

**Marion County Community Redevelopment Agency (Agency)  
Silver Springs Community Redevelopment Area (CRA)  
Security Improvements Mini-Grant Program (Program) Application**

The Agency is authorized to conduct activities that facilitate the redevelopment and improvement of properties per Florida Statutes. Incentive programs to encourage private investment have proven to be a successful redevelopment function. This Silver Springs CRA Security Improvements Mini-Grant Program (Program) is intended to support targeted improvements and investment in the Silver Springs CRA. The Program addresses key statutorily defined blight conditions that currently exist in the CRA including falling lease rates, vacant or underutilized commercial space, obsolete or substandard interior spaces, inadequate life safety and/or accessibility provisions, and deteriorating or inappropriate facades. Additionally, the safety and security of the businesses, residents, and structures is a basic community need and provides for the public's overall impression of the Silver Springs CRA community that plays an important role in marketing Silver Springs as a special place. Improving safety and security in the area improves the attraction and retention of business operations, supports law enforcement services, and promotes economic growth.

This Program is specifically targeted to increase exterior/security lighting, provide for alarm systems, and provide for security camera systems for area businesses to improve safety and security in the community. The clearing/grubbing of vegetation/overgrowth is also eligible in order to remove understory growth that provides cover for illegal or trespass activity; however such funding is limited to grubbing/clearing ground/understory vegetation and not tree removal. Participation in this Program will not limit an applicant's ability to participate in other programs provided by the Silver Springs CRA.

There are two focus areas for this Program in the Silver Springs CRA:

**Area 1:** Those commercial/industrial sites/properties within the Silver Springs CRA Overlay (See pages 10 and 11 for maps), and

**Area 2:** All other commercial/industrial site/properties within the Silver Springs CRA lying outside the Silver Springs CRA Overlay (See pages 10 and 11 for maps).

This Program follows the same general process and requirements for each area; however each area has a specific maximum grant amount.

**Only work begun after Agency approval is eligible for grant funding.**

*Work in progress or performed before approval will not be eligible.*

### **How to get started**

**Step 1 – Eligible grant area:** Verify if your property is in the Silver Springs CRA or the Silver Springs CRA Overlay. You may use Marion County's Geographic Information System to identify your property's location online via: <https://maps.marioncountyfl.org/interactivemap/>.

Enter your address or parcel ID to see the property location. Maps of the Silver Springs CRA and Silver Springs CRA Overlay may be found on pages 10 and 11. If you are unable to locate the property for any reason, please contact CRA staff as noted further below.

**Step 2 - Review the Security Improvements Program Summary** to learn about:

- grant amounts;
- improvements eligible for a grant; and
- eligibility requirements of that program.

**Step 3 – Contact CRA staff with questions:** Christopher Rison, Senior Planner at 352-438-2600 or [christopher.rison@marioncountyfl.org](mailto:christopher.rison@marioncountyfl.org).

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## I. Eligibility and general requirements

This Program is specifically for existing businesses to provide security features to enhance the safety of their property and for patrons of their business, as well as the community around the property. The CRA will grant reimbursement matching funds (based on the area location, and activities completed) for security/exterior lighting, security systems, and security camera systems. *For Area 1, the maximum grant award is up to \$7,500, and for Area 2, the maximum grant award is \$3,000, or 50% of the total cost, whichever is less.* Camera systems and their recordings must be made available for law enforcement to review upon request such a duly recognized agency (e.g., Marion County Sheriff, Ocala Police Department).

- (a) Eligible applicants - Applicants for the Program can be either the property owner or tenant. Tenants must also have the owner's signature on the application, or may provide a property owner's signed & dated letter/form allowing the tenant to apply for the grant and make the improvements to the property.
- (b) Eligible areas – Businesses and/or commercial/industrial buildings located within the Silver Springs CRA in one of the two identified areas.
- (c) Ineligible properties - The following types of property are **not eligible** without Agency Board approval for participation:
  - 1. Tax delinquent property;
  - 2. Property in litigation;
  - 3. Property in condemnation or receivership;
  - 4. Property or tenants with outstanding financial obligations to the county;
  - 5. Property not properly zoned for the business.
- (d) Ineligible business – Businesses must be must be registered with the State of Florida SunBiz and/or Florida Department of Revenue (if applicable).
- (e) Scope of work – All exterior/security lighting, security alarm system, and security camera system shall be installed by a professionally licensed contractor and suitably permitted. Light fixtures must conform to the CRA Overlay's façade guidelines [Marion County Land Development Code Division 5.9, in Section 3.F.(2)(a) and (b)].
- (f) Security requirements – Camera systems must be monitored by a recorded device maintained on-site or with a security company and recordings will be made available to law enforcement upon request. Cameras are to have infrared or night-time visibility technology and have high-resolution so that vehicle and person ca be clearly visible in a recording. Exterior lights shall be 'on' during night-time hours or have motion-detection capability. Applicants are to maintain all security items in working condition at all times.
- (g) Minimum performance: The resulting improvement installations shall obtain a final certification/inspection from Marion County Building Safety prior to obtaining any reimbursement funding.
- (h) Only the device/item equipment and materials, their installation, and their permit costs are eligible for the Program.
- (i) Owners with multiple properties can submit a separate grant application for each property.
- (j) All work done must be in accordance with the Florida Building Code, Marion County Code of Ordinances, and Marion County Land Development Code (the Codes) and all

