

Commercial Plaza Owner Façade and Exterior Improvements Grant Incentive Program

FOR MAJOR EXTERIOR RENOVATIONS TO UPDATE EXISTING
RETAIL PLAZAS AND COMMERCIAL CORRIDOR PROPERTIES
WWW.TAMARACEDO.COM

Tamarac Developer Incentives Program Façade & Exterior Improvements Grant Guidelines

Program Purpose

The City of Tamarac Commercial Plaza Owner Façade and Exterior Improvements Grant Program is available to **retail plaza owners** located in the City of Tamarac for major exterior renovations for approved aesthetic improvements to a commercial/retail plaza. Improvements include **code compliant** façade renovation, painting of the building, installation of awnings, lighting, landscaping and signage.

The overall goal of this program is to incentivize plaza property owners to undertake significant, **transformative and comprehensive exterior plaza renovations** to improve the overall appearance and modernization of retail plaza properties. Only comprehensive renovation projects will be considered. This is a competitive (funds are limited) and discretionary grant program whereby the City will utilize grant funds for the most impactful, transformative projects.

General Provisions

This incentive is a **reimbursement grant** program to update and modernize aging commercial plazas and properties. All commercial plaza properties will be eligible, however, priority will be offered to projects located in the City's "Incentive Zones" designated commercial redevelopment areas according to the Tamarac Comprehensive Plan Economic Development Element (2018-2022)¹ and as illustrated as illustrated on the Tamarac Incentive Zone Map - Commercial Priority Areas for Redevelopment Map (Figure 1).

The Façade and Exterior Improvements Grant Program benefits are contingent upon funding availability and City of Tamarac approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties are not eligible for grant funding when such funding conflicts with the goals expressed in the City of Tamarac Comprehensive Plan Economic Development Element (2018-2022).

Property to be improved must be free of all municipal and county liens, judgments, or encumbrances of any kind. *This provision can be waived for City code violations if development plans for said property address exterior-related violations and meets City goals and objectives.*

Approved projects will require a Grant Agreement between the City of Tamarac and the developer or property owner to include the following provisions:

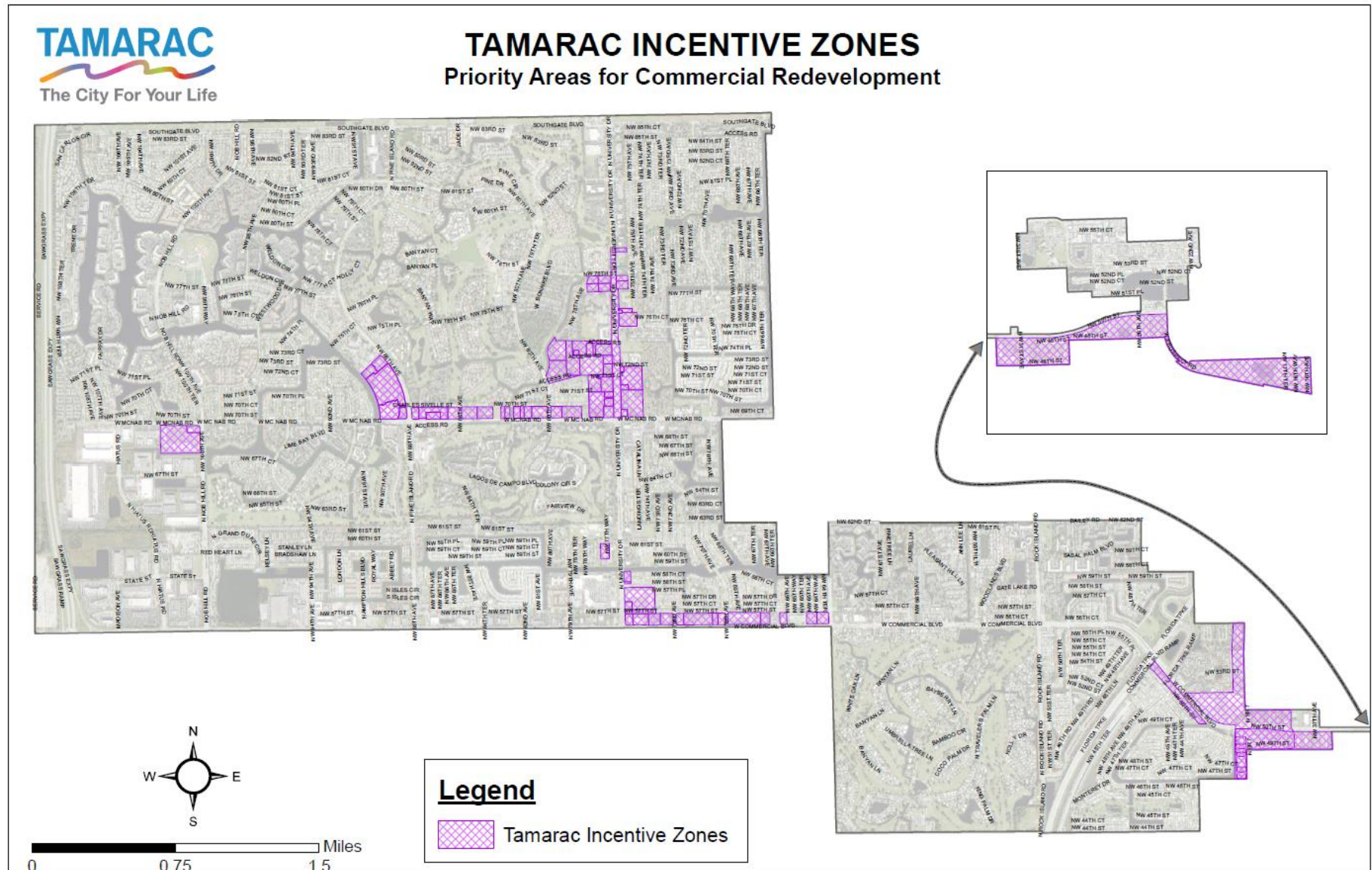
- ◆ Work on the project must begin within One Hundred Eighty (180) days and be completed within Eighteen (18) Months, after Grant Agreement execution.
- ◆ Incentive grant funds cannot be applied to services other than those that are approved.

