
CITY OF FORT LAUDERDALE

Business Capital Improvement Program (BCIP)

and

Business Capital Improvement Grant Program (BCIGP)

Application for Fiscal Year 2012



Public Works Department
Engineering and Architectural Bureau
100 N. Andrews Avenue, 5th Floor
Fort Lauderdale, FL 33301
Phone: (954) 828-6656
www.fortlauderdale.gov

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**City of Fort Lauderdale
Business Capital Improvement Program (BCIP)
and
Business Capital Improvement Grant Program (BCIGP)
Application for Fiscal Year 2012**

Completed applications, including all supplemental materials, must be received by the City of Fort Lauderdale Engineering and Architectural Bureau, 100 N. Andrews Avenue, 5thFloor, Fort Lauderdale, FL 33301, no later than 4:30 p.m. Friday, September 30, 2011.

Business Capital Improvement Program (BCIP) Eligibility:

Applications will be accepted from business associations that meet the following criteria:

1. The association must be registered with the state of Florida as a not-for-profit.
2. The association must be operating as an organization within the City of Fort Lauderdale's corporate boundaries for a minimum of one year at the time of application. The association shall submit meeting minutes from all general membership and board meetings to verify the organization's establishment date if the entity is less than one year old.
3. The association shall submit a copy of its Articles of Corporation.
4. The association shall submit a copy of its By-laws.
5. Membership in the association shall consist of predominately commercial business (i.e., sole proprietors, partnerships, corporations).
6. The association's Board of Directors and/or Officers shall be elected by its general membership.
7. The association shall hold a general election at least every two years to elect a Board of Directors and/or Officers.
8. The association shall have an established mechanism to communicate with its Board of Directors and general membership.
9. The association shall have defined geographical boundaries. The boundaries must be contiguous and must not overlap with the boundaries of any existing business association.
10. The association shall be actively operating and generally recognized as a business association.
11. The association shall be comprised of a group of individual businesses.

Please note: For additional information about Business Capital Improvement Program eligibility requirements, please consult the BCIP/BCIGP Guide.

Application Guidelines for Grant Consideration:

1. Submit one original and one copy (two sets total) of the completed application and all required supporting documents.
2. All supporting documents must be attached to the back of each application and numbered as an appendix. Bind each of the two completed sets individually and submit all sets together.
3. Provide one photograph that depicts the existing condition of the project site(s) with each of the two completed sets of the application.
4. Provide a brief explanation of the proposed project.
5. Provide a budget statement that clearly outlines all funds needed to successfully complete the project (i.e., design cost, materials, installation, etc.).
6. Submit Letter(s) of Support from adjacent property owners.
Required for all capital improvement projects, except brick paver crosswalks and decorative street sign posts.
7. Provide Letter(s) of Support from current Board Members and Directors.
8. Provide Letter(s) of Intent from private corporations or public entities indicating a contribution of funds, materials/equipment or professional services (if applicable).
9. Provide current association minutes showing approval for the proposed project by the general membership. Association minutes must be no older than one year from the date of submission.
10. Association must agree to maintain the project once it has been completed and sign a BCIP Maintenance Agreement. (Please refer to the BCIP/BCIGP Guide for the complete Maintenance Policy.)
11. Financial proof that funds are available for the project must be provided by the association in the form of:
 - a. Current bank statement (Bank statement may not be older than 30 days.), and/or
 - b. Fundraising plan indicating the timeline for the fundraising activities, amount of funds expected to be raised, and method of fundraising.

Please note: If funds are not currently available in the association's bank account, a fundraising plan outlining how the association will generate the capital must be included with the application (i.e., type of fundraiser, time frame targeted, number of campaigns to be held, and amount of funds expected to be raised).

Guidelines for Speed Hump Requests:

- a. The association must first meet with the City's Traffic Engineering Division and request a traffic study. Upon completion, Traffic Engineering will provide the association with the results of the study.
- b. The association must submit the traffic study as part of its BCIP application, along with current association minutes showing approval by the general membership for the proposed speed hump project.

Please note: If the proposed project entails the installation of speed humps as a traffic calming measure, an official survey must be conducted by the City of Fort Lauderdale to determine support for the project.

- c. To meet the application deadline, associations may need to submit their traffic study request to the City's Traffic Engineering Division one year prior to the grant cycle in which they intend to apply for funds.
- d. If the applicant qualifies and ranks among those being recommended for funding, the City will conduct a consensus survey after the BCIP grant is awarded. The City will poll the property owners directly affected by the traffic calming proposal and those property owners who may potentially be affected by the diverted traffic (as a result of the traffic calming devices) to determine whether or not there is consensus for the proposal.
- e. The grant award will be contingent upon the outcome of the official survey. That is, the survey must produce favorable results for the speed humps in order for the grant award to become effective.
- f. The grant will be terminated if the survey produces unfavorable results.

