

## Town of Davie Community Redevelopment Agency Commercial Property Improvement Program (CPIP)

REVISED 06/08/2016

The Commercial Property Improvement Program (CPIP) provides for the use of tax increment funds to leverage private investment for general exterior/interior and on-site improvements to structures and/or properties to eliminate slum and blighting influences within the Redevelopment Area of the Community Redevelopment Agency (CRA). The intent of this program is to encourage property and business owners to restore, renovate, rehabilitate, or improve their building and/or property, thereby improving the Redevelopment Area's physical characteristics. The benefits of this program include enhancing the visual quality and attractiveness of the environment comprising the Redevelopment Area, leading to increased occupancy and property values.

**In the opinion of the CRA Board, the proposed improvements must be found to enhance the CRA Redevelopment Area by making improvements that are visible to the public. The CRA expressly reserves the right to reject any or all applications or to request additional information from any applicant.**

Both grants and/or interest participation loans are limited to one (1) time per property address (storefront bay) or per building if the project is proposed for the entire building within the Community Redevelopment Area of the Regional Activity Center. Program funding is contingent upon an annual appropriation by the CRA. The CRA reserves the right to cancel this program at any time, prior to grant approval, without notice, if sufficient funds are determined unavailable. The CRA retains the right to display and advertise properties which receive CPIP funding.

The program funds will be provided in the following two (2) forms:

- 1. Grant** - Eligible applicants can receive a one-time grant up to a maximum amount of \$100,000 for exterior and interior property improvements approved by the CRA Board **BEFORE** work begins. Grant monies will be distributed upon completion of the improvements dependent upon verification of the applicant's expenditures for the improvements, to ensure that the actual cost of the improvements matches the construction costs provided in the lowest contractor's bid that was provided with the grant application. Grants are awarded on a two-to-one matching basis. The CRA will match one dollar for every three dollars provided by the property owner/business owner. (\$100,00 grant for \$300,000 expenditure.) Grant applications will be reviewed by CRA staff and a recommendation will be provided to the CRA Board for consideration. Only hard construction costs, engineering, and architectural fees directly attributable to the project, will be considered to determine the applicant's match. The determination of the final amount of the grant will be based upon **a certificate paid receipts (invoice, cancelled checks, credit card payments, etc.) from the applicant demonstrating the actual costs upon completion and a Certificate of Occupancy being**

obtained from the Town of Davie Building Department to ensure that projects are 100% completed. For mixed-use projects, the building must be at least 75% occupied prior to request for reimbursement of funds. For single use buildings, the building must be 100% occupied with a Certificate of Occupancy being obtained from the Town of Davie Building Department.

For applicants that cannot meet the Grant conditions listed above, there is an Interest Participation program. Details are provided below.

2. **Interest Participation** – The Town of Davie CRA Commercial Loan Subsidy Program is described in a separate policy and should be consulted for specific details. Interest participation will be offered to applicants who: 1) do not have the matching funds necessary to qualify for the grant program, or 2) the proposed improvement project is greater than the allotted maximum grant of \$100,000. The amount of interest participation contributed by the CRA as well as the amortization period on a given loan is subject to negotiation and CRA Board approval. Eligible loans must be made by a CRA approved Qualified Lender (traditional banking institution).

Interest participation applications will be reviewed by the CRA staff and a recommendation will be brought forward to the CRA Board.

### **Eligibility:**

The CPIP applies to commercial, office uses, and rental multi-family residential uses within the Redevelopment Area of the CRA, as well as mixed-use projects. The program funding shall apply to the following:

1. Improvements making a property suitable for commercial, office, and/or rental residential occupancy;
2. Applicants who are either owners or tenants of the property for which the program funds are being sought. (Tenants must provide acknowledgement or authorization from the property owner);
3. The purpose of the Commercial Grant is to rehabilitate and/or revitalize businesses within the CRA resulting in an improved visual appearance of the business, which results in increased property values. Therefore, the Commercial Grant award to an applicant is to be based upon the cost of exterior improvements to a property, and will not include any interior improvements. In addition, the project costs must be broken down into exterior and interior improvements indicating exactly how much was spent to improve the exterior and how much was spent to improve the interior.
4. The CRA will pay for the installation of the connection to the sanitary sewer system from the property line into the building for commercial uses.