Due to limited funding, City of Tamarac staff will evaluate the submissions on a first-come, first-served basis and select those that provide **significant** renovation and visual improvement to the community, serving as a catalyst for other businesses and to complement area improvements. This grant application period will expire after 2-years on December 31, 2023 or when program funds are exhausted.

Two licensed contractor bids/quotes will be required with application submittal. Upon completion of the work, disbursement of the incentive grant may be made on a reimbursement basis or paid directly to the Service Provider, in accordance with the Scope of Services attached to application and provided applicant first approves of payment to Service Provider.

¹ <https://tamarac.org/DocumentCenter/View/7028/Economic-Development-Comp-Plan-Amemdment>

Figure 1: Tamarac INCENTIVE ZONES Map - Priority Areas for Commercial Redevelopment (Redevelopment Areas, Opportunity Zone, EDSP Focus Areas)



Eligibility Guidelines & Criteria Considered

The Façade and Exterior Improvements Grant Program for plaza owners is directed by the Comprehensive Plan Economic Development Element's vision for commercial corridor vitality and beautification. A clearly defined need must exist and be proven by each project before funding will be considered, **on a case-by-case basis**. Overall impact and exterior visual improvement for the community will be the primary consideration for this discretionary grant.

The Façade and Exterior Improvements Grant Program is structured to prioritize updating commercial properties within the City's Incentive Zones. **Any incentive grant that is approved will be paid after construction of the project is completed.**

Unique restaurants and craft breweries/distilleries/brew pubs within a plaza development project are not required uses but are encouraged uses as well as food halls, coffee shops and niche entertainment uses.

Funding Guidelines

Approved applicants may receive reimbursement for **80% of their eligible project costs**, up to a **maximum total City contribution of \$250,000** per single-owned contiguous commercial property or plaza folio. For example:

Total Project Cost	City of Tamarac Contribution	Applicant Contribution
\$313,000	\$250,000	\$63,000
\$150,000	\$120,000	\$30,000
\$ 50,000	\$ 40,000	\$10,000

The Façade and Exterior Improvements Grant Program will be available for a two-year period (2021-2023) until December 31, 2023 or until program funds are expended.

The City of Tamarac will notify applicants of approval or denial within 45 days. The staff Grant Review Panel will recommend projects to the City Commission for final approval. The determination to approve or deny funding is final.

Eligible Expenses

Only those expenses concerning exterior aesthetic improvements to plaza properties will be considered for funding. These expenses include, but are not limited to:

- ◆ Fees – site design/architectural, engineering, permitting
- ◆ Landscaping expenses – design fees, installation, material purchases, irrigation
- ◆ Exterior repair and upgrades, demolition and construction, stucco, painting, brick, and textured pavement
- ◆ Exterior window upgrades, doors, and awnings
- ◆ Costs associated with installation and improvement of parking, driveways, sidewalks
- ◆ Exterior lighting and related electrical work
- ◆ Exterior signage
- ◆ Removal of deteriorating building material, e.g. plywood, stucco, metal
- ◆ Improvements addressing existing City Code violations for façade/exterior-related eligible work

Ineligible Expenses

The following items are examples of what will not be considered for funding by the Program:

