

**Pompano Beach Community
Redevelopment Agency**

NORTHWEST



**COMMERCIAL INTERIOR BUILDOUT
ASSISTANCE PROGRAM**

COMMERCIAL INTERIOR BUILD-OUT ASSISTANCE GRANT PROGRAM

Background

Pursuant to the Northwest CRA Plan Section 1.1 “Community Redevelopment Area Planning” one of the objectives to remove slum and blight is to improve building conditions and appearance. Section 3.10 “Retail, Commercial and Industrial Incentive Programs” authorizes the CRA Board to approve and amend the incentive programs from time to time depending upon economic conditions.

About the Program

The Commercial Interior Build-Out Assistance Program is designed to assist new or existing (less than 6 months) commercial, retail and restaurant businesses by providing assistance for capital improvements that stay with the building. The program is open to business owners operating within the following target areas within the Northwest CRA District:

- Martin Luther King Business District target area, defined as on Dr. Martin Luther King Jr. Blvd. between Powerline Road and Dixie Highway,
- Old Town Commercial District defined as the area between South Dixie Highway and NE 1st Avenue and Atlantic Boulevard and NE 3rd Avenue
- Dixie Highway between SW 2nd Street to Copans Road including the area from Dixie Highway on SW 2nd Street to Cypress Road.

The program is designed to provide financial assistance to businesses in the form of a reimbursable grant intended to reduce the initial costs associated with the repair and rehabilitation of existing buildings. Improvements paid for by the CRA must be capital improvements that stay with the building. The goal of this program is to attract the desired merchandise mix within the Northwest CRA and assist with the rehabilitation of commercial properties.

The CRA will provide a grant for 80% of the project cost up to a maximum CRA grant of \$25,000 for projects within the Northwest CRA.

Example

Within CRA Limits

Project Cost:	\$ 31,250
CRA Grant:	\$ 25,000
Owner’s Responsibility:	\$ 6,250

Eligibility Requirements

- Must be located within the Northwest CRA District with property addresses in the aforementioned target areas.
- Must provide proof that the commercial business is properly licensed by all necessary levels of government and professional associations or agencies (copies of City and County licenses or receipts that the licenses have been applied for).
- Non-profit and residentially zoned properties are NOT eligible.
- Property owner or tenant may apply for this grant. If property owner, the applicant must have a new tenant with an executed multi-year lease (five year minimum). If tenant, applicant must be a new business or have been in business less than 6 months and have an executed multi-year lease (five year minimum). The application must be signed by the property owner authorizing the proposed improvements.
- Properties 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 Northwest CRA 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. All work must be done in compliance with applicable City of Pompano Beach Building Codes and Land Development Regulations. All contractors must be licensed in Pompano Beach/Broward County. Please contact the City of Pompano Beach Development Department regarding the proposed work to be performed prior to submitting an interior grant application.

- Grant funding amounts will be based on the applicant's project budget specified at the time of the CRA approval.
- Grant funds will be reimbursed exclusively for approved work and approved change orders.
- The Commercial Interior Build-Out Program may only be used one time in any five year period for any one property.
- Properties that are sold within twenty-four months of receiving grant funding must repay the full amount.
- Applicant shall obtain a building permit within six (6) months of approval and commence construction within twelve (12) months.
- Applicants may reapply if deadlines are missed, which would result in the cancelling of the Grant Agreement. However, reapplication does not guarantee availability of funding and/or approval.
- The property owner or tenant must complete the project, obtain a Certificate of Occupancy/Completion from the City of Pompano Beach and submit for reimbursement within twenty-four (24) months of the issuance date of the permit for the project.

Eligible Activities, Businesses and Funding

1. Projects and items eligible for funding under the program are limited to capital improvements that remain with the building (i.e. HVAC, interior electric, improvements to meet requirements of the Americans with Disabilities Act, and plumbing). Fixtures, furnishings and décor are **NOT** eligible for funding under this grant.
2. Businesses deemed eligible for this program must be "active uses" and must be determined as compatible uses that support the redevelopment of the Northwest CRA.
3. Due to limited funding, CRA staff will evaluate submissions and select those businesses that contribute to the redevelopment and merchandise mix of the neighborhood, which will be a catalyst for other businesses and complement area improvements.

Please Note

The Commercial Interior Buildout Assistance 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 CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the Community Redevelopment Plan or current City codes and ordinances.

CRA may conduct a site visit prior to transmitting the application to the CRA Board and once the project is completed. Staff may also conduct unannounced site visits before, during, and after the project in order to determine and ensure compliance with the terms of the grant agreement.

COMMERCIAL INTERIOR BUILD-OUT ASSISTANCE GRANT PROGRAM

Date of Application: _____

APPLICANT INFORMATION

1. Address of project requesting incentive: _____

2. Applicant Information:

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

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

If "No", when will property be in control (own or lease term) of applicant?

