



**CITY OF WILLISTON  
COMMUNITY REDEVELOPMENT AGENCY  
AGENDA**

**Monday, May 8, 2023 5:30 PM  
City Council Chambers**

**BOARDMEMBERS**

**Nick Williams, Chair  
Ken Schwiebert, Vice Chair  
Jonathan Lewis, Treasurer  
Vacant  
Mike Langston**

**STAFF**

**Laura Jones, CRA Director  
Nicole Bouse, Secretary  
Kiersten Ballou, City Attorney**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF PRIOR MINUTES**

1. April 10, 2023

**CONSENT AGENDA**

2. None

**TREASURER'S REPORT**

3. Finance Report

**PUBLIC COMMENTARY**

**OLD BUSINESS**

4. \$16,200 Charge was miscoded. It should have been under Block 12 Improvements. That has been resolved.
5. Oelrich Construction- Approve Pay Application #10 \$39,777.50
6. Façade Grant Application -Discussion

**NEW BUSINESS**

**STAFF ANNOUNCEMENTS**

**OTHER BUSINESS**

**ADJOURNMENT**

**NEXT CRA MEETING DATE**

**June 12, 2023 at 5:30 PM**

Notice:

If a person decided to appeal any decision made by this committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceeding, and for such purpose, they 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.

Minutes of the CRA meeting may be obtained from the Department of Community Development. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.



**CITY OF WILLISTON  
COMMUNITY REDEVELOPMENT AGENCY  
MINUTES**

**Monday, April 10, 2023, 5:30 PM  
City Council Chambers**

**BOARDMEMBERS**

**Nick Williams, Chair  
Ken Schwiebert, Vice Chair  
Jonathan Lewis, Treasurer  
Vacant  
Mike Langston**

**STAFF**

**Laura Jones, CRA Director  
Nicole Bouse, Secretary  
Kiersten Ballou, City Attorney**

**CALL TO ORDER - 5:36**

**ROLL CALL**

Ms. Bouse, Secretary took roll call. All present.

**APPROVAL OF PRIOR MINUTES**

1. March 13, 2023

Mr. Jonathen Lewis moved to accept the minutes. Dr. Schwiebert seconded.  
Motion passed 4-0.

**CONSENT AGENDA**

2. None

**TREASURER'S REPORT**

3. Finance Report - Ms. Laura Jones explained that not much has changed, she asked City Attorney Kiersten Ballou on the loan update. Ms. Ballou explained that the loan documents are with Norm Fugate Attorney's office and feels that this should be processed soon.

Mr. Nick Williams would like to know what the \$16,200 under the Block 12 Pay item is. Ms. Jones will get that information.

**PUBLIC COMMENTARY- None**

## OLD BUSINESS

4. Oelrich Construction – Approve COP #15, Additional Awing Labor  
Dr. Ken Schwiebert moved to approve COP#15 Mr. Lewis seconded. Motion passed 4-0.
5. Façade Grant Application Discussion - Ms. Jones revised the application and removed signs as an option for the façade grant. Also attached to the agenda was a façade grant from the City of Alachua CRA for the Board to review. More discussion to be conducted next meeting.

## NEW BUSINESS

6. CRA Annual Report - Ms. Jones went over the Annual Report and explained that it had been mailed and posted on our website.
7. Oelrich Construction – Approve COP #20 revised Parcel O North Wall Lighting -  
No motion made.

**STAFF ANNOUNCEMENTS** – Ms. Bouse let the Board know that another Wayfinding sign was purchased by Harriot Downs Real Estate.

**OTHER BUSINESS - None**

**ADJOURNMENT - 6:18 PM**

## NEXT CRA MEETING DATE

**May 8, 2023, at 5:30 PM**

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**Nick Williams, Chair**

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**Nicole Bouse, Recording Secretary**

### Notice

If a person decided to appeal any decision made by this committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceeding, and for such purpose, they 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.

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CRA FUND  
ACTUAL VS BUDGET  
66.66 % Yr Complete For Fiscal Year: 2023 / 5

