



DELRAY BEACH CRA
COMMUNITY REDEVELOPMENT AGENCY

7-Year Business Funding Assistance “Grants” Review: FY 2011-2017

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Presented by:
Delray Beach Office of Economic Development

Joan K. Goodrich, Economic Development Director
Elizabeth Burrows, Economic Development Manager

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Executive Summary

Overview

In 2015, CRA staff produced a 5-Year Business Grants Review report to assess the level and impact of the CRA’s investment in the four (4) business grant programs that are generally designed to encourage commercial improvement projects and new business activity. The 2015 report analyzed the utilization of each program according to geographic area, funding levels and jobs impact. The resulting insights helped inspire changes to three of the four programs, to further CRA goals by driving investment in target areas and better addressing the challenges faced by small business owners and developers.

Businesses and property owners interested in learning more about the programs work closely with the CRA’s Office of Economic Development to determine if their project plans may be eligible. If so, they will move to the application process and provide all necessary documentation for internal staff review. Once a staff recommendation is reached, an agenda item is scheduled for CRA Board consideration. Generally, the approval process takes between three and four weeks from the moment an application packet is finalized to obtaining a final CRA Board decision.



During FY 2011 – FY 2017, the CRA assisted 102 local businesses and property owners with 130 grant awards totaling \$1.327 million. The average grant award was \$10,210 and 24 of the businesses (23.5%) were awarded two grants while one business was awarded three grants during this period. These awards represent private capital investments totaling more than \$16.68 million, yielding a \$12.58 return for every \$1 of business grant funding invested by the CRA and based on capital investment figures. Additionally, these businesses are employing an estimated 821 workers.

Staff is currently in the process of updating the CRA’s communications strategy surrounding these programs, to more efficiently attract prospects from target areas and industries that are more likely to submit successful funding applications. Efforts include streamlining recruitment with a more self-guided intake process and simplifying processes for greater clarity.

Exhibit 1: CRA Business Grants Overview Table

Program	Maximum Award	General Description	Implementation Date	Last Revision Date
Rent Subsidy <i>(formerly Business Development Assistance)</i> Program	\$6,000	Partial rent assistance for up to 12 months during the first 18 months of a multi-year lease	FY 1995	5/11/2017
Historic Façade Easement Program	\$75,000	Reimbursement to property owners to renovate or relocate historic structures through the purchase of a façade easement.	FY 1995	11/9/2012
Paint-Up & Signage Program	\$5,000	Cost sharing for exterior painting or new signage projects for existing buildings	2001	5/11/2017
Site Development Assistance Program	\$50,000	Partial reimbursement for exterior building/site upgrades, interior renovations, and building expansions	FY 1992	5/11/2017

Exhibit 2: CRA Business Grants Utilization and Impact Summary

Program	# of Awards	Job Impact	Square Feet Impact	Capital Investment	Total Awards Approved	Total Awards Paid
Rent Subsidy	35	256	44,411	Program did not track this data	\$195,656	\$168,533
Historic Facade	1	N/A	7,000	\$760,000	\$75,000	\$75,000
Paint Up & Signage	44	202	212,825	\$5.645 million	\$115,690	\$90,161
Site Development	50	363	217,101	\$10.275 million	\$940,898	\$718,902
Total	130	821	481,337	\$16.68 million	\$1,327,244	\$1,052,596

Notes and Observations:

- Job Impact figures include current jobs as reported by owner-occupants or tenants who received CRA business grants and includes overlap due to several businesses leveraging more than one grant. No job figures associated with off-site landlords were included.*
- Until May 2017, Site Development Assistance grants were structured as two reimbursement payments scheduled 12 months apart, beginning after the completion of construction. As such, many of these grants remained 'open' over several fiscal years.*

Exhibit 3: Number of CRA Business Grants Awarded by Sub-Area



CRA Sub-Area	Rent Subsidy	Historic Façade	Paint Up & Signage	Site Development	Total	% of Total
1	2	0	4	3	9	6.9%
2	28	1	23	36	88	67.7%
3	2	0	5	3	10	7.7%
4	1	0	0	0	1	0.8%
5	1	0	3	3	7	5.4%
6	1	0	3	2	6	4.6%
7	0	0	3	3	6	4.6%
8	0	0	3	0	3	2.3%
Total	35	1	44	50	130	100%

Notes and Observations:

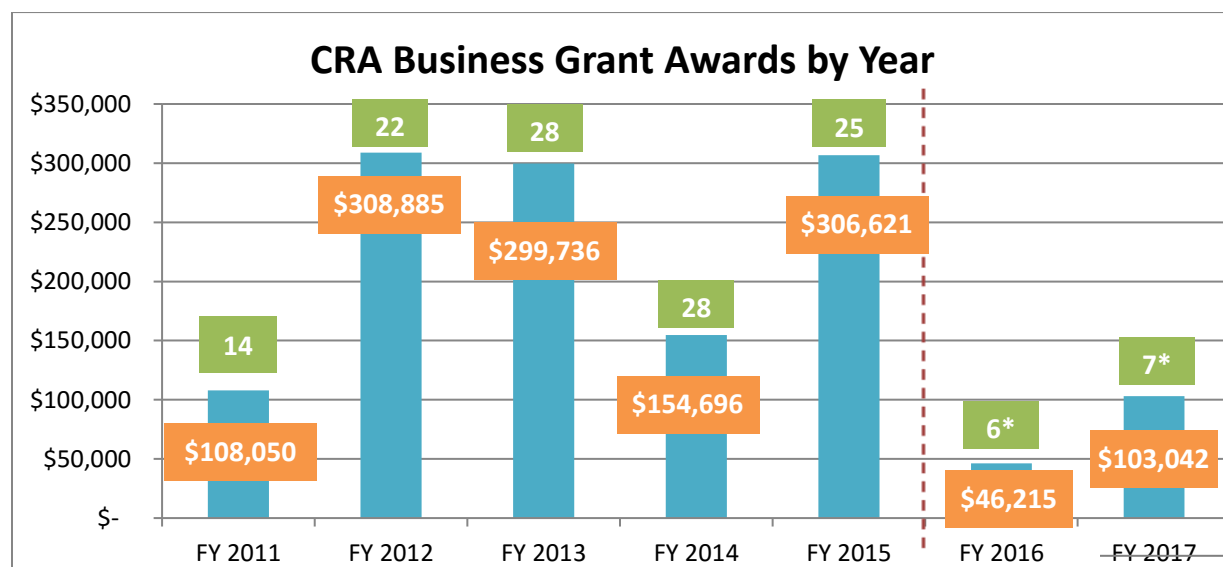
1. The Historic Façade Easement Program is the least utilized program, due to its narrow eligibility requirements and the restrictive nature of the permanent easement that property owners must grant to the CRA in exchange for funding.
2. The Site Development Assistance Program is the most utilized of the four programs, due largely to its practicality for a wide variety of projects and applicants. A 2016 modification expanded reimbursable expenses to certain interior improvements, while a 2017 modification introduced partial reimbursement draws during construction, reduced the amount of time grantees must wait to receive funds, and increased the reimbursement rate for projects in target areas.
3. The Business Development Assistance Program was renamed as the Rent Subsidy Program in November 2017, for greater clarity.
4. CRA Sub-Area 4 is almost entirely residential, resulting in few funding opportunities for these programs.

Exhibit 4: Value of CRA Business Grants Awarded by Sub-Area

CRA Sub-Area	Rent Subsidy	Historic Façade	Paint Up & Signage	Site Development	Total	% of Total
1	\$12,000	\$0	\$15,036	\$57,500	\$84,536	6.4%
2	\$154,656	\$75,000	\$56,029	\$627,250	\$912,935	68.8%
3	\$6,000	\$0	\$16,222	\$55,391	\$77,613	5.8%
4	\$5,500	\$0	\$0	\$0	\$5,500	0.4%
5	\$12,000	\$0	\$6,996	\$103,625	\$122,621	9.2%
6	\$5,500	\$0	\$5,820	\$63,535	\$74,855	5.6%
7	\$0	\$0	\$4,533	\$33,597	\$38,130	2.9%
8	\$0	\$0	\$11,054	\$0	\$11,054	0.8%
Total	\$195,656	\$75,000	\$115,690	\$940,898	\$1,327,244	100%

Notes and Observations:

1. Across all programs, most CRA investment (68.8%) has occurred in CRA Sub-Area 2 (Downtown Core). This is largely attributed to the comparatively high rates of turnover, redevelopment and new construction in this area.
2. The programs were modified in 2016, restricting eligibility in Sub-Areas 1 and 2, and driving investment in target areas. Since then, more awards have been made beyond the downtown core, but the disparity will remain evident for many years at current levels of investments.
3. Most CRA grant funds have been awarded through the Site Development Assistance Program, which carries a maximum award level of \$50,000.

