



**CRA BOARD MEETING OF:** February 14, 2012

<input checked="" type="checkbox"/> <b>Consent Agenda</b>	<input type="checkbox"/> <b>Old Business</b>	<input type="checkbox"/> <b>New Business</b>	<input type="checkbox"/> <b>Legal</b>	<input type="checkbox"/> <b>Other</b>
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**SUBJECT:** Approval of Commercial Interior Build-Out Grant to The Law Offices of Angelo A. Gasparri, PA d/b/a Debt Relief Law Center of Palm Beach County (“Debt Relief Law Center of PBC”)

**SUMMARY:** The Debt Relief Law Center of PBC recently moved into the CRA District and was approved for a Rent Subsidy Grant on November 8, 2011. It meets the eligibility requirements and the standards for financial risk assessment under program guidelines (see attached analysis).

**FISCAL IMPACT:** Project Fund Line Item 02-58400

**CRA PLAN, PROGRAM OR PROJECT:** 2008 CRA Economic Development Plan

**RECOMMENDATIONS:** Approve a Commercial Interior Build-Out Grant for Debt Relief Law Center of PBC not to exceed \$15,000.

A handwritten signature in blue ink, appearing to read "Vivian Brooks", is written over a horizontal line.

Vivian Brooks  
Executive Director



RECEIVED  
JAN 28 2012  
BOYNTON BEACH CRA  
@ 1:50 pm

2011/2012

**Boynton Beach Community Redevelopment Agency  
Commercial Interior Build-Out Assistance Program Guidelines**

The Commercial Interior Build-Out Assistance Program is designed to help facilitate the establishment of new businesses and aid in the expansion of existing businesses within the CRA district. The program is designed to provide financial assistance to new and existing businesses in the form of a subsidy intended to reduce a business's initial costs associated with the construction and interior finishing of a new or expanding location.

Applicants may be eligible for up to \$15,000 in grant funding to assist with the cost of commercial interior construction or renovations. The amount of grant funding is determined by the number of jobs created by the applicant. Each full-time equivalent job created is worth \$5,000.00 in funding assistance from the CRA with a maximum grant award of \$15,000.

Businesses applying for financial assistance with the cost of interior build out must receive City of Boynton Beach Development Department and Building Department building permit approval.

**I. Program**

The Commercial Interior Build-Out Program offers financial assistance in the form of a reimbursable grant to the landlord or business owner for eligible expenses associated with the construction or renovation of the interior elements of the commercial operating space. Items eligible for funding under the program are limited to:

1. Interior walls
2. Interior plumbing
3. Interior electrical system including lighting
4. HVAC system
5. Flooring
6. Hood & fire suppression system

The Commercial Interior Build-Out Program funding may be budgeted annually by the CRA Board and awarded on a first-come, first-serve basis. All applications are subject to CRA Board approval. Making application to the program is NOT a guarantee of funding.

**II. Eligibility Requirements**

Applicants must meet all of the following requirements in order to be considered eligible to receive grant funding under the Commercial Interior Build-Out Program:

Initials \_\_\_\_\_

1. The business must be located within the CRA District's Central Business Core, Federal Highway Corridor or Heart of Boynton areas (see attached map).
2. The business must be properly licensed to operate within the City of Boynton Beach and Palm Beach County.
3. A new business venture is defined as a company in operation for less than six months.
4. An existing business is defined as being in operation for a minimum of three years at the time of application.
5. An existing business must expand to occupy more than fifty percent (50%) of its current square footage size. Verification of this threshold must be provided in the application package.
6. Applicant must own the building it plans to operate within or it must have a proposed or executed multi-year lease (two year minimum).
7. Businesses must employ a minimum of two (2) full-time equivalent W-2 employees or 1099 contracted employees whose wages are reported to the state and federal government; a position occupied by the business owner may count toward one of the required job positions. For the purposes of this grant, a full time equivalent employee is defined as working a minimum of thirty-five (35) hours per week at the prevailing Federal minimum wage.

The following businesses are considered ineligible for assistance under the Commercial Interior Build-Out Program:

- a. Businesses that employ less than two full-time equivalent W-2 employees or 1099 contracted employees.
- b. Businesses who do not report employee's wages to the State of Florida Department of Revenue.
- c. New businesses identified as a "convenience store" or "adult entertainment".
- d. New businesses using a D/B/A that has been used by another business within the past twelve (12) months.

### **III. Grant Terms and Conditions**

A commercial lease must define the landlord-tenant relationship and at 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 is responsible for.
- 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.

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- Insurance requirements.
- Ability to terminate.
- Consequences of default on the lease.

The CRA reserves the right to approve or deny any Commercial Interior Build-Out Program application and to discontinue payments at any time if in its sole and absolute discretion it determines that the business will not further the goals and objectives established for the economic development of the CRA District.

