

**POMPANO BEACH
COMMUNITY REDEVELOPMENT AGENCY**

Meeting Date: September 16, 2015

Agenda Item 3A+B

REQUESTED CRA BOARD ACTION:

Resolution(s) Consideration Approval Other

SHORT TITLE OR MOTION: A) A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY, APPROVING THE AMENDED POLICIES AND PROCEDURES FOR THE FAÇADE AND BUSINESS SITE IMPROVEMENT PROGRAM AND STRATEGIC INVESTMENT PROGRAMS FOR THE NORTHWEST CRA; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

B) A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY, APPROVING THE AMENDED POLICIES AND PROCEDURES FOR THE FAÇADE AND BUSINESS SITE IMPROVEMENT PROGRAM AND STRATEGIC INVESTMENT PROGRAMS FOR THE NORTHWEST CRA; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

Summary of Purpose and Why:

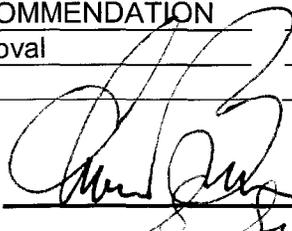
Community Redevelopment Agency (CRA) staff is seeking approval to amend the Façade & Business Site Improvement and Strategic Investment Programs for the East and Northwest CRA districts to establish a clear definition of eligible applicants, update the disbursement process, as well as, expanding the target area of the Northwest CRA to include MLK Blvd, between I-95 west to Powerline Road. CRA staff is proposing these amendments to strengthen the effects that these programs will have on the CRA Districts.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Staff
- (2) Primary staff contact: Victoria Vitale Ext. 7867
- (3) Expiration of contract, if applicable: N/A
- (4) Fiscal impact and source of funding: N/A

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	AUTHORIZED SIGNATURE OR ATTACHED MEMO NUMBER
<u>CRA Attorney</u>	<u>09-16-14</u>	<u>Approval</u>	<u>Email 8/27/2015</u>

- CRA Executive Director
- CRA Director
- Finance Director



ACTION PREVIOUSLY TAKEN BY CRA BOARD:

<u>Resolution</u>	<u>Consideration</u>	<u>Other:</u>
<u>Results:</u>	<u>Results:</u>	<u>Results:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____



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MEMORANDUM

Date: September 16, 2015

To: Pompano Beach CRA Board

From: Adriane Esteban, Project Manager

Subject: East and Northwest CRA Façade & Business Site Improvement Program and Strategic Investment Program Amendments

I. Issue

Community Redevelopment Agency (CRA) staff is seeking approval to amend the Façade & Business Site Improvement Program and the Strategic Investment Program (SIP) for the East and Northwest CRA districts to establish a clear definition of eligible applicants, update the disbursement process and expand the target area in the Northwest CRA to include MLK Boulevard between I-95 west to Powerline Road.

II. Recommendation

CRA staff recommends approval of the Resolution.

III. Background

Since the inception of the CRA's incentive programs in 2009, many applicants have participated in the programs in both the Northwest and East CRA districts bringing over \$3,000,000 of private investment to Pompano Beach. Now that a number of key properties have participated in the program and the visual improvements have started to create a critical mass, CRA staff seeks approval to amend the Northwest and East CRA Façade & Business Site Improvement Program and Strategic Investment Program (SIP). The amendments to both programs includes clarifying eligible applicants as commercial businesses, retail and restaurants, since these types of businesses drive pedestrian activity. In addition, the grant disbursement process will be thoroughly explained in the SIP and additional documentation of a General Contractor's Waiver will be identified in the Façade & Business Site Improvement Program. Lastly, CRA staff seeks approval to expand the target area in the Northwest CRA District to include businesses on MLK Boulevard between I-95 west to Powerline Road, which would mean the entire target area along MLK Boulevard would stretch between Dixie Highway and Powerline Road. The extension of

CRA

POMPANO BEACH

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the target area along MLK was a recommendation of the Northwest CRA Advisory Committee at their May 2015 meeting. CRA staff is proposing these amendments to strengthen the effects that these programs will have on the CRA districts.

RESOLUTION NO. _____

POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY APPROVING THE AMENDED POLICIES AND PROCEDURES FOR THE FAÇADE AND BUSINESS SITE IMPROVEMENT PROGRAM AND THE STRATEGIC INVESTMENT PROGRAM FOR THE EAST CRA DISTRICT; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

BE IT RESOLVED BY THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY that:

SECTION 1. The amended policies and procedures for the Façade and Business Site Improvement Program and the Strategic Investment Program for the East CRA District, copies of which are attached hereto as Exhibits “A” and “B,” respectively, and incorporated by reference as if set forth in full, are hereby approved.

SECTION 2. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this _____ day of September, 2015.

LAMAR FISHER, CHAIRPERSON

ATTEST:

MARGARET GALLAGHER, SECRETARY

EAST
CRA
POMPANO BEACH

**FAÇADE & BUSINESS SITE IMPROVEMENT
PROGRAM**

Revised 9/2015

FAÇADE & BUSINESS SITE IMPROVEMENT PROGRAM POLICIES AND PROCEDURES

I. Purpose

The *Facade & Business Site Improvement Program* encourages business owners and/or property owners located on Atlantic Boulevard, Federal Highway (US1), and A1A (Ocean Boulevard) in the East Community Redevelopment District of Pompano Beach to enhance their existing business sites through exterior improvements.

The program is open from **November 1, 2009** and will continue with each Fiscal Year Budget approval of the Incentive Programs or until funding is depleted. The program is open to property owners and business owners of existing commercial, retail and restaurant enterprises operating within the East CRA District, with property addresses on Atlantic Boulevard, Federal Highway (US1), and A1A (Ocean Boulevard). Business Site Improvement Program grants help defray the costs of exterior improvements and project related engineering, architectural and permitting costs associated with this type of development.

II. General Provisions

The funding assistance provided under the Façade & Business Site Improvement Program is solely on a reimbursement basis. The CRA has the exclusive authority to approve or deny Program applications based on its determination as to the benefits to the East CRA District produced by requested projects. The CRA may impose any conditions of approval it deems suitable to protect the interests of the agency, including a duly executed contract.

Applicants awarded funds under this program agree to complete the project for which assistance was provided according to the scope of work documents submitted in the application. All work must be performed in a first class workmanlike manner in compliance with ordinances and regulations of the City of Pompano Beach, and must meet all building and other applicable codes.

Eligible improvements include aesthetic improvements to the building structure, such as exterior painting, installation of awnings, new windows and/or doors and signage. Adjoining parking lots, sidewalks and landscaping are ineligible as stand alone projects; however, they may be included in conjunction with the overall physical façade improvements to the structure.

Because of limited funding, staff from the CRA will evaluate the submissions and select those that beautify the neighborhood, will be a catalyst for other businesses, and complement area improvements.

Applicants are encouraged to meet with CRA staff to discuss their project qualifications and eligibility for reimbursement under the Program before applying. Please be advised that office space, and non-profit organizations are not eligible for incentive programs.

III. Criteria Considered

Criteria considered when reviewing applications include, but are not limited to:

- a. Compatibility with development plan(s) and guidelines, e.g. ECRA Redevelopment Plan, Atlantic Overlay District guidelines;
- b. The visual impact of the project on the area;
- c. The project’s likelihood of completion;
- d. The amount of private resources invested in the project;
- e. The number of new jobs created as a result of the project, especially for area residents;
- f. The need for the project based on the property’s condition and location;
- g. The beneficial impact the completion of the proposed project will have on the property and the surrounding area;
- h. The Applicant’s relationship to, or interest in, the property to be improved.

