

**West Palm Beach  
Community Redevelopment Agency**

**Downtown/City Center CRA  
District**

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Community Redevelopment Agency

**FAÇADE AND EXTERIOR  
IMPROVEMENT PROGRAM**

## FAÇADE AND EXTERIOR IMPROVEMENT PROGRAM

### About the Program

The Community Redevelopment Agency ("CRA") Façade and Exterior Improvement Program is an incentive available to businesses located within 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 and Exterior Improvement Program.

The CRA will provide a grant for 80% of project costs for a maximum CRA grant of \$7,500. For projects located in the Northwest CRA targeted redevelopment areas the maximum CRA grant amount is \$75,000 and shall include interior renovations which are permanent fixtures and/or mechanical equipment to the building (excludes business specific equipment)

	<u>Examples</u>	
	Within CRA limits	Within targeted Northwest Area
<b>Project Cost:</b>	<b>\$30,000</b>	<b>\$30,000</b>
<b>City Grant:</b>	<b>\$ 7,500</b>	<b>\$22,500</b>
<b>Owner's Responsibility:</b>	<b>\$ 22,500</b>	<b>\$ 7,500</b>

- Eligible improvements include aesthetic improvements to the building structure (Commercial or Multi-Family Residential), 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 that beautify the neighborhood, will be a catalyst for other businesses and complement area improvements.
- *For the Northwest Target Area Only – Property improvements may include interior renovations that are permanent to the structure such as flooring, mechanical, electric plumbing and walls/paint.*

Properties listed for sale may not apply. Properties sold within eighteen (18) months of receiving façade funding must repay the full amount. Properties sold between eighteen months to two years of receiving grant funding must repay 50% of the amount received. Work on the project must begin within one hundred eighty (180) days following CRA approval process. Applicant may reapply if deadline is missed.

Prior to application submittal, a preliminary review of the proposed renovations to the property must be completed by the Planning Department.

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.

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.**

Landscaping must be a species and variety of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of West Palm Beach. Irrigation systems must prevent overspray and water waste and it is recommended a drip irrigation system be installed.

**SMALL IMPROVEMENTS INITIATED BY THE AGENCY**

On certain occasions the CRA may deem it necessary to implement some special form of improvement to a property that would affect the health, safety, and welfare of the community. These improvements may or may not incorporate the entire façade regulations when initiated by the Agency but will require written approval of the property owner. These improvements do not require approval by the CRA Board.

**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 Downtown/City Center 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 Façade and Exterior Improvement 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.

**FAÇADE AND EXTERIOR 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, 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(s):

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

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

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

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

## Façade and Exterior Grant Program

### Step 1: Application must include the following:

**Please read and initial beside each application requirement**

**Business or property owner must submit an application to the CRA Staff for initial review. At that time the application should include:**

- A) \_\_\_\_\_ A photograph of the property showing the area(s) for improvement.
- B) \_\_\_\_\_ Conceptual design drawing(s) and/or site plan of the proposed improvements. (At this point the CRA may provide conceptual design assistance.) 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 West Palm Beach.
- C) \_\_\_\_\_ Meet with the Planning and Zoning Department to determine if the project will be in compliance with the City of West Palm Beach codes.
- D) \_\_\_\_\_ Two (2) bids from licensed contractors. The bids must be typed written and contain the following information; contractors license number, name, address, phone number and fax number. Hand written bids will not be accepted.
- E) \_\_\_\_\_ If this is a tenant improvement, a copy of the lease agreement must be provided.
- F) \_\_\_\_\_ If applicable, a copy of a valid Business Tax License with the City of West Palm Beach.
- G) \_\_\_\_\_ The Eligibility/Application Requirements Sheet initialed and signed by applicant.

**Please acknowledge the following by initialing by each:**

- H) \_\_\_\_\_ 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 Downtown/City Center 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) \_\_\_\_\_ Once the application is completed, it will initially be reviewed by CRA Staff within ten (10) business days who will then recommend approval or denial of the application. If additional information is required to finalize the application, additional time will be required for approval process.
- J) \_\_\_\_\_ If the property is not owned by the applicant, the application must be signed by the property owner authorizing the proposed improvements.

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

1. If your contractor agrees to wait for payment until a check is issued by the CRA of West Palm 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 West Palm Beach with the paid invoice and/or a copy of *both* sides of the cancelled check
3. A CRA/City of West Palm Beach staff member will visit the property and take a photograph of the completed project. A check will be issued in your name.
4. 12 copies must be submitted for review purposes.

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

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

Date\_\_\_\_\_

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

**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 CRA Strategic Finance Plan or 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 West Palm 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 bids from two (2) 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.**

\_\_\_\_\_ 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 form 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 West Palm Beach Purchasing Division 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.)
- \_\_\_\_\_ 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.



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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**