



AGENDA
COMMUNITY REDEVELOPMENT AGENCY MEETING
VILLAGE HALL COUNCIL CHAMBERS
226 CYPRESS LANE ■ PALM SPRINGS, FL 33461
JUNE 12, 2025
6:00 PM

COUNCIL

- Chairperson Bev Smith
- Vice Chair Kim Schmitz
- Board Member Gary Ready
- Board Member Joni Brinkman
- Board Member Patti Waller
- Board Member Marta Padron (*Lake Worth Corridor District*)
- Board Member Fabiana DesRosiers (*Congress Avenue District*)

ADMINISTRATION

- Executive Director Michael Bornstein
- CRA Attorney Christy Goddeau
- Asst Executive Director Kim Glas-Castro
- CRA Clerk Kimberly Wynn

If a person decides to appeal against any decision made by the Board concerning any matter considered, they will need a record of the proceedings. For such purposes, they may need to ensure that a verbatim record of the proceedings is available. The recording includes the testimony and evidence upon which the appeal is to be based.

CALL TO ORDER

ROLL CALL

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

Motion	Second	Vote
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ORDER OF BUSINESS

1. Approval of Community Redevelopment Agency Meeting Minutes April 10,

2025

Staff: Kimberly Wynn, Village Clerk

2. **Approve Palm Springs CRA Incentive Program:** Motion for the approval of a Palm Springs CRA Incentive Program.

Staff: Kimberly Glas-Castro, Assistant Village Manager

Motion	Second	Vote
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CRA DIRECTOR / ASSISTANT DIRECTOR COMMENTS

CRA BOARD COMMENTS

ADJOURNMENT

**NEXT MEETING
THURSDAY, JULY 10, 2025, AT 6:00 PM**

Village of Palm Springs

Title VI/Nondiscrimination Policy

I. Policy Statement:

The Village of Palm Springs values diversity and welcomes input from all interested parties, regardless of cultural identity, background, or income level. Moreover, the Village believes the best programs and services result from careful consideration of the needs of all its communities and when those communities are involved in the decision-making process. The Village does not tolerate discrimination in any of its programs, services, or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Village will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, or family status.

II. Persons with Disabilities:

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. These laws require federal-aid recipients and other government entities to take affirmative steps to reasonably accommodate those with disabilities and ensure that their needs are equitably represented.

The Village will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The Village will also make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by communities with disabilities and disability service groups.

The Village encourages the public to report any facility, program, service, or activity that appears inaccessible to those who are disabled. Also, the Village will provide reasonable accommodation to individuals with disabilities who wish to participate in public involvement events or who require special assistance to access facilities, programs, services, or activities. Because providing reasonable accommodation may require outside assistance, the Village asks that requests be made at least three (3) business days prior to the need for accommodation. Questions, concerns, comments, or requests for accommodation should be made to the Village ADA Officer:

Name: Ashley Saingilus
Address: 226 Cypress Lane, Palm Springs, FL 33461
Email: asaingilus@vpsfl.org
Phone: (561) 584-8200 Ext. 8421

III. Complaint Procedures:

The Village has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability or family status in any Village program, service or activity may file a complaint with the Village Title VI/Nondiscrimination Coordinator:

Name: Janette Piedra, Human Resources Manager
Address: 226 Cypress Lane, Palm Springs, FL 33461
Email: jpiedra@vpsfl.org
Phone: (561) 584-8200 Ext. 8422



**MINUTES,
VILLAGE HALL COUNCIL CHAMBERS
226 CYPRESS LANE VILLAGE OF PALM SPRINGS, FLORIDA
APRIL 10, 2025 AT 6:00 PM**

CALL TO ORDER

Chairperson Bev Smith called the Community Redevelopment Meeting to order at 6:01 p.m.

ROLL CALL

Present: Vice-Chair Kim Schmitz, Mrs. Patti Waller, Mrs. Joni Brinkman, Mr. Gary Ready, Mrs. Fabiana DesRosiers, Mrs. Marta Padron, and Chairperson Bev Smith

Absent: None

Also Present: CRA Director Michael Bornstein, CRA Attorney Christy Goddeau, Assistant CRA Director Kim Glas-Castro, CRA Clerk Kimberly Wynn, Planning, Zoning and Building Director Iramis Cabrera, and Police Chief Thomas Ceccarelli as the Sergeant-in-Arms.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

There were no Additions, Deletions, or Modifications to the Agenda. Mr. Ready made a motion to approve the agenda as presented, and Ms. DesRosiers seconded the motion. The said motion carried 7-0.

ORDER OF BUSINESS

Ms. DesRosiers made a motion to approve the Consent Agenda and Vice-Chair Schmitz seconded the motion. The said motion carried 7-0.

1. **Approval of January 9, 2025, CRA Meeting Minutes: Motion to approve January 9, 2025, CRA Meeting Minutes**

Staff: Kimberly Wynn, Village Clerk

2. **Acceptance of the Palm Springs CRA Annual Report for Fiscal Year 2024: Motion to approve acceptance of the Palm Springs Community Redevelopment Agency Report for Fiscal Year 2024.**

Staff: Kimberly Glas-Castro, Assistant Village Manager

SUMMARY: The Community Redevelopment Agency (CRA) must prepare an annual report by March 31st describing its revenues, expenditures, and milestones for the previous fiscal year by that date. The Palm Springs CRA Annual Report for Fiscal Year 2024 is shared with board members as an informational item. It must be forwarded to the governing body (Village Council) and posted on the CRA webpage.

Fiscal Impact: Fiscal Year 2024 ended with a Fund Balance of \$1,166,601, which has been allocated to specific CRA programs/activities through two budget amendments for the FY25 budget.

PRESENTATIONS

Mr. Nicholas Neumeier presented the Annual Comprehensive Financial Report to the Board. He noted that the CRA is financially sound.

Chairperson Smith offered the Board and public an opportunity to speak. There were no comments.

Mrs. Waller made a motion to accept the Annual CAFR and forward it to the Village Council for approval. Vice-Chair Schmitz seconded the motion. The said motion carried 7-0.

3. **Presentation and Action Item: Annual Comprehensive Financial Report - Fiscal Year 2024 - Palm Springs CRA: Motion to recommend acceptance of the FY2024 Financial Report and forward it to the Village Council for consideration.**

Staff: Kimberly Glas-Castro, Assistant Village Manager

SUMMARY: Mr. Nicholas Martin, a Senior Manager at CBIZ CPAs, the auditing firm for the Village, will present the Annual Comprehensive Financial Report (ACFR) for the fiscal year that ended on September 30, 2024. This report contains detailed financial information regarding the agency's operations, expenditures, and revenue for the fiscal year 2024.

As per the agency's procedures, the report has been shared with all board members and is required to be forwarded to the governing body (Village Council) for review and approval. Additionally, the report must be posted on the CRA webpage for public access and transparency purposes. The report serves as a crucial document to help stakeholders, investors, and the public understand the agency's financial health, performance, and future plans.

Nicholas Martin presented the financial statement for the CRA. He did an overview of the ACFR of the CRA and the financial statement. He talked about the highlights of the reports. Overall, he explained that the Village is required to report any findings. There were no findings.

Fiscal Impact: Fiscal Year 2024 ended with a Net Position of \$1,166,601 between the two districts. The CRA Board allocated the FY24 Fund Balance during its meetings on November 14, 2024 and January 9, 2025. These funds were assigned to specific CRA programs/activities, including the purchase of the 2nd Avenue North parcel. The associated FY25 budget amendments were approved by the Village Council on

November 14, 2024 and January 9, 2025..

PUBLIC COMMENT

Brad Moore 4021 Lake Worth Road, Palm Springs, FL 33461 (Owner of Circle K Gas Station on Kirk Road) - Mr. Moore spoke about a letter mailed to businesses in the area that required them to close at 11 p.m. He explained that the decision by the Village is detrimental to his business. He understood that this was an effort to restrict the sale of liquor. At this point, Chairperson Smith asked if this was a 24- hour operation. Mr. Moore discussed the amount of money spent on upgrading the business. The Village Manager, Mr. Bornstein, addressed the comment.

Chairperson Smith invited Mr. Moore to meet with the staff to discuss this matter further.

