



**HALLANDALE BEACH**  
**COMMUNITY REDEVELOPMENT AGENCY**  
**(HBCRA)**

**FAÇADE IMPROVEMENT GRANT**

**BUSINESS INCENTIVE PROGRAM**  
**APPLICATION PACKAGE**

## Section A.

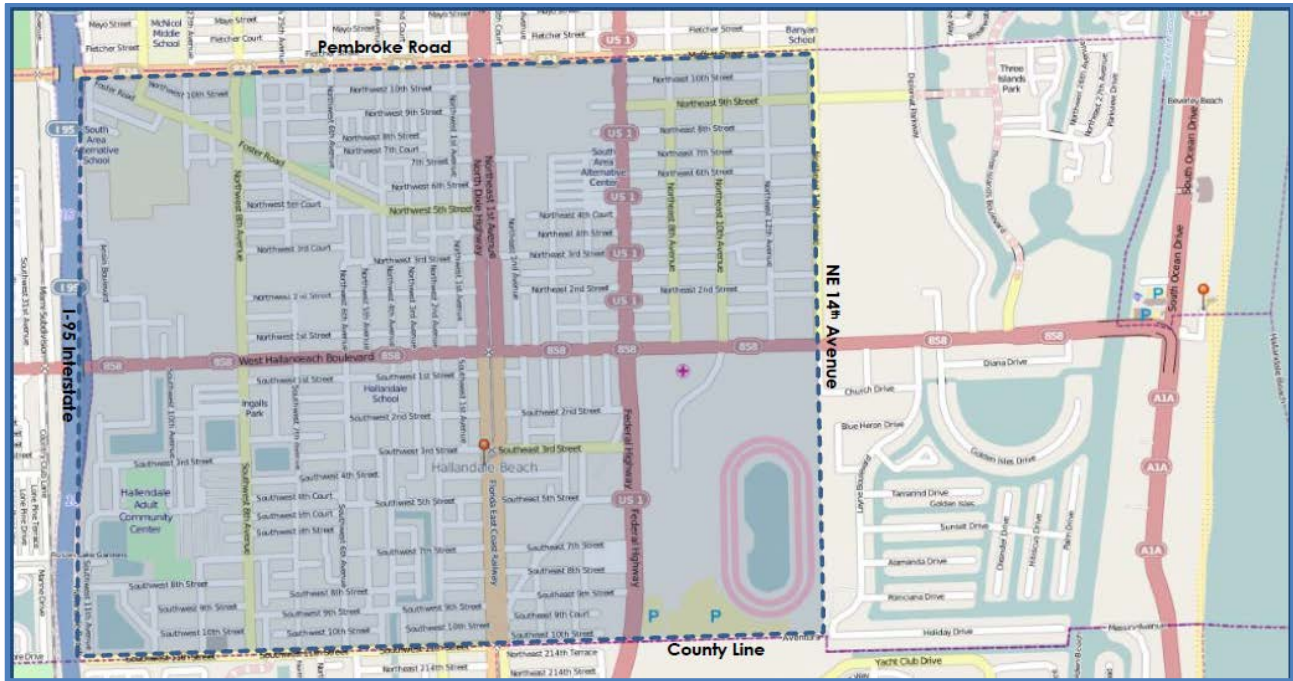
### GUIDELINES FOR APPLYING FOR THE FACADE IMPROVEMENT GRANT

**Purpose**

Façades are defined as the portion of a building that faces the public right-of-way and is fronted by a sidewalk or similar pedestrian-oriented pathway. The purpose of the Façade Improvement Grant is to improve the appearance of the street-facing exteriors of commercial structures within the Hallandale Beach Community Redevelopment area. The Program’s mission is to stimulate revitalization and private sector capital investment by proactively addressing deteriorating property conditions and encouraging improvements which increase economic vitality.

Eligible projects may receive grant awards. Staff will review applications and provide a recommendation for approval, modification, or denial of the grant request.

The property must be located within the Hallandale Beach Community Redevelopment Agency district as outlined below:



Preference will be given to properties located within the target areas as determined by the HBCRA Board:

**Business Target Areas:**

- Hallandale Beach Boulevard between U.S.1 and I-95
- Foster Road
- FEC corridor

## Financial Assistance Amounts

The amount of the award funding under the FIGP is based on the square footage of the commercial property as follows:

Up to 4,000 SF	\$10,000
4,001 SF- 10,000 SF	\$20,000
10,001 SF – 20,000 SF	\$30,000
20,001 SF - 30,000 SF	\$40,000
More than 30,001 SF	\$50,000

Funding may include other work necessary to complete the project, comprising:

- Design Services: Design assistance may be provided for projects through the program’s professional consultants, if the proponent does not have a qualified design professional or architect.
- Permits and inspection fees

## Funding Limitations

A 40% mandatory matching amount of the total value will be required when the project scope is limited to a business sign.

