



**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).

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

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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.