



Dania Beach Community Redevelopment Agency (DBCRA or CRA) COMMERCIAL PROPERTY IMPROVEMENT GRANT PROGRAM

About the Program

The DBCRA Commercial Property Improvement Grant Program is an incentive program available to businesses located within the CRA priority area along US-1/Federal Highway and Dania Beach Blvd from SW 5th Avenue to Gulfstream Road. The purpose is to substantially improve the visible appearance and street presence of properties as well as enhance the functionality of businesses within the DBCRA priority area.

Through this program the DBCRA may provide grants up to \$20,000 based on the Funding Guidelines below. All grant recipients are required to provide a minimum 30% match for their project. The Commercial Property Improvement Grant Program (Program) is subject to funding availability and will expire September 30, 2017 unless otherwise authorized by the DBCRA Board. All applications will be scored by CRA Staff based on the specific criteria specified herein and in the event that multiple completed applications are received within a 30 day window, the highest scoring applications shall prevail.

Eligibility Criteria

- a. Property must be located within the Dania Beach CRA priority area.
- b. Primary and principle property use must be commercial. Residential uses are ineligible.
- c. Exterior improvements must adhere to the City of Dania Beach Building Code and Zoning Regulations and all Federal, State, and Local Requirements.
- d. Improvements must support the objectives and goals of the Dania Beach CRA Redevelopment Plan.
- e. Properties "for sale" or listed on the MLS at the time of application are not eligible.
- f. Property Owners may not reapply if they have received the maximum funding amount within a 5 year period under this or any other grant program administered by the Dania Beach CRA.
- g. The property's use must be a legally conforming use per the City of Dania Beach Zoning Code.
- h. Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the CRA Board if development plans for the property meet the goals and objectives as set forth in the Dania Beach CRA Plan, as determined by the Board. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the Grant Program.

Funding Guidelines

- a. Maximum Award Amount - The DBCRA is making available to commercial and/or mixed use properties within the CRA priority area matching grants for improvements up to a maximum grant award as follows:
 - For properties with more than 60 feet to 120 feet of priority area street frontage - **Up to \$20,000**
 - For properties with 60 feet or less of priority area street frontage - **Up to \$10,000**

The intent is to encourage multiple property owners within a priority area to engage in property improvements simultaneously and in areas where public investment has or is planned to occur.

Example

Total Project Cost	Owner Responsibility	CRA Grant Amount
\$25,000	\$7,500 (30%)	\$17,500

**Example based on a property with 75 feet of frontage – max. Award \$20,000*

- b. Applicants applying for funding below the maximum award amount may reapply, but are only entitled to the total maximum amount within a 5 year period of initial approval. However, if a property has already received funding to the maximum amount, said Applicant may not reapply for the Program or any other grant program administered by the DBCRA for a period of 5 years.
- c. Applicants are required to match the grant award with a minimum of 30% of the project costs. Only after the Applicant has paid the match amount will the CRA begin disbursement of grant funds.
- d. Properties that are sold or transferred or if there is a change of use within twenty-four months of receiving grant funding, the Applicant must repay the full amount of the Program grant. A Declaration of Restrictive Covenants shall be recorded by the CRA against the property in order to secure the CRA's right of repayment.
- d. Program Grant Agreement and the Declaration of Restrictive Covenants shall be executed within (30) days following approval of the grant by the CRA Board.
- e. Building Permit applications must be submitted within sixty (60) days following execution of the grant Agreement and construction to begin immediately after permit approvals
- f. Executed Declaration of Restrictive Covenants must be recorded in the Broward County public records and a recorded copy provided to the CRA within ten days of receipt of the executed Program Grant Agreement. No Grant funds will be disbursed for the project before this is done.

