



PROPERTY IMPROVEMENT INCENTIVE PROGRAM

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 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 Boundary Map or click the below link to check your address:
<https://www.rbcra.com/gis-parcel-id-tool-options/>
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
 - Roof Repair
 - Awnings/canopies
 - Decorative exterior facade improvements
 - Exterior doors/windows
 - Landscaping around the building
 - Irrigation
 - Parking lot re-paving, re-sealing, re-stripping
 - Exterior lighting
 - Patio or decks connected to the building
 - Exterior wall repairs (e.g. stucco, brick or wood repairs and replacement)
 - ADA improvements
 - Signage
 - Fencing (excluding chain link, barbed wire, and wood panels)
 - Demolition of structure and (re)sodding of vacant property
 - Exterior Security Features
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
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. If 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.

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. Staff will review the documents provided. If everything is in order, the project will be declared completed and process payment to the applicant for the amount allowed by the Grant Agreement.

I have read, understand and accept the program overview and guidelines set forth above for the Property Improvement Incentive Program.

Property Address

Applicant Name

Applicant Signature

Date



APPLICATION CHECKLIST

Every application package must include **ALL** of the following items before it will be processed and considered for approval.

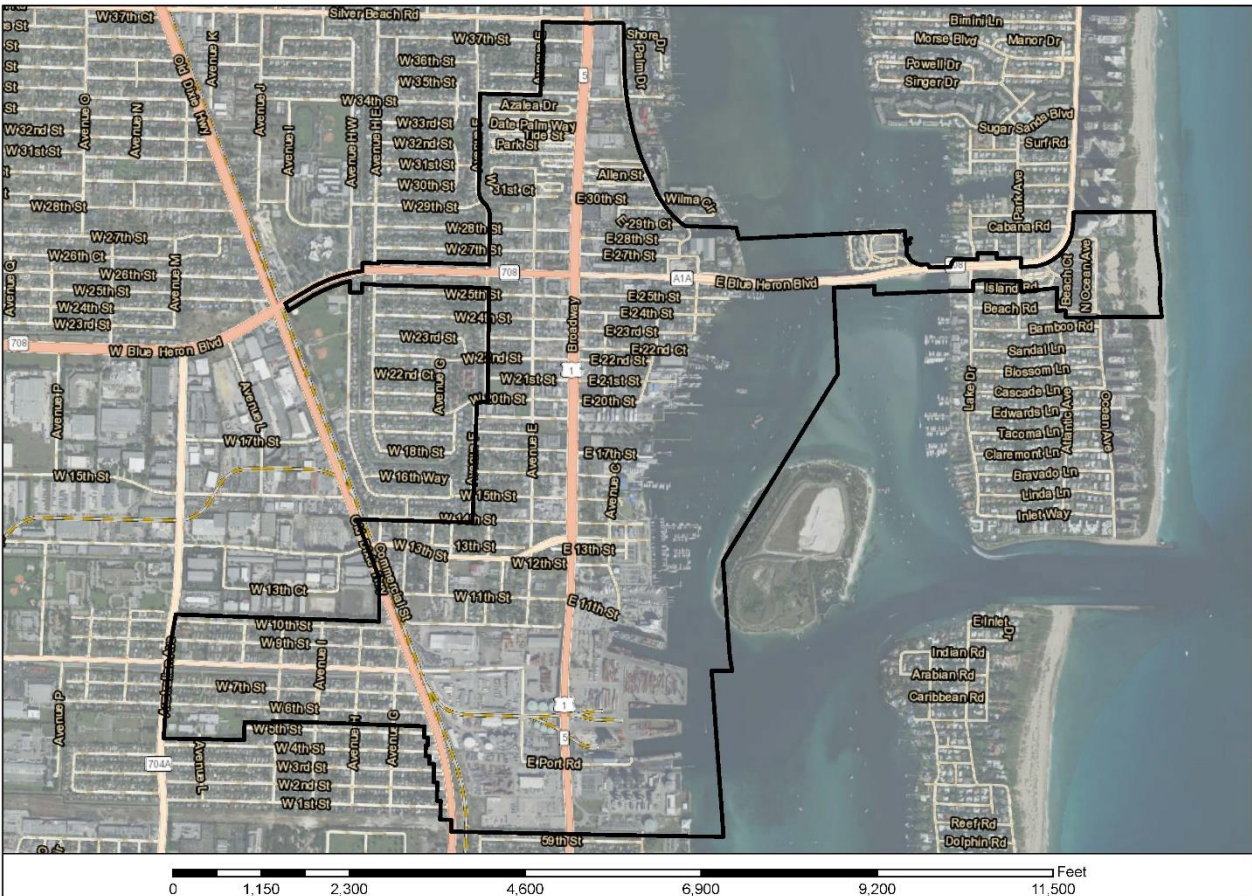
- Written detailed description of the improvements to be done to the property,
- W9 Form (attached),
- Copy of Business Tax Identification
- Copy of Occupational Licenses
- Copy of Warranty Deed,
- Copy of Lease (if applicable),
- Copy of Property Appraisal Records (paid property taxes)
- Plans or sketches if applicable,
- Rendering of completed project (needed for presentation purposes)
- Site plan and plant list for landscape projects,
- Third-party cost estimates from three (3) licensed contractors,
- Estimated timeline or project Schedule
- Provide a signed affidavit for each employee as proof of number of employees who reside in

