



CITY OF FORT LAUDERDALE

**APPROVED MINUTES
 REGULAR MEETING MINUTES
 NORTHWEST-PROGRESSO-FLAGLER HEIGHTS
 REDEVELOPMENT ADVISORY BOARD
 CITY OF FORT LAUDERDALE
 FEBRUARY 10, 2026 – 3:00 P.M.**

<u>Board Members</u>	<u>Attendance</u>	Cumulative Attendance June 2025-May 2026	
		<u>Present</u>	<u>Absent</u>
Rhoda Glasco Foderingham, Chair	A	3	2
Jinny Bissainthe	P	4	1
Carles Brown	P	1	0
Jeffrey Burns	A	2	3
Sonya Burrows	P	5	0
Kenneth Calhoun [arrived 3:12]	P	4	1
Noel Edwards	P	5	0
Marion Howard [via Zoom]	P	3	2
Matthew Kohen	A	4	1
Alfredo Olvera	P	4	1
John Quailey, Vice Chair	P	4	1
Brian Stafford	P	5	0
Mallory Sullivan	A	4	1
Donald Van Beach	P	1	0

Currently there are 14 appointed members on the Board, which means eight (8) would constitute a quorum.

Staff

Lizeth DeTorres, Sr. Administrative Assistant
 Bob Wojcik, Housing and Economic Development Manager
 Jonelle Adderley, CRA Project Coordinator
 J. Opperlee, Prototype Inc. Recording Secretary

Others

None

Communication to the CRA Board of Commissioners

None

I. Call to Order/Roll Call

Chair Foderingham

The meeting was called to order at 3:00 p.m.

II. Approval of Minutes

NPF CRA Board

- November 19, 2025 Minutes

Motion made by Mr. Edwards, seconded by Ms. Bissainthe to approve the Board's November 19, 2025 minutes. In a voice vote, motion passed unanimously.

Motion made by Mr. Edwards, seconded by Mr. Stafford to allow Mr. Howard to attend the meeting via Zoom. In a voice vote, motion passed unanimously.

III. Project Funding and Project Status Reporting

Vanessa Martin

Ms. Martin provided a presentation on projects in progress. Board members were provided with printed copies of the report.

**IV. General Information and Discussion – Reuse of
The United States Post Office Site Located at
400 NW 7th Avenue, Fort Lauderdale, FL 33311**

Bob Wojcik

Mr. Calhoun arrived at 3:12.

Mr. Wojcik explained that the City had utilized Community Development Block Grant (CDBG) funds to acquire and develop the property located at 400 NW 7th Avenue for use as a U.S. Post Office. Because of the use of those funds, the use must comply with the requirements of the Housing and Community Development Act of 1974, which meant the properties must benefit primarily low- and moderate-income persons. The Post Office use satisfied the HUD criteria of 51% of the resident users being low and moderate income.

Mr. Wojcik stated approximately \$1.8 million in CDBG funds had been spend on the post office site. The City of Fort Lauderdale had also paid for the construction of the US Post Office at 400 NW 7th Avenue, estimated at approximately \$1.85 million. Fort Lauderdale still owned the property but the lease with the US Post Office for use of facility was with the Fort Lauderdale Community Redevelopment Agency. The use of CDBG funds under HUD regulations required that the rental income from the US Post Office be returned to the City's CDBG program as CDBG Program Income. The City had been informed that the U.S. Post Office would not be extending their lease so reuse of the post office site for an alternative use may now be possible.

Mr. Wojcik said the 131,679 square foot (3.02 acre) site was zoned Northwest Regional Activity Center Mixed Use East. The City and CRA had already been approached by various developers who would like to see the property developed for its highest and best use, which was mixed use development. Any project would need to comply with the CRA Community Redevelopment Plan and the CRA would need to issue a Request for Proposals (RFP) Notice of Intent. Transferring the property from the City to the CRA and any other reuse other than the approved use by HUD would require HUD approval and a Change of Use from HUD. Mr. Wojcik cautioned that if they sold an asset that was acquired with CDBG funds, and they could no longer achieve the objectives of the Housing and Community Development Act, under the worst case scenario, it may be necessary to pay back the program the fair market value of the property. Based on sales

of other properties in the area, Mr. Wojcik estimated the property to be worth \$75 - \$100 per square foot, making the property worth over \$10 million. Mr. Wojcik said transferring the property to the CRA would allow them to potentially use the value of the property as a development incentive. This is because unlike the City, the CRA could sell the property at reduced cost or no cost.

