QUALIFIED CENSUS TRACT BUSINESS INCENTIVE PROGRAM

City of Oakland Park

QUALIFIED CENSUS TRACT BUSINESS INCENTIVE PROGRAM (QCTBIP)

I. Program Goals:

The City of Oakland Park has expanded its Business Incentive Program (BIP) to promote greater business, attraction, expansion and retention in the city's designated Qualified Census Tracts (QCTs), certain commercial areas bordering QCT 508, and blighted areas of Andrews Avenue adjacent to the CRA that were previously identified as being adjacent to a QCT. These areas are collectively referred to as the "QCTBIP target areas".

The guiding principle behind this program is to provide incentive funding for local businesses in order to increase private investment and spur the redevelopment of commercial properties in and adjacent to the QCTs. Funds available under the BIP program are provided to eligible business owners in the form of a grant and is released to the business on a reimbursement basis for qualified capital expenses.

Projects funded under this program should align with the following goals:

- **Improves the economic condition in the surrounding community**
- **Provides a significant and recognizable aesthetic improvement that meets or exceeds Design Guidelines**
- **Expands the operations of an existing business in or adjacent to the QCTBIP target areas**
- **Supports the relocation of an existing business within the QCTBIP target areas**
- **Supports the opening of a new business in the QCTBIP target areas**
- **Creates jobs in the QCTBIP target areas**

II. Eligibility Criteria

The City of Oakland Park QCTBIP is designed to support business and property owners who seek to complete **significant aesthetic improvements** to the appearance of their business. To be eligible, properties must be located in the QCTBIP target areas. For the purposes of this program, significant aesthetic improvements are defined as projects that improve the design, function, and quality of a property's exterior using architectural treatments, landscaping, lighting, and permanent construction. Aesthetic Improvements should work to improve the look of both the subject property and the surrounding area.

- Any *new* or *existing* business incentive program project located within QCTBIP target areas as depicted in Exhibit "A".

- Must be a commercial, for-profit business (does not include multi-family residential buildings)

- Applying business must provide a 1 to 1 match of total grant amount. Maximum

grant amount is $ 20,000.

- Grant funds must be used for permanent exterior improvements.
- Funds must be used for renovation, new construction, addition, or improvement of a building or structure.
- No more than one grant shall be awarded to the same business entity, address, and/or folio number within a three-year period.
- Exceptions may be considered for multi-tenant shopping plazas, warehouses, and or similar multi-folio properties.
- The City reserves the right to deny applications for uses that do not align with program goals.
- The City reserves the right to award less funding than requested by the applicant.

III. Required Documentation

Every application package must include the following items before it is processed and considered. The City reserves the right to deny any applicant who does not provide the required documentation.

- Signed and completed application form to include:
    - The last 3 years of financials.
        - P & L statement, or
        - Tax returns and bank statements

      (For new businesses, minimum 3-year projected financials, credit report and resumes of principals can be substituted.)
    - Current Oakland Park Business License (for existing businesses)
    - Executive Summary, including a narrative describing the business, its operations, and its business principles.
    - Confirmation that property is free of all county and municipal liens and judgments.
    - Confirmation that all ad-valorem taxes and municipal utility payments are current.
    - Narrative description of entire project being undertaken, including sources of financing and proof of funds.

- Detailed sketch or rendering of proposed improvements
- Detailed Floor plan showing proposed improvements (if applicable)
- Photograph of existing property condition.
- Detailed budget for entire project with a detailed breakdown of exterior improvements for which reimbursement is being requested from Program.
- A completed contract with a licensed contractor showing the full scope and cost of the project and quote from a secondary licensed contractor.
- Warranty Deed showing Applicant as the owner of the property (Warranty Deed) or;
- Copy of lease agreement if applicable, with at least two years remaining on lease and a notarized letter from the property owner providing permission to make the improvements noted in the application.

