



D  
e  
l  
r  
a  
y  
B  
e  
a  
c  
h  
C  
R  
A  
|  
T  
e  
n  
a  
n  
t  
A  
p  
p  
l  
i  
c  
a  
t  
i  
o  
n  
F  
o  
r  
m  
(  
9  
8  
N  
W  
5  
t  
h  
A  
v  
e  
n  
u  
e)

# Delray Beach CRA | Tenant Application Form (98 NW 5th Avenue)

## INFORMATION | OVERVIEW

### IMPORTANT DATES

- Issue Date | 06/17/2024
- Application Deadline | **08/01/2024**

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 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

**The Delray Beach Community Redevelopment Agency (CRA) intends to lease 2 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, 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.**



The CRA-owned commercial property at 98 NW 5th Avenue (“Subject Property”) is located in the West Atlantic Avenue Corridor along Historic NW 5th Avenue within the Community Redevelopment Area known as “The Set”, and within the West Settlers Historic District of the City of Delray Beach – an area that was once a vital hub of the community’s bustling Black-owned businesses.

The Set Community brand was identified by the long-standing residential and business communities surrounding the West Atlantic Avenue corridor, from I-95 to Swinton Avenue. The Set is predominately a single-family residential community with Delray Beach’s historic main streets of Atlantic and Fifth Avenues traversing the east-west and north-south corridors of the western end of Downtown Delray Beach. The Subject Property is just minutes from I-95 and approximately thirty minutes from Fort Lauderdale International Airport and Palm Beach International Airport. Further, the Subject Property is within walking distance of shops and restaurants in Downtown Delray Beach and two miles from the beach.

**The CRA is actively seeking tenants with day, night, and weekend operations for 2 ground floor units.**

# AFFORDABLE RENTAL COMMERCIAL SPACE AVAILABLE



1st Floor – 2 Bays Available

2nd Floor Co-Working Space

## 98 NW 5TH AVE


Delray Beach, FL 33444

- Office
- Retail
- Retail Café



**DELRAY BEACH** CRA  
COMMUNITY REDEVELOPMENT AGENCY

For more information, contact:

 (561) 276-8640

 [delraycra.org](http://delraycra.org)



If you would prefer a printed, hard copy application, please call the CRA Office at 561-276-8640 or visit the Delray Beach CRA Office at 20 N. Swinton Avenue, Delray Beach, FL 33444.

*Tours of the spaces available by appointment, upon request.*

**Bay#4 and Bay #5 are available**

## ELIGIBILITY

### Applicant criteria:

- Business entity in operation for minimum of 2 years as of the date of submission of application
- 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
- 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:

- a. Completed online application submitted by the deadline. Late submissions will not be considered.
- 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.
- c. 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.

### Details about the retail bays:

- Approximately 650 square foot brand new retail bay
- Approximate monthly rental rate (not including utilities, internet, phone, security):
  - \$18 per square foot for bays #4 and #5 (approx. \$975 per month)
- Bathroom
- Janitorial closet
- Water fountain
- Access to public parking
- 24/7 access to bay by successful tenant
- Eligibility to apply for CRA Funding Assistance Programs for interior renovations (not to include any structural changes/ demolition)

*Tenant bays are not equipped with kitchens and **no** commercial kitchen buildout will be allowed.*

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%)

## REVIEW & SELECTION PROCESS

## APPLICANT CONTACT INFO

**Officer Name \***

First Name            Last Name

**Business Name \***

**Email \***

example@example.com

doing business as (if applicable)

## BUSINESS INFORMATION & NARRATIVE

**Business FEIN # \***

**Business Legal Structure \***

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

**Is this business currently operating? \***

- Yes
- No

**Year Established \***

**Address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

## Phone Number \*

Area Code

Phone Number

## 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 be 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/products sold at the current business location \***

## **Operating Hours at Current Location \***



## **Current Number of Employees**

In the fields below, specify how many part time, full time, contracted employees

## **Services to be offered/products to be sold at new location \***

## **Proposed number of employees at new location**

In the fields below, specify how many part time, full time, contracted employees

## **With this property, I plan to: \***

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

# UPLOADS

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

Yes

No

Not sure

**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

**Proposed Operating Hours at new location \***

e.g Monday - Friday 10am-7pm

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

If not applicable, put N/A.

## **CERTIFICATION & SIGNATURE**

**Print Name & Title**

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

Yes

No

Not sure



D  
e  
l  
r  
a  
y  
B  
e  
a  
c  
h  
C  
R  
A  
|  
T  
e  
n  
a  
n  
t  
A  
p  
p  
l  
i  
c  
a  
t  
i  
o  
n  
F  
o  
r  
m  
(  
W  
e  
s  
t  
S  
e  
t  
t  
l  
e  
r  
s  
B  
u  
i  
l  
d  
i  
n  
g  
1  
3  
5  
N  
W  
5  
t  
h  
A  
v  
e  
n  
u  
e)

# Delray Beach CRA | Tenant Application Form (West Settlers Building 135 NW 5th Avenue)

## INFORMATION | OVERVIEW

### IMPORTANT DATES

- Issue Date | 06/17/2024
- Application Deadline | **08/01/2024**

The CRA-owned commercial property at 135 NW 5th Avenue (“Subject Property”) is located in the West Atlantic Avenue Corridor along Historic NW 5th Avenue within the Community Redevelopment Area known as “The Set”, and within the West Settlers Historic District of the City of Delray Beach — an area that was once a vital hub of the community’s bustling Black-owned businesses.

