



City of Ocala
 Community Redevelopment Agency
 201 SE 3rd Street, Ocala, FL 34471

M E M O R A N D U M

DATE January 15, 2025
 TO: East Ocala CRA Advisory Committee
 FROM: Charlita Whitehead, Economic Development/Cultural Arts Project Coordinator,
 Growth Management
 RE: East Ocala CRA Residential Property Improvement Grant Application CRA24-0013

Address: 822 NE 3rd Street (2820-044-011)

Applicant: Pedro A. Comas

Project Description: The applicant is requesting a grant for re-roofing including repair of the soffit and fascia of the building. A summary of the work items and quotes are presented in Table 1.

Table 1. Application summary.

Work Item(s)	High Quote	Low Quote	Recommended Grant (75%)
Re-roof including repair of the soffit and fascia	\$9,150.00	\$8,800.00	\$ 6,600.00

Findings and Conclusion:

- The home is currently occupied as a rental property.
- The roof has leaked causing damage to the interior of the home, as shown in Image 5 below. The roof replacement will help limit further damage to the home.
- The project is expected to take approximately 7-10 working days, with the applicant planning to begin work as soon as possible.
- The application meets the requirements of the grant program and is eligible for consideration.

The Grant Review Committee (GRC) visited the property on December 10, 2024. Please refer to the images below for highlights of the existing conditions.

Per the East Ocala CRA Redevelopment Plan:

"1,392 structures, representing approximately 68.4 percent of the structures in the East Ocala CRA have issues concerning Quality of Structure....a concentration of older, poorly maintained and deteriorated buildings creates many negative influences in an area including a loss of economic

status, a lack of interest in new development, and increased occurrence of crime, and decreased revenues for businesses."

Attached - Application form, images of the shingles that will be used, cost estimates, and maps.



Image 1- Existing conditions.



Image 2- Existing conditions.



Image 3- Existing conditions.



Image 4- Existing conditions.



Image 5- Existing conditions.



Image 6- Existing conditions.

CITY OF OCALA – COMMUNITY REDEVELOPMENT AGENCY EAST OCALA REDEVELOPMENT AREA RESIDENTIAL PROPERTY IMPROVEMENT GRANT PROGRAM

One of the statutory functions of a Community Redevelopment Agency (CRA) is to undertake activities that facilitate the redevelopment and improvement of properties. Incentive programs aimed at encouraging private investment into properties have proven to be a successful activity to carry out this redevelopment function.

Additionally, the appearance and use of buildings and structures is the basis of the public's overall impression of Ocala as it plays an important role in marketing Ocala as a special place. Improving the physical appearance and use of buildings will promote the attraction and retention of business operations and promote economic growth.

Goal 1: Strategies include – Provision of grants for properties which add value in the CRA and increase the potential for property redevelopment.

Goal 2: Restore value and prominence to gateways, corridor segments and crossroads by enhancing their physical appearance and visually differentiating their special character.

Goal 3: Improve vacant, dilapidated and nuisance properties which are barriers to corridor redevelopment and negatively impact the value of corridors and neighborhoods.

Only work begun after approval by the Ocala CRA (CRA) will be eligible for a grant.

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

HOW TO GET STARTED

Step 1: Gather two quotes; both should include the same scope of work (if painting yourself, print paint costs from paint suppliers).

Step 2: Complete the grant application attached or visit <https://ocalafl.civicserve.com/> to complete the online.

Step 3: Submit application and other required application materials by due date.

There are three ways to submit an application;

1. Submit online through the Ocala's economic development portal **CivicServe** (<https://ocalafl.civicserve.com/>);
2. Scan and email the application to cra@ocalafl.gov; or
3. Mail or bring the application in person to 201 SE 3rd Street, Second Floor, Ocala, FL 34471.