Riviera Beach

- Provide a signed affidavit for each employee as proof that employees are being paid a livable wage.
- Evidence of financial ability to pay for the project (approved loan, cash account, line of credit, etc.)
- Completed Application
- Completed Checklist

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.

RIVIERA BEACH CRA BOUNDARY MAP



**Riviera Beach
CRA Boundary**

Legend
 Riviera Beach CRA Boundary





PROPERTY IMPROVEMENT INCENTIVE PROGRAM GRANT APPLICATION

1. APPLICANT

Name: _____

Address: _____

Zip Code: _____ Phone Number: _____

E-mail: _____

2. BUILDING TO BE IMPROVED/PROPERTY INFORMATION

Owner: _____

Address: _____

_____ Zip Code: _____

Owner Type:

- Individual Partnership LLC
 Sole Proprietorship Corporation Non-Profit

3. OWNER OF PROPERTY (if not the applicant)

Name: _____

Address: _____

_____ Zip Code: _____

Phone Number: _____ E-mail: _____

4. PROJECT INFORMATION

Project Description

Select all applicable anticipated improvements in the property.

IMPROVEMENT	COST	IMPROVEMENT	COST
<input type="checkbox"/> Painting		<input type="checkbox"/> Shutters	
<input type="checkbox"/> Roof Repair		<input type="checkbox"/> Awnings/canopies	
<input type="checkbox"/> Decorative exterior facade improvements		<input type="checkbox"/> Exterior doors/windows	
<input type="checkbox"/> Landscaping around the building		<input type="checkbox"/> Irrigation	
<input type="checkbox"/> Parking lot re-paving, re-sealing, re-striping		<input type="checkbox"/> Exterior lighting	
<input type="checkbox"/> Patio or decks connected to the building		<input type="checkbox"/> Exterior wall repairs (e.g. stucco, brick or wood repairs and replacement)	
<input type="checkbox"/> ADA improvements		<input type="checkbox"/> Signage	
<input type="checkbox"/> Fencing (excluding chain link, barbed wire, and wood panels)		<input type="checkbox"/> Demolition of structure and (re)sodding of vacant property	
<input type="checkbox"/> Exterior Security Features		<input type="checkbox"/> Exterior Security Features	

Name of General Contractor for the Project: _____

Address of General Contractor: _____

Phone Number of General Contractor: _____

Email for General Contractor: _____

Estimated Total project Cost: \$_____

Grant Amount Requested: \$_____

5. SOURCES OF FUNDING

6. APPLICATION AGREEMENT

I (we), the applicant(s) understand that the intent of this application is only for purposes of pre-qualifying for a Property Improvement Incentive Program Grant and does not guarantee acceptance or approval and no commitment is hereby made on the part of either the applicant or the Riviera Beach Community Redevelopment Agency (RBCRA).

