



Delray Beach CRA | Tenant Application Form

INFORMATION | OVERVIEW

IMPORTANT DATES

- Issue Date | 05/01/2023
- Application Deadline | 06/15/2023

The Delray Beach Community Redevelopment Agency (CRA) intends to lease five new affordable commercial rental spaces at the property located at 98 NW 5th Avenue to qualified individuals or entities for commercial use with a mix of daytime, nighttime, and/or weekend operating hours.

The CRA is committed to curating a diverse and interesting mix of business offerings. Commercial uses shall be retail/specialty shop, café/coffee shops, professional offices, financial services including banks and/or artist retail gallery/workspace as permitted within the Central Business District (CBD) zoning district, more particularly described in the City of Delray Beach's Land Development Regulations. Non-profit organizations shall be excluded and will not be considered.

The Delray Beach CRA invites all interested parties to submit their proposals for consideration as tenants of this prime location on the historic NW 5th Avenue commercial corridor in the West Settlers Historic District in Delray Beach.

The Delray Beach CRA reserves the sole and absolute right to select tenants that best serve the interests of the CRA District.

**AFFORDABLE RENTAL
COMMERCIAL SPACE AVAILABLE**



1st Floor – 5 Bays Available
2nd Floor Co-Working Space

98 NW 5TH AVE
Delray Beach, FL 33444


DELRAY BEACH CRA
COMMUNITY REDEVELOPMENT AGENCY

- Office
- Retail
- Retail Café

For more information, contact:
 (561) 276-8640
 delraycra.com

DELRAYCRA.ORG


***If you would prefer a printed, hard copy application, please call 561-276-8640.**

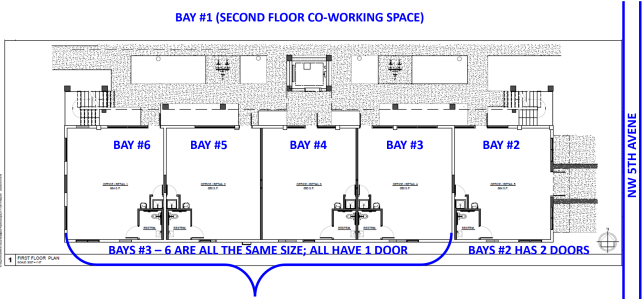
Funding Programs available to new and existing tenants in CRA owned properties:

- Project Consultancy & Design Services Program
- Site Development Assistance Program (*no structural changes/ demolition for 98 NW 5th Ave tenants*)
- Paint Up & Signage (*98 NW 5th Ave tenants can only apply for assistance with signage*)

For more information on how to apply for the CRA's Funding Assistance Programs, please contact us at (561) 276-8640.

RETAIL BAYS/SPACE DETAILS





Details about the retail bays:

- Approximately 600 square foot brand new retail bay
- Approximate monthly rental rate: \$23 per square foot
- Janitorial Closet
- Bathroom
- Access to Parking
- 24/7 access by successful tenant
- Eligibility to apply for CRA Funding Assistance Programs for interior renovations (not to include any structural changes/ demolition)

Bays do not have kitchens. Commercial kitchen buildout is not available.

ELIGIBILITY

Applicant criteria:

- Business entity in operation for minimum of 2 years as of date of submission
- Principals only
- Business entities can only submit one application

Business type:

The Notice of Intent to Lease the CRA-owned Property at 98 NW 5th Avenue is restricted to commercial retail businesses, personal service providers, and professional office users. Commercial uses shall be including but not limited to the following types of businesses:

- retail/specialty shop
- café/coffee shop
- professional offices such as CPA, medical, legal services, insurance
- financial services including banks, personal banking, financial planning advisors
- artist retail gallery/workspace as permitted within the Central Business District (CBD) zoning district, more particularly described in the City of Delray Beach's Land Development Regulations.

