



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

## **HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY COMMERCIAL INTERIOR RENOVATION GRANT PROGRAM**

### **About the Program**

The Hallandale Beach Community Redevelopment Agency (HBCRA) Commercial Interior Renovation Grant (CIRG) is an incentive program available to businesses throughout the Community Redevelopment Area. The program will assist existing businesses within the HBCRA with costs associated with interior improvements, restoration, rehabilitation, and permanently attached fixtures/systems, as well as assist in rental costs during the construction associated with the improvement. Throughout the HBCRA, there are also Priority Areas of focus in which varying levels of funding availability.

**Eligible Area:** All properties within the HBCRA are eligible to apply, funding amounts vary based on applicants' location within the HBCRA. A list of designated priority areas and maximum funding amounts are listed below.

### **The HBCRA Priority Areas are as follows:**

1. Pembroke Rd, from I-95 to one block East of US-1.
2. US-1 from Pembroke Rd to Southeast 3<sup>rd</sup> Street.
3. South Dixie Hwy from Pembroke Rd to SW 11<sup>th</sup> Street.
4. Hallandale Beach Blvd from I-95 to NE 14<sup>th</sup> Avenue.
5. Foster Rd from NW 11<sup>th</sup> Avenue to South Dixie Hwy.
6. NE 1<sup>st</sup> Avenue from Hallandale Beach Blvd to NE 5<sup>th</sup> Street.

**Eligible Applicants:** The property owner (Owner) must be the applicant. A CIRG award will have ongoing obligations/covenants, which will be protected by a lien on the applicant's property.

**Eligible Properties:** Existing commercial and mixed-use buildings with commercial elements in the HBCRA with uses permitted by applicable land use codes or approved conditional uses.

**Funding Guidelines:** Depending upon whether a project is within a Priority Area or not, a CIRG award could provide a grant for up to 90% of the eligible costs not to exceed \$50,000. The Agency, at its sole discretion, may consider increasing the funding limits on a case-by-case basis.

- a. Maximum Award Amount - The HBCRA is making available to commercial and/or mixed-use properties within the CRA Priority Areas matching grants for improvements up to a maximum grant award as follows:

Priority Area	Matching Amount	Maximum Award
	HBCRA/ Applicant	Dollar Value
Pembroke Rd from I-95 to one block East of US-1	70/30	\$40,000
US-1 from Pembroke Rd to South East 3rd Street	70/30	\$40,000
South Dixie Hwy from Pembroke Rd, to SW 11th Street	70/30	\$40,000
Hallandale Beach Blvd from I-95 to NE 14th Avenue	70/30	\$40,000
Foster Rd from NW 11th Avenue to South Dixie Hwy	80/20	\$50,000
NE 1st Avenue from Hallandale Beach Blvd to NE 5th Street	80/20	\$50,000
Any Area outside	60/40	\$ 30,000

- b. 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.
- c. Properties "for sale" or listed on the MLS at the time of application are not eligible.
- d. 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.
- e. Businesses within the Priority Areas are allowed to combine incentives.
- f. Applicants are required to match the grant award of the total project costs. Only after the Applicant has paid the match amount will the HBCRA begin disbursement of grant funds.
- g. Properties "for sale" or listed on the MLS at the time of application are not eligible.
- h. 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.
- i. Program Grant Agreement and the Memorandum of Grant Agreement shall be executed within (30) days following approval of the grant by the HBCRA Board.
- j. Building Permit applications must be submitted within sixty (60) days following execution of the grant Agreement, and construction to begin immediately after permit approvals.
- k. Executed Memorandum of Grant Agreement must be recorded in the Broward County public records, and a recorded copy provided to the HBCRA within ten days of receipt of the executed Program Grant Agreement. No Grant funds will be disbursed for the project before this is done.
- l. 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 180 calendar days, the grant will be closed out, and the remaining funds will be recaptured unless an extension has been granted by the HBCRA. Any request by the Applicant for an extension beyond 180 calendar days must be submitted to the HBCRA in writing for approval by the Executive Director.

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- m. If the Applicant desires, the HBCRA may pay for architectural conceptual renderings
- n. Murals are required within District 8. Murals may be required in other buildings outside of District 8 on a case-by-case basis.
- o. 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 set forth in the Hallandale Beach CRA Plan, as determined by the Board. Upon grant approval, the property must remain free of all municipal and county liens, judgments, or encumbrances of any kind under the terms of the CIRG.

