



CITY OF FORT LAUDERDALE

APPROVED MINUTES
REGULAR MEETING
CITY OF FORT LAUDERDALE
CENTRAL CITY REDEVELOPMENT ADVISORY BOARD
WEDNESDAY, AUGUST 6, 2025 – 6:00 PM
TOWER 101, 11TH FLOOR CONFERENCE ROOM
101 NE 3 AVENUE, FORT LAUDERDALE, FL 33301

Board Members	Present/Absent	Cumulative Attendance September 2024-August 2025	
		Present	Absent
Kimber White, Chair	P	10	0
Resigned Vacant			
Christopher Casey	P	4	0
Edward Catalano	P	9	1
Linda Fleischman (via Zoom)	P	8	2
Fiona Johnson*	P	3	0
Thomas Mabey	P	10	0
Thomas Manos	P	4	1
Jason Ross**	P	6	3
Nikola Stan	P	10	0
Bobby Tinoco -VC	P	9	1

* Ms. Johnson arrived at 6:09 p.m.

** Mr. Ross arrived at 6:50 p.m.

Staff:

Tania Bailey-Watson, CRA Senior Administrative Assistant
Tiffany Bain, Director of Administration & Strategic Initiatives
Chris Cooper, Acting Assistant City Manager
Donald Gauntner, FLPD Crime Prevention
Nicholas Herring, FLPD Crime Prevention
Vanessa Martin, CRA Business Manager
Cija Omengabar, CRA Planner/Liaison
D'Wayne Spence, Interim City Attorney
Rickelle Williams, City Manager
Clarence Woods, CRA Manager

Others:

Marie Fairchild, Archways
Ross Parker, Call of Africa
K. Cruitt, Recording Secretary, Prototype Inc.

Communication to the City Commission:

None.

I. Pledge of Allegiance

Board members recited the Pledge of Allegiance.

II. Call to Order & Determination of Quorum

The meeting was called to order at 6:02 p.m. Roll was called, and it was noted that a quorum was present.

Ms. Omengebar formally acknowledged receipt of a resignation letter from Vice Chair Wright; she sincerely thanked Ms. Wright for her service and contributions on behalf of the Board.

III. Nomination and Selection of Positions

A) Chairperson

Mr. White and Mr. Manos were nominated. Mr. Manos declined the nomination due to "other commitments and timing." With no further nominations, a voice vote was held; Mr. White was selected as Chairperson with one Member opposed.

B) Vice Chairperson

Mr. Tinoco accepted his nomination. With no further nominations, a voice vote was held; Mr. Tinoco was selected as Vice Chairperson with one Member opposed.

IV. Approval of Minutes – June 16, 2025 Rescheduled Regular Meeting

Ms. Omengebar noted that on page five of the Minutes, there was an inadvertent reference to \$200,000 being set aside for the "Andrews Avenue Improvement Corridor". She noted that was in error, and likely a reference to the Capital Improvement Master Plan initiative. Ms. Omengebar clarified that the Andrews Avenue Improvement Corridor project is driven by the State, without CRA funding.

Motion by Mr. Catalano, seconded by Mr. Tinoco, to amend the June 16, 2025 Rescheduled Regular Meeting Minutes with a clarifying notation to delete the reference to \$200,000 on page five as noted by Ms. Omengebar. The motion passed unanimously by a voice vote.

V. Discussion: Board Member Terms and Redevelopment Plan

Ms. Omengebar reported on the CRA-related items discussed at the June 30, 2025 City Commission Conference Meeting. Highlights included:

Board Term Length: The City Commission instructed Staff to prepare an ordinance to increase CCRA member terms from three to six years. The matter is currently under review by the Office of the City Attorney, and is anticipated to go before the City Commission at the first meeting in September.

