



## COVID-19 LET'S KEEP IT CLEAN GRANT PROGRAM

### **PURPOSE**

The COVID-19 Let's Keep It Clean Grant Program was established in December 2020 as a tool to sustain the economic vitality of small businesses within the CRA District. In March 2020, a state of emergency was declared in response to the COVID-19 health pandemic. To minimize further spread of the virus, precautionary measures were put into place including social distancing regulations, prevention hygiene, and operating guidelines for essential and non-essential businesses. The economic and social disruption caused by the pandemic has been devastating. For businesses, efforts to mitigate the spread of COVID-19 resulted in indefinite closures, scaled down services, and/or reduced operating hours. However, with recovery efforts in place, businesses have been reopening to the public.

The CRA recognizes that reopening requires working together, continued practice of social distancing, and other daily habits to reduce risk of exposure to COVID-19. Through the COVID-19 Let's Keep It Clean Grant Program the CRA seeks to sustain business activity while keeping the community—employees, customers, visitors, residents—safe by helping businesses pay for necessary improvements to reduce the risk of exposure to COVID-19 as they continue to operate and/or reopen to the public.

### **ELIGIBILITY AREAS & GENERAL PROVISIONS**

The COVID-19 Let's Keep It Clean Grant Program is available to commercial businesses from within the entire CRA District to enhance their sanitation efforts. The program's intent is to support high traffic commercial businesses (i.e. Retail & Restaurants) in their efforts to reduce risk for employees, customers, visitors, residents, and the community and slow the spread of COVID-19. The program is not intended for office or home-based businesses.

Through the program, the CRA will help pay for sanitation enhancements made by plumbers, general contractors, and/or handymen in making businesses safe.

To attract local business and talent, applicants must select to work with contractors and vendors (including plumbers, general contractors, and handymen) that are located within the municipal boundaries of Delray Beach. Vendors/contractors must have the appropriate licenses and a business tax receipt showing evidence of operation within the City of Delray Beach.

Pursuant to the goals of the CRA and the City of Delray Beach, the following businesses/uses will be considered automatically ineligible for assistance under the COVID-19 Let's Keep It Clean Grant Program:

- a. Any business or property outside of the CRA District
- b. Non-commercial businesses
- c. Religious institutions or organizations throughout the CRA District
- d. Single-family properties throughout the CRA District
- e. Residential condominium properties throughout the CRA District
- f. Non-condominium multi-family residential properties
- g. Any business which is a non-conforming use as determined by the City of Delray Beach



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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.

Funding is contingent on funding availability, approval of the Funding Assistance and the approval and execution of the Funding Agreement by the CRA Executive Director, 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 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.

### **FUNDING & AWARD LIMITS**

The CRA commits to funding 50% of eligible costs, up to a maximum award amount of \$2,000 for enhanced sanitization efforts. Funding assistance is limited to a maximum of \$2,000 per applicant. Funding is awarded on a first-come, first-served basis and all applications are subject to the approval of the CRA Executive Director.

The CRA may disburse funds directly to the vendor/contractor, according to the terms of the approved agreement, or to the Applicant after the CRA receives proper documentation regarding expenses. Applicants are responsible for paying any additional expenses incurred beyond the scope of the approved CRA agreement.

### **ELIGIBLE EXPENSES**

Expenses specifically eligible for reimbursement include the purchase of materials and installation of:

- touchless toilets, sinks, and paper towel dispensers
- door foot-grab attachments
- acrylic shields/plexiglass as dividers
- automatic soap and/or sanitizer dispensers
- touchless checkout systems
- germicidal UV light air purification HVAC device

Expenses not specifically listed may be eligible at the sole discretion of the CRA. Notwithstanding the fact that the expense is listed above, any specific expense may be deemed ineligible at the sole discretion of the CRA.

### **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.



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Application packets must include the following documentation:

- a. Completed/executed application form
  - b. Copy of executed commercial lease OR warranty deed
  - c. Two Detailed Cost Estimates for projects – must be from licensed and insured vendors/contractors
  - d. Valid Business Tax Receipt from applicant
  - e. Valid Business Tax Receipt from selected vendors/contractors
  - f. W-9 Form – a form completed by either the applicant or vendors/contractors that should be refunded to applicant or paid directly to vendor/contractor
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 Executive Director for approval. Staff will notify the applicant of the decision.
  3. **Materials & Installation** – Eligible expenses (purchase of materials and related installation) must be purchased from and installed by vendors/contractors located within the municipal boundaries of Delray Beach in order for the applicant to be reimbursed or for direct payment to be made to vendors/contractors.
  4. **Payments** – Funds are dispersed to approved applicants by reimbursement or may be paid directly to vendors/contractors for eligible and pre-approved expenses only.
  5. **Site Visits** – CRA staff may conduct site visits before issuing funding disbursements in order to verify that improvements are being completed as presented in the approved application.
  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.

### **FUNDING DISBURSEMENT PROCESS**

- CRA funds shall only be dispersed for eligible, pre-approved expenses verified as complete. Improvements may only be deemed complete upon receipt or the issuance of all necessary and satisfactory inspection notices, except as provided for herein.
- Before the CRA will release funding disbursements, approved applicants must submit the following:
  - Detailed work invoice or receipt – from the vendor/contractor, corresponding to the completed approved reimbursable improvements.
  - Proof of payment to vendors/contractors – in the form of a cancelled check or credit card statement. Cash payments are not an acceptable form of proof of payment.
  - CRA staff may request additional information to accompany reimbursement requests, including, but not limited to, photographs, verification of vendor/contractor certifications, building permits, licenses, business tax receipts, or other documentation.



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- After receipt of all necessary and satisfactory inspection notices, approved applicants may submit the final reimbursement request to the CRA. Final grant disbursements will not be released until staff verifies that 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. In cases where the approved applicant is also the owner of the business operating at the subject location, the business must also be in operation at the site and have a valid Business Tax Receipt before the final payment may be disbursed.
- The CRA may impose any additional or alternate terms and conditions it deems appropriate to protect the assets of the organization, with regards to funding and reimbursement.



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## Delray Beach CRA Sub-areas Map

