110 NW 1st Avenue
High Springs, Florida 32643

Telephone: (386) 454-1416
Facsimile: (386) 454-2126
Web: highsprings.us

HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
AGENDA
HIGH SPRINGS COMMUNITY CENTER
23760 NW 187th AVENUE

APRIL 21, 2016 **6:30 PM**

CALL TO ORDER: CHAIR JASON EVANS

INVOCATION:

PLEDGE OF ALLEGIANCE: CHAIR JASON EVANS

ROLL CALL: JENNY L. PARHAM, CITY CLERK

APPROVAL OF MINUTES: FEBRUARY 18 AND MARCH 17, 2016

WORKSHOP ITEMS

1. **REVIEW COMMERCIAL FAÇADE GRANT REQUESTS.**
   - A) **BUSY BEE & BUTTERFLY - $4,968.68**
   - B) **ESTATE SOLUTIONS - $1,993.94**
   - C) **CYBER STUDIOS - $2,975**
2. **REVIEW NONPROFIT GRANT REQUEST FOR $400 FROM KIWANIS.**
3. **CONSIDER INCREASING RESIDENTIAL FAÇADE GRANT AWARD LIMITS.**
4. **CONSIDER CHANGING CRA MEETING DATES AND/OR TIMES.**
5. **GRANT UPDATES.**
   - A) **LIDIA NUNES – GRANT CLOSED**
   - B) **CYBER STUDIOS – GRANT CLOSED**
6. **CONSIDER GRANT EXTENSION FOR HIGH SPRINGS COMMERCIAL.**
7. **CRA EXTENSION UPDATE.**

8. CHAIR REPORT.

9. EXECUTIVE DIRECTOR REPORT.

ADJOURN.

PLEASE NOTE: PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING HE OR SHE WILL 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. IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS TO PARTICIPATE IN COMMUNITY REDEVELOPMENT AGENCY MEETINGS, SHOULD CONTACT THE OFFICE OF THE CITY MANAGER, 110 N.W. 1ST AVENUE, HIGH SPRINGS, FLORIDA 32643, TELEPHONE (386) 454-1416.

HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
MEETING MINUTES
February 18, 2016

Meeting called to order by Vice Chair Jason Evans at 5:35 p.m.

Invocation by Mayor Byran Williams

Pledge of Allegiance.

ROLL CALL:

Chair Jason Evans- Present arrived at 5:42 p.m.
Vice Chair Scott Jamison-Present
Member Gloria James- Present
Member Byran Williams-Present
Member Sue Weller- Present
Member Sylvia Newcomb-Resigned

STAFF PRESENT:

Amanda Rodriguez, CRA Executive Director
Jenny Parham, City Clerk
Angela Stone, Assistant City Clerk
Courtney Johnson, City Attorney

APPROVAL OF MINUTES:

DECEMBER 8, 2015CRA BUDGET WORKSHOP,
DECEMBER 8, 2015 CRA MEETING

Motion Member Weller to approve the Minutes of the December 8, 2015 CRA Budget Workshop and December 8, 2015 CRA Meeting.
Second Member Williams.
Motion Carried 4-0.

BUSINESS ITEMS

DISCUSS AND CONSIDER CRA BOARD MEMBERSHIP CHANGE.

Attorney Johnson stated that they can change the membership back the original five members, as the original change from five to seven was done by motion and vote; but she would recommend this be done by resolution.

Motion Member Weller to change the CRA Board Membership to five (5) members, the Commission, from seven (7).
Second Member James.
Motion carried 4-0.

CONSIDER MOMS PROGRAM GRANT APPLICATION.

Christina Young, High Springs Historical Society, thanked the CRA for their continued support. She gave a power point presentation on the local exhibit to educate on our local waterways and all the events they have been involved in. She gave an update on the Smithsonian Local Exhibit. She spoke of their marketing work to spread the word.

Ms. Young spoke of the grant application. They would like to get assistance with wrist bands and brochures.

Member Weller asked where the funds would come from. Mrs. Rodriguez stated that there is a line item for grants, Grants to Others, not-for-profit.

Motion Vice Chair Jamison to approve the Mom's Program Grant Application in the amount of $4,992.34
Second Member Weller.
Motion carried 5-0.

CRA EXTENSION PLAN UPDATE.

Mrs. Rodriguez stated they will have a joint meeting with the city and county April 14, 2016, this is already scheduled City Commission County Commission Meeting. This puts us two months behind, but there was not a way to schedule a joint meeting any earlier.

BEAUTIFICATION/ VISUAL ENVIRONMENT PROJECTS.

Ms. Rodriguez advised the lights in front of the Old School should be going in soon; they had an electrician out that has done the wiring for the lights.

Ms. Rodriguez stated we have run into a problem with the sidewalk project. She stated that the engineers suggested we do not start the project until the DOT project is complete. She states the engineering could be off if DOT changed anything. She has been negotiating with DOT to do the engineering, but they stated the time is close, and they have not said they will.

Ms. Rodriguez stated that there are a lot of lights out downtown, but we currently do not have a bucket truck to change the lights.

Member Weller asked why the lights around the poles have been taken down. Ms. Rodriguez stated that there are a lot of the bulbs that were out and they will be replacing with new lights, but they need a bucket truck to do replace.

Ms. Rodriguez stated we have signed a contract for the quilt mural.

Ms. Rodriguez stated we will be pressure washing the sidewalks downtown soon. She stated she will also be looking into having the businesses taking over the flower pots. She advises that the hand rail will be installed at the Old School.

Ms. Rodriguez stated they ended up buying two new light poles, since the price to replace the top of the one was going to be, with shipping, more.

GRANT UPDATES.

Ms. Rodriguez stated that Robinson Cleaner's has put in the doors and the grant is closed out.

Ms. Rodriguez advised that Sylvia Nunez is close to being complete.

Ms. Rodriguez stated that all other grant applications have been signed, but have not started the projects.

Member Weller asked of the Attorney's grant. Attorney Johnson stated we have sent him a certified letter stating he needs to meet the obligations of the contract. She added that he has signed for the letter, but we have not yet heard from him.

DISCUSSION ON THE HIGH SPRINGS COMMUNITY GARDEN.

Ms. Rodriguez stated there has been citizens asking about the community garden. Ms. Rodriguez stated that she has been working with the City Clerk to see who owns the community garden. She recommends that we hold off on letting anyone use it until we determine who owns it.

Chair Evans asked how many people would use it. Member Weller stated that when it was cleaned up there were several people that used it.

UPCOMING EVENTS.

Advised that Music in the Park is this Sunday; hoping that it is the last one that will be inside.

Advised that Frozen Foot, a Virtual 5K, sponsored by our Parks and Recreation is coming up.

Advised the City Wide Yard Sale is March 5th.

CHAIR REPORT.

Nothing at this time; apologized for being late.

Member Weller stated that the Kiwanis Club has been talking about cleaning up the gazebo at James Paul Park, before the Smithsonian Exhibit comes. She stated they will be going before the Parks and Recreation Board, and they would then like to come before the CRA for additional support.

EXECUTIVE DIRECTOR REPORT.

Ms. Rodriguez stated she would like to set a CRA Workshop on goals for the next three years, on March 17th at 6:30 p.m. at the Old School, in order to draw attention to the Old School.

Motion Member Weller to adjourn.

Chair Evans adjourned the meeting at 6:15 p.m.

HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
WORKSHOP MINUTES
March 17, 2016

Meeting called to order by Chair Jason Evans at 6:32 p.m.

Invocation by Member Byran Williams

Pledge of Allegiance.

ROLL CALL:

Chair Jason Evans- Present
Vice Chair Scott Jamison-Present
Member Gloria James- Present
Member Byran Williams-Present
Member Sue Weller- Present

STAFF PRESENT:

Amanda Rodriguez, CRA Executive Director
Jenny Parham, City Clerk
Courtney Johnson, City Attorney

APPROVAL OF AGENDA:

Motion Member Weller to approve the agenda as presented.
Second Member Williams.
Motion carried 5-0.