Redevelopment Plan Update: A request was made to the Commission to immediately begin updating the CRA Redevelopment Plan. Ms. Omengebar reminded Members that in previous discussions held in February and April 2024 on the matter, the consensus was to delay the update until key initiatives in the pipeline were realized. Chair White requested clarification, for the record, why it was preferable to wait at this time. Ms. Omengebar explained that proceeding with a Plan update before the completion of foundational initiatives, i.e., the rezoning, land use plan amendment, and capital improvement master plan would risk "misalignment and inefficiencies." Ms. Omengebar noted that the processes for these initiatives are lengthy, and can take up to two years; awaiting their completion will ensure a "well-informed, strategic and lasting update" to the Plan.

VI. Discussion: Commercial Safety Enhancement Program

City Manager Rickelle Williams and Tiffany Bain, Director of Administration & Strategic Initiatives, joined the meeting at 6:16 pm. Ms. Williams expressed appreciation for the work being done by the Board, as well as the CRA team on behalf of the City and community.

Ms. Omengebar provided an overview of the Commercial Safety Enhancement program which is intended to support public safety, business retention, corridor revitalization and help attract private investment in the commercial districts. A copy of the presentation is part of the public record; highlighted elements included:

- Funding structure will comprise of a 75% CRA contribution, and 25% applicant match for maximum awards of \$10,000 to eligible commercial and non-profit properties in designated focus areas (Sistrunk, NE 13 St, NE 4 Ave, Sunrise Blvd). Awards up to \$7,500 will be offered to qualifying properties in the broader CRA area.
- A mandatory Crime Prevention Through Environmental Design (CPTED) assessment by the Police Department will be required for all applicants.
- An explanation of proposed program guidelines was provided.

Mr. Stan expressed concern that the language at the end of Section IV/Ineligible Business Types was too broad and created a "gray zone" for potential applicants. Ms. Omengebar clarified that her office evaluates eligibility based on information provided when applications are received; ULDR guidance on the types of commercial businesses the CRA is able to support; and the redevelopment plan. Mr. Cooper further clarified that permitted and non-conforming uses would be evaluated in the context of whether a business supports the redevelopment plan. Mr. Stan recommended the paragraph be more specific to provide businesses more clarity on the path to compliance.

Ms. Johnson requested that a map of the focus areas be included in program materials for added clarity; Ms. Omengebar will add the CRA boundary map with focus areas.

Detective Donald Gauntner, FLPD Crime Prevention, provided a detailed overview of the CPTED process; he highlighted that he and his colleagues are state-certified practitioners with extensive training. Assessments would be conducted based on key principles such as lighting (measured with a light meter), landscaping (e.g., the "two-foot six-foot rule"), sight lines, and access control. His team is developing a standardized assessment form that will be shared with the CRA. He clarified that while assessments for new construction are public record, assessments for existing businesses will be considered confidential records as dictated by State statutes to protect property owners from liability.

Mr. Tinoco questioned whether the award amounts were sufficient. Detective Gauntner clarified that it would depend on existing assets within each facility. Ross Parker shared that his 14,000 sq. ft. building was installing 16 cameras for just under \$8,000. Chair White emphasized the program is a pilot intended as a "deterrent" and starting point, as opposed to a complete solution.

Ms. Omengebar fielded questions on the application process; she clarified that once the security assessment is completed by the Police, the applicant will be responsible for submitting quotes to her office. Chair White and Detective Gauntner emphasized that the program would provide help to commercial businesses as intended.

Mr. Stan suggested the CRA consider predicating awards based on the size of a facility which could range from hundreds to thousands of square feet. Mr. Woods stressed that this is a pilot program meant to 'supplement and enhance safety measures' such as lighting, security alarms, and fencing due to the limited budget; he added that could be considered in the future if more funds become available.

In response to an inquiry from Mr. Catalano, Ms. Omengebar and Mr. Woods confirmed the program is a one-time award per property address. Chair White added that this is to ensure funds are distributed to as many businesses as possible.