Businesses will be ineligible for funding in the following cases:

- Businesses located in a commercial property that have received funding from the HBCRA, within the last five years.
- Business that are national franchises and retail chain stores with more than ten locations outside of the City of Hallandale Beach, unless the organization is headquartered at Hallandale Beach.
- Commercial Properties will be ineligible for funding in the following cases
  - Commercial properties that are new commercial construction (less than five years old). However, businesses within these properties may be eligible to apply for commercial signs.
  - Commercial properties having previously been improved with the help of a Façade Grant within the last three years. Exceptions may be considered if circumstances such as change in ownership or change in the use of the structure have occurred.

## Program Eligibility

### Eligible Improvements

Assistance under this program is divided into two categories, Code Compliance and Aesthetic Improvements as outlined below:

## 1. Code Compliance:

- Correction of existing or pending code or ordinance violations
- Handicap accessibility improvements
- Repair or replacement of windows and doors as storefront
- Repair of walkways or entryways
- Repair/removal of blighted exterior (ex. Graffiti)

## 2. Aesthetic Improvements:

- Removal/Replacement of inappropriate façade covering material
- Repair/replacement of awnings or canopies
- Exterior painting and cleaning
- Repair, replacement or installation of exterior lighting
- Repair or cleaning of exterior masonry or stucco
- New or upgraded signage
- Fencing and landscaping, including sod
- Space build-out
- Security/Alarm System
- Other improvements not listed above

### Ineligible Improvements

- Equipment, mechanicals and HVAC systems
- Roof repairs (other than those portions that directly attach to a new or renovated façade or pitched roof)
- Any interior work
- Parking lot paving and striping
- Any improvements not visible from the public right-of-way
- Improvements in progress or completed prior to preliminary approval
- Routine maintenance that is not part of an eligible façade improvement project
- Bike parking
- Improvements to non-commercial buildings

### Eligible Participants

Eligible participants may be individuals, sole proprietorships, partnerships or any other legally identified form of a for profit business. Both property owners and lessees are eligible subject to meeting criteria for ratio of CRA assistance to applicant investment, location in targeted areas, and job creation (if any).

Owners of more than one eligible property may apply for assistance for each eligible property. Each application will be considered independently.

### Ineligible Participants

Government agencies and owners of properties used for the general conduct of government are not eligible to participate in this program. Properties used primarily as residences, including businesses operating out of a residence, are also ineligible. Bars, and adult entertainment and gambling businesses including sweepstakes are not eligible.

Portions of building occupied by ineligible business of any kind are ineligible for program funds. Vacant buildings are subject to a claw back provision if space is occupied by a prohibited business within 12 months.

### **Property Eligibility**

#### If the applicant is the property owner:

Properties with multiple business tenants (such as shopping centers or strip malls) must seek to make improvements across the entire property so that it is done as one project.

#### If the applicant is a lessee:

All of the requirements for a property owner are also applicable to a lessee. An applicant who is a lessee must also provide an executed lease agreement and obtain written consent for the improvements from the property owner.

### **Other Conditions**

All property taxes must be current in order to apply and remain current while receiving assistance.

Any and all projects involving work that has already commenced prior to the execution of a contract with HBCRA will not be funded.

HBCRA does not fund sweat equity. Therefore all work must be done by a licensed general contractor.

Funding for any project must not be used for religious purposes.

Any applicant that is delinquent on their assistance from the HBCRA is not eligible for any further assistance.

The HBCRA reserves the discretion to give priority consideration to applicants that leverage 20% or more of funding on the total project cost.

Specific blocks within the CRA will be targeted and prioritized for maximum visual impact. As such, the HBCRA reserves the discretion to give priority consideration to commercial properties located within specific blocks within the CRA's strategic corridors (as determined by the Board of Directors: Hallandale Beach Blvd, Dixie-Hwy and North Federal Hwy.).

## ***Eligible applicants***

### ***Eligible Uses:***

The City of Hallandale Beach requires permits for most of the eligible improvements listed here. It is critical that Commercial Property Owners or Business Owners Tenant obtain all necessary building permits before beginning any improvement work.