#### **IV. Procedures for Application and Approval**

**Application Process** - All applicants are strongly encouraged to meet with CRA staff in order to determine eligibility before submitting an application. Funding requests will not be considered until all required documentation is submitted to the CRA office. Application packets must include the following documentation:

1. Completed and signed application.
2. W9 Form (attached to grant application) \*
3. Copy of all business and occupational licenses.\*
4. Copy of the corporate documents for the applying business entity. \*
5. Copy of executed multi-year commercial lease agreement. \*
6. Landlord SSN or Tax ID. \*
7. Business plan, including executive summary and three-year financial projections of revenues and expenses. \*
8. Two (2) years of audited financials and corporate tax returns (for existing businesses only). N/A
9. Two (2) years of tax returns for the owners of a new business. \*
10. Qualifications, experience and track records of business owners. \*
11. Copy of design and construction plans associated with the proposed improvements.
12. List of jobs to be created and filled including job descriptions, pay range and weekly schedule. For existing businesses, provide a list of all current positions including job descriptions, pay range and weekly schedule. \*
13. A minimum of four (4) 3"x5" color "before" photos of the project.

\* Items filed previously with application for Commercial Rent Subsidy Program November 2011

Initials

**Approval of Funding Request** – Once eligibility is verified and all required documentation has been submitted, CRA staff will present the funding request to the CRA Board for approval. The CRA Board meets on the second Tuesday of each month. Applicant will be notified of the date and time their application will be presented to the CRA Board. It is recommended that the Applicant attend the CRA Board meeting in order to answer any questions the CRA Board may have regarding their application. CRA staff will notify the applicant of approval or denial in writing.

**Site Visits** – CRA staff will conduct a site visit before the reimbursement payment is made in order to verify that the business is in operation. Staff may also conduct unannounced site visits periodically in order to ensure compliance with the terms of the grant agreement.

**Initial Expense Reimbursement** - This program is designed as a quarterly 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 quarterly reimbursements to the grantee upon submittal of a complete Reimbursement Request package. The total monies expended by the grant applicant (up to a maximum of \$15,000) will be divided into four equal payments and released on a quarterly basis following the Initial Reimbursement Request.

The property owner, or tenant if applicable, must complete the interior improvement project, obtain a Certificate of Occupancy (CO) from the City of Boynton Beach and submit for reimbursement within ninety (90) days of the grant award. Failure to complete the improvements within the specified timeframe will result in the property owner, or tenant if applicable, losing the grant reimbursement opportunity. Applicants may apply for time extensions.

Once the work is completed the Initial 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. A letter, from each vendor that applicant is requesting reimbursement for, stating that all invoices for the project have been paid in full and there are no outstanding monies owed for said project. 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) 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) Applicant 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.

Initials 

- (4) For W-2 eligible employees, timely Florida Department of Revenue Employers Quarterly Report **(UCT-6)** for each consecutive quarter must be submitted.

For sole proprietorships, partnerships, s-corporations and 1099-MISC eligible employees copies of all cancelled salary checks or proof of direct deposits for each full time/full time equivalent employee for each month within that specific quarter.

**Quarterly Reimbursement Requests** - By accepting the grant, the applicant agrees to comply with the reporting requirement of providing the CRA with proof of employee wage reporting for the three consecutive quarters following the Initial Reimbursement Request. This is to verify that the required job positions are properly fulfilled and maintained. In order to receive quarterly funding after the Initial Reimbursement Request grant applicant must submit a written request for that quarter's reimbursement payment along with:

For W-2 eligible employees, timely Florida Department of Revenue Employers Quarterly Report **(UCT-6)** for each consecutive quarter must be submitted.

or

For sole proprietorships, partnerships, s-corporations and 1099-MISC eligible employees copies of all cancelled salary checks or proof of direct deposits for each full time/full time equivalent employee for each month within that specific quarter.

Grant funds will be reimbursed exclusively for approved work, approved change orders and only for work that has been performed and paid for **after** the grantee has received notification that the Grant Application has been approved by the CRA. Any work completed **prior** to receiving grant approval is ineligible for reimbursement.

Grantees may not submit work improvements for reimbursement which have been used as reimbursement requests in any other grant program offered by the CRA, City of Boynton Beach, Palm Beach County or the State of Florida. The Commercial Interior Build-Out Assistance program will only honor new expenditures that have not been submitted under other grant programs.

The Commercial Interior Build-Out Assistance program may only be used one time in any five year period for any one specific commercial unit or business entity. Businesses are limited to one Commercial Interior Build-Out Assistance Program award.

Grantees shall allow the CRA the rights and use of photos and project application materials.

