

PROPERTY IMPROVEMENT GRANT PROGRAM

INTRODUCTION

The City of Hollywood's Property Improvement Program is designed to enhance the exterior appearance and functionality of privately owned commercial, industrial, mixed-use, and eligible residential buildings. By encouraging reinvestment in visible properties, the program seeks to:

- Improve the appearance of commercial, residential, and mixed-use corridors
- Stimulate private investment and attract customers and tenants
- Address blight and deteriorating exterior conditions
- Support long-term property value and corridor revitalization

This policy establishes a single, citywide Property Improvement Program with multiple participation levels and grant amounts based on property location, building type, and scope of improvements. The program defines eligibility criteria, funding limits, application requirements, review and compliance procedures, and reimbursement timelines. While application and review processes are consistent across the City, reimbursement percentages, funding caps, timelines, and eligible funding sources vary by location inside or outside a Hollywood Community Redevelopment Agency (CRA) area, as well as by property type, proposed improvement, and scope of work. All grants are administered by the City of Hollywood's Office of Communications, Marketing and Economic Development and are subject to funding availability and approval.

PROGRAM ELIGIBILITY

Property and business owners can make a number of improvements to enhance the curb appeal of their property, thereby increasing property values and improving the City as a whole. To be eligible for grant funding, proposed improvements must address exterior aesthetics, safety, sustainability, accessibility, or code-related deficiencies. Eligible improvement categories include:

Painting and Surface Repairs

- Exterior painting using approved color palettes
- Stucco repair, re-grouting, re-pointing, and pressure cleaning
- Restoration of historic architectural features
- Painted and mosaic murals

Safety and Structural Improvements

- Roof repair or replacement as part of a comprehensive project
- Structural or concrete restoration
- Replacement of deteriorated architectural elements
- Railings
- ADA accessibility improvements such as ramps and grab bars
- Dumpster and trash enclosures
- Electrical or plumbing work tied to health or safety
- Dock or seawall improvements when included in a comprehensive project

Doors, Windows, and Lighting

- Impact-resistant doors and windows
- Removal of window A/C units and installation of efficient HVAC systems
- Exterior and turtle-compliant lighting
- Replacement of visible window and door treatments
- Other exterior electrical work

Landscaping and Site Improvements

- Landscaping and irrigation systems
- Fixed outdoor furniture and seating
- Paving parking areas, walkways, curbing, parking stops, and patios
- Bike racks
- Trellis and shade structures

Sustainability Features

- Solar panels
- Other eco-friendly exterior improvements

Other Eligible Improvements

- Signage
- Awnings
- Covers for window/wall A/C units
- Improvements required by City boards, committees, or other regulatory agencies
- Improvements to address outstanding code compliance violations
- Exterior improvements necessary to address health or safety concerns
- Architecturally compatible additions and capital improvements that support increased occupancy and property value

INELIGIBLE IMPROVEMENTS

The following are not eligible under any property improvement program:

- Construction of new buildings
- Roof-only projects
- Chain-link fencing
- Removal of architecturally significant features
- Aluminum or vinyl siding
- Non-impact windows or hurricane shutters
- Interior improvements, unless determined eligible by staff
- HVAC replacement unless replacing window units
- Projects with open permits or work already underway
- Repeat application for the same property address/folio within the same fiscal year
- Permit and impact fees
- Labor performed by unlicensed contractors
- Refinancing existing debt
- Linens, bedding, kitchenware, or non-fixed furniture
- Any other improvement City staff deems ineligible

PROPERTY IMPROVEMENT PROGRAM – PARTICIPATION LEVELS

Grant funds are available to owners of privately owned commercial, industrial, mixed-use, and eligible residential properties within the City of Hollywood, as well as to business owners with written property owner's consent. Funding levels and reimbursement caps vary based on property location, type, and scope of improvements. Each property or property owner may participate once (1) per fiscal year.

Comprehensive Property Improvements

Eligible applicants include commercial and industrial properties located in the City of Hollywood outside of a designated CRA Beach or Downtown District. These applicants may qualify for a reimbursement of 40 percent of eligible improvement costs, or 50 percent if the property is located within the City's Low-to-Moderate Income (LMI) areas, up to a maximum of \$25,000. Applications must include a minimum of three (3) eligible exterior improvements to qualify under this level.

Eligible applicants inside a designated CRA Beach or Downtown District may qualify for a reimbursement of 50 percent of eligible improvement costs, up to a maximum of \$75,000. Properties located along the Intracoastal Waterway may also qualify for an increased maximum reimbursement of up to \$125,000 when the project includes eligible seawall or dock improvements. Applications must include a minimum of two eligible exterior improvements, in addition to a seawall or dock improvement.

Paint or Landscape Only

Eligible applicants include commercial and industrial properties located in the City of Hollywood, outside of a designated CRA Beach or Downtown District. Eligible applicants may qualify for a reimbursement of 40 percent or 50 percent of eligible improvement costs, up to a maximum of \$5,000.

Eligible applicants inside a designated CRA Beach or Downtown District may qualify for a reimbursement of 50 percent of eligible **paint only costs**, up to a maximum of \$15,000. Landscape only is not eligible for reimbursement in a CRA District.