PUBLIC HEARINGS

4. Discussion of the Community Redevelopment Agency (CRA) Redevelopment/Revitalization/Relocation Incentive Programs

Staff: Kimberly Glas-Castro, Assistant Village Manager

SUMMARY: At its April 13, 2023 meeting, the CRA Board approved the Catalyst Fund incentive programs and authorized the Executive Director to administratively approve grant awards of up to \$25,000, with awards of more than \$25,000 requiring Board approval. Since its inception, the Catalyst Fund has been code-enforcement-driven. CRA Code Enforcement Officer, Nanciann Cuenot identifies blighted properties whose property owners are interested in making an investment to remedy existing conditions, and invites them to apply. Of the four awardees, only two have satisfactorily completed the required improvements and have been issued their grant funding (on a reimbursement basis). The other two applicants have only partially fulfilled the conditions of the grant. Staff believe that it is time to change the implementation of the program to one that is open to all properties within the CRA on a competitive basis. An application cycle will be announced, and grants may be awarded for projects that are consistent with the vision and the Community Redevelopment Plan.

Allison Justice, our consulting CRA Professional, will present the revised incentive program proposals for CRA Board consideration and discussion. Five (5) programs are proposed:

- Facade and Exterior Improvement Program
- Demolition of Distressed Structures Program
- Economic Impact Program
- Relocation and Development Assistance
- Septic to Sewer Conversion

In Fiscal Year 2025, the CRA budgeted \$100,000 in the Lake Worth Road District

and \$56,119 in the Congress Avenue District for the Catalyst Fund. Should all conditions of the funding agreements be met, the two funds will have \$85,460 and \$42,019, respectively, in remaining balances this fiscal year.

Note: The Palm Springs CRA Community Redevelopment Plan, Policy VI.I, provides that the "CRA shall provide financial incentives and programming support for desired redevelopments." Additionally, the CRA's Economic Development Strategic Plan includes key strategies focused on business attraction and recruitment:

- Create guidelines and incentives to recruit and retain desired authentic retail and restaurant uses for vacant storefront spaces.
- Create incentives to encourage desired authentic uses for vacant parking lots.

Mrs. Glas-Castro and Ms. Allison Justice, the CRA Consultant, spoke on this item. Ms. Justice stated that the current revitalization program is built on incentivizing properties to improve interiors and exteriors. The CRA will assist with up to 50% of eligible improvements, up to \$25,000. The Economic Impact Program will target specific businesses and industries, like the Healthcare Expansion such as JFK Hospital, and Educational Growth like Palm Beach State University. She discussed the criteria for the program and how the Village would adopt the program by Resolution. The desire is to phase out the program within five years.

Mrs. Waller supported the idea that this program helped businesses instead of being focused on code violations. She was interested to find out how the Village intended to let businesses know that this program is available. Ms. Justice talked about the business plan that was developed to roll the plan out. Mrs. Brinkman is not certain about having hotels in the plan. Further discussion ensued about the program.

Mrs. Brinkman made a motion to approve the redevelopment, revitalization and relocation incentive programs. Ms. DesRosiers seconded the motion. The said motion carried 7-0.

Fiscal Impact: The CRA will allocate limited funds each fiscal year for incentives. Grant funds may be awarded, at the CRA Board's discretion, to those properties or projects that are consistent with the redevelopment vision.

ACTIONS AND REPORTS

There were no Actions and Reports

CRA DIRECTOR / ASSISTANT DIRECTOR COMMENTS

Mrs. Glas-Castro reported on the active legislation that involved the future of CRAs. The Florida League of Cities is advocating for the demise of the bill. She gave an update on the progress of the design for the Congress Avenue project. Lastly, there is a CRA Special meeting on June 12, 2025, at 6:00 p.m.

CRA BOARD COMMENTS

No Comments

ADJOURNMENT

Hearing no further business, Chairperson Smith adjourned the CRA meeting at 6:42 p.m.

The undersigned is the Village Clerk of Palm Springs, Florida, and the information provided herein is the Minutes of the Regular Council Meeting held on **April 10, 2025**. Which minutes were formally approved and adopted by the Village Council on **June 12, 2025**.

Kimberly M. Wynn

Village Clerk

**NEXT REGULAR MEETING:
THURSDAY, MAY 8, 2025, AT 6:00 p.m.**



Village of Palm Springs

Executive Brief

AGENDA DATE: June 12, 2025

DEPARTMENT: Administration

ITEM #2: Approve Palm Springs CRA Incentive Program

SUMMARY: At its April 10, 2025 meeting, the CRA Board provided consensus to move forward with a new incentive program. The five (5) incentive programs include:

- Facade and Exterior Improvement Program
- Demolition of Distressed Structures Program
- Economic Impact Program
- Relocation and Development Assistance
- Septic to Sewer Conversion

The incentive program will be open to all properties within the CRA on a competitive basis. An application cycle will be announced, and grants may be awarded for projects that are consistent with the vision and the Community Redevelopment Plan.

Each year, the CRA Board will determine the amount of incentive funds to budget for the coming year based on CRA priorities and available revenues. In Fiscal Year 2025, the CRA budgeted \$100,000 in the Lake Worth Road District and \$56,119 in the Congress Avenue District for financial incentives.

Upon CRA Board approval of the revised Incentive Program, staff will prepare for a funding cycle, which includes marketing, informational meetings, and application assistance.

Note: At its April 13, 2023, meeting, the CRA Board approved the Catalyst Fund incentive programs and authorized the Executive Director to administratively approve grant awards of up to \$25,000, with awards of more than \$25,000 requiring Board approval. CRA staff is proposing that the same authorization be made for the new incentive program.

Note: The Palm Springs CRA Community Redevelopment Plan, Policy VI.I, provides that the "CRA shall provide financial incentives and programming support for desired redevelopments." Additionally, the CRA's Economic Development Strategic Plan includes key strategies focused on business attraction and recruitment:

- Create guidelines and incentives to recruit and retain desired authentic retail and restaurant uses for vacant storefront spaces.
- Create incentives to encourage desired authentic uses for vacant parking lots.

FISCAL IMPACT:

ATTACHMENTS:

1. Draft Incentives Presentation

2. Summary of Incentives
3. Facade and Exterior Improvement Program
4. Demolition of Distressed Structures Program
5. Economic Impact Program
6. Relocation and Development Assistance Program
7. Septic to Sewer Conversion Program

Palm Springs CRA

Incentive Presentation and
Discussion
April 10, 2025





AGENDA



- Current Incentive Programs
- Summary of New Incentive Programs
- Facade and Exterior Improvement Program
- Demolition of Distressed Structures Program
- Economic Impact Program
- Relocation and Development Assistance
- Septic to Sewer Conversion



Current Program

Catalyst Program

- Mainly focused on Code Violated Properties
- Facade Improvements
- Demolition
- Code Violation Remedies





Proposed Incentives

- Facade and Exterior Improvement Program
- Demolition of Distressed Structures Program
- Economic Impact Program
- Relocation and Development Assistance
- Septic to Sewer Conversion
-

Focus on Improving taxable value, upgrading properties and attracting desired developments

Code Violations can be included, but not as a stand alone project and at the CRA discretion

Separate applications for each program available on CRA Website

Facade and Exterior Improvement Program

FUNDING

- CRA will reimburse 50% of eligible improvements up to \$50,000
- Must own property for 3 years after or repay amortized portion of Grant

Eligible Expenses

- Facade of building includes areas with exposure to the public realm
- Paint, awnings, landscaping, lighting, impact windows and doors,
- Roofs, parking lots and landscaping can be included as part of the overall project, but not as a stand along project



Demolition of Distressed Structures Program

FUNDING

CRA will reimburse 50% of eligible improvements up to \$25,000

Eligible Expenses

- Complete or partial demolition of building structures, surface parking, sidewalks, lighting, landscaping, walls or other site structures required to be removed from the site that conflicts with the redevelopment of the site.
- Must include redevelopment plans supporting the CRA Plan and Vision

Economic Impact Program

FUNDING

Development agreement will be negotiated with grant recipient and funding will vary based on amount impact to CRA

INTENT

- Incentives to target specific businesses or industries.
- Provide an increase the tax base, drive economic growth and job opportunities, enhance infrastructure, and improve the quality of life for residents.



Economic Impact Program

GRANT EXAMPLES

1. Land Mark Down
2. Infrastructure Assistance
3. Assembly Assistance
4. Demolition, Site Prep & Remediation
5. Relocation Assistance
6. Development Costs
7. Other Public Benefits identified by the CRA Board (eg. Transportation alternatives, green space, parking, art installations, etc...)

Economic Impact Program

TARGETED DEVELOPMENT

Congress CRA



1. **Mixed-Use Developments:** Promote developments that include a balanced mix of residential, office, and retail spaces, creating vibrant and sustainable urban centers within the Congress Avenue CRA District.

2. **Hospitality Industry Growth:** Encourage hotel developments to boost tourism, business travel, and local economic stimulation.



