

Checklist for private entities proposed to receive assistance under the Rebuild Florida Hometown Revitalization Program



Please Note: This Checklist is intended to be a tool for Rebuild Florida Hometown Revitalization Program applicants to reference when soliciting participation from private entities.

Any private entities anticipated to receive assistance through the Rebuild Florida Hometown Revitalization Program (HRP) should provide the following information to the primary HRP grant applicant (unit of general local government, such as a city or county).

Building Owner / Landlord Contact Information					
Name:		Phone:		Email:	
Business Owner Contact Information (if different from building owner)					
Name:		Phone:		Email:	
Business Name					
Physical Address			City:	State:	Zip:
Mailing Address			City:	State:	Zip:
Date Business Established			Business DUNS Number		
Number of Employees (including owner)	On October 10, 2018:			Current:	
Describe the damage or impacts to building caused by Hurricane Michael (photos of the exterior and/or interior illustrating damage should be included if available)					
Does the building have any historic designation?			YES	NO	
Describe the required repairs or rehab and/or proposed scope of work for improvements/repairs/rehabilitation to the building					
Has a cost estimate or budget been developed for these repairs/rehabilitation?				YES	NO
If Yes, what is the total value of the cost estimate/budget?			\$		

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Please describe the customer base served by the business		
Please select the option that describes where most of the business' clients/customers live:		In the neighborhood
		Elsewhere in the county, or neighboring areas
		Outside of the immediate neighborhood or neighboring areas (including out of state/tourists)
Does the business have a flood insurance policy? <i>(if not, business should be aware that all recipients of CDBG-DR funds are required to obtain and maintain flood insurance in perpetuity)</i>		YES NO
Is the business current on all required taxes (property, sales, employment, etc.)?		YES NO
Has the business filed for bankruptcy in the last five (5) years?		YES NO
Is the business currently in foreclosure?		YES NO
Required Attachments		State Certificate of Status
		State/Local Tax Registration or Certificate of Exemption
		State business or professional license
		Proof of ownership for the building (or if business owner does not own the building, a signed lease agreement)
Optional Attachments		Engineering or cost estimates developed for the proposed scope of work
		Proof of flood insurance
		Photo evidence of damage caused by Hurricane Michael
<p>Business certifies that it is <u>not</u>:</p> <ul style="list-style-type: none"> • A business deriving more than one-third of gross annual revenue from legal gambling activities. • A business engaged in any illegal activity. • A business that presents live performances of an indecent sexual nature or derive directly or indirectly more than 2.5 percent of gross revenues through the sales of products and services, or the presentation of an depictions or displays, of an indecent sexual nature. • A business that has a primary purpose of facilitating polyamorous relationships. • Massage parlors. • Hot tub facilities. • Escort services. 		

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National Objective

Does the commercial core target by the application serve a predominantly low- to moderate-income (LMI) area?

For the purpose of the HRP, a low- to moderate-income household is defined by HUD as being at 80% or below the area median income. For an area to be considered LMI, 51% or more of the households in the service area must be considered LMI, as determined through census or survey data.

YES

NO

Real Property Requirements

Businesses that receive in excess of \$25,000 are subject to the real property requirements under 24 CFR 570. These standards shall apply from the date CDBG-DR funds are first spent for the property until five (5) years after closeout of the grant from which the assistance was provided.

(a) A recipient may not change the use or planned use of any such property (including the beneficiaries of such use) from that for which the acquisition or improvement was made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and either:

- 1) The new use of such property qualifies as meeting one of the national objectives in § 570.208 (formerly § 570.901) and is not a building for the general conduct of government; or*
- 2) The requirements in paragraph (b) of this section are met.*

(b) If the recipient determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify under paragraph (a)(1) of this section, it may retain or dispose of the property for the changed use if the recipient's CDBG program is reimbursed in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property.

(c) If the change of use occurs after closeout, the provisions governing income from the disposition of the real property in § 570.504(b)(4) or (5), as applicable, shall apply to the use of funds reimbursed.

(d) Following the reimbursement of the CDBG program in accordance with paragraph (b) of this section, the property no longer will be subject to any CDBG requirements.

For businesses that lease their properties, it is recommended that they hold a long-term lease of at least 5 years to cover this requirement. All landlords/building owners must be advised of this requirement. Grant recipients will be required to monitor businesses to ensure continued eligible use.