

**West Palm Beach
Community Redevelopment Agency**

**Downtown/City Center CRA
District**



**NORTHWEST BEAUTIFICATION FAÇADE
AND EXTERIOR IMPROVEMENT
PROGRAM**

NORTHWEST BEAUTIFICATION FAÇADE AND EXTERIOR IMPROVEMENT PROGRAM

About the Program

The CRA Northwest Beautification Façade and Exterior Improvement Program is an incentive available to businesses located in the Northwest target area for aesthetic improvements to the exterior of a commercial building and site. Improvements include painting of the building, installation of awnings, lighting and signage.

The CRA will provide a grant for 90% of a project totaling \$7,500 or less, for a maximum CRA grant of \$6,750 for projects located on Tamarind Avenue, Sapodilla Avenue and Rosemary Avenue between Banyan Boulevard and Palm Beach Lakes Boulevard.

Examples

Project Cost:	\$ 7,500
City Grant:	\$ 6,750
Owner's Responsibility:	\$ 750

- Properties listed for sale may not apply.
- Properties sold within twelve months (1 year) of receiving façade funding must repay the full amount. Properties sold within twenty-four months (2 years) of receiving the grant funding must repay 50% of the amount received.
- Work on the project must begin within One Hundred Eighty (180) days following CRA staff approval.
- **Eligible Improvements** include exterior painting, installation of awnings, lighting and signage.
- 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.

The Northwest Beautification Façade and Exterior Improvement Program benefits are contingent upon funding availability and CRA Staff 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.

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.

**NORTHWEST BEAUTIFICATION 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

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**Northwest Beautification Façade and Exterior Improvement
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) of the proposed improvements.
- C) _____ 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.
- D) _____ If this is a tenant improvement, a copy of the lease agreement must be provided.
- E) _____ If applicable, a copy of a valid Business Tax License with the City of West Palm Beach.
- F) _____ The Eligibility/Application Requirements Sheet initialed and signed by applicant.

Please acknowledge the following by initialing by each:

- G) _____ 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.
- H) _____ 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.
- I) _____ 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.

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

Applicant Signature

Date_____

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 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.
- _____ 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