



HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY CONSTRUCTION BUSINESS ASSISTANCE LOAN PROGRAM (CBALP)

About the Program

The Construction Business Assistance Loan Program (CBALP) is a temporary economic stabilization initiative established by the Hallandale Beach Community Redevelopment Agency (HBCRA) to assist existing businesses located within District 8 that may experience financial hardship during the construction of the NE 1st Avenue Streetscape Improvement Project.

The NE 1st Avenue Streetscape Improvements represent a significant public investment intended to enhance pedestrian safety, mobility, accessibility, infrastructure resilience, and the overall economic vitality of the District 8 corridor. While the project will deliver substantial long-term benefits to the community, construction activities may create temporary operational challenges for existing businesses including reduced visibility, limited parking availability, altered traffic patterns, and decreased customer access.

The CBALP is designed to mitigate these temporary impacts by providing forgivable loan assistance to eligible businesses for operational stabilization and business continuity during active construction phases.

Through this program, the HBCRA may provide a one-time forgivable loan not to exceed Twenty Thousand Dollars (\$20,000) to qualifying businesses located within the defined construction impact area of District 8. This assistance is intended as a one-time funding opportunity and will be awarded on a first-come, first-served basis, subject to the availability of program funds.

The loan shall be forgiven over a two (2) year compliance period, with fifty percent (50%) forgiven annually, provided the business remains open, operational, and in compliance with all program requirements.

This program serves as a business retention and economic stabilization strategy intended to:

- Prevent business displacement
- Maintain commercial occupancy
- Preserve employment opportunities
- Sustain economic activity within District 8
- Protect the public investment associated with the NE 1st Avenue Streetscape Improvements

The CBALP aligns with the authority granted to Community Redevelopment Agencies under Florida Statutes Chapter 163, Part III, which authorizes redevelopment agencies to implement programs that eliminate blight, promote economic development, and strengthen business activity within designated redevelopment areas.

The Hallandale Beach Community Redevelopment Area will be known as a welcoming, safe, progressive, innovative, business-friendly, and diverse community, where existing businesses are supported and empowered to thrive throughout the redevelopment process.

Eligible Area:

The CBALP is limited exclusively to businesses located within the District 8 redevelopment corridor along NE 1st Avenue, specifically:

NE 1st Avenue, from Hallandale Beach Boulevard to NE 5th Street



Eligibility is restricted to businesses located within verified construction impact zones during active phases of the streetscape project, as determined by HBCRA staff.

Eligible Properties: Eligible properties include all commercial buildings (containing retail or commercial space) located within the District 8 corridor of the Hallandale Beach Community Redevelopment Area, specifically those occupied by established, operating businesses with a verifiable business address within the defined construction impact area. Eligible businesses must be currently open and providing goods or services to the public and must be permitted by applicable land use regulations or approved conditional uses. New businesses, new office uses, or businesses that have not previously operated at the location prior to the commencement of construction activities are not eligible for participation in this program. Eligibility shall be limited to businesses that were operating prior to the start of the NE 1st Avenue Streetscape Improvement Project and that can demonstrate a valid and active business presence within District 8.

Qualified Retail includes:

- Restaurant/food service - family-oriented restaurant, ice cream shop, coffee shop, micro-brewery, fish market
- Merchandise retail - clothing store, newspaper/magazine stand, florist, general merchandise store
- Service retail - grocery store, drug store, dry cleaner; bank/credit union
- Destination retail
- Specialty Retail Store
- Professional services
- Small theatre (movies and live performances)
- Fitness facility
- Co-working spaces
- Performing/creative arts – gallery, studio, arts-oriented business and
- Other uses as approved.

Eligible Project Costs: Eligible project costs may include expenditures that support business continuity, operational stability, and customer retention during construction-related disruption. These costs may include, but are not limited to:

- Inventory required for ongoing business operations.
- Employee retention support, including limited workforce stabilization assistance intended to help businesses retain existing employees during periods of construction-related disruption affecting normal business operations, subject to documentation and approval by HBCRA staff.
- Marketing or customer outreach efforts designed to maintain business visibility during construction.

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The provision of financial assistance for business operational stability, inventory, and limited employee retention support is consistent with the authority granted under Florida Statutes Chapter 163, Part III (Community Redevelopment Act), which authorizes Community Redevelopment Agencies to implement programs that encourage economic development, support existing businesses, prevent commercial decline and vacancy, and eliminate conditions of blight within designated redevelopment areas.

