



## STUART COMMUNITY REDEVELOPMENT AGENCY



### BUSINESS IMPROVEMENT REIMBURSEMENT PROGRAM

#### PROGRAM DESCRIPTION:

The Stuart CRA Business Improvement Reimbursement Program is an incentive program designed to encourage visible, exterior improvements to commercial businesses in the Stuart Community Redevelopment Area.

The grant program provides a reimbursement grant of up to \$10,000 of public funds per property to match private funds to pay for the design and completion of property improvements. The grant shall be available for commercial businesses which may qualify for a reimbursement of 50% of the applicants total project costs up to \$10,000.

The grant cycle begins on October 1, 2020 and will end on January 8<sup>th</sup>, 2021. To be eligible for consideration applicant must submit a completed application by **5 PM on Friday, January 8<sup>th</sup>, 2021** at the City Hall, Development Department office located at 121 SW Flagler Avenue, Stuart. Funds are limited and subject to availability. Funding may be appropriated annually in the CRA budget. The continuation of the program is subject to the availability of funds in the CRA budget.

#### ELIGIBILITY:

- All owners of a licensed business within the Stuart Community Redevelopment Area shall be eligible for the program. Refer to attached CRA map.
- The property owner is the applicant; however the property is currently leased to a tenant, then the application and agreement must be jointly executed by both the owner and the tenant.
- Residential, non-profit and City owned/leased properties are not eligible.
- First time applicants have priority. If funds are available, past applicants may apply for property improvements.
- Properties must not have building code or code enforcement issues. City staff will verify this during its due diligence.
- Property must not have any tax liens and must be current on property taxes paid to the City of Stuart.
- Commercial Businesses must have a current Business Tax License with the City of Stuart.

#### ELIGIBLE IMPROVEMENTS:

The Stuart CRA Business Improvement Reimbursement Program shall provide, on a reimbursement basis, 50% matching grant for eligible exterior improvements, which are consistent with and further the implementation of the Stuart Community Redevelopment Plan and City of Stuart Land Development Code, and visible from the roadway. Funds may be used for one or more of the following types of enhancements as a part of an improvement program:

- Exterior architectural amenities to provide shade over the public right-of-way/sidewalk (*e.g. addition or improvement of new awnings, balconies, porches, entryways, or arcades*)
- Replacement of non-conforming pole signs to conforming freestanding or monument signs
- Exterior wall repair (stucco, brick, or siding repairs and replacement) Xeriscape Landscaping (*a maximum of \$1,500.00 or 15% of the total project, whichever is less, no irrigation*) and fences (*no metal chain-link*)
- Parking lots, driveways, walkways, and streetscaping (i.e. benches, shade trees, bicycle racks)
- Restoring or substantially beautifying, or enhancing the façade or elevation of a commercial building
- Architectural, engineering or landscape architectural services to design improvements to be funded through this program (maximum of \$500 in grant funding)

The following is not eligible for funding on its own but it may be funded as part of a more comprehensive façade improvement: replacement of windows and doors, replacement of wall air-conditioning units on a building to energy efficient central air conditioning system, replacement of existing awnings, exterior cleaning and painting, exterior lighting, decorative Bahama or Colonial Shutters, and dumpster enclosures.

NOTE: All improvements proposed with this grant application must be consistent with the Community Redevelopment Plan and the Land Development Code overlay design guidelines.

#### **APPLICATION PROCESS:**

1. Download an application from the City's website, [www.cityofstuart.us](http://www.cityofstuart.us) or secure an application at City Hall, Development Department office located on 121 SW Flagler Avenue, Downtown Stuart.
2. Review the application, if you have any questions please call (772) 283-2532.
3. Submit a completed application package to City Hall, Development Department office, which includes the following:
  - Completed application
  - Complete budget spreadsheet (*attached to application*)
  - Proof of ownership of the property
  - Copies of TWO cost estimates by licensed contractor/agent registered with the City of Stuart or Martin County
  - Photographs of areas to be improved
  - Renderings of proposed improvements
  - New vendor application and W-9 Form (this is required for reimbursement)

***The applicant is responsible for all building and other permits and fees which are associated with the proposed project.***

4. City staff reviews the application for completeness, and eligibility. City staff will go to the project property and do a "walk-thru" of the property to consider the proposed improvements.