Please note: Applicants are strongly encouraged to plan ahead and coordinate this effort with the City's Traffic Engineering Division well in advance of submitting a BCIP application. The Traffic Engineering Division may be contacted at (954) 828-5772.

Business Capital Improvement Grant Program (BCIGP) Eligibility:

The Business Capital Improvement Grant Program (BCIGP) is a program that was endorsed by the Fort Lauderdale City Commission in March 2000. The program differs from the Business Capital Improvement Program (BCIP) in that it allows business associations to bid and enter into direct contractual agreements with licensed professionals to implement their business capital improvement project, as opposed to the City executing the project.

Associations seeking to be considered for this grant must submit an application during the normal BCIP grant cycle and indicate their desire to implement their capital improvement project through this program. The BCIGP applications will go through the same selection and ranking process as BCIP applications. Upon notification of the grant award and full execution of the Revocable License and Maintenance Agreement, an association may proceed with the permit and implementation phase of the project.

If your association would like its project proposal to be considered under the Business Capital Improvement Grant Program (BCIGP), please indicate by checking the box below:

	<p>Yes, my association would like this project proposal to be considered under the Business Capital Improvement Grant Program (BCIGP). If yes, please include this page with the completed application.</p>
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Associations must meet the following criteria to be considered eligible to implement a capital improvement project under the BCIGP:

- 1. The association must be registered with the state of Florida as a not-for-profit corporation and be operating within the City of Fort Lauderdale for a minimum of one year at the time of application. (Please refer to the business association criteria listed on page 2.)
- 2. The proposed project must be within the City's right-of-way (ROW), property or easement dedicated for public use.
- 3. The proposed project must meet the City's Engineering Design and Construction standards and Florida Building Code, as applicable.

4. An appropriately licensed professional must design and certify the construction contract documents for the proposed project.
5. The association's contractor must obtain all applicable permits.
6. The association shall be responsible for securing or ensuring that the contractor secures a payment and performance bond. Payment and performance bonds are required for all work within the City's public ROW prior to issuance of a permit. The bond shall be 100% of the cost of construction. The association shall ensure that the bond has been posted. The bond shall be posted in the form of a surety bond or cash in a form acceptable to the City. **The bond must name the City as an obligee and must be submitted to the City before any work will be permitted to begin.**
7. An appropriately licensed contractor must perform all work.
(Exception: Landscape that does not require digging more than 12" deep for installation.)
8. The association's past history in implementing and maintaining projects will be taken into consideration for the grant award.
9. The association must adhere to the BCIGP Maintenance Agreement/Revocable License.
10. Projects must be constructed within a 12-month period. The 12-month period begins on the date the City Commission authorizes the grant and the Maintenance Agreement/Revocable License. Grant funds must be expended within this allotted time frame. Grants will be forfeited if projects are not fully completed within this time frame. If warranted, the City Manager or designee may grant an extension to this time frame.
11. Projects funded in part or in whole by Community Development Block Grant (CDBG) funds are not eligible.

Application Deadline:

Completed applications, including all applicable exhibits and supporting documents, must be received by the City of Fort Lauderdale Engineering and Architectural Bureau no later than 4:30 p.m. Friday, September 30, 2011.

Please mail or deliver to:

City of Fort Lauderdale
Engineering and Architectural Bureau
100 N. Andrews Avenue, 5th Floor
Fort Lauderdale, Florida 33301
Attention: Neighborhood Services

Incomplete or late application packets will not be considered
and will be returned to the applicant.

Faxed copies or older versions of the grant application will not be accepted.

For more information, please contact:

**Sheri Roberts, Neighborhood Services Program Coordinator
Phone: (954) 828-6656/E-Mail: sheriroberts@fortlauderdale.gov**

City of Fort Lauderdale BCIP and BCIGP Application for Fiscal Year 2012

(Please type or print in black or blue ink. Pull out pages from booklet at perforations and submit completed application.)

SECTION I: BUSINESS ASSOCIATION INFORMATION

A. Business Association: _____

B. Date Incorporated: _____

C. Please indicate Association Boundaries:
Northern boundary: _____
Southern boundary: _____
Western boundary: _____
Eastern boundary: _____

D. Corporation Tax ID Number: _____

E. Project's Primary Contact Person: _____
Mailing Address: _____
Daytime Telephone: _____
Evening Telephone: _____
E-mail Address: _____

F. Project's Secondary Contact Person: _____
An alternate contact is REQUIRED.
Mailing Address: _____
Daytime Telephone: _____
Evening Telephone: _____
E-mail Address: _____

G. Number of businesses represented by the association: _____

H. Current Association President: _____

Please note: The association must certify that it meets the eligibility requirements outlined in the BCIP/BCIGP Guide and, that if awarded the grant, the association will abide by the terms and conditions outlined in the Guide. If the association is not in compliance with the eligibility requirements, the grant application will not be considered beyond phase one of the grant review/selection process.

