

## The Margate Community Redevelopment Agency

### Commercial Property Façade Improvement Grant Program Policies and Procedures

#### I. Purpose

The purpose of the Commercial Property Façade Improvement Grant Program is to assist property owners with sites located in the ~~Phase I Target~~Margate Community Redevelopment Area in substantively enhancing the visible appearance of their property. Many commercial properties were designed and built in styles that have become dated and suffer from lackluster maintenance. This has led to a situation in which some properties are not as attractive to potential tenants or shoppers. It is the goal of the Margate Community Redevelopment Agency (MCRA) to assist property owners in returning properties to their fullest potential through cash grants to property owners. These grants will assist owners undertaking substantial exterior renovations that will significantly enhance the appearance. The revised program will take effect February 13, ~~2014~~2016, ~~2015~~, and continue to ~~September 30, 2015~~.

#### II. Eligibility Criteria

- a. Property must be located ~~in the Phase I Target Area of the Margate Redevelopment Area defined for this program as North State Road 7 between Atlantic Boulevard and Coconut Creek Parkway or Gateways at the State Road 7 intersections of Copans Road, Coconut Creek Parkway, Atlantic Boulevard, and Southgate Boulevard within the boundaries of the Margate Community Redevelopment Area.~~
- b. Must be a commercial property (retail, restaurant, office, mixed-use) and not solely provide living accommodations
- c. Exterior improvements must adhere to ~~the Margate CRA Design Guidelines and~~ all Federal, State, and Local Requirements
- d. Improvements must support the objectives and goals of the MCRA Plan

#### III. Funding Guidelines

The MCRA is making grants available to all commercial ~~property owners~~ properties within the ~~Phase I Target~~Community Redevelopment Area, ~~cash grants~~ in an amount equal to ~~80~~50% of project costs (including architectural services, fees, construction costs, etc.) up to a maximum grant award per the following parameters:

- a. For properties over 100 feet of frontage or more than 2 stories:  
Up to \$50,000 for eligible project costs.
- b. For properties with over 60 feet to 100 feet of frontage or more than 1 story:  
Up to \$25,000 for eligible project costs.
- c. For properties with 60 feet of frontage or less:  
Up to \$12,500 for eligible project costs.

MCRA funding cannot exceed ~~80~~50% of the total cost of each portion of the project, and the MCRA grant is subject to the limits listed above. If the MCRA approves the grant application, an ~~agreement~~ Agreement between the property owner and the ~~Margate Community Redevelopment Agency MCRA~~ must be signed. The ~~agreement~~ Agreement will guarantee that any façade improvements made with grant funds will not be altered unless pre-approved by the MCRA for a minimum of five (5) years after completion, and that the property will be maintained in accordance with the City of Margate's Property Maintenance Standards Ordinance. If these provisions are not met, the MCRA has the right to demand from the property owner the return of any funds disbursed plus interest at the prevailing rate but not to exceed eight percent (8%). No work covered by the grant application is to be undertaken without written approval of grant funds from the MCRA. The program will not reimburse the owner for work previously done or already underway prior to the MCRA board's approval of the grant, already underway, or work with a current permit for construction.

#### IV. Eligible Expenses

Eligible expenses are those reasonable costs associated with undertaking a substantial façade improvement ~~on a side of a building that faces a right-of-way to commercial structures.~~ This may include but not limited to: design fees, permit fees, construction costs, labor and materials, awnings, impact storefront systems, signage, stucco work, paint, light fixtures, etc. Additionally, costs associated with complying with the Florida Accessibility Code (as determined by the City of Margate Building Department) due to the undertaking of approved façade renovation upgrades are eligible. All work must be performed in a first class workmanlike manner in compliance with all applicable State, County and City of Margate ordinances and regulations ~~of the City of Margate~~, and must meet all building and other applicable codes. ~~Eligible project designs must be consistent with the Margate CRA Design Guidelines. Please visit the CRA website, [www.margatecra.org](http://www.margatecra.org), for a copy of the design guidelines.~~

#### V. Ineligible Expenses

Ineligible expenses include general maintenance items, painting (when not part of a larger improvement), repairs, ~~concrete repairs, general parking lot striping, resurfacing or drainage, roof repair or replacement, with the exception of roof projects that structurally alter the facade of the building and are visible from adjacent roadways (i.e., change from flat to pitched roof, or significant increase in roof pitch, etc.)~~ improvements to the rear of the building ~~(unless visible from a right-of-way)~~, fencing, interior repairs and landscaping. ~~Interior repairs and handicapped~~ Handicapped parking striping ~~are is not an~~ eligible expenses except in limited instances where these expenses are mandated as part of eligible improvements by the City of Margate's Building Department. Work done prior to grant approval is not eligible for reimbursement.