Exhibit 5: Number and Value of CRA Business Grants Awarded by Fiscal Year

* A November 2016 modification of program guidelines introduced new eligibility restrictions within CRA Sub-Areas #1 and #2. This resulted in a significant decrease in the number of applications received and awards made in FY 2016 and FY 2017.

Rent Subsidy *(formerly Business Development Assistance)* Program

Purpose

The Rent Subsidy Assistance Program is designed to help facilitate the establishment of small businesses within the Delray Beach Community Redevelopment Area. The program allows the Delray Beach CRA to provide rental subsidies that are intended to assist start-up businesses during the critical first year of operation by reducing the cost of overhead expenses.

History

Originally established in FY 1994/95, the Business Development Assistance Program was available only to start-up businesses in the West Atlantic Redevelopment Area. At the time, the program was implemented in order to encourage job creation while reducing the number of vacant commercial properties on West Atlantic Avenue. In FY 2007/2008 the program was expanded to include the Pineapple Grove Arts District, which was also characterized by a surplus of commercial properties after several businesses closed and properties were redeveloped to provide additional commercial space for lease in the area.

The program was expanded again in FY 2008/2009 to encompass the entire Downtown Development Authority District, which includes the entire City of Delray Beach Central Business District, as well as a significant portion of the Federal Highway corridor and most of the Pineapple Grove Arts District. In FY 2010/2011, the eligibility area was expanded to include the entire CRA Redevelopment Area in an effort to attract new businesses and encourage job creation during the economic recession. In FY 2011/2012, the program was modified to help attract artist galleries and studios to the District, as well.

Program Description

The Rent Subsidy Assistance Program provides rent subsidies of up to one-third of the monthly rent, or \$500 per month (whichever is less), for up to twelve (12) months anytime during the first 18 months of operation, during a multi-year lease term. The maximum total subsidy per business is \$6,000.

Funding is budgeted on an annual basis and awarded on a first-come, first-served basis. All applications are subject to the approval of the CRA board.

FY 2011 – FY 2017 CRA Rent Subsidy Award Recipients

Business Name	CRA Sub-Area	Approval Date	Amount Approved	Amount Paid	Square Feet	Jobs	Business Open/Closed
Ancient Olive	2	9/12/2013	\$5,500.00	\$5,500.00		5	Closed
AR Gallery	2	8/28/2014	\$4,033.33	\$3,666.66	1,100	18	Closed
Art-Sea Living	2	5/14/2015	\$5,000.00	\$3,000.00		6	Closed
ASM Insurance Services, Inc.	2	4/26/2012	\$5,300.00	\$5,300.00	1,000	3	Open
Beachcomber Art, Inc.	1	3/12/2015	\$6,000.00	\$6,000.00	1,800	4	Open
Bogani & Robes	2	9/22/2011	\$6,000.00	\$6,000.00	2,403	11	Open

Business Name	CRA Sub-Area	Approval Date	Amount Approved	Amount Paid	Square Feet	Jobs	Business Open/Closed
Chappy's Attic Antiques & Collectibles	2	1/23/2014	\$5,500.00	\$5,500.00	1,184	3	Closed
Cloud 10	2	9/26/2013	\$6,000.00	\$6,000.00	1,800	15	Open
Cloud Computing Concepts	2	1/10/2013	\$6,000.00	\$6,000.00	2,500	15	Open
Evolution	2	9/13/2012	\$6,000.00	\$6,000.00	1,500	3	Closed
Family Yoga Zen Zone	4	8/24/2017	\$6,000.00	\$1,500.00	2,405	3	Closed
FirstLight HomeCare	2	11/20/2014	\$3,072.24	\$2,816.22	445	N/R	Open
Gateway Commercial Finance	2	7/26/2012	\$6,000.00	\$6,000.00	2,611	10	Open
Grove Hospitality Group	2	6/14/12	\$6,000	\$6,000	900	6	Open
GSKY Plant Systems, Inc.	1	7/12/2012	\$6,000.00	\$6,000.00	1,050	8	Open
Hair 2 Day Shop 4 Tomorrow	2	3/13/2014	\$6,000.00	\$6,000.00	1,000	3	Closed
Ice in the Grove	2	1/24/2013	\$6,000.00	\$3,000.00		4	Closed
JuiceBuzz	2	7/25/2013	\$6,000.00	\$6,000.00	608	8	Open
Lautret French Bakery, Inc	5	3/12/2015	\$6,000.00	\$6,000.00	2,100	12	Open
Living Word Christian Academy	4	6/22/2017	\$5,500.00	\$2,500.00	1,562	3	Open
Lois Brezinski Artworks	2	2/14/2013	\$6,000.00	\$6,000.00	500	2	Open
Margaux Riviera	2	1/8/2015	\$6,000.00	\$5,500.00	1,500	3	Closed
Max's Harvest	2	11/10/2011	\$6,000.00	\$6,000.00	3,000	33	Open
Ming's Garden	2	10/21/2010	\$5,500.00	\$5,500.00	787	2	Open
Original Popcorn House	2	5/14/2015	\$6,000.00	\$6,000.00	1,400	6	Open
Realtime Marketing Group	2	1/13/2011	\$6,000.00	\$6,000.00		2	Closed
Reliance Construction Company, LLC	2	5/10/2012	\$5,000.00	\$5,000.00	2,400	36	Open

Business Name	CRA Sub-Area	Approval Date	Amount Approved	Amount Paid	Square Feet	Jobs	Business Open/Closed
Sayco Capital Group	2	2/13/2014	\$6,000.00	\$0.00	1,379	8	Closed
Scheda Ecological Associates	6	11/15/2012	\$5,500.00	\$5,500.00	1,100	6	Open
Talin Tropic Co.	2	2/13/2014	\$1,750.00	\$1,750.00	690	1	Closed
The Buzz Agency, LLC	3	3/8/2012	\$6,000.00	\$6,000.00	900	10	Open
The Mixed Bag	2	11/4/2010	\$6,000.00	\$6,000.00		0	Closed
Vape Trends, LLC	2	3/13/2014	\$6,000.00	\$2,000.00	1,200	0	Closed
Vino Van Gogh	2	6/27/2013	\$6,000.00	\$6,000.00	2,000	7	Open
Zappitell Law Firm	2	2/10/2011	\$6,000.00	\$6,000.00	1,587	N/R	Open
35 Grants Awarded 0 Grants Open			\$195,655.57	\$168,532.88	44,471	256	21 businesses remain open

Notes and Observations:

1. This program is targeted to new and/or start-up businesses only, making it less applicable to areas with more established businesses, low turnover rates, and low vacancy rates (such as CRA Sub-Area 3).
2. Businesses shown as "closed" have either permanently ceased operations or relocated their operations outside of Delray Beach.
3. The difference between award and paid amounts is attributed to grants that were terminated early due to grantee non-compliance.
4. N/R – Non-reporting at the time of publication.

Historic Facade Easement Program

Background

The preservation of historic structures in the Community Redevelopment Area is a major objective of the overall redevelopment program. Historic preservation is important both economically and culturally and can be used as a tool to eliminate slum and blighted conditions. Historic downtowns are generally more successful if their buildings are preserved, rather than demolished. A well preserved historic downtown can be marketed as a unique place for people to work, shop, eat and congregate, which enhances the social and economic vitality of the area and increases the property tax base.

The Historic Façade Easement Program allows the CRA to use historic preservation as a redevelopment tool. Through this program, the CRA may purchase the facade of a historic structure for a portion of the cost of exterior improvements or structure relocation. The property owner benefits by initiating exterior improvements at a fraction of the total cost. The public receives the benefit of the resulting physical improvements and the preservation of an historic structure serving as a linkage to the past. Unless located within a designated historic district, the building owner is required to designate the building as a historic site with the City of Delray Beach. The CRA retains ownership and architectural control of the historic facade in perpetuity.

During the history of the program, the CRA has been able to assist several business development projects throughout the District including Elwood's Diner, the former Masonic Lodge building on East Atlantic Avenue and Delray Beach Historical Society in support of the relocation and restoration of three historic structures in the Old School Square Historic Arts District.