G/L NO.	DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	VARIANCE	% OF BUDGET
REVENUES					
403-331-200	TAX INCREMENTAL REVENUE - CITY	170,991.00	85,495.50	(85,495.50)	50.00 %
403-331-300	TAX INCREMENTAL REVENUE - COUNTY	227,988.00	227,988.14	0.14	100.00 %
403-360-100	MISC INCOME	0.00	455.00	455.00	0.00 %
403-361-100	INTEREST INCOME	150.00	12.18	(137.82)	8.12 %
403-384-000	OTHER FINANCING SOURCES	117,035.00	0.00	(117,035.00)	0.00 %
403-384-200	LOAN PROCEEDS	1,000,000.00	0.00	(1,000,000.00)	0.00 %
403-385-000	SPECIAL EVENTS	500.00	0.00	(500.00)	0.00 %
TOTAL REVENUES		1,516,664.00	313,950.82	(1,202,713.18)	20.70 %
=====					
EXPENDITURES					
OPERATING / PERSONAL SERVICES					
403-552-010-014	OVERTIME	150.00	9.70	(140.30)	6.47 %
403-552-010-021	PAYROLL TAXES	3,663.00	1,820.84	(1,842.16)	49.71 %
403-552-010-022	RETIREMENT	477.00	264.41	(212.59)	55.43 %
403-552-010-023	LIFE & HEALTH INSURANCE	10,921.00	6,198.02	(4,722.98)	56.75 %
403-552-010-024	WORKER'S COMPENSATION	1,567.00	1,707.38	140.38	108.96 %
403-552-010-112	SALARIES & WAGES	47,730.00	24,441.65	(23,288.35)	51.21 %
403-552-010-113	OTHER SALARIES	0.00	20.71	20.71	0.00 %
403-552-030-031	PROFESSIONAL SERVICES	15,000.00	942.73	(14,057.27)	6.28 %
403-552-030-032	ACCOUNTING AND AUDIT	7,300.00	0.00	(7,300.00)	0.00 %
403-552-030-036	FINANCIAL SERVICES	7,000.00	2,168.88	(4,831.12)	30.98 %
403-552-030-040	TRAVEL AND PER DIEM	3,000.00	0.00	(3,000.00)	0.00 %
403-552-030-042	POSTAGE	200.00	0.00	(200.00)	0.00 %
403-552-030-154	DUES AND SUBSCRIPTIONS	620.00	175.00	(445.00)	28.23 %
403-552-030-155	ANNUAL FILING FEE	175.00	0.00	(175.00)	0.00 %
403-552-030-248	ADVERTISING	1,000.00	0.00	(1,000.00)	0.00 %
403-552-030-254	TRAINING - SCHOOLS & SEMINARS	3,000.00	0.00	(3,000.00)	0.00 %
403-552-030-352	MATERIAL AND SUPPLIES	15,000.00	0.00	(15,000.00)	0.00 %
403-552-030-400	SPECIAL EVENTS	750.00	1,149.50	399.50	153.27 %
403-552-080-082	CRA - AID TO PRIVATE ORGANIZATIONS	25,000.00	750.00	(24,250.00)	3.00 %
TOTAL OPERATING & PERSONAL		142,553.00	39,648.82	(102,904.18)	(27.00)%
DEBT SERVICE					
403-552-090-015	INTEREST EXPENSE - DRUMMOND LOAN	25,725.00	0.00	(25,725.00)	0.00 %
403-552-090-016	BANK LOAN FEE	1,750.00	0.00	(1,750.00)	0.00 %
TOTAL DEBT SERVICE		27,475.00	0.00	(27,475.00)	0.00 %
CAPITAL OUTLAY					
403-552-060-062	CAPITAL OUTLAY - SIDEWALKS	0.00	299.99	299.99	0.00 %
403-552-060-064	CAPITAL OUTLAY - CONTINGENCY	137,356.00	0.00	(137,356.00)	0.00 %
403-552-060-065	CAPITAL OUTLAY - CRA PROJECTS	1,000,000.00	407,967.67	(592,032.33)	40.80 %
403-552-060-067	BLOCK 12 PARKING LOT	209,280.00	0.00	(209,280.00)	0.00 %
TOTAL CAPITAL OUTLAY		1,346,636.00	408,267.66	(938,368.34)	(30.00)%
=====					
TOTAL EXPENDITURES		1,516,664.00	447,916.48	(1,068,747.52)	(29.00)%

**CRA FUND**  
**ACTUAL VS BUDGET**  
**66.66 % Yr Complete For Fiscal Year: 2023 / 5**

	G/L NO.	DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	VARIANCE	% OF BUDGET	
EXCESS REV. OVER/UNDER EXPEND.			0.00	(133,965.66)	(133,965.66)	0.00 %	

Date: May 8, 2023

**CRA AGENDA ITEM**

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**TOPIC: Oelrich Pay Application 10**

**BACKGROUND / DESCRIPTION:**

**This is the final pay application that includes the release of retainage that was held throughout the project.**

**LEGAL REVIEW: NA**

**FISCAL IMPACTS: \$39,777.50**

**RECOMMENDED ACTION: Approve Pay application #10**

**ATTACHMENTS: Pay Application #10**

**CRA BOARD ACTION:**

**\_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED**



April 30, 2023

Laura Jones  
City of Williston  
50 NW Main Street  
Williston, FL 32696

**RE: Williston Arcade and Main Street Enhancements  
Pay Application 010**

Dear Ms. Jones:

Please find attached final Pay Application 010 for:

<b><i>Project Name:</i></b>	<b><i>Williston Arcade and Main Street Enhancements</i></b>
<b><i>Project Number:</i></b>	<b><i>22.01.026</i></b>
<b><i>PO Number:</i></b>	<b><i>N/A</i></b>
<b><i>Amount Due this Invoice:</i></b>	<b><i>\$39,777.50</i></b>

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lourdes Ptschelinzew', is written over a light grey, stylized circular graphic that spans the width of the page.

Lourdes Ptschelinzew  
Assistant Project Manager

Gainesville Office:  
275 NW 137<sup>th</sup> Drive, Suite A  
Jonesville, FL 32669

Orlando Office:  
428 S. Dillard St., Suite 103  
Winter Garden, FL 34787

[oelrichconstruction.com](http://oelrichconstruction.com)

tel: 352-745-7877  
CGC1510579



# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 12461

To Owner: City of Williston

Project: 22.01.026. City of Williston Arcade & Main Street Entrance

Application No.: 10

Distribution to:

<input checked="" type="checkbox"/>	Owner
<input checked="" type="checkbox"/>	Architect
<input type="checkbox"/>	Contractor
<input type="checkbox"/>	
<input type="checkbox"/>	

Period To:

From Contractor: Oelrich Construction, Inc.  
275 NW 137th Dr., Suite A  
Newberry, FL 32669