CPIP funding **shall not** apply to any project that includes the following:

1. Any non-conforming building or use that plans to increase the total Gross Floor Area (GFA), in square feet, of the property by 25-percent (25%) or more of the existing GFA shall not be eligible for funding under either the grant or interest participation programs.

**Eligible Improvements:**

1. Removal of elements which cover original architectural details and design;
2. Replacement of existing signs with new signage/lighting is to be consistent with Town Code regulations;
3. Addition and/ or replacement of awnings, doors, or windows;
4. Façade improvements such as storefronts, display windows **to hurricane wind load**, painting or exterior lighting, and roof repairs;
5. Overall replacement of architectural elements, which have structural problems;
6. Painting as part of a comprehensive improvement project (cleaning, re-painting of mortar joints or masonry);
7. Construction of a new building;
8. Repairs, renovations, or alterations designed to enhance the property;
9. Paved areas including the creation or improvement of off-street private parking facilities that provide a safe and pleasant parking environment for customers and employees, as well as the addition **or elimination of curb cuts and restoring the curb; restoration of sidewalks, bicycle racks, ADA compliance walkways and handicap access ramps, and parking spaces;**
10. **Dumpster enclosures; additional landscaping and irrigation;**
11. Other activities that are limited to the correction of code violations if cited prior to application, and as long as such violations are not the result of the applicant's actions or an insured casualty;
12. Electrical work directly related to exterior or interior electrical requirements or the installation of approved signage;

13. Professional design and engineering services related to structural renovation, new construction, signage, and landscaping;
14. Fixed improvements (such as equipment);
15. Improvements which will facilitate increased occupancy and property values.
16. Replacement of fences with new fences that are architecturally different from the existing fence which results in a better property appearance.
17. Installation of the connection to the sanitary sewer system from the property line into the building for commercial uses.

**Ineligible Improvements:**

1. Physical or visual removal of architecturally important features.
2. Installation of aluminum or vinyl siding.
3. Painting when not associated with other improvements.
4. Permitting and impact fees.
5. Non-licensed contractor performed labor (limited eligibility if the owner is a duly licensed contractor).
6. Improvements constructed prior to the execution of the CPIP funding agreement.
7. Any improvement that does not create a visibly significant enhancement to the property.
8. Refinancing existing debt.
9. The repairing of damages to a property caused by Tornados, Hurricanes, Fire, Flood, Earthquake, or any other natural destructive disaster for which the owner has insurance coverage. The restriction also includes damages proven to be caused by arson.

**CRITERIA FOR PROJECT SELECTION**

Apart from the criteria and guidelines required by a lending institution the CRA will assess applications using the following criteria. However, the criteria and guidelines do not form the sole basis for project selection. Award of a grant by the CRA is within the sole and absolute discretion of the CRA.

1. Project viability and comprehensiveness;
2. Impact of project on CRA area;

3. Significant improvement to the exterior visual appearance of the building and surrounding area, i.e. the size, location, and current condition of the building.
4. Cost/Benefits – relationship between the estimated cost of a project and the benefits gained;
5. Applicant contribution and the level of investment being made:
  - a. Relationship between the estimated cost of the project and the amount the applicant is willing to contribute;
  - b. Contributions – cash, subsidizing a particular part of the work, or prior documented improvements financed by the applicant in the preceding twelve-month period;
6. Project Readiness – ability of the project to move forward in a timely manner.