## **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 Grant Program Application and Guidelines.**

Initials





2011/2012  
Boynton Beach Community Redevelopment Agency  
Commercial Interior Build-Out Program Application  
(Please Type or Print Only – Use Additional Sheets if Necessary)

Applicant Name: The Law Offices of Angelo A. Gasparri PA

Applicant Mailing Address: 1080 S. Federal Highway, Boynton Beach Fl 33435

Business Name (D/B/A if applicable): Debt Relief Law Center of Palm Beach County

Current Business Address: 269 NW 64TH STREET  
BOCA RATON, FL 33487 US

Phone: 561-826-8986 Fax: \_\_\_\_\_

Email: angelo@drclaw.com Fed ID# 26-4456086

Time at Current Location: 2 mos Monthly Rent: \$1250+tax

Do you have an executed lease agreement: Yes  No \_\_\_\_\_

Landlord Name: BI-Square Inc.

Landlord SSN/EIN: 59 1939242

Landlord's Mailing Address: 435 S. Country Club Blvd, Boca Raton Florida 33487

New Business Address (if applicable): 1080 S. Federal Highway, Boynton Beach Fl 33435

New Business to Boynton Beach: Yes  No \_\_\_\_\_

Existing Business: Yes \_\_\_\_\_ No  Number of years in existence 1.6

Square footage of existing location: 1030

Square footage of new location: 1632

Initials

Type of Business: Law Office

Number of Employees: 4 Hours of Operation: 9am - 5pm M-F;

Are you applying for grant assistance under any other program offered by the CRA:

Yes  No  If yes, what additional programs are you applying for:  
Commercial Rent Subsidy Program, Commercial Facade Improvement Grant Program

Are you receiving grant assistance from any other governmental agencies: Yes  No

If yes, list any additional grant sources and amounts: \_\_\_\_\_

**CERTIFICATION AND WAIVER OF PRIVACY:**


I, the undersigned, applicant(s) certify that all information presented in this application, and all of the information furnished in support of the application, is given for the purpose of obtaining a grant under the Boynton Beach Community Redevelopment Agency Commercial Interior Build-Out Program, and it is true and complete to the best of the applicant(s) knowledge and belief. The applicant(s) further certifies that he/she is aware of the fact that he/she can be penalized by fine and/or imprisonment for making false statements or presenting false information. I further acknowledge that I have read and understand the terms and conditions set forth and described in the Boynton Beach Community Redevelopment Agency Commercial Interior Build-Out Program Guidelines.

I understand that this application is not a guarantee of grant assistance. Should my application be approved, I understand that the CRA may at its sole discretion discontinue subsidy payments at any time if in its sole and absolute determination it feels such assistance no longer meets the program criteria or is no longer benefiting the furtherance of the CRA mission.

I hereby waive my rights under the privacy and confidentiality provision act, and give my consent to the Boynton Beach Community Redevelopment Agency, its agents and contractors to examine any confidential information given herein. I further grant permission, and authorize any bank, employer or other public or private agency to disclose information deemed necessary to complete this application.

I give permission to the CRA or its agents to take photos of myself and business to be used to promote the program.

I understand that if this application and the information furnished in support of the application are found to be incomplete, it will not be processed.

Initials 

**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 Grant Program Application and Guidelines.

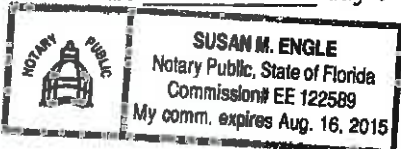
*Angele A. Gasparri* - 1/20/2012  
Applicant/Tenant's Signature Date  
Angele A. Gasparri President  
Printed Name Title

\_\_\_\_\_  
Applicant/Tenant's Signature Date  
\_\_\_\_\_  
Printed Name Title

STATE OF FLORIDA  
COUNTY OF Palm Beach

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared Angele A. Gasparri, who is personally known to me or produced J.A.W.L. 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 20th day of Jan., 2012.



*Susan M. Engle*  
NOTARY PUBLIC  
My Commission Expires: 8/16/15



# Pro-Forma Income Statement

## Debt Relief Law Center of Palm Beach County

For 2011 through 2014

(all numbers in \$000)

REVENUE	2011*	2012	2013	2014
Gross sales	\$147	\$258	\$315	\$350
Less Returns	0	0	0	0
Net Sales	\$147	\$258	\$315	\$350
<b>COST OF SALES</b>				
Beginning inventory	\$0	\$0	\$0	\$0
Plus goods purchased / manufactured	0	0	0	0
Total Goods Available	\$0	\$0	\$0	\$0
Less ending inventory	0	0	0	0
Total Cost of Goods Sold	\$0	\$0	\$0	\$0
Gross Profit (Loss)	\$147	\$258	\$315	\$350
<b>OPERATING EXPENSES</b>				
Selling				
Salaries and wages	48	109	126	144
Employee Benefits	0	0	0	0
Advertising	13	18	19	19
Depreciation	0	0	0	0
Owner withdrawals	1	0	0	0
Total Selling Expenses	\$63	\$127	\$145	\$163
General/Administrative				
Miscellaneous	1	1	1	1
Technologies	5	2	2	3
Cont. Ed, Dues, Subscriptions	3	1	1	1
Insurance	3	3	3	3
Rent	11	15	17	18
Utilities	3	4	4	4
Licenses & Tax	1	1	1	1
Office supplies	8	6	6	6
Travel & entertainment	3	2	2	3
Printing, Postage, Services	1	4	4	4
Maintenance	1	1	1	1
Automobile	4	5	5	5
Fees	0	0	0	0
Total General/Administrative Expenses	\$42	\$45	\$48	\$51
Total Operating Expenses	\$105	\$173	\$193	\$214
Net Income Before Taxes	\$42	\$85	\$122	\$136
Taxes on income	5	11	16	18
Net Income After Taxes	\$36	\$74	\$106	\$118
Extraordinary gain or loss	0	0	0	0
Income tax on extraordinary gain	0	0	0	0
<b>NET INCOME (LOSS)</b>	<b>\$36</b>	<b>\$74</b>	<b>\$106</b>	<b>\$118</b>