Via Architect:

Project Nos:

Contract For:

Contract Date:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum .....	\$761,960.00
2. Net Change By Change Order .....	-\$23,829.96
3. Contract Sum To Date .....	\$738,130.04
4. Total Completed and Stored To Date .....	\$738,130.04
5. Retainage:	
a. 0.00% of Completed Work	\$0.00
b. 0.00% of Stored Material	\$0.00
Total Retainage .....	\$0.00
6. Total Earned Less Retainage .....	\$738,130.04
7. Less Previous Certificates For Payments .....	\$698,352.54
8. Current Payment Due .....	\$39,777.50
9. Balance To Finish, Plus Retainage .....	\$0.00

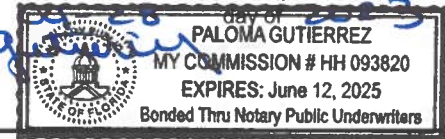
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Oelrich Construction, Inc.

By: [Signature] Date: 4/28/23

State of: FL County of: Alachua

Subscribed and sworn to before me this 28 day of April, 2023  
 Notary Public: Paloma Gutierrez  
 My Commission expires: June 12, 2025  
 Bonded Thru Notary Public Underwriters



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$39,777.50

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: [Signature]  
 By: [Signature] Date: 5/1/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$21,700.00
Total Approved this Month	\$0.00	\$2,129.96
TOTALS	\$0.00	\$23,829.96
Net Changes By Change Order	-\$23,829.96	

# CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 10

Application Date : 04/30/23

To:

Architect's Project No.:

Invoice # : 12461

Contract : 22.01.026. City of Williston Arcade & Main Street Entrance

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
<b>Bill Group:</b>	<b>01.00 General Conditions</b>								
01.00	General Conditions	79,252.00	79,252.00	0.00	0.00	79,252.00	100.00%	0.00	
01.01	COP #019 - Masonry Patching at Existing Conditions - GCs	378.00	378.00	0.00	0.00	378.00	100.00%	0.00	
06.01	COP #002 - Added Framing Due to Termite Damage	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00%	0.00	
	<b>General Conditions Totals</b>	<b>80,830.00</b>	<b>80,830.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,830.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>02.00 Demolition</b>								
02.00	Demolition	9,100.00	9,100.00	0.00	0.00	9,100.00	100.00%	0.00	
02.01	COP #010 - Awning Support Modifications - Demo	1,975.00	1,975.00	0.00	0.00	1,975.00	100.00%	0.00	
	<b>Demolition Totals</b>	<b>11,075.00</b>	<b>11,075.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,075.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>03.00 Cast-in-Place Concrete</b>								
03.00	Cast-in-Place Concrete	75,495.00	75,495.00	0.00	0.00	75,495.00	100.00%	0.00	
03.01	COP #004 - Pilaster Clmn Mods (RFI #8) & Exst. Cond. - Conc	6,958.00	6,958.00	0.00	0.00	6,958.00	100.00%	0.00	
03.02	COP #010 - Awning Support Modifications - Concrete	6,095.00	6,095.00	0.00	0.00	6,095.00	100.00%	0.00	
03.03	COP #015 - Additional Awning Support Labor (COP #010) - Conc	14,700.00	0.00	14,700.00	0.00	14,700.00	100.00%	0.00	
	<b>Cast-in-Place Concrete Totals</b>	<b>103,248.00</b>	<b>88,548.00</b>	<b>14,700.00</b>	<b>0.00</b>	<b>103,248.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>04.00 Masonry</b>								
04.00	Masonry	51,750.00	51,750.00	0.00	0.00	51,750.00	100.00%	0.00	
04.01	COP #004 - Pilaster Clmn Mods (RFI #8) & Exst. Cond. - Mason	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00%	0.00	
04.02	COP #019 - Masonry Patching at Existing Conditions - Masonry	1,325.00	1,325.00	0.00	0.00	1,325.00	100.00%	0.00	

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Application and Certification for Payment, containing

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Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 10

Application Date : 04/30/23

To:

Architect's Project No.:

Invoice # : 12461

Contract : 22.01.026. City of Williston Arcade & Main Street Entrance

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
	<b>Masonry Totals</b>	<b>55,175.00</b>	<b>55,175.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55,175.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>05.00 Decorative Metal</b>								
05.00	Decorative Metal	55,300.00	55,300.00	0.00	0.00	55,300.00	100.00%	0.00	
	<b>Decorative Metal Totals</b>	<b>55,300.00</b>	<b>55,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55,300.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>05.50 Metals General</b>								
05.50	Metals General	19,500.00	19,500.00	0.00	0.00	19,500.00	100.00%	0.00	
	<b>Metals General Totals</b>	<b>19,500.00</b>	<b>19,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,500.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>06.00 Rough Carpentry</b>								
06.00	Rough Carpentry	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	0.00	
	<b>Rough Carpentry Totals</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>06.50 Wood, Plastics &amp; Composites</b>								
06.50	Woods, Plastics & Composites	21,388.00	21,388.00	0.00	0.00	21,388.00	100.00%	0.00	
	<b>Wood, Plastics &amp; Composites Totals</b>	<b>21,388.00</b>	<b>21,388.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,388.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>07.00 Waterproofing</b>								
07.00	Waterproofing	18,560.00	18,560.00	0.00	0.00	18,560.00	100.00%	0.00	
	<b>Waterproofing Totals</b>	<b>18,560.00</b>	<b>18,560.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,560.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>07.50 Roof Panels</b>								
07.50	Roof Panels	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00%	0.00	
	<b>Roof Panels Totals</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>

# CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 10

Application Date : 04/30/23

To:

Architect's Project No.:

Invoice # : 12461

Contract : 22.01.026. City of Williston Arcade & Main Street Entrance

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date  (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
<b>Bill Group:</b>	<b>08.00 Skylights</b>								
08.00	Skylights	15,400.00	15,400.00	0.00	0.00	15,400.00	100.00%	0.00	
	<b>Skylights Totals</b>	<b>15,400.00</b>	<b>15,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,400.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>08.50 Louvers</b>								
08.50	Louvers	1,205.00	1,205.00	0.00	0.00	1,205.00	100.00%	0.00	
	<b>Louvers Totals</b>	<b>1,205.00</b>	<b>1,205.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,205.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>09.00 Cement Stucco</b>								
09.00	Cement Stucco	68,655.00	68,655.00	0.00	0.00	68,655.00	100.00%	0.00	
	<b>Cement Stucco Totals</b>	<b>68,655.00</b>	<b>68,655.00</b>	<b>0.00</b>	<b>0.00</b>	<b>68,655.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>09.25 Acoustical Ceilings</b>								
09.25	Acoustical Ceilings	15,255.00	15,255.00	0.00	0.00	15,255.00	100.00%	0.00	
09.26	COP #009 - Arcade Trim Widening (RFI #10)	500.00	500.00	0.00	0.00	500.00	100.00%	0.00	
	<b>Acoustical Ceilings Totals</b>	<b>15,755.00</b>	<b>15,755.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,755.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>09.50 Painting &amp; Coating</b>								
09.50	Painting & Coating	13,465.00	13,465.00	0.00	0.00	13,465.00	100.00%	0.00	
	<b>Painting &amp; Coating Totals</b>	<b>13,465.00</b>	<b>13,465.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,465.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>10.00 Misc. Specialties</b>								
10.00	Misc. Specialties	49,280.00	49,280.00	0.00	0.00	49,280.00	100.00%	0.00	

# CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 10

Application Date : 04/30/23

To:

Architect's Project No.:

Invoice # : 12461

Contract : 22.01.026. City of Williston Arcade & Main Street Entrance

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
10.01	COP #010 - Awning Support Modifications - Awning	1,425.00	1,425.00	0.00	0.00	1,425.00	100.00%	0.00	
	<b>Misc. Specialties Totals</b>	<b>50,705.00</b>	<b>50,705.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,705.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>12.00 Furnishings - Mural</b>								
12.00	Furnishings - Mural	27,500.00	300.00	27,200.00	0.00	27,500.00	100.00%	0.00	
12.01	COP #018 - Mural Painting Contract Deduct	-21,700.00	-21,700.00	0.00	0.00	-21,700.00	100.00%	0.00	
12.02	COP #013 - Additional Contingency - Furnishings	-5,500.00	0.00	-5,500.00	0.00	-5,500.00	100.00%	0.00	
	<b>Furnishings - Mural Totals</b>	<b>300.00</b>	<b>-21,400.00</b>	<b>21,700.00</b>	<b>0.00</b>	<b>300.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>26.00 Electrical</b>								
26.00	Electrical	78,750.00	78,750.00	0.00	0.00	78,750.00	100.00%	0.00	
26.01	COP #005 - Emergency Lighting Requirement - Elect.	2,038.00	2,038.00	0.00	0.00	2,038.00	100.00%	0.00	
26.02	COP #017 - Alternate Breaker Service Disconnects	-1,720.00	-1,720.00	0.00	0.00	-1,720.00	100.00%	0.00	
	<b>Electrical Totals</b>	<b>79,068.00</b>	<b>79,068.00</b>	<b>0.00</b>	<b>0.00</b>	<b>79,068.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>31.00 Earthwork</b>								
31.00	Earthwork	11,000.00	0.00	11,000.00	0.00	11,000.00	100.00%	0.00	
31.01	COP #013 - Additional Contingency - Sitework	-11,000.00	0.00	-11,000.00	0.00	-11,000.00	100.00%	0.00	
	<b>Earthwork Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>32.00 Landscaping</b>								
32.00	Landscaping	13,149.00	13,149.00	0.00	0.00	13,149.00	100.00%	0.00	
	<b>Landscaping Totals</b>	<b>13,149.00</b>	<b>13,149.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,149.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>

