

Town of Davie Community Redevelopment Agency Commercial Property Improvement Program Grant (CPIPG) Guidelines

The Commercial Property Improvement Program (CPIPG) provides for the use of tax increment funds to leverage private investment for general interior and exterior on-site improvements to structures and/or properties to eliminate slum and blighting influences within the Redevelopment Area of the Community Redevelopment Agency (CRA). The intent of this program is to support existing businesses and attract new businesses and to encourage property and business owners to restore, renovate, rehabilitate, or improve their building and/or property, thereby improving the Redevelopment Area's physical characteristics. This program will help achieve and accelerate the goals of the Redevelopment Plan and will help improve the overall economic vitality and quality of life in the CRA. The benefits of this program include enhancing the visual quality and attractiveness of the environment comprising the Redevelopment Area, leading to increased occupancy and property values.

The proposed improvements must be found to enhance the CRA Redevelopment Area by making improvements that are visible to the public. The CRA expressly reserves the right to accept and/or reject any or all applications or to request additional information from any applicant.

The Commercial Property Improvement Program grant applies to commercial, office uses, and rental multi-family residential uses within the Redevelopment Area of the CRA, as well as mixed-use projects. The Commercial Property Improvement Program Grant is based upon the cost of interior and exterior improvements to a property.

The **Commercial Property Improvement Grant Program** offers eligible applicants the opportunity to apply for a one-time grant up to a maximum amount of \$100,000 for interior and exterior property improvements. The CRA will match one dollar for every three dollars provided by the property owner/business owner. (\$100,000 grant for \$300,000 expenditure). Only hard construction costs, engineering, and architectural fees directly attributable to the project, will be considered to determine the applicant's match.

As part of the Commercial Property Improvement Program Grant Program, a Minor Commercial Property Improvement Grant component was added for applicants seeking assistance for smaller projects. The two grants **cannot be** combined for additional benefit.

The **Minor Commercial Property Improvement Grant Program** offers eligible applicants the opportunity to apply for a one-time grant up to a maximum amount of \$10,000 for interior and exterior property improvements. The CRA will match up to half of the dollar amount provided by the property owner/business owner. (\$5,000 grant for \$10,000 expenditure or \$10,000 grant for \$20,000 expenditure) Only hard construction costs, engineering, and architectural fees directly attributable to the project, will be considered to determine the applicant's match.

The Commercial Property Improvement Program Grant is limited to one (1) time per property address (storefront bay) or per building within a five (5) year period. Minor Grants are limited to one (1) time per property address (storefront bay) or per building within a three (3) year period. All buildings and/or improvements must be located within the Davie Community Redevelopment Area and

Regional Activity Center of the Town of Davie. Program funding is contingent upon an annual appropriation by the CRA Board. Construction must begin within 90 days of grant approval by the CRA Board. All work must be completed within 1 year of grant approval by the CRA Board. Failure to complete the project within the time specified will result in the forfeiture of grant funds. The CRA reserves the right to cancel this program at any time, prior to grant approval, without notice, if sufficient funds are determined unavailable. The CRA maintains the right to display and advertise properties which receive grant funding.

The Commercial Property Improvement Program Grant will be provided in two (2) forms. Either a Commercial Property Improvement Program Grant or a Minor Property Improvement Grant. The Commercial Property Improvement Grant and/or the Minor Commercial Property Improvement Grant cannot be combined for additional benefit.

Grants - Eligible applicants can receive a one-time grant up to a maximum amount of \$100,000 for interior and/or exterior property improvements approved by the CRA Board BEFORE work begins for Commercial Property Improvement Grants or up to a maximum amount of \$10,000 for Minor Commercial Property Improvements for interior and/or exterior improvements for businesses spending up to \$20,000 in improvements. Grant monies will be distributed upon completion of the improvements and is subject to verification of the applicant's expenditures. The CRA will match one dollar for every three dollars provided by the property owner/business owner for all Commercial Property Improvement Program Grants \$100,000 grant for \$300,000 in expenditures or up to \$10,000 for \$20,000 expenditure for all Minor Grants which is equal to half of the amount requested. This amount will be determined at time of grant application and is subject to proof of the actual cost spent on the improvements. Should an applicant apply for a grant for less than the maximum amount allowed and the cost of renovations increase due to unforeseen circumstances, the applicant at time of close out can request to modify their application and request additional grant funding by submitting a revised grant application. The request for additional funding, up to the maximum amount allowed, will be presented to the CRA Board/Town Council for consideration.

