



Hallandale Beach Community Redevelopment Agency

Hurricane Shutter/Impact Glass Program Policy

The deadline to apply for any of the programs for Fiscal Year 2023-2024 is June 27, 2024.

The deadline to apply for any of the programs for Fiscal Year 2024-2025 is June 26, 2025.

Revision - September 2023
Creation - November 2013

Introduction

The mission of the Hallandale Beach Community Redevelopment Agency (CRA) is to foster and directly assist in the redevelopment of the Community Redevelopment Area in order to eliminate slum and blight, thus improving the attractiveness and quality of life of the area and the City of Hallandale Beach as a whole. The CRA's Implementation Plan, which is available to the public on the CRA's website, provides the framework for projects and activities intended to accomplish this mission and offers objectives for redevelopment of the area that is also consistent with the citizens' visions as expressed through various neighborhood and area planning initiatives. The policies used to accomplish these goals are targeted at businesses and residents, respectively.

STORM SHUTTER PROGRAM

Program Overview

Under the Storm Shutter Program, the HBCRA offers assistance of up to \$10,000. To be made directly to the contractor for the installation of storm shutters or impact glass for owner-occupied property, excluding trailer park, in order to mitigate storm damage. The \$10,000 is payable to the contractor on behalf of the homeowner. The property owner is responsible for any costs exceeding the maximum \$10,000 benefit.

Eligibility Requirements

- The property must be located within the CRA District.
- The property must be owner-occupied.
- Condominium units cannot be a rental.
- Property can only be assisted once through this program.
- Application must be submitted by the homeowner.
- Application for the rebate program must be received in the CRA office before any work can commence. Applicant cannot be reimbursed for work already started or completed.
- Applicant is required to plant a tree as part of participation in the program. The tree will be provided by the HBCRA (not applicable to condominium applicants).

Eligible Uses

Assistance may only be used for the installation of storm shutters and/or impact glass (windows and doors) to protect an owner-occupied residential property from storm damages.

Mobile homes and commercial buildings do not qualify for this program.

Application Process

Applications are received by appointment only. Submit only completed application with the required documents and appropriate signature (please print legibly in either black or blue ink).

Applicants must provide two (2) estimates, color pictures of the windows/doors they are changing or installing shutters on, along with other documents, at time of the appointment. Pictures must be taken from the inside and outside view.

Document numbers 1 through 6, listed under required documents, must be submitted at the time the application is submitted. If the required document numbers 7 and 8 are not available at the time of appointment, the applicant has up to 45 days to submit these two documents.

At the time of application submittal, the applicant must select the contractor he/she will use. This will allow the program coordinator to open a purchase order for the chosen contractor. The applicant has a total of 120 days from the date of approval to have the work completed.

The program coordinator will determine eligibility within forty-five (45) days. If approved, the applicant will be provided with a conditional approval letter reserving funds for 120 days. Any work done prior to receiving approval will not be reimbursed.

All installation must be completed by a licensed and insured company and/or contractor. All installations require a building permit, and all products must meet applicable building codes. Installation of shutters and/or hurricane-impact windows/doors must be completed and inspected by the City's Building Division within 120 days of application approval.

Payments are made and mailed directly to the contractor within 10 to 15 business days after request, on behalf of the applicant. A deposit can be provided once an approved permit is submitted. Final payment is provided after the final inspection is approved. Check cannot be picked up by the contractor or applicant.

After the work is completed, applicant must submit the final documents (numbers 1-4) on the checklist mentioned below. Once the final documents (final invoice, completed check request form, and payment authorization form) are received and confirmation that the inspection is approved, the Program Coordinator will submit the request for the payment.

Required Documents - (Please provide copies)

- ☐ 1. Proof of Ownership Occupancy (i.e., Deed)
- ☐ 2. Proof of Occupancy (Current FPL Bill or City Utility bill)
- ☐ 3. Most recent Property Tax Bill from Broward County
- ☐ 4. Picture Identification (Driver's License)
- ☐ 5. Before pictures (color/printed)
- ☐ 6. \$75.00 Application fee, check or money order (Non-refundable). Payable to Hallandale Beach CRA
- ☐ 7. Provide two (2) price proposals for shutters or hurricane-impact windows/doors
- ☐ 8. Proof of Permit Approval (Can be provided up to 45 days after application approval. Permit must be approved before any work begins.)