required permits and inspections must be obtained; no grant award will be made unless and until the funded activities are completed and all final inspection approvals have been obtained for said work.

- (k) Only work begun **after** approval by the Agency will be eligible for a grant. Work in progress or performed before approval will not be eligible.
- (l) Any changes to the approved plan and work element will require a written request from the applicant and approval by the Agency in order to retain eligibility for the grant. A final certification/inspection from Marion County Building Safety for all work must be obtained prior to obtaining any reimbursement funding.
- (m) Grants may be subject to cancellation if not completed or significant progress has not been made by the project completion deadline. Requests for extensions will be considered **only** if made **in writing** and progress toward completion has been demonstrated.
- (n) All work must comply with the Program guidelines and be approved by the Agency.
- (o) The contractor(s) and subcontractor(s) must be licensed to work in Marion County. Neither the CRA nor Marion County warrant or assume responsibility for any issues arising between the applicant and its contractor(s) or subcontractor(s).
- (p) Organizations that own property on which property taxes are not collected or that have not contributed to the CRA Tax Increment Financing Fund (TIFF) are eligible to apply for grants; however, properties on which property taxes are collected or have contributed to the TIFF will take priority over those that do not, particularly when ranking for funding is required.
- (q) Applicants will agree that improvements made using these grant funds will stay in place and be properly maintained for a minimum of five years. If improvements are replaced or removed within five years, the grant recipient must pay a pro-rata share of the grant proceeds invested in the project for the number of months remaining.
- (r) Owners or merchants who are in the exterior/security lighting/alarm/camera business and intend for their company to perform work must furnish at least two proposals other than their own for cost comparison.
- (s) The applicant may be required to obtain a building permit for certain types of construction work. Building permit fees are based upon the value of work. Applicants should contact Marion County Building Safety at 352-438-2400, if interested in an estimate of those fees.

## II. Application materials

- (a) Application packages must include enough documentation to illustrate the security impact of the project and its cost. Failure to provide required information will cause the application to be ineligible. The following items are **required** to be submitted:
  1. A completed application.
  2. Proof of ownership or option to buy/leasehold agreement for at least five years. If a tenant, the owner's authorization is required.
  3. Color photographs of the existing building exterior, especially where lighting and cameras are to be placed.
  4. Drawings/photos of the proposed improvements to show placement, style, and finish of lighting as well as location of cameras.

5. Project timeline.
6. Total project cost/budget, including permitting cost(s).
7. At least two competitive bid proposals from licensed contractors, authorized to work within Marion County, with the proposals including a detailed list of the work to be completed, breakdown of costs, and the project timeline.
8. Manufacturer's literature and specifications for lighting fixtures, alarm, and camera systems.

### III. Application submittal and review process

- (a) Original signed applications (no copies) must be submitted to the **Growth Services, ATTN: Christopher Rison, Senior Planner, 2710 E. Silver Springs Blvd., Ocala, FL 34471**, for review and determination of eligibility.
- (b) CRA and county staff will document receipt, review, and determine if the application meets all eligibility requirements and is sufficiently complete for grant consideration.
- (c) Applications deemed eligible and complete will be given a staff recommendation (for approval of denial) for the amount of the award to the *Silver Springs CRA Agency Board* who makes the final determination if a grant is approved.