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#### VI. Application Checklist

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

- ☐ Signed and completed application form
- ☐ Copy of executed commercial lease (if tenant) or warranty deed (if owner)
- ☐ If applicant is a tenant, signed and notarized authorization by property owner is required
- ☐ Business Plan or Executive Summary, including a narrative describing the business, its operations, and its business principles describing the use, management and occupancy of the property
- ☐ Legal Description of the property
- ☐ Narrative description of entire project being undertaken, including sources of financing
- ☐ Detailed budget for entire project with breakdown of exterior improvements for which reimbursement is being requested from Program
- ☐ A minimum of two bids/quotes from two licensed, insured contractors
- ☐ Preliminary construction schedule
- ☐ Photograph of existing conditions with at least one photo showing adjacent properties- digital file and hard copy
- ☐ Site plan or survey that accurately reflects the existing property-digital file and hard copy
- ☐ ~~Rendering of proposed improvements-digital file and hard copy~~
- ☐ Preliminary site plan, floor plans and elevations of proposed improvements that enable staff to determine quality of design- digital file and hard copy
- ☐ Color chips and material samples

## VII. Application Procedure

Applicants are advised that it may take between 60 and 90 days to fully process a Grant Application, depending upon the completeness of the Application and back up information, and the MCRA Board meeting schedule. The MCRA Board meets on a monthly basis. Once an application is fully complete it is anticipated that applications it will be presented to the CRA Board at the next available meeting for approval within 45 days of receipt.

~~Property owners~~Applicants shall follow the steps listed below for application approval:

- a. Schedule an appointment with MCRA staff as early in the process as possible to discuss project and make sure it meets program intent. Please call (954)935-5324 or e-mail [craprojects@margatefl.com](mailto:craprojects@margatefl.com).
- b. Meet with the Economic Development Department for a preliminary review of proposed renovations to property
- c. Compile application materials and submit application to MCRA
- d. MCRA staff reviews application, conducts a site inspection and notifies applicant of any missing information
- e. Complete application and Grant Agreement signed by applicant are presented to CRA Board for approval. The decision of the ~~Margate~~MCRA Board shall be final.
- f. MCRA staff notifies applicant of MCRA Board approval or denial.  
Applicants not approved may apply again one year from denial.
- ~~f.g.~~ Executed Grant Agreement is recorded in the public record.

g.h. \_\_\_\_\_ Project commences

### **VIII. Reimbursement Procedure**

All work agreed to in the Grant Agreement (Agreement) must be commenced within one hundred eighty (180) days of the date of the Agreement and completed within five hundred forty-five (545) days of the Agreement.

No grant funds will be disbursed prior to the receipt of a Certificate of Occupancy or the necessary inspection approvals.

Costs for improvements not pre-approved through the application process are not reimbursable.

~~The property owner must undertake all the work agreed to in the grant agreement within one year of grant approval by the CRA Board and pay for all work performed upfront. For extensive renovation projects, reimbursement may be provided in up to three (3) draws provided inspections from appropriate government agencies have been approved for work completed and work has been done in a first class workmanlike manner. Final inspections from appropriate government agencies will need to be approved for final draw. Upon completion, the owner submits a request for payment with supporting documents within one month. Supporting documents include Certificate of Completion and/or Occupancy, copies of invoices, pay applications, proof of payment, and any other documents that enable staff to determine project completion.~~

To receive reimbursement grantees must provide the following:

- Detailed invoice(s) from the contractor or vendor corresponding to the completed approved improvements
- 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 may not be reimbursed if MCRA staff cannot conclusively verify that payment was made.