APPLICATION DEADLINES - 2024

February 2, 2024

March 29, 2024

May 31, 2024

August 2, 2024

September 27, 2024

November 29, 2024

Email questions to cra@ocalafl.gov

II. **Eligibility and General Requirements**

- (a) Eligible Applicants - Applicants for the Program must be the property owner. Proof of ownership is required.
 - 1. Proof can include: copy of deed, property appraiser tax card, or Ocala electric/utility bill.
- (b) Ineligible Properties - The following types of property are **not eligible** without City Council approval:
 - 1. Tax delinquent property
 - 2. Property in litigation
 - 3. Property in condemnation or receivership
 - 4. Property or tenants with outstanding financial obligations to the City.
- (c) Eligible Areas - The building or property must be located within the specified neighborhood outlined in the grant framework on page 11 of this application.
- (d) Ineligible Work:
 - 1. Grants cannot be used to correct outstanding code violations in an active code enforcement case.
 - 2. Only wood, masonry, and stucco are eligible for the paint grant. Vinyl and aluminum siding are not eligible.
- (e) Only work begun **after** approval by the Ocala CRA (CRA) will be eligible for a grant. Work in progress or performed before approval will not be eligible.
- (f) Any changes to the approved project will require a written request from the applicant and approval by the CRA in order to retain the grant. Staff will inspect work, following completion of project to confirm outcome as proposed.
- (g) 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.

III. Application Materials

- (a) Application packages must include enough documentation to illustrate the visual impact of the project and its cost. Failure to provide required information may delay the review process or cause the application to be ineligible. The following items are required to be submitted:
1. A completed application form.
 2. Proof of Ownership and homestead status.
 3. Color photographs of the existing conditions.
 4. Color photo examples of proposed colors.
 5. Project Schedule
 6. Project budget, showing detailed estimates for all work items. Do not include any design or permitting costs in the project estimate.
 7. At least 2 competitive bid proposals from contractors (licensed within the City of Ocala). These proposals should provide a detailed list of the work to be completed, a detailed breakdown of the costs, and the project schedule.
 8. Any other documentation necessary to illustrate the visual impact of the proposed project.
 9. Provide proof of property or liability content insurance (as applicable).

IV. Application Submittal and Review Process

- (a) Options: Submit online through the Ocala's economic development portal **CivicServe** (<https://ocalafl.civicserve.com/>); Scan and email the application to cra@ocalafl.gov; or Mail or bring the application to 201 SE 3rd Street, Second Floor, Ocala, FL 34471.
- (b) The property owner(s) as well as the applicant must sign the application agreeing to the General Conditions, set forth therein.
- (c) City Staff will review, document, and determine if the application meets all eligibility requirements and is sufficiently complete to review.
- (d) Staff may meet with applicant to review completed application.

- (e) Applications deemed complete will be reviewed by:
 - 1. the Grant Review Committee, who will make a site visit to the property to evaluate the application, scope of work and property condition; and,
 - 2. the CRA Advisory Committee to recommend if the project should receive a grant (according to priority criteria) and if so, recommend the amount of the award. The applicant is encouraged to attend the Advisory Committee meeting to answer questions about the project; and,
 - 3. the Ocala CRA Board that makes the final determination if a grant is approved. The determination is based on the evaluation criteria in Section V –Application Evaluation.
- (f) 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.
- (g) Any deviation from the approved project must be reviewed and approved by the CRA.
- (h) City staff will review progress during renovation process.
- (i) Upon completion of work, city staff will inspect building to verify compliance with project application.

V. Application Evaluation

After an application has been deemed to meet all eligibility requirements, the application will be evaluated, and a grant may be awarded based on the following criteria.

- (a) Does proposed project include the priority work elements of the CRA subarea grant program?
- (b) Is the structure historic?
- (c) Is the property located in the CRA?
- (d) What is the overall condition of the property?