The Set Community brand was identified by the long-standing residential and business communities surrounding the West Atlantic Avenue corridor, from I-95 to Swinton Avenue. The Set is predominately a single-family residential community with Delray Beach’s historic main streets of Atlantic and Fifth Avenues traversing the east-west and north-south corridors of the western end of Downtown Delray Beach. The Subject Property is just minutes from I-95 and approximately thirty minutes from Fort Lauderdale International Airport and Palm Beach International Airport. Further, the Subject Property is within walking distance of shops and restaurants in Downtown Delray Beach and two miles from the beach.

In 1996, the City of Delray Beach created a fifth historic district called the West Settlers Historic District, located to the north of West Atlantic Avenue between NW 3rd Street and NW 5th Street. The West Settlers Historic district is the site of Delray’s first churches—Mount Olive Missionary Baptist Church, St. Paul’s AME Church (originally Mt. Tabor Church), and the House of God—as well as Delray’s first pioneer family settlement. Many homes in the area date from the early 1900’s. The S.D. Spady Cultural Arts Museum, the former home of S.D. Spady who was one of Delray Beach’s most prominent African American citizens, is located on NW 5th Street. The West Settlers District has become the center of African American cultural heritage in Delray Beach.

The Delray Beach CRA completed the renovation of the West Settlers Building at 135 NW 5th Avenue in December 2008. The building includes two ground floor commercial units measuring 875 SF each, and four (4) two-bedroom, one bathroom residential units. The residential units were sold as affordable housing to income qualified buyers, that is, those buyers whose incomes fall at or below the “moderate” income range for Palm Beach County. The two 875 SF commercial units are air-conditioned with acousticaltile ceilings. One handicap accessible restroom is provided for each unit.

**The CRA is actively seeking tenants with day, night, and weekend operations for 2 ground floor commercial units.**



If you would prefer a printed, hard copy application, please call the CRA Office at 561-276-8640 or visit the Delray Beach CRA Office at 20 N. Swinton Avenue, Delray Beach, FL 33444.

*Tours of the spaces available by appointment, upon request.*

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

- Project Consultancy & Design Services Program
- Site Development Assistance Program
- Paint Up & 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

The Delray Beach Community Redevelopment Agency (CRA) intends to lease 2 affordable commercial rental spaces at the property located at 135 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, 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.

## ELIGIBILITY

### Applicant criteria:

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

### Business type:

The Notice of Intent to Lease the CRA-owned Property at 135 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
- 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:

- Restaurant/cafe
- 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:**

- a. Completed online application submitted by the deadline. Late submissions will not be considered.
- 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.
- c. 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.***

Details about the commercial units: NEED TO UPDATE

- Approximately 875 square foot Commercial Unit
- Approximate monthly rental rate (not including utilities, internet, phone, security):
  - \$18 per square foot (*approx. \$1,312 per month*)
- Bathroom
- Janitorial closet
- Water fountain
- Access to public parking
- 24/7 access to bay by successful tenant
- Eligibility to apply for CRA Funding Assistance Programs for interior renovations (not to include any structural changes/ demolition)

***No commercial kitchen buildout will be allowed.***

**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%)



# REVIEW & SELECTION PROCESS

## APPLICANT CONTACT INFO

### Officer Name \*

First Name      Last Name

### Business Name \*

### Email \*

example@example.com

**doing business as (if applicable)**

## BUSINESS INFORMATION & NARRATIVE

### Business FEIN # \*

### Business Legal Structure \*

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

**Is this business currently operating? \***

Yes

No

**Year Established \***

**Address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

**Phone Number \***

Area Code

Phone Number

**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

## **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 \***

**Services offered/products sold at the current business location \***

**Operating Hours at Current Location \***

e.g Monday - Friday 10am-7pm

**Current Number of Employees**

In the fields below, specify how many part time, full time, contracted employees

**Services to be offered/products to be sold at new location \***

**Proposed number of employees at new location**

**With this property, I plan to: \***

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

## UPLOADS

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

- Yes
- No
- Not sure

**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

**Proposed Operating Hours at new location \***

e.g Monday - Friday 10am-7pm

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

If not applicable, put N/A.

