COMMERCIAL PROPERTY ENHANCEMENT GRANT

OVERVIEW

The Commercial Property Enhancement Grant is designed to encourage existing building owners or tenants within the Community Redevelopment Area to improve the aesthetics of commercial buildings and to enhance safety in the rear of the buildings in accordance with the CRA’s Redevelopment Master Plan. The program provides financial assistance in the form of a grant for 50% and up to $25,000 of the documented hard costs of the improvements.

Improvements paid for by the Coral Springs Community Redevelopment Agency (CSCRA) must be permanent and stay with the building. The financial assistance is provided as a reimbursement after project completion to eligible properties. Funds shall be allocated on a first-come first considered basis. Awarded properties are not eligible to reapply for the same grant for the same location for a period of five (5) years (The CRA Board has the authority to consider exceptions to this rule).

ELIGIBILITY REQUIREMENTS:

1. Commercial property must be located within the boundaries of the Coral Springs Community Redevelopment area (map below). Residentially zoned properties are not eligible.
2. Eligible participants may be individuals, sole proprietorships, partnerships or any other legally identified form of a for profit business.
3. The building must be structurally sound, and the property must be zoned commercial and used for commercial purposes. Properties constructed within the last five (5) years are not eligible for this grant.
4. Must have property owner participation and approval.
5. Property must not have outstanding judgment liens, code violations, delinquent taxes, utilities, and/or be exempt from ad valorem property taxes.
6. Applicant must be able to provide 100% of project costs upfront. Reimbursement will be provided for 50% of documented eligible project costs up to $25,000, after project completion.
7. Project must have been approved by the CRA Board and Notice to Proceed issued by the CRA prior to project commencement.
8. Project must have proper City approvals. The applicant must comply with all requirements of the City of Coral Springs for obtaining permits and approvals of the work. Any work started or performed without proper permits will not be eligible for program assistance.
9. The proposed project must comply with the CRA’s Implementation Plan, applicable regulations and City’s Code requirements, and the City’s Design Guidelines.

ELIGIBLE IMPROVEMENTS:
Most of the improvements are intended to improve the aesthetics of the façade of the commercial building. Improvements that increase the perception of safety in the back of the building or the alleyway, such as increased lighting and landscaping are also permitted.

- **Signs** – Including removing old signs, design, production and installation of new signs or renovation of existing signs if compliant with current codes.
- **Painting** – Exterior painting and pressure cleaning (as prep-work for painting) or wall stucco (stucco, brick or wood replacement or repair)
- **Awnings / Canopy Features**
- **Exterior Windows, Exterior Doors and Storefront Improvements**
- **Lighting** (front or rear of the building) – Installation of new wall pack lighting, sign lighting, and lighting in the rear of the building to enhance safety.
- **Landscaping** (front or rear of the building)
- **Enclosures** (rear of the building) – Includes work that removes and replaces or adds appropriate enclosures to hide incompatible uses or negative site elements such as storage yards, outdoor fabrication, work area, or dumpsters.
- Other exterior improvements as approved by the Board.

GUIDELINES:
1. The Commercial Property Enhancement Grant is available to eligible commercial properties within the Community Redevelopment Area in the form of a reimbursable grant after project completion in an amount equal to 50% of eligible project costs for an amount not to exceed $25,000.
2. No work covered by the Commercial Property Enhancement Grant is to be undertaken without written approval of funding from the CSCRA.
3. The program will not provide reimbursement for any work previously done or already underway prior to the CSCRA Board’s approval of the Commercial Property Enhancement Grant.
4. All property taxes and City utilities must be current in order to apply and remain current.
5. The property shall not have any open Code violations.
6. The CSCRA reserves the right, at its sole discretion, to make any final determinations as to how the program will be offered and implemented. This may include, but not limited to ranking of applicants, which applicants will be
funded, all conditions of funding, approval of plans, designs and materials to be utilize. Applicants, even those that meet the eligibility requirements, may not be approved if a project conflicts with the objectives and goals of the CRA Master Plan.