3. **Aviation Industry Growth:** Provide incentives for aviation-related developments that capitalize on the proximity to Palm Beach International Airport, including logistics centers, aviation training facilities, and aerospace industry businesses.

Economic Impact Program

TARGETED DEVELOPMENT

Lake Worth CRA

- 1. Healthcare Expansion:** Developments related to the expansion of JFK Hospital (E.G. outpatient care, surgery centers, research centers, medical offices or housing)
- 2. Educational Growth:** Developments that support Palm Beach State College (E.G. Student housing, academic research centers, or workforce or entrepreneurial development)
- 3. Mixed-Use Developments:** Priority will be given to projects located with the “South Village”
- 4. Hospitality Industry Growth:** Encourage hotel developments to boost tourism, business travel, and local economic stimulation.



Economic Impact Program

PROGRAM CRITERIA

- Targeted use
- Increase property value
- Increase tax base
- Increases residential base
- Improves merchandise mix
- Reduction of vacant land
- Project that will spur additional development and private investment
- Substantial visual impact
- Job Creation and increased employment base
- Successful Track Record
- Projects that Work Hand in Hand with other Major Developments
- Sustainable projects that prioritize walkability, green spaces and efficient land use planning

Relocation and Development Assistance

INTENT

- Support difficult redevelopment projects
- Allows the CRA Board flexibility to choose from a variety of options to facilitate projects that would not happen without assistance at some level.
- Funding based on project impact

EXAMPLES

1. Tenant Relocation
2. General Business Attraction Incentives
 - a. Vacant Land
 - b. Vacant Buildings
3. Property Acquisition
4. Existing desired business improvements that meet criteria

Septic to Sewer Conversion

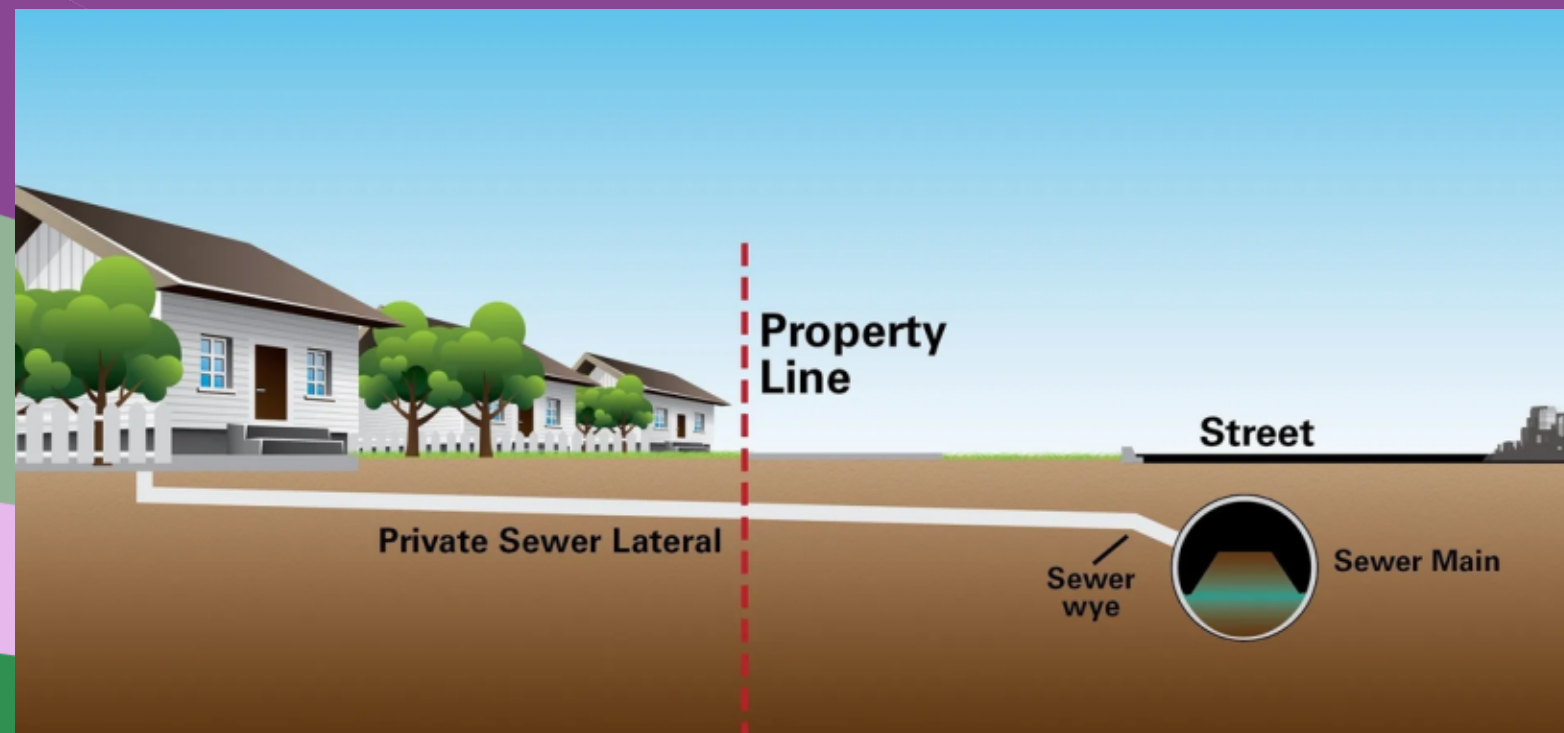
INTENT

- Assist with conversion of Commercial Properties along Congress Avenue to connect to new Sewer System



FUNDING

Funding TBD after completion of public portion of the project and estimated costs for each property connection.



THANK YOU!



DISCUSSION

VILLAGE OF PALM SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
SUMMARY OF INCENTIVE PROGRAMS



- 1. Façade and Exterior Improvement Program:** Grant up to \$50,000 to tenants or property owners for exterior improvements to commercial properties in the Palm Springs CRA. CRA will support up to 50% of eligible improvements up to \$50,000 that could include painting, lighting, awnings and other aesthetic improvements that increase property values and remove blight.
- 2. Demolition of Distressed Structures Program:** Grant up to \$25,000 for the demolition of blighted and distressed properties within the CRA that align with the CRA Plan and vision. The CRA will support up to 50% of the demolition and site refurbishment up to \$25,000.
- 3. Economic Impact Program:** Incentive to support targeted industries and mixed-use developments with the Lake Worth Road and Congress Avenue Districts. Funding will be based on the economic impact and program criteria met for the project.
- 4. Relocation and Development Assistance:** Incentive to support the development of targeted businesses within the Palm Springs CRA through tenant relocation, property development or property enhancement.
- 5. Septic to Sewer Conversion:** Grant up to XX to support the conversion of commercial and residential properties to the newly installed Palm Beach County Wastewater system within the Congress Avenue CRA. Early applications are encouraged; however, the estimated completion of this project is in 2026.

VILLAGE OF PALM SPRINGS
COMMUNITY REDEVELOPMENT AGENCY



FAÇADE AND EXTERIOR IMPROVEMENT PROGRAM
INCENTIVE APPLICATION

Façade and Exterior Improvement Program

Intent:

The intent of this program is to provide financial assistance to qualified owners or tenants of commercial properties in the Palm Springs CRA, for eligible building or site improvements that improve the physical, economic, social and aesthetic well-being of the CRA. Moreover, it is the intent of this program to encourage improvements to private properties that go beyond what is required under the Village's Land Development Code (Chapter 34) and Property Maintenance Code (Chapter 10) - to enhance the perception of the area as a place conducive to redevelopment investment.

Funding:

All grants are subject to funding availability.

The Façade and Exterior Grant provides a reimbursement of up to 50 percent of total eligible costs from a minimum of **Up to a maximum of \$50,000**. The grant is paid on a reimbursement basis to the property owner after completion of the project.

Eligibility Requirements:

Façade and Exterior Improvement grants are available to all commercial and retail property owners and business owners within the CRA. All permanent improvements shall require written permission of the property owner, which shall be submitted as part of the grant application. In all cases, the property owner shall be a co-signer to the grant award agreement.