### IV. Application award

- (a) If awarded by the *Silver Springs CRA Agency Board*:
  1. The CRA will notify the applicant/property owner in writing of award approval. Work cannot begin until applicant has received a written notice from the CRA indicating the grant has been approved.
  2. If construction permits are required, permit applications for work funded by a grant must be submitted to Marion County Building Safety no later than 60 days after receiving the grant approval. One 60-day extension may be granted upon a written request from the property owner.
  3. Any deviation from the approved products and timeline must be submitted in writing, reviewed, and attain approval by the Agency.
  4. Upon completion of work, a final certification/inspection from Marion County Building Safety for all work must be obtained

### V. Reimbursement

- (a) Upon submission of complete documentation, reimbursement will be made to the applicant. Submissions shall include:
  1. detailed photos of the items, installed and working;
  2. invoices for all work performed, with details of work clearly outlined;
  3. release of lien/lien waivers from all contractor(s) and sub-contractors.
- (b) Reimbursement can be expected approximately 6-8 weeks after all the required documentation has been submitted and final inspection(s) completed.
- (c) The Agency reserves the right to refuse reimbursement of expenditures in whole or in part for work that does not conform to the proposal(s) submitted with the application and authorized by the Agency.

**Marion County Community Redevelopment Agency (Agency)**  
**Silver Springs Community Redevelopment Area (CRA)**  
**Security Improvements Mini-Grant Program Application**

This application must be completed in full and returned with all required documentation to be processed.

**Project information**

Business name: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Parcel number(s): \_\_\_\_\_

**Applicant information**

Business owner: \_\_\_\_\_

Person to receive all correspondence (if different):  
\_\_\_\_\_

Type of business: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business number: ( ) \_\_\_\_\_ Cell (if different) ( ) \_\_\_\_\_

Applicant number: ( ) \_\_\_\_\_ Cell (if different) ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

Does the applicant own the property (circle one)?                      YES                      NO

How long has the business been at the current location? \_\_\_\_\_

If tenant/renter, when does your current lease expire? \_\_\_\_\_

**Property owner information** (if different from applicant)

Name: \_\_\_\_\_  
 Business name (if different): \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Business number: ( ) \_\_\_\_\_ Cell (if different) ( ) \_\_\_\_\_  
 Owner number: ( ) \_\_\_\_\_ Cell (if different) ( ) \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Business information/Project description**

Describe the type of business and property. (Check all that apply)

<input type="checkbox"/>	Motel/Hotel	<input type="checkbox"/>	Bank	<input type="checkbox"/>	Small business
<input type="checkbox"/>	Restaurant	<input type="checkbox"/>	Retail	<input type="checkbox"/>	Multiple businesses
<input type="checkbox"/>	Office	<input type="checkbox"/>	Service	<input type="checkbox"/>	Large business or franchise
<input type="checkbox"/>	Industry	<input type="checkbox"/>	Rental units	<input type="checkbox"/>	Other:

Give details on the type of business and the property demographics: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What item(s) are being requested through this security mini-grant? (Check all that apply)

Lighting		Camera system		Alarm system		Clearing/Grubbing	
<input type="checkbox"/>	Exterior	<input type="checkbox"/>	Interior	<input type="checkbox"/>	Security	<input type="checkbox"/>	w/o tree removal
<input type="checkbox"/>	Security	<input type="checkbox"/>	Exterior	<input type="checkbox"/>	Fire	<input type="checkbox"/>	w/tree removal*
*Only clearing/grubbing work is eligible for funding. Tree removal may be conducted, but cost estimates and final costs/pricing must itemize the clearing/grubbing and tree removal separately.							

Is there currently any exterior/security lighting, alarm system, or camera system? (If so, explain what is present and/or the need for additional or replacement items): \_\_\_\_\_  
 \_\_\_\_\_

For clearing/grubbing, when was the last time the site was cleared/grubbed? \_\_\_\_\_

Explain the need for the proposed security improvements. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Total project costs and timeline

Estimated cost of project based on attached submitted low bid(s). \$ \_\_\_\_\_

**Required: Attach itemized bid sheets (minimum of two required).**

How much funding assistance are you requesting (up to 50%)? \_\_\_\_\_

### General conditions

It is expressly understood and agreed that the applicant shall be solely responsible for financial obligations incurred for the application, items, labor, etc. The grant is a reimbursement of specific items **if awarded**. The application itself does not guarantee an award. Applicant is responsible for any building permit(s) necessary and to be compliance with all county, state, and federal law.

It is expressly understood and agreed that the applicant will not seek to hold the CRA, Marion County, CRA Agency Board, Marion County Board of County Commissioners and/or its agents, employees, board members, officers and/or directors liable for any property damage, personal injury, application and/or investigation costs incurred, or any loss relating in any way to the program. Applicant understands that all work performed must be by a licensed insured contractor/company authorized to do work in Marion County.

The applicant authorizes the CRA and/or Marion County to promote any approved project including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in CRA or Marion county materials and press releases.

If the applicant fails to perform the work approved, the CRA and/or county reserves the right to cancel the grant.

Completion of this application by the applicant **does not** guarantee that grant monies will be awarded to the applicant.