VI. Reimbursement

- (a) Upon submission of complete documentation, reimbursement will be made to the applicant. Submissions shall include:
 - 1. invoices for all work performed, with details of work clearly expressed;
 - 2. copies of cancelled checks;
 - 3. paid receipts for all labor materials; and,

4. lien waivers from all contractors and sub-contractors.
- (b) Reimbursement shall be made according to the requirements of each grant program.
- (c) The City reserves the right to refuse reimbursement of expenditures in whole or in part for work that:
1. Does not conform to the program guidelines.
 2. Does not conform to the proposal(s) submitted with the application and authorized by the CRA.
 3. Is not commensurate with the workmanship and costs customary in the industry.
 4. Is not completed within the established time frame (typically 6 to 12 months depending on the scope of the project). Since the CRA cannot reserve funds for projects indefinitely, projects may be subject to cancellation if not completed or if significant progress has not been made by the progress deadline. Requests for extensions will be considered only if made in writing and progress toward completion has been determined.
 5. Staff will inspect work to ensure that it complies with the approved plans. Any changes to the approved plan will require a written request from the applicant and approval by the CRA in order to retain the grant.
- (d) Reimbursement can be expected approximately **6 weeks** after all of the following documentation has been submitted:
1. Copies of all paid invoices and cancelled checks for all of the work covered by the grant. These must equal at least the required matching amount plus the amount of the grant. Invoices must be marked paid, signed, and dated by the contractors.
 2. Copies of the signed contracts with contractors chosen to do the work.
 3. Copies of lien waivers from all general contractors, subcontractors, and major material suppliers, if applicable.
 4. Photographs of the completed project.
- (e) Projects that have received a grant prior to having secured tenants for rental spaces must have at least partial occupancy before a reimbursement will be processed.

CITY OF OCALA - EAST OCALA REDEVELOPMENT AREA RESIDENTIAL PROPERTY IMPROVEMENT GRANT APPLICATION

(Completed application and all required attachments must be submitted)

PROJECT INFORMATION

Project Name: Re-roof, Soffit and fascia repairs to residential property
Project Address: 822 NE 3rd Street, Ocala FL 34470
Parcel Number: SEC 17 TWP 15 RGE 22 PLAT BOOK E PG 004 CALDWELLS ADD
OCALA LOT 11 SUB OF LOT 44 2820-044-011

APPLICANT INFORMATION

Applicant's Name:
Pedro A. Comas

Name of person to receive all correspondence if different from applicant:

Agent's Name (if applicable): _____

Agent's Mailing Address: 1244 NE 12th Place

City: Ocala State: FL Zip: 34470

Phone number: 352-598-5404 Fax: _____

E-mail address: tito@grafito.com

How long have you owned / lived at the current location? 2 years

PROJECT DESCRIPTION:

If necessary, attach additional sheets addressing the following:

Explain the purpose of and need for the proposed improvements.

Re-roof residence to specifications in quotation and replace and repair soffit and fascia.

Would the proposed improvements be made without the assistance of the grant program? If not, please explain.

Repairs need to be made regardless.

PROJECT COSTS & SCHEDULE

Estimated cost of project based on attached submitted low bid. \$9,150

Required -- Attach itemized bid sheets.

How much funding assistance are you requesting? maximum allowed

Anticipated start date: ASAP Anticipated completion date: 7-10 working days after approval

GENERAL CONDITIONS

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.

It is expressly understood and agreed that the applicant will not seek to hold the City of Ocala, the Grant Review Committee (Committee) and/or its agents, employees, board members, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Program.

It is expressly understood and agreed that the applicant will hold harmless the City, its agents, officers, employees and attorneys for all costs incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending any document (such as an Environmental Impact Report, specific plan, or general plan amendment) if made necessary by said proceeding and if the applicant desires to pursue such approvals and/or clearances, after initiation of the proceeding, which are conditioned on the approval of these documents.

The applicant authorizes the City of Ocala 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 City of Ocala materials and press releases.

If the applicant fails to perform the work approved by the Committee, the City reserves the right to cancel the grant. The applicant also understands that any work started/completed before the application is approved by the Committee is done at their own risk, and that such work will jeopardize their grant award.

Completion of this application by the applicant DOES NOT guarantee that grant monies will be awarded to the applicant.



Applicant

I, Pedro A. Comas, owner/occupant of building at 822 NE3rd Street, Ocala FL 34470, 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.