IV. Funding Guidelines

Approved applicants may receive reimbursement for 80% of their eligible project costs, up to a maximum total project cost of \$25,000 per address.

For example:

<u>Total Project Cost</u>	<u>CRA Contribution</u>	<u>Applicant Contribution</u>
\$25,000.00	\$20,000.00	\$5,000.00
\$10,000.00	\$ 8,000.00	\$2,000.00
\$ 5,000.00	\$ 4,000.00	\$1,000.00

Starting October 1, 2014, the maximum total CRA Contribution will be \$60,000 for single owned contiguous property folio(s). For example, if the applicant’s property has 4 addresses and the project cost is \$100,000 then the maximum grant award will be \$60,000.

Program assistance is available based on a first-come, first-serve basis, according to project eligibility, application completeness and the availability of funds. There is no guarantee that funding will be available for every application submitted, including those that meet the required criteria.

Assistance from the Façade & Business Site Improvement Program, at the sole discretion of the CRA, may be combined with subsidies from other public or private programs. Assistance from other sources may serve as the CRA’s required matching funds. Funding for approved projects may be carried out from one fiscal year to the next at the sole discretion of the CRA.

V. Application Checklist

Every application package must include the following items before it will be processed and considered for approval:

- ✓ Signed and completed application form
- ✓ Business Plan or Executive Summary, including a narrative describing the business, its operations, and its business principles
- ✓ Detailed 3-year budget projections of revenues and expenses (may not be necessary for property owners)
- ✓ Historical financials for 3 years (in a sealed envelope – existing businesses only, may not be necessary for property owners)
- ✓ Copy of signed multi-year lease with at least 24 months remaining (including express written permission from the property owner to make changes outlined in the project), or copy of Warranty Deed showing ownership of the property by the business owner
- ✓ Narrative description of entire project being undertaken, including sources of financing
- ✓ Detailed budget for entire project
- ✓ Detailed breakdown of exterior improvements for which reimbursement is being requested from Program
- ✓ Two bids/quotes from 2 licensed contractors, with a completed contract with one of them
- ✓ Photograph of existing conditions
- ✓ Sketch or rendering of proposed improvements
- ✓ Proof that property is free and clear of all municipal and county liens, judgments or government encumbrances
- ✓ Copy of business tax certificate

VI. Eligible Expenses

Only those expenses concerning exterior aesthetic improvements to business structures will be considered for funding. These expenses include, but are not limited to:

- Fees – site design, engineering, permitting
- Landscaping expenses – design fees, installation, material purchases, irrigation
- Exterior repair, stucco, painting, brick and textured pavement
- Exterior window upgrades, doors and awnings
- Costs associated with installation and improvement of parking, driveways, sidewalks
- Exterior lighting and related electrical work
- Exterior signage
- Removal of deteriorating building material, e.g. plywood, stucco, metal
- Demolition and construction of new building entrance

VII. Ineligible Expenses

The following items are examples of what will *not* be considered for funding by the Program:

- Any interior improvements or repairs
- Purchases of equipment, inventory, furnishings, decorations or supplies (non-fixed improvements)
- Purchase of real property
- Rent, lease or mortgage payments
- HVAC repair and/or replacement
- Security system repair and/or replacement
- Roof repair, replacement or other roof modifications
- Work not consistent with design guidelines pursuant to zoning and land use regulations
- Sweat equity, business payroll

VIII. Application Processing Procedure

The CRA will adhere to the following procedural steps when processing applications for assistance under the Business Site Improvement Program. Applicants are free to discuss the application process with staff prior to submitting an application.

1. Applicant completes application and submits it to CRA staff, along with completed checklist items.
2. CRA staff reviews the submitted application package for eligibility and completeness.
3. CRA staff brings eligible and complete application packages to the East CRA District Advisory Committee (ECRADAC) for input and recommendations for funding based on criteria outlined in Section III.
4. CRA staff brings application packages that have received recommendations for funding to the CRA Board for approval.
5. CRA staff provides a written notification to applicants of approval or denial of funding. If funding is denied, the reason(s) will be stated in the written notification.

It is anticipated that application packages will be reviewed and presented to the ECRADAC within approximately 45 days after receipt by staff. Those applications receiving funding recommendations will be presented to the CRA Board for approval no later than the second CRA Board meeting following the ECRADAC meeting at which the application received a recommendation for funding. The determination for funding made by the CRA Board is final. If an application is granted funding, the applicant may not apply again for funding on the property address for which this program's funding was approved until 3 years has elapsed.

IX. Reimbursement Process

Applicants for funding should carefully consider the reimbursement process for funding when establishing their timelines for projects that seek Program assistance. It is important to remember that, when contemplating a project, financing should be arranged before work is actually started. If a business owner intends to finance a project with a

loan, the CRA may write a letter notifying the lender that a project has been approved for funding under the Program, but that the funding is on a reimbursement basis.

- Grant funds are dispersed on a reimbursement basis for eligible and pre-approved expenses only.
- No grant funds will be dispersed prior to inspection and receipt of final approvals by the City's Building Department, and any other required final approval, if applicable. For extensive renovation, reimbursement may be provided in three (3) draw schedules provided inspections from appropriate government agencies have been approved for work completed and work has been done in a first class workmanlike manner. Final inspections from appropriate government agencies will need to be approved for final draw.
- To receive a reimbursement, grantees must submit a detailed work invoice with proof of payment to the selected contractor in the application package for completed work in the form of a cancelled check, credit card statement, or vendor certification of payment (vendor's paid receipt) and a General Contractor's Waiver. Disbursements of the Grant proceeds may be made on a reimbursement basis or paid directly to the Service Provider, in accordance with the Scope of Services attached to application and provided applicant first approves of payment to Service Provider.
- Reimbursement is at the approved grant award rate of 80%, or a maximum of \$20,000 for a maximum total project cost of \$25,000.00 per address.
- All final approvals and requests for reimbursement must be received by the CRA no more than twenty-two months following approval of the application by the CRA.
- No assurances are given as to how soon reimbursement funds will be disbursed by the CRA after all required documentation has been submitted.

X. Commencement

Work must commence within 12 months after application approval. If work has not begun within 12 months, funds will be put back into program account and reassigned to other projects.

Should an applicant choose to engage the services of an agent (individual or company) to assist/represent applicant in this aspect of the process, the expenses for the agent's service will be borne by the applicant. Such expenses are not reimbursable under the terms of any of the CRA's incentive programs. CRA funds cannot be applied to services other than architecture, engineering, etc. related to the construction of the interior or exterior of the building.