# CONTINUATION SHEET

**Application and Certification for Payment**, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

**Application No. :** 10  
**Application Date :** 04/30/23  
**To:**  
**Architect's Project No.:**

**Invoice # :** 12461      **Contract :** 22.01.026. City of Williston Arcade & Main Street Entrance

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
<b>Bill Group:</b>	<b>33.00 Contingency</b>								
33.00	Contingency	28,778.00	0.00	0.00	0.00	0.00	0.00%	28,778.00	
33.01	COP #001 - Adjusted Permit Fee Costs	-4,604.04	0.00	0.00	0.00	0.00	0.00%	-4,604.04	
33.02	COP #002 - Added Framing Due to Termite Damage	-1,200.00	0.00	0.00	0.00	0.00	0.00%	-1,200.00	
33.03	COP #003 - Added Performance & Warranty Bonds - Contingency	-151.00	0.00	0.00	0.00	0.00	0.00%	-151.00	
33.04	COP #004 - Pilaster Clmn Mods (RFI #8) & Exst. Cond. - Conti	-9,058.00	0.00	0.00	0.00	0.00	0.00%	-9,058.00	
33.05	COP #005 - Emergency Lighting Requirement - Contingency	-2,038.00	0.00	0.00	0.00	0.00	0.00%	-2,038.00	
33.06	COP #009 - Arcade Trim Widening (RFI #10) - Contingency	-500.00	0.00	0.00	0.00	0.00	0.00%	-500.00	
33.07	COP #010 - Awning Support Modifications - Contingency	-9,590.00	0.00	0.00	0.00	0.00	0.00%	-9,590.00	
33.08	COP #017 - Alternate Breaker Service Disconnects	1,720.00	0.00	0.00	0.00	0.00	0.00%	1,720.00	
33.09	COP #016 - Added Louvers	-1,205.00	0.00	0.00	0.00	0.00	0.00%	-1,205.00	
33.10	COP #019 - Masonry Patching at Exist. Cond. - Contingency	-1,822.00	0.00	0.00	0.00	0.00	0.00%	-1,822.00	
33.11	COP #013 - Additional Contingency - Contingency	16,500.00	0.00	0.00	0.00	0.00	0.00%	16,500.00	
33.12	COP #015 - Additional Awning Support Labor (COP #010) - Cont	-14,700.00	0.00	0.00	0.00	0.00	0.00%	-14,700.00	
33.13	COP #021 - Returned Contingency	-2,129.96	0.00	0.00	0.00	0.00	0.00%	-2,129.96	
	<b>Contingency Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>34.00 Buyout Savings</b>								
34.00	Buyout Savings	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	<b>Buyout Savings Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>

# CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

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Application No. : 10

Application Date : 04/30/23

To:

Architect's Project No.:

Invoice # : 12461

Contract : 22.01.026. City of Williston Arcade & Main Street Entrance

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			From Previous Application (D+E)	This Period In Place					
<b>Bill Group:</b>	<b>35.00 Bond</b>								
35.00	Bond	8,730.00	8,730.00	0.00	0.00	8,730.00	100.00%	0.00	
35.01	COP #003 - Added Performance & Warranty Bonds - Bond	151.00	151.00	0.00	0.00	151.00	100.00%	0.00	
	<b>Bond Totals</b>	<b>8,881.00</b>	<b>8,881.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,881.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>36.00 Builders Risk</b>								
36.00	Builders Risk	3,101.00	3,101.00	0.00	0.00	3,101.00	100.00%	0.00	
	<b>Builders Risk Totals</b>	<b>3,101.00</b>	<b>3,101.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,101.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>37.00 General Liability</b>								
37.00	General Liability	7,620.00	7,620.00	0.00	0.00	7,620.00	100.00%	0.00	
37.01	COP #010 - Awning Support Modifications - GL	95.00	95.00	0.00	0.00	95.00	100.00%	0.00	
37.02	COP #019 - Masonry Patching at Existing Conditions - GL	13.00	13.00	0.00	0.00	13.00	100.00%	0.00	
	<b>General Liability Totals</b>	<b>7,728.00</b>	<b>7,728.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,728.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>38.00 Permit</b>								
38.00	Permit	4,245.00	4,245.00	0.00	0.00	4,245.00	100.00%	0.00	
38.01	COP #001 - Adjusted Permit Fee Costs	4,604.04	4,604.04	0.00	0.00	4,604.04	100.00%	0.00	
	<b>Permit Totals</b>	<b>8,849.04</b>	<b>8,849.04</b>	<b>0.00</b>	<b>0.00</b>	<b>8,849.04</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Bill Group:</b>	<b>39.00 Fee</b>								
39.00	Fee	54,687.00	54,687.00	0.00	0.00	54,687.00	100.00%	0.00	
39.01	COP #019 - Masonry Patching at Existing Conditions - Fee	106.00	106.00	0.00	0.00	106.00	100.00%	0.00	

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			From Previous Application (D+E)	This Period In Place					
	Fee Totals	54,793.00	54,793.00	0.00	0.00	54,793.00	100.00%	0.00	0.00
<b>Grand Totals</b>		<b>738,130.04</b>	<b>701,730.04</b>	<b>36,400.00</b>	<b>0.00</b>	<b>738,130.04</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>



**Date: May 8, 2023**

**CRA AGENDA ITEM**

---

**TOPIC: Façade Grant Application Discussion**

**BACKGROUND / DESCRIPTION:**

The CRA Board asked for some revisions to be made to the application, specifically eliminating the sign criteria.

**LEGAL REVIEW: NA**

**FISCAL IMPACTS: NA**

**RECOMMENDED: Discussion**

**ATTACHMENTS: Façade Grant Guidelines and Application**

**CRA BOARD ACTION:**

\_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DISAPPROVED**



## **WILLISTON CRA FAÇADE**

The Facade grant program is designed to improve the level of beauty of eligible structures in the City of Williston. This packet is designed to give the building owner all the information necessary to move toward obtaining a grant.

This grant program is the responsibility of the CRA which also works with our City Planner. It is the responsibility of the building owner to present questions, if any, to the CRA Board. Once the answers to the questions are administered, the building owner will begin the entire process of gathering quotes with great detail as necessary.

Upon completion of the written material and drawings, the building or business owner may make a presentation to the CRA Board for approval. There is a grading system that is used to provide as a guide toward the implementation and acceptance of the grant.