- Exterior painting, re-siding, or professional cleaning
- Restoration of exterior finishes and materials
- Masonry repairs and tuck pointing
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Restoration of architectural details or removal of materials that cover architectural details
- Landscaping and fencing
- Installation or repair of exterior signage
- Wall, window, hanging, and monument signs advertising the business name and identity
- Awnings and canopies installation or repair
- Doors and windows
- Exterior lighting
- Demolition of obsolete structures
- Window and cornice flashing and repair
- Murals

### ***Not Eligible Uses***

- New building construction
- Improvements to buildings constructed within the last 5 years
- Equipment, mechanicals and HVAC systems
- Roof repairs (other than those portions that directly attach to a new or renovated façade)
- Security systems (including metal roll down gates, window bars, cameras) Non-permanent fixtures
- Any interior work
- Parking lot paving and striping
- Any improvements not visible from the public right-of-way
- Improvements in progress or completed prior to preliminary approval
- Routine maintenance that is not part of an eligible façade improvement project
- Bike parking \*
- Improvements to non-commercial buildings

## Section B.

### PLEASE READ AND SIGN IMPORTANT INFORMATION BELOW ABOUT COMPLETING AND SUBMITTING THE FAÇADE IMPROVEMENT GRANT APPLICATION

#### ***Submitting the Façade Improvement Grant Application***

1. Every documentation provided to the HBCRA as part of the application will become a Public Record and as such are viewable to the public and not consider confidential
2. Applications must be completed in its entirety, including attaching all required documents. Incomplete applications will be returned to the applicant and not processed, nor considered for participation in the program.
3. Nonprofit organizations are not eligible for this program.
4. The amount of the award funding under the FIGP is based on the square footage of the commercial property as follows:

Up to 4,000 SF	\$10,000
4,001 SF- 10,000 SF	\$20,000
10,001 SF – 20,000 SF	\$30,000
20,001 SF - 30,000 SF	\$40,000
More than 30,001 SF	\$50,000

5. Proposed Façade Improvement work must be visible from a public street
6. Applicants will receive notification of award or denial of grant application within 30 calendar days of the complete application package submission to the HBCRA.

#### ***Completing your Façade Grant Proposed Project***

7. The applicant is responsible for obtaining any City required building permits to complete the project.
8. The applicant shall have 30 calendar days from the date of official notification of award to submit proof of application to the required building permit(s) to the HBCRA. Should a building permit not be submitted within the 30 days' time frame, the grant will be closed out and funds will be re-capture.
9. The applicant shall have a total of 120 calendar days (including time for obtaining permits) from the date of the official notification of award to complete the project. After



120 calendar days, the grant will be closed out and funds will be recaptured, unless an extension has been granted by the HBCRA.

10. Disbursement of funds will not begin until the contractor has registered as a City Vendor and approved permit(s) or permit number(s) are provided to the HBCRA.
11. Final disbursement of funds will be granted after the HBCRA staff inspects the project for completeness and all building permits have been closed. If work is deficient, the applicant shall have 30 calendar days to correct the deficiencies. The HBCRA will not pay for any work done to correct the problem, and it will be at the applicant's expense. If, after 30 days the problem is not corrected, or if the HBCRA has not been contacted with an explanation for the delay, the façade grant will be forfeited, and no monies will be paid. The applicant(s) Business License will not be renewed by the City of Hallandale Beach until the matter is resolved.
12. Any proposed changes in initial approved scope of the project must be requested in writing and approved by the HBCRA. Any unapproved changes to the initial proposed exterior improvements will void the grant.
13. The HBCRA does not reimburse for any work started or completed prior to application approval.
14. The applicant's commercial property or business must be located within the boundaries of the Community Redevelopment area: West: I 95, East: NE 14 Avenue; North: Pembroke Road; South: County Line Rd.

I have read and understand the guidelines set forth above, as well as those outlined in the Façade Improvement Program information in Section B, a copy of which is attached here to and made a part hereof by reference.

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Applicant Name

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Signature/Date

## Section C.

### GRANT PROGRAM CHECKLIST

#### **GENERAL REQUIREMENTS**

Must be fulfilled by all applicants: Commercial Property Owner or Business Owner Tenant of a Property

- Complete Application
- Before Pictures
- A non-refundable check of \$100
- Broward County Property Appraiser Report
- HBCRA Sign Placement Permit Authorization Form

#### **SPECIFIC REQUIREMENTS**

##### ***Only if the Applicant is a Commercial Property Owner***

- Property Deed
- Current Property Tax Receipts
- Property Insurance
- Most Recent Mortgage Statement or Statement of Satisfaction of Mortgage (if applicable)

##### ***Only if the Applicant is a Business Owner Tenant***

- Articles of Incorporation
- Business Lease Agreement
- Current Business Tax Receipts
- Business Insurance
- Property Owner Authorization Form

## Section D

### GRANT APPLICATION

#### **APPLICANT INFORMATION**

Name

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Mailing Address

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Email

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Telephone Number

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Applicant is a: (Mark all that are applicable)

Commercial Property Owner

Business Owner Tenant of a Property:

Business Name

Business Tax ID

How many years has this business been operating?

