



## PROPERTY IMPROVEMENT INCENTIVE PROGRAMS

### PROGRAM DESCRIPTION

The Property Improvement Incentive Program awards grant funds to improve commercial real property under competitive criteria. The program focus is on improving the property located along the major right-of-way corridors in the CRA. The applicant is required to invest a minimum of \$10,000 for improvements to building and/or site for a maximum CRA award of \$40,000. The applicant will be eligible for a grant from the CRA for up to \$40,000 based on \$1 private for every \$4 in public funds match criteria. The Board reserves the right to increase or decrease the final award amount;

The Property Improvement Incentive is designed to eliminate blighted conditions by incenting commercial property owners to make exterior improvements. The grant can serve as a match, or be used to leverage other economic development incentives programs offered by others (loans, grants or investments).

### PROGRAM RULES

The following rules 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 the appearance of the area, and facilitate and encourage redevelopment activity in the target area.

1. The program is available only for property located within the CRA District  
**Note:** See attached CRA District Map.
2. Facade improvements must be consistent with the CRA's Design Guidelines.  
**Note:** CRA Design Guidelines are available on the CRA website

3. All proposed exterior improvements using CRA funds must be approved by the CRA Board. The CRA Board may make recommendations for exterior improvements based upon the CRA Design Guidelines
4. The program is for commercial properties and businesses only. Residentially zoned properties are NOT eligible (this includes multi-family units, apartment buildings and duplexes). 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.
5. Eligible improvements for this program include:
  - Painting
  - Shutters
  - Roofing
  - Awnings/canopies
  - Decorative exterior facade 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
  - Signage
  - Security Systems
  - Fencing (excluding : chain link, barbed wire, and wood panels)
  - Demolition of structure and (re)sodding of vacant property
6. All work **must** be done in compliance with applicable City of Riviera Beach Building Codes and Land Development Regulations. All contractors **must** be licensed in Riviera Beach/Palm Beach County. Please contact the City of Riviera Beach Development Department regarding the proposed work to be performed prior to submitting a facade grant application.
7. 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 Board. Any work completed prior to receiving grant approval is ineligible for reimbursement.
8. The Property Improvement Incentive Grant Program is only available to applicants who have not previously participated in the program

## **APPLICATION PROCESS**

1. An applicant seeking a project grant may secure an application from the Riviera Beach Redevelopment Agency (CRA) located at 2001 Broadway, Suite 300 Riviera Beach, FL 33404, phone 561-881-8043 or download the application from [www.rbcra.com](http://www.rbcra.com)
2. The CRA will administer the Property Improvement Incentive Program and funding. In addition to the appropriate City of Riviera Beach building inspections, the CRA will inspect the work to determine the satisfactory completion of the work.
3. Applicants may not have any outstanding City of Riviera Beach liens against their property. In the event that an Applicant has an outstanding City of Riviera Beach lien against the property, the grant will not be awarded until the complete satisfaction of the lien.
4. Application to this Program is not a guarantee of funding. Funding is at the sole discretion of the CRA Board. Applications will be scored, ranked and to the Board for final approval. The total available program funding is subject to change.

## **REQUIRED APPLICATION DOCUMENTATION AND PROJECT INFORMATION**

**All applicable documents must be submitted along with the Application to be considered for approval**

1. Written detailed description/narrative of the improvements to the property,
2. W9 Form (attached),
3. Copy of Business tax identification
4. Copy of Occupational Licenses
5. Copy of Warranty Deed,
6. Copy of Lease (if applicable),
7. Copy of Property Appraisal Records (paid property taxes)
8. \*Plans or sketches if applicable\*,
9. **Rendering of completed project (needed for presentation purposes)**
10. Site plan and plant list for landscape projects,
11. Third-party cost estimates from three (3) licensed contractors,
12. Estimated time line or project Schedule
13. Provide proof of number of employees who reside in Riviera Beach
14. Evidence of financial ability to fund the project (approved loan, cash account, line of credit, etc.)
15. Completed Application

