



Community Redevelopment Agency  
**COMMERCIAL ENHANCEMENT GRANT PROGRAM**

**COMMERCIAL ENHANCEMENT PROGRAM (“CEP”)  
GUIDELINES**

The Homestead CRA has established a grant program for the purpose of awarding funds for the improvement or rehabilitation of the interior/exterior of existing qualified commercial properties within the Homestead’s CRA District. Through the Program, the HCRA will provide financial assistance for capital improvements and rehabilitation of commercial properties located within the HCRA. The financial responsibility of a CEP grantee is dictated by the location of the property to be improved.

**1. REQUIRED DOCUMENTATION**

1. A Completed application
2. Proof of property ownership or a signed lease agreement
3. Government ID
4. Insurance
5. If the applicant is the tenant, the property owner’s consent
6. Proof that the Property Taxes are current
7. Certificate of Appropriateness from the Historic Preservation Board (if applicable)
8. A minimum of three photos to include the front, side, rear, and interior and areas to be remodeled
9. Proof all utility payments are current
10. Active Business License
11. Proof of insurance
12. Three quotes for each type of job being proposed
13. Additional information may be requested.

**2. TERMS AND CONDITIONS**

Grant funds may be awarded to applicants in accordance with the following schedule:

- A. A Commercial property **must** be located within the boundaries of the HCRA District.
- B. Grant funds may **not** be used for new construction. However, it can be used to fund the improvement or rehabilitation of the interior/exterior of existing qualified commercial properties within the HCRA District.
- C. Properties located outside of the South West Neighborhood and Historic Downtown Districts are eligible for grants ranging from \$1.00 to a maximum of \$25,000 at a 75% match, with the HCRA providing 75% of the funds as a reimbursement and the applicant(s) providing 25% matching funds towards the cost of work.
- D. Properties located within the Southwest Neighborhood and Historic Districts are eligible for grants ranging from \$1.00 to a maximum of \$25,000 at a 90% match, with the HCRA providing 90% of the funds as a reimbursement and the applicant(s) providing 10% matching funds towards the cost of work.

COMMERCIAL ENHANCEMENT PROGRAM				
GRANT PROGRAM	CRA AREA	GRANT AMOUNT	CITY’S PORTION	APPLICANT’S PORTION
COMMERCIAL ENHANCEMENT GRANTS	SW & Historic District	\$1.00 - \$25,000	90%	10%
	Outside SW & Historic District	\$1.00 - \$25,000	75%	25%



## Community Redevelopment Agency COMMERCIAL ENHANCEMENT GRANT PROGRAM

### COMMERCIAL ENHANCEMENT PROGRAM ("CEP") GUIDELINES

- E. The maximum funds available to applicants through the CEP shall not exceed \$25,000 **per grant award**.
- F. Applications for grant funds may be made by: (1) the owner of a property; or (2) the lessee of a property. Applications made by a lessee **must be** joined by an affidavit of the property owner consenting to his/her participation in the Program.
- G. All contracts for work funded by the Program shall comply with the laws of the State of Florida, applicable federal code, laws and regulations, all applicable City of Homestead laws, rules and code regulations, County Codes, and the Florida Building Codes.
- H. No property owner, lessor, lessee, tenant, occupant, employee, or immediate relative of the same, either personally or in a corporate capacity, shall be paid or compensated in any manner to serve as a contractor, subcontractor, laborer, or material man in connection with any rehabilitative work or labor performed on an awarded property under the Program.
- I. Applicant(s) and property owners shall disclose in writing at the time of application to the Program the existence of any business or personal relationship with members of the City Council or City of Homestead employees.
- J. The improvement must have a visual impact to the property area.
- L. Must align with current HCRA Redevelopment Plan, goals and objectives of eliminating slum and blight.
- M. The applicant(s) will pay directly to the contractor his/her portion of the matching funds and will be responsible for all additional costs beyond the approved project amount.
- N. All work done under the Program shall be consistent with any general architectural or design plan and concept approved by the City of Homestead Development Services Department, the HCRA, and the Historic Preservation Board (as applicable to designated landmarks).

### 3. **GRANT SECURITY**

- A. All applicants receiving grant funds must execute a note and mortgage in favor of the HCRA in an amount equal to the grant funds received (the "Security Instruments"). Should a property owner sell or transfer the property within two (2) years of completion of the rehabilitation work the grant funds shall be paid back to the HCRA within thirty (30) days of the sale of the property. In the event a grant awardee fails to repay the grant funds to the HCRA as required in the Security Instruments, or otherwise defaults, the HCRA shall have the right to enforce collection of the grant funds by means of all legal and equitable remedies available, including the filing and collection of the lien against the property. If an applicant fails to adhere to the guidelines of the Program, the applicant shall be required to repay all grant funds to the HCRA.