Grant applications will be reviewed by CRA staff and a recommendation will be provided to the CRA Board for consideration. Only hard construction costs, engineering, and architectural fees directly attributable to the project, will be considered to determine the applicant's match. The determination of the final amount of the grant will be based upon paid receipts (invoice, cancelled checks, credit card payments, etc.) from the applicant demonstrating the actual costs spent once the project has been completed and once a Certificate of Occupancy or Certificate of Completion has been obtained from the Town of Davie Building Division to ensure that project(s) are 100% completed. For mixed-use projects, the building must be at least 75% occupied prior to request for reimbursement of funds. For single use buildings, the building must be 100% occupied with a Certificate of Occupancy or Certificate of Completion being obtained from the Town of Davie Building Division. At time of completion, all project costs must be broken down in a spreadsheet to reflect the final cost of all interior and exterior improvements.

Eligibility:

1. The purpose of the Commercial Property Improvement Program Grant is to accelerate the attraction of new start-up businesses and/or rehabilitate or revitalize existing commercial, office, and/or rental (multi-family) residential units within the CRA resulting in an improved visual appearance of the business and to the redevelopment area which will result in increased property values with an emphasis on energizing ground-floor space and creating job opportunities within the CRA area. The CPIPG applies to commercial, office uses, and multi-family residential uses within the Redevelopment Area of the CRA, as well as mixed-use projects. The program funding shall apply to the following. Improvements making a property suitable for commercial, office, and/or rental (multi-family) residential occupancy;
2. Applicants who are either owners or tenants of the property for which the program funds are being sought. Tenants must provide a written notarized authorization from the property owner authorizing the improvements. The owner must also provide a W-9 Form. A W-9 Tax Form "Identification Number and Certification" is required to verify the Social Security number of the owner and/or applicant. This form is required as the grant will be considered as income to be reported to the IRS.
3. Eligible Properties: Commercial, mixed-use and/or apartments (containing retail/commercial space) buildings with proposed leases for new or existing properties being revitalized including apartments, office and/or approved permitted uses according to all applicable land use codes. This includes:

Restaurants/food service; specialty dessert, donut and ice cream shops, specialty coffee shops, micro-breweries, wine bars, and music venues;

Merchandise retail including:

- Clothing store, florist, general merchandise store;
- Destination retail;
- Boutique Hotel;
- Professional services;
- Fitness facilities;
- Small theatre (movies and live performances);
- Performing/creative arts - gallery, studio, arts-oriented business; and
- Other uses as approved by the CRA Board.

Eligible Improvements:

- Construction of a new building;
- Repairs, renovations, or alternations designed to enhance a property;
- Removal of elements which cover original architectural details and design;
- Replacement of existing signs with new signage/lighting is to be consistent with Town Code regulations;
- Addition and/or replacement of awnings, doors, or windows. Doors and windows must be hurricane proof in accordance with the Miami Dade County approval standards;
- An art in public spaces component must be added for a grant application to be considered.
- Façade improvements such as storefronts, display windows to hurricane wind load, painting or exterior lighting, and roof repairs;
- Overall replacement of architectural elements, which have structural problems;
- Painting as part of a comprehensive improvement project (pressure cleaning, re-painting of mortar joints or masonry, etc.);
- Repairs, renovations, or alterations designed to enhance the property;
- Parking and walkway resurfacing including installation of decorative pavers. This includes seal coating and stripping of parking lot areas, the addition or restoration of handicap access ramps; paved areas including the creation and/or improvement of off-street private parking facilities that provide a safe and pleasant parking environment for customers and employees, as well as the addition or elimination of curb cuts; restoration of curbs; restoration of sidewalks, installation of ADA compliance walkways, handicap access ramps, and parking spaces;
- Ancillary improvements, such as dumpster enclosures; bike racks, transit shelters, pedestrian amenities, decorative lighting and other exterior improvements recommended by the CRA on a case by case basis.
- Renewal or installation of new landscaping/irrigation;
- Roof repairs including re-roofing and replacement of rotten wood;
- Other activities that are limited to the correction of code violations if cited prior to application, and if such violations are not the result of the applicant's actions or an insured casualty;