Eligible Expenses

Eligible expenses are those reasonable costs associated with undertaking a substantial facade improvement and/or substantial site improvements that are visible from a major corridor or street within the priority area. Eligible expenses include design, permitting, labor and materials related to construction or installation of eligible improvements. The following are eligible improvements to be funded under the Program:

- a. Eligible Improvements:
 - ✓ Façade Improvements
 - ✓ Landscaping (trees, shrubs and perennials)
 - ✓ Signage
 - ✓ Awnings
 - ✓ Impact resistant windows
 - ✓ Parking lot improvements
 - ✓ Exterior Painting and repair
 - Any other site or building improvements complimentary to the above
- b. All work must be performed in a first class workmanlike manner in compliance with ordinances and regulations of the City of Dania Beach, and must meet all building and other applicable codes, including state and federal regulations.
- c. To be eligible for this grant, Applicants must undertake a comprehensive improvement project undertaking 2 or more of the eligible improvements.
- d. Due to limited funding, CRA Staff will evaluate the submission and may request additional improvements to make projects more comprehensive prior to CRA Board consideration.

Ineligible Expenses

Ineligible expenses include general maintenance items; parking lot repairs (not related to a comprehensive improvement of the overall appearance of the property); Roofing; air conditioning systems and ductwork; interior repairs or renovations; or correction of code violations, and; ADA compliance except in limited instances where these expenses are mandated as part of eligible improvements by the City of Dania Beach Community Development Department. Any improvements undertaken prior to execution of the Program Documents will be ineligible for reimbursement

Scoring Criteria

Scoring for applications that are received by the CRA shall be based upon a 100 point value system.

- a. Location - 20 Points
Businesses located along US-1/Federal Hwy in the core of the City Center/Downtown area from NW 2nd Street to Stirling Road, and on Dania Beach Blvd from SW 5th Avenue to NE 3rd Avenue shall receive the maximum points allotted in this category. Businesses that are outside of these priority areas shall receive a maximum of 10 points.
- b. Use of Sustainable Materials - 20 Points
Sustainable materials might include for example xeriscaping, energy efficient lighting, environmentally sensitive paint or other types of sustainable or green initiatives. The maximum number of points allocated for this category means that the applicant has incorporated numerous green initiatives into their design.
- c. Comprehensiveness of Property Improvement – 20 points
Businesses undertaking both property and façade improvements or substantial renovations to one or the other shall receive maximum points. Points less than 20 will be allocated based on the level of the improvement and its contribution to the street presence and visibility of improvement.
- d. Other Renovations and Business Improvements Outside of CRA Incentives - 20 points.
If an Applicant contributes funding, (see table below for contribution point scale) above the required 30% match in order to make additional improvements to their business, they may receive up to 20 incentive points.

CONTRIBUTION POINT SCALE

POINTS	EXTRA CONTRIBUTION AMOUNT
5	\$2,500 - \$4,999
10	\$5,000 - \$9,999
15	\$10,000 - \$14,999
20	\$15,000 and above

Step 1: Application Process

- a. Schedule an appointment with Dania Beach CRA Staff to discuss potential project and make sure it meets Program intent. Please call (954)924-6801 or e-mail dmurphy@daniabeachfl.gov.
- b. Submit a completed application with a check for \$250.00 made payable to the City of Dania Beach for zoning reviews. Incomplete applications will not be considered for funding until a complete application and all supporting documents are received by the DBCRA. Applications must be signed by the fee simple owner of the property; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner, unless otherwise authorized, in writing, by the property owner.
- c. DBCRA will complete the application review within 30 days of receipt and notify Applicants of any missing information or deficiencies in terms of eligibility for the Program.
- d. Upon determination of completeness and eligibility CRA Staff will place the Application on the next available CRA Board agenda for consideration. The CRA Board meets monthly on the 2nd Tuesday of the month at 6:00 p.m. in City Commission Chambers.
- e. Applicants are strongly encouraged to attend the CRA Board meeting. The decision(s) of the DBCRA Board shall be final.
- f. Applicants not approved may apply again with modifications. A fully executed and accepted Program Grant Agreement between the DBCRA and the Applicant, together with the Declaration of Restrictive Covenants shall be executed within 30 days of DBCRA Board approval and shall serve as a Notice to Proceed.
- g. Project commences and is completed within 9 months of Program Agreement execution.
- h. Should project delays arise, it is at the discretion of the CRA Executive Director to grant no more than one 6 month extension to the Agreement prior to its expiration. Extensions will not be considered once the Agreement has expired.

