



**TOWN OF LAKE PARK  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
Guidelines And Procedures  
For  
Commercial And Industrial CRA Grant Program**

Please note that an application must be approved by the CRA BEFORE work begins.

The applicant assumes all financial liabilities related to work that is completed prior to a ruling.

The applicant will receive an official written correspondence from the CRA Grant Program Committee following a review of the application.

**Purpose**

The purpose of the CRA Commercial And Industrial Improvement Grant Program, which includes the **facility improvement grant** and the **operational sustainability grant**, is to assist commercial property and business owners in the CRA with maintaining their businesses and/or properties during times of financial distress and encouraging them to invest in their operations through interior or exterior improvements. The objective is to stimulate reinvestment in the CRA districts and to preserve or renew the traditional business areas and establish them as centers for community-oriented activities.

Commercial property owners may apply for the **facility improvement grant**, which is a matching grant program that provides **up to** 50% reimbursement of the total project cost, **up to** a \$75,000 grant, to pay for the design and implementation of eligible improvements to existing commercial structures within the CRA.

Owners of businesses located in the Lake Park CRA that have experienced a documented downturn in their business may apply for an **operational sustainability grant** of **up to** \$25,000 for six months or **up to** \$50,000 for one year, based on prior income and expenses.

Funds for both grants are appropriated annually in the CRA budget and are available on a first-come, first-served basis. The program is subject to the availability of allocated funds in the CRA budget.

Applicants are reminded that grant awards are discretionary and should not be considered an entitlement. All grant criteria contained herein are guidelines, not guarantees for awards, and successful applicants may receive any amount up to the maximum award. Should an applicant meet all grant criteria, a grant may or may not be awarded due to funding limitations, competing applications, and/or competing priorities. Program details are subject to change.

### **Program Rules**

The following rules are intended to inform a potential grant applicants of the extent and scope of the program. The desired result will halt deterioration, stabilize property values, improve and upgrade the appearance of the area, enhance business operation, and facilitate and encourage redevelopment activity in the CRA districts. This program shall not serve to pay for delinquent or recurring operational utility or similar invoices.

1. The program is for commercial properties and businesses (including industrial). The business owner must be the applicant for the **operational sustainability grant** and the property owner must be the applicant for the **facility improvement grant**. Applications for properties delinquent in payment of property taxes will not be accepted.
2. The program is available only for property located within the CRA.
3. Improvements made through the **facility improvement grant** must be consistent with applicable design guidelines and policies as outlined by the CRA Plan and all other applicable codes.
4. Eligible improvements for the facility improvement program include:
  - Painting
  - Roof repair/replacement
  - Awnings/canopies
  - Exterior doors/windows
  - Landscaping (to include hardscapes)
  - Irrigation
  - Parking lot repaving, resealing, restriping
  - Exterior lighting and electrical
  - Exterior security features (access to security cameras for law enforcement required)
  - ADA improvements
  - Fencing
  - Demolition of structures deemed unfit and unsafe for use.
  - Permit Fees associated with proposed improvements
  - Other fee-related, structural or façade improvements as determined to qualify by the CRA Executive Director
5. All work funded by the **facility improvement grant** must be performed in compliance with applicable Town of Lake Park codes and regulations. All professional work must be performed by a licensed contractor in good standing with the State, County and the Town of Lake Park. Improvements to properties that do not or cannot meet building and safety codes are ineligible.

6. **Facility improvement grant** funds will be reimbursed exclusively for approved work, approved change orders, and only for work that has been performed after being notified of grant approval by the CRA. Any work completed prior to receiving grant approval is ineligible for reimbursement.
7. **Operational sustainability grant** applicants must be able to prove income loss and provide documentation of business income and expenses for the two years prior to the application for funding (or for as long as the business has been in existence, if that period is less than two years; businesses must be in operation for a minimum of one year in order to qualify for the **operational sustainability grant**).
8. Only one (1) grant application in each category (operational sustainability or facility improvement) will be accepted per property, per annual grant cycle. A grant agreement that includes consecutive years of funding may be approved and is contingent on the CRA Board's acceptance of this type of grant agreement. A **facility improvement grant** is only available to applicants that have not received previous grant funding through this program for the same property and for the same work, in the three (3) years prior to the date of grant approval by the CRA Board.