By signing below, I, _____, certify that:
(Association President)

A. _____ business association has met
(Name of Association)

the grant eligibility requirements outlined in the BCIP/BCIGP Guide; and

B. If the BCIP or BCIGP grant is awarded, the business association agrees to match or exceed the grant award and to abide by all of the terms and conditions set forth in the BCIP/BCIGP Guide.

Signature: _____ Date: _____
(Association President)

Amount

B. Amount of BCIP/BCIGP funds requested (\$22,500 max):

(See example B on page 16.)

\$ _____

C. What is the Association match for proposed project?

- I. a. Association Cash \$ _____
- b. Community Development Block Grant (CDBG) Funds \$ _____
- c. Corporate/Public Contributions
 - i. Cash Contribution \$ _____
 - ii. Value of Materials \$ _____
 - iii. Value of Professional Services \$ _____
- d. Citizens Volunteer Corps (CVC) Points \$ _____

(Letter of Intent must accompany application for Corporate/Public contributions)

D. What assurance does the association provide to the City of Fort Lauderdale that funds are available? Attach copies of association's current bank statements, Letter(s) of Intent from private/public contributions and/or the fundraising plan to the back of the application as an appendix.

E. Has the association received funding assistance from the City in the past? Yes/No: _____ If yes, how many times? _____

F. Will the association partner with an outside public or private organization to complete this project (i.e., Broward County, state of Florida, ABC Landscaping, etc.)? Yes/No: _____

If yes, please provide the organization's name _____

G. What is the contributing organization's role in the development (i.e., funding or design) or construction of this project?

SECTION IV: PROJECT MAINTENANCE

A. What maintenance responsibilities will be assumed by the association after completion of the project?

B. How will maintenance be funded?

C. How will the project improvements be maintained?

D. Please include an outline of the maintenance schedule below:

Please note: If the association seeks maintenance assistance from the City's Parks and Recreation Department for improvements that will be installed in a park or median island, a letter of commitment from the Parks Superintendent must be obtained by the association and submitted with the application.

**City of Fort Lauderdale BCIP and BCIGP
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**MAINTENANCE AGREEMENT
BETWEEN THE
CITY OF FORT LAUDERDALE AND
BUSINESS ASSOCIATION**

As established by the City Commission and cited in the Business Capital Improvement Program's handbook, any repairs and/or regular maintenance needed in connection with the project located at:

will be remedied by the business association. We further understand that if the project is in need of repair or the maintenance falls below satisfactory conditions, the City of Fort Lauderdale reserves the right to remove the capital improvements in which business capital improvement funds were granted.

Description of Project:

The association will be responsible for conducting the following regular maintenance, as appropriate:

Special maintenance services to be provided by the association: (Indicate N/A, if not applicable)

On behalf of the _____ business association, we, the undersigned, have read the BCIP/BCIGP maintenance terms outlined in the BCIP/BCIGP Guide and agree to the terms set forth herein.

Association President or Authorized Signature: _____ Date: _____

Association Representative or Project Manager: _____ Date: _____

BCIP/BCIGP Program Coordinator: _____ Date: _____

cc: Business Association Project File

ATTACH THIS PAGE TO THE BACK OF THE APPLICATION AS AN APPENDIX.

City of Fort Lauderdale BCIP and BCIGP
Application for Fiscal Year 2012

Letter of Intent

This letter shall confirm that, _____ will participate as a partner
(Public/Private Organization or Individual Name)

with the _____ in the implementation of their
(Name of Business Association)

BCIP/BCIGP project.

Please Print:

Name: _____

Company: _____

Address: _____

E-mail: _____ Telephone Number: _____

The contribution will consist of the following: (Please check all that apply)

Cash: \$ _____

Materials/Equipment: (Indicate the amount and value of the items being donated. Please use additional sheets if necessary.)

Professional Services: (Please indicate the type of service being rendered.)

The market value for professional services rendered is \$ _____ at a rate of \$ _____
per hour. The total number of hours being donated is _____.

Please note: If professional services are being rendered for architectural, electrical, landscape and/or irrigation design, the design plans submitted must comply with the City's CADD standards, signed and sealed, and must include project specifications and construction documents for full credit.

Signature: _____ Date: _____

ATTACH THIS PAGE TO THE BACK OF THE APPLICATION AS AN APPENDIX.