- Electrical Systems and Energy Efficiency – electrical systems and fixtures for the interior and exterior of the building and/or property which are energy efficient. Electrical upgrades to include enhancements to approved signage and exterior lighting with an emphasis on bringing buildings up to the current building code to make a building more viable for occupancy and to improve energy efficiency;
- Professional architectural/engineering design and engineering services related to structural renovation, new construction, including signage, and landscaping design
- Removal of deteriorated or undesirable interior/exterior improvements;
- Building construction, reconstruction, or expansion; repair, replacement or installation of:
 - Walls, ceilings, framing, drywall, insulation, and molding;
 - HVAC systems;
 - Plumbing systems and fixtures;
 - Electrical systems and fixtures;
 - Security/Surveillance Systems to include interior and exterior of the building and parking lot areas;
 - Data/communication networks including cable;
 - Flooring;
 - Roofing;
 - Fascia, soffit repair;
 - Decorative walls;
 - Decorative walkways;
 - Flooring;
 - Repair, replacement, or installation of built-in systems:
 - Hoods and ventilation systems;
 - Fire suppression systems;
 - Exterior lighting
 - Gas lines/fixtures;
 - Grease traps;
 - Security/Surveillance System both for interior and exterior and parking lot areas
- Improvements which will facilitate increased occupancy and property values.
- Installation of the connection to the sanitary sewer system from the property line into the building for commercial uses.
- When applicable, applicants will agree that if the applicant sells the property, changes the use of the business or goes out of business prior to receiving the grant funds, the grant is null and void.
- Or any other improvement consistent with the Downtown Davie (Western Theme) Development Manual's design criteria where the business is located within the Downtown Davie (Western Theme) designated area which will facilitate increased occupancy and property values.

CPIP funding shall not apply to any project that includes the following:

1. Physical or visual removal of architecturally important features.
2. Installation of aluminum or vinyl siding.
3. Painting when not associated with other improvements.
4. Permitting and impact fees.
5. Non-licensed contractor performed labor (limited eligibility if the owner is a duly licensed contractor).
6. Improvements constructed prior to the execution of the Grant Application.
7. Any improvement that does not create a visibly significant enhancement to the property.
8. Refinancing existing debt.
9. The repairing of damages to a property caused by Tornados, Hurricanes, Fire, Flood, Earthquake, or any other natural destructive disaster for which the owner has insurance coverage. The restriction also includes damages caused by vandalism or arson. In the case of vandalism or arson, the applicant should file an insurance claim directly with their carrier for the damage and no reimbursement or compensation will be provided by the CRA.
10. Any non-conforming building or use that plans to increase the total Gross Floor Area (GFA), in square feet, of the property by 25-percent (25%) or more of the existing GFA shall not be eligible for funding under either the grant or interest participation programs.

CRITERIA FOR PROJECT SELECTION

Apart from the criteria and guidelines, the CRA will assess applications using the following criteria. However, the criteria and guidelines do not form the sole basis for project selection. Award of a grant by the CRA is within the sole and absolute discretion of the CRA Board.

1. Project viability and comprehensiveness;
2. Impact of project on CRA area;
3. Significant improvement to the interior or exterior appearance of the building and surrounding area.
4. Cost/Benefits – relationship between the estimated cost of a project and the benefits gained;
5. Applicant contribution and the level of investment being made:
 - a. Relationship between the estimated cost of the project and the amount the applicant is willing to contribute;
 - b. Contributions – cash, subsidizing particular part of the work, or prior documented improvements financed by the applicant in the preceding twelve-month period;
6. Project Readiness – ability of the project to move forward in a timely manner.

Conditions for Incentive Consideration:

1. The building must be within the boundary of the Town of Davie Community Redevelopment Area.
2. Rehabilitation includes improvements to the interior and/or exterior of the building and/or property. An art in public spaces component must be added to each project to be considered.
3. Applicants must demonstrate that all necessary private financing required to complete the project is secured.
4. Applicants must receive CRA Board approval prior to commencement of construction. The CRA Board will permit minor modifications to the plans. These modifications may be reviewed and approved administratively by the CRA Director or designee if there are no substantial deviations from the plan.