- Grants are generally for renovation of front and sides of buildings visible to public streets. Eligibility for inclusion of the rear of the property requires prominent visibility from a public right of way, or multi sided façade, and is subject to staff and CRA Board approval.
- Eligible improvements include aesthetic improvements to the building structure, such as exterior painting, installation of awnings, new windows and/or doors, signage, landscaping or parking lot improvement. In addition, removal of chain link fencing and replacement with decorative fencing and landscaping will be considered an eligible improvement.
 - Exterior painting should not exceed 20 percent of the scope of work and the grant proceeds
 - Architectural Fees are NOT to exceed 20 percent of the grant amount up to a maximum of \$10,000
 - Windows and doors should not exceed 20 percent of the grant proceeds
- Adjoining parking lots, landscaping and roofs are ineligible as stand-alone projects however they may be included as a component of the eligible improvements as described above and will only be considered in conjunction with the overall physical facade improvements to the structure.
- The following items are specifically ineligible for the program:
 - Interior work (even if visible through street-front windows)
 - Installation of seasonal planting or other seasonal landscaping
 - Permit fees

- Inventory, fixtures or equipment
 - Non-fixed improvements
 - Improvements made prior to grant approval
 - Refinancing existing debt
 - Sweat equity payments (i.e. reimbursement for applicant's own labor and performance of renovation work or new construction)
- Due to limited funding, CRA Staff will evaluate submissions and select those that beautify the neighborhood, will be a catalyst for other businesses and complement area improvements. Since this program is intended as an incentive to go beyond standard code requirements, CRA Staff may request applicants to revise applicable improvements to further enhance the overall property and area where the improvements are located.
 - Applications (or multiple applications submitted in tandem) that improve one full City block or represent large scale redevelopment or multiple addresses for one of the targeted uses may be eligible for additional funding at the discretion of the CRA Board.
 - Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the CRA Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
 - Non-profit owned and residentially zoned properties are NOT eligible.
 - If tenant is applying, applicant must have an executed multi-year lease (two-year minimum).
 - All work must be done in compliance with applicable Village of Palm Springs Building Codes and Land Development Regulations. All contractors must be licensed in Palm Beach County.
 - It is recommended that no construction begin until a Grant Agreement is signed by all parties. Improvements completed prior to CRA staff review and approval by the CRA Board will not be eligible.
 - The total grant amount will be amortized over three (3) years or 36 months. Properties that are sold within thirty-six months of receiving grant funding must repay the amortized amount if it's the property owner applying for the grant.
 - CRA Staff will review the application within ten (10) business days of submittal. You will be notified if additional information is required. Approval from the CRA Board could take up to 90 days from CRA Staff approval; however, all efforts will be made to expedite approvals of applications that are complete.
 - Applications for Grants for \$25,000 or less can receive administrative approval by the CRA Executive Director

Pre-Application Meeting

CRA staff requires a pre-application meeting to review the applicant's conceptual plans in an informal setting, including discussion of the eligibility criteria, program requirements, costs, funding, proposed project scheduling, and consistency of the proposal with the intent of the program. At this stage, staff can offer assistance with the completion of the application form and provide limited technical and design guidance on the project proposal. At the conclusion of the pre-application meeting, staff will provide the applicant with a general determination as to whether the proposed project is likely to qualify to receive program funds and whether the applicant is sufficiently prepared to move on to the application stage.

Application Cycle

Qualified applicants must submit a complete application packet to:

Palm Springs CRA
226 Cypress Lane
Palm Springs, FL 33461

or

CRA@vpsfl.org

- Applications will be accepted on an ongoing basis and grants will be considered on a first-come, first-served basis.
- Applications may be found online along with a checklist of required documents and forms at:

<https://www.vpsfl.org/585/Village-of-Palm-Springs-CRA>

Process Summary

1. Applicant submits a complete application to the CRA office.
2. CRA staff reviews application for completeness, accuracy and eligibility.
3. CRA staff presents recommendation to the CRA Executive Director and/or CRA Board, as appropriate per funding policies.
4. Upon approval, the applicant will be notified in writing of the approval of the application.
5. Staff will prepare a Redevelopment Grant Agreement for execution by the applicant and the CRA/Village.
6. Owner/Developer received building permit approval.
7. Development is constructed and receives Certificate of Occupancy (CO) or Certificate of Completion.
8. Documentation confirmed by receipts and paid invoices for eligible development fees and charges must be provided to staff and confirmation of development occupancy before matching grant funds are released.

EXHIBIT A
Community Redevelopment Agency (CRA)
Eligibility and Application Requirements Form

*****Please read and initial beside each application requirement once complete.***

Step 1: Application Process/Requirements

_____ Meet with CRA Staff to determine if the property/business is eligible for a CRA grant.

_____ Complete application and review checklist to ensure all requirements have been met. Incomplete applications will not be accepted. *Please contact CRA Staff with any questions on the application.*

_____ Meet with the Village Planning Department to determine that the initial review of the project will be in compliance with the Village of Palm Springs codes subject to final review during the building permit process.

Signature of Planning Staff person

Meeting Date

_____ Provide a photograph of the property showing the area(s) for improvement.

_____ Conceptual design drawing(s) and/or site plan of the proposed improvements. Visual improvements must be shown.

_____ Two (2) bids from licensed contractors. Bids must be typed and contain the following information; contractors license number, name, address, phone number and fax number. Hand written bids will not be accepted.

_____ If this is a tenant improvement, a copy of the lease agreement must be provided.

_____ If applicable, include a list of jobs to be created and filled, including job descriptions, pay range and a weekly schedule. For current businesses, provide a list of all current positions.

_____ If applicable, a copy of a valid Business Tax License with the Village of Palm Springs.

_____ Submit the Eligibility and Application Requirements Form initialed and signed by applicant.

If additional information is required to finalize the application, additional time will be required for approval.

Step 2: Execution of Grant Agreements and Setting up a Financial Account

_____ Following CRA Board approval (if applicable), CRA Staff will provide the applicant with the following, but not limited to, legal documents for signature. Some documents may be recorded in the public record. Examples of agreements could include:

- Grant Agreements
- Promissory Note
- Mortgage and Security
- Guaranty
- Restrictive Covenant

_____ A Federal W-9 form and Taxpayer Identification form must be provided for financial documentation and reimbursement purposes.

_____ The CRA will require 3 original copies of the Grant Agreement be fully executed. One (1) shall be retained by the applicant.

_____ Upon receipt of the executed legal documents, CRA staff will request a Purchase Order be issued which will allow for reimbursement.

Step 3: Grant Reimbursement Procedures

_____ All grant funded improvements must commence prior to 180 days after CRA Board approval and must be substantially complete within 60 days of the grant expiration. Any request for modification of the Grant Agreement must be submitted not less than 60 days prior to the grant expiration in order to be considered by CRA Staff.

_____ Grant payments are on a reimbursable basis at the completion of the project. All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project as described in the Grant Agreement.

_____ Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in an invoice to the CRA and contain the following information:

- Name as provided in the Grant Agreement
- Address
- Reimbursement amount
- Purchase Order Number
- Certificate of Occupancy and documentation establishing payment by the applicant of the total cost of all the improvements
 - Receipts, invoices, cancelled checks and any other documents the CRA may require as proof of payment.
- Digital photos of the completed project

_____ The CRA will review the grant reimbursement requires within then (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within forty-five (45) days of the payment requires to the Finance Department.

Acknowledgments (Please initial indicating your understanding):

_____ Property to be improved is free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in CRA Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

_____ Completed application(s) shall be initially reviewed by CRA Staff within ten (10) business days. If additional information is required to finalize the application, additional time will be required for approval process.

_____ The application must be signed by the property owner authorizing the proposed improvements.

_____ Properties that are sold within thirty six months of receiving grant funding must repay the amortized amount if it's the property owner applying for the grant.

_____ I fully understand the Grant Reimbursement Requirements and Procedures as described within this document.

I have read and completely understand the program, including the Eligibility and Application requirements and Grant Reimbursement requirements and procedures.

Applicant Signature

Date

Print Applicant Name

I authorize the improvements as stated in this application:

Property Owner Signature

Date

Print Owner Name

VILLAGE OF PALM SPRINGS
COMMUNITY REDEVELOPMENT AGENCY



DEMOLITION OF DISTRESSED STRUCTURES
INCENTIVE APPLICATION

Demolition of Distressed Structures Program

Intent

Demolition removes substandard or unsafe structures and blight. Demolition can remove an oversupply of unmarketable buildings and prepares properties for reinvestment to that align with the CRA Plan and vision. The primary objective of this matching grant program is to encourage redevelopment and revitalization of commercial buildings/sites by offering financial assistance to maximize the value of the property.

Funding

All grants are subject to funding availability.

The Demolition of Distressed Structures Program provides a reimbursement of up to 50 percent of total eligible costs from a minimum of **\$5,000, up to a maximum of \$25,000**. The grant is paid on a reimbursement basis to the property owner after completion of the project.

