

ELIGIBLE EXPENSES

- Soft Cost Fees - Site design, engineering, permitting
- Landscaping Expenses (design fees; installation; material purchases; irrigation)
- Exterior Repair, Stucco, Repainting
- Roof Repair or Replacement
- Exterior Window Upgrades
- All costs associated with the installation and improvement of parking, driveways, sidewalks
- Exterior lighting and related electrical work
- Exterior signage

INELIGIBLE EXPENSES

- Any and all interior repairs or improvements
- Interior Painting
- Purchase of equipment, inventory, furnishings, decorations, or supplies
- Purchase of real property
- Rent, lease, or mortgage payments
- HVAC repair and/or replacement
- Security system repair and/or replacement

REIMBURSEMENT PROCESS

- Funds are dispersed for eligible and pre-approved expenses only
- No funds shall be dispersed prior to the receipt of a Certificate of Occupancy or the necessary satisfactory inspection notices
- Grantees must submit a detailed work invoice with proof of payment in the form of a cancelled check, credit card statement, or vendor certification of payment
- Reimbursement is at the approved grant award rate of 10% or 25% of the eligible expenses presented for reimbursement, up to the maximum approved grant award
- CRA can impose conditions of approval it deems appropriate to protect the assets of the organization, with regards to funding and reimbursement.

GENERAL REQUIREMENTS

Approved grant applications may receive reimbursement for 25% of their eligible project costs, up to a maximum of \$50,000, for nonresidential or mixed-use projects fronting on Westgate Avenue. All other areas of the CRA district may receive reimbursement of 10% of their eligible project costs up to a maximum of \$25,000 for nonresidential projects and \$5,000 for residential projects.

Grantees under this program agree to complete the project that the funding was awarded for, according to the scope of work presented in the application. All work must be done in compliance with Palm Beach County ordinances and regulations and must have the appropriate permits and Certificates of Occupancy or Completion issued.

Applicants are encouraged to schedule a pre-application conference to assess the project qualification and eligibility for reimbursement under the program.

APPLICATION CHECKLIST

The completed application must include the following items prior to processing:

- Signed and completed application form
- Business Plan or Executive Summary, including a narrative describing the business, its operations, and its business principles
- Detailed 3-year budget projections of revenues and expenses
- Historical financials for the past three years, in a sealed envelope (existing businesses only)
- Copy of multi-year lease (including expressed permission from landlord to make changes as outlined in the project) or copy of Warranty Deed showing property ownership
- Narrative description of entire project, broken down into interior and exterior improvements and/or renovations, including financing sources
- Detailed breakdown of exterior renovations and improvements for which reimbursement is being requested under the grant program.

SITE DEVELOPMENT ASSISTANCE PROGRAM



AN INVESTMENT PARTNERSHIP

BETWEEN

WESTGATE/BELVEDERE HOMES CRA

AND

BUSINESS COMMUNITY



160 Australian Avenue, Suite 500
West Palm Beach, FL 33406
Phone (561) 233-3633
Fax (561) 233-3651

The **Site Development Assistance Program** is available to new and existing projects within the Community Redevelopment Area. The program was established to encourage commercial property owners to upgrade their properties by improving the external appearance of their properties and/or invest in their operations. The result will eliminate blighted influences, stabilize property values, and facilitate redevelopment activity in the target area.

The Site Development grant provides funding assistance to help defray or leverage the cost of exterior improvements and project related engineering, architectural, and permitting costs associated with new construction, building expansion, and renovations.

REVIEW CRITERIA

Criteria that will be considered in the review of an application include, but are not limited to:

1. The visual impact of the project on the area
2. The impact the project will have on property values in the area
3. The project's probability of success
4. The number of new jobs that the business will create, particularly for area residents
5. The amount of private funds being invested into the project

FUNDING

Funding is dispersed on a reimbursement basis only and the total amount of funds is allocated annually for specific prioritized project areas (e.g. Westgate Avenue, Congress Avenue, etc.). The program also focuses on those projects that are not eligible for the County's Development Regions Grant funds due to timing, program requirements such as job creation, or other similar factors.

Assistance from this program may, at the sole discretion of the CRA, be combined with assistance from other programs. When combined with the Development Regions Program, grants from other CRA Programs will serve as the CRA's match funds for the Development Regions Grant.

SITE DEVELOPMENT ASSISTANCE APPLICATION

Applicant Name: _____

Business Name: _____

Business Address: _____

Mailing Address: _____

Property Control #: _____

Phone: _____

Fax: _____

Email: _____

EIN #: _____

Applicant's business site is:

Owned Leased

(Attach copy of signed multi-year lease or warranty deed)

Applicant's project includes: (check applicable)

- Exterior Lighting Landscaping
 Roof Repair Commercial Parking
 Exterior Signage New Construction
 Expansion/Renovation of an existing building

Project Budget:

A. Interior Renovations/Improvements:
\$ _____

B. Exterior Renovations/Improvements:
\$ _____

**C. Total Project Budget:
(Interior Budget + Exterior Budget)**
\$ _____

Please read the section below carefully. After you have read the entire application brochure, sign the form below and submit your completed application to the CRA offices.

I, the undersigned, being a principal of the business applying for assistance under the Site Development Assistance Program, certify that the business in the Westgate/Belvedere Homes Community Redevelopment Area within the unincorporated Palm Beach County.

I understand that this application is not a guarantee of assistance. Should my application be approved, I understand that I am committing to completing the project I have represented in this application and obtaining a Certificate of Occupancy or the necessary satisfactory inspection notices signifying that the work has been done in accordance with County ordinances and codes. I agree to obtain all necessary County approvals prior to beginning any work. Failure to do so may jeopardize my ability to receive reimbursement under this grant program.

I understand that the project represented in this application must receive CRA Board approval before the work is completed in order to be eligible for reimbursement.

I have read this program brochure in its entirety and by signing below accept the terms of the program as represented in this brochure. I understand that if this application is submitted incomplete, it will not be processed.

Applicant's Signature Date

Printed Name Date

INCOMPLETE APPLICATION PACKETS WILL NOT BE PROCESSED