



**2009/2010  
COMMERCIAL FAÇADE IMPROVEMENT GRANT PROGRAM  
APPLICATION FORM**

**Boyonnton Beach Community Redevelopment Agency**  
Maximum Grant Amount is \$15,000  
(Please Print Or Type Only - Use Additional Sheets If Necessary)

**APPLICANT INFORMATION**

Name of Property  
Owner: \_\_\_\_\_

Address of Property  
Owner: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Legal owners and legal description of the property to be improved (*please attach copy of warranty deed and lease, if applicable*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Different from  
Property Owner

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Years of Operation: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Annual Payroll: \_\_\_\_\_

Number of Employees residing in Boynton Beach: \_\_\_\_\_

List of improvements proposed:

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### **PROGRAM GUIDELINES**

The following guidelines are intended to inform a potential grant applicant of the extent and scope of the program. The purpose of the program is to encourage commercial property owners to upgrade their properties by improving the external appearance of their business and to encourage businesses to invest in their operations. The result will halt deterioration, stabilize property values, improve and upgrade appearance of the area, and facilitate and encourage redevelopment activity in the target area.

The following guidelines are applicable to this program:

1. The program is available only for property located within the Community Revitalization Areas of the Boynton Beach Community Redevelopment Agency (CRA). **Note:** See attached CRA Area Map.
2. The program is for commercial properties and businesses. The property owner must be the applicant. However, if the property is currently leased to a tenant, then the Application and Agreement must be jointly executed by both the owner and the tenant.
3. Eligible improvements for this program include:
  - Painting
  - Shutters
  - Signage (located on the building or the property)
  - Awnings/canopies
  - Decorative exterior façade improvements
  - Exterior Doors/windows
  - Landscaping around the building
  - Irrigation
  - Parking lot re-paving, re-sealing, re-striping
  - Exterior Lighting
  - Patio or decks connected to the building
  - Exterior wall repairs (e.g. stucco, brick or wood repairs and replacement)
  - ADA improvements

4. All work **must** be in compliance with applicable Boynton Beach Building Codes and all contractors **must** be licensed in Boynton Beach/Palm Beach County. If the Applicant(s), installs enhanced landscaping and or signage it must be in accordance with City Ordinance No. 98-43.
5. Maximum Grant amounts: The CRA will provide, **on a reimbursement basis**, a 50% matching grant for eligible façade improvements up to a total of fifteen thousand dollars (\$15,000) of CRA funds.

Example:    Total project costs:            \$18,000.00  
                 Applicant funds expended: \$18,000.00  
                 CRA reimbursement:            \$ 9,000.00

6. The Façade Grant program will honor expenditures completed up to 90 days prior to application, improvements underway and proposed improvements.
7. The Façade Grant program may only be used one time in any five year period for any one property. Properties may re-apply for additional grants any time after five (5) years from previous grant approval. Project phasing of up to two years can be requested.
8. The property owner, or tenant if applicable, must complete the façade improvement project and submit for reimbursement within 120 days of the grant award. Failure to complete the façade improvements in a timely manner will result in the property owner, or tenant if applicable, losing the grant reimbursement opportunity. The Board may consider time extensions.
9. Disbursement of grant funds shall only occur if the following conditions are met:
  - a. CRA has received copies of executed contracts, canceled checks (front and back) and proof that the work has been approved by the City Building Department (if applicable).
  - b. CRA has received copies of final “paid in full” vendor/contractor invoices.
  - c. CRA has received copies of final inspection approvals for all permit required work.
  - c. Entire scope of work for eligible items is completed.
  - d. Applicant provides “After” photos.

## **APPLICATION PROCESS**

1. An applicant seeking a project grant may secure an application from the Boynton Beach Community Redevelopment Agency (CRA) located at 915 S. Federal Highway, Boynton Beach. 561-737-3256.
2. An original application with all materials is to be returned to the Boynton Beach Community Redevelopment Agency for review and approval by the CRA Board. Applications will be considered on a first-come, first served basis. Applicants must take the necessary steps to ensure that their submitted application is properly time stamped to document receipt by the CRA.
3. Appropriate grant program documents will be prepared and submitted by the applicant. CRA staff will then present the completed grant application to the CRA Board for their review and approval. The CRA Board conducts their meetings on the second Tuesday of each month and the applicant will be notified of grant approval by regular mail.
4. The CRA will administer the Commercial Facade Improvement program and funding. In addition to the appropriate City building inspections, the CRA will inspect the work to determine the satisfactory completion of the work.
5. Applicants may not have any outstanding City of Boynton Beach liens against their property. In the event that an Applicant has an outstanding City of Boynton Beach lien against the property, the grant will not be awarded until the complete satisfaction of the lien.
6. Applicant shall obtain, read and understand all aspects of the Façade Grant Program Agreement, including Program and Reimbursement Regulations.
7. Application to this Program is no guarantee of funding. Funding is at the sole discretion of the CRA Board.