\* 2011 figures are based on actual numbers from Jan to Sept

Risk Analysis for

**Debt Relief Law Center of Palm Beach County**

Factor	Grade	Weight	Weighted Grade
<b>Business Plan</b>			
Completeness of Application	90	40	36
Understanding of Financials	85	38	32.3
Owner Resume	90	34	30.6
Management Plan	80	32	25.6
Understanding of Market	75	29	21.75
Sales/Marketing Plan	70	27	18.9
<b>Financials</b>			
Pro-Forma	90	25	22.5
Net Income	85	25	21.25
Profit Margin	80	21	16.8
Operating Income	85	25	21.25
Contribution Margin	65	23	14.95
Degree of Operating Leverage	65	20	13
Current Ratio	0	19	0
Working Capital	0	20	0
Breakeven	85	22	18.7

**Business Plan Score (50% of Total Score)**

165.15 out of 200 possible

**82.58%**

**Financials Score (50% of Total Score)**

128.45 out of 200 possible

**64.23%**

<b>Total Score</b>	<b>73.40%</b>
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Scale:

- 90% - 100% = Exceptionally Well
- 80% - 89.99% = Better than expected
- 70% - 79.99% = Strong Stability
- 60% - 69.99% = Stability
- 50% - 59.99% = Passing
- 40% - 49.99% = Some Uncertainty
- 30% - 39.99% = Uncertainty
- 20% - 29.99% = Problematic
- 10% - 19.99% = Weakness
- 0% - 9.99% = Fault

## Debt Relief Law Center of Palm Beach County

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**Net Income:**

What are Revenues after all costs, liabilities and taxes?

2011	2012	2013	2014
\$27,771	\$74,043	\$107,442	\$121,106

**Operating Income:**

What are revenues after all costs?

2011	2012	2013	2014
\$32,012	\$85,350	\$121,425	\$304,300

**Profit Margin:**

How much revenues are profit?

2011	2012	2013	2014
25.18%	28.70%	34.13%	34.64%

**Contribution Margin:**

How much revenue goes to fixed costs?

2011	2012	2013	2014
38.84%	44.15%	48.45%	52.89%

**Degree of Operating  
Leverage:**

How much to fixed costs effect earnings?

2011	2012	2013	2014
29.02%	33.08%	38.57%	87.04%

**Current Ratio:**

Can all short-term assets cover short-term costs?

2011	2012	2013	2014
unknown	unknown	unknown	unknown

**Working Capital:**

How much is left after short-term costs are paid?