Paint and Landscape Only

Eligible applicants include commercial and industrial properties located in the City of Hollywood, outside of a designated CRA Beach or Downtown District. Eligible applicants may qualify for a reimbursement of 40 percent or 50 percent of eligible improvement costs, up to a maximum of \$12,500.

Hotel Improvements

Eligible applicants include hotel properties located only within the CRA Beach and Downtown districts which may qualify for a reimbursement of 20 percent of eligible improvement costs, up to a maximum of \$250,000 or 20 percent of the property's current assessed value, whichever is less, for comprehensive fixed capital improvements. Eligible properties include commercial lodging establishments with 50 rooms or fewer, including qualifying mixed-use properties that include a homestead component.

Mural Improvements/Installations

Eligible applicants include properties located within the designated CRA Beach and Downtown districts, as well as commercial and industrial properties citywide. Properties within the Beach District may qualify for reimbursement of up to 50 percent of eligible costs, not to exceed \$25,000. Properties within the Downtown District may qualify for reimbursement of up to 50 percent of eligible costs, not to exceed \$10,000. Commercial and industrial properties located outside of the designated CRA districts may qualify for reimbursement of up to 40 percent of eligible costs, not to exceed \$5,000. Mural improvements do not preclude applicants from participating in other eligible levels of the program; however, a property may receive mural grant funding no more than once every three years. All mural projects are subject to review and approval through the Art in Public Places Program.

PROPERTY IMPROVEMENT PROGRAM PROCESS OVERVIEW

1. Pre-Application Submission

Applicants complete an online pre-application and questionnaire outlining property information, ownership, and proposed improvements.

2. Eligibility Determination

City staff review the application for eligibility, including verification of code compliance, property taxes, business licensing, and required registrations.

3. Site Visit

An on-site visit is conducted to confirm existing conditions and discuss the proposed scope of work. Photos may be taken at this time.

4. Formal Application Submission

Applicants submit a formal application including design concepts, financial capacity documentation, required contractor(s) quote(s), insurance information, and proof of ownership or authorization.

5. Review Committee Evaluation

A multi-departmental Review Committee evaluates the application for design quality, compliance, and overall impact. Unanimous approval is required for the application to proceed. Additional CRA Board, City Commission, and/or City Manager approval may be required.

6. Historic Preservation Board Review (if applicable)

Projects located in historic areas may require additional design review and approval prior to funding.

7. CRA Board Approval for Larger Awards

Projects exceeding established reimbursement thresholds require approval at a public board meeting.

8. Davis-Bacon Compliance (CDBG-funded projects only)

Projects utilizing CDBG funds must comply with Davis-Bacon wage requirements.

9. Environmental Review (CDBG-funded projects only)

An environmental review must be completed prior to construction. Associated costs are eligible for reimbursement. Applicants must comply with the Environmental Review's findings prior to proceeding. Payment of the Environmental Review is the sole responsibility of the applicant and must be paid in advance.

10. Art in Public Places Program Committee Review (Mural projects only)

For mural projects, applicants must go through the City's Art and Public Places Program approval process prior to proceeding.

11. Funding Agreement Execution

To be eligible for reimbursement, work must not begin until after the funding agreement has been approved and executed. Work begun prior to the agreement being executed **will not** be reimbursed.

12. Construction Monitoring

City staff conducts site visits during construction to verify compliance.

13. Reimbursement Request

Upon completion of the project, applicant submits final documentation for reimbursement review and processing.

14. Completion Timeline

All projects must be completed within the approved timeframe. Extensions may be granted with sufficient justification.

15. Reimbursement

Funding will be provided upon staff review, confirmation, and City Manager/CRA Executive Director approval.

PROGRAM SNAPSHOT

This grant program has three funding sources:

- General Capital Outlay Funding (GCOF)
- Community Development Block Grant (CDBG) Funding
- CRA Tax Increment Funding (TIF)/ CRA Interlocal Agreement (ILA) Funding

Funding, when available, is awarded to approved recipients, with reimbursement based on the improvement participation level. Additional eligibility requirements will be reviewed with CDBG-funded applicants.

Eligible Areas	Funding Source	Participation Levels	Reimbursement / Cap	Completion Timeframe
Citywide (excluding Beach and Downtown Districts)	CDBG and GCOF	Comprehensive; Paint & Landscape; Paint or Landscape; Mural Only	40% (50% in LMI areas) up to \$25,000; \$12,500; \$5,000; \$5,000	6–12 months
Beach and Downtown Districts	Tax Increment Financing (TIF)/CRA Funding	Comprehensive; Paint Only; Hotel Improvement; Mural Improvement	50% up to \$75,000 or \$125,000; 50% up to \$15,000; 20% up to \$250,000; 50% up to \$10,000 or \$25,000	6–18 months



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EXHIBIT A

PROJECT ELIGIBILITY AND CRITERIA FOR CONSIDERATION

Project Eligibility Requirements

To be considered for funding under the City of Hollywood Property Improvement Program, all the following requirements must be met:

- The building must be a privately owned commercial, residential, industrial, or mixed-use property located within the City of Hollywood.
- The property must comply with the City of Hollywood's Zoning and Land Development Regulations related to permitted use and density. Properties and business owners with active code violations are encouraged to apply to the program to resolve the violation(s). All violations must be remedied prior to receiving reimbursement funds.
- Property improvement projects must not have any open permits, nor may any work begin, prior to final program approval and execution of a Funding Agreement.
- The applicant must demonstrate fee-simple ownership of the property. Business owners applying with property owner consent must submit an executed Letter of Legal Authorization from the property owner allowing the proposed improvements to proceed. The property owner is required to co-sign the Funding Agreement.
- Property taxes must be current and not delinquent at the time of application and must remain current throughout the duration of the project.
- The business must be properly registered with the State of Florida Division of Corporations (SunBiz).
- Local Business Tax Receipts must be current with both the City of Hollywood and Broward County, and the property must have a valid City of Hollywood Certificate of Use.
- All required insurance policies must be current at the time of application and maintained throughout the life of the project.
- The applicant must demonstrate the ability to financially complete the project within the allotted time. This may be evidenced by secured or pending private financing, including but not limited to personal or business checking accounts, savings accounts, credit union accounts, loan agreements, letters of credit, or other documented funding sources acceptable to the City.
- Proposed projects must include eligible improvements and demonstrate a comprehensive design approach that results in substantial improvements to the exterior façade of the building, is compatible with surrounding district characteristics, and enhances the appearance of the corridor, street, neighborhood, or commercial area.
- All required approvals must be obtained via the Office of Communications, Marketing and Economic Development, and all necessary permits must be secured through the Department of Development Services and, when applicable, Broward County prior to the commencement of work. All improvements must be completed and inspected to the satisfaction of the City of Hollywood's Department of Development Services.
- Projects located within designated historic areas will also be subject to review and approval by the Historic Preservation Board. Applicants must comply with all findings, conditions, and requirements issued by the Board as part of that review.
- For projects utilizing Community Development Block Grant (CDBG) funding, an Environmental Review must be conducted using the City's third-party environmental consultant and paid in full, in advance, before the application may proceed. Upon successfully completing the project, this fee will be included as part of the total reimbursement packet. Final approval from the State of Florida Department of Environmental Protection, and compliance with any and all findings is required prior to proceeding.
- All construction and improvement work must be performed by a licensed contractor. For projects utilizing CDBG funding, contractors must comply with all applicable federal requirements, including Section 3, Davis-Bacon Act labor standards, and related regulations.

CRITERIA FOR PROJECT SELECTION

Eligible projects will be evaluated using the following criteria:

- Overall project viability, comprehensiveness, and readiness, including the applicant's ability to move the project forward in a timely manner
- The anticipated impact of the proposed improvements on the surrounding area
- The extent to which the project significantly improves the exterior visual appearance of the building, property, and neighborhood
- **Improvements shall align with stated program goals**
- The applicant's level of financial participation and investment, including:
 - The relationship between the total estimated project cost and the amount the applicant is contributing with their own private investment
 - Contributions such as cash investment, subsidizing specific project components, or documented improvements financed by the applicant within the previous twelve months

EXHIBIT B

HOTEL IMPROVEMENTS

Eligible applicants include hotel properties located within the CRA Beach and Downtown districts which may qualify for a reimbursement of 20 percent of eligible improvement costs, up to a maximum of \$250,000 or 20 percent of the property's current assessed value, whichever is less, for comprehensive fixed capital improvements. Eligible properties include commercial lodging establishments with 50 rooms or fewer, including qualifying mixed-use properties that include a homestead component.

Eligible Improvements

- Exterior painting and stucco
- Lighting (must be sea turtle friendly, if applicable)
- Exterior thin cladding materials
- Signage
- Landscaping
- Paving parking areas, walkways, or patios (visible from the right-of-way)
- Impact-resistant windows and doors
- Air-conditioning (central air or mini-splits - if converting from window units currently visible from public right-of-way)
- Roof repair or replacement (visible from the right-of-way)
- Structural repair - if done in conjunction with an eligible improvement (i.e. impact windows or storefront windows on a commercial property)
- Electrical work - if done in conjunction with an eligible improvement (i.e. exterior lighting [turtle friendly if applicable] or illuminated signage)
- Plumbing work (i.e. landscape irrigation for landscape visible from the right-of-way)
- Covers for window/wall A/C units
- Awnings
- Trellis and shade structures
- Other significant exterior architectural elements
- Interior finishes including flooring, paint, blinds/window treatments visible from the right-of-way, or other interior finishes approved in advance by staff.

Ineligible Improvements

- Non-impact-resistant windows
- Hurricane shutters
- Furniture
- Appliances
- Interior improvements not visible from the right-of-way
- Removal of historic architectural elements
- Anything not visible from the right-of-way (pool decks, rear patios, etc.)
- Non-fixed improvements (furniture, planters, etc.)