## **PROJECT INFORMATION**

Describe improvements to be done to the property.

Attach the following items:

- Project work write-up(s) describing in detail the scope of the project,
- Plans or sketches if applicable,
- Site plan and plant list for landscape projects,
- Third-party cost estimates from three (3) licensed contractors,
- Estimated time line,
- Evidence of financial ability to pay for the project (approved loan, cash account, line of credit, etc.),
- A minimum of four (4) 3" x 5" color "before" photos of the project which must include "public views",
- Signage design with colors & materials proposed if applicable,
- Project color chips / material samples if applicable,
- And material specifications.

Applicable documents must be attached for the Application to be processed.

By signing this Application, I acknowledge that I have received and read a copy of the Program Agreement, and I understand and agree to comply with its content.

\_\_\_\_\_  
Witness (Date) Property Owner (Date)

***(Property owner's signature must be notarized)***

\_\_\_\_\_  
Witness (Date) Tenant/Business Owner (Date)

STATE OF FLORIDA, COUNTY OF PALM BEACH

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification, and acknowledged he/she executed the foregoing Agreement for the use and purposes mentioned in it and that the instrument is his/her act and deed.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal in the State and County aforesaid on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**2009/2010**

## **COMMERCIAL FAÇADE IMPROVEMENTS GRANT PROGRAM PROGRAM AGREEMENT**

### **PROGRAM REGULATIONS**

1. The Applicant agrees not to alter, renovate, or demolish the new façade for three years, commencing at the time final inspection by the CRA is completed. If violated by the applicant, the CRA may choose to require grant fund repayment, enforced by property lien.
2. The CRA will consider approval of grants for exterior improvements to a building which does not face a recognized street. The exterior rear of a building facing an alley way will also be considered.
3. A minimum of three (3) inspections by the CRA may be required. Those CRA inspections are (1) before starting work, (2) during work and (3) final inspection. More inspections may be required by the CRA. It is the sole responsibility of the Applicant to schedule inspections with the CRA. These inspections in no way are substitutes for required City Building Code inspections and compliances.
4. The property owner, or tenant if applicable, must complete the façade improvement project and submit for reimbursement within 120 days of the grant award. Failure to complete the façade improvements in a timely manner will result in the property owner, or tenant if applicable, losing the grant reimbursement opportunity. The Board may consider time extensions.

### **REIMBURSEMENT REGULATIONS**

1. This program is designed as a **reimbursement** grant. That is, all work must be done and paid for by the Applicant, prior to the CRA's funds being released. The CRA will provide reimbursement to the grantee upon submittal of a complete Reimbursement Request and approval of completion by the CRA Board.
2. Reimbursement Request shall be summarized in a report and accompanied by proper documentation. Proper documentation will consist of (1) Project accounting including invoices, receipts or other acceptable evidence of payment from suppliers and licensed contractor(s) that have been marked "paid" with a "release of lien" signed by each. Proposals for "work to be completed" or "bids" are not considered proper documentation. Each item will be supported by a canceled check showing the face of the check, as well as the back of the canceled check, (2) the Applicant shall

warrant that all bills related to the Project are paid in full including, but not limited to, all contractors, subcontracts, labor, materials, related fees and permits, and (3) the Application for re-imbursement shall provide a minimum of four 3"x5" color "during" photos and a minimum of four 3"x5" color "after" photos of the Project. Photos should be from approximately the same position as the "before" photos submitted in the Application and the "during" photos.

3. Grant funds will be reimbursed exclusively for approved work, approved change orders and only for work that has been performed **after** the grantee has received notification that the Grant Application has been approved by the CRA.
4. Grantees may not submit façade work improvements for reimbursement which have been used as reimbursement requests in any other grant program offered by the CRA, City, Palm Beach County or the State of Florida. The Façade Grant program will only honor new expenditures that have not been submitted under other grant programs. The Façade Grant program may only be used one time in any five year period for any one property. Properties may re-apply for additional grants any time after five (5) years from previous grant approval.
5. Grantees shall grant the CRA and/or the City of Boynton Beach the rights and use of photos and project application materials.

\_\_\_\_\_  
Witness (Date)

\_\_\_\_\_  
Property Owner (Date)

\_\_\_\_\_  
Witness (Date)

\_\_\_\_\_  
Tenant/Business Owner (Date)

STATE OF FLORIDA, COUNTY OF PALM BEACH

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification, and acknowledged he/she executed the foregoing Agreement for the use and purposes mentioned in it and that the instrument is his/her act and deed.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal in the State and County aforesaid on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

# Boynton Beach CRA