Ms. Omengebar reviewed CRA feedback from Mr. Woods and Ms. Janelle Adderley on questions raised at the last meeting. Following are the highlights:

- Lease Term: The minimum will be three years for existing tenants; five years for new tenants.
- Eligible Items: The proposed list will be maintained.
- Funding: The program will be structured as a three-year forgivable loan.
- Applicant Match: Businesses must have "skin in the game;" the 25% applicant match requirement will remain in place. It was noted that CRA programs are "not grant-related." Reference to the word "grant" will be removed.
- Eligible Equipment: Any equipment purchased will belong to the business owner. Ms. Omengebar will revise language to clarify that the owner is eligible for funding only once.
- Quote Requirement: The CRA advocated for two quotes, allowing the applicant to select their preferred contractor. After extensive debate, Board Members came to a consensus and recommended that the program require a minimum of one quote which must be itemized; Staff was encouraged to include language advising applicants that multiple quotes would be the best practice. Chair White noted that initiatives to educate and provide guidance would be key component to the success of both this and the residential program.

Ms. Omengebar stated she would incorporate Board feedback into the guidelines; the revised document will be presented for review and a formal recommendation at the next meeting.

VII. Project and Program Updates

Ms. Omengebar highlighted the following:

1. Mixed-Use Zoning Proposal

The proposal is under legal review. A public participation meeting is scheduled for the Holiday Park Social Center on September 2, 2025. Residents would be notified the following week by Central City regional email, as well as by mail to each property in the CRA. The Planning and Zoning (P&Z) Board meeting is scheduled for October 15, 2025. Acting Assistant City Manager Cooper provided insight on the public participation meeting, public hearings, and P&Z processes.

Interim City Attorney Spence provided guidance to ensure Sunshine Law compliance. He highlighted that while Members may attend the public meeting, they should not discuss the topic with each other to avoid "even the appearance" of a violation; if one Member speaks, no other Member may speak unless the first leaves the room. Mr. Spence also stressed that the public participation meeting is primarily educational; citizens wishing to

have their comments entered into the official public record must speak at the formal public hearings.

Mr. Cooper reiterated that the communication process will include mailings to registered civic associations and affected property owners; signage will be posted to further inform residents.

Chair White recommended that Members consider appointing a designated speaker in the event questions are asked at the meeting; Mr. Cooper explained the options available to Members.

Mr. Stan expressed concern about access to notes taken by Staff at the public participation meeting. Mr. Spence explained that public participation summaries are provided by Staff as part of the backup for the Planning and Zoning Board; he stressed that what the Board considered from a redevelopment aspect when proposing the rezoning would be different from the Planning and Zoning Board perspective as they will review the proposal in the context of the comprehensive plan for the City. Mr. Spence reiterated that the forum for members of the public that wish to be heard will include the Planning and Zoning Board and the City Commission meetings.

2. Commercial Incentive Programs
Ms. Omengebar noted that the Call of Africa renovation is underway and acknowledged the presence of Ross Parker; other applicants have expressed interest in funding.
3. Residential Paint & Landscaping
Eight projects were completed, seven were in progress, and one new application was received. Ms. Omengebar reminded the Board that the current program and associated awards would expire at the end of September 2025. The new program for the fiscal year 2026 will increase the award to \$10,000, and include more eligible items such as driveways. Ms. Omengebar clarified that she followed up with applicants with pending quotes, and offered them the list of contractors that had previously done work under the program. In response to questions, Ms. Omengebar confirmed that current applicants are required to submit three quotes; they had been informed they could reapply for the higher awards in fiscal year 2026. Members suggested an outreach via email to encourage more participation under the new program.
4. Light Pole Installation at Eight Permanently Closed End Streets
This project is pending FDOT permit approval. It was clarified that FPL will install the poles once the permit is approved.
5. NE 4 Ave Complete Street Project – Light Poles
Work had started that week; Ms. Omengebar anticipated that 11 lights would be installed by mid-October. In response to a question from Mr. Stan regarding the street ends lighting project [the previous item], Ms. Omengebar explained that Fifth Terrace had a new fixture installed on an existing wooden pole to expedite the process, rather than on a new pole.
6. Event 409 Land Use Amendment
Ms. Omengebar had been in discussion with Procurement; she addressed their questions on scope and anticipated that it would be out this month.
7. Event 410 Capital Improvement Master Plan

The Selection Committee chose one of four firms under consideration; Alta was ranked the highest. The City is currently in negotiations with Alta; the next step is to go before the City Commission.