If the CRA approves the grant, the building or business owner will be notified. The building or business owner will then begin the work with the chosen contractor or contractors specified in the acceptance documents.

The grant money will be given in the form of a check from the City of Williston once the work is finished, inspected and approved by an agent of the CRA or any portion thereof.

The CRA thanks you in advance for doing all you can to make Williston, FL a great place to live, work and visit. We at the CRA are sincerely dedicated to the people of the City of Williston and all those that pass through as they enjoy our amenities, services and businesses that serve others.

Sincerely,

Nick Williams, CRA Chair

WILLISTON  
COMMUNITY REDEVELOPMENT AGENCY

DOWNTOWN  
REDEVELOPMENT DISTRICT

WILLISTON CRA FAÇADE  
IMPROVEMENT GUIDELINES

Available to businesses/owners within the Downtown Redevelopment District

Adopted January 2, 2007  
Revised April 2022

50 Northwest Main Street  
Williston, FL 32696

352-528-3060 (phone)  
352-528-2877 (fax)

## **Facade Improvement Incentive Program**

### **I. Purpose**

The Williston Community Redevelopment Agency (CRA) is offering a competitive matching grant program as an incentive to owners of buildings and businesses to improve building facades within the Downtown Redevelopment District. Eligible façade improvements may include removing old façade structures, installing new or replacement awnings and/or canopies, and performing other improvements in a manner consistent with the City Land Development Code, and all applicable regulations codes and ordinances.

### **II. Applicant Eligibility and Requests for Funding**

Building owners, or business owners occupying storefronts in an eligible building who have obtained written approval from building owners are invited to participate in the program. Applicants must use the grant proceeds only on buildings within the Downtown Redevelopment District. Noble Avenue and Main Street will be considered target corridors for this program. Applicant must match grant funds dollars-for-dollar (1:1).

1. Each storefront will be eligible for a maximum grant of up to \$5,000. If the building, regardless of the number of storefronts, has a second elevation that can be seen from the targeted corridor the building would be eligible for another \$5,000. A storefront is defined as having a street address and public access to the business.
2. The maximum grant award is \$10,000.00. No more than two sides of any one business/storefront can be included in the grant for consideration by CRA. No roofing expenses are allowed to be included in the grant. For example: Two public entrances are allowable, or one public entrance and one side elevation are allowable (if the side elevation is clearly visible in the targeted corridor). A strip mall scenario would include eligibility of each individual storefront plus one elevation. Qualification for improvements to two facades does not guarantee funding for two facades.
3. The number and value of grant awards is variable and subject to annual funding availability. CRA maintains discretion over the number of awards allocated during a grant cycle.
4. Grant awards shall not exceed 50% of the project cost.
5. The dollar-for-dollar match provided by the Grant Recipient shall be cash value for goods and/or services.
6. Work done by business or building owner will not be funded for labor.
7. Applications will be evaluated by CRA staff according to a point system. Points will be assigned as follows:
  - Project transforms the building from worst case to best case (5 points)
  - Project is located along Noble Avenue or Main Street (3 points)
  - Project advances an appropriate style for this building (3 points)
  - Project preserves or restores original decorative building elements (5 points)

- Project is needed to attract or retain one of the following tenants: restaurant/café, retail, office, service oriented (5 points)
  - Please include a letter from business committing to occupy the storefront.
- Project corrects code deficiencies related to the façade (3 points)
- Project includes removing non-original masonry or wood cladding (3 points)
- The project is part of a complete restoration that returns a vacant storefront of upper story space to productive use (3 points)
- Additional points are given for individual improvements, i.e. 1 point each for painting, awning, windows, doors, etc.

### **III. Restrictions on Funding**

*Funding is for façade work only:* Only costs related to exterior work that is visible from the target corridors are eligible for the façade grant program.

### **IV. Application Deadline**

Applicants must submit their applications to the CRA no later than **4:00 PM on the last business day of each quarter**. Submit application to:

**Williston Community Redevelopment Agency  
Attention: Façade Improvement Incentive Program  
Post Office 160  
Williston, FL 32696**

**Should any grant funds remain unclaimed after the Fiscal year, additional applications will be reviewed on a quarterly basis with extended deadlines being the last business day of October 1st until such time all allocated funds have been distributed.**

### **V. Grant Guidelines**

1. The building facades eligible for the program must be within the Downtown Redevelopment District.
2. The grant funds may not exceed 50% of the façade improvement project.
3. Buildings must meet Health and Safety Standards of the code.
4. Applications for Façade Grants must be made and approved in advance of work and a plan must be accepted by CRA prior to funding, provided all provisions of the matching grant program are met.

