

**West Palm Beach
Community Redevelopment Agency**

Downtown/City Center CRA District



STRATEGIC INVESTMENT STREETSCAPE PROGRAM (SISP)

Strategic Investment Streetscape Program (SISP)

For Projects up to \$5,000,000

Policy Principles

The City of West Palm Beach Community Redevelopment Agency (CRA) will collaborate with private sector businesses, property owners, developers, institutions or civic organizations to expand the investment opportunities that implement the adopted CRA Plan in the area known as the Downtown/City Center CRA area. The intent of this CRA program is to encourage the continued redevelopment of the area with emphasis on intensifying the residential density, providing supporting commercial uses and creating an identifiable, cohesive neighborhood. The area's current mix of building types and vacant properties lends itself to a variety of new and/or adaptive reuse opportunities that can form the basis for an exciting mixed-use neighborhood. In close proximity to downtown, a ready market exists for quality residential, retail, and cultural offerings.

The Downtown/City Center Strategic Investment Streetscape Program is designed to work in concert with proposed public infrastructure upgrades to create a higher quality environment, enhance resident/property owner involvement and develop a sense of community. It should also assist in determining urban design standards that are compatible with the mix of land uses allowed under current zoning.

The intent of the program is to strategically start in an area where investment is already being made, thereby building on the critical mass necessary to have an economic, visual and social impact. The program will initially be in effect for a specified amount of time, but may be extended as budget and success warrants.

The intent of the SISP is to:

- Serve as a catalyst to support and stimulate investment.
- Enhance the opportunity for development of a variety of housing types from affordable to market rate
- Encourage quality design to help create an identifiable sense of place.
- Support the development of new economic generator activities in mixed-use environments/facilities.
- Monitor the fiscal and economic impact of the program.
- Create a unified streetscape.



**Project and Funding Criteria for
Downtown/City Center Strategic Investment Streetscape Program**

Eligibility Criteria

All development projects that are less than \$5,000,000 in total estimated costs are eligible to solicit streetscape-matching funds based on the following criteria:

- **Development requesting funds must meet objectives of CRA Strategic Plan.**
- **Sidewalk fronting property is replaced as a result of new construction or new sidewalk is constructed if there was no previously existing sidewalk.**
- **The new or replaced sidewalk must conform to the proposed/adopted CRA design guidelines for the particular street.**
- **Preference will be given to projects that are connected to existing or funded streetscape elements.**
- **A Developer's Agreement will be executed between the CRA and developer stipulating to the above criteria.**
- **Developer will construct improvements per Developer's Agreement and be reimbursed by CRA for its agreed-upon share once Certificate of Occupancy is issued.**

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.

Strategic Investment Streetscape Program (SISP)
APPLICATION

Date of Application: _____

1. Address of project requesting CRA investment:

2. Name of Applicant: _____

Address of Applicant: _____

Phone: _____ Fax: _____

Email: _____

3. Does the applicant own project 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. What is the total estimated project investment?

Current assessed value: _____

New capital investment dollars: _____

Total estimated new assessment: _____

5. What is the percentage (%) amount of ownership equity relative to total estimated investment?

_____ **20% or more**

_____ **10% to 19.9%**

_____ **Less than 10%**

_____ **None**

6. When is it anticipated that construction will begin, assuming project receives funding assistance from this program?

_____ **Less than 12 months**

_____ **12 to 16 months**

_____ **16 to 24 months**

_____ **Longer**

7. Include with this application:

Please read and initial beside each application requirement

1. _____ A photograph of the property showing the area(s) for improvement, preliminary site plan, floor plans and renderings that enable staff to determine quality of design; parking must be included in the site plan and meet current code regulations.
2. _____ Meet with the Planning and Zoning Department to determine if the project will be in compliance with the City of West Palm Beach codes.
3. _____ A site plan of infrastructure improvements in either the public ROW or on private property. 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. Irrigation systems must prevent over spray and water waste and it is recommended a drip irrigation system be installed.

4. ____ 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.
5. ____ If the property is not owned by the applicant, the application must be signed by the property owner authorizing the proposed improvements.
6. ____ If applicable, a valid Business Tax License with the City of West Palm Beach must be submitted.
7. ____ Preliminary project schedule
8. ____ Tenant makeup (if applicable)
9. ____ Resume of developer indicating related development experience
10. ____ Business and Financial Information:
 - ____ Business Plan
 - ____ Pro forma
 - ____ Mortgage on property (property owner)
 - ____ Lease agreement
 - ____ Letter of Intent from lending institution (if applicable)
 - ____ Partnership and/or ownership information with equity positions.
11. ____ Eligibility/Application Requirement Sheet initialed and signed by applicant.

Please acknowledge the following by initialing by each:

12. ____ 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.
13. ____ 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.

14. _____ If the property is not owned by the applicant, the application must be signed by the property owner authorizing the proposed improvements.

8. _____ Applicant must submit 12 copies for distribution.

Authorized Representative

Name

Title

Signature

Date

The Downtown/City Center Strategic Investment Streetscape Program benefits are contingent on 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 City/CRA funded programs when such funding conflicts with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.

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

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.

Applicant to initial their understanding of each application requirement

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.

_____ Eligible businesses must have a valid Business Tax license with the City of West Palm Beach. A copy must be submitted with the application. 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 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