VIII. Communication to City Commission

None

IX. New Business Suggestions

- September 3 Rescheduling (Due to the City Commission Meeting)
Ms. Omengebar proposed September 9, 2025 at 6:00 pm in the CRA office as an alternate regular meeting date. Chair White noted that he could attend via Zoom. Ms. Omengebar will follow up via email to Members to confirm their availability and finalize the date.

Discussion returned to miscellaneous projects:

- 13th Street Lane Extension. Ross Parker inquired about the status of the proposal to extend the single traffic lane on 13 Street, up 12 Avenue. He noted the current merge point is dangerous; there had been three accidents. The extension would improve safety and provide on-street parking for local businesses. Ms. Omengebar understood there was an issue with funding for a study, and committed to following up with the Transportation and Mobility department in order to provide an update.
- In response to a question from Mr. Tinoco, about the art in the circle, Ms. Omengebar reported that 32 proposals had been submitted for the art installation. The Public Art and Placemaking Board will review the submissions and present the top three to five finalists to the CCRAB for consideration. The Board agreed that presenting the top three finalists would be preferable.

X. Adjournment

There being no further business before the Board, the meeting was adjourned at 7:41 p.m.

**6) Discussion:
Commercial Safety Enhancement Program**

**Cija Omengebar
CRA Planner**

**Donald Gaunter
Police Officer**

CCRAB SUGGESTIONS		STAFF NOTES	CW/JA DISCUSSION
1	Property Eligibility Requirement - eliminate "freestanding" to qualify all properties within or located in mixed-use developments.	Ok. Edit made.	✓
2	On marketing (tenants) – flyers to site address. Cooper – suggested emailing to business tax receipts contacts.	Ok.	✓
3	Minimum requirement (tenants) of five-year lease – discussion and inquiry to reducing or eliminating the five-year requirement. Turnover usually less than 5. Grant?	Reduce to 2 years given small amount?	Tenant must have a minimum of 3 years remaining on lease, or if new tenant, have a lease for 5 years.
4	4. Cooper – recommended narrowing the list of eligible items	The amount is small, should bigger eligible items be removed? Should we reduce the program by just lighting and security?	Maintain items already listed, goal is to provide options/ opportunities for various enhancement.
	<input type="checkbox"/> members agreed lighting was a priority.		Lighting is already listed. The applicant will be responsible in prioritizing what enhancement is priority.
5	Manos – short form agreements for landlord to sign off on to facilitate the process and recommends eliminating the five-year lease. The program under forgiveness terms: "Funding is provided as a forgivable loan that will convert to a grant after (5) years, contingent on	2 years, same as recommendation #3.	Will be forgiven after 3 years.
6	Manos- match should be removed and replaced with language that says focus up to \$10,000 and non-focus areas \$7,500. Discussion touched on program cannot be a matching program and reimbursement program at the same time.	Agencies match funds to amplify impact while ensuring stakeholder buy-in.	The business must have a "skin in the game"/ business investment to enhance security.
7	Instead of requiring a five-year lease, landlord understands that equipment stays with property should tenant move out early.	This may be remedied with reducing 5-year lease requirement to 2.	Term modified to 3-year forgivable loan, with equipment staying with the property owner.
8	Forgiveness Term: Funding is provided as a forgivable loan that will convert to a grant after five years, contingent upon the following: <ul style="list-style-type: none"> Business continues operations at the funding location. 	CRA incentive programs are all matching programs. Can this be a reimbursement program that requires initial inspection, completion of work and payments upfront, final	Make it reimbursement. Reference to grant will be removed.

