



## **OCALA COMMUNITY REDEVELOPMENT AGENCY (CRA) GRANT REVIEW COMMITTEE GUIDELINES**

### **1. Purpose and Scope**

The Grant Review Committee (GRC) is responsible for reviewing applications and conducting site visits to assess properties in their respective CRA subareas. This is done to inform the Advisory Committee about potential projects and their alignment with the specific goals and criteria of the grant program.

### **2. Committee Composition**

The Advisory Committee shall designate a GRC Chairperson and a GRC Vice-Chairperson as representatives from the respective Advisory Committee in the CRA subarea where the grant is offered. The Grant Review Committee shall consist of three members, including either the GRC Chairperson or Vice-Chairperson, and two City staff representatives.

### **3. Term**

The roles of the GRC Chairperson and the GRC Vice Chairperson are designated by the Advisory Committee members. Each shall serve for an ordinary term of one year and may be reelected for additional terms. The initial term shall run from January 1, 2024, to February 28, 2024. The ordinary annual term will start on March 1, with the selection of representatives done at the Advisory Committee meeting held before March 1 or at the first meeting immediately thereafter.

### **4. Conflict of Interest**

Members must disclose any potential conflicts of interest related to the grant application. Members with a potential conflict of interest must recuse themselves from GRC activities related to the affected application. In the event that both designees declare a conflict, staff will request a volunteer from remaining Advisory Committee members.

### **5. Review Process**

Staff will review each application for completeness and then schedule a GRC meeting at the project site. The GRC shall participate in site visits and convene meetings to discuss:

- a) Facts relating to the grant application and proposed scope of works.
- b) Observed conditions of blight.
- c) Applicant's ability to meet basic eligibility requirements.

GRC representatives will provide a verbal report at the Advisory Committee meeting where the grant funding is being considered.