



## **North Miami Beach Community Redevelopment Agency Commercial Property Improvement Program**

### **I. Purpose**

The aim of the Commercial Property Improvement Program (the “Program”) is to assist applicants within the City of North Miami Beach (the “City”) Redevelopment Area to substantively enhance the visible appearance of a privately owned real property. It is the goal of the North Miami Beach Community Redevelopment Agency (the “CRA”) to return properties to their full potential through a matching grant. This grant program is to assist applicants in undertaking substantial renovations and improvements.

### **II. Objectives**

The key objectives of the Program are to stimulate employment and increase business and investment within the CRA. Applicants should demonstrate how the improvement will:

- Enhance the applicant’s ability to be more competitive, enter into the market, and increase revenue;
- Retain existing jobs and/or increase job opportunities; and
- Revitalize the surrounding area.

### **III. Eligibility Criteria**

- a. Program funding shall be available;
- b. The property must be located within the Redevelopment Area;
- c. The property shall be zoned commercial or mixed-use, solely residential uses are ineligible;
- d. Properties shall be privately owned and required to pay real estate taxes (i.e. tax-exempt properties are not eligible);
- e. Real estate taxes shall be current;
- f. The structures on the property must be at least five (5) years old. Recent construction is not eligible;
- g. Any code or building violations shall be brought into compliance prior to the issuance of any grants funds (grants funds shall not be used towards resolving the code or building violations); and
- h. The applicant shall demonstrate how the proposed improvements meet the objectives of the Program (Section II. Objectives).

### **IV. Funding Guidelines**

The CRA may match on a one-to-one basis up to a maximum of \$50,000 for CRA Board approved eligible expenses. Multiple applications are permitted, but the total awards shall not exceed \$50,000 for any five (5) year period.

## **V. Eligible Expenses**

Eligible expenses are those reasonable and necessary costs associated with undertaking a substantial improvement on the side of a building that faces a right-of-way, interior restaurant conversion, and life safety fire systems. Eligible expenses include permitting, labor, and materials related to construction or installation of eligible improvements. The following are eligible improvements to be funded under the Program (please note “stand-alone” improvements are those that may be funded independently of other eligible improvements that are “not stand alone” may only be funded in conjunction with a “stand-alone” improvement or more comprehensive project):

### **Eligible Improvements (stand-alone)**

- Façade and other exterior improvements;
- Outdoor building lighting;
- Permanent landscaping to include irrigation systems;
- Permanent, fixed interior improvements to convert the property or bay to a restaurant use; and,
- Installation of fire suppression or sprinkler system.

### **Eligible Improvements (not stand-alone)**

- Awnings and canopies;
- Impact resistant windows;
- Parking lot improvements;
- ADA-compliant improvements;
- Painting and repair; and,
- Code Compliance and Building Violations as part of comprehensive improvement.

All work must be performed in a first-class skillful manner in compliance with ordinances and regulations of the City and must meet all building and other applicable codes.

## **VI. Ineligible Expenses**

Ineligible expenses include, but are not limited to:

- signage;
- design costs;
- general maintenance and repair (such as but not limited to painting, caulking, and repairs)
- minor improvements or beautification to a parking lot;
- interior repairs or renovations, unless as a conversion plan to a restaurant use;
- correction of code violations and ADA compliance except in instances where these expenses are part of eligible improvements;
- improvements that the CRA staff deem unsuitable; and
- improvements that do not meet the objectives of the Program, as determined by the CRA Board.

## **VII. Application Procedure**

Applicants shall follow the steps listed below:

- a. Schedule an appointment with CRA staff to discuss the desired improvements. Please call (305)787-6053 or e-mail [nmbcra@citynmb.com](mailto:nmbcra@citynmb.com).

- b. Compile application materials and submit a completed application to the CRA. An incomplete application will not be accepted.
- c. CRA staff will review completed applications and make a recommendation of approval, approval with conditions, or denial. The applicant will be scheduled for a meeting with the Redevelopment Advisory Board (RAB).
- d. The RAB will review completed applications and make a recommendation of approval, approval with conditions, or denial to the CRA Board.
- e. The applicant will be scheduled for the CRA Board; the CRA board will make a decision based on the completed application, the RAB recommendation, and the Program criteria and objectives. The CRA Board's decision is final.
- f. CRA staff notifies the applicant of the CRA Board decision. Applicants not approved by the CRA Board may re-apply one year after the date of the CRA Board denial.
- g. The applicant may commence with improvements after the CRA staff issues a Notice to Proceed. The Notice to Proceed is an email format. CRA staff will send a letter upon request.
- h. Applications will contain two quotes from a licensed contractor for an expense being matched by this Program. The CRA Board may waive this requirement upon good cause.

### **VIII. Reimbursement Procedure**

Items completed before CRA Board review shall not be eligible for reimbursement. Upon completion of the approved improvements, the applicant submits a request for payment with supporting documents. Supporting documents include, but are not limited to:

- Copies of invoices and receipts
- Proof of payment i.e., canceled checks
- Any other documents that enable CRA Staff to determine project completion

The Staff reviews the supporting documents and conducts a site inspection. If everything is in order, the CRA will declare the project complete and have issued a check to the applicant for the amount eligible under the parameters of this Program.

### **IX. Time Certain Completion**

The approved applicant will have 180 days to complete all improvements. Should an applicant need an extension beyond the 180 days, a written request must be submitted to the CRA Executive Director or designee. The Executive Director or designee may administratively extend the period by 90 days. The successful applicant can appear before the CRA Board to request an extension longer than 90 days.

### **X. Program Availability**

All applicants must receive CRA Board approval before CRA Staff issues a Notice to Proceed. This Program is subject to availability of funds. There is no waiting list. The Program applications will be reviewed and presented for approval on a first-come-first-served basis.

## **XI. CRA Executive Director Authority**

The CRA Executive Director may modify this Program to:

1. Require additional documentation from the applicant;
2. Promote transparency;
3. Create and update the Program's application;
4. Protect taxpayer money from misuse or potential fraud;
5. Improve Program efficiency; and
6. Convert and transition prior approved applicants to this newer Program.

## **XII. Redevelopment Plan**

The authority for this Program is contained in the 2015 Amended Redevelopment Plan that was approved by Miami-Dade County Board of County Commissioners ("Areawide Commercial Improvement Programs," page 18 and "Direct Financial Incentives to Stimulate Property Improvements" on page 25) on March 7<sup>th</sup>, 2017, through Resolution R-213-17, File Number 170254.

## **XIII. Conflict of Interest**

The CRA Board has adopted the Miami-Dade County Conflict of Interest and Code of Ethics. Applicants shall be governed by the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, as amended, any questions about potential conflicts of interest shall be directed to the CRA Attorney. Applicants with a conflict of interest, as determined by the CRA Attorney, shall be ineligible for the grant program.

## **XIV. Caveats**

**The CRA Board reserves the right at its sole and absolute discretion to:**

- **Reject any and all Program applications;**
- **Postpone or cancel the Program; and**
- **Waive any irregularities in the application submitted for funding.**

**The CRA Board reserves the right to request and evaluate additional information from any applicant after the submission deadline as the CRA Board deems necessary.**