Final documents after the work is completed, (applicant must submit the following):

- ☐ 1. Check request and authorization forms from the homeowner, to pay the contractor
- ☐ 2. Proof that the City's building department has approved the final building inspection for the work completed
- ☐ 3. An invoice from the contractor (showing the balance due)
- ☐ 4. "After pictures" (printed/color) of completed installed windows/doors or shutters

Submission of application is not a guarantee of funding. It is the responsibility of the applicant to READ AND UNDERSTAND all aspects of the program's rules/requirements and application.

NOTICE TO THIRD PARTIES: The HBCRA program application does not create any rights for any parties, including parties that performed work on the project. Nor shall issuance of grant/loan 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 paid any subcontractors in full. Applicant's warranty that all bills

related to the Project for which the applicant is directly responsible is sufficient assurance for the HBCRA to award grant/loan funding.

How did you hear about our program?

☐ Internet ☐ Hallandale Happenings ☐ Comcast ☐ Other Forum _____

HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY (HBCRA)

400 South Federal Highway, Room 239 Hallandale Beach, Florida 33009

Phone Number: 954-457-1422 or 954-457-1303 | www.cohbcra.org

Hurricane Shutters/Impact Glass Program Application

Date: _____

Applicant's Name: _____

Property Address: _____
Hallandale Beach, FL 33009

How long at this address: _____

Mailing Address: _____ (if
different from above)

Home Phone: _____ Cell Phone: _____

Email: _____

Monthly Mortgage \$ _____ Household Size: _____

Type of Ownership: Condo _____ Single Family _____ Townhouse _____
Other _____

Applicant's Signature

Date

Program Coordinator's Name

Date



Hallandale Beach Community Redevelopment Agency
400 South Federal Highway Rm 239
Hallandale Beach, FL 33009
(954) 457-1422 | 954-457-1303 | www.cohbcra.org

CHECK REQUEST FORM AND INSTRUCTIONS

**ALL BLANKS MUST BE FILLED IN; IF NOT APPLICABLE, ENTER N/A.

DATE: _____

Shutter Appl.#: _____
(Provided by HBCRA)

PROPERTY ADDRESS: _____ Hallandale Beach, FL 33009

PROPERTY OWNERS NAME: _____

OWNER CONTACT PHONE NUMBER: _____

COMPANY NAME: _____

PERMIT NUMBER: _____

TYPE OF WORK PERFORMED (simplified): _____

CHECK AMOUNT: \$_____ *If final payment, permit must be finalized by Building Division. Consult Building Division for permit status.

SPECIAL INSTRUCTIONS (i.e., Mail check to contractor's address on file).

OWNER'S SIGNATURE: _____



HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY
400 S. Federal Highway
Hallandale Beach, FL 33009

Payment Release Authorization Form

The Community Redevelopment Act of 1969, codified as Part III of Ch. 163, F.S., was enacted to enable counties and municipalities to eliminate and prevent the development or spread of slums and urban blight, to encourage needed community rehabilitation and to provide for the redevelopment of slums and blighted areas.

- This form is applicable to the **Hurricane Shutter/Impact Glass Program**. A separate authorization must be submitted with each request for payment to a contractor.
- This authorization may be cancelled or changed by the homeowner at any time prior to the release of payment by providing a written notice to the HBCRA. Homeowner is responsible for notifying the third party of changes and cancellations of payment.

Check payable to:			
Company Name		W-9 form is required. Check if Documentation is on file <input type="checkbox"/>	
Tax ID (SSN/FEIN)			
Mailing Address	City	State	Zip
Contact Name		Title	
E-mail Address	Phone	Ext.	Fax

Hurricane Shutter/Impact Glass Program Customer Signature Area

I am authorizing the payment of the funds associated with the **Hurricane Shutter/Impact Glass Program** in the amount of \$_____ to the third party named above. I understand and agree that I will not be receiving the payment directly from HBCRA. I also understand and agree that my release of payment to a third party does not exempt me from the program requirements and terms and conditions specified in the loan documents.

Print Name: _____ **ate: (mm/dd/yyyy)** _____

Signature: _____

Electronic signatures are not accepted for this form. The Homeowner must sign this section, by hand, and submit to HBCRA.

Appendix II: CRA Area Map

The CRA area is bound to the north by Pembroke Road, to the south by the Dade-Broward County line, to the West by Interstate 95 and to the East by NE 14 Avenue and the 14th Avenue canal.