Program Description

- Provide capital to property owners to renovate or relocate historic structures through the purchase of a façade easement, with the purchase money tied to the restoration of the facade.
- A property owner utilizing the program has the structure designated a historic site as set forth in the City's Land Development Regulations (Section 4.5.1), unless located within an historic district.
- All historic structures within the community redevelopment area could be considered for the program including those historic structures that have been moved from outside the area.
- Purchase of historic façade easements will be considered by the CRA on a case-by-case basis, subject to available funding.
- Facade easement purchase money may be used as a matching fund for other grant funding.
- The facade easement is superior to any mortgages.
- The CRA retains architectural control over the façade in perpetuity.
- The building owner is responsible for maintenance of the facade improvements.

FY 2011 – FY 2017 CRA Historic Façade Easement Award Recipients

Business Name	CRA Sub-Area	Date Of Approval	Amount Approved	Amount Paid	Capital Investment	Square Feet	Business Open/Closed
290 SE 6 th Avenue, LLC (21 Drops)	2	9/27/2012	\$75,000.00	\$75,000.00	\$760,000.00	7,000	Open

Paint Up & Signage Program

Background

The Paint-Up & Signage Program was originally established by the CRA to encourage existing building owners or tenants to improve the exterior of their buildings through a new coat of paint. It was later expanded to include signage improvements, to help provide greater visibility for businesses. The program allows a property owner or tenant to share the cost of adding signage to or painting an existing building with the CRA.

Program Description

To qualify for the Paint-Up & Signage Program, the structure must be located in the CRA District. The CRA will fund up to 50% of the cost of an approved exterior signage and painting project, offering direct payments to vendors or reimbursements to grantees. The applicant must submit a completed application accompanied by two estimates from licensed painters or sign companies, along with renderings of the proposed improvements. Review and approval of the application may take up to four weeks to process.

FY 2011 – FY 2017 CRA Paint-Up & Signage Award Recipients

Business Name	CRA Sub-Area	Date Of Approval	Amount Approved	Amount Paid	Capital Investment	Square Feet	Jobs
206 Delray Beach, LLC	7	2/12/2015	\$2,007.59	\$2,007.59	\$4,015.08	3,300	2
400 W. Atlantic, LLC	3	9/1/2011	\$3,400.00	\$3,400.00	\$6,950.00	5,902	N/A
411 Mastermind, LLC	2	9/23/2014	\$3,725.00	\$3,199.48	\$323,754.90	15611	N/A
504 Office Suites	2	10/24/2013	\$5,000.00	\$0.00	\$454,425.00	2,865	1
524 Atlantic, LLC (Vintage Tap)*	3	2/13/2014	\$5,000.00	\$3,430.00	\$11,410.00	1,280	5
Ancient Olive*	2	10/11/2012	\$516.75	\$516.75	\$1,033.50	N/R	-
Art-Sea Living, Inc.*	2	9/23/2014	\$642.28	\$642.28	\$2,114.49	N/R	6
Atlantic Promenade	2	2/13/2014	\$4,450.00	\$4,450.00	\$8,900.00	7,401	N/A
Avalon Gallery	2	10/23/2014	\$1,212.50	\$622.25	\$3,690.00	2,001	2
Beachcomber Art	1	8/28/2014	\$1,007.00	\$662.25	\$2,835.50	1,800	4
Boys & Girls Club	8	10/23/2014	\$5,000.00	\$5,000.00	\$11,500.00	21,000	15
BW Costin's Cottage, Inc.	2	6/25/2015	\$800.00	\$0.00	\$1,600.00	3,100	4
C & L Realty, LLC	3	2/13/2014	\$842.50	\$842.50	\$1,685.00	1,500	N/A
Castle Florida Building Corp.	3	3/12/2015	\$4,400.00	\$3,950.00	\$8,800.00	5,419	18
Classic Teleco Multiservices	7	12/12/2013	\$950.00	\$0.00	\$1,900.00	3,952	N/R
Cyclevolution*	5	5/8/2014	\$2,434.82	\$0.00	\$5,223.16	N/R	1
DB Land, LLC	7	12/15/2015	\$1,575.00	\$1,575.00	\$20,000	3,400	N/A
Delray Beach Boxing, Inc.	5	4/14/2016	\$2,261.00	\$2,261.00	\$1,000,000	6,000	10
Delray Decorator Service	2	5/9/2013	\$2,639.00	\$2,639.00	\$5,278.00	1,300	4
Devitt & Thistle	2	7/26/2012	\$5,000	\$5,000.00	\$15,645.00	4,679	9
Fifth Corner Realty, LLC (Hannah Building)	2	9/12/2013	\$5,000.00	\$5,000.00	\$1,035,550.20	12,337	N/A
Fourth Avenue Associates, LLC	2	2/13/2014	\$1,720.00	\$1,720.00	\$3,440.00	5,659	1
FY&I/Glad Realty, LLC	2	9/26/2013	\$2,150.21	\$2,150.21	\$30,523.00	1,000	4
G Squared Ventures	2	9/11/2014	\$5,000.00	\$2,550.00	\$17,575.00	4,300	12

Business Name	CRA Sub-Area	Date Of Approval	Amount Approved	Amount Paid	Capital Investment	Square Feet	Jobs
Glavidia Hair Studio, LLC	2	10/23/2014	\$815.09	\$0.00	\$1,968.84	N/R	3
Grove Gas, LLC	2	11/20/2014	\$5,000.00	\$5,000.00	\$375,000.00	1,700	3
Hudson at Waterway East*	1	9/23/2014	\$5,000.00	\$0.00	\$1,250,000.00	8,165	N/R
Le Garage	3	9/23/2014	\$2,579.00	\$0.00	\$9,042.00	1,344	N/R
MacLendon Wealth Management, LLC	6	11/1/2012	\$620.10	\$310.05	\$1,240.20	1,375	6
MacMillan & Stanley, PLLC	2	3/14/2013	\$1,675.00	\$1,675.00	\$3,350.00	4,873	2
Margaux Riviera*	2	2/12/2015	\$290.14	\$0.00	N/R	1,500	3
Miller-Morse Law	6	11/3/2016	\$689.00	689.00	\$25,000.00	1,400	5
Naked Hair Salon	2	10/11/2012	\$1,354.79	\$1,199.79	\$2,709.58	2,101	9
New Monmouth	1	5/10/2012	\$5,000	\$5,000.00	\$225,806.49	18,000	40
Original Popcorn House	2	9/23/2014	\$1,875.00	\$1,875.00	\$70,000.00	1,400	6
Periwinkle Online, Inc	2	10/23/2014	\$1,975.00	\$1,975.00	\$35,000.00	4846	7
PurCycle*	2	7/26/2012	\$714	\$0.00	\$1,427.28	1,900	N/R
Reed & Reed, Inc.	2	10/15/2015	\$1,975.00	\$1,975.00	\$4,375.00	3,177	N/A
RQ Building Products, Inc.	8	1/23/2014	\$2,929.31	\$2,929.31	\$6,184.57	19,365	11
Sunflower Creative Arts	6	3/26/2015	\$4,510.50	\$4,510.50	\$450,000.00	3,132	10
TL Kids, LLC	5	2/14/2013	\$2,300.00	\$1,750.00	\$184,707.00	2,100	N/A
Verdandi III (Delray Yoga Shala)	2	3/27/2014	\$2,499.72	\$2,499.72	\$4,999.44	2,876	N/A
Williamsburg Association	1	8/8/2013	\$4,029.50	\$4,029.50	\$9,636.00	4,500	N/A
WNYR Properties, LLC	8	10/11/2012	\$3,125.00	\$3,125.00	\$6,250.00	15,265	N/A
44 Grants Approved 0 Grants Open			\$115,689.80	\$90,161.18	\$5,644,544.23	212,825	202

Notes and Observations:

1. The difference between approved and paid amounts is attributed to several factors. Some projects come in under budget, yielding a lower final grant amount. Other cases involve grantees making procedural errors that disqualify portions of project costs, or foregoing payment requests altogether.
2. N/A – Not applicable – Grantees that do not operate businesses at the project location show no direct jobs impact.
3. N/R – Non-reporting at the time of publication.

Site Development Assistance Program

Background

Redevelopment projects occurring within the CRA District have the potential to greatly impact both physical and economic conditions within the greater Delray Beach community. Many publicly funded redevelopment projects, including infrastructure improvements and street beautification projects, can provide substantial benefits to an area, but additional redevelopment initiatives must be funded by the private sector.

To encourage private redevelopment efforts, the CRA allocates funds annually to assist businesses and property owners with privately funded projects. The Site Development Assistance Program supports commercial property improvement within the CRA District, including exterior building upgrades, interior improvements and building expansions.