PROCEDURES:

Application Process:

• Every documentation provided to the CSCRA as part of the application will become Public Record and as such are viewable to the public and not considered confidential, subject to any exemptions provided by Florida Law.
• Contact the Coral Springs CRA through the Office of Economic Development to discuss the project and make sure it meets the program intent.
• Compile application documents and submit complete application to the Coral Springs CRA. Application must be completed in its entirety, including attaching all required documents. Incomplete applications will not be accepted and returned to the applicant, nor processed or considered for participation in the program.
• CSCRA reviews applications, conducts a site inspection, and presents to the CSCRA Board for consideration. Applicants will be notified of the CRA Board meeting date that the application will be considered. The decision of the CSCRA Board shall be final.
• Project commences and must be completed within 6 months of the Board Approval. After 6 months, the grant will be closed out and funds will be recaptured, unless an extension has been granted by the CSCRA Board.
• Costs for improvements not pre-approved through the application process are not reimbursable.

Reimbursement:

No grant funds will be disbursed prior to the necessary inspection approvals and closed permits.

To receive reimbursement the applicant must provide the following:

a. Detailed invoices from the contractor or vendor corresponding to the completed approved improvement.
b. Proof of payment in the form of a cancelled check (front and back) or credit card statement clearly indicating that payment for the specific item has been made. Payment amounts must correspond with invoice amounts. Cash payments to contractors or vendors will NOT be considered for reimbursement.
c. Paid in full receipt for each invoice.
d. Proof of closed Building permits.

Staff will review the documents provided. If everything is in order, the project will be declared completed and process payment to the applicant for the amount allowed by the Grant Agreement.

I have read, understand and accept the program overview and guidelines set forth above for the Commercial Property Enhancement Grant.

_______________________________________________________________
Property Address

_______________________________________________________________
Applicant Name

_______________________________________________________________
Applicant Signature  Date
APPLICATION CHECKLIST

Every application package must include ALL of the following items before it will be processed and considered for approval.

☐ Signed and completed application form.
☐ Color photographs of existing conditions of the property. Hard copy and digital file to be provided via email.
☐ Tenants must provide copy of executed commercial lease. Property owners must provide copy of warranty deed.
☐ Broward County Property Appraiser Report.
☐ Narrative description of entire project being undertaken.
☐ Detailed budget for entire renovation project.
☐ A minimum of three bids/quotes from licensed and insured contractors.
☐ Evidence of financial ability to pay for the complete project (approved loan, cash balance, line of credit, etc.).
☐ Preliminary construction schedule.
☐ Executed Program Grant Agreement.
☐ Tenants must provide completed Property Owner Authorization Form.
GRANT APPLICATION

1. APPLICANT

Name: ____________________________________________________________

Address: _________________________________________________________

_________________________________________ Zip Code: ________________

Phone Number: ____________________________ E-mail: _______________________

2. BUILDING TO BE IMPROVED/PROPERTY INFORMATION

Owner: ____________________________________________________________

Address: _________________________________________________________

_________________________________________ Zip Code: ________________

Owner Type:

☐ Individual ☐ Partnership ☐ LLC
☐ Sole Proprietorship ☐ Corporation ☐ Non-Profit

3. OWNER OF PROPERTY (if not the applicant)

Name: ____________________________________________________________

Contact Name: ______________________________________________________

Address: _________________________________________________________

_________________________________________ Zip Code: ________________

Phone Number: ____________________________ E-mail: _______________________

CSCRA COMMERCIAL PROPERTY ENHANCEMENT GRANT
4. PROJECT INFORMATION

Project Description
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Select all applicable ambitioned improvements in the property.