**Applicant**

I, the undersigned business owner/tenant of the building located at [print physical address]

\_\_\_\_\_

have read and understand the terms and conditions of the program. I agree to the terms and conditions outlined in the application process and guidelines of the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Property owner approval for tenant applicant**

I, the undersigned owner/agent of the building located at [print physical address]:

\_\_\_\_\_

on parcel identification number (print PID#) \_\_\_\_\_,

have read and understand the terms and conditions of the program and agree to the general conditions and terms outlined in the application process and guidelines of the program. I give my consent to the applicant to move forward with improvements on the building as outlined in the scope of work section of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

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

Corporate name: \_\_\_\_\_

**Project information**

Business name: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Parcel ID number(s): \_\_\_\_\_

**Property information – *For staff use only***

CIRCLE ONE

Is the property assessed Marion County property taxes? Y / N

Are property taxes paid up to date? Y / N

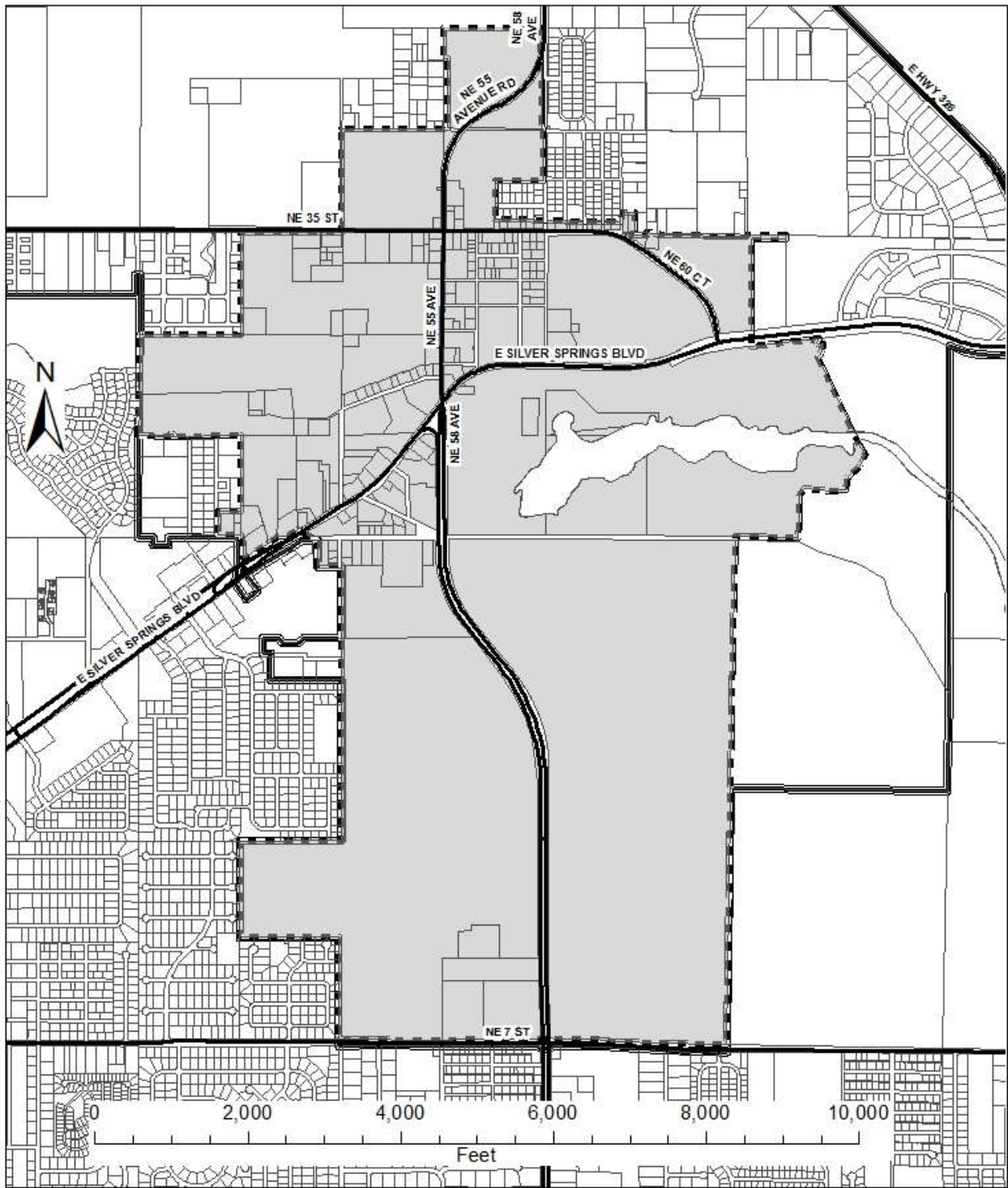
Is the property in condemnation or receivership? Y / N