City of Fort Lauderdale BCIP and BCIGP
Application for Fiscal Year 2012

Letter of Support/Agreement

Required for all capital improvements proposed under the Business Capital Improvement Program and Business Capital Improvement Grant Program (i.e., landscape, sidewalks, entrance signs, irrigation, curbing, lighting, swale reclamation, etc. (Exceptions: brick paver crosswalks, median islands and decorative street sign posts.)

This letter shall confirm that I, _____, am the
(Name of Property Owner - Please Print)

property owner of the parcel located at _____

Members of the _____ business association have solicited my authorization and support for the construction of a business capital improvement project they are seeking to implement in the public right-of-way, immediately adjacent to my property.

Project Description: (This section to be completed by the association - Please type or print.)

I acknowledge that the scope of the project has been explained to me and I offer my full support for the proposed project as outlined above. I do hereby consent to the improvements that will be installed in the City's right-of-way, immediately abutting my property.

Owner's Signature: _____ Date: _____

Phone Number: _____

Agreement to Sign an Easement Deed

There are certain capital improvements that require the execution of an easement deed before the project can be constructed in the City's right-of-way. The property owner(s) whose property immediately abuts the improvements must sign the easement deed(s). These are capital improvements that do not normally serve the general welfare of the public such as, entranceway guardhouses, monuments or columns/pillars.

Should the project warrant the execution of an easement deed for the area identified above, I _____, hereby declare that I will agree to sign an easement deed, subject to review and approval of the final drawings and plans.

Owner's Signature: _____ Date: _____

ATTACH THIS PAGE TO THE BACK OF THE APPLICATION AS AN APPENDIX.

A EXAMPLE OF USING CASH FOR BCIP MATCH		CASH
One Entryway Monument		\$20,000
Landscaping		\$ 7,500
Irrigation		\$ 2,500
	Subtotal	\$30,000
15% Contingency	15% x \$30,000 =	\$ 4,500
B ESTIMATED COST OF PROJECT		\$34,500
Funding Breakdown		
BCIP Requested Funds = (\$22,500 maximum)		\$17,250
C Association Match Using Cash:		
CASH		\$17,250
TOTAL ASSOCIATION MATCH:		\$17,250
BCIP:	Cash	\$17,250
Association Match:	Cash	\$17,250
TOTAL COST OF PROJECT		\$34,500
<hr/>		
A EXAMPLE OF USING CASH AND MATERIALS FOR BCIP MATCH		CASH
One Entryway Monument		\$20,000
Landscaping		\$ 7,500
Irrigation		\$ 2,500
	Subtotal	\$30,000
15% Contingency	15% x \$30,000 =	\$ 4,500
B Estimated Cost of Project		\$34,500
Funding Breakdown		
BCIP Requested Funds = (\$22,500 maximum)		\$34,500
C Association Match Using Cash and Materials		
CASH		\$13,750
MATERIALS (value)		\$ 3,500
TOTAL ASSOCIATION MATCH		\$17,250
\$13,750 cash + \$3,500 materials = \$17,250 combination match		
BCIP:	Cash	\$17,250
Association Match:	Cash	\$13,750
Materials		\$ 3,500
TOTAL COST OF PROJECT:		\$34,500

2012 BCIP/BCIGP APPLICATION CHECKLIST



Please use the following checklist to ensure that all of the items listed below are submitted with your BCIP/BCIGP application packet:

- Application Form to include:
 - Two (2) complete sets (1 original/1 copy) of the application and all supporting documents
 - Two (2) photographs of the project site
 - All supporting documents attached to the back of the application as an appendix (Submitting an incomplete application will be grounds for elimination from the grant process.)
- Current association minutes showing general membership approval for the proposed project. Association minutes may not be more than one year old from the date of submission.
- Letters of Project Support/Agreement from:
 - Current Board Members and Directors
 - Adjacent Property Owner(s)
 - Adjacent Neighborhood Association (if applicable)
- Current cost/bid estimate from contractor/vendor (optional)
- Association's not-for-profit corporation status with the state of Florida is current
- Corporation Tax ID Number
- Proposed project budget (clearly outlined)
- Current bank statement and/or fundraising plan (Bank statement may not be older than 30 days.)
- Project location indicated
- Project description indicated
- Funding request and match clearly identified:
 - Cash
 - CVC Points
 - Professional Services Rendered
 - CAP Points
 - Materials
 - Contributions
 - Neighborhood Recognition Points
- Completed and signed Letter(s) of Intent from outside organizations providing contributions, materials, equipment or professional services (if applicable)
- Completed and signed Maintenance Agreement

Applications must be received no later than 4:30 p.m., Friday, September 30, 2011.

City of Fort Lauderdale
Public Works Department
Engineering and Architectural Bureau
100 N. Andrews Avenue, 5th Floor, Fort Lauderdale, FL 33301
Attention: Sheri Roberts, Neighborhood Services Program Coordinator
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