



# PROJECT CONSULTANCY + DESIGN SERVICES PROGRAM

## **PURPOSE**

The Project Consultancy & Design Services Program was established in April 2019 as a tool to catalyze commercial property improvement projects in high-priority areas of the CRA District. After determining that many commercial buildings in the Northwest/Southwest Neighborhoods, along the West Atlantic Avenue corridor, and the Osceola Park commercial areas suffered from a lack of investment and/or aging facilities, the program provides applicants with project consultancy and professional design services determined by a project's respective stage of development.

The CRA seeks to foster new and retained business activity, and/or property activation by helping business and property owners determine the scope and feasibility of proposed improvement projects, and by facilitating site plan approval and/or construction plans.

Businesses in the pre-leasing and early planning phase of a project may receive one-on-one consultations with a professional architect to explore a project's scope, space planning, general design elements, preliminary project costs, and anticipated City development services. The architect consultation is intended to assist the applicant in determining the feasibility of a proposed business use, improvement project, or design concept.

New and existing businesses, in good standing, who are actively working toward site plan approval or building permits may receive professional design services underwritten by the CRA. The design services are intended to facilitate site plan approval, and in assist in expediting the issuance of all required building permits.

## **ELIGIBILITY AREAS & GENERAL PROVISIONS**

**As of February 28, 2023, the program is only available to new and existing tenants in CRA-owned properties.**

The Project Consultancy and Design Services Program is available to tenants, prospective tenants, and business owners seeking to improve commercial properties located on CRA-owned properties within high-priority areas of the CRA District (CRA Sub-Areas #3, #4, #7, and #8).

Properties and projects must meet the following criteria in order to be considered eligible:

1. Must be a commercial use.
2. Must involve a CRA-owned property with an active lease agreement.
3. The project must be a use permitted by the City of Delray Beach's current Land Development Regulations (LDRs).
4. The structure must be a CRA-owned property (excluding multi-family residential).
5. New construction projects are not eligible for the program.
6. The proposed project must be one that requires the development of signed and sealed plans by a licensed professional and the issuance of building permits from the City of Delray Beach.

All program services are subject to the terms and conditions of a scope of services or project agreement to be entered into between the CRA and the applicant.



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Applicants may not apply for funding through the Project Consultancy & Design Services Program if previously awarded funding under the same program within the last ten (10) years. Businesses expanding to add additional locations may be eligible to reapply. New businesses applying for funding assistance cannot have the same officers/partners/directors/members as an existing or previous grantee business.

### **FUNDING & AWARD LIMITS**

The CRA offers the Project Consultancy and Design Services Program at two levels of assistance:

- **Level 1: Project Consultancy Services**  
Up to five (5) direct hours of one-on-one consulting to evaluate a potential commercial space for lease or activation, along with the creation of a Feasibility Plan. The Feasibility Plan will consist of preliminary design concepts, sketches, a project scope, and a list of anticipated approvals required by the City, for prospective tenants, tenants, and property owners in the early planning stages of a project.
- **Level 2: Project Design Services**  
Professional design services will be determined on a project-by-project basis and will focus on delivering signed and sealed plans for City site plan approvals and/or building permits.

#### **Deliverables may include:**

- a. Schematic Design
- b. Design Development - basic services for architectural / structural / mechanical-electrical-plumbing including security and IT. Additional services for landscaping, civil, surveying will be determined by project scope of services.
- c. Working Drawings (for final revisions)
- d. Construction Documents (for Permits) – signed and sealed by a registered architect or other applicable professional. Funding assistance cannot be applied toward the cost of permit applications.

For both assistance levels, the CRA commits to funding 100% of eligible design costs, up to a maximum award amount of \$15,000, as approved by the CRA Board. The CRA will withhold 20% of the grant funds to be paid out upon completion of the design services. The CRA may disburse funds directly to the design professional, according to the terms of the approved agreement, or to the Applicant after the CRA receives proper documentation regarding expenses. Applicants are responsible for paying any additional expenses incurred beyond the scope of the approved CRA agreement.



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## **PROCEDURES FOR IMPLEMENTATION**

### **1. Application Process**

All applicants are strongly encouraged to meet with CRA staff in order to determine eligibility before submitting an application. Funding requests will not be considered until all required documentation is submitted to the CRA office.

Application packets must include the following documentation:

- a. Completed/executed application form
- b. Copy of executed commercial lease
- c. Two Detailed Cost Estimates from professional architectural firm
- d. Photographs of the existing interior/exterior conditions of the property

Once the CRA verifies program eligibility and a completed application has been received, CRA staff will work with the applicant to determine the appropriate level of assistance, before preparing the application and/or agreement for consideration and approval by the CRA board.

### **2. Approval of Funding Request & Agreement**

Once eligibility is verified and all required documentation has been submitted, CRA staff will present the funding request and agreement to the CRA Board of Commissioners for approval. Staff will notify the applicant of the Board's decision. If an applicant already has a preferred design professional, the applicant will register the firm as their selected design professional with the CRA.

### **3. Initiation of Project Consultancy**

If consultancy services are deemed appropriate, the approved applicant will be able to receive up to five (5) hours of direct one-on-one consulting with the architect, with a Feasibility Plan as the final deliverable.

### **4. Management of Work Assignment**

A designated CRA staff member will manage the work assignment contract with the architect, to ensure that the designer completes the Feasibility Plan and provides deliverables as specified in the work assignment between the CRA and the architect.

### **5. Payments**

Funds can be dispersed in two ways:

- Directly to contracted design professionals for eligible and pre-approved expenses only, pending the receipt of a detailed invoice and all anticipated deliverables as stated in the scope of services; or
- As a reimbursement to the Applicant submitted to CRA staff with proof of payment of detailed invoice and copies of deliverables from the design professional on record with the CRA.

The CRA may impose any additional or alternate terms and conditions it deems appropriate to protect the assets of the organization, with regards to funding and reimbursement.



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### FUNDING DISBURSEMENT PROCESS

1. CRA funds shall only be dispersed for eligible, pre-approved expenses verified as complete. Improvements may only be deemed complete upon receipt or the issuance of all necessary and satisfactory plans and related construction documents.
2. Before the CRA will release funding disbursements, approved applicants must submit the following:
  - a. **Detailed work invoice** – from the vendor, corresponding to the completed approved reimbursable improvements.
  - b. **Proof of payment to vendor** – in the form of a cancelled check or credit card statement. Cash receipts are not satisfactory for purposes of reimbursement.
  - c. **Deliverables** as outlined in Level 1 and/or Level 2 services.
  - d. **Completed W-9 Form** – A form completed by the vendor(s) that should be paid must be on file with the CRA.
  - e. CRA staff may request additional information to accompany reimbursement requests, including, but not limited to, photographs, verification of vendor certifications, building permits, licenses, business tax receipts, or other documentation.

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## Delray Beach CRA Sub-Areas Map