Signature: Pedro A. Comas

Date: 11/6/24

Property Information – For staff use only

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 City code enforcement case on the property? Y / N

Is the building on the National Register of Historic Places? Y / N

OCALA CRA – EAST OCALA SUBAREA RESIDENTIAL PROPERTY IMPROVEMENT GRANT	
<i>Revised March 2024</i>	
Purpose	
To encourage residents of single-family and duplex homes within designated neighborhoods in the East Ocala Community Redevelopment Area (CRA) to make improvements to their properties, thereby reducing blighted conditions and improving the aesthetics of the community.	
Plan Consistency	
Goal 1: Strategies include – Provision of grants for properties which add value in the CRA and increase the potential for property redevelopment. Goal 2: Restore value and prominence to gateways, corridor segments and crossroads by enhancing their physical appearance and visually differentiating their special character. Goal 3: Improve vacant, dilapidated and nuisance properties which are barriers to corridor redevelopment and negatively impact the value of corridors and neighborhoods.	
Eligible Areas	Neighborhoods within the East Ocala CRA.
Eligible Properties	Single family and duplex homes within the CRA subarea. This includes owner occupied and rental units.
Ineligible Properties	Properties with active code enforcement case or code enforcement liens; Tax delinquent property; property in litigation; property in condemnation or receivership; property or tenants with outstanding financial obligations to City require City Council approval.
Eligible applicant	Property owner
Eligible work	<p>Only work begun after approval by the CRA Board will be eligible for a grant. Work in progress or performed before approval will not be eligible.</p> <p><u>Project work elements are:</u></p> <ol style="list-style-type: none"> 1. Exterior painting – colors must be approved by Committee Pressure washing and other work to repair and prep for painting 2. Repair and replacement of windows, doors (Exterior improvements only) 3. Demolition of irreparable damaged houses or structures for the construction affordable housing. 4. New landscaping area visible from the street/sidewalk 5. Fencing (sides and rear) 6. Reroofing 7. Weatherization 8. New construction
Maximum Grant	\$20,000 (Reimbursement)
Required Match	City (75%) – Applicant (25%). <i>To receive the maximum grant of \$20,000, the project cost for eligible work must be at least \$26,666.</i>

Color Approval Form

GAF Timberline HDZ & AH Options



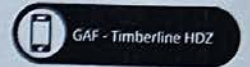
Hickory Hunter Green Charcoal

Customer: Pedro (Tito) Comas

Job Address: 822 Ne 3rd St, Ocala, FL 34470



Driftwood Mission Brown Shakewood Barkwood Weathered Wood




Slate Pewter Gray Oyster Gray Birchwood

American Harvest Colors: Subject to Availability & Additional Cost



Golden Harvest Appalachian Sky Cedar Falls Nantucket Morning

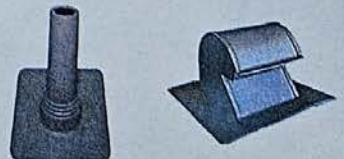
Drip Edge



1.75" Color: White

2.75" Texture: Smooth

Other: _____



Accessory color will be to best match to shingle color & based on supplier availability.

CONFIRMED SHINGLE COLOR: Slate

By signing below, you are acknowledging confirmation of all details on this page.

Customer's Signature: *Pedro Comas*

Date: _____

Company Representative: Hunter Moore (Est - Ocala/Orlando)

Date: 08/13/2024



F.N.F. ROOFING INC.

Roofing Contractor / CCC1327482 / Licensed & Insured
2922 NE 23rd Street • Ocala, FL 34470
O-352-509-3277 F-352-236-5059
fnoffice@yahoo.com

Ryan Petch 352-425-4421

CONTRACT FOR REROOF

Owner Name: Tito Casas Phone: 352-598-5404
Job Location: 822 NE 3rd St Ocala Date: _____

We submit this estimate to install the new roof in the following manner:

- Remove 1 layer of roof. Haul away debris, clean or remove gutters.
 - Nail off existing roof deck with 8d Ringshank nails 6" O.C.
 - Install a new layer of 30lb felt paper, ice & water sheild, or Palisade. 5 rolls.
 - Install new eave drip. Owners choice of color white. Pieces 25
 - Install 4" 1 6" - 10" - dryer vents. Install new lead plumbing boots 1 1/2" 1 2" - 3" 1 4" -
 - Manufacturer Omni Corning Squares 20\$ Cap 5 Valley Material 0 Roof Slope 5-12
 - Install new 25yr 30yr 40yr 50yr shingles. Owners choice of color _____
 - Reflash any wall junction or chimney flashing and counter flash if necessary.
 - Seal entire perimeter, all valleys, eaves, gable ends, and flashings with approved sealant.
 - Install new ridge vent. Owners choice of color _____. Ft 20 Feet
 - Inspect for rotten wood. To be replaced at \$ 100.00 per 4x8 sheet of plywood. Qty 1
- \$ 10.00 /ft 1x4 \$ 10.00 /ft 1x6 \$ 10.00 /ft 2x4 \$ 10.00 /ft 2x6 \$ 15.00 /ft 2x8 \$ 20.00 /ft 2x10

SOFFIT AND FASCIA NOT INCLUDED IN THIS CONTRACT.

NOTES: Re-Roof House Use Omni Corning Shingles
change any Rotten wood 1 Free Sheet.

→ Use 24 Gauge Metal = 11,000.00

Product warranty for 25 yrs 30 yrs 40 yrs 50 yrs. Limited lifetime warranty.

Workmanship warranty for 10 years.

We propose to furnish materials and/or labor as stated above for the sum of Eight thousand Eight Hundred dollars (\$ 8,800.00), with a required deposit of \$ 0. There is a 10% Cancellation fee.

I have read and agree to above contract. _____ (owner)

ADDITIONAL PROVISIONS

THIS ESTIMATE DOES NOT INCLUDE SOFFIT & FASCIA WORK - ESTIMATED COST: \$5,500

Interest is assessed on any account balance after ____ () days from the earlier of the date of invoice or date of statement at the rate of 1.5% per month, both prejudgement and post judgement. The parties hereto consent and agree to a security interest in favor of FNF Enterprises, Inc. in all property described in this proposal or work order, whether or not incorporated into a structure, to secure payment for the work herein described. In the event it becomes necessary to enforce collection of any sums due hereunder, regardless of whether suit is initiated, FNF Enterprises, Inc. shall be entitled to collect all costs and expenses of collection, including a reasonable attorney's fees, and if necessary, fees incurred in any bankruptcy proceedings. As additional consideration for this agreement the parties hereto mutually agree to waive a trial by jury in any action or proceeding (including, without limitation, all complaints, counterclaims and third-party claims), arising from or relating to, directly or indirectly, the making, interpretation, administration or enforcement of this agreement.

Name _____

Date _____

Fully Licensed, Bonded & Insured
#CCC1326502 / #CGC058533



Certified App



"When Quality and Experience Matters"

NORTH CENTRAL FLORIDA OFFICE:

(352) 304-6441

737 N. Magnolia Avenue

Ocala, Florida 34475

Email: info@certifiedroofingsolutionsllc.com

Proposal Date: 08/12/2024

ROOFING AGREEMENT TO:

Pedro (Tito) Comas
 Customer _____ Owner Same As Customer Job # _____
 (352) 598-5404 tito@grafito.com
 Primary Phone _____ E-mail _____
 Address _____ 822 ne 3rd st
 Job Address Same as Customer
 City _____ State _____ Zip _____ County _____ Subdivision _____

Steep Slope Residential Commercial
 Roofing New Construction Reroof 1-Story 2-Story _____
 Obtain required permit(s). Contract includes removal of 1 Buyer(s) of roofing material(s). Any additional layers discovered will be removed at a rate of 75 per 100ft², per additional layer. **CRS INT**
 Inspect & replace all rotten or damaged decking & fascia per code. Rates listed below include labor & material for replacement. **CRS INT**
 Inspect all flashings. All damaged flashings will be replaced at a rate of \$20/LF and will be billed additionally. **CRS INT**
 Rerail decking to Miami-Dade code specifications.
 Install new .175" face Metal eave drip edge and Prostart starter strip shingles to the entire perimeter.
 Install Peel-&Stick ice & water shield in all valleys, around all penetrations & along all flashings.
 Install new gooseneck exhaust vents, as required. Install new Bullet boot shields on all plumbing projections.
 Install Double lapped synthetic underlayment to building code specifications.
 Install "Limited Lifetime" Gaf HDZ shingles, including Seal a Ridge hip & ridge cap shingles.