5. All necessary permits and approvals must be obtained from the Town of Davie Building Division and/or other Town agencies and/or departments prior to construction. All work is to be performed and inspected to the satisfaction of the Town of Davie Building Division, Engineering Division and Davie CRA.
6. All funds are released on a post completion basis after a Certificate of Occupancy or Certificate of Completion has been issued. See Disbursement Section.
7. When applicable, an environmental review must be performed, and approval received from the State of Florida Department of Environmental Protection (DEP).
8. A licensed contractor(s) must perform the work.
9. When applicable, Applicants will agree that if the applicant sells the property, changes the use of the business or goes out of business prior to receiving the grant funds the grant is null and void, or anytime within five years of receiving grant funds, all or a portion (20-percent per year) of the funds will be reimbursed to the CRA.
10. Properties that have a homestead exemption in whole or in part shall be deemed ineligible under this program.

APPLICATION PROCEDURE

A business and/or property owner interested in participating in one of the Grant Programs must apply and submit all supporting documents to the Town of Davie Community Redevelopment Agency located at 6591 Orange Drive, Davie, FL 33314.

Applications will be reviewed for completeness and compliance with program criteria. Applications which are incomplete or do not comply with the program criteria will not be considered for funding.

It is recommended that applicants retain the services of a registered architect, or similarly qualified design professional to prepare plans, drawings, and construction specifications for their entire project as needed for the application. However, only fees for services provided by a registered architect or engineer, if applicable, will be eligible to be considered towards the owner's program match for interior and/or exterior improvements.

The CRA will not be responsible in any manner for the selection of a contractor. A business or property owner should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.

Pre-Application Meeting and Process

The pre-application process will allow an applicant with an opportunity to present their project to the CRA Board for consideration of grant funding during conceptual design. The Town of Davie CRA staff along with the Davie Planning and Zoning Division will review the applicant's conceptual plan for interior and exterior renovations in an informal format, including discussion of the eligibility criteria, program requirements, proposed project scheduling, and consistency of the proposal with any design guidelines of the Town. At this stage, staff will decide as to whether the merits of the proposed project are likely to qualify to receive program funds and whether the applicant is sufficiently prepared to move forward through the pre-application process.

This will allow the CRA Board to review the project and provide feedback before the applicant incurs a large expense in the planning and design concepts. As part of the application process, the CRA Board will have an opportunity to grant or deny funding approval after review of the conceptual plan. If the conceptual plan is approved, a recommendation will be made to allow the applicant to move forward with their final design and planning. The applicant will have 180 days to complete their plans and obtain the three quotes necessary and submit this information to the CRA Director or designee.

Documents Required to be Submitted with Application:

1. Submit a complete application to the Town of Davie Community Redevelopment Agency located at 6591 Orange Drive, Davie, FL 33314;
2. The application will be reviewed by CRA staff and the Davie Planning and Zoning Division for completeness, accuracy, and eligibility;
3. Legal description and survey of property;
4. Proof of property ownership (e.g. deed, title search, etc.). If the applicant is a tenant, the tenant must get authorization from the property owner, provided the tenant is not the owner, and provide a copy of the lease;
5. Proof of property insurance;
6. Color photographs of the current conditions including interior and exterior photos of the building and surrounding property.
7. Architectural renderings of proposed façade improvements in color. If applicant is requesting a pre-application approval, sketches and/or conceptual drawings of proposed improvements. (including interior and exterior structural work)
8. Site plan with elevations, showing proposed improvements, drawn to scale;
9. Describe what type of art in public spaces component will be added to the project. Include a sample of the mural, sculpture, etc. with the height, size and dimensions. This item should be a western style component or should feature Davie's history.
10. Detailed description of materials to be used and the construction procedure.
11. Written statement from the Planning and Zoning Department indicating the building, property,

and/or proposed use is consistent with the Town of Davie Land Development Regulations and Land Use Plan and the project meets the criteria established.

