



## HISTORIC FAÇADE IMPROVEMENT PROGRAM

### **PURPOSE**

The Historic Façade Improvement 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 Improvement Program, the CRA may purchase an Improvement over the facade of a historic structure for a portion of the cost of exterior improvements. The Improvement 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.

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

- 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 minimum of 51% of funds must be used for the renovation/restoration of the exterior façade of the structure.
- Historic Façade Improvement funds awarded for privately owned structures may be used for any renovations and improvements to the exterior of the actual structure (not including landscaping)..
- Historic Façade Improvement 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
- Maintenance of the façade improvements is the responsibility of the building owner.
- Historic Façade Improvement funds may be offered as matching funds to another grant program.
- Projects that receive Historic Façade Improvement 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.

Note: Projects requesting funding for relocation services will be considered on a case by case basis and based on availability of funding, as determined by the CRA Board.

The CRA has the right to approve or deny Historic Façade Improvement 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.



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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 City of Delray Beach ordinances and regulations and must have the appropriate permits and Certificates of Completion issued.

### **FUNDING & AWARD LIMITS**

Funding is available for eligible projects within the CRA District and awards are limited to a maximum of \$50,000 regardless of type of business entity

### **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 commercial lease OR warranty deed
  - c. Narrative description of entire renovation project being undertaken, including sources of project financing and anticipated benefit to property and CRA District
  - d. Detailed budget for entire renovation project
  - e. All associated plans and renderings
  - f. Verification of approved site plan modification application from City of Delray Beach
  - g. City approval for exterior improvements
  - h. Photographs of the existing conditions of interior/exterior of the property
  - i. Proof of historic designation as a historic structure or contributing structure prior to application
  - j. Completed W-9 Form – A form completed by the vendor(s) that should be paid must be on file with the CRA
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 consideration and approval. Staff will notify the applicant of the Board's decision.
  3. **Payments** – Funds are dispersed to approved applicants by reimbursement or may be paid directly to contractors/vendors for eligible and pre-approved expenses only.
  4. **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.
  5. **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.



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### **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 of a Temporary Certificate of Occupancy, Certificate of Occupancy, 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 – from the vendor, corresponding to the completed approved reimbursable improvements
  - Proof of payment to vendor – in the form of a cancelled check or credit card statement. Cash receipts are not satisfactory for purposes of reimbursement.
  - CRA staff may request additional information to accompany reimbursement requests, including, but not limited to, photographs, verification of vendor certifications, building permits, licenses, business tax receipts, or other documentation.
- 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