WORKSHOP ITEMS

REVIEW CURRENT CRA 3-YEAR GOALS AND PROJECTS.

Amanda Rodriguez, CRA Executive Director, outlined the current 3 year goals. States that the number one goal has been Façade Grants for both Residential and Commercial. She states that we have awarded and distributed $4,685.00 in Residential Façade Grants and $87,370.13 in Commercial Façade Grants in the last 2 ½ years. She adds that we have currently awarded, but not distributed $26,538.00 this year.

Linda Hewlett asked if these are matching grants. CRA Director Rodriguez advised that they are.

CRA Director Rodriguez spoke of the goal on Downtown Parking, and advised that we have added to downtown parking.

Member Weller asked about D.O.T. putting in Handicap Parking at NW 1st, she stated that there was a business that received a grant to have this put in, but the business is no longer there.

CRA Director Rodriguez spoke of the murals, and they have been well received. She stated that we have set aside funding for one more mural this year, and that we are also going to be putting in a smaller quilt mural, which will be part of the Florida Quilt Trail.

Member Weller stated that the Springs Institute spoke of putting a mural on the side of their building, with the mural being something to do with the springs.

A citizen questioned how the painter would be chosen for the mural. CRA Director Rodriguez stated through a competitive bid process.

CRA Director Rodriguez spoke of the creation and adoption of the extension plan. She stated the 30-year initial plan would end in December and the new plan would take effect in October, so that it is the same as our fiscal year. She states that the new plan has been adopted by the City Commission and we are waiting to hear back from the County. She states that if everything goes well, she is hoping to have everything finalized by June.

CRA Director Rodriguez spoke of events the CRA has coordinated and been involved in.

A citizen spoke of wanting to see things done for Memorial Day and Veteran's Day to recognize the veterans in the area.

CRA Director Rodriguez spoke of ways of promoting the CRA area. Spoke of updating the CRA website regularly and getting information out in the newspaper.

CRA Director Rodriguez spoke of the Downtown sidewalk project in conjunction with D.O.T. she stated that it is schedule to begin early next Spring. She added that we are contracting with one of D.O.T.'s engineers to have the sidewalks done; we will be paying for the sidewalks to be redone, but will be F.D.O.T. approved.

Linda Hewlett spoke of the sidewalks being dangerous. Chair Evans stated that we will have to follow D.O.T standards, but hopefully the end result will be a lot safer. Member Weller stated that D.O.T. is not sure how they will fix the step down. Ms. Rodriguez stated that D.O.T. will be here for a site visit in the next few weeks to look at this.

A citizen stated that she would like for it to be pointed out to D.O.T. that these sidewalks are not walker or wheelchair friendly. Ms. Rodriguez pointed out that D.O.T. will be putting in handicap ramps at the crosswalks to make them ADA Compliant.

CRA Director Rodriguez spoke of the "Rails to Trails." Member Weller stated that the legislature in their budget put in $2 million to be put towards the rail banking, but the Governor has indicated that he is going to delete that. She encouraged everyone to write to the Governor.

A citizen asked where they can find out details on things, such as the Farmer's Market Pavilion. City Clerk Parham stated that they could contact her office.

DISCUSS POSSIBLE CRA GOALS AND PROJECTS FOR 2016-2020.

CRA Director Rodriguez spoke of setting the goals and projects for 2016-2020. She stated that the goals should be based on the 30 year objectives and added that these projects must occur within the CRA District.

A citizen spoke of giving money towards a City Worker to clean up and keep the sidewalks downtown clean.

Member Weller stated that there should be funding for the planters and plants downtown to dress it up.

A citizen spoke of the permitting process for a business; stated that it is terrible and needs to be looked at.

Chuck Stewart spoke of small business mentoring and SCORE.

Member Weller spoke of having resources available for businesses, coming in, to assist them in with permitting and the process of setting up their business. Mr. Stewart stated that he can put something together with SCORE.

Cindy Bass asked if the sidewalks will be pressure washed throughout the CRA district. Ms. Rodriguez stated that they would. Ms. Bass spoke of looking into insurance for the businesses within the Historic District. She states that the cost for her insurance for her business is running more than the property tax. Ms. Bass spoke of a program by the Kiwanis Club, for a minimal fee, they will put up an American Flag at your business for the different holidays.

Member Weller spoke of having events downtown in the evenings and trying to have the businesses stay open later.

A citizen asked who takes care of the downtown street lights. Ms. Rodriguez stated that Public Works and the CRA.

A citizen asked a question regarding permitting fees. Chair Evans stated that these questions would be more for the City Commission or City Manager.

A citizen asked about putting lights over by the gazebo to light it up that area. Chair Evans spoke of Williston and their band shell, and us thinking about something like that. Member Weller stated that eventually that area will be a linear park.

Cindy Bass spoke of the need to look into more Public Restroom facilities.

A citizen asked if the Chamber Bathrooms were Handicap Accessible. Chair Evans advised that they were.

Member Weller suggested a complete renovation of the Chamber Restrooms.

Cindy Bass asked if there was parking for RV's in the city, other than street parking.

Member Weller spoke of bringing in Broadband for the businesses.

CRA Director Rodriguez spoke of the parks in the CRA being James Paul Park, the Community Garden and the future linear park.

Linda Hewlett spoke of the road going through James Paul Park and resurfacing so it looks less like a road.

A citizen asked for clarification that the road for resurfacing is the one from City Hall that is blocked off from road traffic. Ms. Hewlett advised that it was.

Chair Evans stated he thinks that it would be a good idea.

Chair Evans stated we need to have a master plan for the parks. Ms. Rodriguez advised that she is working with the Parks and Recreation Board and the Recreation Director to put this together to be included in next year's budget.

Member Weller spoke of the possibility of considering a dog park.

A citizen asked if they have considered hostile accommodations for walkers, runners and bicyclists. Member Weller stated that could be something that could be addressed in the thirty-year plan or in the master plan.

Linda Hewlett stated that Poe Springs Park, a County Park, is set up for camping accommodations but they are not currently being used for that now.

CRA Director Rodriguez spoke of the need to increase the affordable housing. Spoke of the need of repair for homes within the CRA.

Chair Evans stated that he would like to see the Residential Façade Grants increased from $1,000.00 to maybe $5,000.00. He states that this improves the look of the whole area.

Cindy Bass spoke of business owners and residents not applying for the façade grants due to the time frame restrictions, for selling, attached to them.

CRA Director Rodriguez stated that she has spoken with the Downtown Businesses, has had overwhelming support, regarding helping maintain the flower pots downtown.

Billie-Jo Benedict spoke of moving the clock from downtown. She stated that the clock is expensive to repair and maintain. She has spoken with Sylvia Newcomb, who donated the clock in honor of her father, regarding moving the clock over by the caboose and setting that hands to 7:00. She spoke of putting some kind of statues over where the clock is currently located.

CRA Director Rodriguez stated most of the land where the clock is currently located is D.O.T property. She stated that when D.O.T. does come in to resurface the road they will be taking a portion of this land.

Chair Evans states that putting a statue may impede the vision when trying to turn right.

Member Jamison asked that we put this on a Commission Agenda for discussion and have staff come up with the cost and what would need to be done to move the clock.

Ms. Benedict asked where the CRA currently gets their funding. Ms. Rodriguez advised that they get funding from the city and county. She states that a portion of the property taxes in the CRA come back from the businesses and residences downtown; this is why there are restriction on the money.

Discussion on how to help promote the businesses downtown.

CRA Executive Director stated she would like within the next three years to have a rebranding of the CRA, so they have their own standalone website and logo.

Cindy Bass spoke of the need to have a billboard on the interstate. Ms. Rodriguez stated that the CRA cannot fund a billboard if it is located outside the CRA.

CRA Director Rodriguez stated we will be working on new signs for the area.