EXHIBIT C

MURAL IMPROVEMENTS

Eligible applicants include properties within the designated CRA Beach and Downtown districts and commercial and industrial buildings citywide. For properties within the Beach and Downtown, eligible applicants may qualify for a reimbursement of 50 percent, up to \$25,000 or \$10,000 respectively. For commercial and industrial buildings outside of the designated districts, eligible applicants may qualify for a 40 percent reimbursement, up to \$5,000. Mural improvements do not preclude applicants from seeking other participation levels of the program and may only receive a mural grant once every three years. All mural projects are subject to the Art in Public Places Program review and approval.

- Mural Improvements do not preclude applicants from seeking other participation levels of the program.
- A property may apply for and receive a Mural Improvement grant once every three years
- Both painted and mosaic mural applications will be permitted and eligible for grant funding in the Designated Downtown District, and commercial properties outside of the district.
- Painted murals must include ultraviolet fade resistant clear coat;
- Only mosaic mural applications will be permitted and eligible for grant funding in the designated Beach District.
- All mural projects are subject to the Art in Public Places Program review and approval.

EXHIBIT D

PROGRAM AND APPLICATION PROCESS

Pre-Application

Applicant must complete the online pre-application form found on the Economic Development website at www.choosehollywoodfl.com. The pre-application includes a description of the proposed improvements and estimated improvement costs. Incomplete submissions will not be considered or processed. City staff will review the property for code violations and/or delinquent taxes. If none are found, all requirements have been met, and after a site visit by Economic Development staff, the applicant may proceed with the formal application.

Pre-Application Submission Requirements

- Completed pre-application form and estimate of improvement costs.

Formal Application Process

Following pre-application approval by staff, the applicant will then complete the formal application by submitting the required supporting documents via the Economic Development website at www.choosehollywoodfl.com. Incomplete applications will not be considered, accepted, or processed.

Required Submissions

- Description of proposed improvements
- Legal description and/or survey of property
- Proof of property ownership (e.g. deed, title search, etc.)
- Two (2) quotes (cost estimates) from qualified contractors (labor and material for each improvement). CMED will submit the cost estimates, and contractor information, to the Department of Development Services to review for eligibility.
 - A third quote may be required for each improvement, depending on the scope of work and at the discretion of the City
- Proof of Certificate of Liability Insurance from the property owner and/or business owner with the City of Hollywood added as an Additional Insured and Certificate Holder
 - Additional insurance requirements may be needed based on scope of work, including, but not limited to, seawall, docks and improvements on or close to the right-of-way, or otherwise deemed necessary by the City of Hollywood.
- Site plan with elevations, showing proposed improvements drawn to scale, if applicable
- Construction plan with materials, schedule and dimensions, if applicable
- Color high resolution digital photographs of existing property and building exterior
- Landscape and irrigation plan, if applicable
- Signage specifications, if applicable
- Final cost estimates in spreadsheet format, and the name of the licensed contractor selected to perform the work.
- Letter of intent or authorization from the property owner and or business owner, if applicable.
- Demonstrated capacity to cover the total project costs with level of private funding participation for all property improvements. This may include a mortgage, personal guarantee, or other form of collateral acceptable to the City.
- Any other documentation needed to provide a clear understanding of the project or requested by Economic Development staff.

Review Committee

All applications will be reviewed and approved by the Review Committee before advancing to the next stage of the program. The Committee is comprised of staff from the Economic Development Division, Code Compliance, Building, Planning, Community Development, and staff from the Hollywood CRA. The Committee evaluates individual applications based on the proposed scope of work, architectural plans, paint palettes, cost estimates, and overall eligibility.

Historic Preservation Board

Applicants with projects located in designated historic districts are required to undergo review by the Historic Preservation Board (HPB). The Review Committee will notify applicants if HPB review is necessary. In such cases, Economic Development staff will coordinate with the Planning Division to prepare the HPB submittal and presentation. Applicants may proceed to the next step of the program once HPB approval is granted and all requirements are satisfied.

CRA Board Presentation and Approval

Applicants with project reimbursement values of \$75,000 and below are reviewed and approved administratively. Projects with a reimbursement value of \$75,000 or over must receive CRA Board approval. After submission of all required application documents, and approval by the Review Committee has been granted, when needed, staff will schedule the project for presentation before the CRA Board. The Board may approve, deny, or require modifications to the proposed improvements at its discretion. Upon final Board approval, the project will then proceed to execution of a funding agreement.

PROGRAM PARTICIPATION

Funding Agreement

Approved projects will proceed through execution of a Funding Agreement. The approved funding amount will be based on the final design, scope of work, and construction cost estimates reviewed and approved by the Review Committee and, when applicable, the appropriate approving body. Improvements associated with open permits or work initiated prior to execution of the Funding Agreement are not eligible for reimbursement.

Project Completion Timeframes

Participants must complete all approved improvements within the timeframes established in the Funding Agreement.

- Comprehensive Property Improvements: 12 months
- Paint and Landscape Improvements: 6 months
- Paint or Landscape Only and Mural Improvements: 3 months
- Hotel Improvement Projects: 24 months

Extensions may be considered on a case-by-case basis. Extensions must be submitted in writing (electronically) and include a justification for the extension. Extension approval or denial will be provided in writing by Economic Development staff. Extension requests for projects with reimbursement of over \$75,000 must be approved by the CRA Board.

