



## **Request for Letters of Interest (LOI-2014-17) Vacant Space Incentive Program**

The City of Palatka and the Community Redevelopment Agency (hereinafter referred to as the City) hereby request Letters of Interest (LOI) from interested property owners for vacant spaces (buildings and property) located within the CRA's three (3) districts. The purpose of the Vacant Space Incentive Program is to create a useable space fit for occupancy.

At a minimum this document must be fully completed and signed by the property owner as a response to the LOI. The City requests that respondents include a separate LOI in addition to this fully completed and executed document describing their property and their plans to develop, rehabilitate or redevelop the property. The City reserves the right to waive any irregularities submitted, reject any and/or all submittals, accept any submittals deemed to be in the best interest of the City, request additional information, amend the program document requirements with notice, display and advertise properties receiving incentives and use this program for projects already initiated by the City.

- A. Letters of Interest must be received prior to 3:00 pm on December 4, 2014. Proposals will be received at the City Clerk's office located at:

City of Palatka  
201 North Second Street  
Palatka, FL 32177  
Attention: Betsy Driggers, City Clerk

To obtain additional information please view the City of Palatka website at [www.palatka-fl.gov](http://www.palatka-fl.gov) or contact Jonathan Griffith, Project Manager/Grants Administrator at (386)329-0103 or [jcgriffith@palatka-fl.gov](mailto:jcgriffith@palatka-fl.gov).

### **I. Program Description**

The Vacant Space Program is intended to take space not fit for occupancy and improve it to the condition to where a certificate of occupancy can be issued. To be eligible for consideration projects must be located within one of the three CRA districts, vacant for at least six (6) months, advance the goals outlined in the CRA plan, and meet other minimum eligibility criteria.

## II. Eligibility

For a project to be eligible it must:

- be located within a CRA district;
- vacant for at least six (6) months prior to the deadline;
- submit an LOI by the deadline; and
- submit a certification and acceptance of program terms.

## III. Application Process and Key Dates

November 4, 2014	Request for LOI advertisement
December 4, 2014	Deadline for Letter of Interest
TBD	Execution of Memorandum of Understanding and Hold Harmless Agreement
TBD	Inspection of property to determine voluntary and compulsory building improvements needed
TBD	Quotes developed for work
TBD	Staff review and recommendation to CRA board
TBD	CRA Board Evaluation of projects to determine priority and shortlist those for negotiations with property owner
TBD	Negotiation of redevelopment incentive package (i.e. grant, loan, increment rebate) and contract terms.
TBD	Presentation of projects and funding strategy to CRA and City Commission for approval
TBD (Prior to FY 15-16)	Contract approval by the CRA and City Commission

The City reserves the right to present projects for input to the CRA district advisory groups, prior to consideration at a CRA board meeting. Properties deemed to be ineligible will be notified of the reason of ineligibility and will not be presented to the CRA for evaluation. A property owner may appeal an application deemed ineligible. Appeal must be filed within ten (10) days after notice of ineligibility and with the City of Palatka City Clerk at 201 North Second Street, Palatka, FL 32177 and will be considered at the next regularly scheduled meeting.

## IV. Selection Criteria

The CRA board shall shortlist properties based upon the following criteria:

- financial and practical feasibility (cost for compulsory repairs / usable square footage)/ = # (lower the cost per s.f. greater the score);

- furtherance of the goals and objectives in the CRA plan;
- estimated additional increment generated by the project;
- availability of funds;
- the degree to which the applicant leverages additional private funds or resources; and
- the projects ability to strengthen the character and/or integrity of the CRA districts.

The City reserves the right to modify the scoring criteria at any time with notice.

**V. Other Considerations and Program Requirements**

Upon approval of a grant or loan, the applicant and any affected contractor(s) will be required to sign a Development Agreement and a Release and Hold Harmless Agreement with the City of Palatka Community Redevelopment Agency, as permitted by the laws of the State of Florida.

**VI. Required Information and Certification**

Proposed Vacant Property(s) for consideration \_\_\_\_\_  
Street Address  
 \_\_\_\_\_  
Parcel #  
 \_\_\_\_\_  
Date of Last Known Occupancy

If you are submitting a LOI for multiple properties, please attach a separate sheet with the street address and parcel # for each and include the date of last known occupancy.

Property Owner: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
Street City State Zip

The below-signed respondent hereby acknowledges that they are the owner of the above stated property and agree to allow City staff and/or its contractors, consultants and representatives to enter the property for the purpose of inspection, assessment and marketing and acknowledge that they have read, understand and agree to the terms of this document.

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

\_\_\_\_\_  
 Printed Name Title