



**Margate Community Redevelopment Agency
Commercial Façade Improvement Matching Grant Program**

**Commercial Façade Property Improvement
Matching Grant Application***
(please type or clearly print)

Name of Property or Center (if any): _____

Address of Property to be Improved: _____

Current Use(s) of Property (Office, retail, etc): _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Contact Name (if different from owner): _____

Contact Address: _____

Contact Phone Number: _____

Anticipated Cost of All Improvements on site: \$ _____

Anticipated Amount to be Requested from MCRA: \$ _____

Amount requested may not exceed:

If property has 120 feet or more of frontage:

\$120,000 for construction

\$ 18,000 for architectural services (including MCRA paid conceptual design)

If property has more than 60 but less than 120 feet of frontage:

\$60,000 for construction

\$ 8,500 for architectural services (including MCRA paid conceptual design)

If property has 60 feet or less of frontage:

\$25,000 for construction

\$ 4,500 for architectural services (including MCRA paid conceptual design)

* Incomplete, incorrect applications will not be considered nor will be applications without the required attachments.

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(please type or clearly print)

Please attach the following documents to this application:

- 1 – A site plan or survey that accurately reflects the property as it is today (does not have to be signed and or sealed drawings).
- 2 – Color pictures of the property as it exists today (must include at least two copies of a photo of the frontage to be improved).
- 3 – A legal description of the property.
- 4 – The Property’s Parcel Information Sheet from the Broward County Property Appraiser’s website (www.bcpa.net)
- 5 – A short narrative describing the improvements that the owner would like to undertake. (this narrative will not in any way bind the owner to any specific improvements)
- 6 – If the property is not represented by an individual owner, a notarized statement giving an individual the rights and responsibilities of representing the owner and the property to and before agents of the Margate Community Redevelopment Agency in any discussions, negotiations or issues regarding this program and/or property.

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I hereby submit this form and all required attachments as application to the Margate Community Redevelopment Agency (“MCRA”) to be considered for a grant under the MCRA’s Commercial Façade Improvement Matching Grant Program. I understand that no work may be performed nor any contracts for work or drawings entered into by the property owners or their agents until approval of this request is received in writing from the MCRA. I further understand the Margate Community Redevelopment Agency Board has, at its sole discretion, the right to final determination for all aspects of the Façade Grant program. This final determination may include, but not be limited to, ranking of applicants, final amount granted to any applicant, applications to be funded, all conditions of funding, approval of all architectural plans and materials to be used in any construction.

All funding is conditioned on the execution and approval of an Architectural Services and/or Construction Services Grant Funding Agreement(s) between the applicant and the Margate Community Redevelopment Agency.

Signature of Owner

Print Name



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Commercial Façade Improvement Matching Grant Program**

Program Guidelines and Frequently Asked Questions (FAQ)

What's it all about?

The purpose of the Commercial Façade Improvement Grant is to assist property owners with funding that the property owner can use to enhance the street visible appearance of their property. Many commercial properties were designed and built in styles that have become dated and outmoded and suffer from numerous repairs and coats of paint. This has led to a situation in which some properties are not as attractive to potential tenants or shoppers. It is the goal of the Margate Community Redevelopment Agency (MCRA) to assist property owners in returning properties to their fullest potential through cash grants to property owners. These grants will assist owners undertake exterior renovations that will enhance the appearance to the public on the street.

What do I need to know about the program?

The MCRA is making available to all commercial property owners within the defined City of Margate Redevelopment Area, cash grants up to the following amounts:

For properties with 120 feet of frontage or more:

Up to \$18,000 for architectural services (including an MCRA funded conceptual design)

Up to \$120,000 for construction

For properties with over 60, but less than 120 feet of frontage:

Up to \$ 8,500 for architectural services (including an MCRA funded conceptual design)

Up to \$60,000 for construction

For properties with 60 feet of frontage or less:

Up to \$ 4,500 for architectural services (including an MCRA funded conceptual design)

Up to \$25,000 for construction

This money is available on a dollar-for-dollar match (for every one dollar the property owner puts in, the MCRA will put in one dollar) but the match cannot exceed 50% of the total cost of each portion of the project.

As part of the Program, the Property Owner will need to sign two agreements with the Margate Community Redevelopment Agency. The first agreement will authorize the undertaking of architectural services and the second agreement will approve designs and authorize funding construction of the designs as approved. Both agreements will guarantee that any façade improvements made with grant funds will not be altered negatively (as determined by the MCRA) for eight (8) years after completion and that the property will be maintained in accordance with the City of Margate's Property Maintenance Standards Ordinance. If these provisions are not met, the MCRA will have the right to request a return of any funds given to the property owner with interest. Additionally, no work is to be undertaken without written approval of the use of the grant funds, and the issuance of a notice to proceed from the MCRA. The program will not reimburse an owner for work previously done, already underway, or work with a current permit for construction.

How would the program progress? What are the steps?

Step 1 - The Property Owner (OWNER) submits an application for the grant to the MCRA. The application explains what the OWNER wishes to undertake and it includes an estimate of the total cost. The application must describe improvements to all buildings on the property or in the project (a project is a property or properties that are jointly operated under a single identification such as a shopping center or building name; except separately owned out-parcels may be excluded). All of a building(s) on the property must be upgraded and enhanced unless the MCRA Board agrees otherwise. The Application is submitted by the property owner, and the MCRA Board makes a determination whether to accept the application and enter into an Agreement for Architectural Services.

