

LEASE SUBSIDY GRANT PROGRAM

I. STATEMENT OF PURPOSE

The purpose of the Lease Subsidy Grant Program is to provide incentives in the form of matching grants to encourage the relocation of businesses to targeted areas within the City of Daytona Beach Community Redevelopment Areas. The intent of the program is to increase the occupancy rates of commercial buildings with the redevelopment areas. The program assists retail merchants, restaurants, and professional offices with costs related to leasing buildings within the redevelopment areas.

II. ELIGIBILITY

Any new business locating, or existing business relocating, into targeted areas of the City of Daytona Beach Community Redevelopment Areas are eligible to apply for assistance. Generally, the following are targeted areas:

1. Downtown Redevelopment Area: Beach Street Shopping District (Retail & Restaurants)
2. Main Street Redevelopment Area: E-Zone (Retail & Restaurants)
3. Midtown Redevelopment Area: MMB & MLK Corridor (Retail & Restaurants)

In addition the business should meet the criteria for targeted businesses within those areas as part of the strategy recommended by the applicable Redevelopment Advisory Board.

III. PROJECT FUNDING

The projects will be funded with available funds from the applicable Redevelopment Trust Fund based on the following limits:

A. Funding

Eligible projects may receive awards of up to one (1) year rent for a minimum two year lease with no single grant exceeding \$6,000.

B. Limit on Allocation of Funds

Rental subsidies may be approved for one-third of the business's monthly rent, up to a maximum of \$500/month. Subsidy payments will be paid in monthly installments for a maximum of twelve (12) consecutive months during the first 18 months of a business's operation. The total subsidy amount will not exceed \$6,000 per business. Properties with multiple tenant space may apply for funding based on individual tenant spaces. There is a two year limit between tenants. An individual business may receive the funding one time.

C. Disbursement

Grants will be awarded on a first come, first serve basis. In order to insure that funds are provided, improvements to be made under this grant program must be initiated and completed within ninety (90) days after submitting the grant application.

IV. PROGRAM ADMINISTRATION

The Redevelopment Staff is responsible for the management of the program. The program is subject to overall policy direction and general oversight by the Daytona Beach Community Redevelopment Agency.

Grants will be administered following the City's purchasing policies. The Redevelopment staff will receive and process recommendations for approval. Redevelopment staff will work with the grant applicant to ensure the applications comply with the codes and ordinances of the City of Daytona Beach.

A. Application Process

1. Applicant (owner/lessee) contacts Redevelopment staff for a Grant Application. If the applicant is the lessee, written consent of the owner should be attached to the application.
2. Redevelopment staff discusses the process, including permitting needs, with the business owner.
3. Business Owner provides a detailed outline of the proposed business. This will include:
 - a. Copy of executed multi-year commercial lease
 - b. Business plan, including executive summary and three-year financial projections of revenues and expenses
 - c. 3-year historical financials (for existing businesses only)
4. Redevelopment staff reviews the project to ensure compliance with program guidelines.
5. Redevelopment staff informs applicant of funding decisions.
6. Applicant acquires applicable permits, including Occupational License from Permits & Licensing Division.
7. Permits & Licensing Division issues Occupational License.
8. Redevelopment staff inspects project to determine compliance with guidelines and issues a request for payment to property owner.

B. Grant award criteria:

Grant awards will be based on the following criteria:

1. Business must be located within designated targeted areas.
2. In order to qualify for funding, the applicant must be one of the following:
 - a. New business venture
 - b. Existing business relocating to a redevelopment area
 - c. Existing business opening an additional location
 - d. Existing Businesses are defined as being in operation for more than six months at the time of application.
 - e. New Business venture is defined as a company in operation for less than six months.