5. Staff reviews applications on the following criteria and provides a recommendation to the Community Redevelopment Board:

Review Criteria	Maximum Points
Improvements will have more visual impact (highly visual elements of the buildings are being improved and visible from the street; side and rear building facades where improvements will serve to remove blight)	15
Match ratio of total renovation costs (projects that leverage more private investment will be scored higher than those seeking just the grant funding)	15
Facade project is part of a larger project that improves other exterior or interior parts of the building	10
Adjacent to other CRA projects (e.g. streetscape improvements, sidewalks, neighborhood improvements)	10
Site improvement that improve the pedestrian and transportation functionality of the property (such as shade trees, benches, bike racks, etc.)	10
Renovation and rehabilitation of historic buildings (listed on the City of Stuart Local Historic Register, National Historic Register, "1991 Historic Properties Survey" or local landmark designation)	10
Location within high traffic and/or high visibility area (e.g. Federal Highway, Dixie Highway, Ocean Blvd., Martin Luther King Jr. Blvd., Old Downtown District, "The Creek" Arts & Entertainment District, etc.); or Located within the approved priority area (map attached)	10
Will serve as a catalyst for redevelopment	10
First time applicant	10
<b>Total Maximum Number of Points</b>	<b>100</b>

6. The following scoring tier will be used to determine the grant award amount:

- Score ranging from 10-30 points, to qualify to receive up to \$3,000
- Score ranging from 31-50 points, to qualify to receive up to \$6,000
- Score ranging from 51-100 points, to qualify to receive up to \$10,000

7. Staff will present a recommendation for funding to the Community Redevelopment Board (CRB). The applicant or a representative must be present at the February 2<sup>nd</sup>, 2021 CRB meeting in order to be considered for the grant program. The meeting will be held at 4pm in the Stuart City Hall Commission Chambers located at 121 SW Flagler Avenue. The CRB will make a recommendation to the Community Redevelopment Agency (CRA) Board.
8. The Community Redevelopment Agency (CRA) Board will hear the agenda item and make the final recommendation for approval or denial of funding. City staff will provide the public hearing date and time for the CRA Board meeting. The applicant or a representative must be present at this meeting also. Staff will provide information on the meeting date and time.
9. Construction of any component of the grant application cannot begin until the board approves the project. With CRA approval, applicant will need to sign contract and will have 120 days for project completion. Any work completed prior to this approval will not be eligible for reimbursement.

Once approved, the property owner will have to sign to specify the obligation of the applicant for grant reimbursement. The contract may be recorded in the public records of Martin County, Florida. For the duration of the improvements, the applicant will post a sign to be provided by the City which indicates the project has received a Property Improvement Grant and relevant program information.

## REIMBURSEMENT PROCESS:

Upon project completion, the applicant contacts the CRA Administrator at (772) 283-2532 with the project completion date. Disbursement of grant funds shall only occur when the following documents are submitted and all other required conditions are met:

The applicant submits a “reimbursement package” to the CRA which includes the following:

- Completed reimbursement form (provided by the CRA as part of the application);
- Copies of applicable invoices must show “paid in full” (*receipts must clearly show how the project was paid, i.e. check, cash must be made by cashier’s check or credit*)
- Copies of final inspection
- Proof of payment for improvements (which must be at least as much as the amount indicated in the application); and photos of improvements.
- W-9 form

If the project is not completed, is not approved in its final inspection, or does not receive its certificate of occupancy (*if applicable*) within one year from the approval of the grant, the grant award shall expire.

If you have any questions regarding this application, please contact the CRA Administrator at (772) 283-2532.