The Façade Grant Program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- Properties listed for sale may not apply. Properties sold within twenty-four months of receiving grant funding **must repay the full amount**.
- Prior to application submittal, a preliminary review of proposed renovations to property must be completed by the Planning Department.
- After the approval process, the CRA will provide the applicant with an approved Grant Agreement for signature. It is recommended that **NO CONSTRUCTION** begin until the Grant Agreement is signed by all parties. Improvements completed prior to approval by the CRA Board may not be eligible for reimbursement.
- If deemed necessary, the Community Redevelopment Agency (CRA) reserves the right to have the application and its contents evaluated and analyzed by an outside third party, including but not limited to: the proposed business plan; partnership/ownership information with equity positions; mortgage on the property; lease agreements; letter of intent from lending institutions and any other documents provided by the applicant.
- If your site plan or application request includes landscaping, the landscaping must be a species and variety of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of Pompano Beach. Irrigation systems must prevent overspray and water waste and it is recommended a drip irrigation system be installed.
- Property to be improved must be free of all municipal and county liens, judgments or government encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meet the goals and objectives as set forth in the CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or government encumbrances of any kind under the term of this agreement.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

Applicant Signature

Property Owner Signature (if different)

Print Name

Print Name

FAÇADE & BUSINESS SITE IMPROVEMENT PROGRAM APPLICATION

Date of Application _____

1. Address of project requesting incentive:

2. Name of Applicant:

Address of Applicant:

Phone:

Fax:

Email:

3. Does the applicant own property? _____ Yes _____ No

If "No" box is checked, describe applicant's relationship to, or interest in the property receiving the improvement (indicate length of lease).

Indicate the legal owner of the property (i.e. name on property title)

4. Project Description:

5. Total Project Cost _____ Total Funding Request _____

Authorized Representative

Applicant Signature

Property Owner Signature
(If different) Signature authorizes
participation in the program by
applicant.

Print Name

Print Name

Please Note

Property to be improved must be free of all municipal and county liens, judgments or government encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meet the goals and objectives as set forth in the City of Pompano Beach CRA East District Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or government encumbrances of any kind under the term of the agreement.

EAST
CRA
POMPANO BEACH

STRATEGIC INVESTMENT PROGRAM
(SIP)

REV. 9/2015

Strategic Investment Program **For Projects up to \$5,000,000**

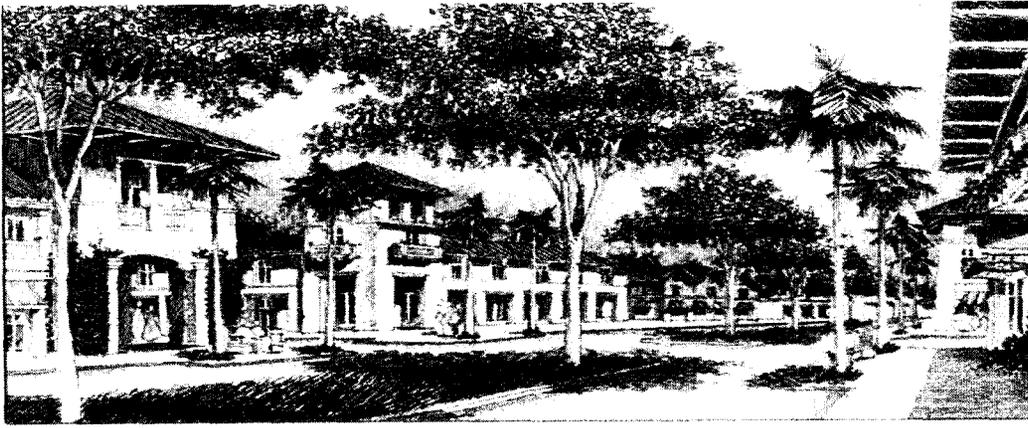
Policy Principles

The Pompano Beach Community Redevelopment Agency (CRA) will collaborate with private sector businesses, property owners, developers, institutions or civic organizations to expand the investment opportunities that implement the adopted CRA Strategic Finance Plan for the East District of the City. The intent of the CRA is to promote the economic welfare of the citizens of Pompano Beach in general, but more particularly the residents, employees and property and business owners within the CRA by encouraging retail, ~~office~~ restaurants and mixed use development opportunities that expand the tax base, create jobs, enhance the urban design, and add to the quality of life.

The fundamental goal is to position the East CRA District as a mixed-use, neighborhood oriented, and recreational and commercial destination. The developments are to be of a quality that not only serve the needs of the adjacent resident population, but also attractive to the entire city population and those among the general public, including visitors, who regularly drive through the area. The program should re-invigorate the existing commercial corridor and add new, compatible uses as it fosters employment opportunities for residents. Projects proposed for areas in which public investment is currently underway or will take place in the near future will receive special consideration.

The Strategic Investment Program (SIP) is designed to enhance the pace, content and quality of commercial development with property addresses on Atlantic Boulevard in the East CRA District. The program's focus is to support the CRA's goals and those of area stakeholders. It specifically addresses the infrastructure needs to create the environment necessary to attract private investment capital. It also acknowledges and respects the investments already made by property owners and residents of the neighborhood.

It is the intent of this policy to start strategically to build up the critical mass necessary to have an acknowledgeable economic, visual, and social impact. In strategically targeting resources, the program will attempt to leverage the greatest possible return on the public investment. The program will take effect **November 1, 2009 and operate through September 30, 2016**, but may be revised and extended as success warrants. Please be advised that office space and non-profit organizations are not eligible for incentive programs.



The intent of the SIP is to:

- Serve as a catalyst to stimulate private investment
- Reduce or eliminate financial gaps in development projects
- Support the development of new economic generator activities in mixed-use environments/facilities
- Generate leasing activity for retail, ~~office~~ and restaurant uses, as well as residential uses
- Encourage quality design and secure key anchor tenants to enhance the marketability of adjacent properties

**Project and Funding Criteria for
Strategic Investment Program**

The criteria for the final determination of projects approved for funding and the specific amount allocated to each project under the Strategic Investment Program follow a three-step process. The maximum amount allotted under this program is \$50,000. The initial step relates to the project's ability to meet specific CRA-related objectives. The objectives are presented in order of importance, and a corresponding numerical weight is attached to each as shown below. A one (1) score has the highest rating.

Applicant should review the following scoring mechanism before applying.

Step I: Project's Ability to Meet CRA Objectives

	Priority #	Weighted #	
I.	1.0	1.0	Quality of design reinforces street life and urban environment as exemplified in "new urbanism" and has been officially approved by CRA prior to permitting process.
		1.5	Generally meets design requirements for the above
		3.0	Does not meet generally recognized "new urbanism" design criteria and does not have CRA approval
II.	1.0	1.0	Project has a leverage ratio of private investment to incentive dollars of at least 10:1
		1.5	Project has a leverage ratio of 5:1 to 9.9:1
		1.75	Project has a leverage ratio of 3:1 to 4.9:1
		3.0	Project has a leverage ratio of less than 3:1
III.	1.0	1.0	Project has a minimum equity investment of 15%
		1.5	Project has a minimum equity investment of 10%
		3.0	Project has less than 10% equity investment
IV.	2.0	1.0	Project includes a financial relationship with one or more private entities which may include equity, long-term lease, in-kind services related to building design or other assets CRA staff deems important to project.
		2.0	Project does not have other partners
V.	2.0	1.0	Project will be under construction within the next 12-16 months
		1.5	Project will be under construction within 17-24 months
		2.0	Project will be under construction after 24 months

VI.	3.0	1.0	Project's tax increment revenues will equal or exceed dollar amount of incentives within 10 years
		1.5	Project's tax increment will be equal to or exceed dollar amount of incentive within 15 years

The numerical priority # will be multiplied by the "weighted" # corresponding to appropriate project description under each element. The sum of each element will be totaled to determine the project's level of adherence to the CRA's objectives. The numerical scores will serve as a ranking list, with the lowest score ranked highest, for the allocation of resources.

