



PROPERTY IMPROVEMENT PROGRAM GUIDELINES

The Margate Community Redevelopment Agency (“MCRA”) Board has approved setting aside Two Million Dollars, to be distributed for the MCRA’s Property Improvement Program as follows:

- \$1,500,000 for eligible Commercial Properties within the MCRA boundaries
- \$500,000 for eligible individually owned single-family, condominium, and multi-family properties within the MCRA boundaries

The reimbursement grant is for **comprehensive** fixed capital and other improvements to the property. The intent of the program is to meet the MCRA’s statutory purposes including but not limited to rehabilitation of buildings or other improvements in accordance with the MCRA Community Redevelopment Plan. Further, the MCRA PIP is offered in order to encourage property and business owners to restore, renovate and improve their property, thereby improving the area's visual quality and attractiveness, and increasing property values.

Eligible Properties

- Commercial properties located within the boundaries of the MCRA with frontage on major roadways such as Atlantic Blvd, State Road 7, Banks Road, Copans Road/Royal Palm Blvd, etc. are eligible for a 50% reimbursement grant up to \$750,000. Maximum eligible amount of the grant is calculated based on \$1,500 per linear foot for the first 100 linear feet and \$1,000 per linear foot thereafter, of the longest side of the parcel that faces the eligible arterial road
- Commercial properties (applicant may be the building owner or a tenant with owner's approval)
- Individually owned single-family homes, condos, and multi-family homesteaded properties located within the MCRA boundaries are eligible for a grant of up to \$10,000. Eligible residential properties need not be located on arterial roadways.
- Veteran non-profit owned commercial buildings* - health, safety, sanitary, and ADA improvements only
- Veteran non-profit tenants of commercial buildings* - health, safety, sanitary, and ADA improvements only

**Not required to be on frontage road. Eligible amount based upon 50% of estimate(s) submitted, not linear footage*

Eligible Improvements

The PIP grant includes any fixed improvements to the exterior of the property. Minor interior work may be included as part of a comprehensive exterior renovation. The following list contains items that may be considered within the scope of work:

- Façade renovations that comply with MCRA Design Guidelines
- Exterior painting
- Exterior lighting
- Signage
- Landscaping
- Driveway improvements/replacement (addition, widening, circular, pavers, concrete, etc.); asphalt driveways not eligible
- Paving of parking areas, walkways, or patios
- Impact-resistant windows and doors (residential only unless part of an overall Façade improvement)
- Air-conditioning (residential only)
 - central air only - if converting from window units currently visible from public right-of-way
- Roof repair or replacement (if visible from public right-of-way) (residential only unless part of an overall Façade improvement)
- Structural repair (residential only unless part of an overall Façade improvement)
- Concrete restoration (residential only unless part of an overall Façade improvement)
- Electrical work (residential only unless part of an overall Façade improvement)
- Plumbing work including cast iron pipe replacement (residential only unless part of an overall Façade improvement)
- Fencing (Designer fence, i.e. PVC, iron); chain link and wood fence not eligible (residential only)
- Veteran non-profit commercial property owner/tenant - health, safety, sanitary, and ADA improvements only, including air-conditioning improvements.

Ineligible Properties

- Properties not located within the MCRA boundary.
- Individually owned residential properties that are not homesteaded.
- Properties listed for sale.
- Properties in foreclosure, bankruptcy proceedings, or any other active litigation regarding the property.

- Properties with City or County liens – Other liens to be considered on a case-by-case basis.
- Properties with active Florida Building Code or City violation(s) – To be considered on a case-by-case basis as to whether the proposed improvements will resolve the violation(s) or if the violations must be corrected prior to approval of grant funding.
- Properties that have received other Margate grant funds (i.e. SHIP, HOME, CDBG, PIP) or Margate CRA grant funds within the last five (5) years.

Ineligible for funding

- Duplication of funding – Funding for improvements already funded by other federal, state, municipal, or private sources, grants, or as part of an insurance claim, settlement, or similar is not eligible.
- Funding for work that has already commenced at time of application submittal, review, or approval.
- Funding for work that already has submitted or approved permits at time of application will be considered on a case-by-case basis.

Terms and Conditions

Grants are limited to properties located within the boundaries of the Margate CRA. Program funding is contingent upon an annual appropriation by the Board of the Margate CRA. The Margate CRA reserves the right to cancel this program at any time, prior to grant approval, without notice, if sufficient funds are determined unavailable. The Margate CRA retains the right to display and advertise properties which receive PIP funding.