**Conditions for Incentive Consideration:**

1. The building must be within the boundary of the Town of Davie Community Redevelopment Area.
2. Rehabilitation must include improvements to the exterior, interior of the building and/or the property.
3. Applicants must demonstrate that all necessary private financing required to complete the project is secured.
4. Applicants must have received CRA Board approval prior to commencement of the construction.
5. All necessary permits and approvals must be obtained from the Town of Davie Building Department and or other Town agencies and departments before work is commenced. All work is to be performed and inspected to the satisfaction of the Town of Davie Building and Engineering Departments.
6. All funds are released on a post completion basis.
7. When applicable, an environmental review must be performed and approval received from the State of Florida Department of Environmental Protection (DEP).
8. A licensed contractor must perform the work.
9. When applicable, Applicants will agree to operate their businesses during the hours that the majority of business owners operate (provision shall be subject to negotiation in the Grant Agreement).

10. When applicable, Applicants will agree that if the applicant sells the property, changes the use of the business or goes out of business prior to receiving the grant funds the grant is null and void, or anytime within five years of receiving grant funds, all or a portion (20-percent per year) of the funds will be reimbursed to the CRA.
11. Applicant shall be required to provide sufficient security for grants awarded by the CRA Board. Such security shall be approved by the CRA Director and CRA Board to sufficiently cover the repayment provision and may include a mortgage, security agreement and/or any other acceptable form of security such as a letter of credit, bond, or cash.
12. Properties that have a homestead exemption in whole or in part shall be deemed ineligible under this program.

### **APPLICATION PROCEDURE**

An application for funding can be obtained from the Davie CRA.

### **Pre-Application Meeting**

The Town of Davie CRA staff will review the applicant's conceptual plans in an informal format, including discussion of the eligibility criteria, program requirements, proposed project scheduling, and consistency of the proposal with any design guidelines of the Town. At this stage, staff will make a determination as to whether the merits of the proposed project is likely to qualify to receive program funds and whether the applicant is sufficiently prepared to move on to the application stage.

### **Documents Required to be Submitted with Application:**

1. Color photographs of existing building exterior and/or interior.
2. Sketches or conceptual drawings of proposed construction (including interior structural work, if involved).
3. Detailed description of materials to be used and the construction procedure.
4. The property or business owner must obtain written price proposals, from no less than three (3) contractors (labor and materials for the entire project), based on the project's final plans and specifications. If the owner/tenant is a licensed contractor and is qualified to do the work, the owner will still be required to obtain an additional cost estimate from an appropriately qualified contractor. The provided cost estimates will be reviewed by the appropriate Town's Departments if necessary.
5. Written statement justifying the particular project meets the criteria established.

6. Demonstration that building, property, and/or proposed use is consistent with Town land development regulations and the land use plan.

### **Application**

A business and/or property owner interested in participating in the CPIP must submit an application, along with supporting documents to the Town of Davie Community Redevelopment Area, 4700 Davie Road, Suite D, Davie, FL 33314.

Applications will be reviewed for completeness and compliance with program criteria. Applications which are incomplete or do not comply with the program criteria will not be considered for funding.

It is recommended applicants are to retain the services of a registered architect, or similarly qualified design professional to prepare plans, drawings, and construction specifications for their entire project as needed for the application. However, only fees for services provided by a registered architect or engineer, if applicable, will be eligible to be considered towards the owner's program match.

The CRA will not be responsible in any manner for the selection of a contractor. A business or property owner should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.

### **Required Submissions**

1. Completed application form;
2. Legal description and/or survey of property;
3. Proof of property ownership (e.g. deed, title search, etc.). If the applicant is a tenant, the tenant must get authorization from the property owner, provided the tenant is not the owner, and provide a copy of the lease;
4. Proof of property insurance;
5. Site plan with elevations, showing proposed improvements, drawn to scale;
6. Construction plan with materials, schedule, and dimensions;
7. Landscape and irrigation plan if applicable;
8. The property or business owner must obtain written price proposals, from no less than three (3) contractors (labor and materials for the entire project), based on the project's final plans and specifications. If the owner/tenant is a licensed contractor

and is qualified to do the work, the owner will still be required to obtain an additional cost estimate from an appropriately qualified contractor. The provided cost estimates will be reviewed by the appropriate Town's Departments if necessary.