CRA Director Rodriguez spoke of the buildings downtown being old, having no firewalls, or fire sprinklers. She stated that we could make grants available for the business to put in firewalls or fire sprinklers.

Motion Member Weller to adjourn.
Second Member James.
Chair Evans adjourned the meeting at 8:20 p.m.

Deadline April 27
Recieved April 7, 201

110 NW 1st Avenue
High Springs, Florida 32643

Telephone: (386) 454-1416
Facsimile: (386) 454-2126
Web: highsprings.us

CRA FAÇADE IMPROVEMENT GRANT PROGRAM
GRANT APPLICATION
Business Application
(Revised September 6, 2013)

I. Applicant / Business Information

Please type or print

Applicants' Name: Ganlie Tipton

Mailing Address: 15 NE 1st AV

City / State / Zip Code: High Springs, FL 32643

Phone / Fax / Email: 352-231-6335 386-454-0447 / ganlietipton@yahoo com

Property Address: 15 NE 1st AV

City / State / Zip Code: High Spring, FL 32643

Business Name:* Busy Bee and Butterfly Christian Acade

Business Owner: Ganlie Tipton

City / State / Zip Code: High Spring, FL 32643

Phone / Fax / Email: 352-231-6335 386-454-0447 / ganlietipton@yahoo com

Property Owner: SANFORD & KATHERINE YATES

54 Mailing Address: 19607 NW 138 AVE ALACHUA, FL 32615

City / State / Zip Code: ALACHUA, FL 32615

Phone / Fax / Email: 386-462-5922 / _____ / _____

*If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.

*If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer

who owns any portion of the corporate stock. Publicly held companies are exempt.

II. Description of Facade Improvement

Please provide a brief description of the planned façade improvement: [attach sheets as necessary]

installation of handicap ramp

Attach a drawing or rendering of the planned façade improvements, as well as any additional descriptive material.

Attach at least two (2) photos of the building façade in its current condition.

Estimated time of completion of entire project: 6 monts

III. Cost of the Façade Improvements

Please provide cost estimates for the planned façade improvements.

Architectural Façade Renovation:	$
Replacement or Installation of Windows and/or Doors:	$ 1731.18
Replacement or Installation of Permanent Awnings:	$
Structural Alterations or Accessibility Improvements:	$
Landscaping and Irrigation:	$
Other: ~~Handicap Ramp~~	$ [redacted] 8200.18
Total Project Cost:	$ 9937.36
Grant Funds Requested: (See page 3 for grant limits)	$ 4968.68

Please attach an itemized listing of costs or estimates from a minimum of two (2) licensed contractors.

IV. Applicant's Acknowledgements

Please read and initial all of the following:

V The undersigned applicant agrees to enter into a Façade Improvement Agreement with the Community Redevelopment Agency ("CRA") should it receive a grant from this Program.

V The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the CRA.

___ The undersigned applicant acknowledges that the grant application must receive approval by the CRA before any construction can commence. No grant will be awarded on an application if work has been started or completed.

___ The undersigned applicant acknowledges that if the grant application is for buildings/properties within the Historic District, the undersigned applicant must receive all applicable Certificates of Appropriateness from the Historic Preservation Board before any construction can commence.

___ The undersigned applicant acknowledges he/she shall be required to obtain proper permitting through the Planning, Development and Codes Department before any application will receive an "approved" grant award. This includes any changes required to obtain a building permit. Variances and/or zoning change requests must be handled prior to award approval.

___ The undersigned applicant acknowledges that "cash receipts" submitted for reimbursement will not be accepted due to auditing requirements - NO EXCEPTIONS. The undersigned applicant shall pay for materials and services by check, money order or by credit card. Verification of payment shall be submitted with reimbursement request.

___ Only properties located within the Community Redevelopment Area are eligible for this grant.

___ All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

___ The project must be completed in a timely fashion in strict accordance with the timeframe specified by the CRA within the Façade Improvement Agreement. In the event an extension is needed beyond the timeframe set in the Façade Improvement Agreement, the Grant Recipient must petition the CRA for approval documenting the reason for the delay.

___ The CRA shall disburse funds to the grant recipient only upon demonstration that the work has been completed, but the entire project is not required to be completed prior to the distribution of funds. The CRA may distribute funds throughout the project.

___ The CRA shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.

___ The undersigned applicant agrees to allow the CRA to photograph the project for use in future publications should the undersigned receive a grant under this Program.

V. Funding

Please read and initial all of the following indicating your acknowledgment and acceptance of the guidelines below:

___ Under this grant program the applicant may request up to $35,000 for single story buildings or up to $40,000 for two story buildings. Please check the appropriate box below.

.. Single Story Building
.. Two Story Building

_____Grant funds shall be used for up to 50% of total project costs, not to exceed $35,000 for single story buildings and $40,000 for two story buildings.

_____Applicants must match grant funds dollar-for-dollar for goods and/or services.

_____Work done by building owner or applicant will not be funded for labor.

_____Applications will be evaluated by the CRA at a public meeting and scope and amount of grant will be determined on a case by case basis.

_____ The CRA may make disbursements of funds to the Grant Recipient based upon the percentage of project completion.

VI. Checklist

Only completed applications will be accepted so please be sure you submit the following with this application:

.. List of all business owners including name, address and telephone number.
.. Drawings or renderings of the planned façade improvements, as well as any additional descriptive material. Additional drawings or renderings may be required at the request of the CRA depending on the scope and nature of the project.
.. Two (2) current photographs of the façade in its current condition.
.. Itemized list of costs or estimates from a minimum of two (2) licensed contractors.
.. Completed W-9 Tax Form.

VII. Applicant's Signature

Charlie Tipton — Applicant's Name (Printed or Typed)

4/30/15 — Date

Applicant's Signature

4/30/15 — Date

STATE OF FLORIDA
COUNTY OF ALACHUA

Sworn to and subscribed before me by GARLIE TIPTON who is personally known to me
or produced FL DRIVER LICENSE as identification, this 30 day of APRIL, 2015.

Notary's Signature _____

JUSTIN FLEMING

SEAL:

NOTARY PUBLIC
JUSTIN FLEMING
Notary Public, State of Florida
Commission # EE 858190
My comm. expires Dec. 13, 2016

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Busy Bee and Butterfly Christian Academy

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
231 541 W US Hwy 27

Requester's name and address (optional)

6 City, state, and ZIP code
High Springs, FL 32643

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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
4 7 - 3 2 9 3 6 1 7

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 on page 3.

Sign Here | **Signature of U.S. person ▶** [signature] **Date ▶** 4-18-16

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

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?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Gainesville Restoration

Gainesville Restoration & Remodeling
4607 NW 6th St. Ste A
Gainesville, FL. 32609
352-372-1221 - Office
352-372-1214 - Fax
Admin@gviller.com

Insured:	Garlie Tipton	Home:	(352) 231-6335
Property:	231541W US HWY 27 HIGH SPRINGS, FL 32643	E-mail:	garlietipton@yahoo.com
Home:	231541W US HWY 27 HIGH SPRINGS, FL 32643		
Claim Rep.:	Russ Mills	Business:	(352) 372-1221
Business:	4607 NW 6th St. Ste A. Gainesville, FL 32609	E-mail:	Russ@Gviller.com
Estimator:	Russ Mills	Business:	(352) 372-1221
Business:	4607 NW 6th St. Ste A. Gainesville, FL 32609	E-mail:	Russ@Gviller.com
Reference:			
Company:	Contractor connection		
Contractor:		Business:	(352) 372-1221
Company:	Gainesville Restoration		

Claim Number: CSF79244088BAD **Policy Number:** UNKNOWN **Type of Loss:** Other

Date Contacted:	4/12/2016 3:30 PM		
Date of Loss:	4/11/2016 12:00 AM	Date Received:	4/11/2016 9:13 AM
Date Inspected:	4/13/2016 10:30 AM	Date Entered:	4/12/2016 11:23 AM
Date Est. Completed:	4/18/2016 10:55 AM		
Price List:	FLGA8X_APR16 Restoration/Service/Remodel		
Estimate:	GARLIE_TIPTON		