Eligibility Requirements

Demolition of Distressed Structures Program grants are available to owners and developers within the Palm Springs CRA for future development of businesses or mixed-use developments that align with the CRA Plan and vision, and must either be tied to an overall site plan for property redevelopment or be subject to the Village's vacant property requirements.

- Demolition of Distressed Structures Program includes complete or partial demolition of building structures, surface parking, sidewalks, lighting, landscaping, walls or other site structures required to be removed from the site that conflicts with the redevelopment of the site.
- Business owners and developers receiving Demolition of Distressed Structures Program grant funds must be in compliance with all existing Village, state, and federal building codes and regulations and permitting requirements as a prerequisite to the receipt of funds, or be subject of a stipulated agreement for improvements to remedy any Village code violations at the discretion of the Village.

Pre-Application Meeting

CRA staff requires a pre-application meeting to review the applicant's conceptual plans in an informal setting, including discussion of the eligibility criteria, program requirements, costs, funding, proposed project scheduling, and consistency of the proposal with the intent of the program. At this stage, staff can offer assistance with the completion of the application form and provide limited technical and design guidance on the project proposal. At the conclusion of the pre-application meeting, staff will provide the applicant with a general determination as to whether the proposed project is likely to qualify to receive program funds and whether the applicant is sufficiently prepared to move on to the application stage.

Application Cycle

Qualified applicants must submit a complete application packet to:

Palm Springs CRA
226 Cypress Lane
Palm Springs, FL 33461

or

CRA@vpsfl.org

- Applications will be accepted on an ongoing basis and grants will be considered on a first-come, first-served basis.
- Applications may be found online along with a checklist of required documents and forms at:

<https://www.vpsfl.org/585/Village-of-Palm-Springs-CRA>

Process Summary

1. Applicant submits a complete application to the CRA office.
2. CRA staff reviews application for completeness, accuracy and eligibility.
3. CRA staff presents recommendation to the CRA Executive Director and/or CRA Board, as appropriate per funding policies.
4. Upon approval, the applicant will be notified in writing of the approval of the application.
5. Staff will prepare a Redevelopment Grant Agreement for execution by the applicant and the CRA/Village.
6. Owner/Developer received building permit approval.
7. Development is constructed and receives Certificate of Occupancy (CO) or Certificate of Completion.
8. Documentation confirmed by receipts and paid invoices for eligible development fees and charges must be provided to staff and confirmation of development occupancy before matching grant funds are released.

EXHIBIT A
Community Redevelopment Agency (CRA)
Eligibility and Application Requirements Form

*****Please read and initial beside each application requirement once complete.***

Step 1: Application Process/Requirements

_____ Meet with CRA Staff to determine if the property/business is eligible for a CRA grant.

_____ Complete application and review checklist to ensure all requirements have been met. Incomplete applications will not be accepted. *Please contact CRA Staff with any questions on the application.*

_____ Meet with the Village Planning Department to determine that the initial review of the project will be in compliance with the Village of Palm Springs codes subject to final review during the building permit process.

Signature of Planning Staff person

Meeting Date

_____ Provide a photograph of the property showing the area(s) for improvement.

_____ Conceptual design drawing(s) and/or site plan of the proposed improvements. Visual improvements must be shown.

_____ Two (2) bids from licensed contractors. Bids must be typed and contain the following information; contractors license number, name, address, phone number and fax number. Hand written bids will not be accepted.

_____ If this is a tenant improvement, a copy of the lease agreement must be provided.

_____ If applicable, include a list of jobs to be created and filled, including job descriptions, pay range and a weekly schedule. For current businesses, provide a list of all current positions.

_____ If applicable, a copy of a valid Business Tax License with the Village of Palm Springs.

_____ Submit the Eligibility and Application Requirements Form initialed and signed by applicant.

If additional information is required to finalize the application, additional time will be required for approval.

Step 2: Execution of Grant Agreements and Setting up a Financial Account

_____ Following grant approval, CRA Staff will provide the applicant with the following, but not limited to, legal documents for signature. Some documents may be recorded in the public record. Examples of agreements could include:

- Grant Agreements
- Promissory Note
- Mortgage and Security
- Guaranty
- Restrictive Covenant

_____ A Federal W-9 form and Taxpayer Identification form must be provided for financial documentation and reimbursement purposes.

_____ The CRA will require 3 original copies of the Grant Agreement be fully executed. One (1) shall be retained by the applicant.

_____ Upon receipt of the executed legal documents, CRA staff will request a Purchase Order be issued which will allow for reimbursement.

Step 3: Grant Reimbursement Procedures

_____ All grant funded improvements must commence prior to 180 days after CRA Board approval and must be substantially complete within 60 days of the grant expiration. Any request for modification of the Grant Agreement must be submitted not less than 60 days prior to the grant expiration in order to be considered by CRA Staff.

_____ Grant payments are on a reimbursable basis at the completion of the project. All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project as described in the Grant Agreement.

_____ Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in an invoice to the CRA and contain the following information:

- Name as provided in the Grant Agreement
- Address
- Reimbursement amount
- Purchase Order Number, if applicable
- Certificate of Occupancy and documentation establishing payment by the applicant of the total cost of all the improvements
 - Receipts, invoices, cancelled checks and any other documents the CRA may require as proof of payment.
- Digital photos of the completed project

_____ The CRA will review the grant reimbursement requires within then (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within forty-five (45) days of the payment requires to the Finance Department.

Acknowledgments (Please initial indicating your understanding):

_____ Property to be improved is free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in CRA Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

_____ Completed application(s) shall be initially reviewed by CRA Staff within ten (10) business days. If additional information is required to finalize the application, additional time will be required for approval process.

_____ The application must be signed by the property owner authorizing the proposed improvements.

_____ Properties that are sold within thirty six months of receiving grant funding must repay the amortized amount if it's the property owner applying for the grant.

_____ I fully understand the Grant Reimbursement Requirements and Procedures as described within this document.

I have read and completely understand the program, including the Eligibility and Application requirements and Grant Reimbursement requirements and procedures.

Applicant Signature

Date

Print Applicant Name

I authorize the improvements as stated in this application:

Property Owner Signature

Date

Print Owner Name

VILLAGE OF PALM SPRINGS
COMMUNITY REDEVELOPMENT AGENCY



ECONOMIC IMPACT PROGRAM
INCENTIVE APPLICATION

Economic Impact Program

Intent

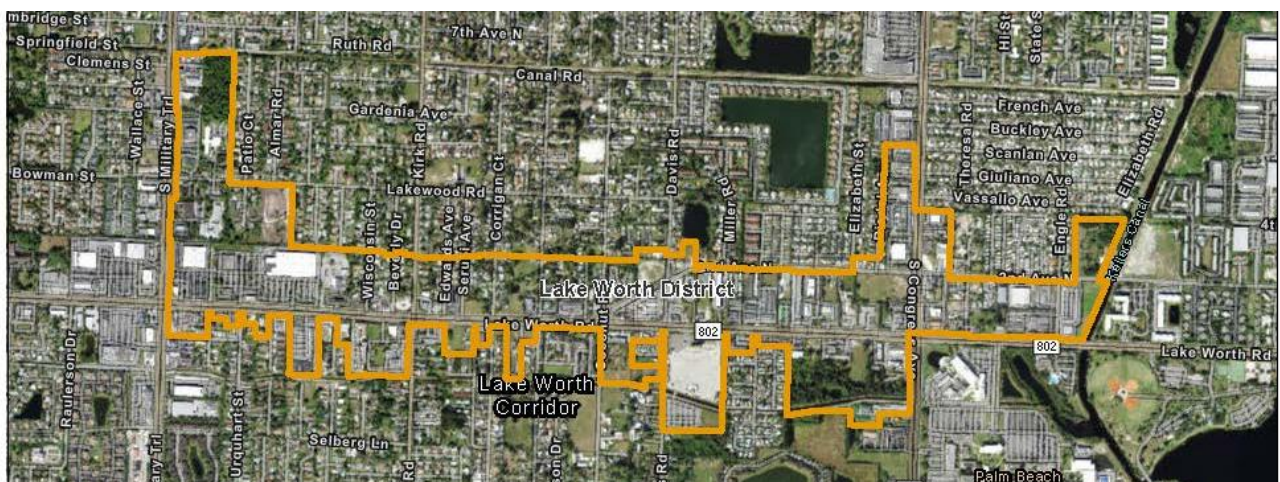
The Village of Palm Springs and the Palm Springs Community Redevelopment Agency (CRA) is offering a five (5) year program to the development and business community by offering incentives for targeted industries within the Lake Worth Rd. and Congress Avenue CRA Districts. Beginning May 1, 2025, and ending September 30, 2030, these incentives will be awarded to targeted industries that provide an increase the tax base, drive economic growth and job opportunities, enhance infrastructure, and improve the quality of life for residents.