### 4. **PROGRAM ELIGIBILITY**

- A. Each business may only submit one (1) application per fiscal year. Notwithstanding, if an applicant receives any grant funding from the Program, then that applicant is ineligible to subsequently apply to the Program for the two (2) years following its receipt of grant funds.
- B. Eligible applicants may be a property owner or a commercial tenant with a valid lease. A commercial property that has been subdivided into more than one business area may have more than one eligible applicant (as long as the property is subdivided in such a manner that there are separate primary entrances for each commercial tenant, and each of the commercial tenants has separate and distinct occupational and business licenses).



## Community Redevelopment Agency COMMERCIAL ENHANCEMENT GRANT PROGRAM

### COMMERCIAL ENHANCEMENT PROGRAM ("CEP") GUIDELINES

- C. To be eligible for grant funds under the Program, the property must be a privately owned commercial property located in the HCRA District. If the property consists of a mixed-use commercial/residential property, only the commercial portion of the property is eligible for grant assistance.
- D. There shall be no outstanding fines, violations, or assessments on the property, or outstanding liens or mortgages.

#### 5. APPLICATION

- A. The HCRA Board or designee will establish application deadlines and procedures and will accept applications and note the date and time of receipt on each. An incomplete application will not be processed and will be returned to the applicant along with a notification to complete the application. All applications are to be submitted online or by registered mail, common carrier, or hand delivered to the HCRA to the following address:

**Homestead Community Redevelopment Agency  
212 NW 1<sup>st</sup> Avenue  
Homestead, FL 33030**

- B. The HCRA Board or designee reserves the right to prioritize potential grant recipients by consideration of any or all of the following:
  - 1. *The financial impact on the area i.e. number of jobs created*
  - 2. *Location of the property within the HCRA District.*
  - 3. *Proximity to other properties being renovated with grant funds or other funds.*
- C. The HCRA Board or designee shall review applications, and design criteria, recommend additional policies or procedures as necessary, and provide a venue for applicants' inquiries. The HCRA Board or designee must approve applications prior to the award of grant funds. The HCRA Board or designee may consider any and all factors, including but not limited to, availability of funds, location of the property, type of business, continuity of ownership, benefit to the community, number of employees, and the level of assistance requested in determining the whether an award of grant funds should be made.
- D. The costs of work commencing **prior to the approval of the grant** application **will not** be reimbursed under the grant.

#### 6. METHOD OF AWARD

The award of grant funds under the Program shall be made at the discretion of the HCRA. The HCRA reserves the right to reject any and all applications for funding under the Program. No award shall be final until (1) the award has been approved by the HCRA Board, and (2) the applicant and HCRA enter into a grant agreement memorializing the terms of the grant award and the applicant has executed the required Security Instruments.

#### 7. ELIGIBLE EXPENSES

- 1. Refurbishing of an interior/exterior wall, including repainting, repairs, re-siding, or similar cosmetic improvements
- 2. Removal of false enhancements (i.e. historically inconsistent façade improvements)
- 3. Enhancement pressure cleaning
- 4. Installation of permanent, immobile fixtures, which are permanently attached or affixed to or annexed to the property or have been adapted to use with the property, including but not limited to plumbing, sewer and sprinkler fixtures, fans, flooring, ceiling, refrigeration systems, garages, concrete foundations, wall to wall



**COMMERCIAL ENHANCEMENT PROGRAM ("CEP")  
GUIDELINES**

carpeting, windows, doors, lighting fixtures, countertops, vanities or built-in counters and shelving, and built-in appliances.

5. Stucco restoration
6. Painting. Exterior paint colors shall be from the approved City of Homestead color palette.
7. Replacement of windows or doors
8. Attached Signage
9. Awnings or canopies over windows, or walkways
10. Glazing
11. Electrical wiring
12. Electrical (directly related to the exterior or display window lights, security lighting or the illumination of attached signage or awnings)
13. Providing handicap access
14. Purchasing of plants, palms, and trees (excluding seasonal plants)
15. Purchasing of landscape materials
16. Improvement or repair of the property's parking area, inclusive of asphalt or paving installation, repairs, or resurfacing
17. Irrigation system and installation
18. Dumpster enclosures
19. Installation of trash receptacles
20. Fire suppression
21. Improvements required for code compliance purposes relating to a change of use of the property
22. Septic tank conversion and/or sewer connection

Work not identified herein, as well as architectural and engineering design services shall be paid by the property owner or business owner.

**8. DESIGN REQUIREMENTS**

1. Enhancement designs must be of high quality and include a sealed set of plans, and specifications, as required pursuant to all applicable building, zoning codes, and master plans.
2. Strikingly different treatments from one enhancement to the adjacent property or structure shall be avoided and may be disallowed for grant assistance. Additionally, no substantial changes that could alter improvements previously made with grant funds shall be made to the property for two (2) years after completion of the rehabilitation work, unless said changes are previously approved, in writing by HCRA. If any changes are made without the prior written consent of the HCRA as required herein, the grant funds shall be paid back to the HCRA in full within thirty (30) days of notification by the HCRA that changes were made and not approved in violation of this section.
3. Where feasible, designs should consider the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or handicapped persons.
4. Provide a Certificate of Appropriateness from the Historic Preservation Board, where applicable, for those structures that are designated landmarks.