Automatic Disqualifications

The following conditions will result in automatic disqualification from the Construction Business Assistance Loan Program (CBALP):

- a. It is determined that the application does not meet the spirit, intent, and/or legal requirements of the program.
- b. A prior grant awarded to the applicant was rescinded by the HBCRA due to non-compliance or misrepresentation.
- c. The applicant is currently engaged in litigation against the HBCRA and/or the City of Hallandale Beach or has threatened legal action against either entity.
- d. The applicant fails to demonstrate documented revenue decline of at least twenty percent (20%) attributable to construction-related impacts during the applicable construction phase when compared to the business's average revenue during the six (6) months preceding the commencement of construction.
- e. The business is not open and operational to the public during the requested period of assistance.
- f. The applicant does not hold a valid executed lease agreement with a minimum of four (4) years remaining at the time of application.
- g. The business or property has outstanding municipal liens, judgments, or other legal encumbrances that remain unresolved at the time of application or during the assistance period.
- h. Businesses or properties with outstanding code violations at the time of application shall be automatically disqualified. The CBALP is not intended to mitigate, resolve, or subsidize code enforcement violations or compliance issues.
- i. Religious organizations or properties being used primarily for religious purposes, as well as schools and other tax-exempt non-profit organizations, shall not be considered eligible for funding unless determined otherwise by the HBCRA in accordance with applicable laws.
- j. The applicant has defaulted on any prior grant agreement, contractual obligation, or financial commitment with the HBCRA or the City of Hallandale Beach.
- k. The applicant cannot demonstrate that their business is located within the defined construction impact zone during an active construction phase verified by HBCRA staff.
- l. The business is not a qualified retail or service business that requires foot traffic for operations.
- m. Submission of incomplete, inaccurate, or misleading information as part of the application process.
- n. The business was established or relocated to the District 8 corridor after the commencement of the NE 1st Avenue Streetscape Improvement Project and therefore cannot demonstrate an established operating history prior to construction impacts.

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- o. The applicant has received funding from another HBCRA program for the same project or eligible costs being requested under the CBALP Program. The HBCRA will not provide duplicate funding for the same expenses.
- p. The applicant acknowledges that if the business ceases operations, relocates outside of the District 8 redevelopment area, transfers ownership, or otherwise fails to maintain active business operations at the approved location prior to completion of the four (4) year loan forgiveness period, the remaining unforgiven balance of the loan shall become immediately due and payable to the HBCRA in accordance with the terms of the CBALP Forgivable Loan Agreement.

The HBCRA reserves the right to conduct periodic monitoring, including site visits and verification of continued business operations, to ensure compliance with the CBALP requirements.

Basis/Limits of Benefits:

Eligible applicants must provide evidence of a valid executed lease agreement for the business location within the District 8 corridor, demonstrating that the business has legal authorization to operate at the property. The lease term must be sufficient to cover the compliance period of the forgivable loan, or the applicant must provide written assurance of continued tenancy acceptable to the HBCRA.

Upon verification of eligibility and approval of the application, the HBCRA may provide a forgivable loan not to exceed Twenty Thousand Dollars (\$20,000) per eligible business. The loan is intended to provide financial stabilization assistance to businesses impacted by construction activities associated with the NE 1st Avenue Streetscape Improvement Project.

The loan shall be forgiven over a two (2) year compliance period, with fifty percent (50%) of the loan amount forgiven annually, provided that the business remains open and operational within the District 8 redevelopment area, maintains all required licenses including a valid Business Tax Receipt (BTR), and complies with all terms and conditions outlined in the HBCRA Forgivable Loan Agreement.

If the business ceases operations, relocates outside the eligible District 8 area, transfers ownership without prior HBCRA approval, or otherwise fails to comply with the terms of the program during the compliance period, the remaining unforgiven balance of the loan shall become immediately due and payable to the HBCRA.

Funding through this program is subject to availability and approval by the HBCRA and does not constitute an entitlement or guarantee of financial assistance.

Step 1: Application Process

- a. Schedule an appointment with HBCRA staff to discuss a potential project and make sure it meets Program intent. Please call (954)457-2228.
- b. Completed applications must be submitted **in person** to the HBCRA office. Applications will not be accepted via email or mail. A non-refundable application fee of **\$250.00** must be submitted with the completed application and made payable to the City of Hallandale Beach Community Redevelopment Agency. Incomplete applications will not be considered until a complete application and all required supporting documentation have been received by the HBCRA.
- c. **Applications must be signed by the owner of the property of record; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner unless otherwise authorized, in writing, by the property owner.**
- d. Applicants must submit **one (1) original hard copy and one (1) electronic copy** of the completed application along with all required supporting documentation. Applications will be reviewed on a first-come, first-served basis, subject to available program funding.