*Warranty to be issued by the manufacturer after payment in full. This bond is transferable when approved by the manufacturer.

Warranty Plan Selected: Silver Pledge
 Ventilation Included: Aluminum: _____ Cobra 3: _____ Off Ridge Vent(s): 2 Lomanco: _____

*Ventilation will be to current, Florida building code & to manufacturer's requirements for warranty purposes.

Skylights: All skylights are self-flashing, fixed glass (2" Curb / 4" Curb) - 2x2: _____ 2x4: _____ Other: _____
 SolaTubes: Base & Lens only (does not include any material below roof line) 10": _____ 14": _____ Other: _____
 Chimney Cricket: Included Wind Mitigation Report: Included
 Existing Gutters: Hangers Spiked (must be removed & will not be re-installed) N/A

Low Slope Roofing New Construction Re-Roof _____ Story Building. Remove existing roof to sheathing or a smooth workable surface. Install _____ roof system to building code specifications. Install new lead shields on all plumbing projections. Install new _____ gauge metal flashings as required. Install new _____ gauge _____ face eave drip. Install new galvanized iron valley metal stripped and sealed where necessary. A _____ year limited warranty, consequential damages excluded, will apply. This bond is non-transferable unless approved by the manufacturer.

ALL WORK COVERED BY A 10 YEAR WORKMANSHIP WARRANTY. Workmanship warranty is transferable (Refer to Section D of contract)

Customer is responsible for removal of any solar PV &/or solar pool heat panels prior to commencement of roof work by CRS. **CRS INT**

Additional Information: This proposal includes a 50 year manufacturer warranty, 25 years stain guard
 And 10 year workmanship warranty. This proposal includes a \$500 wood credit,
 Any woodwork not use will be reimbursed upon invoicing

Job Pricing:

1x6 Decking & Sheathing Board - \$4/LF	D&R Metal Fascia - \$2.50/LF	1/2" CDX Plywood - \$ 100
1x4/1x6/1x8 Fascia Board Replacement - \$8/LF	D&R Soffit - \$3/FT ²	3/4" CDX Plywood - \$ 120
2x4/2x6 Fascia Board Replacement - \$9/LF	*Vinyl or Aluminum Only	Nailers - \$2.50/LF
Insulation Board (if required per code) - \$3-5/FT ²	D&R Gutter Guards - \$2/LF	Rafter Scabs - \$7/LF

Payment due in full 3 days after completion.
 Late fees apply. Credit card fee is 2%. **CRS INT**

Roofing Agreement executed in duplicate,
 one copy of which was delivered to, and receipt is
 hereby acknowledged by Buyer,
 this 11 day of August, 2024.

This proposal is subject to acceptance within 10 days
 & is void thereafter at the option of CRS, LLC.
 Approved and Accepted: Certified Roofing Solutions, LLC.