IV. Eligible Expenses

Expenses concerning exterior improvements will be considered for funding. These expenses include, but are not limited to:

- Brick or textured pavement
- Demolition and construction for new entrances or exits
- Awnings (including the removal of old awnings)
- New doors or replacements
- Removal of deteriorated building materials such as plywood, metal or stucco
- Landscaping expenses – installation, material purchases, irrigation
- Exterior repair, stucco and painting
- Exterior window upgrades
- Costs associated with installation and improvement of parking, driveways, sidewalks
- Exterior lighting and related electrical work
- Exterior signage

V. Ineligible Expenses

The following items are examples of what will not be considered for funding by the Program:

- Interior improvements
- Work performed that is not consistent with the Design Guidelines for the City pursuant to the City's Land Use and Development Regulations
- Sweat equity (i.e.: reimbursement for applicants own labor in performance of renovation work or new construction)
- Improvements as required under a code violation from City or County
- General maintenance
- Business payroll
- Purchases of equipment, inventory, furnishings, decorations or supplies (non-fixed improvements)
- Fees, site design, interior design, architecture, engineering, permitting
- Purchase of real property
- Rent, lease or mortgage payments
- HVAC repair and/or replacement
- Security system repair and/or replacement
- Roof repair, replacement or other roof modifications

VI. Grant Award Criteria

The following are items that City Staff will review to make a determination of grant recommendation. The City reserves the right to request additional or clarifying information based upon review of initial application package.

✓ *Sound Financial Standing*

- Applicant's P & L statements should show:
  - A steady increase in revenue;
  - Expenses that remain flat, or in-line with revenue growth;
  - A low debt to asset ratio
  - Positive long term growth year over year

✓ *Compliance with Local Government Requirements*

- Business (and property) must be *current on their taxes and Business Tax Receipt* (and Certificate of Use)
- Business (and property) *must not have open Code Violation cases or outstanding Code liens, or outstanding City of Oakland Park Utility bills*

✓ *Job creation or retention*

- Applicant must state the number of new jobs being created or retained as a result of the improvements being undertaken with grant funds

✓ *Compatibility with development plan(s) and guidelines*

- *The project provides a* ***significant and recognizable aesthetic improvement***

✓ *The visual impact of the project on the area*.

✓ *The value of private resources invested in the project*.

✓ *The beneficial impact the completion of the proposed project will have on the surrounding area. Does the project:*

- Improve merchandise mix
- Increase square footage of leasable space
- Results in the reduction of vacant land
- Have the potential to spur additional development and private investment
- Create Jobs
- Support the expansion or relocation of an existing Oakland Park business into the QCTBIP target areas
- Provides a significant and recognizable aesthetic improvement
- Support the opening of a new business in the QCTBIP target areas

✓ Funding & Application Process

⇒ The Business(es) will complete an application package containing all required documentation.

⇒ City Staff will review application for completeness; only complete applications will be accepted and processed (incomplete applications will be returned to the applicant noting missing items), staff will make three attempts to obtain missing information from applicants. After three attempts the applicant will be notified that their application has been denied for lack of information and they will have to reapply for the program. The applicant will not be able to reapply for a period of six months.

⇒ Business Incentive Program Application review will be done by the City staff or third-party consultant. Applications deemed viable for approval will be advanced to City Commission, supported by Staff recommendation. Prior to the application being formally placed on the City Commission Meeting Agenda, the applicant will be required to review the Grant Agreement, along with related documents (these include a Certification of Use of Funds; this Certification-to be signed by business owner-will be the owner attesting to the fact that grant funds were used for approved purposed outlined in their BIP application) **the applicant will be required to fully execute all grant agreements before the item is placed on the Board agenda.**

⇒ Once the Grant Agreement is executed by the City, Grant funds will be disbursed to business on a reimbursement basis. Grant funds will not be disbursed for work done prior to City Commission approval. The business may seek reimbursement when work is 100% completed.