How many years at current address:

#### **PROPERTY INFORMATION**

Property Owner Name

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Owner Type (Check one):

Individual

Proprietorship

Partnership

Corporation

LLC

Property Address

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Property Owner Social Security or Tax ID Number

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**PROJECT INFORMATION**

Project Description

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Select all applicable anticipated exterior improvements in the property

- Exterior painting, re-siding, or professional cleaning
- Restoration of exterior finishes and materials
- Masonry repairs and tuck pointing
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Restoration of architectural details or removal of materials that cover architectural details
- Landscaping
- Fencing
- Installation or repair of exterior signage
- Wall, window, hanging, and monument signs advertising the business name and identity
- Awnings and canopies installation or repair
- Doors
- Windows
- Exterior lighting
- Demolition of obsolete structures
- Window and cornice flashing and repair
- Murals

***Approximately Grant Amount Requested***

\$

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## Photos of Property

Instructions: Please follow one of the options below for including current photos of the portions of the building you are proposing to improve.

Option 1: Upload images

Option2: Print colors copies and submit them with your completed application

Option3: Submit photos as ONE (1) pdf attachment when you send your completed application via email at [lduran@cohb.org](mailto:lduran@cohb.org)

**AGREEMENT**

I (we), the owner(s) of the above described business understand that the intent of this application is only for purposes of pre-qualifying for a grant and does not guarantee acceptance or approval and no commitment is hereby made on the part of either the applicant, the Hallandale Beach Community Redevelopment Agency (HBCRA).

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 purpose.

Any intentionally false or fraudulent statement or supporting documents will constitute cancellation of my (our) application. The HBCRA is hereby authorized to verify any of the above information and to inspect the property prior to approval. I(we) agree to have no claim for defamation, violation of privacy or other claims against any person, firm or corporation by reason of any statement or information released by them to the HBCRA.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: Federal law, U.S.C. Title 18, Sec. 1001, provides: Whoever, in any matter within the jurisdiction of any department or agency of the U.S. knowingly and willfully falsifies or makes false, fictitious or fraudulent statements, or entries, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

***Authorization Form Required By Federal Privacy Act***

Under the Privacy Act of 1974, it will be necessary for the City of Hallandale Beach or Hallandale Beach CRA to supply the appropriate agencies you listed on your application with written approval from you to allow them to release information from their files to verify the information you provided on your application. Please sign the appropriate space below to authorize these verifications.

This authorizes the HBCRA to have free access to my business information and records, sources of other income, creditors and other verifications as may be required to process my application.

**APPLICANT:**

**Name**

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**Signature**

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**Date**

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**Section E**  
FORMS

## CRA SIGN PLACEMENT PERMIT AUTHORIZATION FORM

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(Address)

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(Property Owner's Name).

The undersigned authorizes the Hallandale Beach Community Redevelopment Agency (HBCRA) to process the Building Permit Application on his/her behalf, in relation to the Facade Improvement Grant or Business Incentive Loan Program. Without limiting the foregoing, the undersigned authorizes the Executive Director of the HBCRA or his/her designee including the HBCRA Business Development Coordinator to sign the Building Permit Application and any related documents relative thereto. The Business Incentive Program currently run by the HBCRA requires the placement of promotional marketing sign, showing investment of public dollars at each location. The sign will be 6' in width and 4' in height, and will be installed during the time the project is underway. The sign will be removed once the project is completed.

In consideration of the business incentive received, the undersigned hereby waives and releases any claim against the City of Hallandale Beach or the Hallandale Beach Community Redevelopment Agency, 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 Community Redevelopment agency harmless for any charges, damages, claims or liens arising out to the applicant's participation in a business incentive program.

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Property Owner Signature

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Date

Note: Failure to provide authorization for the installation of CRA sign may result in withdrawal of application from program.



## OWNER AUTHORIZATION FORM

**COMPLETE THIS FORM ONLY IF YOU ARE A LEASING THE PROPERTY FOR YOUR BUSINESS**

The undersigned owner of the existing building located at:

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(Address)

certifies that:

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(Applicant)

operates or intends to operate 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 Façade Improvement Program Application

In consideration of the grant to improve the building facade, the undersigned hereby waives and releases any claim against the City of Hallandale Beach and the City of Hallandale Beach Community Redevelopment Agency arising out of the use of said funds for the purposes set forth in the Application. The undersigned agrees to hold the City harmless for any charges, damages, claims or liens arising out of the Applicant's participation in the Façade Improvement Grant.

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Property Owner Name:

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Property Owner Signature

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Date

**Section E**

FAÇADE IMPROVEMENT GRANT QUICK **A B C D** STEPS

# My Façade Grant ABCD!

**A.** Submit your complete application with all the required documentation to the HBCRA



**B.**

Schedule your property assessment visit to determine the scope of work of your façade grant. If you are only applying for a business sign a property assessment is not required.



**C.**

Once the assessment of the property is completed and a scope of work has been determine please provide three contractors quotes to the HBCRA. Your application will be review and send for final approval.



**D.** You will be officially notify about the outcome of your application via email