Gainesville Restoration

Gainesville Restoration & Remodeling
4607 NW 6th St. Ste A
Gainesville, FL. 32609
352-372-1221 - Office
352-372-1214 - Fax
Admin@gviller.com

GARLIE_TIPTON

Rear Elevation

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Carpenter - General Framer - per hour	2.00 HR	0.00	58.59	0.00	23.44	140.62
Labor to remove the window trim and window to the left of door.						
2. Aluminum window, single hung 13-19 sf	1.00 EA	0.00	178.71	7.38	35.74	221.83
3. R&R Exterior door - metal - insulated - Standard grade	1.00 EA	16.81	214.19	8.61	46.20	285.81
3' exterior door						
4. Carpenter - General Framer - per hour	16.00 HR	0.00	58.59	0.00	187.48	1,124.92
Carpenter to widen the door opening to accept the larger door. A new larger header framing and exterior siding will need to be done.						
5. Carpenter - General Framer - per hour	64.00 HR	0.00	58.59	0.00	749.96	4,499.72
Carpenter to construct 18'6" ramp, 2 5'X5' landings on each end of the ramp and handrail to code. 2 carpenters with helper for for 3 plus days						
6. Carpentry - General Laborer - per hour	32.00 HR	0.00	25.23	0.00	161.48	968.84
Carpenters helper to haul materials to the rear of house, clean and assist carpenters.						
7. FRAMING & ROUGH CARPENTRY	1.00 EA	0.00	1,357.89	0.00	271.58	1,629.47
Material for the 2 5X5 landings and ramp 2X8 Joists 2X6 Decking 4X4 posts Concrete for posts Hand rail Handrail pickets						
Totals: Rear Elevation				15.99	1,475.88	8,871.21

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
8. Single axle dump truck - per load - including dump fees	1.00 EA	178.23	0.00	0.00	35.64	213.87
9. Taxes, insurance, permits & fees (Bid item)	1.00 EA	0.00	0.00	0.00	0.00	0.00
Cost of the permit will be set by the local building department.						
10. Engineering fees (Bid item)	1.00 EA	0.00	550.00	0.00	110.00	660.00

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CONTINUED - General

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
2 sets of sealed drawings for the building department to apply for the permit.						
Totals: General				0.00	145.64	873.87

Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
11. Window labor minimum	1.00 EA	0.00	82.16	0.00	16.44	98.60
12. Door labor minimum	1.00 EA	0.00	78.06	0.00	15.62	93.68
Totals: Labor Minimums Applied				0.00	32.06	192.28
Line Item Totals: GARLIE_TIPTON				**15.99**	**1,653.58**	**9,937.36**

Gainesville Restoration

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Summary for Structural1

Line Item Total	8,267.79
Overhead	826.79
Profit	826.79
Material Sales Tax	15.99
Replacement Cost Value	**$9,937.36**
Net Claim	**$9,937.36**

Russ Mills

Gainesville Restoration

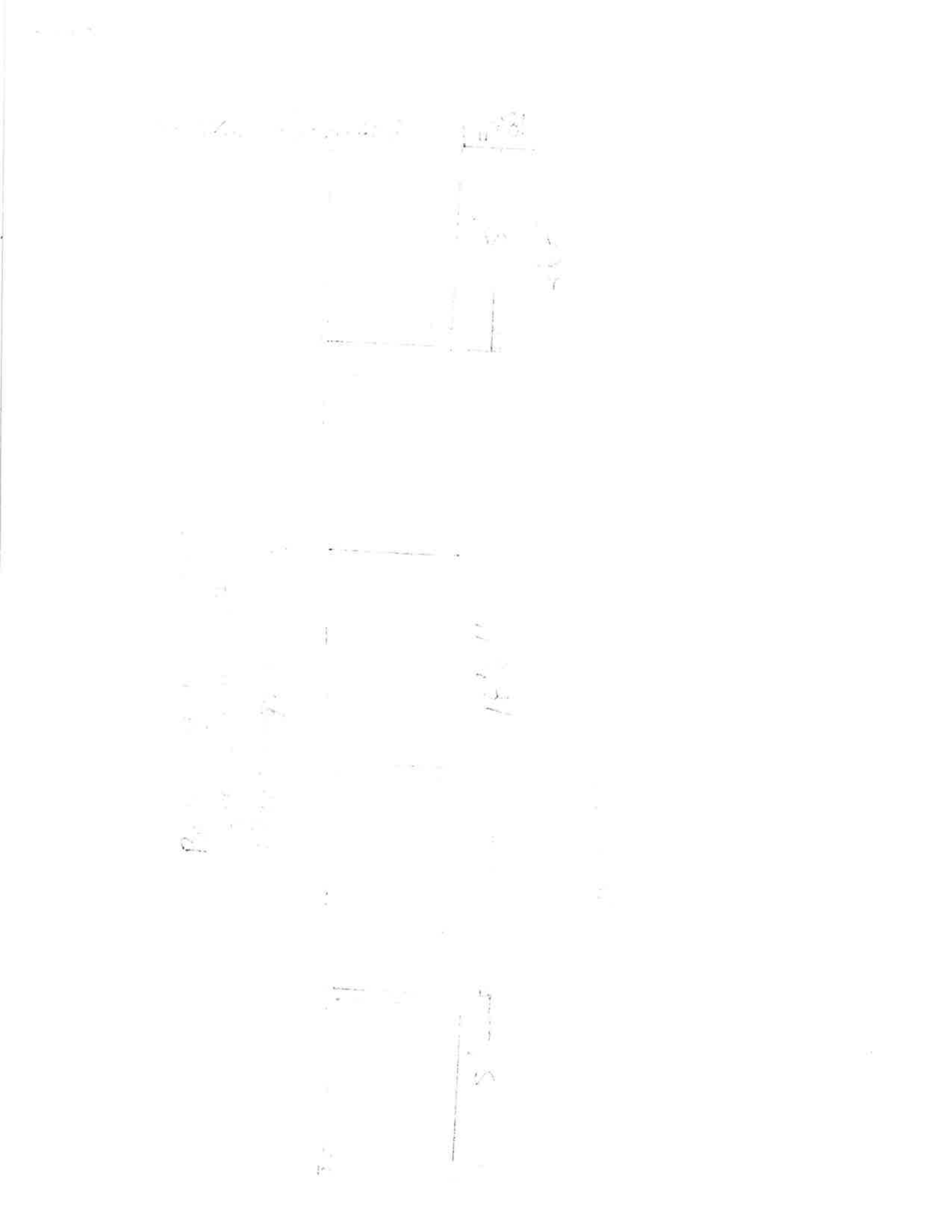
Gainesville Restoration & Remodeling
4607 NW 6th St. Ste A
Gainesville, FL. 32609
352-372-1221 - Office
352-372-1214 - Fax
Admin@gviller.com

Recap by Category

O&P Items	Total	%
GENERAL DEMOLITION	195.04	1.96%
DOORS	292.25	2.94%
PERMITS AND FEES	550.00	5.53%
FRAMING & ROUGH CARPENTRY	6,969.63	70.14%
WINDOWS - ALUMINUM	178.71	1.80%
WINDOWS - WOOD	82.16	0.83%
O&P Items Subtotal	8,267.79	83.20%
Overhead	826.79	8.32%
Profit	826.79	8.32%
Material Sales Tax	15.99	0.16%
Total	9,937.36	100.00%

Gainesville Restoration & Remodeling
4607 NW 6th St. Ste A
Gainesville, FL. 32609
352-372-1221 - Office
352-372-1214 - Fax
Admin@gviller.com

2 2-Rear of Loss Date Taken: 4/13/2016



Gainesville Restoration & Remodeling
4607 NW 6th St. Ste A
Gainesville, FL. 32609
352-372-1221 - Office
352-372-1214 - Fax
Admin@gviller.com

1 1-Front of Loss Date Taken: 4/13/2016

Received 1/11/18

110 NW First Avenue
High Springs, Florida 32643

Facsimile (386) 454-2126

Telephone: (386) 292-3921

Web: www.highsprings.us

Community Redevelopment Agency

COMMERCIAL FAÇADE IMPROVEMENT

GRANT APPLICATION
(Revised December 17, 2015)

I. Applicant / Business Information

Applicants' Name: ROY HAMMOND

Mailing Address: 18645 MAIN STREET

City / State / Zip Code: HIGH SPRINGS FLORIDA 32643

Phone / Fax / Email: 352-538-1690 estatesolutions.fl@gmail.com / Click here to enter text. /

Property Address: SAME

City / State / Zip Code: SAME

Business Name:* ESTATE SOLUTIONS

Business Owner: ROY HAMMOND & CHRISTINE MCKEE

City / State / Zip Code: SAME

Phone / Fax / Email: SAME / Click here to enter text. / Click here to enter text.