#### **Application Process**

1. An applicant seeking either an **operational sustainability grant** or a **facility improvement grant** may apply online at **TBD**. A checklist of required documents and forms can be found and uploaded within the online grant application.
2. Applications will be accepted on a rolling basis and the associated fiscal year CRA funds will be applied.
3. The CRA Grant Program Committee undertakes the initial review of the application and determines if the application is complete. If the application is determined to be incomplete, the application will be returned to the applicant and the applicant will have the opportunity to resubmit. Once a completed application is submitted, it will be date-stamped as received. Acceptance of a completed application packet is not a guarantee of funding.
4. Applicants may not have any outstanding Town of Lake Park violations or liens against their property. CRA grants will not be awarded until the complete satisfaction of any Town of Lake Park violations or liens.
5. Within two (2) weeks, or 10 business days, of receipt of the completed application, the CRA Grant Program Committee will conduct a full review to ensure compliance with the CRA grant program criteria. The CRA Grant Program Committee will forward a recommendation to the CRA Executive Director. Once approved by the CRA Executive Director, the application will be provided to the CRA Board for final approval.
6. All grant funding decisions provided are final.

7. By accepting a **facility improvement grant** award, applicant understands and agrees to:
- Maintain the improvements made in accordance with this agreement for a period of three (3) years.
  - Not alter, modify, or remove the improvements made in accordance with the agreement for a period of three (3) years without CRA approval.
  - Maintain ownership of the property in accordance with the agreement for a period of three (3) years. Receipt of grant funding to improve property for sale is prohibited. Sale of subject property prior to completion of improvements will result in the revocation of award approval.

Failure to comply may result in:

- Legal action.
  - Repayment of all CRA funds received by applicant for the subject property.
8. By accepting an **operational sustainability grant** award, the applicant understands and agrees to
- Maintain ongoing business operations in an unchanged manner and for an unchanged purpose for the duration of the grant period
  - Sustain (or increase) existing business operating hours

#### **Project Implementation and Reimbursement Process**

1. Projects receiving funding under the **facility improvement grant** must begin work within 90 days from receipt of grant approval notification, and work must be completed within one (1) year, unless a written agreement stipulates otherwise or a written request for time extension is received and approved by the CRA at least 30 days prior to project expiration. Projects receiving funding must apply for any necessary permits immediately (if applicable) in order to adhere to the timeframes stated above. Non-compliance with these time frames may result in retraction of grant approval, and a new application would be required for consideration.

Projects receiving funding under the **operational sustainability grant** must continue operations for a minimum of the period covered by the funding provided (six months or one year)

2. By accepting the grant, applicant agrees to comply with monthly updates conducted by the CRA Grant Program Committee. These updates may be obtained via email, phone or site visits. Reporting may include, but is not limited to, work schedules, reporting forms, and projected completion dates for the **facility improvement grant** and operating logs and financial statements for the **operational sustainability grant**.
3. 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. Additional inspections will be performed if a permit is required for the work.
4. **Facility improvement grant** awardees will receive grant funding after the improvements are completed, inspected and all associated costs have been paid (unless a grant

agreement stipulates otherwise). It is the responsibility of the applicant to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the CRA Program Committee by the applicant. The project must be completed essentially as presented in the approved application in order to receive payment/reimbursement.

**Operational sustainability grant** awardees will receive grant funding on a month-by-month basis.

5. Facility improvement award reimbursement under the **facility improvement grant** shall be made upon completion of the improvements as approved. A final inspection and approval by the Town are required. Submission of the following documentation is required for reimbursement of awarded project costs:
  - Photos of completed project and all work funded by the CRA grant.
  - Proof of payment in full for all work included in project as approved. Detailed invoices and paid receipts showing the name, address and phone number of licensed contractor or professional service used is required.
  - Copies of all required permits and final inspections.
  - Signed and completed W-9, as required by law, for the recipient of grant funds.
6. Requests for reimbursement of project costs under the **facility improvement grant** not included in either the approved renovation plan or an approved change order shall not be considered for reimbursement.
7. The CRA reserves the right to verify any and all costs associated with design or renovation work for which reimbursement is requested under the **facility improvement grant** and any and all operational costs requested under the **operational sustainability grant**.
8. The Town of Lake Park's Finance Department (which also manages the CRA budget) shall keep all financial records associated the CRA annual budget and all CRA grants.

### **Business Plan Consulting Services**

As part of its efforts to support local businesses in the CRA, the Lake Park CRA will contract with a consultant (or consultants, as necessary) who will be made available to provide business plan guidance at no cost to the applicants. All interested commercial/industrial grant applicants will have the opportunity to request and receive this service. Requesting or declining such services will have no impact on the outcome of an applicant's grant request.