2011	2012	2013	2014
unknown	unknown	unknown	unknown

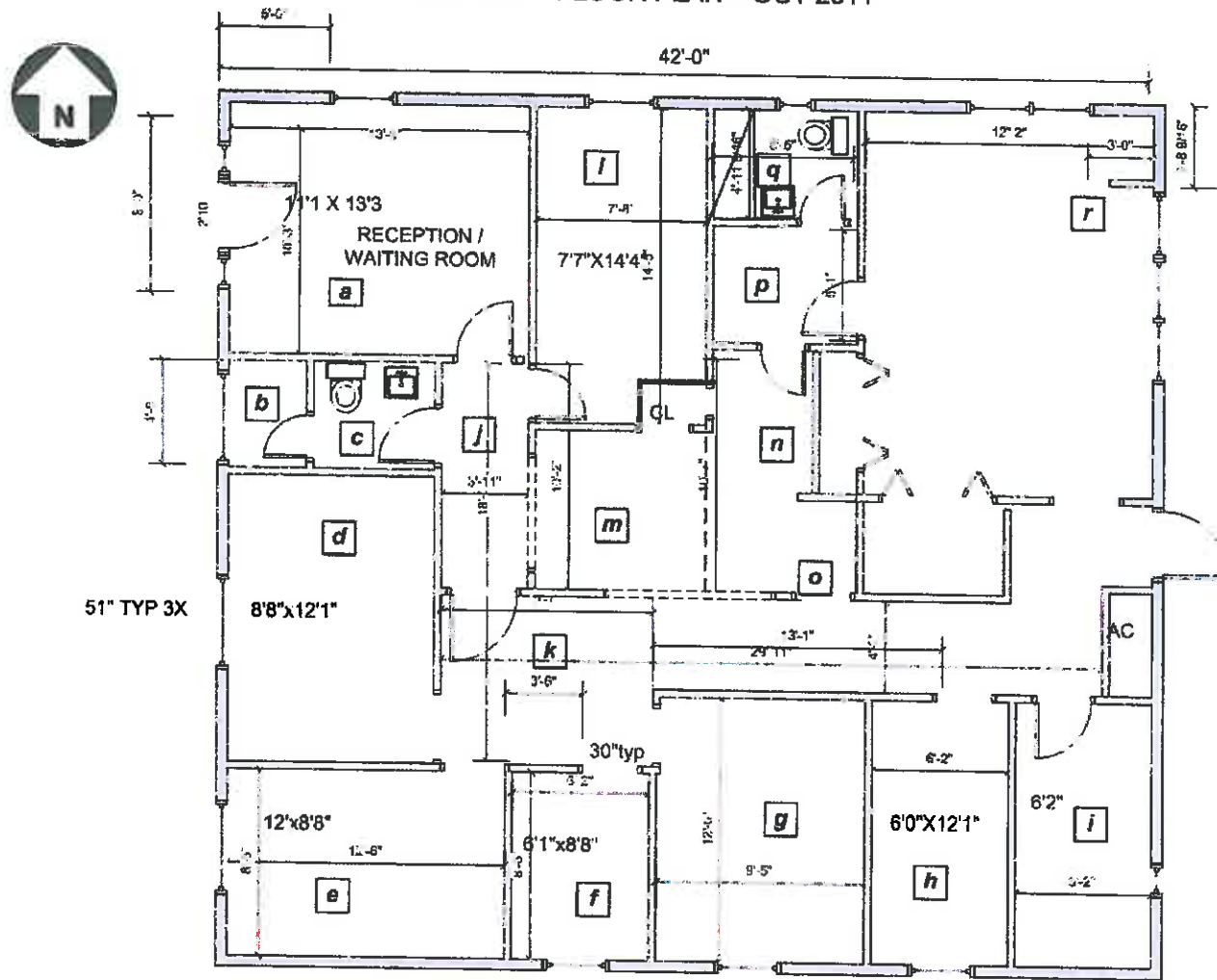
**Breakeven:**

How much must be sold to cover operation costs?

2011	2012	2013	2014
\$27,887	\$64,670	\$59,183	\$85,651



**1080 South Federal Highway – Boynton Beach FL**  
**Freestanding Building Owned by Bi-Square Corporation**  
**CURRENT FLOOR PLAN – OCT 2011**