- ◆ Any interior improvements or repairs
- ◆ Purchase of equipment, inventory, furnishings, decorations, or supplies (non-fixed improvements)
- ◆ Purchase of real property
- ◆ Rent, lease or mortgage payments
- ◆ HVAC repair and/or replacement
- ◆ Security system repair and/or replacement
- ◆ Roof repair, replacement, or other roof modifications
- ◆ Work not consistent with design guidelines pursuant to zoning and land use regulations
- ◆ Sweat equity, business payroll
- ◆ Owner agent fees or services: should an applicant choose to engage the services of an agent (individual or company) to assist/represent the applicant in any aspect of the process, the expenses for the agent's service will be borne by the applicant. Such expenses are not reimbursable under the terms of any of the City of Tamarac's Developer Incentive Programs

Reimbursement Process

Applicants for funding should carefully consider the reimbursement process when establishing their timelines for projects that seek grant assistance. When contemplating a project, it is important to remember that Façade and Exterior Improvements Grant Program funding, as well as other financing, should be arranged before actual work commences.

Project work started prior to the application being approved is not eligible for incentive grant funding. If a property owner intends to finance a project with a loan, the City of Tamarac may write a letter notifying the lender that a project has been approved for funding under the Façade and Exterior Improvements Grant Program, but that the funding is on a reimbursement basis upon project completion.

- ◆ Incentive grant funds are dispersed on a reimbursement basis for eligible and pre-approved expenses only.
- ◆ No incentive grant funds will be dispersed prior to inspection and receipt of final approvals by the City's Building Department, and any other required final approval, if applicable.
- ◆ Reimbursement will be issued after inspections from appropriate government agencies have been approved for work completed and work has been completed according to industry standards.
- ◆ To receive a reimbursement, grantees must submit a detailed work invoice with proof of payment to the selected contractor in the application package for completed work in the form of a cancelled check, credit card statement, or vendor certification of payment (vendor's paid receipt) and a General Contractor's Waiver.
- ◆ Disbursements of the Grant proceeds may be made on a reimbursement basis or paid directly to the Service Provider, in accordance with the Scope of Services attached to application and provided applicant first approves of payment to Service Provider.

- ◆ Reimbursement is at the approved grant award rate of 80% with a maximum of \$250,000 City of Tamarac grant.
- ◆ All projects must be completed and final approvals and requests for reimbursement must be received by the City of Tamarac no more than eighteen (18) months following approval of the application.
- ◆ The City of Tamarac will endeavor to disburse reimbursement funds in a timely manner after all required documentation has been submitted.

Commencement

Work must commence within 180 days after application approval. If work has not begun within six (6) months, funds will be put back into program account and reassigned to other projects. The City will consider an extension request if the applicant can successfully demonstrate the project has progressed in good faith. Projects must be completed within eighteen (18) months after application approval.

The Façade & Exterior Improvement Grant Program benefits are contingent upon funding availability and City of Tamarac approval and are not to be construed as an entitlement or right of a property owner or applicant.

Additional Tamarac Non-Monetary Incentive

The City of Tamarac is designated as a **Building Permit Platinum City** and taken extra steps to help ensure businesses have a first-rate experience when going through the development review/permitting process. Tamarac has adopted a streamlined permitting process with an online permit tracking system.

The City of Tamarac and Broward County have teamed up to launch **ePermitsOneStop**, a centralized website that allows developers to submit their application and have plans reviewed online for permits, licenses and approvals in a quicker and more streamlined process. Business façade improvement applicants will have a designated staff representative as a "concierge" to businesses who are going through the permitting process.

Application Submittal and Processing Procedures

The following steps summarize the application submittal and processing procedures. Additional information, resources, and forms for Steps 1 – 4 are included in the Appendix.

Step 1:	Submit the Project Eligibility Review Form to request review call with City of Tamarac to evaluate readiness to proceed to Step 2.
Step 2:	Schedule an exploratory call or video teleconference with the City of Tamarac Economic Development Office to confirm program funds availability and submission calendar.
Step 3:	Upon the City of Tamarac's email notification to proceed, assemble supporting documentation, initial each item on the application checklist, and sign/date the form.
Step 4	Upload and submit the Application Form and supporting documents to: www.TamaracEDO.com
Step 5:	City of Tamarac conducts project eligibility with Staff Grant Review Panel (includes staff representatives from Economic Development, Community Development, Finance and Building Depts) and will recommend projects to the City Commission for consideration and final approval. The City will provide notification of approval or denial within 45 days of submission.
Step 6:	If approved, City of Tamarac will execute a Façade and Exterior Improvements Grant Agreement with the Applicant. If denied, applicant will receive written notice.
Step 7:	Applicant completes construction and requests reimbursement.
Step 8:	Grant Recipient completes project Facade & Exterior Improvements Grant Program Compliance Assessment.
Step 9:	City of Tamarac reimburses Applicant according to Façade and Exterior Improvements Grant Agreement.