Score range: 10.0 – 14.0	Project should be funded if resources are available
14.1 – 17.0	Project could be funded if all higher ranked projects are funded and resources are available
17.1 +	Project should not be funded

The above scoring criteria are established to provide the CRA staff with the means to relatively quickly determine the merits of a particular project submission. **Projects that score favorably are not guaranteed funding.** Once the score is established for each project it would then move to the second step of the evaluation.

Step II: Outside Business Plan/Financial Analysis

This step may include an analysis by a third party, outside firm, hired by the CRA to evaluate:

- Proposed business plan
- Development Pro forma
- Partnership/ownership information with equity positions
- Mortgage on property
- Lease agreements
- Letter of Intent from lending institution
- Any other documents provided by applicant

It is the intent of this review to provide the CRA with additional assistance in determining the business merits of each application.

Step III: Investment Criteria

Once Steps I and II are concluded, each project will be ranked by scores (lowest score rated highest) and placed in one of the following three investment categories.

Projects that include investments up to \$500,000:

- Formula: $(\text{Projected new assessment} - \text{current assessment}) \times .80 \times \text{current city/county/hospital district millage rates} \times 15 \text{ years} = \text{total incentive } \$$
- Eligible Uses: Site improvements (sidewalks, landscaping, signage, etc.)
Building improvements (facades, awnings, roofs, etc.)
Tenant improvements (retail, restaurant, arts, residential, etc.)
- Bonus Eligible: Projects that are minority owned and/or result in business owner occupying a residence in a mixed-use development may receive an extra **5%** above base rate.

Projects that will result in the creation of **5+** jobs may receive an extra **10%** above base rate.

Projects that are in \$500,001 - \$1,000,000 range:

- Formula: $(\text{Projected new assessment} - \text{current assessment}) \times .80 \times \text{current mills} \times 15 \text{ years} = \text{total incentive } \$$
- Eligible Uses: Impact/building permit fees
Site improvements
Building improvements
Tenant improvements
- Bonus Eligible: Projects that are minority owned and/or result in business owner occupying a residence in a mixed-use development may receive an extra **10%** above base rate.

Projects that will result in the creation of **5+** jobs may receive an extra **10%** above base rate.

Projects that are in \$1,000,001 - \$5,000,000 range:

- Formula: $(\text{Projected new assessment} - \text{current assessment}) \times .80 \times \text{current mills} \times 15 \text{ years} = \text{total incentive } \$$
Eligible Uses:
Impact/building permit fees
Site improvements
Building improvements
Tenant improvements
- Bonus Eligible: Mixed-use (two or more retail, restaurant, residential, art etc.) with smallest use no less than 15% of total sq. ft. of project or 1,500 sq. ft., whichever is larger, project can receive an extra **20%** above base rate.

Projects that are minority owned and/or result in business owner occupying a residence in a mixed-use development may receive an extra **5%** above base rate.

Projects that will result in the creation of **5+** jobs may receive an extra **5%** above base rate.

Projects that will result in the creation of **10+** jobs may receive an extra **10%** above base rate.

Reimbursement Process

Applicants for funding should carefully consider the reimbursement process for funding when establishing their timelines for projects that seek Program assistance. It is important to remember that, when contemplating a project, financing should be arranged before work is actually started. If a business owner intends to finance a project with a loan, the CRA may write a letter notifying the lender that a project has been approved for funding under the Program, but that the funding is on a reimbursement basis.

- Grant funds are dispersed on a reimbursement basis for eligible and pre-approved expenses only.

- No grant funds will be dispersed prior to inspection and receipt of final approvals by the City's Building Department, and any other required final approval, if applicable. For extensive renovation, reimbursement may be provided in three (3) draw schedules provided inspections from appropriate government agencies have been approved for work completed and work has been done in a first class workmanlike manner. Final inspections from appropriate government agencies will need to be approved for final draw.
- To receive a reimbursement, grantees must submit a detailed work invoice with proof of payment to the selected contractor in the application package for completed work in the form of a cancelled check, credit card statement, or vendor certification of payment (vendor's paid receipt) and a General Contractor's Waiver. Disbursements of the Grant proceeds may be made on a reimbursement basis or paid directly to the Service Provider, in accordance with the Scope of Services attached to application and provided applicant first approves of payment to Service Provider.
- Reimbursement is at the approved grant award rate using the SIP Formula.
- All final approvals and requests for reimbursement must be received by the CRA no more than twenty-two months following approval of the application by the CRA.
- No assurances are given as to how soon reimbursement funds will be disbursed by the CRA after all required documentation has been submitted.

Please Note

Disbursements of the Grant proceeds may be made on a reimbursement basis or paid directly to the Service Provider, in accordance with the Scope of Services attached to application and provided applicant first approves of payment to Service Provider.

Property to be improved must be free of all municipal and county liens, judgments or government encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the East CRA District Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or government encumbrances of any kind under the term of the agreement.

Should an applicant choose to engage the services of an agent (individual or company) to

assist/represent applicant in this aspect of the process, the expenses for the agent's service will be borne by the applicant. Such expenses are not reimbursable under the terms of any of the CRA's incentive programs. CRA funds cannot be applied to services other than architecture, engineering, etc. related to the construction of the interior or exterior of the building.

The Strategic Investment Program benefits are contingent on funding availability and CRA approval, and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the CRA areas are not eligible for City/CRA funded programs when such funding conflicts with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan. Work must commence within 12 months after application approval. If work has not begun within 12 months, funds will be reprogrammed.

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- Properties listed for sale may not apply. Properties sold within twenty-four months of receiving grant funding **must repay the full amount**.
- Prior to application submittal, a preliminary review of proposed renovations to property must be completed by the Planning Department.
- After approval process, the CRA will provide the applicant with an approved Grant Agreement for signature. It is recommended that **NO CONSTRUCTION** begin until the Grant Agreement is signed by all parties. Improvements completed prior to approval by the CRA Board may not be eligible for reimbursement.
- If deemed necessary, the Community Redevelopment Agency (CRA) reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to: the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, Letter of Intent from lending institution and any other documents provided by the applicant.
- If your site plan or application request includes landscaping, the landscaping must be species and varieties of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of Pompano Beach. Irrigation systems must prevent over spray and water waste and it is recommended a drip irrigation system be installed.
- Property to be improved must be free of all municipal and county liens, judgments or government encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the East CRA District Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or government encumbrances of any kind under the term of the agreement.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

Applicant Signature

Date _____

Property Owner (if different)

Date _____

Strategic Investment Program Application Form

Date of Application _____

1. Address of project requesting CRA investment:

2. Name of Applicant:

Address of Applicant:

Phone:

Fax:

Email:

3. Does the applicant own project property? Yes No

If "No" box is checked, when will property be in control (own or long-term lease) of applicant?