Security

Applicants are required to provide security for the grant, which may include a mortgage, personal guarantee, or other form of collateral acceptable to the City.

Construction Start

Once the Funding Agreement has been fully executed, the applicant may award the City-approved construction contract and obtain all required permits. The applicant must issue a Notice of Commencement to the contractor, apply for building permits, and provide a copy of the recorded Notice of Commencement to designated City staff prior to beginning construction.

Change Orders

Applicants whose properties fall within eligible program areas, including Citywide (outside of the Beach and Downtown districts) and within the designated Beach and Downtown districts, may request a change order of up to, but not exceeding, 10 percent of the approved reimbursement amount. In no case may the total reimbursement exceed the maximum designated grant amount. Change order requests must be submitted and approved prior to completion of construction. Any additional costs resulting from change orders are the applicant’s responsibility; however, the City may, at its discretion, participate in eligible costs in accordance with the applicable Change Order Schedule below.

CHANGE ORDER SCHEDULE		
CITYWIDE (OUTSIDE OF BEACH AND DOWNTOWN)	Max Change Order	Total Grant Amount Not to Exceed
Paint OR Landscape Only	\$500	\$5,000
Paint AND Landscape Only	\$1,250	\$12,500
Comprehensive Property Improvement	\$2,500	\$25,000

CHANGE ORDER SCHEDULE		
WITHIN DESIGNATED BEACH AND DOWNTOWN DISTRICTS	Max Change Order	Total Grant Amount Not to Exceed
Paint Only	\$1,500	\$15,000
Comprehensive Property Improvement	\$7,500	\$75,000
Mural Only	\$1,000 or \$2,500	\$10,000 or \$25,000

Projects within the designated Beach and Downtown districts that require CRA Board approval are not eligible to request change orders that exceed the agreed reimbursement grant amount.

Any modifications to the approved plans or construction documents that result in visible changes from the public right-of-way must be reviewed and approved by City staff. Failure to obtain approval may invalidate the Funding Agreement and result in termination.

Extensions

Participants may request an extension by submitting a signed letter explaining the cause of delay at least 30 days prior to the agreed completion date. Extensions may be granted at the discretion of the City Manager, CRA Executive Director, or their designee. For reimbursement over \$75,000, extension requests are at the discretion of the CRA Board. Requests submitted after the specified completion date will not be considered.

Reimbursement

Applicants must notify Economic Development staff upon completion of the approved improvements in accordance with the Funding Agreement. Program funds will be disbursed after the applicant completes the exterior improvements, addresses all code violations, regardless of their relation to the program, the contractor certifies the work, and all necessary documentation has been submitted. Reimbursement will be issued only after the City staff have verified that all improvements have been completed in accordance with the approved plans and permits. The applicant must provide satisfactory verification of all project costs to the City. Within the Funding Agreement term, the applicant must submit supporting documentation including but not

limited to:

- Summary and receipts of expenditures
- Contractor invoices and proof of payment (i.e. copies of canceled checks)
- Release of funds, if applicable
- Inspection reference log, if applicable
- All other reimbursable payment receipts associated with the project
- Certificate of Completion, if applicable
- Recorded Termination of Notice of Commencement, if applicable
- Weekly payroll sheets demonstrating compliance with the Davis-Bacon Act (CDBG-funded projects only)
- Two (2) high resolution digital color photographs of the completed exterior property improvements
- Proof of satisfaction and resolution of all violations relating to the property (if applicable)

Upon successfully completing the project, the Environmental Review fee will be included as part of the total reimbursement packet.

EXHIBIT E

FUNDING SOURCES AND CONDITIONS

The Property Improvement Program is funded through multiple sources: Community Development Block Grant (CDBG) funds, City of Hollywood General Capital Outlay funds, and Community Redevelopment Agency (CRA) funds. Each funding source has distinct requirements and regulations, summarized below.

Community Development Block Grant (CDBG)

This program utilizes CDBG funds from HUD to assist eligible applicants of privately owned commercial or industrial buildings in Low-to-Moderate Income (LMI) Census Tract Block Groups. The matching grant covers up to 50% of construction costs, with a maximum of \$25,000. CDBG-funded grants are subject to CDBG program requirements ([24 CFR 570](#)), [Section 3 Compliance](#), and Davis-Bacon Act Labor Standards. Payment of the Environmental Review is the sole responsibility of the applicant and must be paid in advance. Upon successfully completing the project, this fee will be included as part of the total reimbursement packet.

CDBG Davis-Bacon Act Requirements

Improvement projects utilizing CDBG funds for Property Improvement Programs must comply with Davis-Bacon Act rules and regulations. Applicants must provide the following documentation:

- Final quote per improvement containing Davis-Bacon Act acknowledgement
- List of contractor's employees along with job classification and description, and prevailing wage per Davis-Bacon Act prevailing wage determination
- Davis-Bacon Act poster installation on construction site
- Weekly payroll form (WH-501) in accordance with the Davis-Bacon Act Wage Rate Decision
- CDBG Environmental Review (conducted and managed by City staff, see [Exhibit D](#))
- Davis-Bacon Act Conformance (if applicable, see [Exhibit D](#))
- Signed Environmental Review Processing Form (see [Exhibit E](#))

City of Hollywood General Capital Outlay Fund

Applicants of privately owned commercial and industrial buildings not eligible for CDBG funding may use General Capital Outlay Fund dollars. The matching grant covers up to 40% of construction costs, with a maximum of \$5,000, \$12,500, or \$25,000, depending on the level of participation.