The Margate CRA reserves and delegates to the MCRA Executive Director, the right to determine that a project does not meet the MCRA statutory purposes, or the intent of the PIP Program, which is intended to improve the area's visual quality and attractiveness, and increase property values.

Initial Applications will be accepted on a first-come, first-served basis. Incomplete initial applications will move down the application list until considered complete by MCRA staff. The order of grant funded project approval will vary based upon the date all plans and permits are received and approved.

Grant funding will be provided on a reimbursement basis contingent upon final, approved inspections from all applicable governmental entities, and submittal and staff verification of receipts and other documents related to any authorized expenditures.

PROPERTY IMPROVEMENT PROGRAM APPLICATION

Name: _____

Name of Business/Property to be Renovated: _____

Address of Property to be Renovated: _____

Folio Number: _____

Telephone Number: _____

Email address: _____

Copy of Driver's License or other government issued ID with a photo

Are you the Property Owner or Business Owner? _____

Type of Improvement(s) Planned: _____

Copy of Contractor's Quote or Bid Estimate

Grant Amount Requested: \$ _____ Total Cost of Project \$ _____

I hereby submit the attached plans, specification and color samples for the proposed project and understand that these must be approved by the MCRA. No work shall begin until I have received written approval from the MCRA. I further understand that funding will not be paid until the project is complete.

All documents submitted to the MCRA in support of the funding request are considered part of the application, and are subject to disclosure under Florida's Public Records Law. If you believe your personal information in this application is exempt from public records in accordance with Florida Statutes Chapter 119, please provide the notarized Request for Redaction of Exempt Personal Information.

Pursuant to Section 95.525, Fla.Stat., a person who knowingly makes a false written declaration is guilty of the crime of perjury by false written declaration, a felony of the third degree. Under penalties of perjury, by signing below, I declare that I have read the foregoing application and supportive documentation, and to the best of my knowledge and belief, the facts stated in it are true.

I have not or will not be receiving funding for improvements already funded by other federal, state, municipal, or private sources, grants, or as part of an insurance claim, settlement, or similar.

I have not applied for funding for work that has already commenced at time of application submittal, review, or approval.

I agree to repay assistance that is determined to be duplicative or has already commenced at time of application submittal, review, or approval.

I acknowledge that cash payments or cash transfers, such as to contractors or for materials, will not be accepted for reimbursement.

Any photographs or images submitted as part of this application may be used to promote the MCRA PIP program in publications, news releases, videos, online, and other communications related to the mission of the MCRA.

Signature of Applicant

Date

Print Name

PIP Application Checklist

The following checklist may not include all items specific to the Program or your project. Please contact the MCRA at cra@margatefl.com or at (954)935-5324, if you have any questions regarding program requirements.

What documentation do I need to apply for the Property Improvement Program Grant?

- Driver's License or other government issued ID with a photo
- Proof of commercial property ownership or commercial tenant lease
- Proof of residential homesteaded property ownership (i.e. recent BCPA printout)
- Proof of veteran non-profit status (if applicable)
- Before image(s) of the area of your property that you plan to improve
- Architectural plans (if applicable)
- Landscape plans (if applicable)
- Material samples (pavers, awnings, light fixtures, etc. – if applicable)
- Contractor Name and License Number (when applicable)
- Minimum of one (1) bid/estimate from licensed contractors for EACH ITEM in scope of work.
- Approval of plans:
 - Approval of plans by property owner for commercial tenant applicants
 - Approval of plans by Association for improvements to individually owned homes, condos, or other multi-family property that is governed by an Association or CDD
- Letter of Consent to submit an application - from property owner (for commercial tenants). **Note: RESIDENTIAL ONLY - ONE PROJECT PER PROPERTY.** Example: Impact resistant items, such as doors and windows, may be considered as one project. Roof replacement and windows are considered two projects.

What documentation do I need to provide for reimbursement by the CRA for the Property Improvement Program Grant?

- Invoices
- Proof of partial and final payments to contractor (**cash payments or cash transfers not accepted**)
- Permit closeout documents – final inspection, certificate of occupancy, etc.
NOTE: **Work that has already commenced at the time of application submission, review, or approval, is not eligible for funding.**
- W-9 Tax Form completed (in order for MCRA to be able to send the grant funds)
- After improvement images