Targeted Industries

Lake Worth Road CRA District: Incentives with the Lake Worth Road CRA include the following targeted developments:

1. **Healthcare Expansion:** Developments related to the expansion of JFK Hospital by facilitating medical office spaces, outpatient care facilities, research centers, and housing to enhance healthcare accessibility. A mix of uses is encouraged.
2. **Educational Growth:** Developments that support Palm Beach State College, including student housing, academic research centers, and workforce and entrepreneurial development facilities to support student growth and employment.
3. **Mixed-Use Developments:** Promote developments that include a balanced mix of residential, office, and retail spaces, creating vibrant and sustainable urban centers within the Lake Worth CRA District. *Priority will be given to projects located with the “South Village” along 2nd Avenue, from Congress Avenue to Lake Worth Road.*
4. **Hospitality Industry Growth:** Encourage hotel developments to boost tourism, business travel, and local economic stimulation.

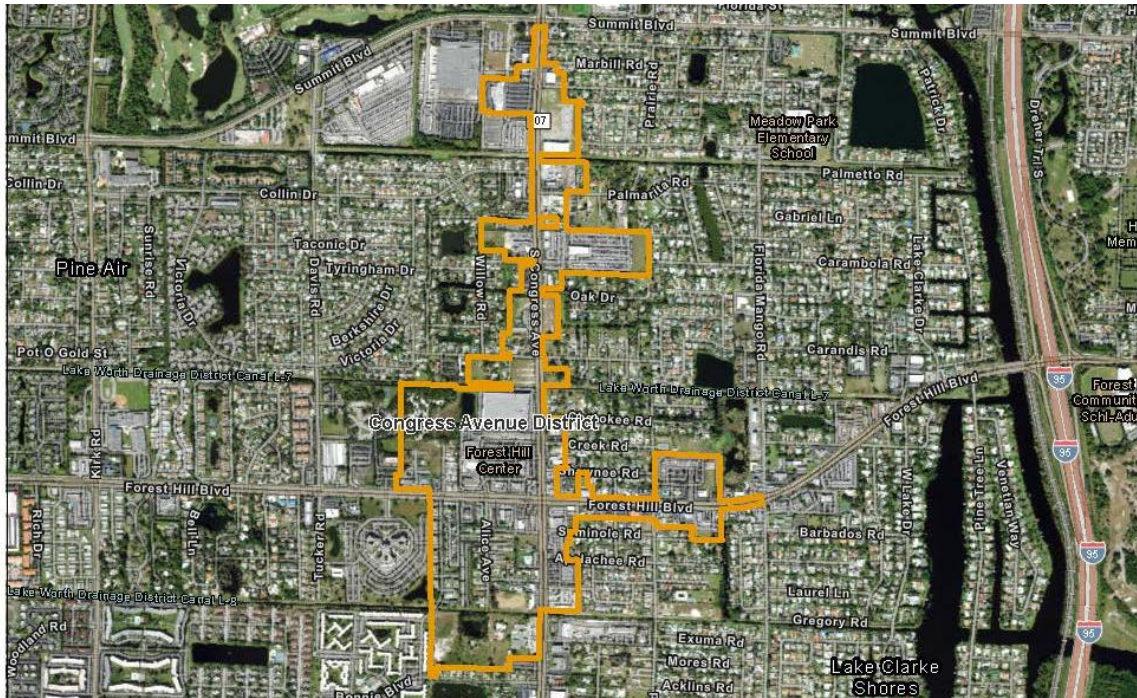
*Map – Lake Worth CRA District.



Congress Avenue CRA District: Incentives with the Congress Avenue CRA include the following targeted developments:

- 1. Mixed-Use Developments:** Promote developments that include a balanced mix of residential, office, and retail spaces, creating vibrant and sustainable urban centers within the Congress Avenue CRA District.
- 2. Hospitality Industry Growth:** Encourage hotel developments to boost tourism, business travel, and local economic stimulation.
- 3. Aviation Industry Growth:** Provide incentives for aviation-related developments that capitalize on the proximity to Palm Beach International Airport, including logistics centers, aviation training facilities, and aerospace industry businesses.

*Map – Congress Avenue CRA District



Program Criteria

- Targeted use
- Increase property value
- Increase tax base
- Increases residential base
- Improves merchandise mix
- Reduction of vacant land
- Renovation or construction that will spur additional development and private investment
- Renovation or construction that will have a substantial visual impact
- Job Creation and increased employment base
- Business(es) that have a Successful Track Record are Involved
- Projects that Work Hand in Hand with other Major Developments
- Sustainable projects that prioritize walkability, green spaces and efficient land use planning

All incentives, loans and grants under this policy are subject to and require the approval of Village Council and/or the CRA Board.

Eligibility Factors

The evaluation of each application will be based on a number of factors including, without limitation:

- Timing of application (applications that meet the criteria and at the beginning of the program will be given higher priority for funding)
- Meeting the specific program eligibility criteria
- Number of jobs to be created and/or retained
- Average annual salary of jobs to be created and/or retained
- Capital investment of the developer
- Economic impact to the Village and to other companies within the Village
- Qualifications and track records of development team
- Potential for long-term viability
- Evaluation and analysis of corporate finances
- Availability of funds
- Sector/industry of the company
- Square footage of space to be occupied

Funding and Eligible Improvements

Funding will be based on the impact provided and number of criteria met and in the form of a reimbursable grant or a Tax Increment reimbursement. Approved projects will require a Development Agreement between the Village of Palm Springs CRA and the Developer. A financial ProForma will be required.

Examples of eligible improvement for funding could include, but are not limited to:

- Land Mark Down
- Infrastructure Assistance
- Assembly Assistance
- Demolition, Site Prep & Remediation
- Relocation Assistance
- Development Costs
- Other Public Benefits identified by the CRA Board (eg. Transportation alternatives, green space, parking, art installations, etc...)

Property to be improved must be free of all municipal and county liens, judgements or encumbrances of any kind. Upon grant approval, property must remain free of all municipal and county liens, judgements or encumbrances of any kind during the term of the agreement.

Application Cycle

Qualified applicants should contact the CRA to schedule a meeting and must submit a complete application.

561-284-8200 Ext. 8410

CRA@vpsfl.org

- Applications will be accepted beginning on May 1, 2025 through September 30, 2030 and grants will be considered on a first-come, first-served basis.
- Applications may be found online at:
<https://www.vpsfl.org/585/Village-of-Palm-Springs-CRA>

The Economic Development Impact incentive is contingent on funding availability and CRA Board approval, and is not to be construed as an entitlement or right of a property owner or applicant. Properties in the CRA areas are not eligible for Village/CRA funded programs when such funding conflicts with the goals expressed in the CRA Plan.

ECONOMIC IMPACT PROGRAM

Date of Application _____

1. Address of project requesting incentive:

2. Name of Applicant:

Address of Applicant:

Phone:

Fax:

Email:

3. Does the applicant own property? _____ Yes _____ No

If "No" box is checked, when will property be in control (own or long-term lease) of applicant?

Indicate the owning entity of the property (i.e. name on property title)

4. Project Description:

5. Proposed Incentive(s):

6. Estimated Incentive value not to exceed:

Please Check which Incentive Criteria are met and provide details on the use:

___ Is the property located in the Palm Springs CRA?

Location _____

___ Targeted use

Proposed use

___ Increase property value

Estimated Increase in Property Value _____

___ Increases residential base

Number of Residential Units _____

Type of Residential Units (for Sale, Workforce, Student Housing, Employee Housing, etc....) _____

___ Reduction of vacant land

___ Renovation or construction that will spur additional development and private investment

___ Renovation or construction that will have a substantial visual impact

___ Job Creation

Estimated Number of Jobs _____

___ Business(es) that have a Successful Track Record are Involved

___ Project works Hand in Hand with other Major Developments

Detail _____

___ Increased Employment Base

Authorized Representative

Name

Title

Signature

Date

Village of Palm Springs Community Redevelopment Agency

+



RELOCATION/DEVELOPMENT INCENTIVE PROGRAM

Relocation and Development Incentive Program

Intent

The Relocation/Development Incentive program is designed to support difficult redevelopment projects that cannot be accommodated under other CRA programs. Since not all redevelopment obstacles can be anticipated, this program allows the CRA Board the flexibility to choose from a variety of options to facilitate projects that would not happen without assistance at some level.

