applications or proposals for monetary grants will not be accepted or considered due to budgetary constraints.**

III. ELIGIBILITY

Eligible applicants must be legally established nonprofit 501(c)(3) tax exempt organizations and for-profit business enterprises which are physically located within the municipal boundaries of the Town of Lake Park and whose projects will in the opinion of the Town Commission directly benefit citizens of the Town of Lake Park. **Grants will not be made to individuals or to start-up organizations or businesses.**

In-kind services can be used for special projects and projects which promote community and economic development within the Town of Lake Park, or to meet matching grant requirements for other programs to the extent that such proposed projects are consistent with the eligibility requirements outlined below. *(Example: The Palm Beach County Development Regions Grant Program [when the funding cycle is open] requires matching funding from the applicant. In-kind services can be used as part of the Town's matching portion of the amount for which the applicant is applying.)* **In-kind services from the Town of Lake Park cannot be used to meet the applicant's matching requirement under the Lake Park Community Improvement Beautification Fund or the Community Redevelopment Agency program funding.**

Examples of eligible projects are as follows:

- Festivals or street fairs not directly sponsored by the Town of Lake Park
- Relocation or expansion of a business or organization which results in the creation of full-time or full-time equivalent employment opportunities or the retention of jobs that have existed for six months prior to the submittal of the application for this program

Grants will not be made to fund political causes or candidates, or religious organizations or causes.

IV. CONSISTENCY WITH GOVERNMENTAL REGULATIONS, LAKE PARK COMPREHENSIVE PLAN, AND CODE OF ORDINANCES

Eligible projects must comply with the Town of Lake Park's Comprehensive Plan (with regard to economic development projects) as well as all applicable land development codes, including the Florida Fire Prevention Code with Palm Beach County Amendments. Such compliance must be evidenced by a review by the Lake

TOWN OF LAKE PARK

APPLICATION FOR IN-KIND ASSISTANCE
(please type or print clearly)

I. APPLICANT

A. Legal Name of Applicant: _____

B. Address: _____

City: _____ State: _____ Zip Code: _____

C. Telephone No. _____ FAX No.: _____

D. E-mail Address: _____

E. Date the Organization Was Legally Established: _____ State: _____

F. Legal Form of Organization (Please Check One Box): Sole Proprietorship
 Corporation Limited Liability Company Partnership
 Nonprofit 501(c)(3) Tax Exempt Organization

G. Name of Principal Officer/Business Owner: _____

_____ Title: _____

H. Contact Person for This Application: _____

I. Telephone No. (if different from above): _____

J. Nature of Organization (please list products/services provided): _____

K. Palm Beach County Occupational License Number: _____

Expiration Date: _____

L. Lake Park Occupational License Number: _____

Expiration Date: _____

II. DESCRIPTION OF PROPOSED PROJECT

A. Project/Organization Name: _____

B. Address: _____

C. Project General Description (*attach additional sheets if necessary*):

III. FUNDING SOURCES

- Town of Lake Park \$ _____
(Enter the value of in-kind services being requested from this grant program. The maximum value of the grant award of in-kind services available per applicant is 50 percent of the total cost of the proposed project up to a maximum of \$25,000.00.)
- Applicant \$ _____
(Enter the amount of matching funding to be provided by applicant.)

IV. HOW WILL THIS PROJECT BENEFIT THE TOWN OF LAKE PARK?

(attach additional sheets if necessary)

V. REQUIRED DOCUMENTATION

Please include with this application at the time of submittal the following documentation:

For all organizations –

- A copy of current official Certificate of Status from the Florida Department of State (which corporations, for example, can request each year at the time that they file their annual Uniform Business Reports with the Florida Department of State) – PLEASE NOTE THAT A PRINT-OUT OF CORPORATE INFORMATION FROM THE DEPARTMENT OF STATE CORPORATIONS ONLINE PUBLIC INQUIRY WEB PAGE DOES NOT MEET THIS REQUIREMENT.
- A copy of **current** Certificate of Status of Fictitious Name Registration from the Florida Department of State
- A copy of applicant's current financial statements (prepared within 90 days of submittal of this application)
- A copy of current Palm Beach County Occupational License
- A copy of current Town of Lake Park Occupational License
- A Certificate of Insurance evidencing Commercial General Liability insurance coverage of \$100,000 per person and \$200,000 per occurrence, and naming the Town of Lake Park as an "additional insured"
- Copies of written estimates
- Copy of Code violations, if any

For nonprofit organizations, in addition to the documentation required of all organizations –

- A copy of the applicant's history, adopted mission statement and goals
- A complete copy of the applicant's Internal Revenue Service 501(c)(3) tax exempt certification

COMPLETED APPLICATION FORMS AND REQUIRED DOCUMENTATION MUST BE SUBMITTED EITHER IN PERSON OR BY MAIL OR EXPRESS DELIVERY TO:

TOWN MANAGER
TOWN OF LAKE PARK
LAKE PARK TOWN HALL
535 PARK AVENUE
LAKE PARK, FLORIDA 33403

NO APPLICATIONS WILL BE ACCEPTED BY FAX OR E-MAIL.

For Office Use Only:

Date complete application received _____