I (we) certify that to the best of my (our) knowledge, all the information in this application and all information furnished in support of this application is true and correct. Any property assisted under this program will not be used for any illegal or restricted purposes.

Any intentionally false or fraudulent statement or supporting documents will constitute cancellation of my (our) application. The RBCRA is hereby authorized to verify any of the information provided and to inspect the property prior to approval.

I authorize the City of Riviera Beach and the Riviera Beach CRA or its agents to take photos of myself and myself and business to be used to promote the program.

Applicant Name

Applicant Signature

Date

Applicant Name

Applicant Signature

Date



PROPERTY OWNER AUTHORIZATION FORM

• To be completed only if the applicant is a tenant •

The undersigned owner of the existing building located at:

Address

Certifies that:

Applicant

Operates a business at the above location. The undersigned agrees to permit the Applicant and his contractors or agents to implement the improvements listed on the Property Improvement Incentive Program Grant Application.

I understand and agree that neither the RBCRA nor the City of Riviera Beach assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied. In consideration of the Property Improvement Incentive Program Grant to complete exterior property improvements of the commercial property, the undersigned hereby waives and releases any claim against the City of Riviera Beach and the Riviera Beach Community Redevelopment Agency (RBCRA) arising out of the use of said funds for the purposes set forth in the Application. The undersigned agrees to hold the City and the RBCRA harmless for charges, damages, claims or liens arising out of the Applicant's participation in the Property Improvement Incentive Program.

Property Owner Name

Property Owner Signature

Date

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ (numeric date) day of _____ (month), _____ (year), by _____ (name of person acknowledging).
(Seal)

Signature of Notary Public

Print, Type/Stamp Name of Notary

Personally known: _____

OR Produced Identification: _____

Type of Identification Produced: _____



PROPERTY OWNER AUTHORIZATION FORM

THIS AGREEMENT is entered into this ____ day of _____ 20____, by and between the Riviera Beach Community Redevelopment Agency (“RBCRA”) and _____ (“Applicant”).

WHEREAS, Applicant has made application for a grant with the RBCRA under the CRA Property Improvement Incentive Program and

WHEREAS, RBCRA has approved said application.

IT IS HEREBY AGREED AS FOLLOWS:

1. Applicant agrees to complete the Project consistent with the application submitted to RBCRA, which is attached to this Agreement and made a part hereof as Exhibit “A”.
2. In consideration of Applicant satisfactorily completing the Project, RBCRA will reimburse Applicant 80% of the total project costs or the approved amount of \$_____, (in no event shall RBCRA pay more than \$40,000.00).
3. In any dispute arising between or among the parties hereto, the prevailing party shall recover from the losing party reasonable attorney’s fees, costs and expenses incurred by the prevailing party in connection with such dispute at pretrial, trial, and appellate levels.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first stated above.

APPLICANT:

RIVIERA BEACH CRA

By: _____

JULIA A. BOTEL, Ed. D
Chairperson

Print Name: _____

By: _____

Its: _____

“Applicant”



**CERTIFICATE OF TRUTH IN NEGOTIATIONS
FOR
EMPLOYEE RESIDENCY**

This is to certify that, to best of my knowledge and belief, the
employee _____, who is employed with my company
_____, is domiciled at the address,

And I will affirm (please circle) **YES/NO** that he or she is a **Riviera Beach Florida Resident.**

FIRM: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____ ***

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ____ day of _____, by _____ on behalf of _____ personally known __ or produced identification as follows _____.

Signature of Notary Public

Print Name

Commission Number: _____

Commission Expiration: _____



**CERTIFICATE OF TRUTH IN NEGOTIATIONS
FOR
EMPLOYEE WAGES**

This is to certify that, to best of my knowledge and belief, the employee

(name) _____, who is employed with my company

_____, is currently earning a wage that meets or exceeds the living wage standards set for Palm Beach County for the year of _____,

FIRM: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____ ***

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ____ day of _____, by _____ on behalf of _____ personally known __ or produced identification as follows _____.

Signature of Notary Public

Print Name

Commission Number: _____

Commission Expiration: _____