



# City of Hallandale Beach

## 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.**

# **STORM SHUTTER/IMPACT GLASS PROGRAM**

## **Program Overview**

Under the Storm Shutter/Impact Glass Program, the CITY offers a grant of up to \$2,500 for the installation of storm shutters or impact glass for owner-occupied property, excluding trailer parks in order to mitigate storm damage. The \$2,500 is in the form of a grant. The homeowner is responsible for any costs exceeding the maximum \$2,500 benefit.

## **Eligibility Guidelines**

- The property must be located outside the CRA District (East of NE 14<sup>th</sup> Ave).
- The property must be owner-occupied.
- Condo unit/home cannot be a rental property.
- Property can only be assisted once through this program.
- Application must be submitted by the homeowner.
- Application for the grant program must be received in the CRA office before any work can commence. Applicant cannot be reimbursed for work already started or completed.

## **Eligible Uses**

Assistance may only be used to install storm shutters and/or impact glass (windows and doors) to protect an owner-occupied residential property from storm damage.

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

## **Application Process**

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

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

Document numbers 1 through 7, *listed under required documents*, must be submitted when the application is submitted. If "required document" number 8 is not available at the time of appointment, the applicant has up to 45 days to submit this document.

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 manager or the coordinator will determine eligibility within forty-five (45) days of the application submittal. If approved, the applicant will receive a conditional approval letter reserving funds for 120 days. Any work done prior to receiving approval will not be reimbursed.

All installations 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 ten (10) to fifteen (15) 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, the 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 , City Utility bill or Voter Registration Card)
- 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).
- 7. Contractor price proposals for shutters or hurricane impact windows/doors
- 8. Proof of Permit Approval (Permit must be approved before any work begins). Applicant has up to 45 days after the application is approved to provide this document

**After the work is completed applicant must submit the following:**

- 1. A check request form for reimbursement
- 2. Proof that the City's building department has approved the final building inspection for the work completed
- 3. A "paid in full" receipt from the contractor (on company's letter head) as proof of total payment by homeowner
- 4. "After pictures" (printed/color) of completed installed windows/doors or shutters

**Please complete all pages of the application. If it is not applicable, please enter N/A**

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. Funds are available on a first come, first serve basis.

NOTICE TO THIRD PARTIES: The CITY 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 CITY to any third party. The CITY 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 CITY to award grant/loan funding.

The CITY reserves the right to limit the number of applications with estimates from any one contractor over a given period of time. Each contractor is limited to six (6) applications per month. Applicants must consult their contractor before submitting their application.



How did you hear about our program?  
 Internet  Hallandale Happenings  Comcast  Other Forum \_\_\_\_\_

**CITY OF HALLANDALE BEACH**  
**400 South Federal Highway, Hallandale Beach, Florida 33009**  
**Phone Number: 954-988-2631 | [www.cohbcra.org](http://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



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## CHECK REQUEST FORM AND INSTRUCTIONS

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

DATE: \_\_\_\_\_

Shutter Appl.#: \_\_\_\_\_  
(for office use only)

PROPERTY ADDRESS: \_\_\_\_\_ Hallandale Beach, FL 33009

PROPERTY OWNER'S NAME: \_\_\_\_\_

OWNER CONTACT PHONE NUMBER: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

TYPE OF WORK PERFORMED (simplified): \_\_\_\_\_

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

SPECIAL INSTRUCTIONS (i.e. Mail check to home owner, Mail to alternative owner's address): \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

*City Manager reserves the right to adjust or change, at any time with no prior notice, any of the guidelines on this form.*

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## 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 provide for the redevelopment of slums and blighted areas.

- This form is applicable to the Hurricane Shutters/Impact Glass program. A separate authorization must be submitted with each request for payment to a contractor.
- This authorization may be canceled or changed by the homeowner at any time prior to the release of payment by providing written notice to the HBCRA. The homeowner is responsible for notifying the third

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

party of changes and cancellations of payment.

### Hurricane Shutter/Impact Glass Program Customer Signature Area

I am authorizing the payment of the funds associated with the Hurricane Shutters/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:** \_\_\_\_\_ **Date: (mm/dd/yy)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

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# Appendix II: City Area Map

This window rebate program is for residents residing East of NE 14<sup>th</sup> Avenue (Area outlined, on the map in red)