Program Description

- Provision of grants for partial reimbursement of expenses related to the upgrading or expansion of projects in the CRA district.
- The CRA Board will maintain policy guidelines regarding grant limits, annual payment amounts (based on percentage of TIF revenue), and time frame over which grant is to be paid.
- CRA grant funds can be used as a match for other grant programs, such as Palm Beach County's Development Regions Grants, when those programs are available.
- Use of the allocated funds for individual projects throughout the CRA area is solely at the discretion of the CRA.

FY 2011 – FY 2017 CRA Site Development Assistance Program Award Recipients

Business Name	CRA Sub-Area	Date Of Approval	Amount Approved	Amount Paid	Capital Investment	Square Feet	Jobs
290 SE 6 th Avenue, LLC (21 Drops)	2	9/27/2012	\$25,000.00	\$25,000.00	\$760,000.00	7,000	N/A
381 Blue, LLC	2	1/22/2015	\$50,000.00	\$50,000.00	\$350,000.00	3,400	N/R
411 Mastermind, LLC	2	9/23/2014	\$50,000.00	\$44,569.11	\$323,754.90	15,611	N/A
Access Development Properties	6	6/9/2016	\$13,535.04	\$0.00	\$180,000.00	1,756	52
Anthony's Coal Fired Pizza of Delray Beach, Inc	2	5/12/2011	\$13,487.24	\$13,487.24	\$60,571.34	3,318	43
ASM Insurance Services, Inc	2	11/10/2011	\$2,000.00	\$1,887.13	\$7,597.70	1,000	3
Avalon Gallery	2	10/23/2014	\$316.25	\$316.25	\$3,690.00	2,001	2
Avenue Pilates & Fitness	2	2/24/2011	\$15,000.00	\$3,818.50	\$35,822.72	11,218	18
Blair's Downtown Condo Association, Inc	2	12/13/2012	\$13,920.00	\$13,920.00	\$34,800.00		N/A
Bogani & Robes, PLLC	2	9/22/2011	\$950.00	\$360.27	\$3,767.24	2,403	11

Business Name	CRA Sub-Area	Date Of Approval	Amount Approved	Amount Paid	Capital Investment	Square Feet	Jobs
Café de France	2	11/18/2010	\$13,750.00	\$6,942.36	\$122,666.00		N/R
Charlotte Danciu, P.A.	3	5/14/2015	\$37,224.20	\$37,224.20	\$111,444.00	2,918	5
Coastal Commercial Group, LLC	2	6/26/2014	\$5,934.00	\$5,934.00	\$23,736.00	1,628	2
DB Land, LLC	7	12/15/2015	\$1,869.09	\$1,868.40	\$20,000.00	3,400	N/A
Deck 84, LLC	2	11/4/2010	\$21,597.81	\$21,597.81	\$1,000,000.00	3,143	80
Deck 84, LLC	2	12/15/2011	\$3,402.19	\$3,402.19	\$52,435.40	3,143	
Delray Beach Elk's Lodge, Inc	2	3/14/2013	\$34,120.00	\$33,404.80	\$147,800.00	11,194	25
Delray Beach Property, Inc.	2	6/26/2014	\$11,747.50	\$0.00	\$46,990.00	4,982	N/A
Delray Corner Realty, LLC	2	4/23/2014	\$6,500.00	\$6,500.00	\$30,440.00	2,244	N/R
Delray Investment Partners, LLC	2	6/25/2015	\$25,000.00	\$25,000.00	\$859,349.59	8,670	N/A
Delray Decorator Service	2	1/23/2014	\$2,223.04	\$2,223.04	\$8,892.16	1,356	4
Delray Oasis Business Park	5	6/22/2017	\$50,000.00	\$0.00	\$327,209.28	7,000	N/R
Europcar Auto Repair	2	7/25/2013	\$12,424.40	\$0.00	\$50,000.00	2,870	N/R
Fifth Corner Realty (Hannah Building)	2	4/22/2013	\$50,000.00	\$50,000.00	\$1,035,550.20	12,337	N/A
FY&I/Glad Realty, LLC	2	10/11/2012	\$6,578.25	\$6,180.75	\$30,523.00	1,000	4
GDL Enterprises	7	3/23/2017	\$4,568.00	\$0.00	\$11,420.00	3,000	N/R
GROVE GAS, LLC	2	1/8/2015	\$50,000.00	\$37,500.00	\$375,000.00	1,700	3
Hudson At Waterway East	1	10/23/2014	\$25,000.00	\$0.00	\$1,250,000.00	8,165	N/R
JuiceBuzz Corp	2	7/25/2013	\$487.50	\$487.50	\$33,000.00	608	8
Kanner & Pinaluga	2	3/22/2012	\$25,000.00	\$0.00	\$101,186.00	10,000	0
Lady Katie	2	7/25/2013	\$13,870.00	\$13,870.00	\$31,955.00	2,149	
Le Garage	3	10/23/2014	\$9,042.00	\$3,859.80	\$53,000.00	1,344	N/R
Liz Realty, LLC	2	4/11/2013	\$44,300.10	\$44,300.10	\$188,224.96	1,948	0
MacMillan & Stanley	2	10/15/2015	\$25,000.00	\$25,000.00	\$220,000.00	5,050	7
New Monmouth Condominium Association, Inc	1	5/10/2012	\$25,000.00	\$25,000.00	\$225,806.49	18,000	40
O'Connor's Pub	2	10/21/2010	\$1,665.00	\$1,665.00	\$7,000.00	1,016	N/R
Oceanside Veterinary Center	7	11/17/2016	\$27,160.00	\$0.00	\$354,000.00	1,425	7
Original Popcorn House	2	9/23/2014	\$3,353.13	\$3,239.88	\$70,000.00	1,400	6
Papa's Café Group Corp	2	6/14/2012	\$6,888.75	\$1,497.88	\$120,000.00	2,000	N/R
Periwinkle Online, Inc	2	11/6/2014	\$1,955.00	\$1,325.00	\$35,000.00	4,846	7

REPCO Services, LLC	2	3/8/2012	\$25,000.00	\$25,000.00	\$175,000.00	2,320	7
Ross Girls Revocable Family Trust	2	8/30/2012	\$6,650.00	\$6,650.00	\$26,600.00	11,713	N/A
Ross Girls Revocable Trust	5	11/15/2012	\$3,625.00	\$3,625.00	\$14,500.00	3,128	N/A
Seabreeze Executives, LLC	1	10/21/2010	\$7,500.00	\$6,684.20	30000	11,616	3
Sunflower Creative Arts	6	3/26/2015	\$50,000.00	\$50,000.00	\$450,000.00	3,132	10
The Antique Experience, LLC	2	8/8/2013	\$50,000.00	\$50,000.00	\$454,425.00	2,865	1
The Grove Hospitality Group, LLC	2	6/14/2012	\$7,929.91	\$7,929.91	\$219,000.00	960	7
TL Kids, LLC	5	7/26/2012	\$50,000.00	\$50,000.00	\$184,707.00	2,100	N/R
Upper Cutz	3	9/14/2017	\$9,125.00	\$6,431.39	\$13,150.00	875	6
50 Grants Approved 6 Grants Open			\$940,898.31	\$718,901.62	\$10,274,623	217,101	363

Notes and Observations:

1. *The Site Development Assistance Program is the most frequently utilized of the four CRA business grant programs, accounting for 38% of approved applications and 69% of the funds awarded during the study period.*
2. *The difference between approved and paid amounts is attributed to several factors. Some projects come in under budget, yielding a lower final grant amount while other cases involve procedural errors by grantees that disqualify portions of project costs. In a few instances, grants have expired with no funds expended after projects fail to move forward, or when grantees do not submit reimbursement requests to the CRA.*
3. *N/A – Not Applicable – grantees that are landlords not operating a business at the project site report no direct jobs impact.*
4. *N/R – Non-reporting at the time of publication.*

Appendix

Appendix 1: Summary of Delray Beach CRA Business Grant Recipients (v. 07.10.18)