	<ul style="list-style-type: none"> Improvements are properly maintained Business remains compliant with applicable local licensing requirements, inspections and CRA guidelines. 	inspection, and final invoice for reimbursement?	
9	Vanessa added 3 quotes no longer needed just 1 and would benefit the programs.	Should all the incentives require one quote?	Require (2) quotes. The applicant determines which quote to go with.
10		PD making recommendations	Applicant to prioritize recommended needs and wants when it comes to scope.
11			

Desired Agency Funds	Total Project Cost	Agency Pays (75%)	Applicant Pays (25%)
\$ 1,000.00	\$ 1,333.33	\$ 1,000.00	\$ 333.33
\$ 1,500.00	\$ 2,000.00	\$ 1,500.00	\$ 500.00
\$ 2,000.00	\$ 2,666.67	\$ 2,000.00	\$ 666.67
\$ 2,500.00	\$ 3,333.33	\$ 2,500.00	\$ 833.33
\$ 3,000.00	\$ 4,000.00	\$ 3,000.00	\$ 1,000.00
\$ 3,500.00	\$ 4,666.67	\$ 3,500.00	\$ 1,166.67
\$ 4,000.00	\$ 5,333.33	\$ 4,000.00	\$ 1,333.33
\$ 4,500.00	\$ 6,000.00	\$ 4,500.00	\$ 1,500.00
\$ 5,000.00	\$ 6,666.67	\$ 5,000.00	\$ 1,666.67
\$ 5,500.00	\$ 7,333.33	\$ 5,500.00	\$ 1,833.33
\$ 6,000.00	\$ 8,000.00	\$ 6,000.00	\$ 2,000.00
\$ 6,500.00	\$ 8,666.67	\$ 6,500.00	\$ 2,166.67
\$ 7,000.00	\$ 9,333.33	\$ 7,000.00	\$ 2,333.33
\$ 7,500.00	\$ 10,000.00	\$ 7,500.00	\$ 2,500.00
\$ 8,000.00	\$ 10,666.67	\$ 8,000.00	\$ 2,666.67
\$ 8,500.00	\$ 11,333.33	\$ 8,500.00	\$ 2,833.33
\$ 9,000.00	\$ 12,000.00	\$ 9,000.00	\$ 3,000.00
\$ 9,500.00	\$ 12,666.67	\$ 9,500.00	\$ 3,166.67
\$ 10,000.00	\$ 13,333.33	\$ 10,000.00	\$ 3,333.33



COMMERCIAL SAFETY ENHANCEMENT PROGRAM (PSEP)

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Program Overview - Fort Lauderdale CRA

The Commercial Safety Enhancement Program (CSEP) is a matching incentive that provides financial assistance to support eligible property safety enhancements within Fort Lauderdale's Community Redevelopment Areas (CRA's). The program is designed to strengthen the safety and security of commercial properties and mixed-use corridors, encouraging reinvestment and revitalization.

Property safety enhancements are interior or exterior upgrades that help reduce crime, improve security, and support the renewal of businesses and mixed-use districts. By funding security upgrades, the CSEP 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, the Fort Lauderdale Police Department will conduct a pre-screening inspection to help identify existing internal and external security gaps and recommend effective enhancements. This collaborative evaluation ensures that each project aligns with local safety priorities.

Funding Structure

The Fort Lauderdale CRA will cover 75% of total eligible project costs, while the applicant is responsible for the remaining 25% match. Funding amounts are determined by property location:

- Up to \$10,000 for properties located within designated Focus Areas
- Up to \$7,500 for those located outside Focus Areas, but still within the boundaries of a Community Redevelopment Area.

Eligibility

To qualify for the CPSE Program, applicants must be a business, non-profit, or owners/tenants of commercially zoned properties located within one of the two designated target areas: Northwest-Progresso-Flagler Heights (NPF) or Central City.

Program Conditions & Additional Information

Note, applicable restrictions and conditions apply. These may include limitations on eligibility improvements, required documentation, and compliance with CRA and City of Fort Lauderdale guidelines. For further details, navigate to the relevant section below.

Program Elements

I. Eligible Areas

CSEP is only applicable in the Northwest-Progresso-Flagler Heights (NPF) CRA and the Central City CRA Areas. Within these designated areas, there are Focus Areas strategically selected where revitalization efforts are concentrated to accelerate positive impacts and attract additional private investments.

