

**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY
ADMINISTRATIVE POLICY**

DATE OF ISSUE: September 1, 2005

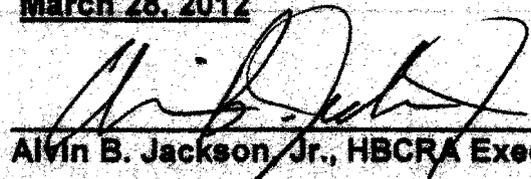
NO: 2027.004/R01

EFFECTIVE DATE: September 1, 2005

SUBJECT: Business
Incentive/Enticement Loan
Programs

REVISION DATE: March 28, 2012

APPROVED:


Alvin B. Jackson, Jr., HBCRA Executive Director

Policies Cross Referenced: 2027.001 Procedure for Exemption of Special Districts

I. PURPOSE/INTENT

The purpose of this Administrative Policy is to establish the terms of the Business Incentive/Enticement Loan Program.

II. POLICY/PROCEDURES

Businesses that are interested in relocating or are currently located within the Hallandale Beach Community Redevelopment Agency (HBCRA) area are eligible to apply. Funding can be used for relocation, rehabilitation, expansion, marketing, inventory and capital equipment costs.

- A. Financial assistance may be approved up to a maximum amount of \$200,000 for property owners and \$50,000 for business owners; with total project cost not to exceed two million dollars, and will be based on the following point system:

Point Scale Definition	
0-49	Not Recommended
50-60	Request additional documentation to review
61-100	Recommend Approval

Criteria for Points	
40	Number of jobs created (up to 10 jobs gets the full 40 points)
20	Business location (Hallandale Beach Blvd, Federal Highway obtain the full 20 points)
40	Business Owner or Property owner financial investment (20% match obtain full 40 points)

40 | Capacity to pay back loan

- B. Applicant must own the building it plans to operate within or it must have a proposed or executed lease agreement. A commercial lease must define the landlord-tenant relationship and at a minimum provide the following information:
- A description of the space being rented including square footage and a drawing of the space.
 - Description of utilities that the tenant is responsible for.
 - Rental rate and deposits along with terms of lease and methodology for future rent increase.
 - Responsible party for interior and exterior repairs and/or improvements.
 - Insurance requirements.
 - Ability to terminate lease.
 - Consequences of default on the lease.
- C. Businesses must employ a minimum of two (2) full-time equivalent W-2 employees or 1099 contracted employees whose wages are reported to the state and federal government; a position occupied by the business owner may count toward one of the required job positions.
- D. The following businesses are considered ineligible for assistance under the Business Incentive/Enticement Loan Program:
- Businesses that employ less than two full-time equivalent W-2 employees or 1099 contracted employees.
 - Businesses who do not report employee's wages to the State of Florida Department of Revenue.
 - Bars, adult entertainment and non-profits are ineligible for this program.

III. FUNDING AND TERMS

- A. Applicants must submit a completed application, additional documentation (please refer to Section IV) and a non-refundable application fee of \$750. Applicants that submit incomplete applications will not be considered. Applicants that do not provide required documentation within 60 days of application will be deemed to have relinquished the process and will be required to reapply to the program.
- B. The first fifteen percent (15%) of the loan amount will be waived. Funding beyond the waived amount will be paid back at a four percent (4%) interest over a period of ten (10) years.
- C. Once eligibility is verified and all required documentation has been submitted, HBCRA staff will present the funding request to the HBCRA Board for approval.

The HBCRA Board meets on the second Wednesday of each month. Applicants will be notified of the date and time their application will be presented to the HBCRA Board. It is recommended that Applicant attend the HBCRA Board meeting in order to answer any questions the HBCRA Board may have regarding their application. HBCRA staff will notify the applicant of approval or denial in writing.

IV. PROCEDURES FOR APPLICATION AND APPROVAL

A. All applicants are strongly encouraged to meet with HBCRA staff in order to determine eligibility before submitting an application. Funding requests will not be considered until all required documentation is submitted to the HBCRA. Application packets must include the following documentation:

- Completed and signed application
- Copy of all business tax receipts
- Copy of the corporate documents for the applying business entity
- Copy of commercial lease agreement (if applicable)
- Landlord SSN or Tax ID
- Business Plan, including executive summary, three-year financial projections of revenues and expenses, the amount of money invested by the applicant, number of new jobs created and salaries and list of proposed improvements or describe marketing, inventory and capital equipment that will be purchased with funding
- Two (2) years of audited financials and corporate tax returns (for existing business only)
- Two (2) years of tax returns for the owners of a new business
- Qualifications, experience and track records of business owners
- Copy of design and construction plans associated with the proposed improvements
- A minimum of four (4) 3 x 5 color "before" pictures of the project
- Recent Credit Report (no more than 3 months old)
- Criminal background (please go to fdle.com to obtain)
- Property Deed (for commercial property owners) or Continuing and Unconditional Guaranty for non-property owners.
- Property Tax Bill from Broward County (for commercial property owners)
- Current business and flood insurance policies
- Completed Title Lien Search coordinated by HBCRA staff

Please see Section III. C for approval of funding request.

IV. ADDITIONAL INFORMATION, REQUIREMENTS, AND RESPONSIBILITIES

The Hallandale Beach Community Redevelopment Agency will be responsible for updating this policy.



Hallandale Beach CRA Business Incentive/Enticement Loan Program

BUSINESS ADDRESS: _____

FILE NAME: _____

BUSINESS NAME: _____

		Initial	Date
1. <input type="checkbox"/>	MPO/Checks/Payments	Project Manager	___ ___
2. <input type="checkbox"/>	Estimates/Permits	Project Manager	___ ___
3. <input type="checkbox"/>	Pictures (if applicable)	Project Manager	___ ___
4. <input type="checkbox"/>	Approval Routing Sheet	Project Manager	___ ___
5. <input type="checkbox"/>	Application/Business Plan/Executive Summary/ Financial Projection/ Job Creation	Project Manager	___ ___
6. <input type="checkbox"/>	Property Deed (if applicable)	Project Manager	___ ___
7. <input type="checkbox"/>	Recent Property Tax Bill (if applicable)	Project Manager	___ ___
8. <input type="checkbox"/>	Most Recent Mortgage Statement or Lease Agreement	Project Manager	___ ___
9. <input type="checkbox"/>	Current Business Tax Receipts	Project Manager	___ ___
10. <input type="checkbox"/>	Articles of Incorporation	Project Manager	___ ___
11. <input type="checkbox"/>	Business Insurance (including flood insurance if applicable)	Project Manager	___ ___
12. <input type="checkbox"/>	Completed Tax Return (for two years)	Project Manager	___ ___
13. <input type="checkbox"/>	Current Financials (Bank statements, Profit & Loss Statement)	Finance	___ ___
14. <input type="checkbox"/>	Title/Lien Search	City Clerk	___ ___
15. <input type="checkbox"/>	Approval Information	Executive Director	___ ___
16. <input type="checkbox"/>	Closing Documents	Legal	___ ___
17. <input type="checkbox"/>	Recorded Mortgage & Note	Project Manager	___ ___
18. <input type="checkbox"/>	Landlord SSN or Tax ID	Project Manager	___ ___
19. <input type="checkbox"/>	Credit Report/Criminal Background	Project Manager	___ ___
20. <input type="checkbox"/>	Completed Title Lien Search	Project Manager	___ ___

HBCRA Director - Signature

Date

Please check off items as they are placed in folder