*Daytona Beach Community Redevelopment Agency
Lease Subsidy Grant Program*

3. Business must have an executed multi-year lease (2-year minimum) for the new location in the eligibility area.
4. The lease may not exceed \$15 per sq. ft.
5. The business must be a targeted business listed in the targeted area strategy.
6. The business must have business hours that conform to the general business hours of the targeted area.
7. Business must be properly licensed and approved by the City of Daytona Beach.
8. The business and business owner does not owe the City money.
9. The property where business is located has a taxable value (property owner pays ad valorem taxes)

ATTACHMENT: TARGETED BUSINESSES

DOWNTOWN REDEVELOPMENT AREA

Retail / Restaurant

Attract businesses that serve the needs of the following customer base:

- ❖ Halifax Region residents that have \$50,000+ household income with professional occupations, generally empty-nester or retired.
- ❖ Office Workers – business lunch or business services
- ❖ Local Downtown Residents – neighborhood services

Beach Street: *Unique Shopping – Restaurant Row – Cultural Attractions*

- Unique Shopping, including, but not limited to:
 - Home Décor / Home Gifts
 - Jewelers
 - Art & Music Galleries
 - Stationary & Flower shops
 - Clothing & Apparel (Professional / Upscale Men's & Women's)
 - Sporting Goods (Bicycle / Outdoor / Golf)
 - Book Stores
 - Wine / Cigar Shops
- Restaurant Row, including, but not limited to:
 - Full Service Restaurant (Lunch / Dinner)
 - Coffee Shops
 - Sandwich Shops
 - Ice Cream Shops
- Neighborhood Services, including, but not limited to:
 - Grocery / Food Market
 - Dry-Cleaner
 - Nutritional Shop

MAIN STREET REDEVELOPMENT AREA

Tourist Related Business

Attract businesses that serve the needs of tourists:

- Shopping, including, but not limited to:
 - Art & Music Galleries
 - Book Stores
 - Clothing & Apparel (Professional / Upscale Men's & Women's/ Children / Teen)
 - Sporting Goods – Beach Related
- Restaurants, including, but not limited to:
 - Restaurants
 - Coffee Shops
 - Sandwich Shops
 - Ice Cream Shops