A. NPF Focus Areas

- 1) Sistrunk Boulevard (between NW 24th Avenue and the FEC Railway), including one block north and south

B. Central City Focus Areas

- 1) Sunrise Boulevard (Northside only, between I-95 and the FEC Railroad)
- 2) NE 4th Avenue (between Sunrise Boulevard and NE 13th Street)
- 3) NE 13 Street (between NE 4th Avenue and the FEC Railroad)

II. Property Eligible Requirements

A property must meet the following requirements.

A. Property Type

- 1) Be an existing commercial building used for office, retail, or service-oriented operation.
- 2) Or business located within a mixed-use building with active ground-floor commercial uses and residential units above.

B. Regulatory Compliance

- 1) Be consistent with applicable CRA Redevelopment Plan

- 2) Have a current City of Fort Lauderdale business tax receipt.

III. Eligible Improvements

CSEP supports improvements that enhance the safety and security of commercial and mixed-use corridors. Eligible improvements include both physical security and environmental or landscape design features.

A. Security Measures

- 1) Access Control Systems (e.g., key cards, pin codes, biometric entry)
- 2) Intrusion Detection Systems (e.g., motion sensors, alarms)
- 3) Closed-circuit Television (CCTV) surveillance systems
- 4) Fencing, gates, locks and reinforcement 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)
- 8) Emergency Communication and Evaluation Systems

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

- 1) Surveillance
 - Use of adequate lighting (e.g., parking lot lighting and camera surveillance).
 - Placement of windows to overlook sidewalks and parking lots.
 - Clear sight lines e.g., (low or see-through landscaping that is under 2-3 ft) near sidewalk or entry point.
 - Tree canopies pruned above 6-7 feet to maintain visibility.
 - No large bushes near doors or windows.
- 2) Access Control
 - Natural barriers that restrict movement or guide people entering and exiting a space through design.
 - Dense shrubbery or thorny bushes along windows or fences to deter loitering or forced entry.
 - Boulders, bollards or large planters in front of entrances to block vehicle access or ramming prevention.
 - Secured access points and monitored entries.
- 3) Territorial Reinforcement and/or target hardening
 - Clear property boundaries (e.g., fences, signs, gates, or defined walkways).
 - Design elements like pavement treatments.

- Use of symbolic barriers (like flower beds or benches).
- Stronger locks, gates, security cameras, and fencings to prevent break-ins.

Additional enhancements 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 core objectives to improve safety and security.

IV. Ineligible Business Types

The following types of businesses are not eligible:

- 1) Pawn shops
- 2) Sexually oriented retail
- 3) Adult entertainment establishment
- 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/retail
- 10) Smoke shops, vapor/E establishments
- 11) Gambling establishments, including internet or simulated gaming venues
- 12) Mobile businesses
- 13) Golf courses
- 14) Firearm sales, shooting ranges

Other ineligible businesses are businesses engaged in any business use that does not further the goals and objectives of the NPF CRA or Central City CRA Plan as determined by NPF CRA or Central City CRA or the City of Fort Lauderdale in the exercise of its reasonable discretion.

V. Eligibility and Funding Conditions

- Applicants must either own or lease a qualifying property that is designated for commercial, retail or non-profit activity.
- Tenants must be in good standing at the time of application and must get consent from the property owner.
- Applications will be reviewed on a first-come, first-served basis.
- Applicants are required to undergo a CEPTED assessment, conducted by the Fort Lauderdale Police Department's Crime Prevention Unit.