DISCUSSION

Staff seeks direction from the NPF CRA Redevelopment Advisory Board regarding the potential transfer of the post office site to the CRA for the purpose of seeking development proposals for the property for redevelopment.

Mr. Calhoun noted there could be no potential downside. Mr. Wojcik said once the post office was relocated, and the property is transferred to the CRA, the CRA would be responsible for any repairs, as well as ongoing maintenance. Mr. Stafford asked about potential developers and Mr. Wojcik said developers had approached people in the CRA office and/or City Hall but he had not spoken to anyone personally. Mr. Calhoun asked staff how much more funding the CRA would need to contribute to a developer in incentives for redevelopment. Mr. Wojcik said depending on the type of development, the developer may not need additional incentives. Ms. Martin said staff had not made an assessment yet; they were just looking at the possibilities. Mr. Quailey agreed there would no downside.

V. Property Safety Enhancement Program – Revised Guidelines Program

Jonelle Adderley

Ms. Adderley provided a presentation on the revisions to the Safety Enhancement Program. Ms. Adderley said there was \$250,000 available for this program for fiscal year 2026. She had already received some inquiries. She informed Mr. Van Beach that there was no mechanism for a retroactive reimbursement for work done before applying.

Motion made by Mr. Edwards, seconded by Ms. Bissainthe to approve the changes to the Safety Enhancement Program. In a voice vote, motion passed 10-0.

VI. Old/New Business

None

VII. Public Comments

None

VIII. Adjournment

There being no further business to come before the Board at this time, the meeting was adjourned at 3:38 PM.

*Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.
Minutes by J. Opperlee, Prototype Inc.*



MEMORANDUM

DATE: February 10, 2026

TO: NPF CRA Advisory Board Members

FROM: Vanessa Martin, NPF CRA Acting Manager

BY: Jonelle Adderley, CRA Planner

SUBJECT: Property Safety Enhancement Program – Revised Program Guidelines

PURPOSE / FUNDING REQUEST:

The purpose of this memorandum is to recommend that the Northwest Progresso Flagler Heights Community Redevelopment Advisory Board approve the revised funding structure for the Property Safety Enhancement Program (PSEP) and recommend to the City Commission the addition of PSEP as a new incentive program for the Northwest–Progresso–Flagler Heights CRA, with an allocation of \$250,000 for Fiscal Year 2026.

BACKGROUND:

On July 8, 2025, the Northwest–Progresso–Flagler Heights Community Redevelopment Agency (NPF CRA) Advisory Board recommended the addition of the Property Safety Enhancement Program (PSEP) as a new incentive program designed to deter criminal activity, promote a safer business environment, and encourage private reinvestment by providing financial assistance for eligible safety-related improvements. At that time, the Advisory Board recommended a funding structure that allowed eligible applicants to receive a forgivable loan of up to \$10,000. Properties located within the designated NPF CRA Focus Area were eligible for up to \$10,000, while properties outside the Focus Area but within the CRA boundaries were eligible for up to \$7,500, with a required 25 percent applicant match of total eligible project costs.

Since July 8, 2025, CRA staff has refined the draft PSEP guidelines to align the NPF CRA’s PSEP with the Central City CRA’s PSEP, ensuring consistency in program administration, eligibility, and funding approach across both CRA districts. While all other core elements of the program remain consistent with the Advisory Board’s prior recommendation, targeted revisions are proposed to strengthen fiscal oversight, improve administrative efficiency, and better balance program accessibility with responsible stewardship of CRA funds. These include:



- Transition from a forgivable loan to a conditional reimbursement model with a three-year retention period and annual inspections;
- Shift from match-based funding to a cost-based, tiered reimbursement structure;
- Making CPTED assessments optional, rather than mandatory;
- Clarifying nonprofit eligibility to require a clear nexus to commercial corridor safety; and establishing a formal monitoring framework to track compliance over the retention period.

Accordingly, staff is returning the item to the Advisory Board for discussion and a recommendation of support prior to presentation to the CRA Board of Commissioners.