9. Final cost estimates in written form or may be listed in a spreadsheet, broken down between exterior and interior project components, and the name of the licensed contractor chosen to perform the work; and
10. Signage specifications if applicable.
11. A W-9 Tax Form "Identification Number and Certification" is required to verify the Social Security number of the applicant. This form is required as the grant will be considered as income to be reported to the IRS.

### **Program Participation**

The amount of funding will be based on the final design and construction estimates included in the project's application. For this reason, applicants are required to have qualified estimators prepare their estimates. The CRA staff will schedule a closing at which time the funding agreement will be executed. The contractor will certify, and the CRA will make the final determination as to whether the project has been completed according to the approved plans. Projects determined to be eligible will be funded on a first come, first serve basis, as program monies are available.

### **Construction Start**

After the funding agreement has been executed, the applicant may award the construction contract and secure all necessary construction permits. The owner must issue a "Notice to Proceed" to the contractor, and apply for a building permit within 30-days of executing the funding agreement. The applicant will notify the CRA Redevelopment Administrator of the construction start date by copy of the written "Notice to Proceed" to be provided to the contractor. Construction must begin within 30-days of grant approval and within 60-days of execution of the Interest Participation agreement and be completed within 12-months (or sooner as may be prescribed). Selected applicants will be required to attend a pre-award conference.

Modifications to the approved final plans or changes to the construction documents which produce visible differences in the previously approved façade design, such as changes in exterior materials or colors, additions, or deletions, will require review and approval of the CRA Board. Failure to receive such approval shall invalidate the funding agreement and the agreement will be deemed terminated.

### **Construction Approval and Billing**

Improvements to be made under this program must be initiated and completed within a maximum of 12-months. Extensions may be granted at the discretion of the Community

Development Director, contingent upon the applicant demonstrating just cause for such extension.

### **Disbursements**

Approved projects will receive program funding, which is determined based upon the cost of the exterior improvements, on a post-completion basis. The maximum amount of a grant cannot exceed \$100,000. The CRA will make the final determination as to when the project is complete, as evidenced by a certificate of occupancy (CO) or a certificate of project completion. For mixed-use projects, the building must be completed and at least 75% occupied with a Certificate of Occupancy being obtained prior to the request for reimbursement of funds. For single use buildings, the building must be completed and 100% occupied with a Certificate of Occupancy being obtained from the Town of Davie Building Department.

Applicants must provide verification, satisfactory to the CRA, of all project costs, including contractor invoices before program funds can be disbursed.

Funds will be disbursed by a check payable to the applicant upon Certificate of Occupancy or Certification of Completion, by the Town of Davie Building Department and Town of Davie CRA staff verification that all work has been completed as proposed in a satisfactory and professional manner. Funds will not be disbursed for projects which are not in accordance with the approved plans.

### **Application Process Summary**

The following represents the process that an application for a Grant or Interest Participation will be subject to.

1. Submit a complete application to the Town of Davie CRA office;
2. The application will be reviewed for completeness, accuracy, and eligibility;
3. A preliminary title report will be ordered by the CRA and paid for by the owner/tenant of the property;
4. Grant applications will be reviewed by the Town of Davie CRA staff and a recommendation will be brought forward to the CRA Board;
5. Upon approval, the applicant will be notified in writing of the amount of the award and the documentation that must be provided before funds are released;
6. A copy of the Certificate of Occupancy and/or a Certification of Completion document must be provided to the Town of Davie CRA before funds are released.

The CRA expressly reserves the right to reject any or all applications or to request additional information from any and/or all applicants. The CRA retains the right to display and advertise properties which received CPIP funds. The CRA reserves the right to make an award of a grant under this program at the sole discretion of the CRA. Questions about how to complete the application form or the appropriateness of a proposed project should be directed to the Office of Community Development, Davie CRA at (954) 797-1226.