12. Written statement from the property owner/applicant acknowledging that the property to be improved does not have any delinquent ad valorem taxes and is free of all municipal and county liens, judgements and encumbrances of any kind.
13. Construction plan with materials, schedule, and dimensions, etc.;
14. Landscape and irrigation plan if applicable;
15. The property or business owner must obtain written price proposals, from no less than three (3) contractors (labor and materials for the entire project), based on the project's final plans and specifications. (all proposals should be of the same exact nature) If the owner/tenant is a licensed contractor and is qualified to do the work, the owner will still be required to obtain an additional cost estimate from an appropriately qualified contractor. The cost estimates will be reviewed by the appropriate Town Department. The applicant must notify the CRA of the chosen Contractor at time of application. If the Contractor selected is not the lowest, but is found to be within reason, the CRA will grant permission to utilize the applicant's Contractor. Should the applicant not apply for the maximum amount of grant funding allowed, the applicant may request additional funding once the project has been completed. The funding request must be presented to the CRA Board/Town Council for consideration during the final reconciliation process and the CRA must have funds available to consider the request. A copy of the chosen contractor(s) liability insurance must also be submitted with grant application.
16. The final cost estimates in written form must be listed in a spreadsheet, broken down between exterior and interior project components, with the name of the licensed contractor(s) chosen to perform the work.
17. Signage specifications if applicable.
18. Written, notarized statement from applicant agreeing that if the applicant sells the property, changes the use of the business or goes out of business prior to receiving the grant funds the grant is null and void, or anytime within five years of receiving grant funds, all or a portion (20 percent per year) of the funds will be reimbursed to the CRA.
19. A W-9 Tax Form "Identification Number and Certification" is required by the owner of the property to verify the Social Security number of the applicant and owner, if different. This form is required as the grant will be considered as income to be reported to the IRS.
20. All grant applications will be reviewed by the Town of Davie CRA staff and the Davie Planning and Zoning Division and a recommendation will be brought forward to the CRA Board. Applications which are considered incomplete will be returned to the applicant.
21. Upon grant approval by the CRA Board, the applicant will be notified in writing of the amount of the award;
22. A copy of the Certificate of Occupancy and/or a Certification of Completion document must be provided to the Town of Davie CRA before funds are released.

23. A copy of the Business Tax Receipt or application showing that one has been applied for must be submitted when requesting reimbursement.

The CRA expressly reserves the right to reject any and/or all applications or to request additional information from any and/or all applicants. The CRA retains the right to display and advertise properties which receive CPIP funds. The CRA reserves the right to make an award of a grant under this program at the sole discretion of the CRA Board.

Program Participation

The amount of funding will be based on the final design and construction estimates included in the project's application for interior and exterior improvements only. For this reason, applicants are required to have qualified estimators prepare their estimates. The property owner must obtain written price proposals, from no less than three (3) contractors (labor and materials for the entire project), based on the project's final plans and specifications. New construction projects in excess of \$1,000,000.00 will only require one estimate if approved by the CRA Board Executive Director or his/her designee. The contractor will certify, and the CRA will make the final determination as to whether the project has been completed according to the approved plans and final approval by the Town of Davie Building Division and/or Engineering Division and issuance of Certificate of Occupancy or Certificate of Completion. Projects determined to be eligible will be funded on a first come, first serve basis, as program monies are available.

Construction Start

After grant approval by the CRA Board, the applicant will have 180 days to complete their plans, obtain the three required quotes and submit the information to the CRA Director or designee. Once the three quotes are reviewed and approved by the CRA Director or designee, the applicant shall issue a "Notice to Proceed" to the contractor and work can commence. The project cannot begin prior to CRA approval and no reimbursement will occur for work completed prior to CRA approval. The project must commence within 90 days following the CRA Director or designee's approval of the three quotes and final plans and the Notice to Proceed. The project must be completed one (1) year following the CRA Director or designee's approval of the cost and final plans.

The CRA Board will permit minor modifications from the conceptual plan to the final plans. These modifications may be reviewed and approved administratively by the CRA Director or designee if there are no substantial deviations from the plan.

Modifications to the approved final plans or changes to the construction documents which produce significant visible differences in the previously approved façade design, such as changes in exterior design or materials will require review and approval of the CRA Board. Failure to receive such approval shall terminate the Grant Application and invalidate the Grant Award.