Tax Increment Funds (TIF) and Interlocal Agreement Funds (ILA)

Projects located in designated areas (Hollywood Beach and Downtown) utilize Tax Increment Funds (TIF), or funds provided through the September 2018 Interlocal Agreement with Broward County. TIF is a public financing tool that uses future increases in property tax revenue from new development, or redevelopment, to fund public improvements. An allocation of CRA TIF and ILA funds are budgeted for Property Improvement Program projects per district and all funds are subject to availability. The matching grant covers up to 50% of construction costs, with a maximum of \$15,000, \$75,000, \$125,000 or \$250,000, or otherwise determined by the CRA Board, depending on level of participation.

Funding Limitations and Conditions

Grant funds are limited to one time per property address per federal fiscal year. Program funding is contingent upon annual appropriation by the City of Hollywood City Commission and federal funding availability. The City reserves the right to cancel the program and applications, and withhold funding for any reason, at any time and without notice. All applications are subject

to approval by the CRA Board, City Manager or designee.

EXHIBIT F

DAVIS-BACON ACT COMPLIANCE (for PIP CDBG-Funded Projects Only)

CDBG Environmental Review

Upon the Review Committee's approval of a CDBG-funded project, the City's third-party vendor will conduct an Environmental Review of the property and proposed improvements. Projects subject to this review cannot proceed to the next step until the Environmental Review is completed, processed, and compliance with its findings is confirmed. The applicant must pay the vendor directly for the Environmental Review before the review commences, and the City must confirm payment prior to proceeding. **The applicant is responsible for the cost of the Environmental Review, which will be included in the total project cost and reimbursed upon successful completion of the PIP project. However, if the applicant fails to comply with the Environmental Review findings, withdraws from the program, or does not adhere to guidelines or complete the project, the City will not reimburse these costs.**

Each activity's environmental effects must comply with the [National Environmental Policy Act of 1969 \(NEPA\) and HUD regulations \(24 CFR parts 50 and 58\)](#). The City of Hollywood will confirm the Environmental Review is completed and compliance is achieved prior to the application proceeding to the next step.

Reimbursement funding is contingent on the applicant completing the Environmental Review, obtaining approval for the release of funds, and necessary certifications, unless authorized by [24 CFR part 58](#). Any costs, funds, or work initiated before the Environmental Review may jeopardize funding reimbursement. Once the application has been approved by the Review Committee, Economic Development Division staff will notify the vendor to begin the Environmental Review and payment process. After payment, the Environmental Review proceeds, and the City will publish the Notice of Intent – Request for Release of Funds (NOI-RROF) in a local newspaper for public comment. After the comment period, the City will sign the Environmental Review and submit the RROF to HUD. If compliant, the application moves forward. If not, the applicant will be notified to achieve compliance. It is the applicant's responsibility to comply with the findings and provide the City with all necessary documentation. The Environmental Review process may take up to 120 days, depending on the project's scope and HUD requirements.

Each project file must contain an Environmental Review Record (ERR) that contains the appropriate checklist based on the level of review, along with all necessary supporting documentation. This documentation is required to validate the findings of the ERR checklist. The vendor will develop and complete the items in the checklist which will consist of the following items: State Historic Preservation Office (SHPO) concurrence letters, Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs), National Wetlands Inventory Maps, Topography Maps, and additional items, if applicable.

Davis-Bacon Act Conformance

Conformance is the process of adding a new labor classification and wage rate to a published wage determination for a specific contract. A wage determination, or General Decision, lists the basic hourly wage and fringe benefit rates for each labor classification in a particular geographic area. If a trade classification is not listed in the most recent Wage Decision, a conformance request must be submitted after review by City staff. Economic Development Division staff will require the independent contractor to complete the SF-1444 form, which must be done after the contract is signed, as work cannot begin until approval. The report should detail the work, requested classification, duties, and recommended wage rate.

City staff will then email the necessary documents to the U.S. Department of Labor at DBAConformance@dol.gov:

- The applicable wage determination
- The completed SF-1444 (or similar), including all required signatures
- A written detailed description of the work to be performed by the requested classification



- Any related documentation and agency recommendation.



EXHIBIT G

**CDBG ENVIRONMENTAL REVIEW PROCESSING
(For CDBG-funded projects only)**

As part of your application and use of CDBG funding, an Environmental Review is required. Projects cannot proceed until the Environmental Review is completed, fully processed, and compliance is confirmed. *As the applicant, you will be responsible for the cost of the Environmental Review and compliance with the findings. This expense will be included in the total project cost and reimbursed in full upon successful project completion. If you choose not to continue with the program after the review has been ordered, fail to comply with the review’s findings, do not successfully complete the project, or fail to adhere to the terms of the Funding Agreement, you will be responsible for the full cost of the Environmental Review. The City is not responsible for the cost of the Environmental Review. The estimated fees for the review are as follows:*

Tier 2 Environmental Review Up to \$2,000.00*

*These figures are an estimate and are subject to change without notice.
Additional fees may be required as part of the Environmental Review process.

