

## FAÇADE AND EXTERIOR GRANT PROGRAM CHECKLIST

- 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.
- 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 20%). The CRA must receive proof of payment of your 20% via a cancelled check within fifteen (15) days of project start.
- Applicant must provide the CRA with at least three (3) quotes from a licensed contractor for the proposed work.
- Both the CRA Façade & Exterior Grant Program application and the CRA Façade & Exterior Grant Program agreement have been signed.
- Application fee of \$250 has been paid to Community Development Department for a review of proposed project in order to ensure compliance with City codes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

# Dania Beach Community Redevelopment Agency (CRA) FAÇADE and Exterior GRANT PROGRAM

## About the Program

The CRA Façade Grant Program is an incentive available to businesses located in the CRA for aesthetic improvements to the exterior of a commercial building and site. Painting of the building, installation of awnings, new doors/windows, landscaping, and brick pavers are typical improvements covered by the Façade Grant Program.

This program is subject to funding availability. All applications will be scored based on the following criteria and in the event that multiple completed applications are received within a 30 day window, the highest scoring applications shall prevail. The CRA may provide a grant of up to \$20,000 with a 20% match from the business. See example below:

### Example

<b>Project Cost:</b>	<b>\$ 25,000</b>
<b>CRA Grant:</b>	<b>\$ 20,000</b>
<b>Owner's Responsibility:</b>	<b>\$ 5,000</b>

Properties that are sold within twenty-four months of receiving grant funding must repay the full amount of the grant. A lien shall be recorded by the CRA against the property in order to secure the right of repayment. Work on the project must begin within sixty (60) days following approval of the grant by the CRA Board. Applicant may reapply if deadline is missed.

- 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, roofs and landscaping are ineligible as stand alone projects however they may be included as a component of the eligible improvements as described above and will only be considered in conjunction with the overall physical facade improvements to the structure.
- Because of limited funding, staff from the CRA will evaluate the submissions and select those projects for submission to the CRA Board that beautify the area, will be a catalyst for economic development.
- All eligible projects will be required to apply for Enterprise Zone funding if applicable.

## **Please Note**

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 of Commissioners 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.

## Scoring

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

1. Location- 40 Points  
Businesses located along US-1/Federal Hwy and Dania Beach Blvd corridors shall receive the maximum points allotted in this category. Businesses that are outside of these targeted areas shall receive 20 points.
2. 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 the category means that the applicant has incorporated numerous green initiatives into their design.
3. In Business longer than three (3) years- 20 Points

If the applicant has been in business between 0-1, they receive 0 points; 1-2 years, they receive an automatic 10 points. If they have been in business 3 years or longer then the applicant will receive the maximum number of points for this category

4. Other renovations and business improvements outside of CRA incentives - 20 points.  
If applicant contributes funding, (see table below for contribution point scale) above the required 20% match in order to make additional improvements to their business, they may receive up to 20 points.

**CONTRIBUTION POINT SCALE**

<b>POINTS</b>	<b>EXTRA CONTRIBUTION AMOUNT</b>
5	\$2,500 - \$4,999
10	\$5,000 - \$7,499
15	\$7,500 - \$9,999
20	\$10,000 and above

## SECTION I

The Façade Grant Program benefits are contingent upon funding availability and approval by the CRA Board. Façade Grant Program benefits are not to be construed as an entitlement or right of a property owner or applicant. Grant funding for properties in the designated CRA areas is only available when such funding is consistent with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.

### Step 1: Application Process

1. Business or property will start the application process by submitting an application to the CRA Staff for initial review. Once submitted to CRA Staff, the applicant must complete the application within thirty (30) calendar days. In conjunction with the initial application submission, a preliminary review of the proposed renovations to the property must be completed by the planning department (see Section II).

A completed application should include:

- A) A photograph of the property showing the area(s) for improvement.
- B) Conceptual design drawing(s) and cost estimate(s) of the proposed improvements. (At this point the CRA may provide conceptual design assistance.)
- C) Once the application is completed, it will initially be reviewed by CRA Staff who will then recommend approval or denial of the application.
- D) The application with a recommendation of approval or denial will be submitted in it's entirety to the CRA Board of Commissioners for formal approval or denial.
- E) If the CRA Board approves the project, the CRA will provide the applicant with a Façade Agreement. The property owner shall not begin construction (Grants cannot be applied retroactively for work previously completed) until the Grant Agreement is signed by all parties. Improvements completed prior to approval by the CRA Board, **will not** be eligible for reimbursement.

## SECTION II

### PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- File complete application with Planning Department for preliminary review with required \$250.00 review fee.
- The application for planning department review 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. If any components of the project pertain to paving, fencing, landscaping, etc. a survey showing location of work is also required.
- Applicants are highly encouraged to address all components of the building façade including but not limited to painting, awnings, window/doors, lighting and signage to compliment the vision of the CRA plan.
- Owners of properties listed for sale may not apply for grant funding. Properties sold within twenty-four months of receiving grant funding **must repay the full amount**.
- After approval by the CRA Board, the CRA will provide the applicant with an approved Grant Agreement for signature. The property owner shall not begin construction (Grants cannot be applied retroactively for work previously completed) until the Grant Agreement is signed by all parties.

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, including the application guidelines and grant reimbursement process.

\_\_\_\_\_  
Applicant Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Property Owner

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

1. 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 you are satisfied with the job.
2. 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
3. A CRA/City of Dania Beach staff member will visit the property and take a photograph of the completed project. A check will be issued in your name.

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Signature of Applicant

**Please Note**

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FAÇADE 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, 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. Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Total Project Cost \_\_\_\_\_

Total Funding Request \_\_\_\_\_

**Authorized Representative**

\_\_\_\_\_  
**Business Owner Signature**

\_\_\_\_\_  
**Property Owner Signature  
(If different)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

**The Façade Grant Program benefits are contingent upon funding availability and approval by the CRA Board. Façade Grant Program benefits are not to be construed as an entitlement or right of a property owner or applicant. Grant funding for properties in the CRA boundaries is only available when such funding is consistent with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.**

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