MIDTOWN REDEVELOPMENT AREA

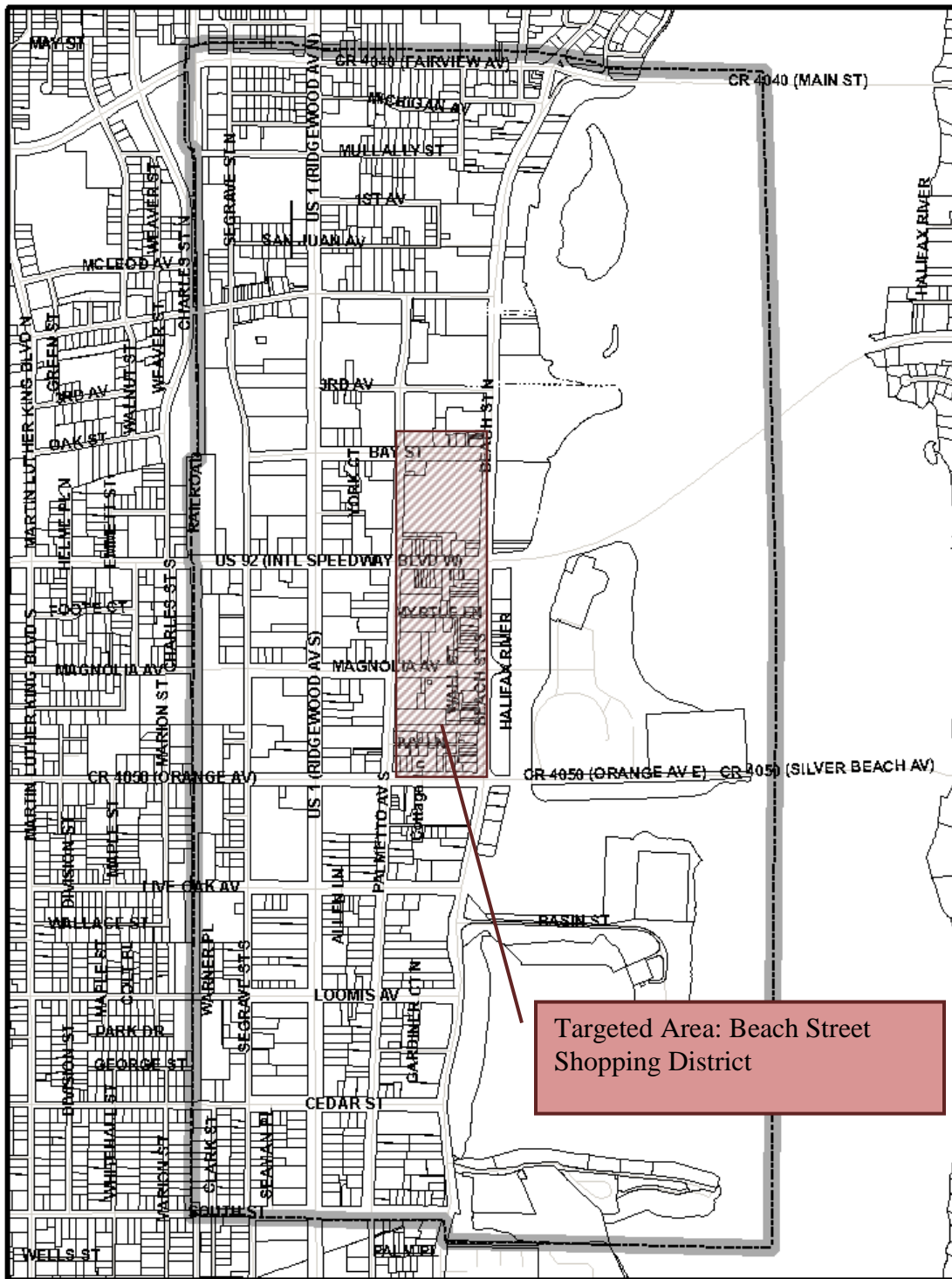
Retail / Restaurant

Attract businesses that serve the needs of local residents in Midtown area.

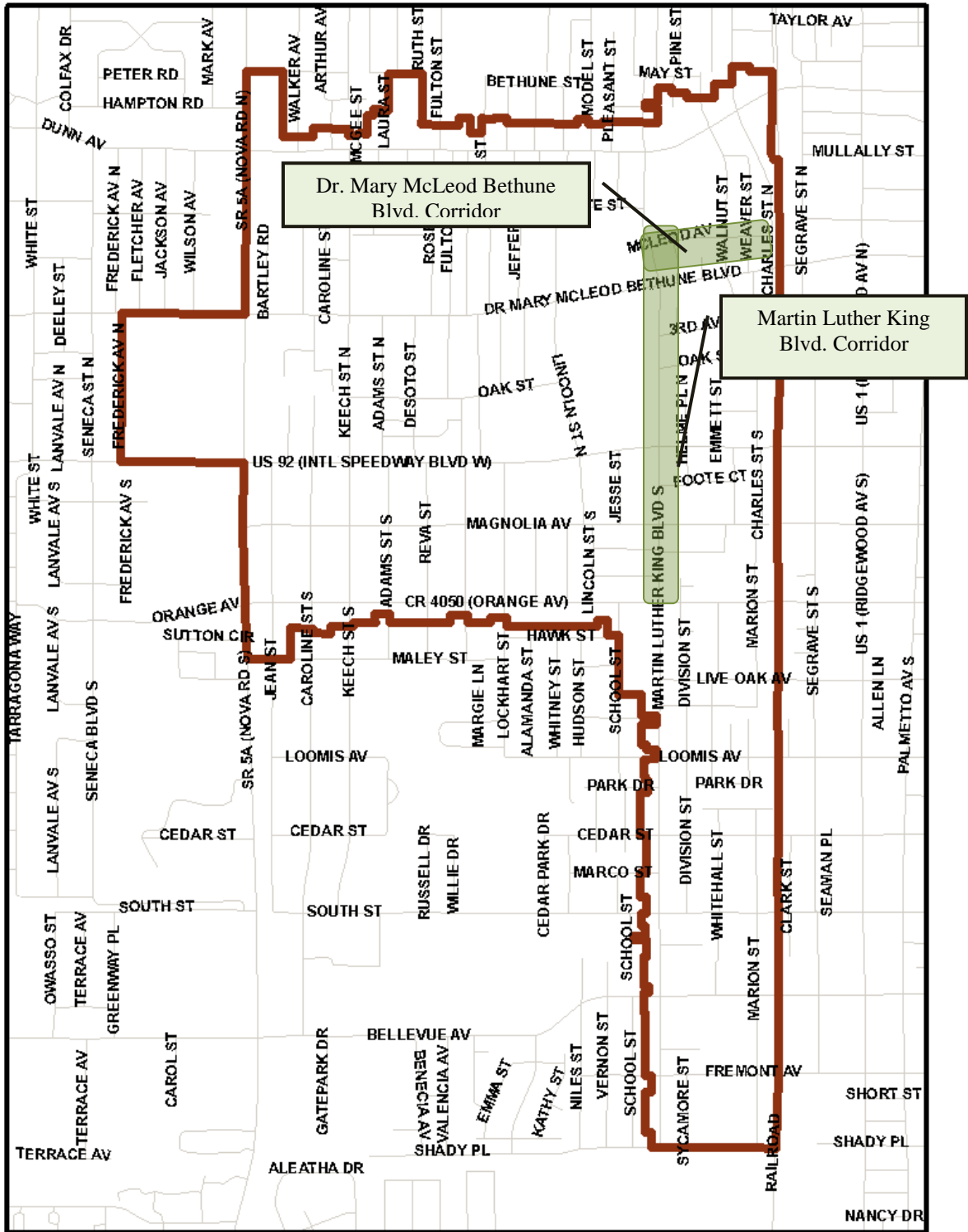
- Neighborhood Retail, including, but not limited to:
 - Grocery / Food Market
 - Dry-Cleaner
 - Nutritional Shop
 - Music & Entertainment Shops
 - Stationary & Flower shops
 - Clothing & Apparel
 - Sporting Goods
 - Book Stores
- Neighborhood Restaurants, including, but not limited to:
 - Restaurant/Diners/Cafes
 - Coffee Shops
 - Sandwich Shops
 - Ice Cream Shops