Indicate the owning entity of the property (i.e. name on property title)

4. What is the total estimated project investment?

Current assessed value : _____

New capital investment dollars: _____

Total estimated new assessment: _____

5. What is the percentage (%) amount of ownership equity relative to total estimated project investment?

_____ 20% or more

_____ 10% to 19.9%

_____ Less than 10%

_____ None

6. What is the percentage (%) of minority ownership of the project?

_____ 100%

_____ 50% or more

_____ Less than 50%

_____ None

7. How many jobs for neighborhood residents will be created upon completion of the project?

_____ 1-5

_____ 6-10

_____ 10+

_____ None

8. When is it anticipated that construction could begin, assuming project receives SIP assistance? (A detailed project schedule must accompany application)

_____ Less than 12 months

_____ 12 to 16 months

_____ 16 to 24 months

_____ Longer than 24 months

9. Include with this application:

- Two bids/quotes from 2 licensed contractors
- Detailed Budget for entire project
- City of Pompano Beach Business Tax Receipt
- Current Photograph of existing property conditions
- Description of proposed development/improvement of property
- Preliminary site plan, floor plans and renderings that enable staff to determine quality of design; parking must be included in the site plan and meet current code regulations
- Infrastructure improvements, if any, in either the public ROW or on private property
- Preliminary project schedule
- Tenant makeup

- **Resume of developer indicating related development experience**
- **Business and Financial Information:**
 - ***Business Plan**
 - ***Pro forma**
 - ***Mortgage on property. If applicant does not own property, a written authorization from property owner to make changes outlined in the project needs to be provided**
 - ***Lease agreements with at least 24 months remaining**
 - ***Letter of Intent from lending institution**
 - ***Partnership and/or ownership information with equity positions**

Authorized Representative

Name

Title

Signature

Date

Please Note

Property to be improved must be free of all municipal and county liens, judgments or government encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meet the goals and objectives as set forth in the East CRA District Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or government encumbrances of any kind under the term of the agreement.

RESOLUTION NO. _____

POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY APPROVING THE AMENDED POLICIES AND PROCEDURES FOR THE FAÇADE AND BUSINESS SITE IMPROVEMENT PROGRAM AND THE STRATEGIC INVESTMENT PROGRAM FOR THE NORTHWEST CRA DISTRICT; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

BE IT RESOLVED BY THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY that:

SECTION 1. The amended policies and procedures for the Façade and Business Site Improvement Program and the Strategic Investment Program for the Northwest CRA District, copies of which are attached hereto as Exhibits “A” and “B,” respectively, and incorporated by reference as if set forth in full, are hereby approved.

SECTION 2. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this _____ day of September, 2015.

LAMAR FISHER, CHAIRPERSON

ATTEST:

MARGARET GALLAGHER, SECRETARY

**Pompano Beach Community
Redevelopment Agency**

NORTHWEST

CRA
POMPANO BEACH

**Façade and Business Site
Improvement Program**

Revised 9/2015

FAÇADE & BUSINESS SITE IMPROVEMENT

PROGRAM POLICIES AND PROCEDURES

I. Purpose

The *Façade & Business Site Improvement Program* encourages business owners and/or property owners in the Northwest Community Redevelopment District of Pompano Beach to enhance their existing business sites through exterior improvements.

Commercial businesses (retail, restaurant) within the Pompano Beach Community Redevelopment Agency Phase I target area of Downtown Pompano and Dixie Hwy. between Atlantic Blvd. & NW 10th Street are eligible to participate in this program.

These businesses and/or properties must be located within the following target areas:

- Martin Luther King Business District target area, defined as on Dr. Martin Luther King Jr. Blvd. between I-95 Powerline Road and Dixie Highway,
- Old Pompano Commercial District
- Dixie Highway between NW 10th Street & Atlantic Boulevard

Applicants meeting the location criteria under this program will have preference to ensure maximum impact to the district. As the programming and budget develops in the future, Phase II of this program will expand to other geographic areas as well.

The program originally opened November 1, 2009, and will continue with each Fiscal Year Budget approval of the Incentive Programs or until funding is depleted. The program is open to property owners and existing commercial enterprises outlined above operating within the Northwest CRA District. Business Site Improvement Program grants help defray the costs of exterior improvements and project related engineering, architectural and permitting costs associated with this type of development.

II. General Provisions

The funding assistance provided under the *Façade & Business Site Improvement Program* is solely on a reimbursement basis. The CRA has the exclusive authority to approve or deny Program applications based on its determination as to the benefits to the Northwest CRA District produced by requested projects. The CRA may impose any conditions of approval it deems suitable to protect the interests of the agency, including a duly executed contract.

Applicants awarded funds under this program agree to complete the project for which assistance was provided according to the scope of work documents submitted in the application. All work must be performed in a first class workmanlike manner in compliance with ordinances and regulations of the City of Pompano Beach, and must meet all building and other applicable codes.

Eligible improvements include aesthetic improvements to the building structure, such as exterior painting, installation of awnings, new windows and/or doors and signage. Adjoining parking lots, sidewalks and landscaping are ineligible as stand alone projects;

however, they may be included in conjunction with the overall physical façade improvements to the structure.

Applicants are encouraged to meet with CRA staff to discuss their project qualifications and eligibility for reimbursement under the Program before applying. Please be advised that office space and non-profit organizations are not eligible for incentive programs.

III. Criteria Considered

Criteria considered when reviewing applications include, but are not limited to:

- a. Compatibility with development plan(s) and guidelines, e.g. PBCRA Redevelopment Plan;
- b. The visual impact of the project on the area;
- c. The project's likelihood of completion;
- d. The amount of private resources invested in the project;
- e. The number of new jobs created as a result of the project, especially for area residents;
- f. The need for the project based on the property's condition and location;
- g. The beneficial impact the completion of the proposed project will have on the property and the surrounding area;
- h. The Applicant's relationship to, or interest in, the property to be improved.

IV. Funding Guidelines

Approved applicants may receive reimbursement for 80 % of their eligible project costs, up to a maximum award of \$25,000 per address. For Example:

<u>Total Project Cost</u>	<u>CRA Contribution</u>	<u>Applicant Contribution</u>
\$25,000.00	\$20,000.00	\$5,000.00
\$10,000.00	\$ 8,000.00	\$2,000.00
\$ 5,000.00	\$ 4,000.00	\$1,000.00

Starting October 1, 2014, the maximum total CRA Contribution will be \$60,000 for single owned contiguous property folio(s). For example, if the applicant's property has 4 addresses and the project cost is \$100,000 then the maximum grant award will be \$60,000.

Program assistance is available based on a first-come, first-serve basis, according to project eligibility, application completeness and the availability of funds. There is no guarantee that funding will be available for every application submitted, including those that meet the required criteria.

For those properties located on Dr. Martin Luther King Jr. Boulevard between Dixie Hwy. and I-95, grant funding can be increased beyond the parameters above due to the severely dilapidated conditions of properties located in this area through a Special Exception approved by the CRA Board. A special exception can be approved based on one of the two conditions 1) applicants may receive reimbursement for 90% of their

eligible project costs, up to a maximum award of \$50,000 per address; or 2) for multi-story buildings, applicants may receive reimbursement for 90% of their eligible project costs up to a maximum award of \$60,000 per building.

Assistance from the Business Site Improvement Program, at the sole discretion of the CRA, may be combined with subsidies from other public or private programs. Assistance from other sources may serve as the CRA's required matching funds. Funding for approved projects may be carried out from one fiscal year to the next at the sole discretion of the CRA.