SUMMARY OF KEY MODIFICATIONS

1. Revised Funding Structure

Previously Recommended (July 2025 – Match-Based):

- Up to \$10,000 for properties within designated Focus Areas;
- Up to \$7,500 for properties outside Focus Areas but within CRA boundaries; and
- CRA contribution of up to 75 percent of eligible costs with a 25 percent applicant match.

Proposed (Cost-Based Tiered Reimbursement):

- Projects with total eligible costs of \$13,333.33 or less may receive reimbursement up to \$7,500; and projects exceeding \$13,333.33 may receive reimbursement up to \$10,000.

2. Funding Mechanism: Conditional Reimbursement

The program is now structured as conditional reimbursement rather than a forgivable loan. The retention period is reduced from five (5) to three (3) years, with annual inspections and clarified recapture provisions, subject to CRA approval where applicable.

3. CPTED Assessment

CPTED assessments remain an important program component but are now encouraged rather than required, subject to availability of the Fort Lauderdale Police Department's Environmental Crime Unit. The CRA may still require an assessment when necessary to meet program objectives.

4. Minimum Business Operating History

Applicants must be active and operational for at least three (3) years prior to application.



5. Tenant Lease Requirement

The minimum remaining lease term for tenant applicants is reduced from five (5) to three (3) years, or tenants and property owners may execute a written agreement ensuring funded improvements remain with the property upon lease expiration.

6. Property Owner Limitation

Property owners are limited to funding for one (1) eligible property under the program.

7. Nonprofit Eligibility

Eligible nonprofits must be within, bordering, or adjacent to the defined commercial corridor and demonstrate a clear nexus to corridor safety, visibility, and revitalization. Required documentation includes 501(c)(3) status, bylaws, licenses, and related organizational materials.

Facilities owned or operated by government entities are excluded. This approach maintains the commercial corridor as the program's anchor while allowing flexibility for corner lots, rear-fronting lots, and adjacent properties without extending eligibility into interior residential neighborhoods.

8. Monitoring, Compliance, and Retention

The revised guidelines include:

- Annual retention inspections;
- Centralized tracking of awards and compliance status; and
- Clear procedures for repairs, replacements, or potential recapture of funds if requirements are not met.

CONSISTENCY WITH THE NPF-CRA PLAN

PSEP aligns with the NPF CRA Amended and Restated Community Redevelopment Plan (2025), which authorizes flexible financial tools—including forgivable loans and conditional reimbursement—to eliminate blight, enhance public safety, and encourage private reinvestment.

The Plan prioritizes investments in lighting, code compliance, infrastructure along commercial corridors, and support for small businesses and neighborhood-serving uses. PSEP supports these objectives by addressing safety conditions on private commercial properties, reducing physical blight, and strengthening local business viability.



PROPERTY SAFETY ENHANCEMENT PROGRAM (PSEP)

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Program Overview - Fort Lauderdale CRA

The Property Safety Enhancement Program (PSEP) is a conditional reimbursement initiative that provides financial assistance to support eligible property safety enhancements within Fort Lauderdale's Community Redevelopment Areas, the Northwest Progresso Flagler Heights Area and Central City Area. The program is designed to strengthen the safety and security of designated commercial business corridors, encouraging reinvestment and revitalization.

Property safety enhancements are interior or exterior upgrades that help reduce crime, improve security, and support the renewal of commercial business corridors. By funding security upgrades, the PSEP aims to reduce criminal activity, enhance public safety, and foster a more secure and vibrant environment for both property users and surrounding communities.

Collaborative Approach & CPTED Strategies

The program is a partnership between the Fort Lauderdale CRA and the Fort Lauderdale Police Department's Environmental Crime Unit, leveraging Crime Prevention Through Environmental Design (CPTED) strategies focused on improving the built environment to deter crime, protect assets, and improve the safety of employees, customers and the broader community.

As part of the application process, applicants may request a pre-screening inspection conducted by the Fort Lauderdale Police Department, to help identify internal and external security gaps and recommend effective enhancements.

Funding Structure

All commercial properties within commercial zone areas of the CRA are eligible for funding. The funding structure is based on total improvement costs, as outlined below:

Funding Tiers:

- Projects with total eligible improvement cost under \$13,333.33 may receive conditional reimbursement in an amount equal to the actual eligible cost incurred, up to a maximum of \$7,500.
- Projects with total eligible improvement costs exceeding \$13,333.33 may receive conditional reimbursement in an amount equal to the actual eligible costs incurred, up to a maximum of \$10,000.