Projects without pre-approval for funding

No work shall begin prior to CRA approval. Should the CRA determine that work commenced prior to CRA approval, no reimbursement will occur for work completed prior to CRA approval. The project must commence within 90 days following CRA Board's approval of the cost and final plans. The project must be completed within one (1) year following the CRA Board's approval of the cost and final plans.

The CRA Board will permit minor modifications to the final plan. These modifications may be reviewed and approved administratively by the CRA Director or designee if there are no substantial deviations from the conceptual plan.

Construction Approval and Billing

Improvements made under this program must be initiated and completed within one (1) year from grant approval. Extensions may be granted at the sole discretion of the CRA Board and contingent upon applicant demonstrating just cause for such extension.

Program Funding

Program funding is contingent upon an annual appropriation by the CRA Board. Construction must begin within 90 days of final approval by the CRA and all work must be completed within 12-months (or sooner as may be prescribed.) Failure to complete the project within the time specified will result in the forfeiture of grant funds. If funding is approved for a new building under construction and the completion date is expected to exceed 12 months, the owner/contractor may request additional time for completion at time of submittal of grant application.

Disbursements

Approved projects will receive program funding, which is determined based upon the cost of the exterior improvements, on a post-completion basis. The maximum amount of a grant cannot exceed \$100,000 for a Commercial Property Improvement Program Grant and \$10,000 for a Minor Property Improvement Program Grant. The CRA will make the final determination as to when the project is complete, as evidenced by a certificate of occupancy (CO) or a certificate of completion. For mixed-use projects, the building must be completed and at least 75% occupied with a Certificate of Occupancy or a Certificate of Completion being obtained prior to the request for reimbursement of funds. For single use buildings, the building must be completed and 100% occupied and operational with a Certificate of Occupancy or a Certificate of Completion being obtained from the Town of Davie Building Division.

Applicants must provide verification, satisfactory to the CRA, of all project costs, including contractor invoices, releases of liens, etc. before program funds can be disbursed. A copy of all paid invoices, cancelled checks, credit card statements, etc. must be submitted along with a spreadsheet detailing the interior and exterior improvements. Funds will be disbursed by a check payable to the applicant upon Certificate of Occupancy or Certification of Completion, by the Town of Davie Building Division and Town of Davie CRA staff verification that all work has been completed as proposed in a satisfactory and professional manner. Funds will be disbursed upon completion of the improvements dependent upon verification of the applicant's expenditures for the improvements, to ensure that the actual cost of the improvements matches the improvement costs provided in the contractor's bid that was provided with the grant application. For projects less than \$1,000,000.00, a copy of all paid invoices, receipts, (i.e., cancelled checks, credit card statements showing payments to match with paid invoices, etc.) must be submitted as proof of payment. For projects which are considered new construction or projects in excess of \$1,000,000.00 the requirement for submittal of all paid invoices, receipts, (i.e., cancelled checks, credit card statements showing payments to match with paid invoices, etc.) can be waived by the CRA Executive Director's or designee. Funds will not be disbursed for projects which are not in accordance with the approved plans. An invoice must be submitted requesting the reimbursement. The invoice should also include the total construction cost of the project at time of completion. All funds will be disbursed by a check payable to the applicant upon Certificate of

Occupancy or Certification of Completion, by the Town of Davie Building Division and Town of Davie CRA staff verification that all work has been completed as proposed in a satisfactory and professional manner. For mixed-use projects, the building must be completed and at least 75% occupied with a Certificate of Occupancy or a Certificate of Completion being obtained prior to the request for reimbursement of funds. For single use buildings, the building must be completed and 100% occupied and operational with a Certificate of Occupancy or a Certificate of Completion being obtained from the Town of Davie Building Division.

The CRA expressly reserves the right to accept and/or reject any or all applications or to request additional information from any and/or all applicants. The CRA retains the right to display and advertise properties which received CPIP funds. The CRA reserves the right to make an award of a grant under this program at the sole discretion of the CRA Board. Applications will be reviewed for completeness and compliance with the program criteria. Applications which are incomplete or do not comply with the program criteria will not be considered for funding and will be returned to the applicant.