Objectives

- ✓ To ensure property development continues including rehabilitation and renovation of existing buildings
- ✓ To assist existing businesses or tenants relocating to a more suitable location and allow for re-merchandising of vacated space.
- ✓ To assist property owners in obtaining the highest and best use of vacant and semi-occupied properties
- ✓ To eliminate slum and blighted properties
- ✓ To attract private sector investment into the district using CRA owned property as leverage

Program Types

A. Tenant relocation including incentives and tenant replacement

As the Palm Springs CRA area starts to redevelop, it is important to obtain a desirable mix of merchants.

This program allows the CRA and property owners to cooperatively work with existing businesses and those who wish to locate to the area to create a vibrant area of desired merchants. Commercial corridors are the targeted zones for this activity.

A merchandise mix plan would specify what types of businesses we would like to attract and provide a guideline for real estate brokers, property owners and developers. In some instances property owners might be locked into leases with tenants that are not supporting the goals of the CRA District as a whole. Assistance in relocating the tenant could allow the cooperative termination of the lease.

Property owners should be encouraged to seek specific tenants. They often end up leasing the property to an undesirable type of tenant because they need the rent to meet the debt service for the property. A more desirable type of tenant will be lost because the location they wanted is occupied and the current tenant will not be able to relocate on their own.

▪ Financial assistance relocating tenants

Specific tenants would be targeted for the relocation program. Each relocation would be handled on a case-by-case basis depending on variable factors. Square footage, the feasibility of relocation, required special amenities and the overall extent of the move must be considered when identifying tenants for relocation.

- **Financial assistance for securing new tenants**

It is preferable to secure a new tenant before relocating existing businesses. The most effective way to find a desirable new tenant is to prioritize a specific location.

***NOTE:** Initiating financial assistance for relocation and offering incentives for new tenant attraction provides a powerful tool for managing the merchandise mix in the District. Since the costs and benefits associated with each transaction would vary, it is not recommended to establish a rigid dollar amount per incentive package. Each transaction is handled on a case-by-case basis.*

B. General Incentives for Business Attraction

Some instances won't require the relocation of a tenant. We can take advantage of properties that are already vacant or have the option of expansion or reconfiguring floor space and layout.

- **Incentives to utilize vacant buildings**

Vacant buildings will be targeted with specific types of tenants in mind. The incentive must ensure that the desired type of tenant can locate and begin operation immediately. If the desired use is a restaurant, incentives could translate into build out or amenities related to that particular use.

- **Incentives to utilize vacant lots**

There are currently vacant lots in the District both private and publicly owned. These lots would be targeted to attract tenants that require build to suit spaces or have the option for mixed-use or residential capabilities prior to construction.

- **Incentives to utilize semi-occupied buildings**

Some buildings are occupied on the ground floor only, with vacant space upstairs. Incentives would be applied to attract office or residential use.

C. Property Acquisition Combined with Incentives

Although a cooperative effort with existing property owners is ongoing, many properties will stand empty or dilapidated without further CRA assistance.

- **Acquiring properties with absentee ownership**

These types of properties are very difficult to work on since the landlord is usually not that interested in the fate of the District. They have a tenant and are collecting rent and that is sufficient for the landlord. The properties are usually not well maintained and the tenants are seldom interested in upgrading the property. These properties could be purchased for land assembly, resale, or redevelopment.

- **Acquiring financially troubled/dilapidated properties**

These properties are those that would require extensive rehabilitation with costs that could not be immediately recovered by simple rent collection. The owner either does not have the capital to upgrade the property or is waiting to capitalize on property value increase due to others' redevelopment efforts. These properties would either be purchased or targeted for business incentives.

D. Business/Property Upgrades to further CRA Plan Goals

The Palm Springs CRA has multiple key businesses and properties that enhance the economic vitality of the Palm Springs CRA. The retention of these businesses ensures these properties continue to assist in an increased tax base, to provide jobs for local residents and contribute to the quality of life. The CRA will consider financial assistance toward the enhancement of these key businesses based on the program selection criteria.

Benefits of the Relocation/Development Incentive Program

- Allows the CRA Board flexibility to address a multitude of obstacles under one program
- Increases property values
- Increases tax base and Tax Increment Finance (TIF)
- Improves merchandise mix
- Increases employment base in the District
- Increases residential base
- Reduces or eliminated vacancies
- Increases in square footage of leasable space
- Reduction of vacant land

Funding Sources

Funding initially will be TIF funds. Once plans are completed for the targeted areas, additional funding sources will be required including but not limited to CRA or other revenue sources.

Program Selection Criteria

These projects will be processed on a first-come first-serve basis. Each criterion that is met is worth one point. A minimum of six points must be met to qualify. After analysis, it may be determined that not all projects are feasible even with the Relocation/Development Incentive Program. CRA staff will analyze the project and take the project application to the review committee.

Criteria Includes:

- Business located in the Palm Springs CRA
- Increase property value
- Increase tax base and TIF
- Increases residential base
- Improves merchandise mix
- Increase square footage of leasable space
- Reduction of vacant land
- Renovation or construction that will spur additional development and private investment
- Renovation or construction that will have a substantial visual impact
- Job Creation
- Reduced or eliminated store vacancies
- Businesses that have a successful track record

The Relocation and Development Incentive Program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Community Redevelopment Plan.

RELOCATION and DEVELOPMENT INCENTIVE PROGRAM

Date of Application _____

1. Address of project requesting incentive:

2. Name of Applicant:

Address of Applicant:

Phone:

Fax:

Email:

3. Does the applicant own property? _____ Yes _____ No

If "No" box is checked, when will property be in control (own or long-term lease) of applicant?

Indicate the owning entity of the property (i.e. name on property title)

4. Project Description:

5. Proposed Incentive(s):

6. Estimated Incentive value not to exceed:

Incentive Criteria:

- Is the Business located in the Target Area
- Increased Property Value
- Increased Tax Base and TIF
- Increased Residential Base
- Improved Merchandise Mix

- Increase in Square Footage of Leasable Space
- Reduction of Vacant Land
- Renovation that will Spur Additional Development and Private Investment
- Renovation that will have a Substantial Visual Impact

- Projects that Work Hand in Hand with other Major Developments
- Increased Employment Base
- Reduced or Eliminated Store Vacancies
- Business(es), that due to Their Success, will Attract other Businesses
- Business(es) that have a Successful Track Record are Involved

Authorized Representative

Name

Title

Signature

Date

Application must include the following:

Please read and initial beside each application requirement

Business or property owner must submit an application to the CRA Staff for initial review. At that time the application should include:

- A) _____ A photograph of the property showing the area(s) for improvement.
- B) _____ Conceptual design drawing(s) of the proposed improvements.
- C) _____ Two (2) bids from licensed contractors. The bids must be typed written and contain the following information; contractors license number, name, address, phone number and fax number. Hand written bids will not be accepted.
- D) _____ If this is a tenant improvement, a copy of the lease agreement must be provided.
- E) _____ If applicable, a copy of a valid Business Tax License with the Village of Palm Springs.
- F) _____ The Eligibility/Application Requirements Sheet initialed and signed by applicant.

Please acknowledge the following by initialing by each:

- G) _____ Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the CRA Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- H) _____ Once the application is completed, it will initially be reviewed by CRA Staff within ten (10) business days who will then recommend approval or denial of the application. If additional information is required to finalize the application, additional time will be required for approval process.
- I) _____ If the property is not owned by the applicant, the application must be signed by the property owner authorizing the proposed improvements.

Authorized Representative:

_____ Name

_____ Title

_____ Signature

_____ Date

EXHIBIT A
Community Redevelopment Agency (CRA)
Eligibility and Application Requirements Form

*****Please read and initial beside each application requirement once complete.***

Step 1: Application Process/Requirements

_____ Meet with CRA Staff to determine if the property/business is eligible for a CRA grant.

_____ Complete application and review checklist to ensure all requirements have been met. Incomplete applications will not be accepted. *Please contact CRA Staff with any questions on the application.*

_____ Meet with the Community Development Department to determine that the initial review of the project will be in compliance with the Village of Palm Springs codes subject to final review during the building permit process.

Signature of Planning Staff person

Meeting Date

_____ Provide a photograph of the property showing the area(s) for improvement.

_____ Conceptual design drawing(s) and/or site plan of the proposed improvements. Visual improvements must be shown.

_____ Two (2) bids from licensed contractors. Bids must be typed and contain the following information; contractors license number, name, address, phone number and fax number. Hand written bids will not be accepted.