The applicant is responsible for any remaining costs beyond the CRA's contribution.

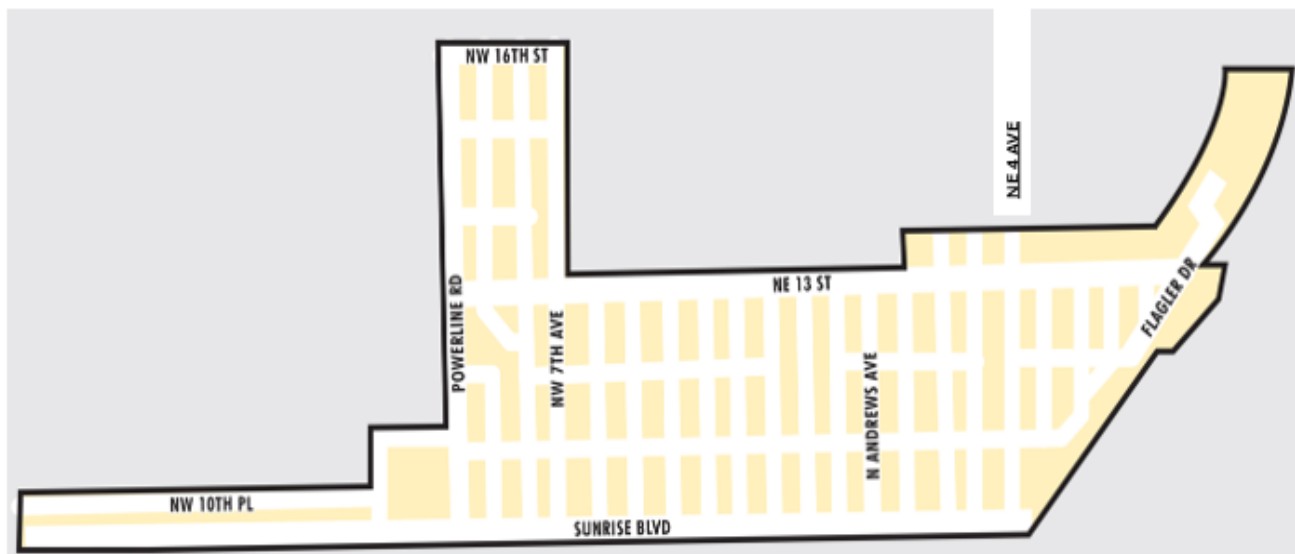
Eligibility

To qualify, applicants must be a business, non-profit organization, or owner/tenant of commercially zoned properties located within one of the two designated target areas: Northwest-Progresso-Flagler Heights (NPF) Redevelopment Area or Central City Redevelopment Area. Applicants must be active and operational for a minimum of (3) years prior to the date of application, as demonstrated through appropriate business, tax, or organizational records.

NORTHWEST PROGRESSO FLAGLER HEIGHTS CRA



CENTRAL CITY CRA



Final Eligibility determinations shall be made by CRA staff based on program criteria, property location, ownership, and the demonstrated relationship of the proposed improvements to commercial corridor safety and revitalization objectives. Eligibility under this program is not automatic, and meeting one criterion does not guarantee approval. All determinations will be documented to ensure consistency, transparency, and compliance with the applicable Redevelopment Plan.

Program Participation Requirements

Participation in the program is subject to all applicable restrictions, conditions, and requirements, whether or not expressly listed in this document. Such requirements may include, but are not limited to, limitations on eligible improvements, required documentation, and compliance with CRA and City of Fort Lauderdale guidelines.

KEY PROGRAM CONDITIONS	
Element	Description
Pre-Approval requirement	All projects must receive written CRA approval prior to the commencement of any work. Expenses incurred before CRA approval are not eligible for reimbursement.
Approved Scope & Budget	All work shall be completed in accordance with the approved budget scope and budget. Any material changes to the scope of work or project cost require written re-approval by the CRA.
Reimbursement Basis	Reimbursement shall be issued only after completion of the approved work and submission of satisfactory proof of payment, verification of completion of any required pre-work, successful final inspection by the CRA, and closure of all required permits.
Retention and Maintenance Requirement	All funded improvements shall remain affixed to the property and be properly maintained for a period of (3) years from the date of reimbursement. The CRA reserves the right to conduct periodic inspections, including annual inspections, during the three year retention period to verify continued compliance.