**STUART COMMUNITY REDEVELOPMENT AGENCY  
BUSINESS IMPROVEMENT REIMBURSEMENT PROGRAM APPLICATION**



**APPLICANT INFORMATION**

Owner Name:

Owner Address:

Phone:

Email:

Tax ID#

Authorized Agent/Contractor:

Agent Address:

**PROPERTY INFORMATION**

Name of Business:

Type of Business:

Years in Operation:

Number of Employees:

Description of Improvements:

Address of Proposed Project:

Describe how this project benefits the Community Redevelopment Area:

Total Project Cost \$

\_\_\_\_\_  
Signature of Applicant/Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Lessee/Tenant (if applicable)

\_\_\_\_\_  
Date

- Submit a completed application package to City Hall, Development Department office, which includes:
- Completed application
  - Complete budget spreadsheet (*attached to application*)
  - Proof of ownership of the property

- Copies of two cost estimates by licensed contractor/agent registered with the City of Stuart or Martin County
- Photographs of areas to be improved
- Renderings of proposed improvements
- New vendor application and W-9 Form (this is required for reimbursement)
- The applicant is responsible for all building and other permits and fees which are associated with the proposed project.
- An application to the Business Improvement Reimbursement Program will not be processed until a completed application packet is submitted to the Stuart Community Redevelopment Agency located in City Hall, Development Department Office at 121 SE Flagler Avenue, Stuart.
- Completed applications are due **Friday, January 8<sup>th</sup>, 2020 by 5 PM**. Applications with all documents attached will be accepted at Development Department Office located at City Hall, 121 SW Flagler Avenue. If you have any questions, please call 772-283-2532.
- Submitting an application is not a guarantee of funding.