⇒ **QCTBIP target areas depicted in Exhibit "A"**

Up to $20,000 (with a required applicant match of 1 to 1)

Ex. Business applies for a grant of $20,000 to complete a project. With matching requirement of 1 to 1, total investment must be $40,000+. Approved funding will be dependent on the Grant Award Criteria.

I. Program Selection Criteria

These projects will be processed on a first-come first-serve basis. Each criterion listed below that is met by the project is worth one point except for applicants who create greater than 5 jobs, which will be worth two points. **A minimum of four points** must be met to qualify, Staff will analyze the project and those that qualify and are recommended by staff will be presented to the City Commission for approval.

Criteria Includes:

____Increases tax base
____Improves merchandise mix
____Increases square footage and or marketability of leasable space
____Results in the reduction of vacant land
____Project is expected to spur additional development and private investment
____Project will have a substantial visual impact that meets or exceeds Design Guidelines
____Project exceeds the required 1 to 1 match
____Project is expected to create 1- 5 jobs
____Project is expected to create 5+ jobs (***worth two points***)
____Results in the reduction of store vacancies
____Sound financial standing

Should an applicant choose to engage the services of an agent (individual or company) to assist/represent applicant in this aspect of the process, the expenses for the agent's service will be borne by the applicant. Such expenses are not reimbursable under the terms of any of the City's incentive programs. City funds cannot be applied to services other than the project improvements as presented and approved by the City Commission.

The Business Incentive Program benefits are contingent upon funding availability and City Commission approval and are not to be construed as an entitlement or right of a property owner or applicant. Businesses in the QCTBIP target areas are not eligible for City funded programs when award of such funding conflicts with the Program Goals.

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- Properties listed for sale may not apply. Properties sold or lease holders who close or relocate their businesses within twenty-four months of receiving grant funding **must repay the full amount**.

- Prior to application submittal, a preliminary review of proposed renovations to property must be completed by the City and the Planning and Zoning Division via a preapplication meeting coordinated through the Community and Economic Development Department.

- Applicant must submit all application documentation within 90 days of the preliminary review of proposed renovations by City Staff and Planning and Zoning Division.

- Prior to consideration by the City Commission, City Staff will provide the applicant with a Grant Agreement for signature. Improvements completed prior to approval by the City Commission, are not eligible for reimbursement.

- If deemed necessary, the City reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the applicant.

- If your site plan or application request includes landscaping, the landscaping must be a species and variety of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of Oakland Park, consistent with the City of Oakland Park Landscape and Streetscape Design Standards. Irrigation systems must prevent overspray and water waste and it is recommended a drip irrigation system be installed.

- 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 City Commission if development plans for said property meets the goals and objectives as set forth by the City. 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.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

