



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

**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY
COMMERCIAL BUSINESS GRANT PROGRAM (CBGP)**

About the Program

The goal of the Hallandale Beach Community Redevelopment Agency (HBCRA) Commercial Business Forgivable Loan is to accelerate the expansion of existing businesses, with an emphasis on attracting the availability of goods/services, creating job opportunities, and improving the quality of life in the HBCRA. With the applicant's qualification, the HBCRA will provide a short-term, forgivable loan not to exceed \$200,000. The loan will be forgiven by 20% each year the applicant remains in business and has kept the property's intended use per the HBCRA forgivable loan agreement requirements.

Eligible Area: All properties within the HBCRA.

Eligible Properties: All commercial or mixed-use (containing retail/commercial space) buildings within the CRA boundaries with new office and/or 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.

Qualified Retail includes:

- Restaurant/food service - family-oriented restaurant, ice cream shop, coffee shop, micro-brewery, fish market.
- Merchandise retail - clothing store, newspaper/magazine stand, florist, general merchandise store.
- Service retail - grocery store, drug store, dry cleaner; bank/credit union.
- Destination retail.
- Professional services.
- Small theatre (movies and live performances).
- Fitness facility.
- High Tech.
- Co-working spaces.
- Performing/creative arts – gallery, studio, arts-oriented business; and,
- Other uses as approved.

Eligible Project Costs: Generally, all costs directly associated with business expansion are eligible for consideration. The proposed project must comply with the Hallandale Beach Redevelopment Plan, applicable land use regulations, and current code requirements, subject to review/approval by the City of Hallandale Beach Planning Division, Code Compliance Division, and HBCRA staff.

Eligible Project costs may include:

- Direct costs associated with satisfying the CBFL requirements/application.
- Business machines:
 - Copiers
 - Fax machines
 - Phone systems
 - Computer/POS systems
- Desks/cabinets.
- Shelving.
- Inventory; and,
- Costs ancillary to the primary Project, such as other interior improvements recommended and/or approved by HBCRA staff on a case-by-case basis.
- Projects are encouraged to utilize sustainable/environmentally friendly building materials and strive to maximize the energy efficiency of the building. Elimination of any known code violations is a required component of the Project.

Automatic Disqualifications

- a. It is determined that the application does not meet the spirit, intent, and/or legal requirements for the loan.
- b. A prior loan or grant awarded to the applicant was rescinded.
- c. The applicant is currently a party in litigation against the HBCRA and/or City or has threatened litigation against the HBCRA and/or City.
- d. Any work done prior to the HBCRA Board approval does not qualify.
- e. Religious organizations or sites being utilized for religious purposes will not be considered for funding unless the funding will not have as its primary effect the advancing or inhibiting of religion.
- f. Schools and other tax-exempt organizations.
- g. The applicant has previously defaulted on any prior loan agreement or other agreement with the HBCRA and/or City.
- h. If a property has already received funding in previous years, the Applicant may not reapply for the Program, or any other grant program administered by the HBCRA for a period of 5 years unless approved on a case-by-case basis by the HBCRA Board if recommended by staff.
- i. Properties "for sale" or listed on the MLS at the time of application are not eligible.
- j. For properties that are sold, transferred, or have a change of use within twenty-four months of receiving grant funding, the Applicant must repay the full amount of the program grant. A Declaration of Restrictive Covenants shall be recorded by the HBCRA against the property in order to secure the HBCRA's right of repayment.

Basis/Limits of Benefits: The tenant must provide evidence of its lease or a lease commitment by both the landlord and tenant for at least the proposed loan term. With the applicant's qualification, the HBCRA will provide a short-term, forgivable loan not to exceed \$200,000. The loan will be forgiven by 20% each year the applicant remains in business and has kept the property's intended use per the HBCRA forgivable loan agreement.