Pursuant to the goals of the CRA and the City of Delray Beach Land Development Regulations, the following businesses/uses will be considered automatically ineligible to apply:

- Religious institutions or organizations
- Non-profit organizations
- Adult entertainment establishments
- Adult gaming centers
- Alcohol/tobacco retailers
- Firearms and weapons; fireworks retailers
- CBD Oil Establishments, Medical marijuana treatment centers or dispensing facility
- Any business which is a non-conforming use as determined by the City of Delray Beach

APPLICATION PROCESS

Applications will not be considered until all required documentation is submitted.

Complete application packets must include the following documentation:

- Completed online application submitted by the deadline. Late submissions will not be considered.
- Complete Business Plan - define all details of the company as well as any plans for anticipated buildout of the space and launch timeline. Timeline should account for any site plan and permit approval.
- Description of the legal organizational structure of the applicant entity including the title and names of the officers/partners/directors/members over the last two (2) years (if the applicant entity is affiliated with another entity, please provide a statement representing the nature of the affiliation along with the other entity's name, address, phone number, and a listing of the officers/partners/directors/members)

- d. Three-year financial projections of business operations/maintenance
- e. Budget for business operations, including startup costs.
- f. Evidence of financial ability/capital to operate (may include approved loan, cash balance, line of credit, etc.)
- g. IRS Income Tax Returns for the business (*must match applicant name*), most recent 2 years' worth (total gross receipts or sales cannot exceed \$1 Million) *
- h. Current Business Tax Receipt (provide a copy of the Business's Tax Receipt for current location of operation, if available at the time of submission. If not available, the Successful Proposer will need to provide one before an Agreement can be finalized)
- i. Business License & Registration with Florida Department of Business and Professional Regulation (DBPR)
- j. Professional Licenses and Certifications, if applicable
- k. Photos/images of business, products, services to be provided
- l. Other pertinent information

**The Delray Beach CRA reserves the sole and absolute right to select tenants that best serve the interests of the CRA District.*

Any information submitted after the application deadline will not be considered.

REVIEW & SELECTION PROCESS

Please note that the available commercial space at 98 NW 5th Avenue is limited. All applications will be reviewed and scored by the Selection Committee. Final decisions will be made by the Selection Committee.

Review Process:

- Preliminary review of application submissions to ensure completion and eligibility.
- The responsibility for submitting a complete application on or before the stated time and date is solely and strictly that of the Applicant. Late and incomplete applications will not be accepted.
 - An Applicant may submit a modified Application to replace all or any portion of a previously submitted Application or withdraw an Application at any time prior to the Submission Due Date. All modifications or withdrawals shall be made in writing, via email. Oral/Verbal modifications are prohibited, and they will be disregarded. Written modifications will not be accepted after the Submission Due Date. The CRA will only consider the latest version of the Application.
- Selection Committee review and score eligible applications and related materials.
- Notify applicants
- Execute Lease Agreements

Selection Criteria:

Applicants will be scored on the following:

Section I: Organization Capacity & Qualifications (20%)

Section II: Experience and track record operating similar business/program/project (25%)

Section III: Strength of the Application/Proposal Narrative and Business Plan (20%)

Section VI: Budget, Finances, Sustainability (25%)

Section V: Overall Proposal (10%)

APPLICANT CONTACT INFO

Date of Application *

Officer Name *

First Name

Last Name

Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Email *

example@example.com

Phone Number *

Area Code

Phone Number

BUSINESS INFORMATION & NARRATIVE

Business Name *

doing business as (if applicable)

Business FEIN # *

Year Established *

Business Legal Structure *

- ☐ Corporation
- ☐ Limited Liability Corporation (LLC)
- ☐ Partnership
- ☐ Sole Proprietorship
- ☐ Other

Is this business currently operating? *

- ☐ Yes
- ☐ No

Current Business Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Length of time at current location *

Current Business Location Is *

- ☐ Leased
- ☐ Owned
- ☐ Other

Business Website *

If not applicable, put N/A. Include a functional URL for your site.