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- e. Submission of an application **does not guarantee funding**. Funding is subject to eligibility, availability of program funds, and approval by the HBCRA Executive Director.
- f. HBCRA will complete the application review within thirty (30) business days of receipt and will notify Applicants of any additional information required to assess the eligibility of the applicant.
- g. Upon determination of completeness and eligibility, HBCRA Staff will review the application and prepare a recommendation for approval or denial by the HBCRA Executive Team. Applications approved through this administrative process will not require consideration by the HBCRA Board.
- h. Applicants who are approved must execute a Program Agreement with the HBCRA. The agreement must be fully executed within thirty (30) days of approval and will serve as the Notice to Proceed. Any required legal documents, including a Declaration of Restrictive Covenants, must also be executed and recorded as required.
- i. Applicants not approved may apply again with modifications.

Step 2: Construction/Payment & Site Visits by the HBCRA:

- a. The Construction Business Assistance Loan Program (CBALP) forgivable loan agreement is between the HBCRA and the Applicant. The HBCRA will not make payments directly to the contractor/vendor.
- b. The agreement will outline the terms and conditions of the forgivable loan, including the compliance requirements and forgiveness schedule.
- c. The HBCRA will issue loan funds directly to the approved applicant after verification of eligible project costs and documentation. The HBCRA will not issue payments directly to vendors, contractors, employees, or third parties.
- d. Applicants must provide a release from their contractor in consideration of final payment (if applicable).
- e. HBCRA staff may conduct site visits before, during, and after the project period to verify the status of the business operations and ensure compliance with program requirements. Staff may also photograph the business location as part of the program documentation process.
- f. HBCRA staff may conduct periodic monitoring throughout the loan term to verify continued compliance with program requirements. Monitoring may include site visits, verification of active business operations, review of required licenses, and confirmation that the business remains located within the eligible District 8 redevelopment area.
- g. The recipient must maintain active business operations within the District 8 redevelopment area for the duration of the four (4) year loan forgiveness period. The business must remain open to the public and maintain all required licenses, including a valid Hallandale Beach Business Tax Receipt (BTR).
- h. The CBALP loan shall be forgiven over a four (4) year compliance period, with twenty-five percent (25%) of the loan amount forgiven annually, provided that the business remains in compliance with the terms of the Program Agreement and continues operating within the District 8 corridor.
- i. If the business closes, relocates outside the eligible District 8 area, transfers ownership without HBCRA approval, or fails to comply with the terms of the Program Agreement during the compliance period, the remaining unforgiven loan balance shall become immediately due and payable to the HBCRA.
- j. Recipients of CBALP funding must maintain records related to the use of loan funds for a minimum period of five (5) years and must make such records available to the HBCRA upon request for program compliance and auditing purposes.

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PLEASE READ THE FOLLOWING PRIOR TO THE APPLICATION SUBMITTAL

- The application must include **all** the following items (if applicable): Photographs of the current condition of site and structures; architectural renderings of proposed façade improvements in color; a detailed outline of all proposed improvements with a cost estimate, and a Flash drive or other electronic device containing copies of all required documents. If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing the location of work shall also be required.
- Owners of properties that are for sale may not apply for loan funding. Properties sold within twenty-four months of receiving loan funding **must repay the full loan amount**.
- For properties that are sold, transferred, or have a change of use within twenty-four months of receiving grant funding, the Applicant must repay the full amount of the program grant. A Declaration of Restrictive Covenants shall be recorded by the HBCRA against the property in order to secure the HBCRA's right of repayment.
- If a property has already received funding in previous years, the Applicant may not reapply for the Program or any other grant program administered by the HBCRA for a period of 5 years unless approved on a case-by-case basis by the HBCRA Executive Team if recommended by staff.
- If deemed necessary, the HBCRA reserves the right to have the application and its contents evaluated and analyzed by an outside third party, including but not limited to the proposed business plan, 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.
- The HBCRA will provide the Applicant with an approved Forgivable Loan Agreement and legal documents for signature. The Agreement must be signed within 30 days from application approval.
- Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments, and encumbrances of any kind. This provision can be waived by the HBCRA Board if development plans for the property meet the goals and objectives as set forth by the HBCRA. Upon loan approval, the property must remain free of all municipal and county liens, judgments, or encumbrances of any kind under the terms of the agreement.

SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING

It is the responsibility of the Applicant to READ AND UNDERSTAND all aspects of the Forgivable Loan Program's Rules/Requirements and Application. NOTICE TO THIRD PARTIES: The Forgivable loan application does not create any rights for any parties, including parties that performed work on the project. Nor shall the issuance of any funds result in any obligation on the part of the HBCRA to any third party. The HBCRA is not required to verify that entities that have contracted with the Applicant have been paid in full, or that such entities have been paid any subcontractors in full. Applicant's warranty that all bills related to the Project for which the Applicant is directly responsible is sufficient assurance for the HBCRA to award loan funding.

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

Signature

Date _____

Printed Name and Title

Initial _____



BUSINESS

**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY
CONSTRUCTION BUSINESS ASSISTANCE LOAN PROGRAM (CBALP)**

Date of Application _____

1. Business Information

Business Name: _____

Business Address (District 8 Location): _____

Mailing Address (if different): _____

Phone: _____

Email: _____

Website (if applicable): _____

2. Applicant Information

Name of Applicant / Authorized Representative: _____

Title: _____

Phone: _____

Email: _____

3. Business Information

Type of Business (check one):

- Restaurant / Food Service
- Retail
- Personal Services
- Professional Services
- Arts / Cultural Business
- Other (please specify): _____

Year Business Established: _____

Number of Employees: _____

4. Business Tax Receipt (BTR)

Please provide the following:

- Copy of current Hallandale Beach Business Tax Receipt
- Copy of previous year's Hallandale Beach Business Tax Receipt



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BTR Number: _____

5. Property Information

Does the applicant own the property?

- Yes
- No

If no, please provide the name of the property owner:

Landlord Contact Information (if applicable):

Name: _____

Phone: _____

Email: _____

6. Description of Business Impact

Briefly describe how the NE 1st Avenue Streetscape Improvement Project construction activities have impacted your business operations. (Detailed letter will also need to be submitted)

7. Description of Proposed Use of Loan Funds

Please describe how CBALP funds will be used to support business stabilization and operations during construction.

8. Project Cost Summary

Total Project Cost: _____

Total CBALP Loan Request (Maximum \$20,000): _____



9. Applicant Certification

By signing below, the applicant certifies that all information provided in this application is true and accurate and acknowledges that submission of an application does not guarantee funding.

The applicant further acknowledges that CBALP funds must be used solely for eligible project costs approved by the HBCRA and agrees to comply with all program requirements.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Authorized Representative (Property Owner or Agent):

Signature

Date

Print Name and Title

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**If application is signed by authorized agent, please provide proof through a notarized letter, articles of incorporation or some other form acceptable to HBCRA legal counsel.*



CONSTRUCTION BUSINESS ASSISTANCE LOAN PROGRAM (CBALP)

- One (1) hard copy and one (1) electronic copy of the completed application with a check for \$250.00 made payable to the City of Hallandale Beach CRA.
- Copy Authorized Agent letter (or other documentation) if Applicant is not the owner.
- Proof of business address within the District 8 construction impact area.
- Photographs of the current condition of the site and structures.
- Architectural renderings of proposed property improvements in color.
- Copy of multi-year executed lease agreement.
- Copy of Business Tax Receipt.
- Copy of previous year's Business Tax Receipt.
- Copy of property insurance for business or building.
- Statement describing construction-related impacts to the business.
- Documentation demonstrating revenue decline due to construction impacts (POS reports, sales reports, financial statements, etc.).
- Description of how CBALP funds will be used.
- Copies of quotes, invoices, or cost estimates for proposed eligible expenses.
- Proof that the business is currently open and operating to the public.
- Applicant acknowledges that the property to be improved does not have any delinquent ad valorem taxes and is free of all municipal and county liens, judgments and encumbrances of any kind.
- Applicant acknowledges that properties that are sold within twenty-four months of receiving funding must repay the full amount of the loan and that the applicant shall be required to execute a Grant Guarantee Agreement with the HBCRA in order to secure the right of repayment and as a condition of receiving program funding.



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Once an application has been approved by the HBCRA Executive Director, the following shall be required

- Both the HBCRA Construction Assistance Business Forgivable Loan Program Application and Program Agreement have been signed.
- Vendor registration with the City of Hallandale Beach
- Completed W-9 Form for payee

Applicant Acknowledgement

I have read and understand the program requirements of the Construction Assistance Business Loan (CABL) Program and acknowledge that submission of this application does not guarantee funding.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

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