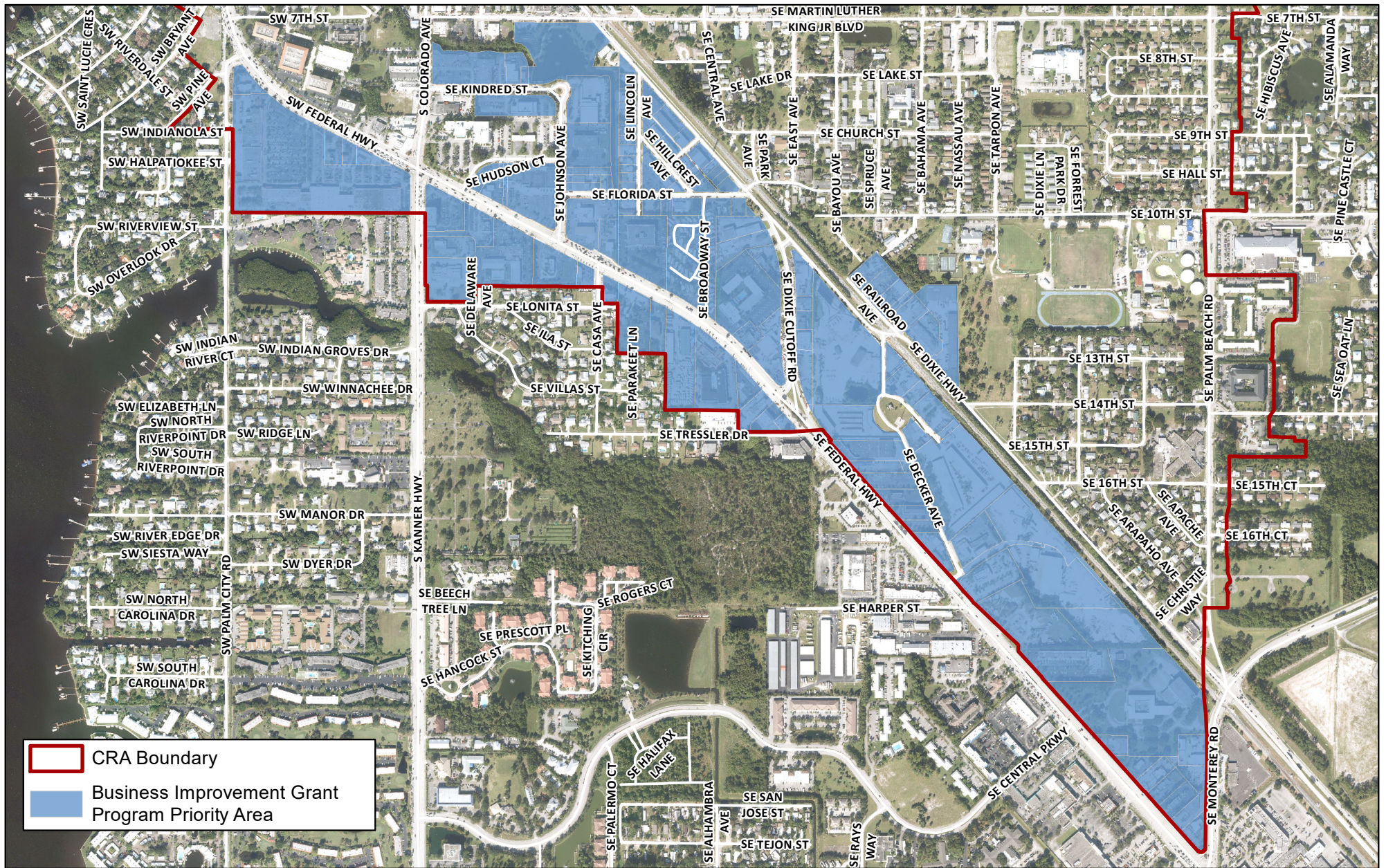
## STUART COMMUNITY REDEVELOPMENT AGENCY PROPERTY IMPROVEMENT GRANT PROGRAM

### PROJECT COST ESTIMATE/REIMBURSEMENT FORM

Note: All property improvement grant applicants need to complete the "Project Cost Estimate" portion of this form and submit documented cost estimates as a part of the application packet. To receive the grant reimbursement, the "Reimbursement Summary" portion of this form must be completed and submitted with copies of paid invoices indicating completion of improvements. All improvements must be completed, inspected, and have received final approval from the County prior to reimbursement.

Project Cost Estimate				Reimbursement Summary		
Item	Category of Improvement (windows, roofing, painting, etc.)	Contractor	Cost Estimate	Contractor	Date of Completion	Actual Cost (include proof of payment)
1			\$			\$
2			\$			\$
3			\$			\$
4			\$			\$
5			\$			\$
6			\$			\$
7			\$			\$
<b>Total Cost Estimate</b>			\$	<b>Total Actual Cost</b>		\$





Proposed Arts and Entertainment has been created by the City of Stuart Development Department as well as the Arts Council of Martin County. Aerial Imagery source is ESRI, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, AeroGRID, IGN, and the GIS Users Community. This map is a conceptual planning tool only.

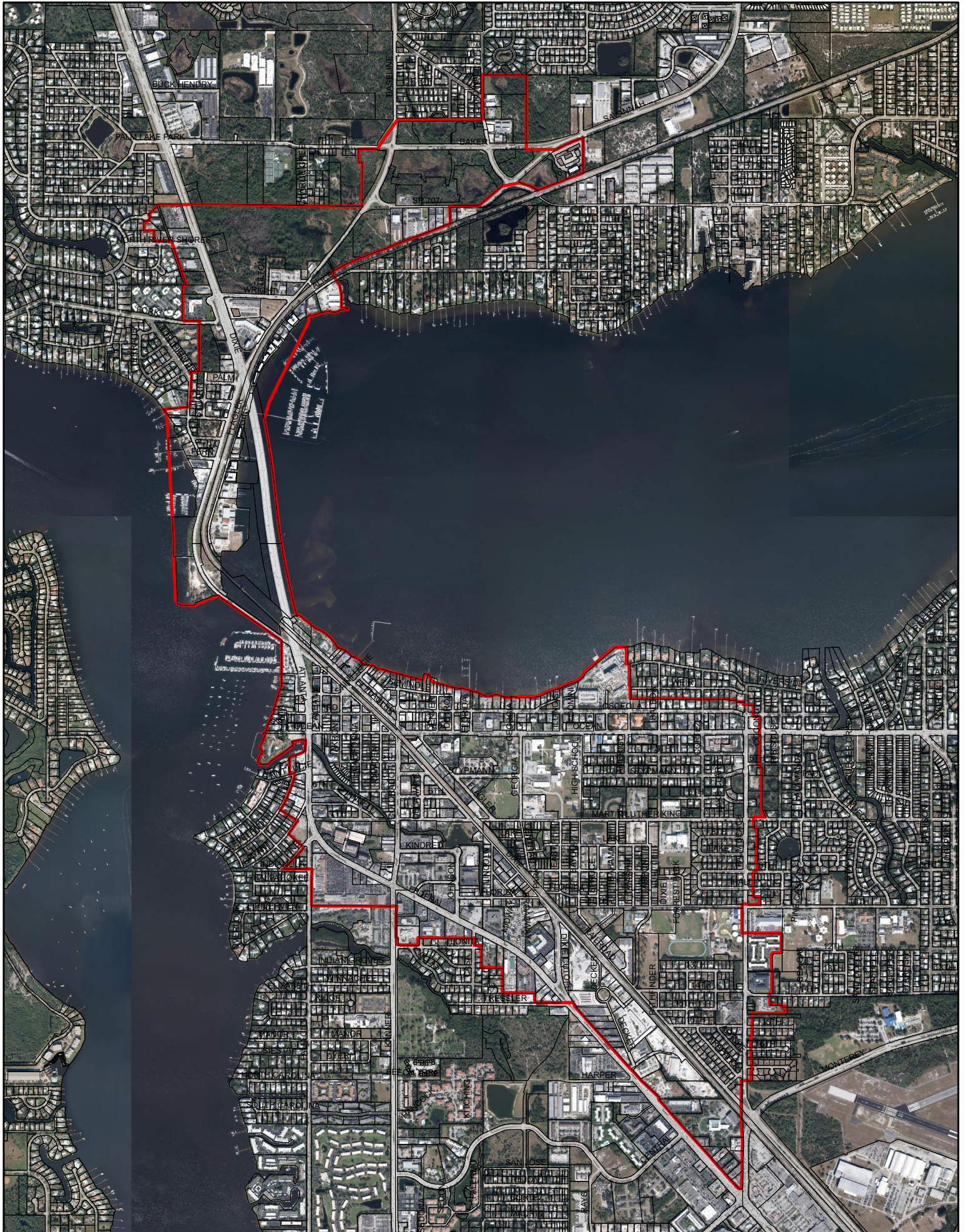
## City of Stuart CRA Business Improvement Reimbursement Program Priority Area