Step 2: Construction/Payment by the CRA/City of Dania Beach:

- a. If your contractor agrees to wait for payment until a check is issued by the CRA of Dania Beach, you must submit an invoice for the work for both you and your contractor, a letter from you indicating the work is complete and that you are satisfied with the job.
- b. If your contractor(s) requires payment upon completion of the work you must pay the invoice. You may then provide the CRA/City of Dania Beach with the paid invoice and/or a copy of

both sides of the cancelled check. It is also recommended that you obtain a release from your contractor in consideration of final payment.

- c. A CRA/City of Dania Beach staff member will visit the property and take photographs of the completed project. A check will be issued in the Applicants name.

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- The application must include **all** of the following items: Photographs of current condition of site and structures; architectural renderings of proposed façade improvements in color; a detailed outline of all proposed improvements with cost estimate, and; a Compact Disk or other electronic devise containing copies of all required documents. If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing location of work shall also be required.
- Owners of properties that are for sale may not apply for grant funding. Properties sold within twenty-four months of receiving grant funding **must repay the full grant amount**.
- After approval by the CRA Board, the CRA will provide the Applicant with an approved Grant Agreement and Declaration of Restrictive Covenants for signature. The property owner shall not begin construction (Grants cannot be applied retroactively for work previously completed) until the Grant Agreement and Declaration of Restrictive Covenants is signed by all parties and the Declaration has been recorded in Broward County public records. Improvements completed prior to approval by the CRA Board, will not be eligible for reimbursement.
- If deemed necessary, the 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 consist of species and varieties of native plants that are drought tolerant require little irrigation and withstand the environmental conditions of Dania 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 not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the CRA Board if development plans for the property meet the goals and objectives as set forth in the Dania Beach CRA Plan. Upon grant approval, the 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 requirements, including the application guidelines and grant reimbursement process.

Signature

Date_____

Printed Name and Title

COMMERCIAL IMPROVEMENT GRANT PROGRAM CHECKLIST

- One (1) hard copy and one (1) electronic copy of the completed application with check for \$250.00 made payable to the City of Dania Beach
- Photographs of current condition of site and structures.
- Architectural renderings of proposed façade improvements in color.
- A detailed outline of all proposed improvements with three (3) quotes from a licensed contractor.
- If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing location of work is also required.
- Applicant acknowledges that the property to be improved does not have any delinquent ad valorem taxes and is free of all municipal and county liens, judgments and encumbrances of any kind.
- Applicant acknowledges that properties that are sold within twenty-four months of receiving grant funding must repay the full amount of the grant and that a **lien** shall be recorded by the CRA against the property in order to secure the right of repayment.
- Cancelled check of payment to contractor/GC (your 30%). The CRA must receive proof of payment of your 30% via a cancelled check within fifteen (15) days of project start (prior to first payment from the grant)
- Both the CRA Commercial Improvement Grant Program Application and Program Agreement have been signed.
- Preliminary schedule for completion of improvements
- Copy Authorized Agent letter (or other documentation) if applicant is not the owner
- Copy of Business Tax Receipt
- Completed W-9 Form for payee

Signature

Date

Printed name and Title

DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
COMMERCIAL IMPROVEMENT PROGRAM APPLICATION

Date of Application _____

1. Property Address: _____

2. Name of Applicant: _____

3. Address of Applicant: _____

Phone: ()

Fax: ()

Email: _____

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

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

6. Project Description: _____

7. Total Project Cost _____ Total Funding Request _____

Authorized Representative (Property Owner or Agent):

Signature

Date

Print Name and Title

**If application is signed by authorized agent, please provide proof through notarized letter, articles of incorporation or some other form acceptable to DBCRA legal counsel.*