**Eligible Project costs may include:**

Generally, all costs associated with interior improvements, restoration, rehabilitation, and permanently attached fixtures/systems are eligible for consideration. The proposed project must comply with the HBCRA 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.

- Architectural/engineering fees, permits, application fees, and direct costs associated with satisfying the Program application.
- Removal of deteriorated or undesirable interior alterations.
- Building construction, reconstruction, and expansion.
- Repair, replacement, or installation of:
  - Windows
  - Interior doors
  - Walls, ceilings, framing, drywall, insulation, molding, and paint
  - HVAC systems
  - Security systems
  - Plumbing systems and fixtures
  - Electrical systems and fixtures
  - Data/communication networks
  - Flooring
  - Roofing
- Other tenant improvements permanently affixed to the Property.
- Rent during construction (if applicable); and
- Ancillary improvements to the primary Project, such as structural stabilization and other interior improvements, recommended and approved by HBCRA staff on a case-by-case basis. Prior elimination of any known code violations is a required component of the Project. Projects are encouraged to incorporate sustainable designs and specify building materials with green product certification.

**Automatic Disqualifications**

- It is determined that the application does not meet the spirit, intent, and/or legal requirements for the grant.
- A prior grant awarded to the applicant was rescinded.
- The applicant is currently a party in litigation against the HBCRA and/or City or has threatened litigation against the HBCRA and/or City.
- Any work done prior to the HBCRA Board approval does not qualify.
- 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.

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- Schools and other tax-exempt organizations
- The applicant has previously defaulted on any prior grant agreement or other agreement with the HBCRA and/or City.

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

- Schedule an appointment with HBCRA Staff to discuss a potential project and make sure it meets Program intent. Please call (954)457-2228.
- 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.**
- 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.
- Application to this program is not a guarantee of funding. Funding is at the sole discretion of the HBCRA Board
- 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.
- Upon determination of completeness and eligibility, HBCRA Staff will place the Application on the next available HBCRA Board agenda for consideration. The HBCRA Board meets monthly on the 3<sup>rd</sup> Monday of the month in City Commission Chambers.
- 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.
- 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.
- The project must be completed within six months of the Program Agreement execution.
- Should project delays arise, it is at the discretion of the HBCRA Executive Director to grant no more

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than one six-month extension to the Agreement prior to its expiration. Extensions will not be considered once the Agreement has expired.

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

- a. The approved agreement is between the HBCRA and the Applicant. The HBCRA will not make payments directly to the contractor.
- b. The HBCRA will disburse funds once the Applicants have paid their match. Aside from any initial deposits, HBCRA will disburse funds at 50 % of project completion and 100% of project completion.
- c. Applicants must provide a release from their contractor in consideration of final payment.
- d. 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.
- e. 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** the following items: Photographs of the current condition of site and structures; architectural renderings of proposed 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 loan amount**.
- After approval by the HBCRA Board, the HBCRA will provide the Applicant with an approved Agreement and legal documents for signature. The property owner shall not begin construction (funds cannot be applied retroactively for work previously completed) until the 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 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 grant approval, the property must remain free of all municipal and county liens, judgments, or encumbrances of any kind under the terms 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 Program's Rules/Requirements and Application. NOTICE TO THIRD PARTIES: The loan application does not create any rights for any parties, including parties that performed work on the project. Nor shall 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 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 the program reimbursement process.

\_\_\_\_\_  
Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

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**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY  
COMMERCIAL KITCHEN GRANT 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 notarized letter, articles of incorporation or some other form acceptable to HBCRA legal counsel.*



## COMMERCIAL KITCHEN GRANT 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 the Applicant is not the owner.
- Photographs of the current condition of site and structures.
- Architectural renderings of proposed property improvements in color and or list of equipment that needs to be purchased.
- 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.
- A 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 CRA against the property in order to secure the right of repayment.





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

- Both the Program Agreement and Memorandum of Agreement have been signed.
- A canceled check of payment to contractor/GC (your 30%). The CRA 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

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## COMMERCIAL INTERIOR RENOVATION GRANT PRIORITY AREAS