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Applicant Signature

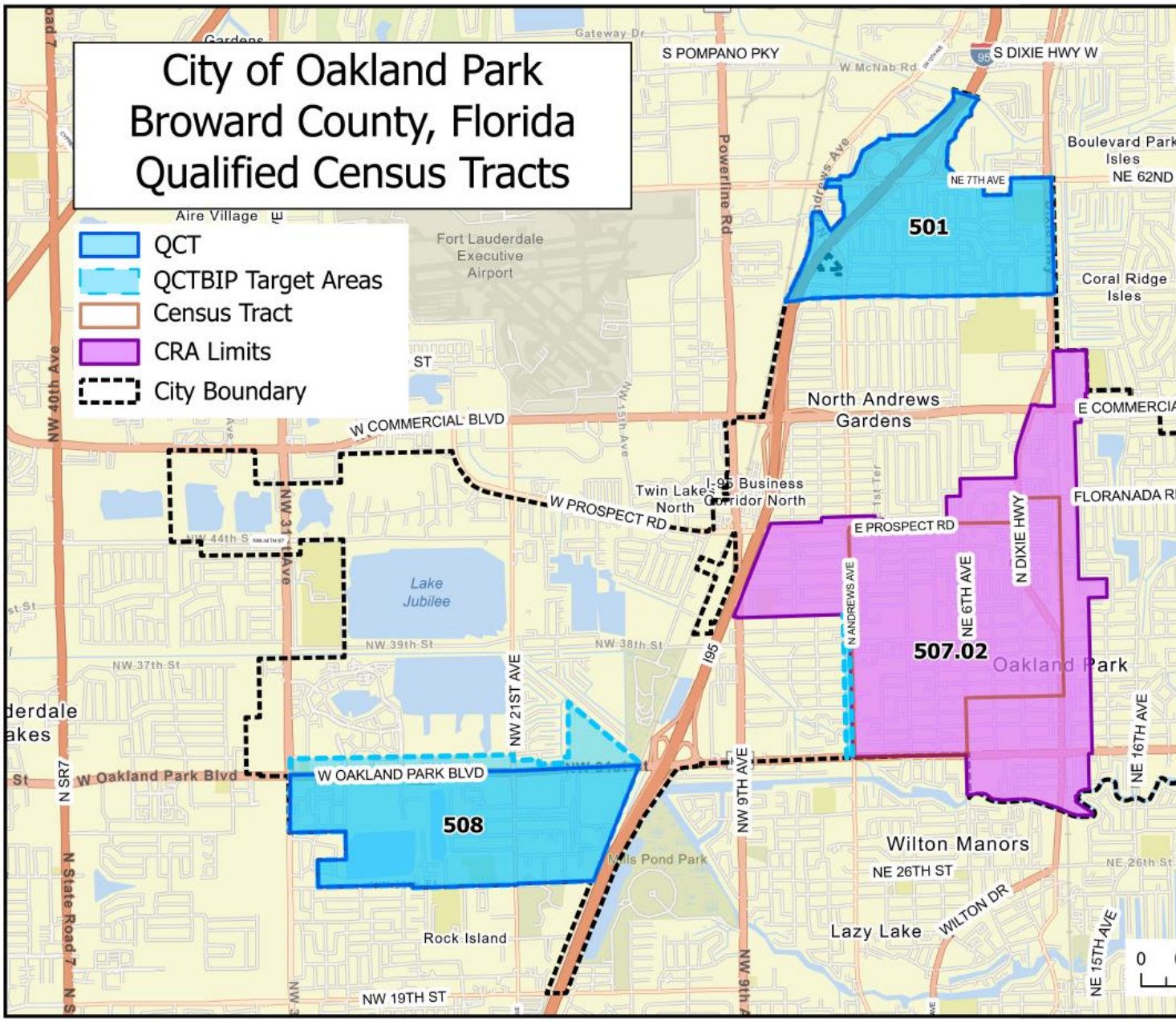
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Property Owner

EXHIBIT “A”

QCTBIP Target Area Maps

Updated December 29, 2025


City of Oakland Park
Broward County, Florida
Qualified Census Tracts
QCT
QCTBIP Target Areas
Census Tract
CRA Limits
City Boundary
501
507.02
508
S POMPANO PKY
S DIXIE HWY W
W McNab Rd
Powerline Rd
NE 7TH AVE
Boulevard Park Isles
NE 62ND
Coral Ridge Isles
Fort Lauderdale Executive Airport
North Andrews Gardens
E COMMERCIAL
W COMMERCIAL BLVD
W PROSPECT RD
E PROSPECT RD
FLORANADA
N DIXIE HWY
NE 6TH AVE
N ANDREWS AVE
Twin Lakes North
Business Corridor North
Lake Jubilee
NW 40th Ave
NW 31st Ave
NW 21ST AVE
NW 15th Ave
NW 39th St
NW 38th St
NW 37th St
NW 44th S
W Oakland Park Blvd
W OAKLAND PARK BLVD
N SR7
N State Road 7
NW 9TH AVE
NW 19TH ST
Mills Pond Park
Rock Island
Wilton Manors
NE 26TH ST
Lazy Lake
WILTON DR
NE 16TH AVE
NE 15TH AVE
Oakland Park
I-95
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