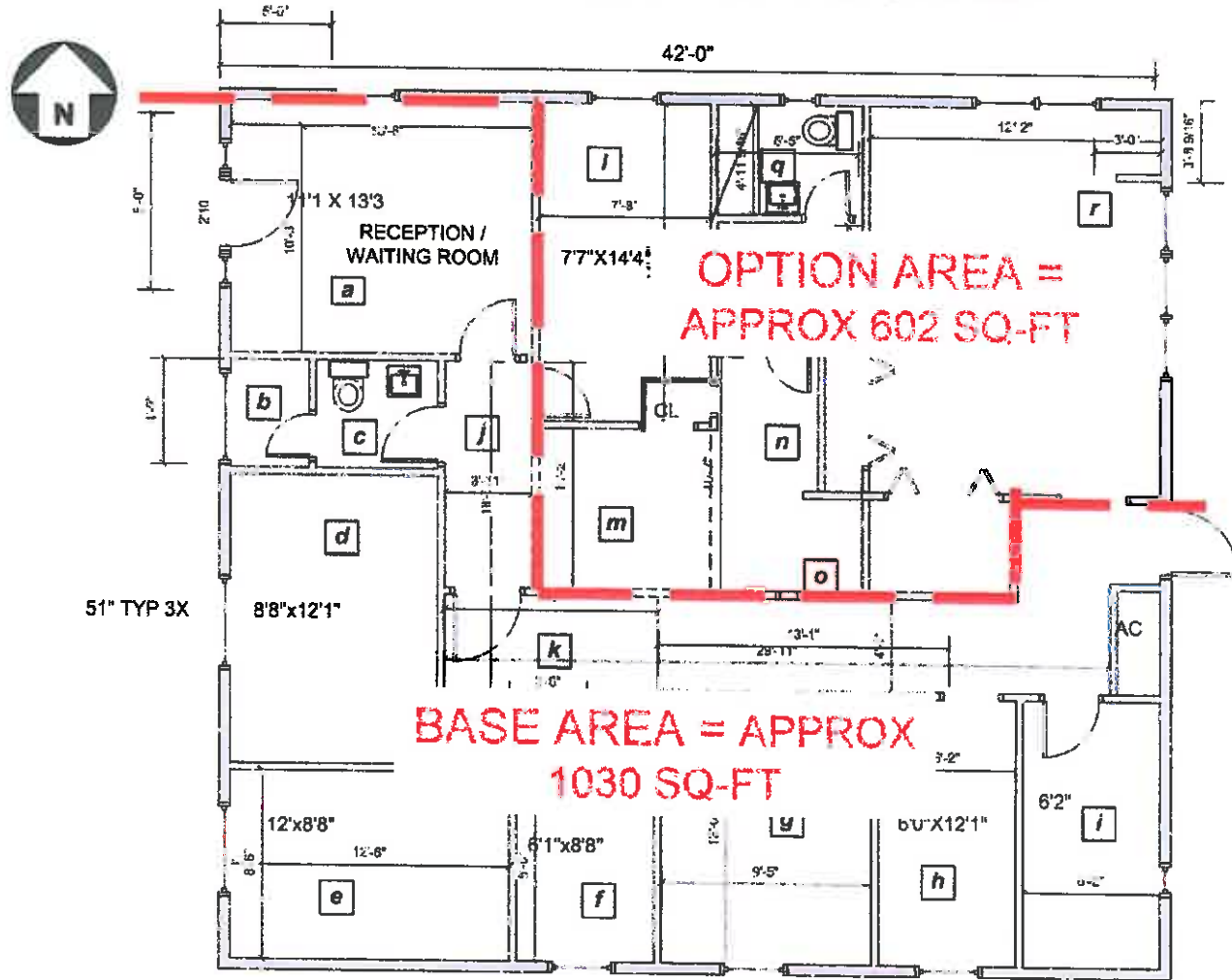


**EXHIBIT "A" TO LEASE**

**BI-SQUARE/LAW OFFICES OF ANGELO A. GASPARRI**  
**cra IRP - 10 S. Fed DRLC**

JAN 2012

# 1080 South Federal Highway – Boynton Beach FI BASE AREA - OPTION AREA

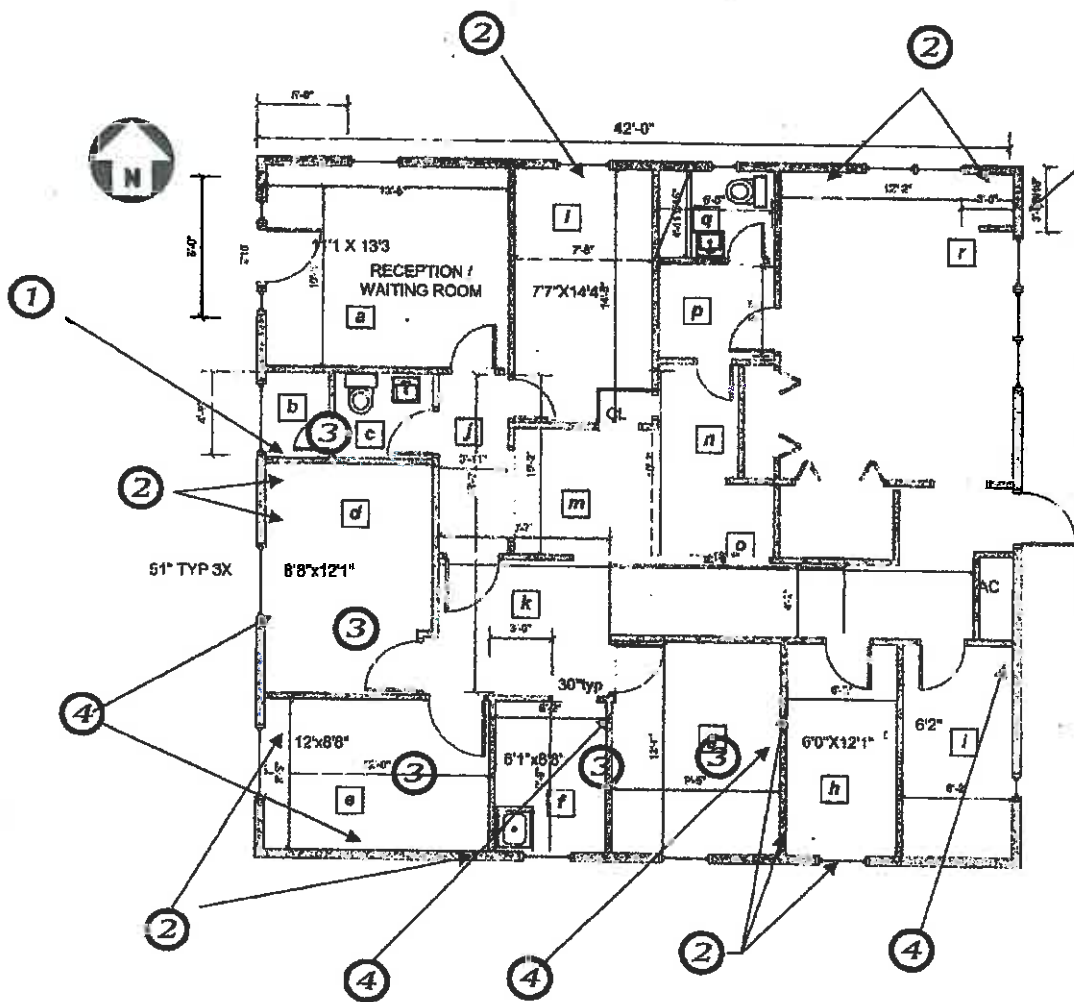


**OPTION AREA =  
APPROX 602 SQ-FT**

**BASE AREA = APPROX  
1030 SQ-FT**

**EXHIBIT "A" TO LEASE  
BI-SQUARE/LAW OFFICES OF ANGELO A. GASPARRI  
PG 4 OF 4**

OCT 23 2011  
CORRECTED  