## **CERTIFICATION & SIGNATURE**

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

- Yes
- No
- Not sure

**Print Name & Title**



Delray Beach CRA | Tenant Application Form (Harvel House | 186 NW 5th Avenue)

# Delray Beach CRA | Tenant Application Form (Harvel House | 186 NW 5th Avenue)

## INFORMATION | OVERVIEW

### IMPORTANT DATES

- Issue Date | 06/17/2024
- Application Deadline | **08/01/2024**

The CRA-owned commercial property at 186 NW 5th Avenue (“Subject Property”) is located in the West Atlantic Avenue Corridor along Historic NW 5th Avenue within the Community Redevelopment Area known as “The Set”, and within the West Settlers Historic District of the City of Delray Beach – an area that was once a vital hub of the community’s bustling Black-owned businesses.

The Set Community brand was identified by the long-standing residential and business communities surrounding the West Atlantic Avenue corridor, from I-95 to Swinton Avenue. The Set is predominately a single-family residential community with Delray Beach's historic main streets of Atlantic and Fifth Avenues traversing the east-west and north-south corridors of the western end of Downtown Delray Beach. The Subject Property is just minutes from I-95 and approximately thirty minutes from Fort Lauderdale International Airport and Palm Beach International Airport. Further, the Subject Property is within walking distance of shops and restaurants in Downtown Delray Beach and two miles from the beach.

In 1996, the City of Delray Beach created a fifth historic district called the West Settlers Historic District, located to the north of West Atlantic Avenue between NW 3rd Street and NW 5th Street. The West Settlers Historic district is the site of Delray's first churches—Mount Olive Missionary Baptist Church, St. Paul's AME Church (originally Mt. Tabor Church), and the House of God—as well as Delray's first pioneer family settlement. Many homes in the area date from the early 1900's. The S.D. Spady Cultural Arts Museum, the former home of S.D. Spady who was one of Delray Beach's most prominent African American citizens, is located on NW 5th Street. The West Settlers District has become the center of African American cultural heritage in Delray Beach.

The CRA Owned property located at 186 NW 5th Avenue ("Subject Property") is known as "Harvel House". Harvel House is a historically contributing structure that was constructed in 1937 and was relocated by the CRA from 36 SE First Avenue to its current location in December 2010. This cottage is on the City's Local Register of Historic Places within the Historic West Settlers District and was renovated in 2014 by the CRA.

**The CRA is actively seeking a tenant with day, night, and weekend operations for this cottage.**



**If you would prefer a printed, hard copy application, please call the CRA Office at 561-276-8640 or visit the Delray Beach CRA Office at 20 N. Swinton Avenue, Delray Beach, FL 33444.**

*Tours of the spaces available by appointment, upon request.*



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

- Project Consultancy & Design Services Program
- Site Development Assistance Program
- Paint Up & 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

The Delray Beach Community Redevelopment Agency (CRA) intends to lease the cottage located at at 186 NW 5th Avenue to a qualified individual or entity 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, 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.

## ELIGIBILITY

### Applicant criteria:

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

### Business type:

The Notice of Intent to Lease the CRA-owned Property at 186 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
- 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:

- Restaurants/cafes
- 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)
- Three-year financial projections of business operations/maintenance
- Budget for business operations, including startup costs.
- Evidence of financial ability/capital to operate (may include approved loan, cash balance, line of credit, etc.)
- 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) \*
- 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)
- Business License & Registration with Florida Department of Business and Professional Regulation (DBPR)
- Professional Licenses and Certifications, if applicable
- Photos/images of business, products, services to be provided
- 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.***

### Details about the cottage: NEEDS TO BE UPDATED

- Approximately 1,100 square foot cottage
- Approximate monthly rental rate (not including utilities, internet, phone, security):
  - \$18 per square foot (*approx. \$1,650 per month*)
- Bathroom
- Janitorial closet
- Water fountain
- Access to public parking
- 24/7 access to bay by successful tenant
- Eligibility to apply for CRA Funding Assistance Programs for interior renovations (not to include any structural changes/ demolition)

*No commercial kitchen buildout will be allowed.*

**Please note that the available commercial space at 186 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%)

## REVIEW & SELECTION PROCESS

## APPLICANT CONTACT INFO

**Officer Name \***

First Name            Last Name

**Business Name \***

**Email \***

example@example.com

**doing business as (if applicable)**

# BUSINESS INFORMATION & NARRATIVE

**Business FEIN # \***

**Business Legal Structure \***

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

**Is this business currently operating? \***

- Yes
- No

**Year Established \***

**Address \***

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

**Phone Number \***

Area Code Phone Number

**Current Business Address \***

Street Address

Street Address Line 2

**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 \***

## **Business Background and History \***

## **Clients and Business Success \***

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

## **Services offered/products sold at the current business location \***

## **Operating Hours at Current Location \***

e.g Monday - Friday 10am-7pm

## **Current Number of Employees**

In the fields below, specify how many part time, full time, contracted employees

## **Services to be offered/products to be sold at new location \***

## **Proposed number of employees at new location**

In the fields below, specify how many part time, full time, contracted employees

## **With this property, I plan to: \***

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

# **UPLOADS**

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

Yes

No

Not sure

**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

**Proposed Operating Hours at new location \***



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

If not applicable, put N/A.

## **CERTIFICATION & SIGNATURE**

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

Yes

No

Not sure

**Print Name & Title**