IMPORTANT

IF, FOR ANY REASON, YOU CHOOSE NOT TO CONTINUE WITH THE PROGRAM AFTER THE REVIEW HAS BEEN ORDERED, FAIL TO COMPLY WITH THE REVIEW’S FINDINGS, DO NOT SUCCESSFULLY COMPLETE THE PROJECT, OR FAIL TO ADHERE TO THE TERMS OF THE FUNDING AGREEMENT, YOU WILL BE RESPONSIBLE FOR THE FULL COST OF THE ENVIRONMENTAL REVIEW.

APPLICANT CERTIFICATION:

I hereby certify that I have read and understand the above-listed information about the costs associated with the City’s Commercial Property Improvement Program’s required Environmental Review process to receive CDBG funding. I also understand if my application is cancelled or discontinued for any reason, *the City will not be liable* for repayment for these costs. I have received a copy of this notice.

APPLICANT:

Signature

WITNESS:

Signature

Date: _____

EXHIBIT H

PROPERTY IMPROVEMENT PROJECT REVIEWS AND APPROVALS

Review Committee

All applications must be reviewed and approved by the Review Committee before advancing to the next stage of the program. The Committee is made up of staff from Economic Development Division, Code Compliance, Building, Planning, Engineering, Community Development, and the Hollywood CRA. Once a complete application is submitted, Economic Development staff will schedule a virtual meeting where the project will be evaluated based on each Member's area of expertise, as well as the proposed scope of work, architectural plans, paint palettes, cost estimates, and overall eligibility. Unanimous approval is required, and any modifications or concerns identified by the Committee must be addressed prior to receiving final approval. Once approved, the applicant will be notified and may proceed to the next step of the program.

Historic Preservation Board (HPB) Compliance

The Historic Preservation Board (HPB) exists to preserve properties of historical, architectural, and archaeological significance; to protect and encourage the revitalization of historic sites and districts; to combat urban blight; to promote tourism; to foster civic pride; and to maintain the physical evidence of the City's heritage. The HPB also advances excellence in urban design by ensuring that restored, rehabilitated, or replaced structures are compatible with the character of designated historic districts.

Projects located in Downtown Hollywood or Hollywood Beach may require HPB review, depending on the property's location and scope of work. The Review Committee will notify applicants if HPB review is required, and Economic Development Division staff will coordinate with the Planning Division to guide the application process and presentation. Complete submittals are scheduled for an HPB meeting, where the Board may require modifications to ensure alignment with district characteristics and HPB standards.

Applicants must fully implement all changes and requirements mandated by the HPB. Failure to comply may result in denial of reimbursement, termination of the Funding Agreement, and closure of the program application.

Community Redevelopment Agency (CRA) Board Meeting

Property Improvement and Hotel Improvement projects located in Downtown Hollywood or Hollywood Beach that exceed the \$75,000 reimbursement threshold require approval by the Community Redevelopment Agency (CRA) Board. Following Review Committee and, when applicable, Historic Preservation Board (HPB) approval, and once all final documentation has been submitted, Economic Development staff will coordinate scheduling of the project presentation at a CRA Board meeting, subject to submission timing and agenda availability.

During the meeting, the CRA Board will review the project and may approve, deny, or require modifications. The Board also determines the total reimbursement amount. If the applicant accepts the Board's conditions, an updated resolution will be drafted and signed, after which the project may proceed to execution of a Funding Agreement.

Applicants must comply with all contingencies imposed by the CRA Board. Failure to comply may result in denial of reimbursement, termination of the Funding Agreement, and closure of the program application.

Arts in Public Places Program Approval (APPP)

The Arts in Public Places Program reflects the City's commitment to enhancing the aesthetic character of the community through the creation of public artwork. This program provides opportunities for residents and visitors to experience and appreciate art in public spaces throughout the City. Mural Only projects require review and approval by the Arts in Public Places Program (APPP) Advisory Committee prior to advancing to subsequent program steps. At the direction of City staff, the applicant shall submit all required documentation for APPP review and processing. Upon receipt of a complete application, APPP staff will schedule a public meeting for the Advisory Committee to review the proposed artwork, including materials,



design, artist qualifications, and overall contribution to Hollywood's cultural landscape. Following APPP Advisory Committee approval, the applicant shall submit final approved designs, materials, and any other relevant documentation to CMED staff prior to execution of the Funding Agreement. Failure to comply with APPP requirements and guidelines may result in denial of grant funding or reimbursement, termination of the Funding Agreement, and closure of the application. Participation in the Mural Only category does not preclude applicants from simultaneously applying for other eligible Property Improvement Program project types, provided all applicable program requirements are met.