Property Owner: ROY HAMMOND & CHRISTINE MCKEE

Mailing Address: 18645 MAIN STREET

City / State / Zip Code: HIGH SPRINGS FLORIDA 32643

Phone / Fax / Email: 352-538-1690 estatesolutions.fl@gmail.com / Click here to enter text. / Click here to enter text.

*If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.

*If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer
who owns any portion of the corporate stock. Publicly held companies are exempt.

II. Description of Facade Improvement

Please provide a brief description of the planned façade improvement: [attach sheets as necessary]
Click here to enter text.

Attach a drawing or rendering of the planned façade improvements, as well as any additional descriptive material.

Attach at least two (2) photos of the building façade in its current condition.

III. Cost of the Façade Improvements

Please provide cost estimates for the planned façade improvements.

Architectural Façade Renovation:	$Click here to enter text.
Replacement or Installation of Windows and/or Doors:	$3,987.88
Replacement or Installation of Permanent Awnings:	$Click here to enter text.
Structural Alterations or Accessibility Improvements:	$Click here to enter text.
Other:Click here to enter text.	$Click here to enter text.
Total Project Cost:	$3,987.88
Grant Funds Requested: (See page 3 for grant limits)	$1,993.94

Please attach an itemized listing of costs or estimates from a minimum of two (2) licensed contractors.

IV. Applicant's Acknowledgements

Please read and initial all of the following:

RH The undersigned applicant agrees to enter into a Façade Improvement Agreement with the Community Redevelopment Agency should it receive a grant from this Program.

RH The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency.

RH The undersigned applicant acknowledges that the grant application must receive approval by the Community Redevelopment Agency before any construction can commence. No grants will be awarded on an application if work has been started or completed.

RH The undersigned acknowledges that if the grant application is for buildings/properties within the Historic District must receive all applicable Certificates of Appropriateness from the Historic Preservation Board before the grant application is considered for funding.

RH The undersigned applicant acknowledges he/she will be required to obtain proper permitting through the Planning, Development and Codes Department before any application will receive an "approved" grant award. This includes any changes required to obtain a building permit. Variances and/or zoning change requests must be handled prior to award approval.

RH The undersigned acknowledges that "cash receipts" submitted for reimbursement will not be accepted due to auditing requirements - NO EXCEPTIONS. The undersigned applicant shall pay for materials and services by check, money order or by credit card. Verification of payment shall be submitted with reimbursement request.

RH Only properties located within the Community Redevelopment District are eligible for this grant.

RH All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

RH The project must be completed in a timely fashion in strict accordance with the timeframe specified by the Community Redevelopment Agency within the Façade Improvement Agreement. In the event an extension is needed beyond the timeframe set in the Façade Improvement Agreement, the Grant Recipient must petition the Community Redevelopment Agency for approval documenting the reason for delay.

RH The Community Redevelopment Agency shall disburse funds to the grant recipient only upon demonstration that the work has been completed, but the entire project is not required to be completed prior to the distribution of funds. The Community Redevelopment Agency may distribute funds throughout the project.

RH The Community Redevelopment Agency shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.

RH The undersigned applicant agrees to allow the CRA to photograph the project for use in future publications should the undersigned receive a grant under this program.

V. Funding

Click here to enter text Under this grant program the applicant may request up to $35,000 for single story buildings or up to $40,000 for two story buildings. Please check the appropriate box below.

RH Single Story Building
Click here to enter text. Two Story Building

RH Grant funds can be used for up to 50% of total project costs, not to exceed $35,000 for single story buildings and $40,000 for two story buildings.

RH Applicants must match grant funds dollar-for-dollar for goods and/ or services.

RH Work done by owner or applicant will not be funded for labor.
RH Applications will be evaluated by the Community Redevelopment Agency at a public meeting and scope and amount of grant will be determined on a case by case basis.
RH The Community Redevelopment Agency may make disbursements of funds to the Grant Recipient based upon the percentage of project completion.

VI. Checklist

Only completed applications will be accepted so please be sure you submit the following with this application:

.. List of all business owners including name, address and telephone number.
.. Drawings or renderings of the planned façade improvements, as well as any additional descriptivematerial.Additional drawings or renderings may be required at the request of the Community Redevelopment Agency depending on the scope and nature of the project.
.. Two (2) current photographs of the façade in its current condition.
.. Itemized list of costs or estimates from a minimum of (2) licensed contractors.
.. Applicable Certificates of Appropriateness.
.. Completed W-9 Tax Form.

VII. Applicant's Signature

ROY HAMMOND

Applicant's Name

Christine McKee
Click here to enter text.

Date

Applicant's Signature

4/11/16

Date

STATE OF FLORIDA
COUNTY OF ALACHUA

Sworn to and subscribed before me by April 11, 2016 who is personally known to me or produced _____ as identification, this 11th day of April, 2016.

Notary's Signature Amy L. Kenner

SEAL:

Notary Public State of Florida
Amy L Kenner
My Commission FF 090463
Expires 02/15/2018

3101 CLARK BUTLER BLVD
GAINESVILLE, FL 32608-0000
(352) 448-2000

Date: 04/08/2016

Project #: 470289527
Project name: patio door install
Customer Name: SOLUTIONS ESTATE
Customer Phone: (352) 538-0733
Customer Address: 18645 MAIN ST
HIGH SPRINGS FL 32643

Product List

Item Description	Availability	Qty	Unit Price	Total Price
Image not currently available PVC TRIM BOARD 3/4INX3-1/2INX8FT **Item #:** 209620 **Model #:** 07318 **Manufacturer:**	In Stock	3	$13.04	$39.12
Image not currently available 1X4X8 TREATED APPEARANCE GRADE **Item #:** 314407 **Model #:** OGL10408-AG **Manufacturer:**	In Stock	3	$3.97	$11.91
Image not currently available PFJ CSE445 3-1/4-INX11/16-INX8-FT **Item #:** 33670 **Model #:** **Manufacturer:**	In Stock	3	$9.92	$29.76
Image not currently available 2X4X8 TREATED #2 PRIME **Item #:** 196087 **Model #:** OG2P20408-AG **Manufacturer:**	In Stock	2	$3.67	$7.34
Commercial Door Closer Grade 1 Adustable **Item #:** 103844 **Model #:** DC100148 **Manufacturer:**	In Stock	2	$64.97	$129.94
Image not currently available PELLA 2-PANEL OUT-SWING FRENCH DOOR PATIO ***THIS PRICE REFLECTS A 15% OFF PROMOTION ON SOS PELLA (R) WINDOWS & PATIO DOORS - 4/06/16 TO 4/19/16*** **Item #:** 231056 **Model #:** WOFVAUNIT **Manufacturer:**	Estimated 05/02/2016	1	$2,996.21	$2,996.21

Product Subtotal: **$3,214.28**

Installation

Installation Configuration **Total Price**

Exterior and Patio Doors - Labor Configuration

Front Door

INSTALL HINGED/FRENCH PATIO DOOR		
Front Door Total		$449.00
CUSTOM TRIM - INT/EXT/PATIO DOOR		
PERMIT FEE - 3RD PARTY		
CUSTOM WORK - EXTERIOR/PATIO DOOR		
Project Level Fees Total		$359.60
Deductible Detail #469407688		$-35.00
	Installation Subtotal:	**$773.60**
	Order Subtotal:	**$3,987.88**

Salesperson: JOHN MCCARTER

Accepted By: **Date:** 04/08/2016

This Quote is valid until 05/08/2016 This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax),

or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier.