V. Application Checklist

Every application package must include the following items before it will be processed and considered for approval:

- Signed and completed application form
- Business Plan or Executive Summary, including a narrative describing the business, its operations, and its business principles
- Sketch or rendering of proposed improvements
- Current photograph of existing property conditions
- Detailed 3-year budget projections of revenues and expenses (may not be necessary for property owners)
- Pompano Beach Business License
- Confirmation that property is free of all county, municipal, liens and judgments
- Historical financials for 3 years (in a sealed envelope – existing businesses only, may not be necessary for property owners)
- Copy of signed multi-year lease (including express written permission from the property owner to make changes outlined in the project), or copy of Warranty Deed showing ownership of the property by the business owner
- Narrative description of entire project being undertaken, including sources of financing
- Detailed budget for entire project
- Detailed breakdown of exterior improvements for which reimbursement is being requested from Program
- Two bids/quotes from 2 licensed contractors, with a completed contract with one of them
- Copy of lease agreement if applicable, with at least two years remaining on term
- The CRA may, upon receiving a Letter of Commitment, pay for architectural plans, including cost estimates for projects within the MLK/Hammondville Corridor west of Blanche Ely Avenue and east of I-95. The CRA will require a Letter of Commitment from the applicant with the commitment to participate in the program and provide their contribution (minimum 20% of project costs). This option for the program is open as of October 20, 2010 through October 19, 2012 (24 months).

VI. Eligible Expenses

Only those expenses concerning exterior improvements to business structures will be considered for funding. These expenses include, but are not limited to:

- Brick or textured pavement
- Demolition and construction for new entrances or exits
- Awnings (including the removal of old awnings and installation of new fabric awnings)
- New doors or replacements
- Removal of deteriorated building materials such as plywood, metal or stucco
- Fees – site design, engineering, permitting
- Landscaping expenses – design fees, installation, material purchases, irrigation
- Exterior repair, stucco and painting
- Exterior window upgrades
- Costs associated with installation and improvement of parking, driveways, sidewalks
- Exterior lighting and related electrical work
- Exterior signage

VII. Ineligible Expenses

The following items are examples of what will *not* be considered for funding by the Program:

- Work performed that is not consistent with the Design Guidelines for the CRA pursuant to the Community Redevelopment Plan and the City's Land Use and Development Regulations
- Sweat equity (i.e., reimbursement for applicants own labor in performance of renovation work or new construction)
- General maintenance
- Business payroll
- Any interior improvements or repairs
- Purchases of equipment, inventory, furnishings, decorations or supplies (non fixed improvements)
- Purchase of real property
- Rent, lease or mortgage payments
- HVAC repair and/or replacement
- Security system repair and/or replacement
- Roof repair, replacement or other roof modifications
- For those properties located on Dr. Martin Luther King Jr. Boulevard between Dixie Hwy. and I-95, the following items that are related to improvements of the building envelope can be considered for funding due to the severely dilapidated conditions of properties located in this area through a Special Exception approved by the CRA Board: 1)HVAC repair and/or replacement; 2)Roof repair, replacement or other roof modification; 3)Interior improvements or repairs. A

special exception can be approved to include the cost for these items in the total project costs based on 1)condition of the building; 2)age of the building; or 3)other issues that affect the improvements that can be made to the building. The CRA Construction Manager will assess conditions.

VIII. Application Processing Procedure

The CRA will adhere to the following procedural steps when processing applications for assistance under the Business Site Improvement Program. Applicants are free to discuss the application process with staff prior to submitting an application.

1. Applicant completes application and submits it to CRA staff, along with completed checklist items.
2. CRA staff reviews the submitted application package for eligibility and completeness.
3. CRA staff brings eligible and complete application packages to the Northwest CRA Advisory Committee for input and recommendations for funding based on criteria outlined in Section III.
4. CRA staff brings application packages that have received recommendations for funding to the CRA Board for approval.
5. CRA staff provides a written notification to applicants of approval or denial of funding. If funding is denied, the reason(s) will be stated in the written notification.

It is anticipated that application packages will be reviewed and presented to the Northwest CRA Advisory Committee within approximately 45 days after receipt by staff. Those applications receiving funding recommendations will be presented to the CRA Board for approval no later than the second CRA Board meeting following the Northwest CRA Advisory Committee meeting at which the application received a recommendation for funding. The determination for funding made by the CRA Board is final. If an application is denied funding, the business owner may apply again after one year has elapsed after the submittal date of the denied application. If an application is granted funding, the business submitting the successful application may not apply again for funding until 3 years has elapsed after the date the CRA Board approved funding.

IX. Reimbursement Process

Applicants for funding should carefully consider the reimbursement process for funding when establishing their timelines for projects that seek Program assistance. It is important to remember that, when contemplating a project, financing should be arranged before work is actually started. If a business owner intends to finance a project with a loan, the CRA may write a letter notifying the lender that a project has been approved for funding under the Program, but that the funding is on a reimbursement basis.

- Grant funds are dispersed on a reimbursement basis for eligible and pre-approved expenses only.

- No grant funds will be dispersed prior to inspection and receipt of final approvals by the City's Building Department, and any other required final approval, if applicable. For extensive renovation, reimbursement may be provided in three (3) draw schedules provided inspections from appropriate government agencies have been approved for work completed and work has been done in a first class workmanlike manner. Final inspections from appropriate government agencies will need to be approved for final draw.
- To receive a reimbursement, grantees must submit a detailed work invoice with proof of payment to the selected contractor in the application package for completed work in the form of a cancelled check, credit card statement, or vendor certification of payment (vendor's paid receipt) and a General Contractor's Waiver. Disbursements of the Grant proceeds may be made on a reimbursement basis or paid directly to the Service Provider, in accordance with the Scope of Services attached to application and provided applicant first approves of payment to Service Provider. Reimbursement is at the approved grant award rate of 80%, or a maximum of \$20,000 for a maximum total project cost of \$25,000 per address.
- All final approvals and requests for reimbursement must be received by the CRA no more than twenty-two months following approval of the application by the CRA.
- No assurances are given as to how soon reimbursement funds will be disbursed by the CRA after all required documentation has been submitted.

X. Commencement

All work must commence within 12 months of application approval. If work has not commenced within 12 months, funds will be put back into program account and reassigned to other projects.

Should an applicant choose to engage the services of an agent (individual or company) to assist/represent applicant in this aspect of the process, the expenses for the agent's service will be borne by the applicant. Such expenses are not reimbursable under the terms of any of the CRA's incentive programs. CRA funds cannot be applied to services other than architecture, engineering, etc. related to the construction of the interior or exterior of the building.

The Façade Grant Program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- Properties listed for sale may not apply. Properties sold within twenty-four months of receiving grant funding **must repay the full amount**.
- Prior to application submittal, a preliminary review of proposed renovations to property must be completed by the Planning Department.
- After approval process, the CRA will provide the applicant with an approved Grant Agreement for signature. It is recommended that **NO CONSTRUCTION** begin until the Grant Agreement is signed by all parties. Improvements completed prior to approval by the CRA Board, may not be eligible for reimbursement.
- If deemed necessary, the Community Redevelopment Agency (CRA) reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the applicant.
- If your site plan or application request includes landscaping, the landscaping must be a species and variety of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of Pompano Beach. Irrigation systems must prevent over spray and water waste and it is recommended a drip irrigation system be installed.
- Property to be improved must be free of all municipal and county liens, judgments or government encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

Applicant Signature

Date

Property Owner Signature (if different)

Date

FAÇADE & BUSINESS SITE IMPROVEMENT PROGRAM APPLICATION

Date of Application _____

1. Address of project requesting incentive:

2. Name of Applicant:

Address of Applicant:

Phone:

Fax:

Email:

3. Does the applicant own property? _____ Yes _____ No

If "No" box is checked, describe applicant's relationship to, or interest in the property receiving the improvement (indicate length of lease)?