VI. Funding Terms and Maximum Award

- A. 5 year lease – tenant applicants must have a minimum of 3 year remaining on the lease at the time approval or if a new tenant, have an existing lease with options to renew that collectively equal a minimum of 5 years.
- B. Matching Requirement
CRA will contribute up to 75% of eligible improvement costs, the applicant will be responsible for the remaining 25% match.
- C. Funding Amounts
Properties within a designated focus area are eligible for funding up to \$10,000, whereas properties in the broader redevelopment area are eligible for funding up to \$7,500.
- D. Disbursement of Funds
- No reimbursement will be provided for expenses incurred prior to CRA approval and execution of the funding agreement.
 - All project cost must be paid upfront by the applicant. Furthermore, if the total cost of the approved security improvements exceeds the maximum funding amount, the applicant will be solely responsible for covering all additional expenses beyond the approved funding limit.
 - All improvements must be fully completed within one (1) year of funding approval.
 - All work must be completed by properly licensed, insured, and reputable business authorized to perform such services under local and state law.
 - If applicable, the applicant must obtain all required permits and schedule any necessary inspections through the City of Fort Lauderdale.
 - Applicants are required to submit itemized invoices and corresponding receipts for all completed work as part of the reimbursement request.
 - The applicant must also submit copies of all required permits, and final inspection approvals.
 - The CRA will issue reimbursement only after final inspection and written approval by the CRA Project Manager.
 - The CRA reserve the right to withhold reimbursement if documentation is incomplete, inaccurate, or inconsistent with the approved scope of work.

VII. Forgiveness Terms

Funding is provided as a forgivable loan that will convert to a grant after five (5) years, contingent upon the following:

- The business continues operations at the funded location
- All CRA-funded safety and security improvements are properly maintained
- The business remains compliant with applicable local licensing requirements, inspections, and CRA guidelines

The CRA reserves the right to deny requests that do not meet established criteria or documentation standards. Failure to meet these conditions may result in full or partial repayment of the forgivable loan.

KEY CONSIDERATIONS	
Element	Notes
Pre-approval required	Funds are not retroactive.
Private Match Required	Must show proof of funds or commitment to match costs.
Clear Scope & budget	Changes to scope will require re-approval.
Reimbursement Basis	CRA pays after completion with proof of payment and Inspection

VIII. Application Process

- 1) **Application Submission** – The applicant must submit a complete application along with all required supporting documentation.
 - 2) **Eligibility Review** – CRA staff will review the application to verify eligibility with program requirements and schedule a date and time for a CPTED assessment with PD Environmental Crime Unit.
 - 3) **Approval** – The CRA will issue a written approval notification.
 - 4) **Submit (3) estimates for eligible improvements** – Applicant will be required to submit (2) estimates for each type of eligible improvement(s) you are applying for. For example, if you are requesting funding for multiple types of improvements – such as fencing, lighting and security cameras- you must submit a total of (9) estimates (i.e., two estimates per improvement type).
 - 5) **Loan 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.
 - 6) **Project Implementation & Reimbursement** – The applicant will complete the approved improvements and submit all required documentation for reimbursement.
- Final Inspection** – CRA staff will conduct a final site inspection to verify completion and compliance prior to disbursing any funds.

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 uses.
- 3. Have a current Business Tax Receipt.
- 4. Applicant is the property owner or a tenant written owner approval.

❖ Required Documentation

- 1. Completed CSEP Application
- 2. Proof of current City of Fort Lauderdale Business Tax Receipt.
- 3. Proof of property ownership or current lease agreement.
- 4. Letter of approval from the property owner (if applicant is the tenant) .
- 5. Copy of current City of Fort Lauderdale Business Tax receipt or proof of nonprofit status.
- 6. Photos of the existing conditions of the property .
- 7. Preliminary scope of work and cost estimate (3 estimates per improvement type).
- 8. Documentation showing contractor(s) are licenses and insured, where applicable.
- 9. Completed CSEP security Assessment Form

❖ Prior to Reimbursement

- 1. All work must be performed by licensed, insured and reputable business, vendor or contractor.
- 2. List of permits obtained, and proof of inspection completed (if applicable).
- 3. Final invoices and itemized receipts for all completed work.
- 4. Work completed within one (1) year of CRA Approval.
- 5. Final Site Inspection scheduled with CRA Staff

COMMERCIAL Safety Enhancement Program PSEP Application

1)	Name <i>(First, Last)</i> <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 - <i>if selected, provided landlord name, phone number and email #12 & #13</i>
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) Mailing Address if different	B)
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?	

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"/>	