All the above quantities, dimensions, specifications and accessories have been verified and accepted.

I understand that this order will be placed according to these specifications and is non-refundable.

Print Cancel Exit

Whitfield WINDOW & DOOR, Inc.
1105 SW 4th Street
High Springs, FL 32643
Office: (386) 454-0295
Fax: (386) 454-0395
kevin@whitfieldwindownaddoor.com

2.26.16

Estate Solutions
135 North Main ST High Springs, FL 32643

Storefront Window and Door

Non-Impact storefront windows and door. Bronze aluminum storefront. Glass to be 1" Insulated Low-E.

(2) 175" x 60"
(2) 30" x 60"
(1) 75" x 85" Double Door

S/T	$11,186.05
Taxes	$671.16
Labor	$4,500.00
Total	**$16,357.21**

Vinyl Insulated Windows with Wood Clad Double Doors

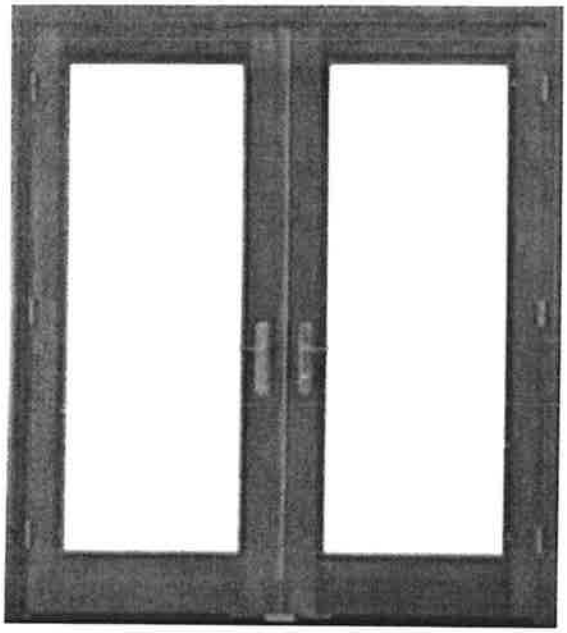
YKK vinyl fixed windows with clear insulated Low-E glass. Light tan frames with grid pattern. JELD-WEN Epic clad outswing, two panel French door. Outside color TBD with Pine interior. External vertical rod with panic hardware on both doors. Interior kick plate on both doors. Von Duprin entry levers on both doors. Both doors will also have closers. Glass is clear Low-E impact.

Windows	$3,353.20
Double Door	$7892.53 ←
S/T	$11,245.73
Taxes	$674.74
Labor	$2,350.00
Total	**$14,270.47**

Option to just replace the door and windows next to the door with vinyl insulated windows and JEL-WEN Double door.

S/T	$8,484.19
Taxes	$509.05
Labor	$1,550.00
Total	**$10,543.24**

If permit is not pulled on for the job, please add $250.00 for us to do it on either option. These options do not include any work on the transoms above the windows and doors. We have options on colors for the windows and doors.



Exterior: Aluminum
Interior: Mahagony

Designer Series®

(Designer Series® 750)

Exclusive snap-in window fashion technology

- Exclusive between-the-glass, blinds, shades and grilles.
- French or Contemporary styling.
- More style choices for you to pick from.
- Window fashions protect from dust and damage – reducing indoor allergens compared to roomside blinds and shades.[27]
- 53%-74% more energy efficient than single pane windows.[10]

Based on 1908 ratings

18645 Main St.
HIGH SPRINGS, FL 32643

18645 Main St.
HIGH SPRINGS, FL 32643
PULL

COMMERCIAL FAÇADE IMPROVEMENT

GRANT APPLICATION
(Revised December 17, 2015)

I. Applicant / Business Information

Applicants' Name: Cyber Studios, Inc.

Mailing Address: 23685 NW 1st Avenue

City / State / Zip Code: High Springs Florida 32643

Phone / Fax / Email: 386.243.0825 clheuss@mac.com

Property Address: 23685 NW 1st Avenue

City / State / Zip Code: High Springs, FL 32643

Business Name:* Cyber Studios, Inc.

Business Owner: Constance Heuss

City / State / Zip Code: 23695 NW 1st Avenue

Phone / Fax / Email: 386.243.0825 clheuss@mac.com

Property Owner: Constance Heuss

Mailing Address: 23695 NW 1st Avenue

City / State / Zip Code: High Springs, FL 32643

Phone / Fax / Email: 386.243.0825 clheuss@mac.com

*If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.

*If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer who owns any portion of the corporate stock. Publicly held companies are exempt.

Constance Heuss owns 51% of the corporate stock and Michael Heuss owns 49% corporate stock

II. Description of Facade Improvement

Please provide a brief description of the planned façade improvement: [attach sheets as necessary]
Paint the building, replace window boards, paint trim, replace boards on top of building around the side, paint those boards, repair and paint the fence, fix roof on building.

Attach a drawing or rendering of the planned façade improvements, as well as any additional descriptive material.

Attach at least two (2) photos of the building façade in its current condition.

III. Cost of the Façade Improvements

Please provide cost estimates for the planned façade improvements.

Architectural Façade Renovation:	$
Replacement or Installation of Windows and/or Doors:	$ 2,100.00
Replacement or Installation of Permanent Awnings:	$
Structural Alterations or Accessibility Improvements:	$
Other : paint, wood, materials	$ 3,850.00
Total Project Cost:	$ 5,950.00
Grant Funds Requested: (See page 3 for grant limits)	~~$ 5,950.00~~ 2975.00

Please attach an itemized listing of costs or estimates from a minimum of two (2) licensed contractors.

IV. Applicant's Acknowledgements

Please read and initial all of the following:

The undersigned applicant agrees to enter into a Façade Improvement Agreement with the Community Redevelopment Agency should it receive a grant from this Program.

The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency.

The undersigned applicant acknowledges that the grant application must receive approval by the Community Redevelopment Agency before any construction can commence. No grants will be awarded on an application if work has been started or completed.

The undersigned acknowledges that if the grant application is for buildings/properties within the Historic District must receive all applicable Certificates of Appropriateness from the Historic Preservation Board before the grant application is considered for funding.

The undersigned applicant acknowledges he/she will be required to obtain proper permitting through the Planning, Development and Codes Department before any application will receive an "approved" grant award. This includes any changes required to obtain a building permit. Variances and/or zoning change requests must be handled prior to award approval.

The undersigned acknowledges that "cash receipts" submitted for reimbursement will not be accepted due to auditing requirements - NO EXCEPTIONS. The undersigned applicant shall pay for materials and services by check, money order or by credit card. Verification of payment shall be submitted with reimbursement request.

Only properties located within the Community Redevelopment District are eligible for this grant.

All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

The project must be completed in a timely fashion in strict accordance with the timeframe specified by the Community Redevelopment Agency within the Façade Improvement Agreement. In the event an extension is needed beyond the timeframe set in the Façade Improvement Agreement, the Grant Recipient must petition the Community Redevelopment Agency for approval documenting the reason for delay.

The Community Redevelopment Agency shall disburse funds to the grant recipient only upon demonstration that the work has been completed, but the entire project is not required to be completed prior to the distribution of funds. The Community Redevelopment Agency may distribute funds throughout the project.

The Community Redevelopment Agency shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.

The undersigned applicant agrees to allow the CRA to photograph the project for use in future publications should the undersigned receive a grant under this program.

