



**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY
NEIGHBORHOOD AMENITY INCENTIVE PROGRAM (NAI)**

About the Program

Goals/Objectives: Accelerate the availability of desirable goods and services needed by residents, businesses, and employees in the CRA.

Eligible Area: All properties within the CRA.

Eligible Properties: All commercial or mixed-use (containing retail/commercial space) buildings in the CRA with executed leases for new, qualified retail (Qualified Retail) uses permitted by applicable land use codes or approved conditional uses. The Agency, at its sole discretion, may change the list of Qualified Retail from time to time. Currently, Qualified Retail includes:

- Restaurants;
- Dry cleaners;
- Florists;
- Banks/credit unions;
- Grocery store;
- Drugstore;
- Performing arts;
- Art gallery; and
- Other uses as approved.

Eligible Project Costs: Fees paid to the City of Hallandale Beach, including:

- Plan review fees;
- Building permits;
- Water meters/connection fees;
- Tap fees;
- Inspection fees; and
- Impact fees.

Basis/Limits of Benefits: NAI is a grant based on the reimbursement of fees paid to the City of Hallandale Beach associated with the build-out of space and tenant improvements in preparation of occupancy by a Qualified Retail business. The grant award \$15,000.

Applicant: The property owner (Owner) or the tenant (restaurant/food preparation operator) must be the applicant

Lease Terms

If the Applicant is a tenant, it must have a proposed or executed multi-year lease with a minimum of two years remaining on the lease. The commercial lease must define the landlord-tenant relationship and at a minimum provide the following information:

- a. A description of the space being rented, including square footage and a drawing of the space;
- b. Description of utilities that the tenant's responsibility;
- c. Rental rate and deposits along with terms of lease and methodology for future rent increases;
- d. Responsible party for interior and exterior repairs and/or improvements;
- e. Insurance requirements;
- f. Ability to terminate; and,
- g. Consequences of default on the lease.

Proposed leases must be executed within 30 days of HBCRA Board approval or the grant award is terminated.

Step 1: Application Process

- a. Schedule an appointment with HBCRA Staff to discuss potential project and make sure it meets Program intent. Please call (954)457-2228.
- b. Submit a completed application with a check for \$250.00 made payable to the City of Hallandale Beach Community Redevelopment Agency for review. Incomplete applications will not be considered for funding until a complete application, and all supporting documents are received by the HBCRA. Applications must be signed by the owner of the property of record; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner, unless otherwise authorized, in writing, by the property owner.
- c. HBCRA will complete the application review within 30 days of receipt and notify Applicants of any missing information or deficiencies in terms of eligibility for the Program.
- d. Upon determination of completeness and eligibility, CRA Staff will place the Application on the next available CRA Board agenda for consideration. The CRA Board meets monthly on the 3rd Monday of the month in City Commission Chambers.
- e. Applicants not approved may apply again with modifications. A fully executed and accepted Program Grant Agreement between the HBCRA and the Applicant, together with the legal documents (restrictive covenants) shall be executed within 30 days of HBCRA Board approval and shall serve as a Notice to Proceed.
- f. The project must be completed within six months of Program Agreement execution.
- g. Should project delays arise, it is at the discretion of the CRA Executive Director to grant no more than one six-month extension to the Agreement prior to its expiration. Extensions will not be considered once the Agreement has expired.
- h. Application to this grant program is not a guarantee of funding. Funding is at the sole discretion of the HBCRA Board.
- i. Applicants must submit an original, "hard copy" and electronic copy application with all back-up materials to the HBCRA for review and subsequent approval by the HBCRA Board. Applications will be considered on a first-come, first-serve basis.
- j. The HBCRA recommends that Applicants attend the HBCRA Board meeting during which the Board will consider their application in order to answer any questions the CRA Board may have regarding their applications. HBCRA staff will notify the Applicant of the Board approval or

denial in writing.