Indicate the legal owner of the property (i.e. name on property title)

4. Project Description:

5. Total Project Cost _____ Total Funding Request _____

Authorized Representative

Applicant Signature

Print Name

**Property Owner Signature
(If different) Signature authorizes
participation in the program by
applicant.**

Print Name

Please Note

Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the Pompano Beach CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

**Pompano Beach Community
Redevelopment Agency**

NORTHWEST

CRA

POMPANO BEACH

**Strategic Investment Program
(SIP)**

REV 09/2015

Strategic Investment Program

For Projects up to \$5,000,000

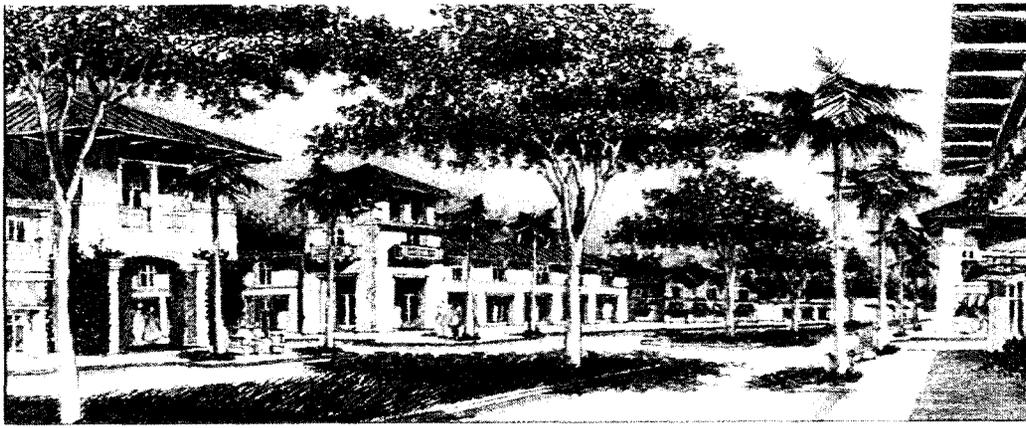
Policy Principles

The Pompano Beach Community Redevelopment Agency (CRA) will collaborate with private sector businesses, property owners, developers, institutions or civic organizations to expand the investment opportunities that implement the adopted CRA Strategic Finance Plan for the CRA area. The intent of the CRA is to promote the economic welfare of the citizens of Pompano Beach in general, but more particularly the residents, employees and property and business owners within the CRA by encouraging development opportunities that expand the tax base, create jobs, enhance urban design, and add to the quality of life.

The fundamental goal is to position the CRA area as a mixed-use, neighborhood oriented commercial destination. The developments are to be of a quality that not only serve the needs of the adjacent resident population but also is attractive to the entire city population, especially those who regularly drive through the area. The program should re-invigorate the existing commercial corridor and add new, compatible uses as it fosters employment opportunities for residents.

The Strategic Investment Program (SIP) is designed to enhance the pace, content and quality of commercial and retail development in the CRA area. The program's focus is to support the CRA's goals and those of area stakeholders. It specifically addresses the infrastructure needs to create the environment necessary to attract private investment capital. It also acknowledges and respects the investments already made by property owners and residents of the neighborhood. Please be advised that office space and non-profit organizations are not eligible for incentive programs.

It is the intent of this policy to start strategically in a small area to build up the critical mass necessary to have an acknowledgeable economic, visual, and social impact. In targeting resources in a compact area, the program will attempt to leverage the greatest possible return on the public investment. The current program opened November 2009 and will cease **September 30, 2016**, but may be revised as success warrants.



Commercial businesses within the Pompano Beach Community Redevelopment Agency Phase I target area of Downtown Pompano are eligible to participate in this program. These businesses and/or properties must be located within the following target areas:

- Martin Luther King Business District target area, defined as on Dr. Martin Luther King Jr. Blvd. between I-95 Powerline Road and Dixie Highway,
- Old Pompano Commercial District
- Dixie Highway between NW 4th Street & Atlantic Boulevard

Applicants meeting the location criteria under this program will have preference to ensure maximum impact to the district. As the programming and budget develops in the future, Phase II will expand to other geographic areas.

The intent of the SIP is to:

- Serve as a catalyst to stimulate private investment
- Reduce or eliminate financial gaps in development projects
- Support the development of new economic generator activities in mixed-use environments/facilities
- Generate leasing activity for retail, ~~office~~ and restaurant uses as well as residential uses
- Encourage quality design and secure key anchor tenants to enhance the marketability of adjacent properties

**Project and Funding Criteria for
Strategic Investment Program**

The criteria for the final determination of projects approved for funding and the specific amount allocated to each project under the Strategic Investment Program follow a three-step process. The maximum amount allotted under this program is \$150,000. The initial step relates to the project's ability to meet specific CRA-related objectives. The objectives are presented in order of importance, and a corresponding numerical weight is attached to each as shown below. A one (1) score has the highest rating.

Applicant should review the following scoring mechanism before applying

Step I: Project's Ability to Meet CRA Objectives

	Priority #	Weighted #	
I.	1.0	1.0	Quality of design reinforces street life and urban environment as exemplified in "new urbanism" and has been officially approved by CRA prior to permitting process.
		1.5	Generally meets design requirements for the above
		3.0	Does not meet generally recognized "new urbanism" design criteria and does not have CRA approval
II.	1.0	1.0	Project has a leverage ratio of private investment to incentive dollars of at least 10:1
		1.5	Project has a leverage ratio of 5:1 to 9.9:1
		1.75	Project has a leverage ratio of 3:1 to 4.9:1
		3.0	Project has a leverage ratio of less than 3:1
III.	1.0	1.0	Project has a minimum equity investment of 15%
		1.5	Project has a minimum equity investment of 10%
		3.0	Project has less than 10% equity investment
IV.	2.0	1.0	Project includes a financial relationship with one or more private entities which may include equity, long-term lease, in-kind services related to building design or other assets CRA staff deems important to project.
		2.0	Project does not have other partners
V.	2.0	1.0	Project will be under construction within the next 12-16 months

		1.5	Project will be under construction within 17-24 months
		2.0	Project will be under construction after 24 months
VI.	3.0	1.0	Project's tax increment revenues will equal or exceed dollar amount of incentives within 10 years
		1.5	Project's tax increment will be equal to or exceed dollar amount of incentive within 15 years

The numerical priority # will be multiplied by the "weighted" # corresponding to appropriate project description under each element. The sum of each element will be totaled to determine the project's level of adherence to the CRA's objectives. The numerical scores will serve as a ranking list, with the lowest score ranked highest, for the allocation of resources.

Score range: 10.0 – 14.0	Project should be funded if resources are available
14.1 – 17.0	Project could be funded if all higher ranked projects are funded and resources are available
17.1 +	Project should not be funded

The above scoring criteria are established to provide the CRA staff with the means to relatively quickly determine the merits of a particular project submission. **Projects that score favorably are not guaranteed funding.** Once the score is established for each project it would then move to the second step of the evaluation.

Step II: Outside Business Plan/Financial Analysis

This step may include an analysis by a third party, outside firm, hired by the CRA to evaluate:

- Proposed business plan
- Development Proforma
- Partnership/ownership information with equity positions
- Mortgage on property
- Lease agreements
- Letter of Intent from lending institution
- Any other documents provided by applicant

It is the intent of this review to provide the CRA with additional assistance in determining the business merits of each application.