Business Name and Address	Rent Subsidy	Historic Façade	Paint Up & Signage	Site Development
206 Delray Beach, LLC 206 SE 2nd St.			\$2,008	
290 SE 6 th Avenue, LLC 290 SE 5 th Ave.		\$75,000		\$25,000.00
381 Blue, LLC 381 NE 3rd Ave.				\$50,000.00
400 W. Atlantic, LLC 400 W. Atlantic Ave.			\$3,400	
411 Mastermind, LLC 411 E. Atlantic Ave.			\$3,725	\$50,000.00
524 Atlantic, LLC 524 W. Atlantic Ave.			\$5,000	
Access Development Properties, LLC 799 NE 2 nd Avenue				\$13,535.04
*Ancient Olive 514 E. Atlantic Ave.	\$5,500.00		\$516.75	
Anthony's Coal Fired Pizza of Delray Beach 115 NE 6 th Ave				\$13,487.24
†*AR Gallery 330-340 NE 4 th Ave.	\$4,033.33			
†*Art-Sea Living, Inc. 514 E. Atlantic Ave.	\$5,000.00		\$642.28	
ASM Insurance Services, Inc. - 142 SE 6 th Ave.	\$5,300.00			\$2,000.00
Atlantic Promenade 522 E Atlantic Ave.			\$4,450.00	
Avalon Gallery 425 E Atlantic Ave.			\$1,212.50	\$316.25
Avenue Pilates & Fitness 2100 N. Federal Highway				\$15,000.00
Beachcomber Art - 900 E. Atlantic Ave., #3	\$6,000.00		\$1,007.00	
Blair's Downtown Condo Association, Inc 419 E. Atlantic Ave.				\$13,920.00
Bogani & Robes, LLC 117 NE 5 th Ave.	\$6,000.00			\$950.00
Boys & Girls Club 1451 SW 7th St.			\$5,000.00	

Business Name and Address	Rent Subsidy	Historic Façade	Paint Up & Signage	Site Development
†BW Costin's Cottage, Inc. 114 NE 1st Ave.			\$800.00	
C & L Realty, LLC - 21 NW 2 nd St.			\$842.50	
*Café de France - 110 E Atlantic Ave., # 120				\$13,750.00
Castle Florida Building Corp. - 150 N Swinton Ave., #100			\$4,400.00	
*Chappy's Attic Antiques & Collectibles 311 NE 2 nd Ave.	\$5,500.00			
Charlotte Danciu, P.A. 202 N. Swinton Ave.				\$37,224.20
†Classic Teleco Multiservices 201-211 SE 2nd Ave.			\$950.00	
Cloud 10 - 32 SE 2 nd Ave	\$6,000.00			
Cloud Computing Concepts 110 E Atlantic Ave.	\$6,000.00			
Coastal Commercial Group, LLC 766 SE 5 th Ave.				\$5,934.00
*Cyclevolution 2512 N. Federal Hwy, #106			\$2,434.82	
DB Land, LLC 760 SE 5 Ave.			\$1,575.00	\$1,869.09
Deck 84, LLC 840 E. Atlantic Ave.				\$25,000.00
Delray Beach Boxing, Inc. 2455 N. Old Dixie Hwy.			\$2,261.00	
Delray Beach Elk's Lodge, Inc - 265 NE 4 th Ave.				\$33,404.80
†Delray Beach Property, Inc. 1126 E. Atlantic Ave.				\$11,747.50
Delray Corner Realty, LLC 204 E Atlantic Ave.				\$6,500.00
Delray Decorator Service 143 NE 4 th Ave.			\$2,639.00	\$2,223.04

Business Name and Address	Rent Subsidy	Historic Façade	Paint Up & Signage	Site Development
Delray Investment Partners, LLC 249 SE 6th Ave.				\$25,000.00
Delray Oasis Business Park, LLC - 1201-1237 N. Federal Highway				\$50,000.00
Devitt & Thistle - 30 SE 4th Ave.			\$5,000	
†Europcar Auto Repair - 100 SE 4th St.				\$12,424.40
*Evolution - 518 E. Atlantic Ave.	\$6,000.00			
†*Family Yoga Zen Zone 1201 N. Federal Highway	\$6,000.00			
Fifth Corner Realty, LLC 401 E. Atlantic Ave.			\$5,000.00	\$50,000.00
†FirstLight HomeCare 80 NE 4th Ave.	\$3,072.24			
Fourth Avenue Associates, LLC 70 SE 4th Ave.			\$1,720.00	
FY&I/Glad Realty, LLC - 9 NE 2nd Ave.			\$2,150.21	\$6,578.25
G Squared Ventures - 98 SE 6th Ave.			\$5,000.00	
Gateway Commercial Finance 340 SE 1st St.	\$6,000.00			
GDL Enterprises, Inc. – 229 SE 2nd Ave.				\$4,568.00
†Glavidia Hair Studio, LLC 200 NE 2nd Ave. #212			\$815.09	
Grove Gas, LLC - 206 NE 4th St.			\$5,000.00	\$50,000.00
GSKY Plant Systems, Inc. 25 Seabreeze Ave. #404	\$6,000.00			
*Hair 2 Day Shop 4 Tomorrow 59 SE 4th Ave.	\$6,000.00			
†*Hudson at Waterway East 900 E. Atlantic Ave. #22			\$5,000.00	\$25,000.00

Business Name and Address	Rent Subsidy	Historic Façade	Paint Up & Signage	Site Development
†*Ice in the Grove 111 NE 2 nd Ave.	\$6,000.00			
JuiceBuzz Corp 6 NE 5 th Ave.	\$6,000.00			\$487.50
†*Kanner & Pinaluga - 101 Pugliese Way				\$25,000.00
*Lady Katie 417 E. Atlantic Ave.				\$15,069.91
L'autret Artisan French Bakery, Inc 814 NE 6 th Ave.	\$6,000.00			
†Le Garage 1135 W Atlantic Ave.			\$2,579.00	\$9,042.00
†Living Word Christian Academy - 601 NW 2 nd St	\$6,000.00			
Liz Realty, LLC 445 E. Atlantic Ave.				\$44,300.10
Lois Brezinski Artworks 533 E. Atlantic Ave.	\$6,000.00			
MacIendon Wealth Management, LLC 710 NE 3 rd Ave.			\$620.10	
MacMillan & Stanley, LLC 29 NE 4 th Ave.			\$1,675.00	\$25,000.00
†*Margaux Riviera 518 E Atlantic Ave.	\$6,000.00		\$290.14	
Max's Harvest 169 NE 2 nd Ave.	\$6,000.00			
Miller-Morse Law 710 NE 3 rd Ave.			\$689.00	
Ming's Garden 271 NE 2 nd Ave.	\$5,500.00			
Naked Hair Salon 10 SE 1 st Ave.			\$1,354.79	
New Monmouth 30-36 S. Ocean Blvd.			\$5,000	\$25,000.00
O'Connor's Pub 210 NE 2 nd St.				\$1,665.00
Oceanside Veterinary Center - 836 SE 5 th Ave.				\$27,160.00
Original Popcorn House 10 NE 5 th Ave.	\$6,000.00		\$1,875.00	\$3,353.13
Papa's Café Group Corp 259 NE 2 nd Ave.				\$6,888.75

Business Name and Address	Rent Subsidy	Historic Façade	Paint Up & Signage	Site Development
Periwinkle Online, Inc 339 E. Atlantic Ave.			\$1,975.00	\$1,955.00
†*PurCycle 201 SE 2 nd Ave.			\$713.74	
*Realtime Marketing Group - 61 SE 4 th Ave.	\$6,000.00			
Reed & Reed, Inc. 353 N. Swinton Ave.			\$1,975.00	
Reliance Construction Company, LLC 333 NE 2 nd St.	\$5,000.00			
REPCO Services, LLC 347 NE 5 th Ave.				\$25,000.00
Ross Girls Revocable Family Trust 331 E. Atlantic Ave.				\$6,650.00
Ross Girls Revocable Trust - 440 NE 5 th Ave.				\$3,625.00
RQ Building Products, Inc. 735 SW 15 th Ave.			\$2,929.31	
†*Sayco Capital Group 347 NE 2 nd Ave.	\$6,000.00			
Scheda Ecological Associates 204 Dixie Blvd.	\$5,500.00			
Seabreez Executives, LLC 25 Seabreeze Ave.				\$7,500.00
Sunflower Creative Arts 227 N. Dixie Blvd.			\$4,510.50	\$50,000.00
Talin Tropic Co. 777 E. Atlantic Ave.	\$1,750.00			
The Antique Experience 504 E. Atlantic Ave			\$5,000.00	\$50,000.00
The Buzz Agency, LLC 104 W. Atlantic Ave.	\$6,000.00			
The Grove Hospitality Group, LLC 187 NE 2 nd Ave.	\$6,000.00			\$7,929.91
*The Mixed Bag 1136 E. Atlantic Ave.	\$6,000.00			
TL Kids, LLC 816 NE 6 th Ave.			\$2,300.00	\$50,000.00

Business Name and Address	Rent Subsidy	Historic Façade	Paint Up & Signage	Site Development
Upper Cutz Barber Shop & Salon, Inc. 135 NW 5 th Avenue				\$9,175.00
*Vape Trends, LLC - 12 SE 1 st Ave #102	\$6,000.00			
Verdandi III (Delray Yoga Shala) 10 NE 2 nd St.			\$2,499.72	
Vino Van Gogh 153-155 NE 4 th Ave.	\$6,000.00			
Williamsburg Association 18 Salina Ave. #29			\$4,029.50	
WNYR Properties, LLC - 950 SW 17 th Ave.			\$3,125.00	
Zappitell Law Firm - 200 NE 2 nd Ave. # 103	\$6,000.00			
Total 102 businesses awarded \$1,327,244	\$195,655.57	\$75,000.00	\$115,689.80	\$940,898.31

Notes and Observations:

1. * = Businesses no longer in operation in Delray Beach.
2. † = Grants that were terminated before the completion of the grant term or without funds being expended.
3. Businesses leveraging one grant = 77; leveraging two grants = 24; leveraging three grants = 1.