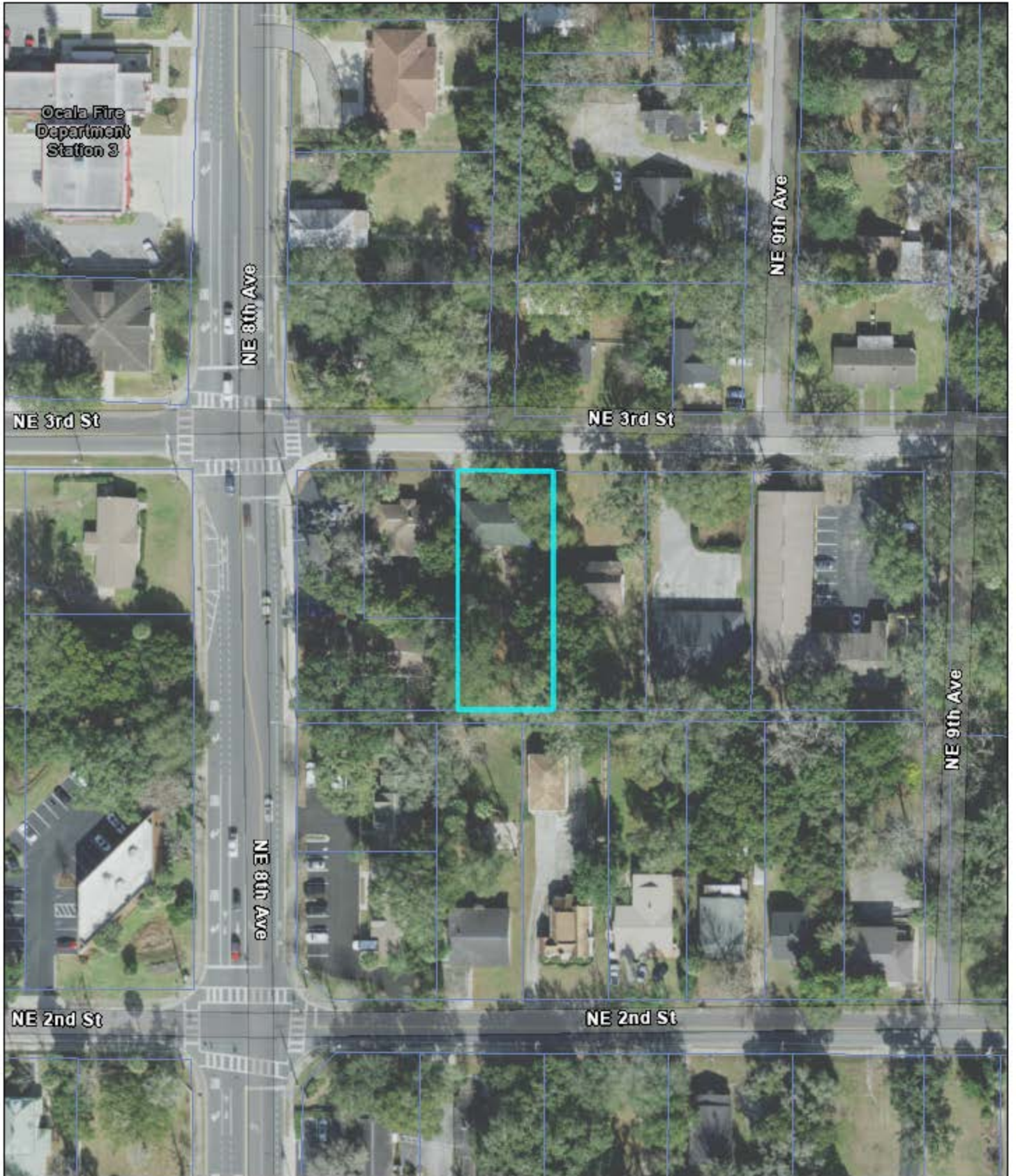
Roof Type and/or Buildings:	Gaf	1
Total Price of Work Excluding Wood	\$	9150
Miscellaneous Items	\$	0.00
Amount of Woodwork Included	\$	0.00
Less Deposit	\$	0.00
Balance owed Excluding Wood	\$	9150
Proposal Accepted (Int.) CRS		

By: Certified Roofing Solutions, LLC Central FL (X) **Pedro Comas 8/13/24**
 Owner-Buyer Signature Date

Salesman: Hunter Moore (Est - Ocala/Orlando) (X) _____
 Owner-Buyer Signature as Agent for all owners Date

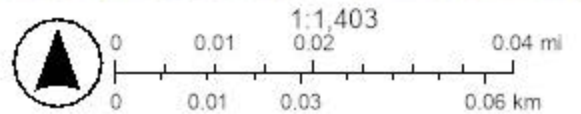
Sign & return white copy to: Certified Roofing Solutions, LLC

