

**CITY OF LAUDERHILL
COMMERCIAL FAÇADE GRANT PROGRAM
APPLICATION FORM 2018-2019**

To be eligible to apply for the Commercial Façade Grant (CFG) Program you must be a property owner within the State Road 7 Community Redevelopment Agency boundaries of the City of Lauderhill and visible from the commercial corridor. In order for your property to be eligible, your building must contain businesses that have commercial activity as their primary purpose, including but not limited to traditional retail and specialty shops, services, restaurants and bars, cultural venues, professional offices and commercial retail centers. Mixed-use buildings are also eligible as long as the first story of such buildings is predominantly used for commercial activity. In addition, manufacturing companies are eligible to apply if they are an allowed and permitted use in their zoning district or if they have been approved for a special exception use. Owners of vacant buildings are eligible to apply with proof of tenant agreements and/or proof that the property can be occupied as defined by the code ordinance.

APPLICANT INFORMATION

Application Date: _____

Name of **Applicant** (Property Owner): _____

Applicant's Mailing Address: _____
(address, city, state, zip code)

Applicant's Telephone Number: _____

Applicant's Email Address: _____

You are the (check one or more): Property Owner Contact Person

CONTACT INFORMATION

If we have questions regarding your grant application, who shall we contact?

Contact Name: _____

Contact Address: _____
(address, city, state, zip code)

Contact Phone Number: _____

Contact Email Address: _____

BUILDING SEEKING GRANT:

Address of Building where Façade Grant Improvements are Proposed:

(address, city, state, zip code)

Type of Business: Retail Service Professional Not-for-profit Other

What year was this business established at this location? _____

What is the zoning district of this property? _____

Are there presently code violations registered against this property? Yes No

If yes, describe &/or attach documentation: _____

**CITY OF LAUDERHILL
COMMERCIAL FAÇADE GRANT PROGRAM
APPLICATION FORM 2018-2019**

GENERAL INFORMATION:

1. Is the application for a single-tenant or multi-tenant building?

Single-tenant _____ Multi-tenant _____

2. Is the building occupied or vacant?

Occupied _____ Vacant _____

3. **If occupied**, provide the name of the business(s) and the business type(s):

Name(s): _____

Type(s): Retail ___ Service ___ Professional ___ Not-for-profit ___ Other ___

Name(s): _____

Type(s): Retail ___ Service ___ Professional ___ Not-for-profit ___ Other ___

Name(s): _____

Type(s): Retail ___ Service ___ Professional ___ Not-for-profit ___ Other ___

Name(s): _____

Type(s): Retail ___ Service ___ Professional ___ Not-for-profit ___ Other ___

4. **If vacant**, can the building be occupied in its current condition? Yes ___ No ___

If the building cannot be occupied, will you be making improvements concurrently with your façade grant improvements to make the building eligible for occupancy?

Yes ___ No ___

5. **If vacant**, do you currently have a signed lease with a business to occupy the building?

Yes ___ No ___ **If yes, provide a copy of the lease.*

PROJECT INFORMATION

***Please review the “Program Guidelines” and the “Instructions for Preparing the Scope of Work and Cost Estimate” for requirements and examples of the above documents.**

Scope of Work & Cost Estimates:

A complete application must include a written project narrative describing how the proposed exterior redevelopment is relevant to the program goals as set forth in the program guidelines, a **detailed scope of work** adequately describing the work to be done, and a **cost estimate** that adequately estimates the work costs.

**CITY OF LAUDERHILL
COMMERCIAL FAÇADE GRANT PROGRAM
APPLICATION FORM 2018-2019**

Estimated Total Project Cost per cost estimate (façade grant eligible improvements only):
\$ _____

Amount of grant funds requested (not to exceed \$50,000 for single tenant buildings/sites or \$100,000 for multi-tenant buildings/sites):
\$ _____

Are you undertaking additional improvements at this time which are not façade grant eligible?

***It is important to include this information because it helps with leveraging calculations, which affect the grant application in a positive way.**

Yes _____ No _____

If yes, what is the estimate cost of these improvements: \$ _____

Please describe these improvements (attach additional pages, if necessary):

In the last year, have you made building improvements to the façade, site, or interior of your property or place of business?