Appendix 2: Rent Subsidy Program Guidelines

RENT SUBSIDY PROGRAM

PURPOSE

The Rent Subsidy Program is designed to help facilitate the establishment of small businesses within the Delray Beach Community Redevelopment Area. The program allows the Delray Beach Community Redevelopment Agency (“CRA”) to provide rental subsidies that are intended to assist start-up businesses during the critical first year of operation by reducing the cost of overhead expenses.

HISTORY

Originally established in FY 1994/95 as the Business Development Assistance Program, it was available only to start-up businesses in the West Atlantic Redevelopment Area. At the time, the program was implemented in order to encourage job creation while reducing the number of vacant commercial properties on West Atlantic Avenue. In FY 2007/2008 the program was expanded to include the Pineapple Grove Arts District, which was also characterized by a surplus of commercial properties after several businesses closed and properties were redeveloped to provide additional commercial space for lease in the area.

The program was expanded again in FY 2008/2009 to encompass the entire Downtown Development Authority District, which includes the entire City of Delray Beach Central Business District, as well as a significant portion of the Federal Highway corridor and most of the Pineapple Grove Arts District. In FY 2010/2011, the eligibility area was expanded to include the entire CRA Redevelopment Area in an effort to attract new businesses and encourage job creation during the current economic recession. In FY 2011/2012, the program was modified to help attract artist galleries and studios to the District, and again in FY 2016/2017 to help attract office users to the downtown core. Minor adjustments are made regularly to ensure the practicality, functionality and overall effectiveness of the program. In FY 2017/2018, the program was renamed as the Rent Subsidy Program.

PROGRAM

The Rent Subsidy Program provides rent subsidies of up to one-third of the business’s monthly rent, or \$500 per month (whichever is less), for twelve (12) months anytime during the first 18 months of operation, during a multi-year lease term. The maximum total subsidy per business is \$6,000.

Funding is budgeted on an annual basis and awarded on a first-come, first-served basis. All applications are subject to the approval of the CRA board.

FUNDING LIMITS & ELIGIBILITY REQUIREMENTS

Applicants must meet all of the following requirements in order to be eligible to receive assistance through the Rent Subsidy Program:

1. Business must be located within the Community Redevelopment Area. In CRA Sub-Areas #1 and #2, eligible businesses are restricted to art galleries, art studios, and office users. An office user is defined as any business entity primarily engaged in professional, administrative and/or clerical activities, including but not limited to company headquarters, financial services (excluding banks), insurance

agencies, architects, lawyers, engineers, real estate offices, marketing, advertising or design firms, travel agencies, consulting firms, software and technology firms, abstract and title agencies. The term "office user" does not include medical offices or medical clinics, call centers, or personal service providers. (Refer to Geographical Sub-Areas map.)

2. Existing Businesses are defined as being in operation for more than six months at the time of application.
3. A New Business Venture is defined as a company in operation for less than six months at the time of application.
4. In order to qualify for funding under the Rent Subsidy Program the applicant must be one of the following:
 - a. New business venture;
 - b. Existing business relocating to Delray Beach from another city; or,
 - c. Existing business opening an additional location in Delray Beach.
5. The Business must be in operation for less than six months at the location for which the subsidy is being requested, at time the application is submitted.
6. The Business must have an executed multi-year lease (2-year minimum) for the new location in the eligibility area.
7. The Business must employ a minimum of two (2) full-time equivalent W-2 employees, as defined by the CRA, whose wages are reported to the state and federal government. No more than one of the two required full-time equivalent positions may be occupied either by an owner of the business receiving the grant, or by an employee who is related to an owner of the business receiving the grant.
 - a. Artist Exception – Art galleries and/or studios in which the primary artist is the owner-operator need not employ additional employees to be eligible for assistance under the Rent Subsidy Program.
8. The Business must be properly licensed and approved by the City of Delray Beach.
9. The following businesses will be considered automatically ineligible for assistance under the Rent Subsidy Program:
 - a. Existing businesses relocating from one area of Delray Beach to the eligibility area, with the exception that home-based Delray Beach businesses relocating to commercial space shall be eligible if all other requirements are fully met.
 - b. Businesses with less than two full-time equivalent W-2 employees
 - c. Businesses that do not report employees' wages
 - d. New businesses using a DBA that has been used by another business within the last 12 months.
 - e. Any business that is a non-conforming use as determined by the City of Delray Beach.
 - f. Any business, other than an art gallery, art studio, or office user, located within CRA Sub-Areas #1 and #2.
10. Rental subsidies may be approved for one-third of the business's monthly rent, up to a maximum of \$500/month. Subsidy payments will be paid in monthly installments for a maximum of twelve (12) consecutive months during the first 18 months of a business's operation.

11. The total subsidy amount will not exceed \$6,000 per business.

GRANT TERMS & CONDITIONS

- The Commercial Lease must define the landlord-tenant relationship and at least specify the following:
 - a. A description of the space being rented;
 - b. Utilities included and not included;
 - c. Rental rate and deposits required, along with terms of lease and methodology for rent increases;
 - d. Responsibility for interior and exterior repairs and/or improvements;
 - e. Insurance requirements;
 - f. Abilities to terminate; and
 - g. Consequences of default.
- The Commercial Lease must be the result of an “Arm’s Length Transaction”. An “Arm’s Length Transaction” shall be defined, for purposes of this Program, as a Commercial Lease under which one party to the lease agreement is not able to control or substantially influence the actions of the other. Leases which are not an “Arm’s Length Transaction” include, but are not limited to, those between (a) divisions of an organization, (b) organizations under common control through common officers, directors or members, or (c) an organization and a director, trustee, officer or key employee of the organization or his immediate family either directly or through corporations, trusts or similar arrangements in which they hold a controlling interest. The CRA shall have the sole discretion to determine whether the Commercial Lease is the result of an Arm’s Length Transaction.
- Rental subsidies will be paid on the behalf of businesses that are open for business and paying wages only.
- Subsidies will not be paid during renovations or construction phases during which businesses are not in operation.
- The responsibility for all rental payments is between the contracted parties to the lease, as such the tenant and the landlord. As grantor, the CRA neither bears nor accepts any responsibility for payment of rent at any time, nor penalties incurred for the late arrival of payments by any party.
- The CRA reserves the right to approve or deny Rent Subsidy Program applications and to discontinue payments at any time if in its sole and absolute discretion it determines that the business will not further the goals and objectives established for the economic development of CRA District. The receipt of past payments is not a guarantee of future subsidy payments.

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 multi-year commercial lease

- c. Business plan, including executive summary and three-year financial projections of revenues and expenses
 - d. 3-year historical financials (for existing businesses only)
 - e. List of jobs to be created and/or maintained, including brief job descriptions and weekly schedule
 - f. Executed Rent Subsidy Program grant agreement
- 2. **Approval of Funding Request & Grant Agreement** – Once eligibility is verified and all required documentation has been submitted, CRA staff will present the funding request and grant agreement to the CRA Board of Commissioners for approval. Staff will notify the applicant of the Board’s decision.
- 3. **Subsidy Payments** – Subsidy payments will begin at the beginning of the first full month that the business is open for operations, subsequent to CRA board approval verification of employment, and the receipt of a completed W-9 form. Payments will be mailed directly to the landlord monthly, unless otherwise specified by the CRA Board of Commissioners. A maximum of twelve (12) consecutive monthly payments may be made.
- 4. **Site Visits** – CRA staff will conduct a site visit before subsidy payments begin in order to verify that the business is in operation. Staff may also conduct unannounced site visits periodically in order to ensure compliance with the terms of the grant agreement.
- 5. **Reporting** – By accepting the grant, the applicant agrees to comply with any reporting procedures deemed necessary by CRA staff to verify that the required job positions are properly fulfilled and maintained. Reporting may include, but is not limited to, payroll records, work schedules, and reporting forms.
- 6. **Discontinuation of Payment** – The receipt of past payments is not a guarantee of future payments. The CRA retains the right to discontinue payments at any time according to its sole and absolute discretion.