5. All improvements conducted with the use of matching grant funds must be performed in a manner consistent with the City Land Development Code, the Florida Building Code and all applicable regulations, codes and ordinances.
6. Grant recipients and building owners must agree that improvements made using these funds will stay in place a minimum of five years. If the improvements are replaced within five years of façade project completion, the grant recipient must repay a pro rata portion of the grant proceeds invested in the project for the number of months remaining. By acceptance of the Grant, Grant Recipient and, if applicable, building owners, agree to restore and maintain (keep in good working condition and appearance) the improvements during the five year period, and upon failing to do so shall be obligated to repay a pro rata portion of the grant as described above. The same requirement shall be in effect if the building or business lease is transferred within five years of façade project completion. Exceptions:
  - i. The improvement has been damaged beyond repair (i.e. broken awning) and the grant recipient has replaced the improvement.
  - ii. The improvement was replaced for the purpose of further renovation that will enhance the project, as determined in the sole discretion of the CRA.
7. Applicant is responsible for obtaining or having obtained all required building permits for the work undertaken and must have a current business license.
8. Projects must be completed within **6 months** of the grant award. The CRA shall disburse funds to the grant recipient or contractor with grant recipient's approval only upon demonstration that the work has been completed. Grant recipients must submit copies of paid invoices to validate that the dollar-for-dollar (1:1) match requirements have been met under terms of the grant (i.e., a \$5,000 grant award requires submission of at least \$10,000 in invoices) specific to the designated façade(s) in the grant application.
9. Grant extensions shall be granted by the CRA on a very limited, case-by-case basis where the contractor is having difficulty meeting the deadline due to weather delay, scheduling conflicts or supply issues.
10. The CRA shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.
11. Once a maximum grant for any storefront has been awarded, the business occupying the storefront or building owner cannot reapply for another grant for the same location for a 3-year period.
12. New grant applicants will have priority over projects applying for funding for phased work.
13. Grant Recipient agrees to allow the CRA to photograph the project for use in future publications.

## **VI. Eligible Expenses**

1. Awnings/Canopies – including the removal of the old and the design, production, and installation of new awnings and canopies.
2. Facades – Includes work performed on the exterior storefront of a building such as cleaning masonry (high pressure water or steam – sandblasting is prohibited on masonry structures), painting, re-pointing or mortar joints, woodwork, window and/or door replacement, other repairs or rebuilding historic storefronts. Does not include roof work like re-roofing.

3. Walls and Fencing – Includes work that removes and replaces or adds appropriate fencing and landscaping to hide incompatible uses or negative site elements such as storage yards, outdoor fabrication, work area, or dumpsters.
4. Removing and disposing of old façade coverings (i.e. vinyl and aluminum cladding, window boards)
5. Architectural fees (not to exceed 10% of grant amount).
6. Removing old wood, aluminum, or stucco cladding – includes materials and services to remove the cladding.

## **VII. Grant Application Process**

The Grant application process is as follows:

1. Applicant submits grant application and all necessary documentation to the CRA by **4:00 P.M. on the last business day of each quarter. \* See application deadline, Section IV any possible façade grant extensions.**
1. The CRA reviews, approves, disapproves or approves with conditions for final approval.
2. The CRA will notify applicant of approval or denial in writing.
3. Grant recipient requests funds after completing the proposed façade improvements.
4. CRA staff inspects the project and applicant's paid invoices to verify completion of work as proposed in the application.
5. CRA disburses funds to grant recipient within 45 days of approval of the completed project.

Applications containing the following items shall be deemed complete:

1. Completed application form.
2. Photograph of the existing building conditions.
3. Sketches and/or digital illustrations of elevations of proposed improvements.
4. Description of materials to be used, the construction procedure and proposed colors.
5. Two cost estimates from different sources.
6. Evidence of agreement with Program requirements by building owner, for business owner's applicants.
7. Affidavit of understanding.

## **VIII. Funding**

Matching grants of up to \$5,000 (per building face which fronts a street, up to two building faces) are offered subject to an annual allocation of tax increment funds for the CRA. Business or building owners are required to provide a dollar for dollar match to the funds provided by CRA.

## **IX. Completion Reports**

1. Grant recipients are required to submit a Façade Improvement completion report to the CRA which includes:
  - A letter from the grant recipient indicating that the project is finished and asking for reimbursement grant funds to be paid.
  - Before and after photos of the façade project.

- A reasonably detailed breakout of expenses (separate costs for siding, awnings, paint, resurfacing, fencing, etc) for the project.
  - Photocopies of receipts or invoices that validate the dollar-for-dollar (1:1) match of the grant award; for example, the recipient must back up a \$5,000 grant award with a minimum of \$10,000 in paid receipts specific to the designated façade(s) in the original grant application.
2. After completion reports are reviewed and approved by the CRA, the CRA will request a check from the City Clerk, which will be mailed to the grant recipient(s). **No more than 45 days** shall pass between the time recipients submit completion reports and the time grant monies are awarded.

## **X. Nondiscrimination**

The City of Williston does not discriminate on the basis of race, color, gender, age, religion, national origin, marital status, sexual orientation, or disability (protected characteristics) and will not tolerate any discrimination by or against its employees or citizens utilizing City services, programs, and activities.



**WILLISTON CRA FAÇADE IMPROVEMENTS  
APPLICATION**

*Community Redevelopment Agency  
PO Drawer 160  
Williston, FL 32696  
Phone (352) 528-3060, Fax (352) 528-0390*

**\*\*INSTRUCTIONS\*\***

PLEASE READ ALL SECTIONS – INCOMPLETE APPLICATIONS WILL NOT BE EVALUATED ONLY  
ORIGINAL APPLICATIONS WILL BE ACCEPTED PLEASE TYPE OR PRINT LEGIBLY  
**\*\*APPLICATIONS DUE BY THE END OF THE QUARTER\*\***  
PLEASE SEE FAÇADE GRANT GUIDELINES FOR QUARTERLY EXTENSION POSSIBILITES

**SECTION 1 APPLICANT INFORMATION**

Your Name: \_\_\_\_\_ Name of Business: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Street City State Zip Code  
Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

If you are not the Building Owner, please complete Section 2 below.