Participation Eligibility and Program Limitations

- Applicants are encouraged to obtain a Crime Prevention Through Environmental (CPTED) assessment conducted by the Fort Lauderdale Police Department’s Crime Unit, subject to staff availability. CPTED assessments will be used to help identify safety gaps and inform recommended improvements. The CRA reserves the right to require CPTED principles and program objective to ensure clear nexus to corridor safety and revitalization goals.

- **Applicants** must own or lease a qualifying property that is designated for commercial, retail or non-profit use and located within commercial business corridors inside a CRA boundary. Refer to section V. to review requirements for community-serving nonprofits.
- **Tenants** must hold a current City of Fort Lauderdale Business Tax Receipt, have no outstanding code violations or open code enforcement cases with the City at the time of application; and obtain written authorization from the property owner to participate in the program.
- **Funding Limitation** - Property owners are limited to funding for one (1) eligible property under the program. While a separate application is required for each property, approval of funding is limited to one property per owner, as determined by the CRA.
- **Participation in the program** is subject to availability of funds and is subject to be modified or discontinued without notice. The application submission period will close thirty (30) days after the date of advertisement and may be extended at the discretion of the CRA. Applications will be reviewed on a “first come, first-served” basis, for completeness and may be inspected and prioritized based on need, eligibility and availability of funds.

Program Elements

I. Eligible Areas

PSEP is applicable only within the Northwest-Progresso-Flagler Heights (NPF) CRA and the Central City CRA that are situated along designated commercial business corridors. Eligible applicants may include commercial property owners, business tenants, and nonprofit organizations operating at qualifying locations within these corridors.

II. Property Eligibility Requirements

A. Property Type

Eligible properties must meet all the following criteria:

- 1) Be an existing commercial building used for office, retail, or service-oriented operation; or
- 2) Be business located within a mixed-use building with active ground-floor commercial uses and residential units above; and
- 3) Cannot be a prohibited business as defined in the program guidelines.

B. Regulatory Compliance

Eligible properties shall:

- 1) Be consistent with applicable CRA Redevelopment Plan;
- 2) Maintain a current City of Fort Lauderdale Business Tax Receipt; and

- 3) Have no outstanding code violations or open code enforcement cases at the time of application.

III. Eligible Improvements

The PSEP supports improvements that enhance the safety and security of commercial and mixed-use corridors. Eligible improvements may include physical security upgrades and crime prevention through environmental design (CPTED) or landscape design features.

A. Security Measures

Eligible security measures may include, but are not limited to:

- 1) Access Control Systems (e.g., key cards, pin codes, biometric entry systems);
- 2) Intrusion Detection Systems (e.g., motion sensors, alarm systems);
- 3) Closed-circuit Television (CCTV) surveillance systems;
- 4) Fencing, locks and reinforced doors;
- 5) Hurricane Impact Resistant windows and doors;
- 6) Exterior and perimeter lighting (e.g., motion-activated, parking lot lighting);
- 7) Fire safety systems (e.g., signage, alarms, sprinkler systems, panic buttons);
and
- 8) Emergency Communication and evaluation systems.

B. Environmental Design & Landscape (CPTED-based enhancements)

Eligible security-related measures may include, but are not limited to:

1) Surveillance

- Adequate lighting (e.g., parking lot or camera-supportive lighting);
- Placement of windows overlooking sidewalks and parking areas;
- Clear sight lines (e.g., landscaping under 2-3 ft near sidewalks or entry points;
- Tree canopies pruned above 6-7 feet to maintain visibility; and
- Avoidance of large bushes near doors or windows.

2) Access Control

- Use of natural barriers to guide movement and control entry/ exit points;
- Dense or thorny landscaping along windows or fences to deter loitering or intrusion;
- Installation of boulders, bollards or large planters in front of entrances to prevent vehicle access or ramming; and
- Secured and monitored access points.

3) Territorial Reinforcement and/or Target Hardening

- Clearly defined property boundaries (e.g., fences, signs, gates, or walkways);
- Pavement treatments or other design elements that establish ownership and visibility;
- Symbolic barriers (e.g., flower beds, benches, or planters); and
- Strengthening of physical barriers such as locks, gates, cameras, and fencings to prevent break-ins.