Appendix 3: Historic Façade Easement Program Guidelines

The Historic Façade Easement Program was established in 1994 by the Delray Beach Community Redevelopment Agency to promote historic preservation as a redevelopment tool. Historic preservation can enhance the social and economic vitality of an area and increase the property tax base. A well preserved historic downtown can be marketed as a unique place to work, shop, eat and congregate.

Through the Historic Façade Easement Program, the CRA may purchase an easement over the facade of a historic structure for a portion of the cost of exterior improvements. The easement benefits property owners by allowing them to initiate improvements at a fraction of the total cost. It also benefits the public by improving the appearance of the building, the area in general, and by preserving a historic structure as a linkage to the past. The CRA retains ownership and architectural control of the historic facade in perpetuity.

FUNDING GUIDELINES

- All funding requests are subject to approval by the Delray Beach CRA Board of Commissioners.
- Program funding is distributed on a reimbursement basis.
- Expenses incurred prior to board approval are not eligible for reimbursement.
- A privately owned structure that is being renovated at its current location or relocated in order to avoid demolition may receive a maximum award of \$75,000; public structures (those owned and maintained by a public entity) may receive up to \$125,000; structures owned by nonprofit organizations are eligible for \$75,000 and may receive up to \$125,000 if the facilities are made available for public use on a continuing basis.
- A minimum of 51% of funds must be used for the renovation/restoration of the exterior façade of the structure.
- Historic Façade Easement funds awarded for privately owned structures may be used for any renovations and improvements to the exterior of the actual structure, including expenses related to structure relocation.
- Historic Façade Easement funds granted to nonprofit organizations or for projects reserved for public use may be used for any renovations and improvements to the exterior façade of the structure, expenses related to structure relocation, and interior structural improvements. Eligible interior structural expenses may include, but are not limited to, interior stairs, ceiling joists, sub-flooring, and load-bearing walls.
- The CRA maintains architectural control over the historic façade in perpetuity.
- Maintenance of the façade improvements is the responsibility of the building owner.
- Historic Façade Easement funds may be offered as matching funds to another grant program.
- Projects that receive Historic Façade Easement Grant funds may be eligible for additional CRA funding under the Site Development Assistance Program.
- Buildings must either be designated as a historic site with the City of Delray Beach or must be a contributing structure within a designated historic district.
- All historic structures must be located within the CRA District or must have been moved from outside the area to a location within the CRA District.

GENERAL PROVISIONS

The CRA has the right to approve or deny Historic Façade Easement Program applications in its sole and absolute determination and evaluation, as to the benefits projected by such projects in the furtherance of the applicable redevelopment plan (i.e. CRA Plan, Downtown Master Plan, West Atlantic Redevelopment Plan, etc.), public benefit, and other factors.

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. Furthermore, all work must be done in compliance with City of Delray Beach ordinances and regulations, and must have the appropriate permits and Certificates of Completion issued.

Grant funds are dispersed on a reimbursement basis for eligible and pre-approved expenses only. To receive reimbursement, grantees must submit a detailed work invoice with proof of payment in the form of a cancelled check (front and back), credit card statement, or vendor certification of payment.

Appendix 4: Paint-Up & Signage Program Guidelines

The **PAINT-UP & SIGNAGE PROGRAM** was originally established by the Delray Beach Community Redevelopment Agency (CRA) to encourage existing building owners or tenants to improve the exterior of their buildings through a new coat of paint and was later expanded to include signage. The program allows the building owner or tenant to share the cost of adding signage to or painting an existing building with the CRA.

To qualify for the Paint-Up & Signage Program, the structure must be located in the CRA District. The CRA will provide a matching grant for up to 50% of the cost of approved exterior signage and painting projects. The applicant must submit a completed application accompanied by two estimates from licensed painters and/or sign companies and, if the proposed painting or signage is part of a larger renovation/addition project, a total project budget. Review and approval of the application may take up to four weeks to process.

Improvement projects that begin before the grant application is approved by the CRA Board are not eligible for funding assistance under the Paint-Up & Signage Program.

ELIGIBILITY

Eligible structures include existing commercial and multi-family structures located throughout the CRA District. Eligible expenses include exterior painting, pressure cleaning, as prep-work for painting, and exterior signage.

The following structures, expenses and projects will be automatically ineligible for assistance:

- Structures located outside of the CRA District.
- Structures located within CRA Sub-Areas #1 and #2, unless the applicant is an art gallery, art studio, or office user operating within the structure. An office user is defined as any business entity primarily engaged in professional, administrative and/or clerical activities, including but not limited to company headquarters, financial services (excluding banks), insurance agencies, architects, lawyers, engineers, real estate offices, marketing, advertising or design firms, travel agencies, consulting firms, software and technology firms, abstract and title agencies. The term "office user" does not include medical offices or medical clinics, call centers, or personal service providers. (Refer to CRA Geographical Sub-Areas map.)
- Painting, pressure cleaning and signage projects started prior to approval of application by CRA Board.
- Projects done without the proper City approvals or licenses.
- Projects using colors not approved by the Delray Beach CRA and the City's Planning and Zoning Department.
- Any business which a non-conforming use as is determined by the City of Delray Beach.

FUNDING

Maximum award amount per project is 50% of exterior painting, pressure cleaning and signage costs, up to \$5,000. Funding assistance is limited to a maximum of \$5,000 per applicant per year. Funding is budgeted on an annual basis and awarded on a first-come, first-served basis. All applications are subject to the approval of the CRA board.

APPLICATION PROCESS

All applicants are required to attend a CRA pre-application grants workshop or meet with CRA staff prior to submitting an application. Applications will not be considered until all required documentation has been submitted to the CRA. Application packets must include the following documentation:

1. Completed Application Form – The Master Application Form must be completed.
2. Paint Color Samples – colors must be labeled to indicate color choices for the building, trim, and accent, as appropriate.
3. Two Detailed Cost Estimates – Estimates for painting projects must be from licensed and insured painters. If funding is being requested for painting and signage improvements, two estimates for each type of improvement must be submitted.
4. Written Verification of Color Change Approval – If the applicant is proposing to change the color of the building, the color change must be approved by the City’s Planning & Zoning Department prior to the submission of the application.

Building tenants must have written permission from the property owner(s) to paint the structure and to participate in the Paint-Up & Signage Program. Completed applications will be scheduled for a CRA board meeting agenda for approval. Projects may proceed only after the application receives approval from the CRA Board. Up to six weeks should be allowed for application processing.

FUNDING DISBURSEMENT

CRA funding will be paid directly to the paint or sign vendor after staff has verified that the improvements are complete, and after the City of Delray Beach has completed any required final inspections and/or issued a Certificate of Occupancy for the project. To request payment to the vendor, the grantee must submit the following documentation:

1. Copies of All Final Invoices – cost estimates and proposals will not be accepted. Invoices must show the scope of work performed and itemized costs.
2. Proof of paid match – The grantee must provide documentation to the CRA evidencing that the grantee has paid the grantee’s share of the costs for the scope of work. Acceptable documentation includes the front and back of a cleared check or money order; or a credit card transaction record or statement.
3. Photos of the completed improvements – high-resolution digital photos are preferred.
4. Completed W-9 Form – A form completed by the vendor(s) that should be paid must be on file with the CRA.

After receiving a completed reimbursement request, staff will conduct a site visit to verify improvements prior to processing the payment. Funding will be paid directly to the vendor(s) for 50% of the approved paint-up and signage project costs, up to the maximum approved award amount.

As a grantor, the CRA is in no way responsible for the choice of a painting contractor or the quality of work delivered.

Appendix 5: Site Development Assistance Program Guidelines

PURPOSE

The Site Development Assistance Program is open to existing commercial properties within the Community Redevelopment Area. The program encourages business and property owners to improve their existing business sites through interior and exterior improvements and/or business expansion projects.

The intent of the Site Development Assistance Program is to help defray the cost of interior and exterior improvement projects to commercial properties that result in a publicly visible improvement or the enhanced viability of business activity within the CRA District. Reimbursable costs generally include design, labor, installation and material costs associated with building expansions and renovations.