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

Principal/Owner Name: _____

Email: _____

Phone: _____

BUSINESS INFORMATION

1. Business Name (d/b/a if applicable):

2. Current Business Address:

3. FED ID#: _____

4. Business Phone: _____ **Cell:** _____

5. Website: _____

6. Existing Business: _____ **Yes** _____ **No** **Number of years in existence:** _____

7. Time at current location: _____ **New Business to PB:** _____ **Yes** _____ **No**

8. Do you have a lease agreement: _____ **Yes** _____ **No** **If so, monthly base rent:** _____

9. Square footage of current location: _____ **Square footage of new location:** _____

10. Type of business: _____

11. Number of employees: _____ **Hours of Operation:** _____

12. List of improvements seeking reimbursement for: _____

13. Requested Grant Amount: _____

14. Attach and Sign Eligibility and Application Requirements Form.

Authorized Representative(s):

Business Owner Signature

Property Owner Signature (*If different*)

Print Name

Print Name

**Community Redevelopment Agency (CRA)
Eligibility/Application Requirements**

Applicant to initial their understanding of each application requirement

The incentive 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 Community Redevelopment Plan.

Step 1: Application Process

_____ **All CRA grants, are reimbursable grants and paid upon completion of the project.**

_____ Incomplete applications will not be accepted.

_____ It is recommended that no construction begin until a Grant Agreement is signed by all parties. Improvements completed prior to CRA staff review and approval by the CRA Board will not be eligible.

_____ Meet with CRA Staff to determine if the project/business is eligible for a CRA grant incentive.

_____ Meet with the Planning and Zoning Department to determine if the project will be in compliance with the City of Pompano Beach codes.

Please have Planning Staff sign and date: _____

_____ The property must be free of all municipal and county liens, judgments or encumbrances of any kind.

_____ If the project is deemed eligible, a complete incentive application(s) must be submitted to CRA Staff with all applicable documents required for the program including a written detailed project budget describing the improvements to be done, a construction timeline, and bids from three (3) licensed contractors for each scope of the project. **The bids must be typed and contain the following information; contractors license number, name, address, phone number and fax number. Hand written bids will not be accepted. Bids from property owners will not be accepted.**

_____ Submit a copy of building permit receipt/application. If the permit has not been applied for prior to submissions of the grant application, a copy is due within 180 days of grant approval.

_____ Submit a copy of design and construction plans.

_____ Include a list of jobs to be created and filled, including job descriptions, pay range and weekly schedule. For existing businesses, provide a list of all current positions.

_____ Include a minimum of four digital “before” photos of the project.

_____ Include the following Business and Financial Information:

_____ Business Plan

_____ Pro forma

_____ Mortgage on property (property owner)

_____ Lease agreement (tenant)

_____ Letter of Commitment from lending institution (if applicable)

_____ Partnership and/or ownership information with equity positions.

_____ CRA Staff will review the application within ten (10) business days of submittal. You will be notified if additional information is required to make a determination on whether your application can be submitted to the CRA Advisory Board (if applicable) and the CRA Board for formal approval. The process for approval by the CRA Board can take a minimum of ninety (90) days from the date of submittal to CRA staff. **If additional information is required to finalize the application, additional time will be required for approval.**

Step 2: Execution of Grant Agreements and Setting up a Financial Account

_____ Following CRA Board approval, CRA Staff will provide the applicant with following but not limited to legal documents for signature; Grant Agreement, Promissory Note, Mortgage and Security, Guaranty, and Restrictive Covenant. Some documents may be recorded in the public records.

_____ At this time a completed W9 must be provided for financial documentation and reimbursement purposes.

_____ You will be provided one (1) fully executed original of the Grant Agreement for your file.

_____ Upon receipt of the executed legal documents, CRA staff will request a Purchase Order be issued by the City of Pompano Beach which will allow for an account to be set up for reimbursement purposes. A Purchase Order will be mailed or faxed to the address provided in the Grant Agreement. The issuance of a Purchase Order may take up to four (4) weeks.

Step 3: Grant Reimbursement Procedures

_____ All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project as described in Exhibit A of the Grant Agreement.

_____ Written verification stating that the project is complete and the applicant is satisfied with the work is required prior to reimbursement submittal.

_____ Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in writing to the CRA and contain the following information: name as provided in the Grant Agreement, address, reimbursement amount and documentation establishing payment by the applicant of the total cost of all the improvements (all receipts, invoices, canceled checks and any other documents the CRA may require as proof of payment.)

_____ Include a minimum of four “after photos” of the project.

_____ Include a “final release of lien” signed by each licensed contractor(s).

_____ The CRA will review the grant reimbursement request within ten (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within thirty (30) days of the payment request to the Finance Department.

_____ Properties that are sold within twenty-four months of receiving grant funding must repay the full amount.

I have read completely and understand the application process, the execution of Grant Agreements, setting up a financial account and reimbursement procedures.

Applicant Signature

Date _____

Print Applicant Name

I authorize the improvements as stated in this application:

Property Owner Signature

Date _____

Print Owner Name