

FIRST STREET

(SR 80) UTILITY REPLACEMENT & IMPROVEMENT PROJECT

COMMON AREA MAINTENANCE (CAM) SUBSIDY PROGRAM



**Community Redevelopment Agency
Fort Myers Redevelopment Agency**



PROGRAM OBJECTIVE

In an effort to assist the businesses weather the effects of the First Street (SR 80) Utility Replacement and Improvement Project the Fort Myers Redevelopment Agency (FMRA) has created a Common Area Maintenance (CAM) Subsidy Program to pay a portion of the insurance and property tax costs included in the CAM fees a business is charged each month. Property taxes and insurance costs were identified as two monthly expenses that are passed through from property owner to tenant, where neither one has any control over those expenses.

ELIGIBILITY CRITERIA

All applications will be considered and evaluated on a case-by-case basis to determine whether the applicant meets the eligibility criteria.

- A. Businesses will be eligible for the subsidy only during the time when the road construction directly impeded vehicular access to the business as a result of the utility project. Street addresses will be used to determine whether construction obstructed access to the business.
- B. Businesses are only eligible for the subsidy one time, even if the business is located on a corner or has multiple entrances.
- C. **To participate in the program, the business must charge sales tax to their clients. Primarily this will include retail, restaurant and night club establishments.** If only a minority portion of the business' sales/services incur sales tax, than the Subsidy will be reduced as discussed in the *Program Guidelines* section below.
- D. The CAM Program will be retroactive so that businesses meeting the eligibility criteria can apply to receive a subsidy even if the construction work has been completed in front of the business.
 - 1) The business **must** have been open and operating during the time of construction, and **must** be open and operating at the time the application is processed and the check is issued.
 - 2) The owner on the application must be the same owner as the one who owned the business during the time period construction affected the business.

PROGRAM GUIDELINES

- A. **Amount.** Based on the square footage shown in the lease, an applicant meeting the above eligibility criteria will be eligible to receive up to \$0.50 per square foot per month.
 - 1) If "retail" is their primary business, the applicant will be eligible for the entire \$0.50 per square foot. "Retail" is defined as a business who charges sales tax on all or at least the majority of their sales and services. Primarily, this category will include restaurants, retail stores, and nightclubs (warehouses and commercial offices do not qualify).
 - 2) For service-oriented businesses such as healthcare or professional salons, who do not charge sales tax for their services, but may charge sales tax on any retail products they sell, twenty-five per cent (25%) of the square footage shown on their lease will be eligible for the Subsidy.
- B. **Applicant.** The applicant must be the business owner.
- C. **Time Period.** Wright Construction, the construction manager for the First Street (SR 80) Utility Replacement and Improvement Project, will make the final determination on the duration of time construction directly impeded vehicular access to the business. The subsidy will be pro-rated for the number of days during a particular month that the construction impeded vehicular traffic due to the utility project.

D. Application review. All applications will be reviewed by the Fort Myers Redevelopment Agency (FMRA) staff. Grants will be awarded on first come, first serve basis. Monthly reports will be made to the Community Redevelopment Agency (CRA) Board informing them of which businesses received assistance.

PROCESSING OF APPLICATIONS AND PAYMENTS

A. Letter. Upon review of the application, the FMRA will send a letter to the applicant letting them know whether the application has been approved or denied, and including a reason for denial if that is the case. If approved, the letter will also include the amount of square footage being used in this program and the amount of the Subsidy payments.

B. Check Disbursement. In order to receive a check from the City's Finance Department, each applicant will need to complete a W-9 form and be set up as a vendor with the City of Fort Myers.

- 1) A one-time check for the full subsidy amount will be made to businesses that have had the utility work completed in front of the business.
- 2) The check may take four (4) to six (6) weeks to arrive since the business will need to complete a W-9 and be set up as a vendor with the City.

MAP OF SUBSIDY AREA (pink)



APPLICATION

Business Name: _____

Business Address: _____

Owner Name: _____

Owner Address: _____

Mail check to: Business Address Owner's Address

Phone No.: _____

E-Mail: _____

Fax No.: _____

Applicant's site is: Owned Leased
(Attach copy of signed lease.)

Sq. Ft.: _____

Please read the section below carefully. After you have read the entire application brochure, sign the form below and submit your completed application to the Fort Myers Redevelopment Agency, Attn: Leigh Scrabis, 1400 Jackson Street, Fort Myers, FL 33901.

I, the undersigned, being a principal of the business applying for assistance under the Common Area Maintenance (CAM) Subsidy Program, certify that the information provided herein is accurate and located within the downtown redevelopment district.

I have read this program packet in its entirety and by signing below accept the terms of the program as represented in this packet. I understand that incomplete applications will not be processed.

Applicant's Signature _____ Date _____

Printed Name : _____ Title: _____

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