Appendix

STEP 1: Submit Project Eligibility Review Form

- ◆ Submission of this form serves as a formal request for the City of Tamarac Economic Development Office to contact the Applicant to schedule a project eligibility review call or teleconference prior to proceeding to formal submittal of the Facade & Exterior Improvements Grant Program Application.
- ◆ Prior to application submittal, a preliminary review of proposed renovations to property must be completed by the City staff.
- ◆ After the approval process, the City of Tamarac will provide the applicant with an approved Grant Agreement for signature. **NO CONSTRUCTION** shall begin until the Grant Agreement is signed by all parties. Improvements initiated prior to approval by the City of Tamarac will not be eligible for reimbursement.
- ◆ If deemed necessary, the City of Tamarac reserves the right to have the application and its contents (outlined in Step 3) evaluated and analyzed by an outside third party, including but not limited to: the proposed business plan; partnership/ownership information with equity positions; mortgage on the property; lease agreements; letter of intent from lending institutions and any other documents provided by the applicant.
- ◆ Landscaping improvements must be consistent with the City's Landscape Code.
- ◆ Property to be improved must be free of all municipal and county liens, judgments, or government encumbrances of any kind. This provision may be waived by the City of Tamarac if development plans for said property address exterior code violations and also meets the goals and objectives as set forth in the Tamarac Comprehensive Plan Economic Development Element (2018-2022). Upon grant approval, said property must remain free of all municipal and county liens, judgments, or government encumbrances of any kind under the term of this agreement.
- ◆ Upon receipt of this form, the City of Tamarac will contact the Applicant within ten (10) business days to schedule a project review teleconference.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

Applicant Signature

Date

Applicant Tel/Cell

Applicant Email

Property Owner Signature

Date

STEP 2: Conduct Eligibility Review Call with City of Tamarac _____ (Date)

The applicant and the City of Tamarac Economic Development Office will schedule an exploratory call or video teleconference to discuss the submission's project background, its potential eligibility, confirm program funds availability and the submission schedule

STEP 3: Assemble Application Supporting Documentation – Façade and Exterior Improvements

#	Document Checklist	Description	Applicant Initials	City Reviewer Initials
1	Project Description/ Scope	Narrative description of existing conditions, proposed development/improvement to the property, including a detailed breakdown of exterior improvements for which reimbursement is being requested from the Program		
2	Business Plan	Business Plan or Executive Summary, including a narrative describing the business, Partnership and/or ownership information with equity positions, its operations, and its business principles		
3	Financial Pro Forma	Detailed 3-year budget projections of revenues and expenses (may not be necessary for property owners)		
4	Historical Financials	Historical financials for 3 years (in a sealed envelope – existing businesses only and may not be required for property owners)		
5	Proof of Ownership	Copy of Warranty Deed showing ownership of the property by the business owner		
6	Contractor Bids	Two bids/quotes from 2 licensed contractors, provided directly from vendor to City of Tamarac <i>[Note, an executed contract copy must be submitted with Grant Agreement execution for approved projects]</i>		
7	Existing Conditions	Current photograph of existing property conditions		
8	Business Licenses	Copy of applicable, current Business Licenses; Tenant list		
9	Property Taxes	Proof that property is free and clear of all municipal and county liens, judgments, or government encumbrances		
10	Project Improvements	Sketch or rendering of proposed improvements		

Applicant Signature

Date

Property Owner Signature

Date

STEP 4: Submit Application Form & Supporting Documentation – Façade and Exterior Improvements

Date of Application:		
<p>1. Address of project requesting Façade and Exterior Improvement Grant Funds:</p> <p>2. Name of Applicant:</p> <p>3. Address of Applicant:</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Phone: Email: Fax: </div> <p>4. Does the applicant own project property?</p> <div style="display: flex; justify-content: space-between; margin-left: 100px;"> YES: NO: </div> <p style="margin-left: 40px;">If “no” box is checked, when will property be in control (own or long-term lease) of the applicant?</p> <p style="margin-left: 40px;">Indicate the owning entity of the property (i.e. name on property title):</p> <p>5. Project Description?</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>6. Total Project Cost: \$</p> </div> <div style="width: 45%;"> <p>7. Total Grant Request \$</p> </div> </div>		

Authorized Representative:

Applicant Signature

Date: _____

Date: _____

Property to be improved must be free of all municipal and county liens, judgments, or government encumbrances of any kind. This provision can be waived by the City of Tamarac if development plans for said property address façade/exterior-related City Code violations and meet the goals and objectives as set forth in the Tamarac Comprehensive Plan Economic Development Element (2018-2022). Upon grant approval, said property must remain free of all municipal and county liens, judgments, or government encumbrances of any kind under the term of the agreement.