**All documents along with completed applications should be properly labeled and inserted into a multi part pronged folder. Partial submissions will not be reviewed or accepted.**

## **REIMBURSEMENT PROCESS**

1. Grant Payments — Subject to the terms and conditions of the Grant Agreement, reimbursement will be made within ninety days from the CRA receiving the following:
  - a) Invoices, copy of processed check and proof of payment for Eligible Reimbursable Costs
  - b) Verification that the jobs are in place including payroll records.
  - c) Building Department Inspection forms and completed final inspections.
2. Alternatively, it is within the CRA Director's discretion to authorize that partial grant payments be issued on a draw schedule so as to facilitate the timely completion of some of the approved projects.
3. Site Visits — CRA staff will conduct a site visit before grant 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. Staff will complete a final inspection prior to issuing final payment.
4. Reporting — by accepting the grant, the applicant agrees to comply with any reporting procedures deemed necessary by CRA staff to verify that the required job positions are properly fulfilled and maintained. Reporting may include, but is not limited to, payroll records, work schedules, and reporting forms.
5. As stipulated in the project agreement, RBCRA will release funds to the client on a reimbursement basis at the completion of the entire project (upon examination of the project's Certificate of Occupancy) or pursuant to processing each draw request (see Draw Request Form in Appendix A-10) in an expeditious manner (within ten working days).
6. RBCRA staff will perform monitoring exercises at least once a year to record the applicant's compliance with the grant's requirements (i.e. job creation/retention, use of local contractors, etc.). The monitor will formally report the applicant's level of compliance to the RBCRA Director, and will also report any corrective action plans that the applicant has committed to implementing in order to achieve the agreed Upon compliance goals in the grant agreement.

## APPLICANT INFORMATION

<b>Property Owners Last Name</b> _____	<b>First</b> _____	<b>M.I.</b> _____	<b>Date</b> _____	
<b>Street Address</b>				<b>Apartment/Unit #</b>
<b>City</b>	<b>State</b>	<b>ZIP</b>		
<b>Phone</b>	<b>E-mail Address</b>			
<b>Name of Tenant if different Last Name</b>	<b>First</b>	<b>M.I.</b>	<b>Date</b>	
<b>Where improvements will be made Street Address</b>				<b>Apartment/Unit #</b>
<b>City</b>	<b>State</b>	<b>ZIP</b>		
<b>Type of Business</b>	<b>Years of Operation</b>			
<b>Number of Employees</b>	<b>Annual Payroll</b>			
<b>Number of Employees residing in Riviera Beach</b>				
<b>How many jobs created or retained with this Grant</b>				

## PROPERTY IMPROVEMENT CHECKLIST

*CHECK & INITIAL BESIDE IMPROVEMENT CATEGORY*

<b>PAINTING</b>		<b>PARKING LOT</b>		<b>ROOFING</b>	
<b>SHUTTERS</b>		<b>EXTERIOR LIGHTING</b>		<b>SECURITY SYSTEM</b>	
<b>AWNINGS</b>		<b>ADA IMPROVEMENTS</b>		<b>OTHER</b>	
<b>EXTERIOR FAÇADE &amp; ROOF</b>		<b>SIGNAGE</b>			
<b>EXTERIOR DOORS/WINDOWS</b>		<b>FENCING</b>			
<b>LANDSCAPING</b>		<b>DEMOLITION</b>			

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

Riviera Beach CRA  
2001 Broadway, Suite 300 Riviera Beach, FL 33404  
Phone 561-844-3408

Witness (Date) Property Owner (Date)

Witness (Date) Property Owner (Date)

STATE OF FLORIDA \_\_\_\_\_

COUNTY OF \_\_\_\_\_

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.

Afore said on this \_\_\_\_\_ day of \_\_\_\_\_, 20

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

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

***(Tenant/ Business owner's signature must be notarized)***

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

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

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

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

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

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

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

**SCORING SHEET EXAMPLE**  
**ATTACHED**