BUILDING DIVISION



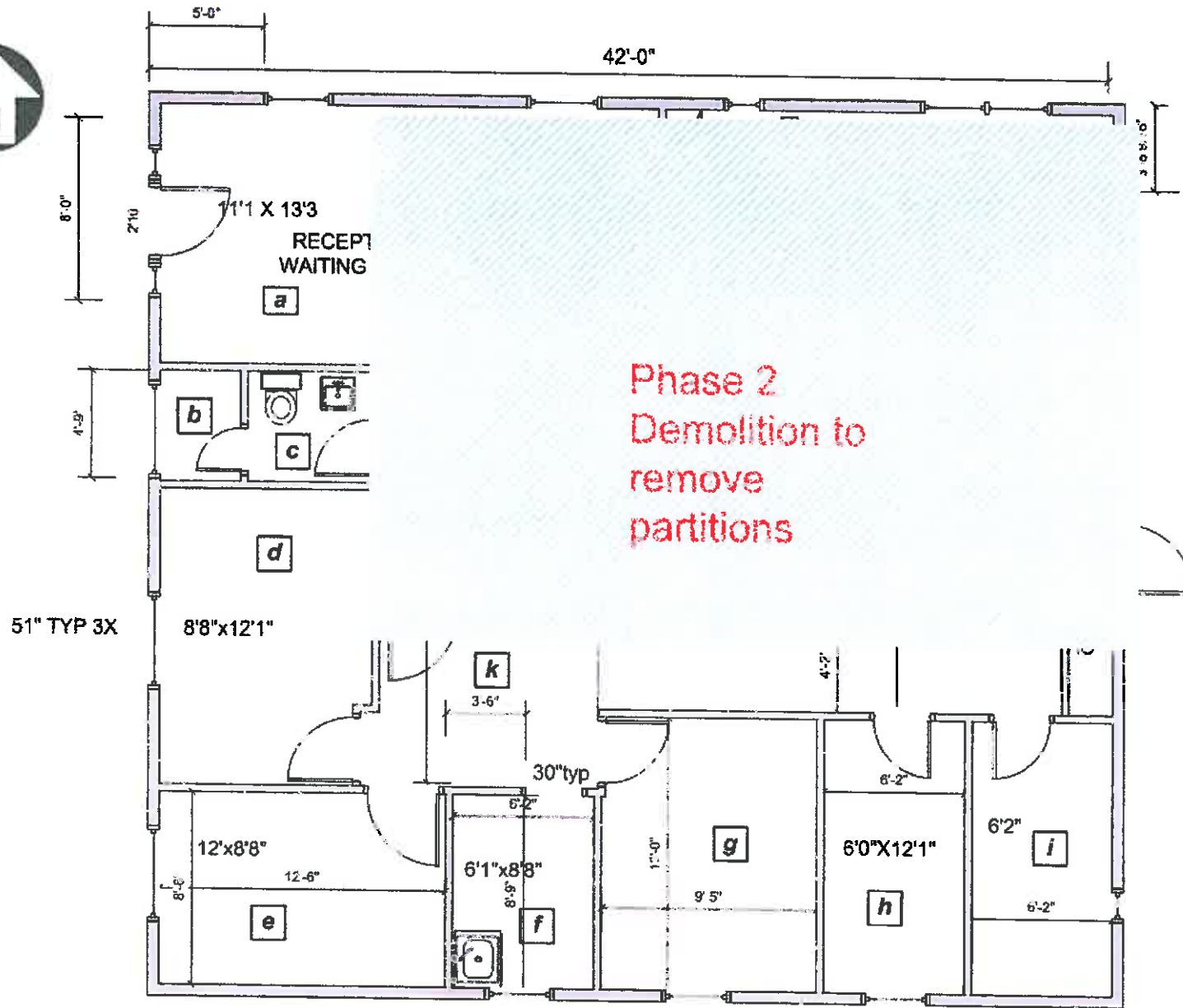
NOTE #	WORK DETAIL
①	Cap 1" Drain
②	Remove Sink and Base Cabinet. Cap supply and 1-1/2" Drain. Patch and paint Plaster wall.
③	Abandon and fill dry raceway in floor.
④	Disable unnecessary circuits and Remove electrical supply to dental Stations. Remove boxes, patch and paint surfaces.
other	No Structural Modifications No A/C modifications New Carpet / Replace Vinyl Tile as required.