## Commercial Property Improvement Program (CPIP) Application

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Numbers: \_\_\_\_\_

Are you the Property or Business Owner? \_\_\_\_\_

Name of Business/Property to be Renovated: \_\_\_\_\_

Address of Business/Property to be Renovated: \_\_\_\_\_

Describe Planned Improvements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grant Amount Request: \$\_\_\_\_\_

Interest Participation Amount Request: \$\_\_\_\_\_

Total Estimated Cost of Project: \$\_\_\_\_\_

I hereby submit the attached plans, specifications, and color samples, as described in the attachment provided with this application, for the proposed project and understand that these must be approved by the Town of Davie Community Redevelopment Agency (CRA). No work shall begin until I have received written approval from the CRA. I further understand that unless otherwise approved by the CRA Board, funding will not be paid until the project is completed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

\*\*\* Note: See the Attachment of documents required to be submitted with this application on the next page.

## **Commercial Property Improvement Program (CPIP) Application (Additional Documentation Requirements)**

### **Documents to be Submitted with Application:**

1. Completed application form;
2. Legal description and/or survey of property;
3. Proof of property ownership (e.g. deed, title search, etc.). If the applicant is a tenant, the tenant must get authorization from the property owner, provided the tenant is not the owner, and provide a copy of the lease;
4. Proof of property insurance;
5. Site plan with elevations, showing proposed improvements, drawn to scale;
6. Construction plan with materials, schedule, and dimensions;
7. Landscape and irrigation plan if applicable;
8. The property or business owner must obtain written price proposals, from no less than three (3) contractors (labor and materials for the entire project), based on the project's final plans and specifications. If the owner/tenant is a licensed contractor and is qualified to do the work, the owner will still be required to obtain an additional cost estimate from an appropriately qualified contractor. The provided cost estimates will be reviewed by the appropriate Town's Departments if necessary.
9. Final cost estimates listed in a spreadsheet, broken down between exterior and interior project components, and the name of the licensed contractor chosen to perform the work. The spreadsheet must show that the Total Estimated Cost of the Project, as stated in the application form, is equal to the submitted total building (construction) costs.
10. Signage specifications if applicable.
11. A W-9 Tax Form "Identification Number and Certification" is required to verify the Social Security number of the applicant. This form is required as the grant will be considered as income to be reported to the IRS.

**Grant Application Review Checklist For Davie CRA Commercial/Residential  
Property Improvement Program (CRPIP)  
Required Submissions with Grant Application**

Applicant's Name: \_\_\_\_\_

Name of Business/Property to be renovated: \_\_\_\_\_

| <b>Required Documents:</b>  | <b>Submitted<br/>(Yes/No/N.A.)</b> | <b>Documentation<br/>Sufficient<br/>(Yes/No) (1)</b> |
|---|------------------------------------|--|
| 1. Completed Application Form   |                                    |  |
| 2. Legal description and/or survey of property  |                                    |  |
| 3. Proof of Property Ownership  |                                    |  |
| 4. Proof of Property Insurance  |                                    |  |
| 5. Site Plan with elevations showing improvements drawn to scale  |                                    |  |
| 6. Construction plan with materials, schedule, and dimensions   |                                    |  |
| 7. Landscape and irrigation plan, if applicable.  |                                    |  |
| 8. Written price proposals from three contractors (labor and materials for the entire project, based on the project's final plans and specifications. |                                    |  |
| 9. Final cost estimates listed in a spreadsheet (2)   |                                    |  |
| 10. Signage specifications, if applicable   |                                    |  |
| 10. Additional documentation submitted due to reviewer's comments   |                                    |  |

1. If documentation is found to be insufficient, see reviewer's comments below.
2. Final cost estimates to be broken down between exterior and interior project components, and the name of the licensed contractor chosen to perform the work

N/A = Not Applicable

Reviewer's Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Proposed project does not increase the total Gross Floor Area (GFA), in square feet, of the property by 25-percent (25%) or more of the existing GFA. \_\_\_\_\_ (Yes/No)

Grant Application Received by Davie CRA: \_\_\_\_\_

Grant Application Review Completed on: \_\_\_\_\_

CRA Person Reviewing Proposed Project: \_\_\_\_\_

Printed Name of CRA Reviewer: \_\_\_\_\_

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