Yes _____ No _____

If yes, estimate the total cost of these improvements: \$ _____

LEGAL AUTHORIZATION FROM THE OWNER:

As the legal owner of the above property, I hereby grant authorization to complete the façade improvements indicated on this application. **My proof of ownership is attached, along with proof that my property taxes and business license are not delinquent.**

Signature of Property Owner Printed Name Date

Signature of Property Owner Printed Name Date

I acknowledge the following:

- All statements provided in the application are true and any misrepresentation will void any subsequent Grant Agreement and/or funding.
- The Commercial Façade Grant must be used for the project described in this application. A Grant Agreement must be signed before entering into any contracts, purchasing any materials, or performing any work included in the façade grant project. I understand that failure to comply with the Grant Agreement may result in losing my eligibility to receive funds.
- The City of Lauderhill Finance Department is obligated only to administer the grant procedures and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature arising out of, or otherwise related to the project or application undertaken by the applicant and/or owner. Additionally, all required permits are the responsibility of the owner/applicant.
- Acceptable proofs of payment of an eligible invoice include: 1 - A copy of the front and back of a cancelled check (this is the preferred method of the proof of payment); 2 - A

**CITY OF LAUDERHILL
COMMERCIAL FAÇADE GRANT PROGRAM
APPLICATION FORM 2018-2019**

cash payment receipt from the vendor/contractor containing the vendor/contractor's name, the date the payment was made, the amount paid, a memo line stating what the payment is purchasing, and a signature of the vendor/contractor's representative; 3 - A credit card statement showing the facade grant eligible charges, along with a print-out showing payment of these charges.

- Any unapproved changes to project plans as stated in the approved scope of work will void the grant and result in non-payment of funds. If changes to the scope of work are necessary, it is the responsibility of the Grant Recipient to immediately contact the Finance Department in writing for additional project review and written approval before continuing with the project.

- Funding awards cannot generally be increased after notification of the initial award; however, the Finance Department may consider an increase dependent upon the reason for the desired increase and the availability of funds.
- Reimbursement will occur after project completion or after each phase is completed (if phases are approved) and upon submission of appropriate invoices and proof of payment documents as outlined in the guidelines.
- If the Grant Agreement is not signed 30 days after the preliminary approval, the applicant understands that the grant funds and the grant approval are at risk of being revoked. Extensions due to extenuating circumstances may be given at the discretion of the Grant Administrator.

Signature of Applicant/Owner

Printed Name

Date

WARNING

Project improvements that are part of this Commercial Façade Grant application shall not be started prior to the applicant having a signed Grant Agreement. This includes entering into any agreements or contracts with contractors or purchasing materials for these improvements. Starting the project prior to having a signed Grant Agreement with the City will result in either a total or partial loss of awarded grant funds.

APPLICATION CHECKLIST

- ___ 1. A completed application form.
- ___ 2. A written project narrative and detailed scope of work, which must include all work proposed in the façade grant project, including the products to be used.
- ___ 3. A cost estimate for work to be performed and products needed.
- ___ 4. Current photographs of the property showing the façades of the building(s) to be improved and/or areas of the sites to be improved. (1 hard copy and 1 digital copy)
- ___ 5. Clear notations made on photographs of the building(s), and/or notations made on separate drawings, illustrating the areas or features of the building/site that will be improved. Describe the

**CITY OF LAUDERHILL
COMMERCIAL FAÇADE GRANT PROGRAM
APPLICATION FORM 2018-2019**

building materials, doors, windows, awnings, landscaping, parking, and other features that will be part of the project.

___6. Landscape plans showing property boundaries, adjacent roads, building footprints, paved areas, parking areas, existing vegetation, proposed plant names/species, size of plant at time of planting, and placement of each proposed plant on the site, if needed.

___7. Parking lot plans and/or sketch plans/site plans showing property boundaries, adjacent roads, building footprints, paved areas for parking and circulation, parking spaces (existing and proposed), and other pertinent information, if needed.

___8. Formal construction drawings, if they have been prepared relating to the proposed improvements.

___9. A written explanation of the project and the improvements proposed, along with a written explanation of the business operation.

___10. Profit and loss statements for the past two years.

___11. A business plan, if it is a start up business, including an explanation of the proposed business, brief description of the market competition, and 2 years of income projections.

___12. Tenant applicants must submit a copy of their lease agreement.

___13. Fifty dollars (\$50) non-refundable application fee per application made payable to the City of Lauderhill by check or money order.

___14. Proof of ownership.

___15. Proof that property taxes and business license are up to date (not delinquent).

*Please refer to the example packet at the end of the **“Instructions for Preparing the Scope of Work and Cost Estimate”** for a good illustration of a properly prepared application and associated plans. Modeling an application after this example will minimize requests for additional information later in the process.