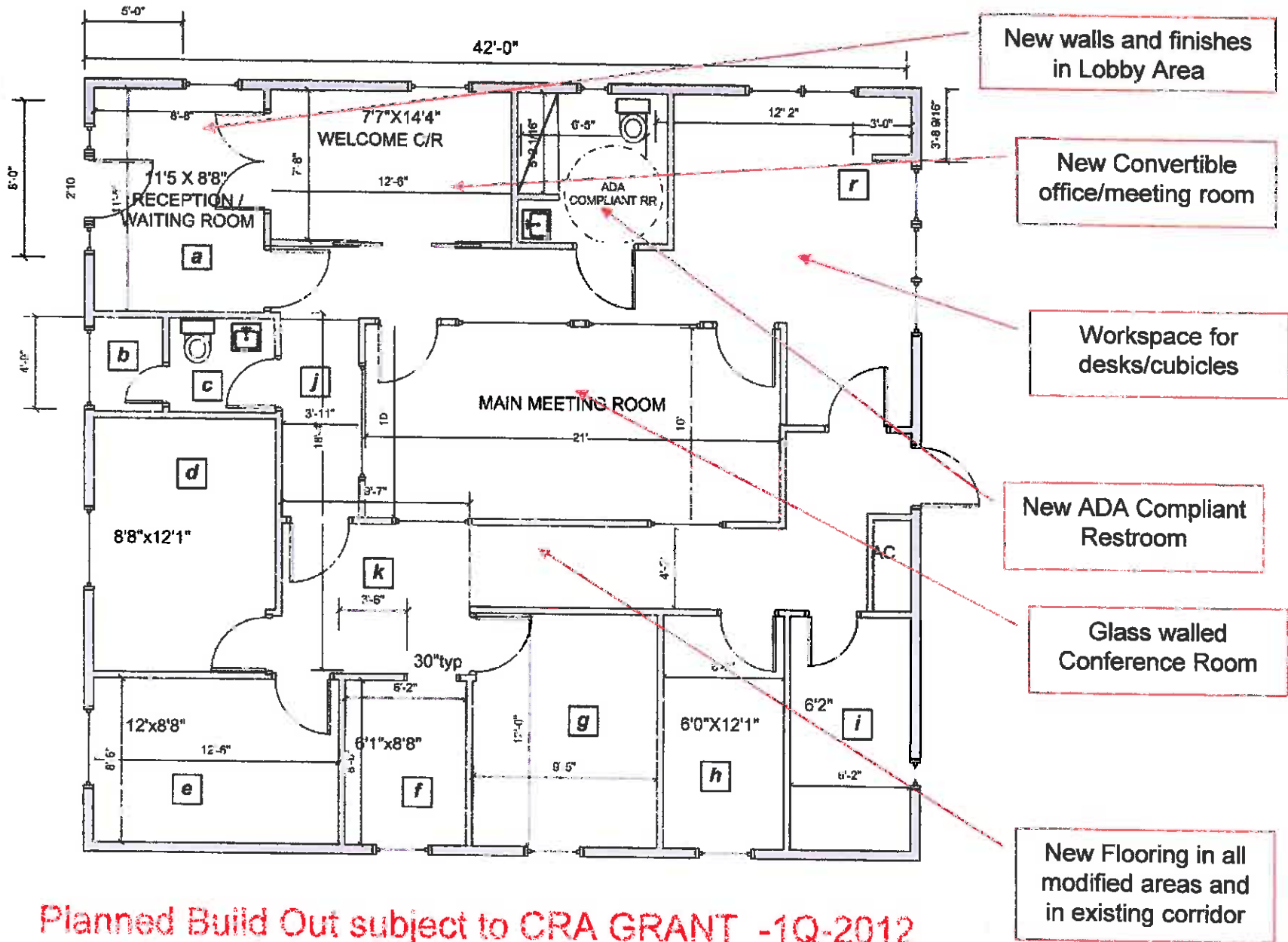
**Interior Repair Detail**  
PROPERTY OF  
**Bi-Square Inc**  
1080 S Federal Highway  
Boynton Beach Florida 33435  
PCN 08-43-45-28-24-000-0030

ALL ELECTRICAL WORK SHALL COMPLY WITH THE 2008 NATIONAL ELECTRICAL CODE

**Work completed by Landlords Contractors prior to CRA grant under City of Boynton Beach permit #110002893, inspected and signed off Nov 3, 2011**







Planned Build Out subject to CRA GRANT -1Q-2012