**9. RENOVATION & CONSTRUCTION ASSISTANCE**

- a. **Construction Assistance** -The City will assist the applicant(s) with eligible costs toward the reimbursement of labor, materials, equipment, fees, and related services



**COMMERCIAL ENHANCEMENT PROGRAM ("CEP")  
GUIDELINES**

- b. Associated with improvements to commercial property located in the HCRA District. The application must include a written quote from an eligible licensed contractor willing to complete the work. The HCRA Board or designee will review all quotes provided by the applicant for contractors to perform the work, for a reasonable cost, and give final approval before the owner enters into a contract for the work to be performed.
- c. **Permits and Approvals** - The applicant(s) must comply with all requirements of the City of Homestead for obtaining permits and approvals of the work, including building permits, sign permits, certificates of appropriateness, certificates of completion, and any other related approvals and permits. Work must begin after permits are issued. Therefore, if work of any kind is started or performed without proper permits, sealed plans (any structural improvements requiring sealed plans), and specifications, if applicable, will not be eligible for program assistance or reimbursement.

**10. CONSTRUCTION CONTRACT**

The construction contract shall be entered into between the applicant(s) and the eligible and selected contractor, as well as any contracts with vendors or suppliers. By applying for grant funds through the Program, the applicant and the property owner agree to be bound by the terms and conditions of the Program and these Policies and Procedures. Nothing in this section, however, shall preclude the ability of the HCRA to enter into contracts with the applicants and eligible contractors, vendors, or suppliers.

**11. REIMBURSEMENT PROCESS AND CONDITIONS**

- a. The contract or agreement between the applicant(s) and contractor/vendors will require compliance with the terms and conditions of the Program and these Policies and Procedures, including but not limited to the following:
- b. The HCRA Board or designee reviewing and approving the design plans shall determine if the proposed interior/exterior improvements or renovation is eligible for the award of grant funds.
- c. The following documentation shall be required and must be submitted for reimbursement of renovation construction costs:
  - *Detailed invoices and proof(s) of payment(s);*
  - *Contractor's Final Affidavit, Release, and Waivers of Lien in favor of the property owner, HCRA, where applicable;*
  - *Final inspection and certificate of completion indicating final approval of all work, and approval of the work by the HCRA Board or designee and Homestead Historic Preservation Board, where applicable.*
- d. The HCRA Board or designee reserves the right to verify any and all costs associated with the design and construction work for which reimbursement is requested and require additional documentation from the applicant(s) and the contractor. All records and documentation of the property owner and contractor pertaining to work under this Program shall be subject to review and audit by the HCRA for two (2) years after completion of the work as evidenced by a final certificate of completion.
- e. All change orders must be approved by the HCRA Board or designee. Any costs associated with a change order that is not previously approved by the HCRA Board or designee will not be allowed for reimbursement. Any costs that exceed the maximum reimbursable amount will be exclusively the responsibility of the applicant(s).
- f. All checks for reimbursement will be issued to the applicant(s)



**COMMERCIAL ENHANCEMENT PROGRAM (“CEP”)  
GUIDELINES**

- g.** The applicant and owner of the property must agree to defend, indemnify, and hold the City of Homestead, its respective directors, officers, employees, associates, contractors and subcontractors, HCRA, and the Historic Preservation Board harmless from and against any and all liability, damages, costs or expenses (including reasonable attorneys’ fees, costs, and expenses at both the trial and appellate levels) arising from the acts or omissions of the property owner or the contractor, and its agents, invitees, material men, laborers, and subcontractors, in connection with the Program and all work to the property pursuant to the BREP.
- h.** In the event of any legal dispute between the applicant/property owner and contractor in connection with work to the property pursuant to this Program, no funds will be reimbursed or paid by the HCRA until the dispute has been resolved or settled by the parties and the HCRA Board or designee is provided with proof of settlement.
- i.** The grant funds provided to the applicant(s) pursuant to the Program shall be deemed a zero-interest (0%) rate loan, secured by the Security Instruments, which may include a subordinated mortgage lien on the property and note. The Security Instruments provide for the repayment of grant funds to the HCRA within thirty (30) days of a notice of violation of the terms and conditions of these Policies and Procedures to the property owner. Should the property owner fail to remedy the violation or repay the grant funds, the City of Homestead shall have the right to enforce the collection of the mortgage lien on the property by all appropriate legal and equitable remedies. The City of Homestead may require, as a condition of the grant award, that a notice of mortgage lien be recorded in the public records of Miami-Dade County, Florida evidencing and securing the lien on the property.

**12. CAVEATS**

The HCRA Board or designee shall have the final determination. Notwithstanding anything contained in these Policies and Procedures to the contrary, the HCRA Board shall have the right to assign its rights and obligations hereunder to a third party or other designee, including the right to administer the Program.