V. Funding

Under this grant program the applicant may request up to $35,000 for single story buildings or up to $40,000 for two story buildings. Please check the appropriate box below.

Single Story Building
Two Story Building - to be painted and window trim replaced along with wood around top of building and roof painted.

Grant funds can be used for up to 50% of total project costs, not to exceed $35,000 for single story buildings and $40,000 for two story buildings.

Applicants must match grant funds dollar-for-dollar for goods and/ or services.

Work done by owner or applicant will not be funded for labor.
Applications will be evaluated by the Community Redevelopment Agency at a public meeting and scope and amount of grant will be determined on a case by case basis.
The Community Redevelopment Agency may make disbursements of funds to the Grant Recipient based upon the percentage of project completion.

VI. Checklist

Only completed applications will be accepted so please be sure you submit the following with this application:

.. List of all business owners including name, address and telephone number.
.. Drawings or renderings of the planned façade improvements, as well as any additional descriptive material. Additional drawings or renderings may be required at the request of the Community Redevelopment Agency depending on the scope and nature of the project.
.. Two (2) current photographs of the façade in its current condition.
.. Itemized list of costs or estimates from a minimum of (2) licensed contractors.
.. Applicable Certificates of Appropriateness.
.. Completed W-9 Tax Form.

VII. Applicant's Signature

Applicant's Name
Michael R Heuss

Date
04/04/2016

Applicant's Signature

Date 4/12/16

STATE OF FLORIDA
COUNTY OF ALACHUA

Sworn to and subscribed before me by Michael R. Heuss who is personally known to me or produced FL DL as identification, this 12th day of April, 2016.

Notary's Signature Coral A. Cain

SEAL:

CORAL A. CAIN
MY COMMISSION # FF 103474
EXPIRES: June 13, 2018
Bonded Thru Budget Notary Services

CORAL A. CAIN
MY COMMISSION # FF 103474
EXPIRES: June 13, 2018
Bonded Thru Budget Notary Services

CHRIS KITCHENS

PHONE: 478-952-9200

INVOICE

478-952-9200

Chris Kitchens
Contractor
560 Michelle Drive
Byron, GA 31008

Attention: Constance Heuss
Cyber Studios
23685 W US HWY 27
High Springs, FL 32643
Date: 4/11/16

Project Title:Building Repair
Invoice Number: 67909
Terms: 30 Days

Description	Quantity	Unit Price	Cost
Repaint 99 NW 1st Ave grey and black to match 95 NW 1st Ave building	1	$ 7,450	$ 7,450
		Subtotal	$ 7,450
		Total	$ 7,450

Thank you for your business. It's a pleasure to work with you on your project. Your next order will ship in 30 days.

Sincerely yours,

Chris Kitchens

Estimate

25106 Nw 140th Lane
High Springs, Fl 32643
(386) 397-5706

Attention: Jen

Project Title: Cyber Studios - 99 NW 1st Ave

Company Name: Cyber Studios

Date: 4/7/16

Description	Cost
Price includes labor and materials for the following work	
Pressure wash all areas to receive paint with 4000psi, 190 degree hot water and required detergents. Included in pressure washing is the sidewalks from lease line to line	
Rotten wood replacement to match existing 2 window casings at west side of building and coping trim at top of east side(entire length)	$1,000.00
Prep and Repaint to match the 95 NW address, gray body and black accent. With 1 coat of SW Loxon Conditioner, and 2 coats of SW Multi Surface Acrylic.	$5,750.00
Pressure wash and paint privacy fence at west side rear, road side only. 1 coat SW A-100 white	$750.00
Total	**$7,500.00**

110 NW 1st Avenue
High Springs, Florida 32643
Web: www.highsprings.us

Telephone: (386) 292-3921
Facsimile: (386) 454-2126

Community Redevelopment Agency

NONPROFIT GRANT APPLICATION

APPROVAL PROCESS

Grant Proposals will be accepted by the CRA and reviewed for completion. The CRA Executive Director will evaluate the Grant Application and will make recommendations to the CRA Board for final approval. Funding will be assigned to complete proposals based on the following four (4) categories:

1. Qualifications of the organization to complete the project
2. If the organizations' objective meets the goals of the CRA Plan
3. The need for the proposed project within the community
4. The anticipated impact of the project in the area

GRANT PROPOSAL REQUIREMENTS

To be considered for CRA funding please submit your organization's proposal and adhere to the following guidelines:

1. Prepare the written proposal with the following instructions: (a) two pages maximum, (b) double space, (c) one inch margins.

2. In one (1) paragraph, explain your request amount and the organization's plans to spend the money.

3. In one (1) paragraph, explain how the organization's operation and program effectively correlates with the goals of the CRA Plan.

4. In one (1) paragraph, describe the needs of this project in the area based on your current work; analyzed data; existing community plans; or any other additional information that will support your request.

5. Prepare a five (5) minutes presentation for the Advisory Committee. This presentation is MANDATORY. Only one person from your organization will be allowed to present and answer questions from the CRA Board.

CHECKLIST OF DOCUMENTATION TO BE PROVIDED

Completed grant application

Grant proposal

IRS verification of tax-exempt status - Section 501 (c) (3) Kiwanis is not tax exempt, it is non-profit.

Photographs of the location or planned program/activity (6 or less)

For rehabilitation projects, provide a copy of Property Insurance Policy.

If grant funds are to be utilized for physical improvements to a leased property, please provide a copy of the lease agreement.

REQUIRED INFORMATION

(Failure to provide the following information may render the applicant's grant application incomplete)

Name of Organization Kiwanis Club of Santa Fe

Contact Name Tom Weller **Title** Member

Telephone 454-3163 **Email Address** thomasweller.attorneyatlaw@windstream.net

Physical Address 21775 NW 154 Place

City, State, Zip Code High Springs, FL 32643

Requested Grant Amount: $ 400 **Total Project Cost**: $ 750.00

Identify the project/program location:

How will the grant funds be utilized? (Check all that apply)

____Arts and Culture ✓ Infrastructure Improvement ✓ Parks/Open Space

____Historic Preservation ____Growth and Economic Development

____Other (Please specify) _____

Proposed project/ program expenses (include on a separate page if more space is required)

See Attached

Item_____ $Amount_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

Total CRA grant Requested $ _____

Current board members (include on a separate page if more space is required) See Attached.

Name_____ Position_____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

CRA QUESTIONAIRE

1. Has the organization received previous grant money from CRA?

YES_____ NO_✓___ If yes, provide the following information: date awarded, amount of grant awarded and how the funds were utilized.

_____

_____

_____

2. In the past three (3) years, has the organization been in default of any agreement with the CRA, City of High Springs, Alachua County or State of Florida?

YES_____ NO_✓___ If yes, please explain.

_____

_____

_____

3. Has your organization received any complaints regarding the program/project?

YES_____ NO_✓___ If yes, please explain.

_____

_____

_____

The applicant agrees to:

1. To comply with all federal, state and local rules and regulations with respect to the use of the grant funds.

2. To cooperate fully with the CRA in implementing the terms and conditions of any subsequent agreement, if awarded.

3. To accommodate any CRA request for information with respect to the grant.

4. To review the conflict of interest laws of the City of High Springs, Alachua County, and the State of Florida and agrees that it will fully comply in all respects with the terms and said laws and any future correspondence.

6. Applicant declares that no person or entity under its employ, presently exercising functions or responsibilities in connection with this grant application, has personal financial interests, direct or indirect, with the City of High Springs or the Community Redevelopment Agency.

7. Applicant declares that, in the performance of this Grant, no person or entity having such conflicting interest was utilized in respect to the Grant. Any conflict of interest(s) on the part of applicant and associated parties with respect to this grant application must be disclosed in writing to the CRA.

By signing, I certify that the information contained herein is true, complete and accurate to the best of my knowledge. Should any of the representations made herein change, I hereby acknowledge my obligation to immediately notify the CRA and update those representations.