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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 a potential project and make sure it meets Program intent. Please call (954)457-2228.
- b. Completed applications are to be submitted in person only, applications will not be accepted via email or mail. A check for \$250.00 shall be provided with the completed application and made payable to the City of Hallandale Beach Community Redevelopment Agency. 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. 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.
- d. Application to this program is not a guarantee of funding. Funding is at the sole discretion of the HBCRA Board.
- e. HBCRA will complete the application review within 30 business days of receipt and notify Applicants of any additional information required to assess the eligibility of the applicant.
- f. Upon determination of completeness and eligibility, HBCRA Staff will place the Application on the next available HBCRA Board agenda for consideration. The CRA Board meets monthly on the 3rd Monday of the month in City Commission Chambers.
- g. The HBCRA recommends that Applicants attend the HBCRA Board meeting, during which the Board will consider their application to answer any questions the HBCRA Board may have regarding their applications. HBCRA staff will notify the Applicant of the Board approval or denial in writing.
- h. Applicants not approved may apply again with modifications. A fully executed and accepted Program Agreement between the HBCRA and the Applicant, together with the Declaration of Restrictive Covenants, shall be executed within 30 days of HBCRA Board approval and shall serve as a Notice to Proceed.
- i. The project must be completed within one year of the Program Agreement execution.
- j. Should project delays arise, it is at the discretion of the HBCRA Executive Director to loan no more than one six-month extension to the Agreement prior to its expiration. Extensions will not be considered once the Agreement has expired.

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

- a. The commercial business forgivable loan agreement is between the HBCRA and the Applicant. The HBCRA will not make payments directly to the contractor.
- b. Applicants must provide a release from their contractor in consideration of final payment.
- c. 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 Applicant's name.
- d. HBCRA Staff may conduct unannounced site visits before, during, and after the project to determine and ensure compliance with the terms of the agreement.

PLEASE READ THE FOLLOWING PRIOR TO THE APPLICATION SUBMITTAL

- The application must include **all** 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 loan funding. Properties sold within twenty-four months of receiving loan funding **must repay the full loan amount**.
- For properties that are sold, transferred, or have a change of use within twenty-four months of receiving grant funding, the Applicant must repay the full amount of the program grant. A Declaration of Restrictive Covenants shall be recorded by the HBCRA against the property in order to secure the HBCRA's right of repayment.
- If a property has already received funding in previous years, the Applicant may not reapply for the Program, or any other grant program administered by the HBCRA for a period of 5 years unless approved on a case-by-case basis by the HBCRA Board if recommended by staff.
- 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.
- Prior to approval by the HBCRA Board, the HBCRA will provide the Applicant with an approved Forgivable Loan Agreement and legal documents for signature. The Agreement must be signed prior to the HBCRA Board Meeting. The Applicant shall not begin construction (Funds cannot be applied retroactively for work previously completed) until the Agreement and Declaration of Restrictive Covenants are 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 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 overspray 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 loan approval, the property must remain free of all municipal and county liens, judgments, or encumbrances of any kind under the terms of the agreement.



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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 Forgivable Loan Program`s Rules/Requirements and Application. NOTICE TO THIRD PARTIES: The Forgivable loan application does not create any rights for any parties, including parties that performed work on the project. Nor shall the issuance of any funds 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 the Applicant is directly responsible is sufficient assurance for the HBCRA to award loan funding.

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

Signature

Date_____

Printed Name and Title

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HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY
COMMERCIAL BUSINESS GRANT 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: _____

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 a notarized letter, articles of incorporation or some other form acceptable to HBCRA legal counsel.*

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COMMERCIAL BUSINESS GRANT 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.
- Copy Authorized Agent letter (or other documentation) if Applicant is not the owner.
- Photographs of the current condition of the site and structures.
- Architectural renderings of proposed property improvements in color.
- If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing the location of work is also required.
- A detailed outline of all proposed improvements with three (3) quotes from a licensed contractor.
- Copy of license and liability insurance from chosen contractor.
- Preliminary schedule for completion of improvements.
- Copy of Business Tax Receipt.
- Copy of property insurance for business or building.
- 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.
- Copy of Entity's Sunbiz.
- Copy of Executed Lease Agreement.
- One-page summary of the business plan/marketing plan.
- Applicant acknowledges that properties that are sold within twenty-four months of receiving funding must repay the full amount of the loan and that a **lien** shall be recorded by the HBCRA against the property in order to secure the right of repayment.



Once an application has been scheduled to go before the HBCRA Board or Director, the following shall be required

- Both the HBCRA Commercial Business Forgivable Loan Program Application and Program Agreement have been signed.
- A canceled check of payment to contractor/GC (your 30%). The HBCRA must receive proof of payment of your 30% via a canceled check within fifteen (15) days of project start (prior to first payment from the loan)
- Completed W-9 Form for payee

REVISED NOV 2024

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Hallandale Beach

COMMUNITY REDEVELOPMENT AGENCY



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CBGP APPLICATION