Is there an active county code enforcement case on the property? Y / N

STAFF RECOMMENDATION: \_\_\_ Approval \_\_\_ Denial\*

\*Reason for denial: \_\_\_\_\_

\_\_\_\_\_



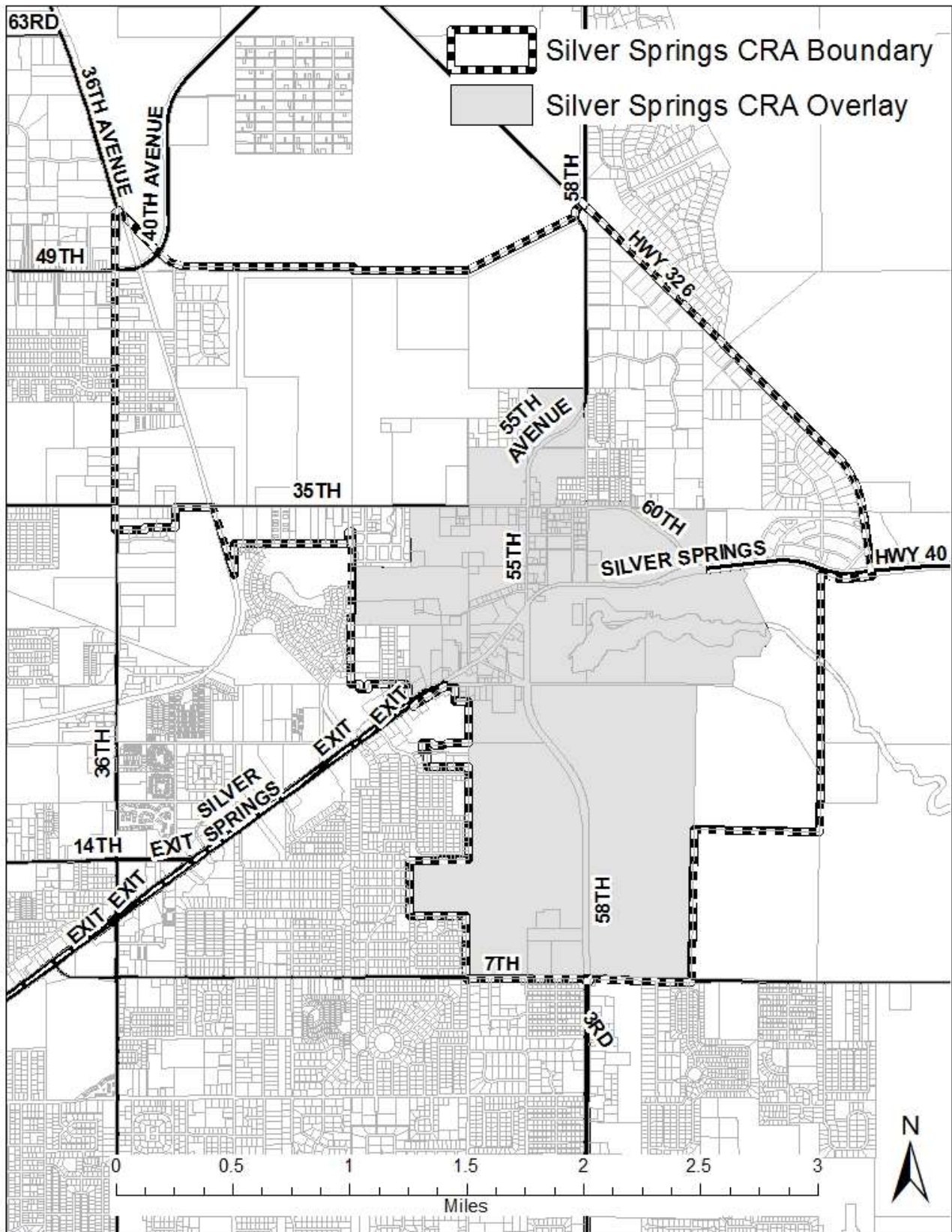
**SILVER SPRINGS CRA OVERLAY**

Marion County Land Development Code Division 5.9

Adoption Date: 5/21/2018

-  Silver Springs CRA Boundary
-  SS CRA Overlay Boundary - Adopted May 2018
-  Tax Parcels
-  SS CRA Overlay Parcels - Adopted May 2018

Produced By: Marion County Growth Services



Date: 9/25/2019