Step 2 – If The OWNER and MCRA sign the Agreement for Architectural Services, an MCRA appointed Architect will meet with OWNER to prepare a conceptual design that meets the design standards and other criteria required by the MCRA under this program and/or any laws of the City of Margate or other regulating entities. Once the MCRA appointed Architect has a conceptual drawing that meets the OWNER's approval, this conceptual drawing will be presented to the MCRA Board for approval. Fifty percent (50%) of the cost of the conceptual design shall be paid by the MCRA, the other fifty percent (50%) shall be included in the final grant amount given to OWNER, and shall be included as a lien placed against the property. The lien will be forgiven after eight (8) years provided that no alterations not pre-approved by the MCRA are made to the building during this period. Should OWNER not proceed with construction, 100% of the cost of the MCRA appointed Architect will be the responsibility of the OWNER, and if the MCRA is not paid within sixty (60) days of notice, the MCRA may then place a lien against the property until such time as the cost is paid to the MCRA.

This is the only work that the MCRA will pay for before the approval of an Agreement for Construction Funding MCRA is done.

Step 3 – Upon approval of the conceptual drawing by the MCRA Board, OWNER will engage an architect (other than the MCRA appointed Architect) to prepare construction drawings to implement the conceptual design. Draft construction drawings shall be

submitted to the MCRA for the MCRA appointed Architect to determine if they sufficiently reflect the approved conceptual design.

Step 4 - If the drawings are approved by the MCRA appointed Architect, an Agreement for Construction Funding will be placed before the MCRA Board for approval. This agreement shall contain the maximum final grant possibility and will outline all the requirements of construction for OWNER to receive the grant dollars (which will be given on a reimbursement basis only) and will include firm completion dates and paperwork required to be submitted to close out the project.

Step 5 – Once the Agreement for Construction Funding is approved, OWNER may now begin to construct the improvements. OWNER is responsible to obtain all necessary governmental approvals and permits and pay all necessary fees. OWNER will then commence construction of improvements.

Step 6 – Upon completion of all construction, payment of all fees and costs, close out of all permits, and issuance of any Certificate of Completeness or Certificate of Occupancy, OWNER will submit all required paperwork to the MCRA for reimbursement up to the grant award amount. If all paperwork is in order, the funding will be released and a check sent to OWNER. Until such time as all documentation is submitted to the satisfaction of the MCRA, the OWNER will not be entitled to any funds.

When do I get the money?

In order to insure that an individual project is undertaken, the property owner must undertake all the work and pay for all work performed. Upon completion, the owner will submit a request for payment with supporting documents. Upon review of supporting documents, the MCRA will declare the project complete and issue a check to the property owner for the matching amount allowed by the MCRA/property owner agreement. The MCRA will not pay any portion of architectural design services for improvements not undertaken within a specific period of time. If the project is not undertaken, the MCRA will require repayment of OWNER 100% of the cost of the conceptual design plan. If OWNER does not pay in full within sixty (60) days of notice, the MCRA shall place a lien against the property for this cost.

What is an eligible expense under the Program?

Reasonable costs associated with undertaking façade improvements on a side of a building that faces a right-of-way will be eligible. This may include but not be limited to: design fees, permit fees, construction costs, labor, and materials. Additionally, costs associated with complying with the Florida Accessibility Code (as determined by the City of Margate Building Department) due to the undertaking of an approved façade renovation upgrades are eligible. Only projects whose designs comply with the design guidelines of the Façade Program are eligible. Copies of the design guidelines may be obtained from the MCRA Office (go to bottom of this document for information on how to contact the MCRA Office). The MCRA will NOT reimburse for any expenses incurred by the building owner/business prior to a notice to proceed given upon the

signing of a grant agreement for the project. This does not include payment the MCRA's architect to create a conceptual design drawing.

What is NOT an eligible expense under the Program?

General maintenance items, painting (when not part of a larger improvement), repairs concrete repairs, general parking lot striping, resurfacing or drainage, rears of buildings, signs and sign products, fencing, and landscaping are not eligible expenses. Interior repairs and handicapped parking striping are not eligible expenses, except in some instances where these expenses are mandated as part of eligible improvements by the City of Margate's Building Department.

Do I have to submit everything twice if I am also applying to the MCRA's Landscape Upgrade Program?

No. If you are applying for both programs simultaneously, you will still have to complete the application form for both programs but you can submit them together with all the required attachments as one package. Remember to include separate short narratives describing what improvements you would like to undertake under each program. Acceptance of an application to one program does not guarantee that you will be accepted under both programs.

When and where are applications accepted?

The MCRA will accept applications from 9 a.m. until 5 p.m. Monday thru Friday at the MCRA Offices on the second floor of Margate City Hall, 5790 Margate Blvd., Margate FL 33063. Applications mailed to this address will be stamped in at 5:00 p.m. on the day they are received. The MCRA will continue to accept application until all funds for the program year have been allocated.

What else should I know about the Program?

It is the intent of the MCRA to fund applicants on a first-come, first-served basis, however, the MCRA reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented. This may include, but not be limited to: ranking of applicants, which applicants will be funded, all conditions of funding, and approval of all plans, designs and materials to be utilized.

What do I do if I have more questions about the Program?

Contact the Margate Community Redevelopment Agency's Office by one of the following methods:

By telephone: (954) 935-5320

By email: cra@margatefl.com

By mail: The Margate CRA / ATTN: GRANTS
5790 Margate Blvd., Margate, FL 33063