Step III: Investment Criteria

Once steps I and II are concluded, each project will be ranked by scores (lowest score rated highest) and placed in one of the following three investment categories.

Projects that include investments up to \$500,000:

- Formula: $(\text{Projected new assessment} - \text{current assessment}) \times .80 \times \text{current millage rates} \times 15 \text{ years} = \text{total incentive } \$$
- Eligible Uses:
 - Site improvements (sidewalks, landscaping, signage, etc.)
 - Building improvements (facades, awnings, roofs, etc.)
 - Tenant improvements (retail, restaurant, arts, residential, etc.)
- Bonus Eligible:
 - Projects that are minority owned and/or results in business owner occupying a residence in a mixed-use development may receive an extra **5%** above base rate.
 - Projects that will result in the creation of **5+** jobs may receive an extra **10%** above base rate.

Projects that are in \$500,001 - \$1,000,000 range:

- Formula: $(\text{Projected new assessment} - \text{current assessment}) \times .80 \times \text{current millage} \times 15 \text{ years} = \text{total incentive } \$$
- Eligible Uses:
 - Impact/building permit fees
 - Site improvements
 - Building improvements
 - Tenant improvements
- Bonus Eligible:
 - Projects that are minority owned and/or results in business owner occupying a residence in a mixed-use development may receive an extra **10%** above base rate.
 - Projects that will result in the creation of **5+** jobs may receive an extra **10%** above base rate.

Projects that are in \$1,000,001 - \$5,000,000 range:

- Formula: $(\text{Projected new assessment} - \text{current assessment}) \times .80 \times \text{current millage} \times 15 \text{ years} = \text{total incentive } \$$

Eligible Uses:

Impact/building permit fees

Site improvements

Building improvements

Tenant improvements

- Bonus Eligible:

Mixed-use (two or more retail, restaurant, residential, art, etc.) with smallest use no less than 15% of total sq. ft. of project or 1,500 sq. ft., whichever is larger, project can receive an extra **20%** above base rate.

Projects that are minority owned and/or results in business owner occupying a residence in a mixed-use development may receive an extra **5%** above base rate.

Projects that will result in the creation of **5+** jobs may receive an extra **5%** above base rate.

Projects that will result in the creation of **10+** jobs may receive an extra **10%** above base rate.

Reimbursement Process

Applicants for funding should carefully consider the reimbursement process for funding when establishing their timelines for projects that seek Program assistance. It is important to remember that, when contemplating a project, financing should be arranged before work is actually started. If a business owner intends to finance a project with a loan, the CRA may write a letter notifying the lender that a project has been approved for funding under the Program, but that the funding is on a reimbursement basis.

- Grant funds are dispersed on a reimbursement basis for eligible and pre-approved expenses only.
- No grant funds will be dispersed prior to inspection and receipt of final approvals by the City's Building Department, and any other required final approval, if applicable. For extensive renovation, reimbursement may be provided in three (3) draw schedules provided inspections from appropriate government agencies have been approved for work completed and work has been done in a first class workmanlike

manner. Final inspections from appropriate government agencies will need to be approved for final draw.

- To receive a reimbursement, grantees must submit a detailed work invoice with proof of payment to the selected contractor in the application package for completed work in the form of a cancelled check, credit card statement, or vendor certification of payment (vendor's paid receipt) and a General Contractor's Waiver.
Disbursements of the Grant proceeds may be made on a reimbursement basis or paid directly to the Service Provider, in accordance with the Scope of Services attached to application and provided applicant first approves of payment to Service Provider.
- Reimbursement is at the approved grant award rate using the SIP Formula.
- All final approvals and requests for reimbursement must be received by the CRA no more than twenty-two months following approval of the application by the CRA.
- No assurances are given as to how soon reimbursement funds will be disbursed by the CRA after all required documentation has been submitted.

Please Note

Disbursements of the Grant proceeds may be made on a reimbursement basis or paid directly to the Service Provider, in accordance with the Scope of Services attached to application and provided applicant first approves of payment to Service Provider.

Should an applicant choose to engage the services of an agent (individual or company) to assist/represent applicant in this aspect of the process, the expenses for the agent's service will be borne by the applicant. Such expenses are not reimbursable under the terms of any of the CRA's incentive programs. CRA funds cannot be applied to services other than architecture, engineering, etc. related to the construction of the interior or exterior of the building.

Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

The Strategic Investment Program benefits are contingent on funding availability and CRA

approval, and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the CRA areas are not eligible for City/CRA funded programs when such funding conflicts with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.

All work must commence within 12 months of application approval. If work has not commenced within 12 months, funds will be reprogrammed.

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PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- Properties listed for sale may not apply. Properties sold within twenty-four months of receiving grant funding **must repay the full amount.**
- Prior to application submittal, a preliminary review of proposed renovations to property must be completed by the Planning Department.
- After approval process, the CRA will provide the applicant with an approved Grant Agreement for signature. It is recommended that **NO CONSTRUCTION** begin until the Grant Agreement is signed by all parties. Improvements completed prior to approval by the CRA Board, may not be eligible for reimbursement.
- If deemed necessary, the Community Redevelopment Agency (CRA) reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the applicant.
- If your site plan or application request includes landscaping, the landscaping must be a species and variety of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of Pompano Beach. Irrigation systems must prevent over spray and water waste and it is recommended a drip irrigation system be installed.
- Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board if development plans for said property meets the goals and objectives as set forth in the CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

Applicant Signature

Date _____

Property Owner

**Strategic Investment Program
Application Form**

Date of Application _____

1. Address of project requesting CRA investment:

2. Name of Applicant:

Address of Applicant:

Phone:

Fax:

Email:

3. Does the applicant own project property? Yes No

If "No" box is checked, when will property be in control (own or long-term lease) of applicant?

Indicate the owning entity of the property (i.e. name on property title)

4. What is the total estimated project investment?

Current assessed value : _____

New capital investment dollars: _____

Total estimated new assessment: _____

5. What is the percentage (%) amount of ownership equity relative to total estimated project investment?

20% or more

10% to 19.9%

Less than 10%

None

6. What is the percentage (%) of minority ownership of the project?

100%

50% or more

Less than 50%

None

7. How many jobs for neighborhood residents will be created upon completion of the project?

_____ 1-5

_____ 6-10

_____ 10+

_____ None

8. When is it anticipated that construction could begin, assuming project receives SIP assistance? (A detailed project schedule must accompany application)

_____ Less than 12 months

_____ 12 to 16 months

_____ 16 to 24 months

_____ Longer than 24 months

9. Include with this application:

- Two bids/quotes from 2 licensed contractors
- Detailed Budget for entire project
- City of Pompano Beach Business Tax Receipt
- Current Photograph of existing property conditions
- Description of proposed development/improvement of property
- Preliminary site plan, floor plans and renderings that enable staff to determine quality of design; parking must be included in the site plan and meet current code regulations
- Infrastructure improvements, if any, in either the public ROW or on private property
- Preliminary project schedule
- Tenant makeup
- Resume of developer indicating related development experience

- **Business and Financial Information:**

- *Business Plan

- *Proforma / Financial Analysis

- *Mortgage on property. If applicant does not own property, a written authorization from property owner to make changes outlined in the project needs to be provided

- *Lease agreements with at least 24 months remaining

- *Letter of Intent from lending institution

- *Partnership and/or ownership information with equity positions

Authorized Representative

Name

Title

Signature

Date

Please Note

Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the Pompano Beach CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.