Grant Milestones

	<u>Grant with Pre-Approval Deadlines</u>	<u>Grant without Pre-Approval Deadlines</u>
Obtain 3 quotes and submit to CRA Director	180 days after CRA Board Pre-Approval	N/A - submitted as part of grant application
Construction Commencement	90 days from CRA Director Approval of Final Plans	90 days from CRA Board Approval
Grant Completion	1 year from CRA Director Approval of Final Plans	1 year from CRA Board Approval

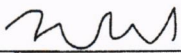
Questions about how to complete the application form or the appropriateness of a proposed project should be directed to the Town of Davie Community Redevelopment Agency at (954) 797-1232.

Property Improvement Grant Application

- ☒ Commercial Property Improvement Program Grant (CPIPG); or
☐ Minor Commercial Property Improvement Program Grant

Applicant's Name: Varsity Square, LLC
Applicant's Address: 2901 W. Cypress Creek Rd #104 Fort Lauderdale, FL 33304
Applicant's Phone Numbers: 954-900-5436
Are you the Property or Business Owner? Yes
Name of Business/Property to be Renovated: Varsity Square
Address of Business/Property to be Renovated: 3700-3788 Davie Rd, Davie, FL 33314
Describe Planned Improvements: Repair the Building, Stripe & Reseal Parking lot, replace railings, replace store front doors, redo sidewalk tile, replace metal roof, replace dumpster doors
Grant Amount Request: \$ 74,149
Total Estimated Cost of Project: \$ 222,447.00

I hereby submit the attached plans, specifications, and color samples, as described in the attachment provided with this application, for the proposed project and understand that these items must be approved by the Town of Davie Community Redevelopment Agency (CRA). No work shall begin until written approval has been received from the CRA. I further understand that funding will not be paid until the project has been completed and a Certificate of Occupancy or Certificate of Completion has been issued.


Signature of Applicant Michael Herzfeld

Funding: Approved ☐ Denied ☐

Amount Approved \$ _____

Print Name: _____

CRA Board Approval By:

Signature: _____

Print Name: _____

Date: _____

Final Grant Amount \$ _____

CRA Director/Designee Final Approval:

Signature: _____

Print Name: _____

Date: _____ Revised 01/06/2021

*** Note: The attached set of documents are required to be submitted with this application and are shown on the following page. Funds will be disbursed upon completion of the improvements dependent upon verification of the applicant's expenditures for the improvements, to ensure that the actual cost of the improvements matches the improvement costs provided in the contractor's bid that was provided with the final grant application. A copy of all paid invoices and receipts i.e., checks, credit card payments, etc. must be submitted as proof of payment along with a copy of the Certificate of Occupancy or Certificate of Completion and an Invoice requesting reimbursement. This requirement can be waived by the CRA Executive Director or his/her designee if the project is considered to be new construction over \$1,000,000.00. All work must be completed within 12 months of grant approval (or sooner as may be prescribed). Failure to complete the project within the time specified will result in the forfeiture of grant funds. The CRA reserves the right to cancel this program at any time, prior to grant approval, without notice, if sufficient funds are determined unavailable.

**Property Improvement Grant Application
(Additional Documentation Requirements)**

Documents to be Submitted with Application:

1. Completed application form;
2. Legal description and survey of property;
3. Proof of property ownership (e.g. deed, title search, etc.). If the applicant is a tenant, the tenant must get authorization from the property owner, provided the tenant is not the owner, and provide a copy of the lease and proof of property insurance;
4. Color photographs of existing building exterior and interior;
5. Site plan with elevations, showing proposed improvements, drawn to scale including sketches or conceptual drawings of proposed construction (including interior and exterior structural work, if involved);
6. Construction plan with detailed description of materials, schedule, and dimensions to be used and the construction procedure;
7. Landscape and irrigation plan if applicable;
8. Signage specifications if applicable.
9. Written statement justifying the particular project meets the criteria established;
10. Describe what type of an art in public spaces component will be added to the project. Include a sample of what the mural, sculpture, etc. which will feature. This item should be a western style component or should feature Davie's historic history.
11. Demonstration that the building, property, and/or proposed use is consistent with the Town land development regulations and the land use plan.
12. The property or business owner must obtain written price proposals, from no less than three (3) contractors (labor and materials for the entire project), based on the project's final plans and specifications. If the owner/tenant is a licensed contractor and is qualified to do the work, the owner will still be required to obtain an additional cost estimate from an appropriately qualified contractor. The provided cost estimates will be reviewed by the appropriate Town's Departments if necessary.
13. Final cost estimates listed in a spreadsheet, broken down between interior and exterior project components and the name of the licensed contractor chosen to perform the work. The spreadsheet must show the total estimated cost of the Project, as stated in the application form, is equal to the submitted total building (construction) costs. If different, please provide an explanation as to why the difference.
14. Written, notarized statement from applicant agreeing that if the applicant sells the property, changes the use of the business or goes out of business prior to receiving the grant funds the grant is null and void, or anytime within five years of receiving grant funds, all or a portion (20% per year) of the funds will be reimbursed to the CRA.
15. A W-9 Tax Form "Identification Number and Certification" is required to verify the Social Security number of the owner/applicant. If the applicant is a tenant, a W-9 form must be received from the owner of the property. This form is required as the grant will be considered as income to be reported to the IRS.

The CRA expressly reserves the right to reject any and/or all applications or to request additional information. The CRA retains the right to display and advertise properties which receive CIPF funds. The CRA reserves the right to make an award of a grant under this program at the sole discretion of the CRA Board. The CRA reserves the right to cancel this program at any time, prior to grant approval, without notice, if sufficient funds are determined unavailable.

Grant Application Review Checklist Required Submissions with Grant Application

Applicant's Name: Varsity Square, LLC
Name of Business/Property to be renovated: Varsity Square

Please check a box below to indicate the type of grant you are requesting:

- ☒ Commercial Property Improvement Program Grant (CPIPG); or
☐ Minor Commercial Property Improvement Program Grant

Required Documents:	Submitted (Yes/No/N.A.)	Documentation Sufficient (Yes/No) (1)
1. Completed Application Form	✓	Yes
2. Legal description and survey of property	✓	Yes
3. Proof of Property Ownership	✓	Yes
4. Color photographs of existing building. (Exterior and interior)	✓	Yes
5. Proof of Property Insurance	✓	Yes
6. Site Plan with elevations showing improvements drawn to scale	✓	Yes
7. Construction plan with materials, schedule, and dimensions	✓	Yes
8. Landscape and irrigation plan, if applicable.	N/A	N/A
9. Signage specifications, if applicable.	N/A	N/A
10. Written statement justifying project meets criteria established.	✓	Yes
11. Demonstration that the building, property and improvements are consistent with the Town of Davie Land Development Regulations and Land Use Plan.	✓	Yes
12. Describe what type of art in public spaces component will be added to the project. Include a sample of what the mural, sculpture, etc. which will feature.	✓	Yes
13. Written price proposals from three contractors (labor and materials for the entire project, based on the project's final plans and specifications.	✓	Yes
14. Final cost estimates listed in a spreadsheet broken down between interior and exterior improvements.		
15. Written, notarized statement from applicant agreement that if applicant sells the property, changes the use of the business or goes out of business prior to receiving the grant funds, the grant is null and void, or anytime within five years for CPIP or 3 years for Minor Grant of receiving grant funds, all or a portion (20% per year) of the funds will be reimbursed to the CRA.	✓	Yes
16. W-9 Tax form from applicant/owner of property.	✓	Yes
17. Additional documentation submitted due to reviewer's comments		

1. If documentation is found to be insufficient, see reviewer's comments below.
2. Final cost estimates to be broken down between exterior and interior project components, and the name of the licensed contractor chosen to perform the work

N/A = Not Applicable

Reviewer's Comments: This item has been submitted to Planning & Zoning & the Site Plan Committee. A motion to approve this item by the Site Plan Committee is included in the back-up.

Proposed project does not increase the total Gross Floor Area (GFA), in square feet, of the property by 25-percent (25%) or more of the existing GFA. _____ (Yes/No)

Grant Application Received by Davie CRA: 4/19/21 Grant Application Review Completed on: 4/23/21

CRA Person Reviewing Proposed Project: Cheryl L. Ellett

Revised and Approved by the CRA Board on _____