Additional enhancements and/or improvements not specifically listed may be approved at the discretion of the CRA Executive Director or CRA Manager, provided they are aligned with the program's objectives to enhance safety and security. The CRA reserves the right to deny requests that do not meet established criteria or documentation standards. Failure to comply may result in full or partial repayment of the conditional reimbursement funding.

IV. Ineligible Business Types

The following types of businesses are not eligible for participation:

- 1) Pawn shops
- 2) Sexually oriented retail businesses
- 3) Adult entertainment establishments
- 4) Nightclubs, bars, or lounges that primarily generate revenue from alcohol sales
- 5) Massage Parlors
- 6) Check-cashing or payday loan establishments
- 7) Bail Bond Companies
- 8) Tattoo parlors and body piercing studios
- 9) Cannabis or CBD dispensaries or retail establishments
- 10) Smoke shops, vapor or electronic cigarette establishments
- 11) Gambling establishments, including internet or simulated gaming venues
- 12) Mobile or transient businesses
- 13) Golf courses
- 14) Firearm sales establishments and shooting ranges

Only businesses whose operation or activities support and advance the goals and objectives of the applicable CRA Redevelopment Plan are eligible. Businesses determined not to align with these goals, as reasonably determined by the CRA or the City of Fort Lauderdale, may be deemed ineligible.

V. Eligible Community-Serving Nonprofits

Select community servicing nonprofits that are directly adjacent to and bordering a designated commercial business corridor may be eligible for assistance when located within or directly adjacent to a designated commercial business corridor within the NPF and Central City CRA districts.

Applicants must demonstrate a clear nexus to the commercial business corridor safety, visibility, pedestrian activity, and revitalization objectives. Examples of eligible community-serving nonprofits may include, but are not limited to: mental and behavioral health service providers, schools, and place of worship, provided the proposed improvements directly support safety conditions affecting the adjoining commercial business corridor.

Properties that are outside designated business corridors and do not directly front, operate within, or adjoin such corridors, or that lack a demonstrated relationship to corridor safety and revitalization goals, are not eligible for assistance under this program.

Facilities owned and operated by government entities, or used primarily for governmental or administrative purposes, are not eligible for assistance under this program.

Determinations of adjacency and corridor impact shall be made by CRA staff based on physical proximity, visibility, access points, and the extent of which proposed improvements enhance corridor safety.

VI. Eligible Community-Serving Nonprofit Uses Documentation

Documentation is proven by a set of formation, tax and compliance documents, including but not limited to the following:

- 1) Articles of incorporation
- 2) IRS Tax-exempt status letter
- 3) IRS 501 (c)(3) determination letter
- 4) State or County licenses
- 5) Clinical policies and procedures
- 6) Proof of license professionals
- 7) Employer Identification Number
- 8) Bylaws
- 9) Board of Directors Documentation
- 10) Proof of regular worship services

Additional documentation may be requested by CRA staff as needed.

VII. Funding Terms

A. Conditional Reimbursement Funding

Program assistance is provided as **conditional reimbursement funding**, subject to a three (3) year retention period. Upon satisfaction of the retention requirement, the funding shall be deemed fully forgiven. During the three (3) year period, all improvements and security enhancements made to the property using program funds shall remain in place and affixed to the property, and shall run with the property, regardless of the party that initially incurred the costs or received reimbursement from the CRA.

These conditions apply throughout the retention period:

- 1) All CRA-funded improvements shall be properly maintained by the applicant in good working order and condition.
- 2) Funded improvements shall not be removed, replaced, or substantially altered during the three year retention period without the prior written approval of the CRA.
- 3) The CRA reserves the right to conduct periodic inspections, including annual inspections to verify compliance.

Except as otherwise approved in writing by the CRA, funded improvements shall not be removed, replaced, or materially altered during the three (3) year retention period. Exceptions may be permitted, subject to prior written approval by the CRA, in circumstances including, but not limited to:

- Repair or replacement due to damage, theft, vandalism, or force majeure events;
- Replacement of defective or failed materials or equipment;
- Modifications required to maintain compliance with applicable building safety, fire codes; or
- Replacement with an equivalent or superior improvement that maintains or enhances the original security or safety function.

In all such cases, the applicant shall notify the CRA in writing and obtain approval prior to undertaking the repair, replacement, or modification, except in emergency situations necessary to protect public safety, in which case notification shall be provided as soon as practicable.