Step 2: Construction/Payment & Site Visits by the HBCRA:

- a. The NAI agreement is between the HBCRA and the Applicant. The HBCRA will not make payments directly to the contractor.
- b. An HBCRA staff member will visit the property and take photographs of the completed project. Once the project has been inspected and approved by the City of Hallandale Beach and/or the HBCRA, a check will be issued in the Applicants name.
- c. HBCRA Staff may conduct unannounced site visits before, during, and after the project in order to determine and ensure compliance with the terms of the grant agreement.

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- The application must include **all** of the following items: Photographs of the current condition of site and structures; architectural renderings of proposed façade improvements in color; a detailed outline of all proposed improvements with a cost estimate, and; a Flash drive or other electronic device containing copies of all required documents. If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing the location of work shall also be required.
- Owners of properties that are for sale may not apply for grant funding. Properties sold within twenty-four months of receiving grant funding **must repay the full grant amount**.
- After approval by the HBCRA Board, the CRA will provide the Applicant with an approved Grant Agreement and legal documents(declaration of restrictive covenants) for signature. The property owner shall not begin construction (Grants cannot be applied retroactively for work previously completed) until the Grant Agreement and Declaration of Restrictive Covenants is signed by all parties and the Declaration has been recorded in Broward County public records. Improvements completed prior to approval by the HBCRA Board, will not be eligible for reimbursement.
- If deemed necessary, the HBCRA reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the Applicant.
- If your site plan or application request includes landscaping, the landscaping must consist of species, and varieties of native plants that are drought tolerant require little irrigation and withstand the environmental conditions of Hallandale Beach. Irrigation systems must prevent over spray and water waste, and it is recommended a drip irrigation system be installed.
- Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the HBCRA Board if development plans for the property meet the goals and objectives as set forth by the HBCRA. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING

It is the responsibility of the Applicant to READ AND UNDERSTAND all aspects of the Grant Program's Rules/Requirements and Application. NOTICE TO THIRD PARTIES: the grant application program does not create any rights for any parties, including parties that performed work on the project. Nor shall

issuance of a grant result in any obligation on the part of the HBCRA to any third party. The HBCRA is not required to verify that entities that have contracted with the Applicant have been paid in full, or that such entities have been paid any subcontractors in full. Applicant's warranty that all bills related to the Project for which is the Applicant is directly responsible is sufficient assurance for the HBCRA to award grant funding.

I have read completely and understand the program requirements, including the application guidelines and grant reimbursement process.

Signature

Date _____

Printed Name and Title

HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY
NEIGHBORHOOD AMENITY INCENTIVE PROGRAM APPLICATION

Date of Application _____

1. Property Address: _____

2. Name of Applicant: _____

3. Address of Applicant: _____

Phone: ()

Fax: ()

Email: _____

4. Does the Applicant own property? _____ Yes _____ No

5. Indicate the owning entity of the property (i.e. name on property title)

6. Project Description: _____

Initials _____

7. Total Project Cost _____ Total Funding Request _____

Authorized Representative (Property Owner or Agent):

Signature

Date

Print Name and Title

**If application is signed by authorized agent, please provide proof through notarized letter, articles of incorporation or some other form acceptable to HBCRA legal counsel.*

NIEGHBORHOOD AMENITY INCENTIVE PROGRAM CHECKLIST

- One (1) hard copy and one (1) electronic copy of the completed application with a check for \$250.00 made payable to the City of Hallandale Beach CRA.
- Photographs of the current condition of site and structures.
- Architectural renderings of proposed façade improvements in color.
- A detailed outline of all proposed improvements with three (3) quotes from a licensed contractor.
- Applicant acknowledges that the property to be improved does not have any delinquent ad valorem taxes and is free of all municipal and county liens, judgments and encumbrances of any kind.
- Applicant acknowledges that properties that are sold within twenty-four months of receiving grant funding must repay the full amount of the grant and that a **lien** shall be recorded by the CRA against the property in order to secure the right of repayment.
- Both the CRA Neighborhood Amenity Incentive Application and Program Agreement have been signed.
- Preliminary schedule for completion of improvements
- Copy Authorized Agent letter (or other documentation) if Applicant is not the owner
- Copy of Business Tax Receipt
- Copy of license and liability insurance form chosen contractor.
- Copy of property insurance for business or building.