Criteria that will be considered in the review of an application may 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 level of appropriateness for the type of business in its respective location as consistent with CRA and City plans, including the 2005 Cluster Analysis and Retail Development Strategy (“Cluster Study”), Downtown Master Plan, West Atlantic Redevelopment Plan, North Federal Highway Redevelopment Plan, and other areawide plans
6. The amount of private funds being invested into the project

FUNDING & AWARD LIMITS

For FY 2015/16, the Site Development Assistance Program is available within in Sub-Areas #3, #4, #5, #6, #7 and #8 of the CRA District. In CRA Sub-Areas #1 and #2, the program is restricted solely to art galleries and art studios, and office users. An office user is defined as any business entity primarily engaged in professional, administrative and/or clerical activities, including but not limited to company headquarters, financial services (excluding banks), insurance agencies, architects, lawyers, engineers, real estate offices, marketing, advertising or design firms, travel agencies, consulting firms, software and technology firms, abstract and title agencies. The term "office user" does not include medical offices or medical clinics, call centers, or personal service providers. (Refer to attached Geographical Sub-Areas map.)

Funding is dispersed on a reimbursement basis only. Eligible projects may receive a maximum grant award of \$50,000, based on eligible project costs. For projects located in target areas of the CRA District (Sub-Areas #3, #4, #7, and #8), grant awards will be calculated using a reimbursement rate of 100% applied to the first \$10,000 of eligible expenses. Thereafter, a reimbursement rate of 40% will be applied to eligible expenses. Grant awards for projects in all other areas of the CRA District (Sub-Areas #1, #2, #5, and #6) will be calculated using a reimbursement rate of 40% of eligible project costs.

Any single eligible expenditure included in the project budget which exceeds \$25,000 may be subject to a reduced reimbursement percentage rate as determined by the CRA Board.

Applicants may not apply for funding through the Site Development Assistance Program more than once within any fiscal year. No property may receive more than the maximum allowed grant award, as set forth within these guidelines, within a five-year period.

Funding for the Site Development Assistance Program is allocated annually as needed. Assistance from this program may, at the sole discretion of the CRA, be combined with assistance from other programs. Funding for approved projects may be carried from one fiscal year to the next at the sole discretion of the CRA.

GENERAL PROVISIONS & ELIGIBLE EXPENSES

Exterior and/or interior improvement projects for commercial properties are generally eligible for funding under the Site Development Assistance Program. Commercial properties may include general retail, office, restaurant, medical, automotive, professional services and facilities, recreational and other commercial uses as allowed by the City of Delray Beach Land Development Regulations. Mixed-use properties are generally eligible for funding, provided that the commercial component makes up at least 51% of the square footage of the structure. For mixed-used projects with a commercial component that makes up less than 51% of the use of the structure, only the portion of exterior improvement costs that can be attributed specifically to the commercial space may be eligible for reimbursement.

Pursuant to the goals of the CRA, the recommendations of the Downtown Cluster Study and the City of Delray Beach Land Development Regulations, the following businesses/uses will be considered automatically ineligible for assistance under the Site Development Assistance Program:

- a. Any business or property within CRA Sub-Areas #1 and #2, with the exception of art galleries, art studios, and office users, as defined within these program guidelines.
- b. Religious institutions or organizations throughout the CRA District
- c. Single-family properties throughout the CRA District
- d. Residential condominium properties throughout the CRA District
- e. Non-condominium multi-family residential properties of less than eight units
- f. Any business which a non-conforming use as is determined by the City of Delray Beach

Expenses specifically eligible for reimbursement include, but are not limited to, the following items:

- Landscaping and Irrigation
- Exterior alterations and repairs, stucco, painting and other general façade improvements
- Exterior Windows, Exterior Doors and Storefront Improvements
- The installation and improvement of parking, driveways, and sidewalks
- Interior and exterior lighting fixtures and related electrical work
- Exterior Signage
- Awnings and canopy features
- HVAC repair or replacement
- Ceilings
- Flooring
- Interior doors and walls, including repair, replacement, demolition or reconfiguration
- Interior painting
- Interior mechanical/engineering/plumbing improvements
- Interior permanent fixtures, including but not limited to cabinetry, countertops, sinks, ceiling fans, toilets, and permanent displays
- Hood and fire suppression systems
- Design, permitting and engineering fees

Expenses specifically ineligible for reimbursement include the following items:

- Purchase of appliances, equipment, inventory, furnishings, decorations, or supplies
- Purchase of real property
- Rent, lease, or mortgage payments
- Interior improvements to residential portions of any property
- Security system repair and/or replacement
- Roof Repair or Replacement, with the exception of roof projects that structurally alter the façade of the building and are visible from adjacent roadways (i.e., change from flat to pitched roof, or significant increase in roof pitch, etc.)
- Contractor Overhead and General Supervision Fees
- Construction Mobilization and General Conditions
- Drainage
- Site Utilities
- Cleaning and Grading
- Attorney fees

Notwithstanding the fact that the expense is listed above, any specific expense may be deemed ineligible at the sole discretion of the CRA.

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. Furthermore, all work must be done in compliance with applicable State, County, and City of Delray Beach laws, ordinances, and regulations, and must have the appropriate permits and Certificates of Completion issued.

The Site Development Assistance Program benefits are contingent on funding availability, approval of the Grant Application by the CRA Board of Commissioners, and the approval and execution of the Grant Agreement by the CRA Board of Commissioners and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the CRA areas are not eligible for City/CRA funded programs when such funding conflicts with the goals expressed in the CRA Redevelopment Plan. The CRA reserves the right to deny any Site Development Assistance Program application if in its sole and absolute discretion it determines that the business or project will not further the goals and objectives established for the economic development of the CRA District. The CRA may obtain an analysis by a third party or outside firm hired by the CRA to evaluate the application.

PROCEDURES FOR IMPLEMENTATION

7. **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 OR warranty deed
- c. Business Plan; or Business Plan Summary pertaining to the use, management and occupancy of the property
- d. Three-year financial projections of property operations/maintenance

- e. Evidence of financial ability to pay for the complete project (approved loan, cash balance, line of credit, etc.)
 - f. Narrative description of entire renovation project being undertaken, including sources of project financing and anticipated benefit to property and CRA District
 - g. Detailed budget for entire renovation project, broken down into interior and exterior improvements and/or renovations
 - h. Detailed breakdown of interior/exterior renovations and improvements for which reimbursement is being requested under the grant program and all associated plans and renderings
 - i. Verification of approved site plan modification application from City of Delray Beach
 - j. Photographs of the existing conditions of interior/exterior of the property
 - k. Executed Site Development Assistance Program grant agreement
8. **Approval of Funding Request & Grant Agreement** – Once eligibility is verified and all required documentation has been submitted, CRA staff will present the funding request and grant agreement to the CRA Board of Commissioners for approval. Staff will notify the applicant of the Board’s decision.
9. **Payments** – Grant funds are dispersed on a reimbursement basis for eligible and pre-approved expenses only.
10. **Site Visits** – CRA staff may conduct site visits before issuing reimbursements in order to verify that improvements are being completed as presented in the approved application.
11. **Discontinuation of Payment** – The receipt of past payments is not a guarantee of future payments. The CRA retains the right to discontinue payments at any time according to its sole and absolute discretion.

REIMBURSEMENT PROCESS

- No grant funds will be dispersed prior to the receipt of a Temporary Certificate of Occupancy, Certificate of Occupancy, or other necessary final inspection approvals.
- To receive reimbursement grantees must submit the following:
 - Detailed work invoice – from the vendor, corresponding to the completed approved reimbursable improvements
 - Proof of payment – in the form of a cancelled check or credit card statement
 - CRA staff may request additional information to accompany reimbursement requests, including, but not limited to, photographs, verification of vendor certifications, building permits, occupational licenses, or other documentation.
- For projects in target areas of the CRA District (Sub-Areas #3, #4, #7 and #8), reimbursement is at the approved grant award rate of 100% for the first \$10,000 of final eligible expenses, and 40% of the final eligible expenses thereafter, as presented for reimbursement, up to the maximum approved grant award, unless otherwise specified by the CRA Board. Projects in all other areas of the CRA District will be reimbursed at the approved grant award rate of 40% of final eligible expenses, unless otherwise specified by the CRA Board.
- Grantees may submit up to 2 reimbursement requests for eligible expenses that have been completed prior to the completion of the overall project. No more than 75% of the approved grant

award may be disbursed prior to the receipt of a Temporary Certificate of Occupancy, Certificate of Occupancy, or other necessary final inspection approvals.

- After receipt of a Temporary Certificate of Occupancy, Certificate of Occupancy, or the other necessary final inspection approvals, grantees may submit the final reimbursement request to the CRA. Final grant disbursements will not be released until staff verifies that the business is still in operation, there are no active liens or code enforcement violations on the property, and that the completed improvements have been sufficiently completed to the satisfaction of the terms of the approved grant, as determined by an on-site inspection.
- 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.

Map 1: Delray Beach Community Redevelopment Agency Boundary Map