Organization's Name: Kiwanis Club of Santa Fe

Applicant's Signature Title: Cathy E Sayers

Print Name: Cathy Sayers **Date** April 14, 2016

(FOR OFFICIAL USE ONLY)

Date Application Received:_____

Board DECISION: Approved:_____ Denied:_____ Returned Incomplete:_____

Grant Amount Approved: _____

HIGH SPRINGS GAZEBO PROJECT:

IDEA: The Kiwanis Club of Santa Fe is proposing to refurbish the Gazebo located in James Paul Park. The total estimated cost is $750.00. The Kiwanis Club of Santa Fe has approved a contribution of $350.00 towards the refurbishment of the Gazebo. The requested grant amount is $400.00. The idea is to make the Gazebo located in James Paul Park look a lot better than it is. Presently the square structure is about 16' square; supported at the corners with 4x4s about 10' tall; with 2 4x4s on each side delineating a doorway. The 2 front 4x4s breakup the opening so that people watching any performance must look through the 4x4s. The 4x4s would look a lot better if they looked like 6x6s. The sides and the back could keep the middle 4x4s as could the back. To remove the 2 front 4x4s we will need to provide better support for roof.

PROJECT: To support the front all we need to do is attach a 2x8 in front of the present one and have it overlap the 4x4s. We'll screw it to the 4x4s. This will allow the removal of the supporting 4x4s. We'll do the same in the rear, but won't remove the 4x4s. We'll wrap each of the remaining 4x4s in 1x6s narrowed to 4.5 so that, when attached to one on the side, it will look about 5.25 "; or not quite a 6x6. The corner 45 degree stabilizers will be replaced with something more decorative. The 2 front 4x4s will be removed to provide an open front. Railings will be installed with 2x2 balusters along the two sides and back

To support the front and back we need two 2x8 16' long (not PT). ($ 23.24)

There are 10 4x4s 9'10" tall.

To wrap them we need 40 1x6x10' boards (probably pine/not PT) ($ 407.20)

For the railings we'll need some 2x4s of various lengths. (will need to measure the openings.) We'll need 2x4s on top and bottom. We'll need 2x2s placed at even intervals. The middle of each will probably need a foot to support it and avoid sagging. The top 2x4s can be beveled a little with the top being flat. Sanded the top will be smooth with no sharp edges.

2x4s:	#/length 8 / 10'	($ 32.40)
	3 / 8'	($ 8.58)
2x2s	#/length 56 / 8'	($92.40)

As for the ceiling, it will just be spray painted a light blue.

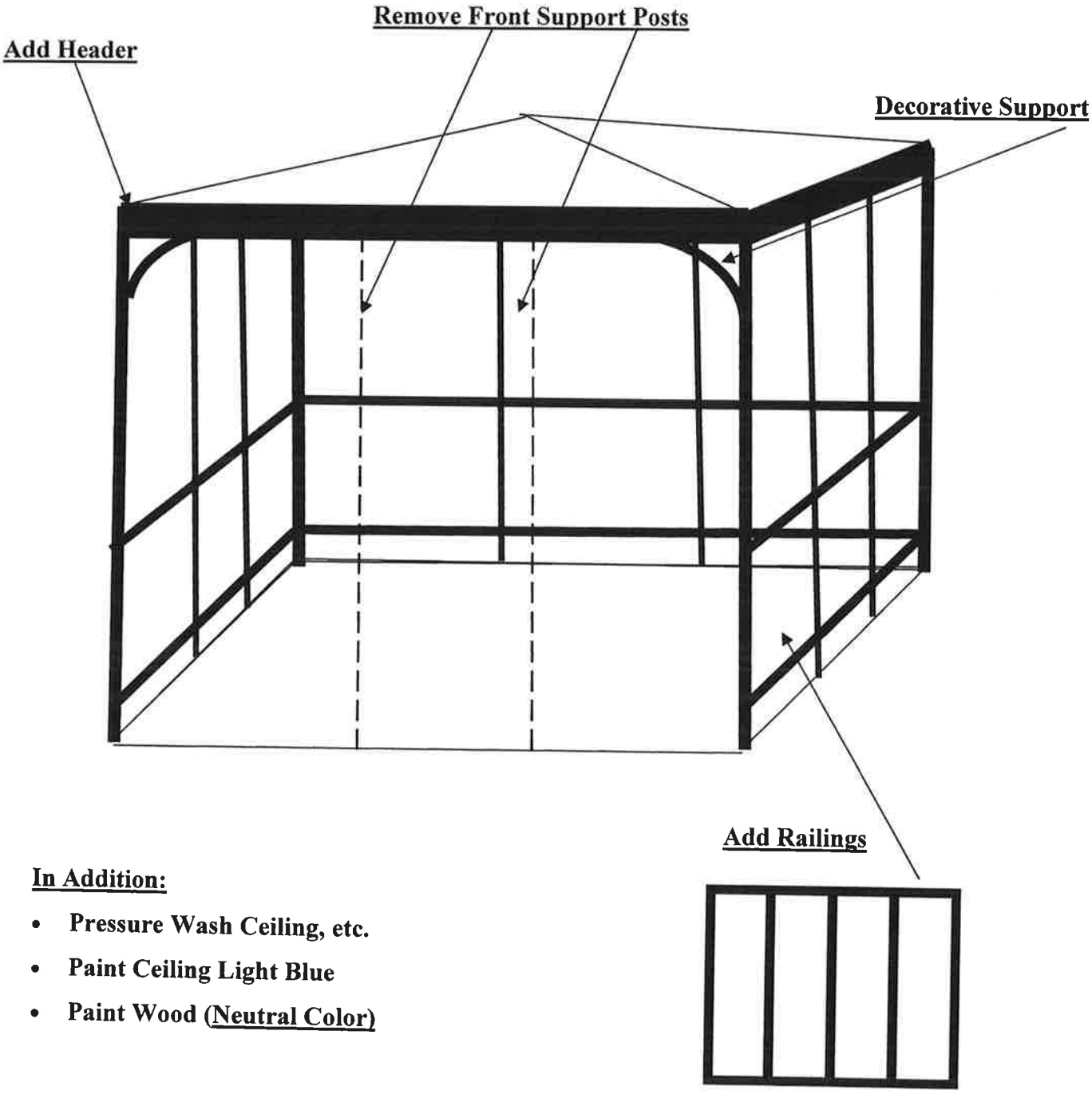
The fascia on each side could be fronted with some Hardiboard. Scott said it should slide under the drip edge. (6 x 12') ($ 41.88)

CORRELATION WITH GOALS OF CRA: One of the objects of Kiwanis is community service. The refurbishment of the Gazebo by the Kiwanis Club of Santa Fe will not only improve a structure within the CRA district but will also improve the usability and appearance of the structure.

NEEDS OF THE PROJECT: With the MOM's event coming to High Springs this summer James Paul Park will be on display to citizens and visitors. The Gazebo has detreated and needs to be refurbished in order to enhance the area that citizens and visitors will experience during their visit to the MOM's event and for the future.

NOTE: The Parks and Recreation Advisory Board has reviewed and approved the proposed changes.

Proposed Gazebo Changes



In Addition:

- **Pressure Wash Ceiling, etc.**
- **Paint Ceiling Light Blue**
- **Paint Wood (Neutral Color)**

HIGH SPRINGS GAZEBO PROJECT (*Rough Estimates*)

ITEM	#	$/unit	Cost	
2x8x16	2	$ 11.62	$ 23.24	
1x6x10 (not PT)	40	$ 10.18	$ 407.20	
2x4x10	8	$ 4.05	$ 32.40	
2x4x8	3	$ 2.86	$ 8.58	
2x2x8	56	$ 1.65	$ 92.40	
Hardiplank (12')	6	$ 6.98	$ 41.88	
			$ 605.70	
TOTAL				
Kiwanis of Santa Fe Contribution			**$ 350.00**	***plus labor***
Requested Grant Funds From CRA			**$ 400.00**	

KIWANIS CLUB OF SANTA FE
2015-2016 Officers/Directors

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