1,000      500      0      1,000  
Feet



# Community Redevelopment Agency (CRA) Area Map







# City of Stuart

Financial Services Department  
121 SW Flagler Avenue  
Stuart, Florida 34994-2172  
Tel: 772-288-5314 Fax: 772-600-1230

## REQUEST FOR TAXPAYER IDENTIFICATION NUMBER SUBMIT WITH IRS FORM W-9

Dear Vendor:

Federal Income Tax Law requires a Form 1099 with a valid taxpayer identification number to be filed for payments made in the course of conducting a trade or business. Further, these payments may be subject to Backup Federal Income Tax Withholding for all payees who have not submitted a correct Federal Tax Identification Number at the time of payment.

Please read this form and complete the information thereon before signing and **returning with a copy of your IRS W9 Form**. If you are a corporation, we will not issue you a Form 1099 (Reference: 1.6401-3(c)). However, kindly return this form to document your corporate status.

In order to avoid the possibility of future payments being held subject to Backup Withholding at a rate of 31%, please complete the form printed below and return this letter to the above address or E-mail request to: [CityAccountsPayable@ci.stuart.fl.us](mailto:CityAccountsPayable@ci.stuart.fl.us)

VENDOR NAME \_\_\_\_\_

DBA: \_\_\_\_\_

CORPORATE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ ALTERNATE PHONE: (\_\_\_\_) \_\_\_\_\_

COMPANY CONTACT NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

### TYPE OF CERTIFICATION

1. ☐ MBE

3. ☐ SBA

5. ☐ DVBE

2. ☐ MWBE

4. ☐ SDB

6. ☐ Other: \_\_\_\_\_

**"THE ABOVE INFORMATION WILL BE USED FOR PURCHASE ORDERS"**

REMIT TO ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ ALTERNATE PHONE: (\_\_\_\_) \_\_\_\_\_

COMPANY CONTACT NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

### TYPE OF ORGANIZATION

1. ☐ Corporation

3. ☐ Sole Proprietor

5. ☐ Government Agency

2. ☐ Partnership

4. ☐ Individual

6. ☐ Other: \_\_\_\_\_

1099 REPORTING STATUS (Check One): ☐ Yes ☐ No

### TAXPAYER IDENTIFICATION NUMBER:

Employer Identification Number: \_\_\_\_\_ - \_\_\_\_\_

Print name of Taxpayer if using SS#: \_\_\_\_\_

**Under penalties of perjury, I certify that this statement is accurate and complete.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation
	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
<input type="checkbox"/> Other (see instructions) ► _____		
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.