822 NE 3RD STREET - AERIAL MAP



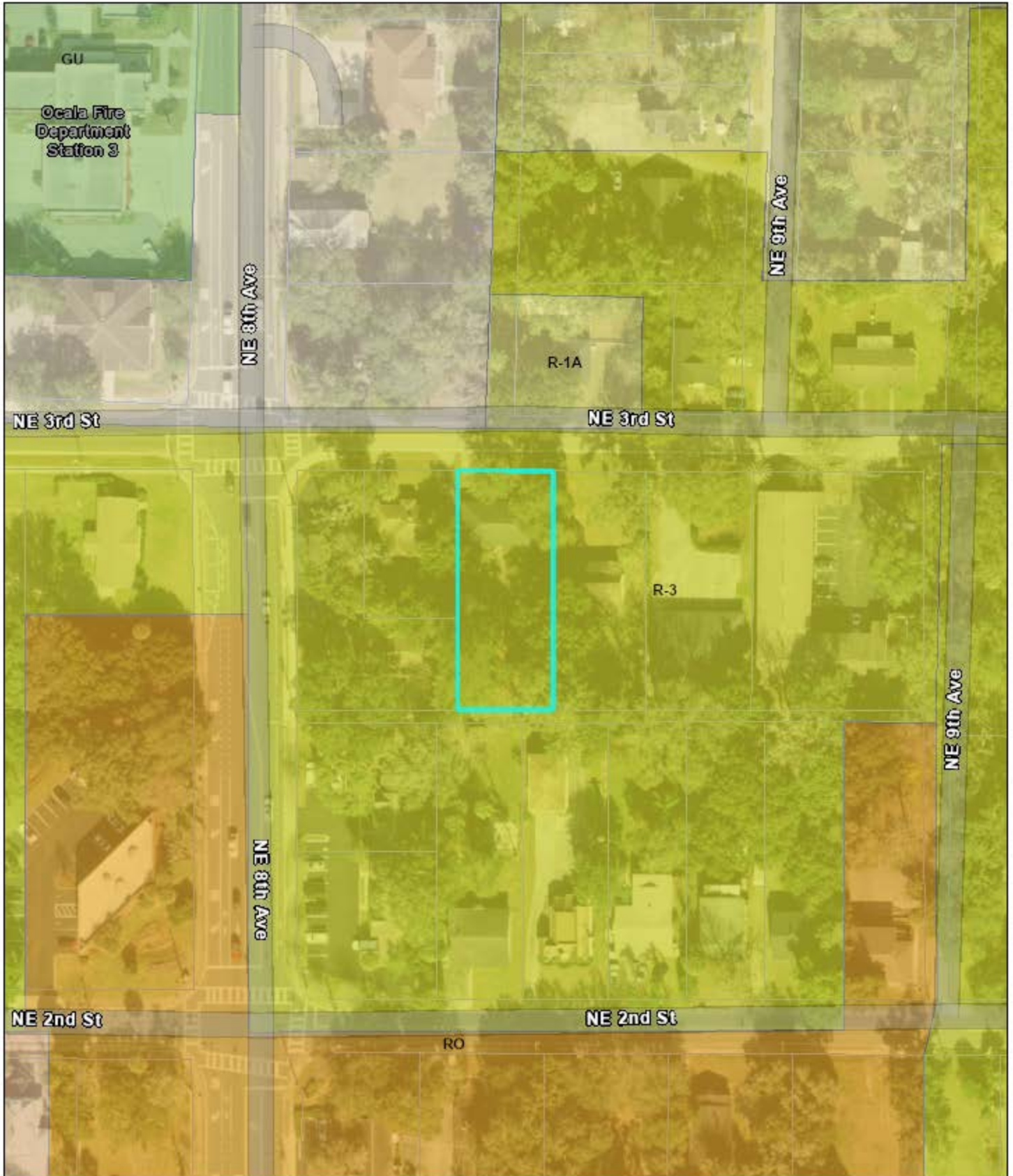
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-  City Limits
-  Parcels



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822 NE 3RD STREET - CASE MAP



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Zoning

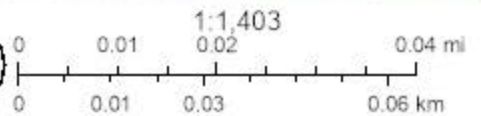
- B-1: Neighborhood Business
- GU: Governmental Use
- R-1A: Single Family Residential
- R-3: Multi-Family Residential

RBH-2: Residential Business Historic-2

RO: Residential Office

City Limits

Parcels



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