Failure to notify the CRA, obtain required approval, or maintain funded improvements may result in full or partial recapture of funds, in accordance with program policies.

B. Safety Enhancement Reimbursement and Waiver Agreement

The CRA and the City of Fort Lauderdale shall not be responsible or liable for any injuries, damages, losses, or defects resulting from the installation, use, or function of the improvements or products reimbursed under the program. By executing the agreement, the applicant acknowledges and assumes full responsibility for the work and releases the CRA and the City from any related claims.

Applicants are responsible for:

- 1) Obtaining the necessary quote(s) for the work;
- 2) Coordinating and scheduling installation of improvements;
- 3) Scheduling and facilitating CRA inspections before and after project completion;
- 4) Maintenance of improvements; and
- 5) Complying with all program requirements.

Whether the applicant is the property owner or a tenant, the same program requirements apply. Where a tenant is the applicant, a joint agreement with the property owner is required.

C. Tenant Applicants

- Tenant applicants must have a minimum of three (3) years remaining on their lease at the time of approval.
- New tenants must provide a lease agreement with renewal options that collectively provide a minimum three (3) year term.
- In lieu of three (3) year lease term requirement, the tenant and the property owner may agree in writing that all funded improvements shall remain with the property upon lease expiration, and documented in an executed joint agreement.

D. CRA Maximum Award

The CRA maximum funding contribution shall not exceed Ten Thousand Dollars (\$10,000) for eligible projects with a total improvement cost of Thirteen Thousand Three Hundred Thirty-Three Dollars (\$13,333.33) or more. Reimbursement shall be limited to actual eligible cost incurred, and the applicant shall be responsible for any remaining project costs. Funding for projects with lower total costs is subject to the applicable limits set forth in the Funding Structure section.

E. Disbursement of Funds

- 1) No reimbursement will be provided for expenses incurred prior to CRA approval and execution of the funding agreement.
- 2) All project cost must be paid upfront by the applicant. If the total cost of the approved security improvements exceeds the maximum funding amount, the applicant is solely responsible for covering all additional expenses beyond the approved funding limit.
- 3) All improvements must be completed within one (1) year of funding approval.
- 4) All work shall be performed by properly licensed and insured business authorized to perform such services under local and state law.
- 5) All required permits and inspections must be obtained and completed. The applicant is responsible for scheduling any necessary inspections through the City of Fort Lauderdale.
- 6) Itemized invoices and corresponding receipts must be submitted for reimbursement.
- 7) Copies of all permits and final inspection approvals must be provided.
- 8) Reimbursement shall be issued only after final inspection and written approval by the CRA Project Manager.
- 9) The CRA reserves the right to withhold reimbursement if documentation is incomplete, inaccurate, or inconsistent with the approved scope of work.

VIII. Monitoring, Compliance, and Retention

All projects funded under this program are subject to ongoing monitoring and compliance requirements during the three (3) year retention period. The CRA shall maintain program records documenting approvals, reimbursements, inspections, and compliance determinations.

A. Annual Retention Inspections

CRA staff may conduct periodic inspections, including annual inspections, to verify that all funded improvements remain installed, operational, and properly maintained. Inspection may include site visits, review of documentation, photographic evidence, virtual inspection, or a combination thereof.

B. Documentation and Tracking

The CRA shall maintain a centralized tracking system to document:

- Approved project and funding amounts;
- Completion and reimbursement status;
- Retention period timelines;
- Annual inspection results;

- Approved repairs, replacements, or exceptions; and
- Compliance or recapture actions.

C. Approved Exceptions

Repairs, replacements, or upgrades to funded improvements may be permitted with prior written approval from the CRA. All approved exceptions shall be documented to ensure continued compliance with program objectives.

1) Repair or Replacement Due to Damage

- Vandalism, theft, accidents, storms, or other force majeure events
- Normal wear and tear that renders the improvement nonfunctional.

2) Defective or Faulty Materials

- Manufacturer defects
- Premature failure of equipment or materials

3) Code or Safety Compliance

- Required upgrades due to changes in building, fire, or safety codes

4) Equivalent or Superior Upgrades

- Replacement with an equal or better security feature (upgrading cameras or lighting technology”
- Technology becoming obsolete and needing replacement to maintain effectiveness.

5) Operational Necessity

- Minor reconfiguration that does not reduce the security benefit or remove the enhancement and/or improvement purpose.