Business Instagram *

If not applicable, put N/A. Give us the social handle you want to recognized as for your business not your personal

Business Facebook *

If not applicable, put N/A. Give us the social handle you want to recognized as for your business not your personal

Business Other | Social Media *

If not applicable, put N/A. Give us the social handle you want to recognized as for your business not your personal

Briefly describe your business *

A short 3 or 4 sentences will work

Business Background and History *

Clients and Business Success *

e.g. clients served, products sold, awards, etc.

Services offered at the current business location *

Current Number of Employees *

Specify how many part time, full time

Operating Hours at Current Location *

e.g Monday - Friday 10am-7pm

Services that would be offered at new location *

Proposed number of employees at new location *

Specify how many part time, full time

Proposed Operating Hours at new location *

e.g Monday - Friday 10am-7pm

With this property, I plan to: *

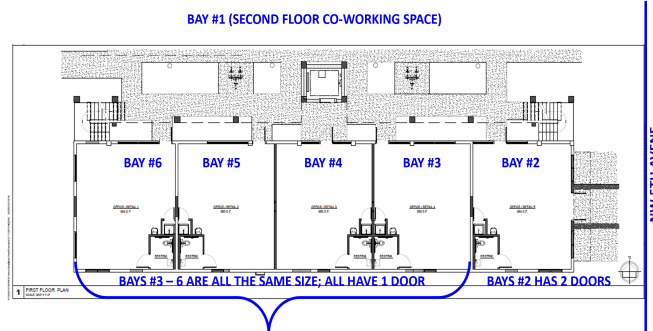
- ☐ Relocate from another location/storefront
- ☐ Expand to an additional location/storefront
- ☐ Open my first storefront location
- ☐ Other

If approved, will you require time to build out the space to begin operations? *

- ☐ Yes
- ☐ No
- ☐ Not sure

If yes, how long do you anticipate will be needed for build out? *

If not applicable, put N/A.

**Specify your top two (2) bay preferences. Bay preferences are not guaranteed ***

- ☐ Bay 2
- ☐ Bay 3
- ☐ Bay 4
- ☐ Bay 5
- ☐ Bay 6

If approved, do you plan to apply for CRA Business Funding Assistance? *

- ☐ Yes
- ☐ No
- ☐ Not sure

UPLOADS

Item B. Complete Business Plan - define all details of the company as well as any plans for anticipated buildout of the space and launch timeline. Timeline should account for any site plan and permit approval. *

Item C. Description of the legal organizational structure of the applicant business including the title and names of the officers/partners/directors/members over the last two (2) years (if the applicant entity is affiliated with another entity, please provide a statement representing the nature of the affiliation along with the other entity's name, address, phone number, and a listing of the officers/partners/directors/members) *

Item D. Two-year financial projections of business operations/maintenance *[Browse Files](#)**Item E. Budget for business operations, including startup costs. ***[Browse Files](#)**Item F. Evidence of financial ability/capital to operate (may include approved loan, cash balance, line of credit, etc.) ***[Browse Files](#)**Item G. IRS Income Tax Returns for the business, 2 years' worth (total gross receipts or sales cannot exceed \$1 Million) ***[Browse Files](#)**Item H. Current Business Tax Receipt (provide a copy of the Business's Tax Receipt for current location of operation, if available at the time of submission. If not available, the Successful Proposer will need to provide one before an Agreement can be finalized). ***[Browse Files](#)**Item I. Business License & Registration with Florida Department of Business and Professional Regulation (DBPR) ***[Browse Files](#)**Item J. Professional Licenses and Certifications, if applicable ***[Browse Files](#)**Item K. Photos/images of business, products, services to be provided ***[Browse Files](#)**Item L. Please attach any other pertinent information**[Browse Files](#)

By signing and submitting this form, the applicant affirms that the information provided as part of the application package including all required documentation is true and accurate to the best of their knowledge. *

☐ Agree

Electronic Signature (Name) *[Submit](#)[Print Form](#)