**SECTION 2 BUILDING OWNER INFORMATION (TO BE COMPLETED BY TENANT)**

Owner Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Street City State Zip Code  
Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**SECTION 3 BUILDING INFORMATION**

1. Building Address: \_\_\_\_\_  
Number Street

2. Building improvements proposed in this application. Check all that apply. (Each improvement is valued at 1 point)

- |  |  |
|--|--|
| <input type="checkbox"/> Paint                               | <input type="checkbox"/> Power washing             |
| <input type="checkbox"/> Repair masonry                      | <input type="checkbox"/> Replace windows and doors |
| <input type="checkbox"/> Remove old wiring                   | <input type="checkbox"/> Awning                    |
| <input type="checkbox"/> Exterior Lighting                   | <input type="checkbox"/> Repair wood work          |
| <input type="checkbox"/> Remove old cladding (stucco, metal) | <input type="checkbox"/> Other _____               |

**SECTION 4 SELECTION CRITERIA**

Please check all that apply:

- 1. Is the project expected to transform the building from worst case to best case? (5 points) \_\_\_\_
- 2. Is the project located along Noble and Main Street? (3 points) \_\_\_\_
- 3. Does the project advance an appropriate style for this building? (3 points) \_\_\_\_
- 4. Does the project preserve or restore original decorative building elements? (5 Points) \_\_\_\_
- 5. Is the project needed to attract or retain one of the following tenants: restaurant/café, retail, office, etc.? (5 points) \_\_\_\_
- 6. Does the project correct code deficiencies related to the façade? (3 points) \_\_\_\_

Please explain

- 
- 7. Does the project include removing non-original masonry or wood cladding? (3 points) \_\_\_\_
  - 8. Is the project part of a complete restoration that returns a vacant storefront of upper story space to productive use? (3 points) \_\_\_\_
  - 9. Additional points are given for individual improvements, i.e., 1 point each for painting, awning, windows, doors, etc. \_\_\_\_
  - 10. Number of public/main entrance facades for grant consideration? \_\_\_\_\_ (No point value)
  - 11. Is applicant including a second elevation (visible side of building that is not a main entrance) in grant application for CRA consideration? Yes \_\_\_\_ No \_\_\_\_ Indicate Side: \_\_\_\_\_

**SECTION 5 CONTRACTOR'S COST ESTIMATES**

You must attach at least two (2) cost estimates from different contractors for all categories of work. All estimates must include identical scopes of service. If applicable to the selected primary contractor, attach copies of contractor's general liability insurance certificate and appropriate license. Attach additional contractor's estimates as needed.

\*\*Please check the contractor selected for this project.

\_\_\_\_ Name of Contractor #1: \_\_\_\_\_ Cost Estimate: \$ \_\_\_\_\_

\_\_\_\_ Name of Contractor #2 \_\_\_\_\_ Cost Estimate: \$ \_\_\_\_\_

\_\_\_\_ Name of Contractor #3: \_\_\_\_\_ Cost Estimate: \$ \_\_\_\_\_

**SECTION 6 SIGNATURES**

Your application must include all of the following:

- 1. Proof of building ownership or letter of consent from the owner. Copies of deeds and county tax records will be accepted as proof.
- 2. Photograph of the existing building showing exterior conditions.
- 3. Sketches and/or elevations of proposed improvements, including colors.
- 4. Description of materials to be used.
- 5. Two cost estimates from two different sources. Scopes of service from each contractor must be identical.
- 6. Selected contractor's general liability insurance certificate and contractor's license.

**AS BUILDING OWNER**, I certify that I have reviewed the Application, understand that this grant will pay a portion of building improvements to be completed and I approve of the proposed improvements. I also accept responsibility (both jointly and severally) for the construction and maintenance pursuant to the grant program, a copy of which is attached hereto and incorporated herein, and for compliance with the Land Development Code of the City of Williston.

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

\_\_\_\_\_  
Date

**AS APPLICANT**, I understand that this grant does not constitute a permit and permits must be obtained in order for the work to be allowed. I also understand that the CRA is responsible only for the grant amount and no more. I also accept responsibility (both jointly and severally) for the construction and maintenance of any improvements pursuant to the grant program and for compliance with the Land Development Code of the City of Williston.

\_\_\_\_\_  
Signature of Building Owner / Lessor

\_\_\_\_\_  
Date

The City of Williston does not discriminate on the basis of race, color, gender, age, religion, national origin, marital status, sexual orientation, or disability (protected characteristics) and will not tolerate any such discrimination by or against its employees or citizens utilizing City services, programs, and activities.

**FOR CRA USE ONLY: DO NOT WRITE IN THIS SECTION**

Date & Time Application Received: \_\_\_\_\_ CRA Review Date: \_\_\_\_\_

Received by (print name): \_\_\_\_\_

- Proof of ownership attached?                    \_\_\_ Yes     \_\_\_ No
- Photographs attached?                            \_\_\_ Yes     \_\_\_ No
- Description of materials attached?            \_\_\_ Yes     \_\_\_ No
- Sketches and/or elevations attached?        \_\_\_ Yes     \_\_\_ No
- Copy of business license attached            \_\_\_ Yes     \_\_\_ No
- Contractor estimates attached                 \_\_\_ Yes     \_\_\_ No
- Contractor insurance attached                \_\_\_ Yes     \_\_\_ No
- Final approval by CRA Agency                \_\_\_ Yes     \_\_\_ No
- If no, state reason for denial: \_\_\_\_\_
- \_\_\_\_\_
- Date: \_\_\_\_\_

**END OF APPLICATION**