TARGETED AREA LOCATIONS

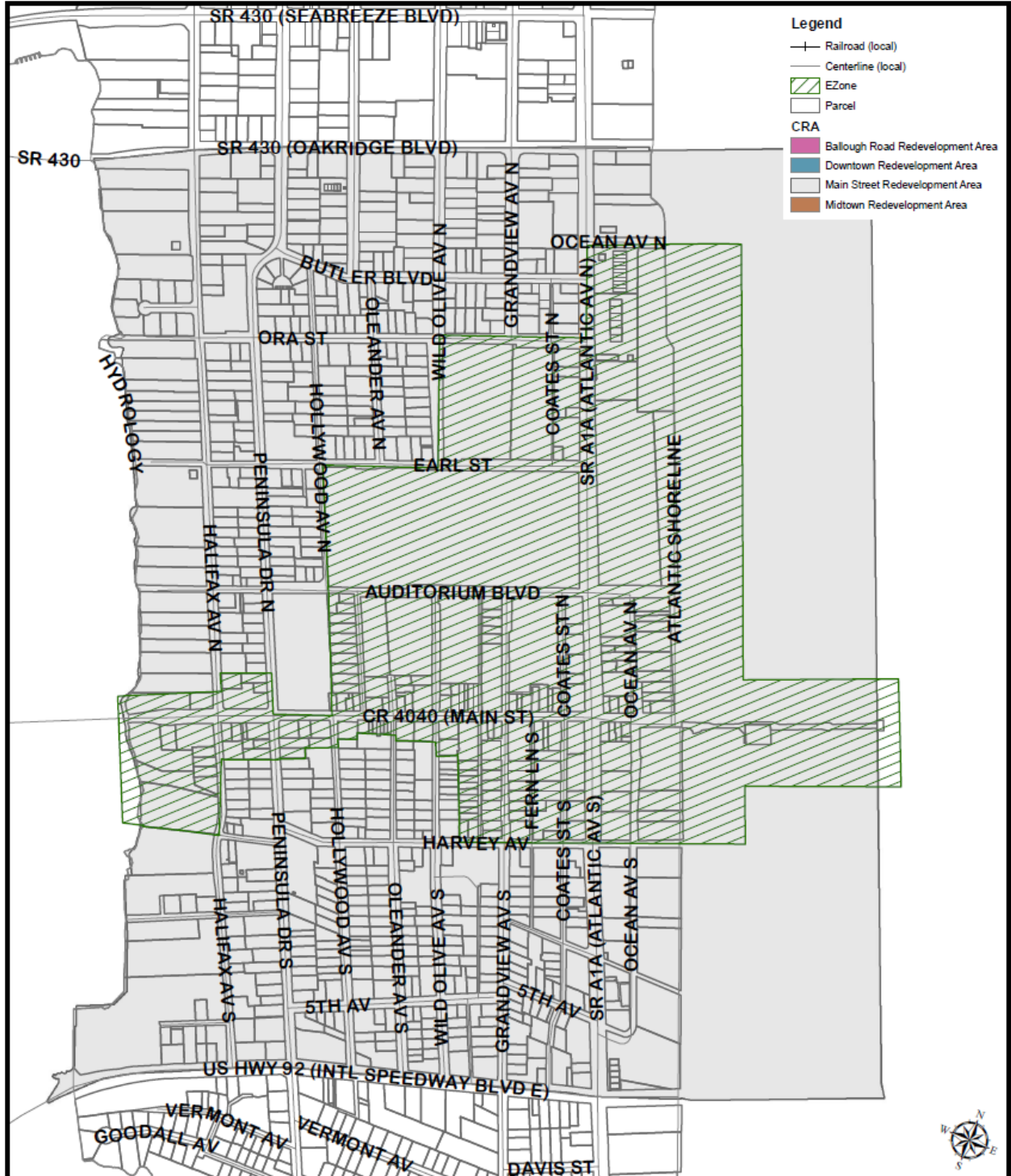
DOWNTOWN REDEVELOPMENT AREA



MIDTOWN REDEVELOPMENT AREA:



MAIN STREET REDEVELOPMENT AREA: E-Zone



Lease Subsidy Grant Program APPLICATION



Daytona Beach CRA

Redevelopment District Downtown Redevelopment Area

Business (Tenant/Applicant) _____

Business Address:

Mailing Address:

Email address _____

Business Telephone _____

Federal I.D. Number _____

Contact Name _____

Telephone _____

Property Owner _____

Telephone _____

Property Owner's Mailing Address:

Applicant's Business Type: _____

Description of Business:

Is this a new business (in operation less than 6 months) or a relocation of an existing business? _____

Proposed Business Hours _____

Estimated Date of Business Opening _____

The lease subsidy, if approved, provides for a maximum of one-third of the businesses' monthly rent, for up to a maximum of \$500.00 per month, for a period not to exceed 12 months.

Annual Lease per sq. ft. _____ Lease Term: _____

Monthly Rent Amount _____ Total Requested Subsidy _____

The Applicant must attach and submit with this application the following documents:

1. A copy of the signed multi-year lease agreement.
2. A business plan including executive summary and three-year financial projections of revenues and expenses.
3. Three-years of historical financials (for existing businesses only).

If for any reason the Applicant/Grantee shall fail to comply with the requirements of the Lease Subsidy Grant Program as approved by the City of Daytona Beach Community Redevelopment Agency, or shall fail to comply with applicable City of Daytona Beach Land Development Codes or City Ordinances as determined by Redevelopment Staff the approved grant shall be subject to termination by Redevelopment Staff.

Applicant Signature _____ Date _____

Print Name: _____ Title _____

Property Owner Signature _____ Date _____

Print Name _____ Title _____

FOR OFFICE USE:

<p>___ Target Area ___ Target Business (See List)</p>	<p>Application Checklist: ___ Proof of Ownership ___ Written Consent of Owner ___ Completed application form ___ Copy of Lease ___ Business Plan ___ Historic Financials (3yrs) ___ Applicant does not owe the City</p>	<p>Approval: Application received by: _____ Improvements meet Design Standards: _____ Date _____ Redevelopment Director Approval: _____ Date _____</p>
---	---	--