<table>
<thead>
<tr>
<th>IMPROVEMENT</th>
<th>COST</th>
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<tbody>
<tr>
<td>☐ Doors and Windows</td>
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<tr>
<td>☐ Lighting</td>
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<tr>
<td>☐ Landscaping</td>
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<td>☐ Enclosures (Rear Only)</td>
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<tr>
<td>☐ Signs</td>
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<tr>
<td>☐ Painting</td>
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<tr>
<td>☐ Awnings / Canopy Features</td>
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<tr>
<td>☐ Storefront Improvements</td>
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Name of General Contractor for the Project:
__________________________________________________________________________________________

Address of General Contractor
__________________________________________________________________________________________

Phone Number of General Contractor ____________________________________________________________

Email for General Contractor: ___________________________________________________________________

Estimated Total project Cost: $___________________________

Grant Amount Requested: $___________________________

5. SOURCES OF FUNDING
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
6. APPLICATION AGREEMENT

I (we), the applicant(s) understand that the intent of this application is only for purposes of pre-qualifying for a Commercial Property Enhancement Grant and does not guarantee acceptance or approval and no commitment is hereby made on the part of either the applicant or the Coral Springs Community Redevelopment Agency (CSCRA).

I (we) certify that to the best of my (our) knowledge, all the information in this application and all information furnished in support of this application is true and correct. Any property assisted under this program will not be used for any illegal or restricted purposes.

Any intentionally false or fraudulent statement or supporting documents will constitute cancellation of my (our) application. The CSCRA is hereby authorized to verify any of the information provided and to inspect the property prior to approval.

I authorize the City of Corals Springs and the Coral Springs CRA or its agents to take photos of myself and myself and business to be used to promote the program.

____________________________________________________________________________________________
Applicant Name

Applicant Signature
Date

____________________________________________________________________________________________
Applicant Name

Applicant Signature
Date
PROPERTY OWNER AUTHORIZATION FORM

*To be completed only if the applicant is a tenant*

The undersigned owner of the existing building located at:

_____________________________________________________________________________________________

Address:

Certifies that:

_____________________________________________________________________________________________

Applicant

Operates a business at the above location. The undersigned agrees to permit the Applicant and his contractors or agents to implement the improvements listed on the Commercial Property Enhancement Grant Program Application.

I understand and agree that neither the CSCRA nor the City of Coral Springs assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied. In consideration of the Commercial Property Enhancement Grant Program to complete exterior property improvements of the commercial property, the undersigned hereby waives and releases any claim against the City of Coral Springs and the Coral Springs Community Redevelopment Agency (CSCRA) arising out of the use of said funds for the purposes set forth in the Application. The undersigned agrees to hold the City and the CSCRA harmless for charges, damages, claims or liens arising out of the Applicant’s participation in the Commercial Property Enhancement Grant Program.

_____________________________________________________________________________________________

Property Owner Name

_____________________________________________________________________________________________

Property Owner Signature

Date

STATE OF ________________
COUNTY OF ______________

Subscribed and sworn to (or affirmed) on this _____ day of ________, 20_____, by

______________________________________________________, who is personally known or produced
__________-__________-__________ as identification.

________________________________________
Notary Public
My Commission Expires:
COMMERCIAL PROPERTY ENHANCEMENT GRANT AGREEMENT

THIS AGREEMENT is entered into this _____ day of ______________________ 20____, by and between the Coral Springs Community Redevelopment Agency (“CSCRA”) and __________________________________________ (“Applicant”).

WHEREAS, Applicant has made application for a grant with the CSCRA under the CRA Commercial Property Enhancement Grant Program and

WHEREAS, CSCRA has approved said application.

IT IS HEREBY AGREED AS FOLLOWS:

1. Applicant agrees to complete the Project consistent with the application submitted to CSCRA, which is attached to this Agreement and made a part hereof as Exhibit “A”.

2. In consideration of Applicant satisfactorily completing the Project, CSCRA will reimburse Applicant ______% of the total project costs or the approved amount of $_______, (in no event shall CSCRA pay more than $25,000.00).

3. In any dispute arising between or among the parties hereto, the prevailing party shall recover from the losing party reasonable attorney's fees, costs and expenses incurred by the prevailing party in connection with such dispute at pretrial, trial, and appellate levels.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first stated above.

APPLICANT:
By: ____________________________
Print Name: ______________________

CORAL SPRINGS CRA:
By: ____________________________
Its: ____________________________
“Applicant”

John Walsh, Chairman, CSCRA