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Title: CLARIFICATION OF CRA BOARD MOTION RE: FAÇADE IMPROVEMENT GRANT FOR TROPICAL DEVELOPMENT GROUP LLC (2401-2403 N. STATE ROAD 7)

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Date	Ver.	Action By	Action	Result
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TO: Chair and Members of the Board

FROM: Diane Colonna, Executive Director

DATE: MARCH 9, 2016

CLARIFICATION OF CRA BOARD MOTION RE: FAÇADE IMPROVEMENT GRANT FOR TROPICAL DEVELOPMENT GROUP LLC (2401-2403 N. STATE ROAD 7)

BACKGROUND:

This item is being placed on the agenda at the request of the City’s Finance Director, who is asking for clarification of a motion made by the Board regarding a façade improvement grant.

In May of 2014 the owners of the property at 2401-2403 N. State Road 7 (Propane USA) contacted the MCRA regarding a façade grant. At that time the property was not located within the grant program target area and they were advised that the CRA Board would have to make an exception for their project. They were encouraged to submit an application but did not follow through, and subsequently began work on the renovations. In February 2015 the MCRA approved revisions to the Commercial Façade Grant Program guidelines, eliminating the target area restrictions. The owners began the renovation work, and came back to the CRA in April 2015 to inquire about the grant. They had expended approximately \$170,000 for the renovations, and had estimates for additional work totaling around \$36,000. They were informed that the program guidelines do not allow reimbursement for work completed prior to the grant application being approved, which would make them eligible for a maximum grant of approximately \$18,000 (as opposed to the program maximum of \$25,000 for a building of their size).

Staff presented the grant application to the CRA Board at the meeting of April 8, 2015. As indicated in the attached meeting minutes, the Board discussed the fact that much of the work had already been completed, but felt that the circumstances surrounding the change in program guidelines warranted reimbursement for the full grant amount of

\$25,000. Tropical Development has completed the work and has submitted invoices and proof of payment for the construction work.

Finance has reviewed the application for payment and has rejected it due to the fact that the Board motion did not specifically state that the grant was in part a retroactive reimbursement for work that had been completed prior to the grant application being filed with the CRA. At this time staff is asking the Board to clarify the intent of the motion so that the funding can be released.

RECOMMENDATION:

Clarify the intent of the original motion made on April 8, 2015, approving the façade improvement grant for Tropical Development Group-that due to the change in program guidelines, the applicant can be reimbursed for costs of work done prior to the grant being approved, up to a maximum of \$25,000.

CONTACT PERSON: Diane Colonna, Executive Director