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Staff ~~will reviews review~~ the supporting documents and ~~conducts conduct~~ a site inspection. If everything is in order, the MCRA will declare the project complete and issue a check to the property owner for the amount allowed by the grant agreement.

### **IX. General Provisions**

It is the intent of the MCRA to fund applicants on a first-come, first-served basis; however, the Margate-MCRA reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented. This may include, but not be limited to: ranking of applicants, which applicants will be funded, all conditions of funding, and approval of all plans, designs and materials to be utilized. Applicants, even those that meet the

eligibility requirements, may not be approved if a project conflicts with objectives and goals in the [MCRA Plan](#).

If a property owner is applying for the Commercial Property Landscape Improvement Grant Program simultaneously, that owner will still have to complete the application form for both programs but may submit them together with all the required attachments as one package. Remember to include separate short narratives describing the improvements to be undertaken through each program. Acceptance of an application to one program does not guarantee approval of both programs.

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## The Margate Community Redevelopment Agency

### Commercial Property Façade Improvement Grant Program Application Form

(Please type or clearly print)

Address of Property to be Improved: \_\_\_\_\_

Folio Number: \_\_\_\_\_

Current Use(s) of Property (Office, retail, etc.): \_\_\_\_\_

Name of Property or Center (if any): \_\_\_\_\_

~~Property Owner's~~ Applicant's Name: \_\_\_\_\_

~~Property Owner's~~ Applicant's Address: \_\_\_\_\_

~~Property Owner's~~ Applicant's Phone Number: \_\_\_\_\_

~~Property Owner's~~ Applicant's E-mail: \_\_\_\_\_

~~Property Owner's~~ Name (if different from ~~owner~~ Applicant): \_\_\_\_\_

~~Contact Property Owner's~~ Address: \_\_\_\_\_

~~Contact Property Owner's~~ Phone Number: \_\_\_\_\_

~~Contact Property Owner's~~ E-mail: \_\_\_\_\_

Anticipated Cost of All Improvements on site: \$ \_\_\_\_\_

Anticipated Amount to be Requested from MCRA: \$ \_\_\_\_\_

All required attachments listed below must accompany the application form.

Applications must be complete and correct for the MCRA to consider.

- ☐ Signed and completed application form
- ☐ Copy of executed commercial lease (if tenant) or warranty deed (if owner)
- ☐ If applicant is a tenant, signed and notarized authorization by property owner is required
- ☐ Business Plan or Executive Summary, including a narrative describing the business, its operations, and its business principles describing the use, management and occupancy of the property
- ☐ Legal Description of the property

- ☐ Narrative description of entire project being undertaken, including sources of financing
- ☐ Detailed budget for entire project with breakdown of exterior improvements for which reimbursement is being requested from Program
- ☐ A minimum of two bids/quotes from two licensed, insured contractors
- ☐ Preliminary construction schedule
- ☐ Photograph of existing conditions with at least one photo showing adjacent properties- digital file and hard copy
- ☐ Site plan or survey that accurately reflects the existing property-digital file and hard copy
- ☒ ~~Rendering of proposed improvements-digital file and hard copy~~
- ☐ Preliminary site plan, floor plans and elevations of proposed improvements that enable staff to determine quality of design- digital file and hard copy
- ☐ Color chips and material samples

I hereby submit this form and all required attachments as application to the Margate Community Redevelopment Agency (MCRA) to be considered for a Grant under MCRA's Commercial Property Façade Improvement Grant Program.

I understand that no work may be performed nor any contracts for work entered into by the applicant or their agents until approval of this request is received in writing from the MCRA. Improvements completed prior to approval are not eligible for reimbursement.

I further understand the ~~Margate Community Redevelopment Agency MCRA~~ Board has, at its sole discretion, the right to final determination for all aspects of the Commercial Property Façade Improvement Grant Program. This final determination may include, but not be limited to, ranking of applicants, final amount granted to any applicant, applications to be funded, all conditions of funding, approval of all architectural plans and materials to be used in any construction.

I have read and understand the MCRA's Commercial Property Façade Improvement Grant Program Policies and Procedures.

\_\_\_\_\_  
Signature of Owner-Applicant

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

\_\_\_\_\_  
Date