_____ If this is a tenant improvement, a copy of the lease agreement must be provided.

_____ If applicable, include a list of jobs to be created and filled, including job descriptions, pay range and a weekly schedule. For current businesses, provide a list of all current positions.

_____ If applicable, a copy of a valid Business Tax License with the Village of Palm Springs.

_____ Submit the Eligibility and Application Requirements Form initialed and signed by applicant.

If additional information is required to finalize the application, additional time will be required for approval.

Step 2: Execution of Grant Agreements and Setting up a Financial Account

_____ Following CRA Board approval, CRA Staff will provide the applicant with the following, but not limited to, legal documents for signature. Some documents may be recorded in the public record. Examples of agreements could include:

- Grant Agreements
- Promissory Note
- Mortgage and Security
- Guaranty
- Restrictive Covenant

_____ A Federal W-9 form and Taxpayer Identification form must be provided for financial documentation and reimbursement purposes.

_____ The CRA will require 3 original copies of the Grant Agreement be fully executed. One (1) shall be retained by the applicant.

_____ Upon receipt of the executed legal documents, CRA staff will request a Purchase Order be issued which will allow for reimbursement.

Step 3: Grant Reimbursement Procedures

_____ All grant funded improvements must commence prior to 180 days after CRA Board approval and must be substantially complete within 60 days of the grant expiration. Any request for modification of the Grant Agreement must be submitted not less than 60 days prior to the grant expiration in order to be considered by CRA Staff.

_____ Grant payments are on a reimbursable basis at the completion of the project. All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project as described in the Grant Agreement.

_____ Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in an invoice to the CRA and contain the following information:

- Name as provided in the Grant Agreement
- Address
- Reimbursement amount
- Purchase Order Number
- Certificate of Occupancy and documentation establishing payment by the applicant of the total cost of all the improvements
 - Receipts, invoices, cancelled checks and any other documents the CRA may require as proof of payment.
- Digital photos of the completed project

_____ The CRA will review the grant reimbursement requires within then (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within forty-five (45) days of the payment requires to the Finance Department.

Acknowledgments (Please initial indicating your understanding):

_____ Property to be improved is free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in Palm Springs CRA Master Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

_____ Completed application(s) shall be initially reviewed by CRA Staff within ten (10) business days. If additional information is required to finalize the application, additional time will be required for approval process.

_____ The application must be signed by the property owner authorizing the proposed improvements.

_____ Properties that are sold within twenty-four months of receiving grant funding must repay the full amount if it's the property owner applying for the grant.

_____ I fully understand the Grant Reimbursement Requirements and Procedures as described within this document.

I have read and completely understand the program, including the Eligibility and Application requirements and Grant Reimbursement requirements and procedures.

Applicant Signature

Date

Print Applicant Name

I authorize the improvements as stated in this application:

Property Owner Signature

Date

Print Owner Name

**VILLAGE OF PALM SPRINGS
COMMUNITY REDEVELOPMENT AGENCY**



**SEPTIC TO SEWER CONVERSION
INCENTIVE APPLICATION**

Septic to Sewer Conversion

Intent:

The intent of this program is to provide financial assistance to qualified owners or tenants of properties in the Congress Avenue District of the Palm Springs CRA, for the costs related to the conversion of their current septic system to the Palm Beach County wastewater system, which will continue to improve environmental quality and business vitality along the Congress Avenue corridor.

Funding:

All grants are subject to funding availability.

The Septic to Sewer Conversion Project offers a one-time grant award of up to XX, per parcel, to cover grant eligible expenses to connect to the newly installed Palm Beach County Wastewater system. Funding will be provided as a reimbursement to property owners following the sewer connection and proof of payment to a licensed plumber. The proof of payment must be a cleared bank check, credit/debit card receipt, or copy of a cashier's check.

Eligibility Requirements:

Septic to Sewer Conversion grants are available to all commercial and residential property owners and/or tenants that are located within the Congress Avenue District CRA. All permanent improvements shall require written permission of the property owner, which shall be submitted as part of the grant application. In all cases, the property owner shall be a co-signer to the grant award agreement.

- Grants are for the design and installation of the pipes and systems required to convert the current septic system to the County sewer system.
- Eligible improvements can include the removal of any current septic tank or system as part of the overall project.
- Eligible Improvements include:
 - Permitting Costs
 - Design Fees
 - Installation of sewer lines
 - Connection to main sewer lines
- Due to limited funding, grants will be awarded on a first come, first serve basis. Additional funding may be available in subsequent budget years.
- Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind.

- All work must be done in compliance with applicable Village of Palm Springs Building Codes and Land Development Regulations. All contractors must be licensed in Palm Beach County.
- It is recommended that no construction begin until a Grant Agreement is signed by all parties. Improvements completed prior to CRA staff review will not be eligible.
- CRA Staff will review the application within ten (10) business days of submittal. You will be notified if additional information is required.

Application Cycle

Qualified applicants must submit a complete application packet to:

Palm Springs CRA
226 Cypress Lane
Palm Springs, FL 33461

or

CRA@vpsfl.org

- Applications will be accepted on an ongoing basis and grants will be considered on a first-come, first-served basis.
- Applications may be found online along with a checklist of required documents and forms at:

<https://www.vpsfl.org/585/Village-of-Palm-Springs-CRA>

Process Summary

1. Applicant submits a complete application to the CRA office.
2. CRA staff reviews application for completeness, accuracy and eligibility.
3. Upon approval, the applicant will be notified in writing of the approval of the application.
4. Owner/Tenant received building permit approval.
5. Development is constructed and permit closed
6. Documentation confirmed by receipts and paid invoices for eligible development fees and charges must be provided to staff and confirmation of development occupancy before matching grant funds are released.

EXHIBIT A
Community Redevelopment Agency (CRA)
Eligibility and Application Requirements Form

*****Please read and initial beside each application requirement once complete.***

Step 1: Application Process/Requirements

_____ Meet with CRA Staff to determine if the property/business is eligible for a CRA grant.

_____ Complete application and review checklist to ensure all requirements have been met. Incomplete applications will not be accepted. *Please contact CRA Staff with any questions on the application.*

_____ Provide a photograph of the property showing the area(s) for improvement.

_____ Conceptual design drawing(s) and/or site plan of the proposed improvements. Visual improvements must be shown.

_____ Bid from a licensed plumber. Bids must be typed and contain the following information; plumbers license number, name, address, phone number and fax number. Hand written bids will not be accepted.

_____ If this is a tenant improvement, a copy of the lease agreement must be provided.

_____ If applicable, a copy of a valid Business Tax License with the Village of Palm Springs.

_____ Submit the Eligibility and Application Requirements Form initialed and signed by applicant.

If additional information is required to finalize the application, additional time will be required for approval.

Step 2: Execution of Grant Agreements and Setting up a Financial Account

_____ A Federal W-9 form and Taxpayer Identification form must be provided for financial documentation and reimbursement purposes.

_____ The CRA will require 3 original copies of the Grant Agreement be fully executed. One (1) shall be retained by the applicant.

_____ Upon receipt of the executed legal documents, CRA staff will request a Purchase Order be issued which will allow for reimbursement either to the Property Owner or the Licensed Plumber

Step 3: Grant Reimbursement Procedures

_____ All grant funded improvements must commence prior to 180 days after CRA approval and must be substantially complete within 60 days of the grant expiration. Any request for modification of the Grant Agreement must be submitted not less than 60 days prior to the grant expiration in order to be considered by CRA Staff.

_____ Grant payments are on a reimbursable basis at the completion of the project. All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project.

_____ Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in an invoice to the CRA and contain the following information:

- Name as provided in the Grant Agreement
- Address
- Reimbursement amount
- Purchase Order Number
- Permit and documentation establishing payment by the applicant of the total cost of all the improvements
 - Receipts, invoices, cancelled checks and any other documents the CRA may require as proof of payment.
- Digital photos of the completed project if applicable

_____ The CRA will review the grant reimbursement requires within then (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within forty-five (45) days of the payment requires to the Finance Department.

Acknowledgments (Please initial indicating your understanding):

_____ Property to be improved is free of all municipal and county liens, judgments or encumbrances of any kind.

_____ Completed application(s) shall be initially reviewed by CRA Staff within ten (10) business days. If additional information is required to finalize the application, additional time will be required for approval process.

_____ The application must be signed by the property owner authorizing the proposed improvements.

_____ I fully understand the Grant Reimbursement Requirements and Procedures as described within this document.

I have read and completely understand the program, including the Eligibility and Application requirements and Grant Reimbursement requirements and procedures.

Applicant Signature

Date

Print Applicant Name

I authorize the improvements as stated in this application:

Property Owner Signature

Date

Print Owner Name