EXHIBIT I
APPLICATION

Name of Applicant: _____

Name of Business/Property to be Renovated: _____

Address: _____

Phone Number: _____ Email Address: _____

Are you the Property Owner or Business Owner: _____

Indicate which level of improvements you are applying for:

- Citywide – Outside Downtown/Hollywood Beach**
- Comprehensive Property Improvements (up to \$25,000)
 - Paint AND Landscaping (up to \$12,500)
 - Paint Only (up to \$5,000)
 - Landscape Only (up to \$5,000)
 - Mural Improvement (up to \$5,000)

- Downtown/Hollywood Beach**
- Property Improvement (up to \$75,000 or up to \$125,000)
 - Paint Only (up to \$5,000)
 - Hotel Improvement (up to \$250,000)
 - Mural Improvement (Up to \$10,000 or up to \$25,000)

Description of Planned Improvements:

Incentive Amount Requested: \$ _____

Total Cost of the Project: \$ _____

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the City of Hollywood, Florida. No work shall begin until I have received written approval from the City of Hollywood. I further understand that unless otherwise approved by the City of Hollywood, funding will be paid according to the program policy, which I have read and agree to.

Applicant's Signature

Print Name

Date



EXHIBIT J

APPLICATION CHECK LIST

- Completed Property Improvement Application
- Legal description and/or survey of property
- Proof of property ownership (e.g. deed, title search, etc.)
- Proof of sufficient funds to complete the project, or evidence of efforts to secure funding, such as a personal checking or savings account, credit union account, loan agreement, letter of credit, or any other documentation deemed acceptable by City staff
- Proof of General Liability Insurance – City of Hollywood Named as a Certificate Holder and Additional Insured
- Proof of Code Violation clearance or resolution (if applicable)
- Current City of Hollywood and Broward County Business Tax Receipts
- City of Hollywood Certificate of Use
- Two (2) quotes (cost estimate) from a qualified contractor, per improvement - Depending on the scope of work, and at the discretion of the City, a third quote may be required.
- Total quote for all labor and material for the entire project
- Site plan with elevations, showing proposed improvements, drawn to scale
- Construction plan with materials, schedule and dimensions
- Landscape and irrigation plan, if applicable
- Signage specifications, if applicable
- Final cost estimate(s) in spreadsheet format, and the name of the licensed contractor selected to perform the work
- Any other documentation needed to provide a clear understanding of the project or requested by City staff



EXHIBIT K

LEGAL AUTHORIZATION FROM PROPERTY OWNER

[Property Owner's Name]
[Property Owner's Address]
[City, State, ZIP]
[Phone Number]
[Email Address]

[Date]

City of Hollywood
Office of Communications, Marketing, and Economic Development
2600 Hollywood Blvd, Room 203
Hollywood, FL 33020

Subject: Letter of Authorization for Proposed Improvements Under the Citywide Property Improvement Program (CPIP)

To Whom It May Concern,

I, [Property Owner's Full Name], am the legal owner of the property located at [Property Address] (the "Property"). I hereby authorize [Business Owner's Full Name], the business owner operating at this address, to undertake the proposed improvements on the Property as part of the Property Improvement Program administered by the City of Hollywood.

By signing this letter, I acknowledge and understand that as the property owner, I will bear ultimate responsibility for the project and will be required to co-sign the Funding Agreement with the City of Hollywood for the proposed improvements. This includes agreeing to any financial obligations or requirements outlined in the agreement.

I grant permission for [Business Owner's Name] to make the necessary exterior renovations and improvements as described in the PIP application, including obtaining permits, hiring contractors, and making any other required arrangements to complete the proposed improvements on the Property. This authorization is provided with the understanding that all improvements will comply with the applicable laws and regulations, and the business owner will work in coordination with the City of Hollywood to ensure that the project meets all program requirements. Furthermore, I understand that if the Funding Agreement is approved, I will be legally bound to fulfill the terms and conditions outlined therein.

Please consider this letter as formal authorization for the business owner to proceed with the application process and the proposed improvements. Should you need further information, feel free to contact me at [Property Owner's Phone Number] or [Property Owner's Email Address].

Sincerely,
[Property Owner's Signature]
[Property Owner's Printed Name]
[Date]

NOTARY ACKNOWLEDGMENT

State of Florida

County of [County Name]

On this ___ day of ___, 2026, before me, the undersigned Notary Public, personally appeared [Property Owner's Full Name], who is personally known to me or who has produced [Type of Identification] as identification, and who did take an oath and acknowledged that they executed the foregoing document for the purposes therein stated.

Notary Public Signature _____ Commission No. _____

Notary Public Name (Printed) _____ My Commission Expires: _____

Notary Seal



**EXHIBIT L
CHANGE ORDER**

Date: _____

Applicant Name: _____

Contractor: _____

Property Address: _____

Contract Date: _____

Scope of Work: _____

The following change(s) is/are authorized to the City's Property Improvement Program contract involving the property described above:

Item	Original Cost	Description of Change	Increase/Decrease Cost	Explanation

Initial Contract Amount		\$
Previous Change Orders (net)	+	\$
Plus/Minus Current Change Order	+	\$
Revised Contract Amount		\$

Signed: _____

Applicant

Date

Contractor

Date

Project Manager

Date