D. Non-Compliance and Recapture

Failure to maintain improvements, permit inspections, or comply with retention requirements may result in corrective action, suspension of benefits, or full or partial recapture of funds, in accordance with program policies.

IX. Application Process

- 1) **Application submission** – The applicant must submit a complete application along with all required supporting documentation.
- 2) **CRA staff will review the application** to verify eligibility with program requirements.
- 3) **Agreement execution** – A formal agreement will be executed between the applicant and the CRA outlining all terms and conditions. Project activities may commence only after the agreement has been fully executed.
- 4) **Approval Letter Notice**– The CRA will issue a written approval notification.
- 5) **Applicant will schedule required inspections with CRA Staff.**
- 6) **Estimate(s) for improvement(s)** - Applicants are required to submit at least one (1) estimate for each type of eligible improvement type they are applying for. Staff strongly recommend submitting two (2) estimates per improvement type to ensure competitive pricing and thorough evaluation.
 - *For example, if you are requesting funding for fencing, lighting, and security cameras, you must obtain at least three (3) estimates (one for each improvement type), though submitting two per estimates per type is encouraged.*
- 7) **Project implementation & reimbursement** – The applicant will complete the approved improvements and submit all required documentation for reimbursement.

Final Inspection – Prior to the disbursement of any funds, the CRA shall conduct a final site inspection to confirm that all approved improvements have been completed.

Property Safety Enhancement Program (PSEP) Checklist

❖ Eligibility Requirements

- 1. Property located within the NPF CRA or Central CRA Boundaries
- 2. Property is used for commercial or non-profit purposes.
- 3. Have a current Business Tax Receipt.
- 4. Applicant is the property owner; or
- 5. Applicant is the tenant with written authorization from the property owner.

❖ Required Documentation

- 1. Completed PSEP Application
- 2. Proof of current City of Fort Lauderdale Business Tax Receipt.
- 3. Proof of property ownership or current lease agreement.
- 4. Written authorization from the property owner (*if applicant is the tenant*).
- 5. Copy of current City of Fort Lauderdale Business Tax receipt
- 6. Proof of nonprofit status, as applicable (refer to section VI).
- 7. Photos of the existing property conditions.
- 8. Preliminary scope of work and cost estimate (minimum of 1 estimate per improvement type).
- 9. Documentation verifying that contractor(s) are properly licensed and insured, where applicable.
- 10. Completed CPTED security Assessment Form (if applicable)

❖ Prior to Reimbursement

- 1. All work shall be performed by licensed, insured and reputable contractors.
- 2. Submit copies of required permits and proof of inspection approval, if applicable.
- 3. Submit final invoices and itemized receipts for all completed work.
- 4. Schedule site inspection with CRA Staff.
- 5. Work shall be completed within one (1) year of CRA Approval.

CRA PROPERTY SAFETY ENHANCEMENT PROGRAM

Property Safety Enhancement Program (PSEP) Application Form			
1)	Name (First, Last) <i>*Business Owner or authorized signatory</i>		
2)	Phone Number		
3)	Email address		
4)	Do you own the property?	<input type="checkbox"/> YES	
		<input type="checkbox"/> NO - if selected, provided landlord name, phone number and email #12 & #13	
BUSINESS INFORMATION			
5)	Business Name		
6)	Select location of Business	<input type="checkbox"/> Northwest-Progresso Flagler Heights CRA	
		<input type="checkbox"/> Central City CRA	
7)	A) Business Physical Address	A)	B)
	B) Mailing Address if different		
8)	Type of Business		
9)	Current number of employees		
10)	Duration Business has operated in the location		
11)	Business Structure/ Type of Entity (<i>ENTITY: SS, Partnership, LLC, S-Corp, C-Corp, Non-Profit</i>)		
12)	Landlord Information	Name	
		Phone Number	
		Email Address	
13)	Have you obtained written consent from the owner for the work?		

CRA PROPERTY SAFETY ENHANCEMENT PROGRAM

Please provide a detailed list of the proposed improvements that focus on enhancing security and safety to the interior or exterior of the property. This may include, but is not limited to, items such as security lighting, surveillance cameras, reinforced windows or doors, fencing, gates, signage or other Crime Prevention measures (CEPTED)

STAFF SECTION ONLY

<input type="checkbox"/> Reviewed	Inspection Date
<input type="checkbox"/>	