



Commercial Property Improvement Grant

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I. Purpose

The purpose of the Commercial Property Improvement Grant Program (Program) is to assist property owners located in the Community Redevelopment Area to substantively enhance the visible appearance of their property. Many commercial properties were designed and built in styles that have become date. This has led to a situation in which some properties are not as attractive to potential tenants or shoppers. It is the goal of the North Miami Beach Community Redevelopment Agency (CRA) to assist property owners in returning properties to their fullest potential through cash grants to property owners. These grants will assist owners undertaking a **comprehensive and substantial exterior renovation**. This Program took effect October 1, 2015. Designated Priority Areas and additional benefits thereof shall be available until **September 30, 2016**, unless otherwise authorized or modified by the CRA Board.

III. Funding Guidelines

a. Maximum Award Amount: The CRA is making available to commercial and/or mixed use properties within the Community Redevelopment Area, matching grants up to a maximum grant award as follows:

- For properties with over 60 feet or more of frontage - **Up to \$25,000**
- For properties with up to 60 feet of frontage - **Up to \$12,500**

Properties applying for funding below the maximum award amount may reapply, but are only entitled to the total maximum amount within a 5 year period of initial approval. However, if a property has already received funding to the maximum amount, said property may not reapply for the Program or any other grant program administered by the CRA for a period of 5 years.

b. Matching Funds: In an effort to encourage concentrated redevelopment the CRA has created two funding tiers based on required matching dollar amounts. The intent is to encourage multiple property owners within a priority area to engage in property improvements simultaneously and in areas where public investment has or is planned to occur.

- Priority Tier 1 Property Area(s) – Located along West Dixie Highway from 163rd Street to 172nd Street and 163rd Street from NE 19th Avenue to NE 15th Avenue required matching funds = **30% of total eligible project costs.**
- Priority Tier 2 Property Area(s) - All other areas within the Community Redevelopment Area = **50% of total eligible project costs.**

	<u>Total Project Cost</u>	<u>Required Match</u>	<u>Total Grant Amount</u>
Tier 1	\$40,000.00	\$12,000.00 (30%)	\$25,000.00 (max.)
Tier 2	\$40,000.00	\$20,000.00 (50%)	\$20,000.00

**Example Calculation (based on a property with 75 feet of frontage – max. award \$25,000)*

IV. Eligible Expenses

Eligible expenses are those reasonable costs associated with undertaking a substantial façade improvement and/or substantial site improvements that are visible from a major corridor or street. Eligible expenses include design, 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 independent of other eligible improvements those 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 Improvements
- ✓ Outdoor/building lighting
- ✓ Permanent Landscaping (trees, shrubs and perennials)

Eligible Improvements (not stand-alone)

- ✓ Signage
- ✓ Awnings
- ✓ Impact resistant windows
- ✓ Parking lot improvements
- ✓ ADA compliant improvements
- ✓ Exterior Painting and repair

All work must be performed in a first class workmanlike manner in compliance with ordinances and regulations of the City of North Miami Beach, and must meet all building and other applicable codes.

V. Ineligible Expenses

Ineligible expenses include general maintenance items, parking lot repairs (not related to a comprehensive improvement of the overall appearance of the property), interior repairs or renovations, or correction of code violations and ADA compliance except in limited instances where these expenses are mandated as part of eligible improvements by the City of North Miami Beach Building Department.

VI. Application Procedures

Property owners shall follow the steps listed below for application approval as follows:

- a. Schedule an appointment with CRA staff to discuss project and make sure it meets program intent. Please call (305) 787-6054 or e-mail nmbcra@citynmb.com.
- b. Meet with the Community Development Department for a preliminary review of proposed renovations to property.
- c. Compile application materials and submit application to CRA. Applications will not be considered for funding until a complete application and supporting documents are received by the CRA. Applications must be signed by the fee simple owner of the property; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner.

- d. CRA staff will review application and notify applicants of any missing information
- e. The completed application is reviewed 1st) by the Redevelopment Advisory Board who will make a recommendation of approval or denial, 2nd) placed on the next CRA agenda for approval or denial.
- f. The decision of the CRA Board shall be final.
- g. CRA staff notifies applicant of CRA Board approval or denial. Applicants not approved may apply again one year from denial. A fully executed Grant Agreement between the CRA and the applicant shall serve as a Notice to Proceed.
- h. Project commences.

It is anticipated that applications will be presented to the CRA Board for approval within 45 days of receipt.

VII. Reimbursement Procedure

The property owner must undertake all the work agreed to in the Grant Agreement within one hundred eighty (180) days of full execution of the Grant Agreement by the CRA and the applicant. Items completed prior to the execution date shall not be eligible for reimbursement. Upon completion, the property owner submits a request for payment with supporting documents within one month. Supporting documents include;

- Certificate of Completion and/or Occupancy
- Copies of invoices and Receipts
- Proof of payment, i.e. canceled checks
- Any other documents that enable staff to determine project completion
- Final Waivers and Releases of Lien from the General Contractor and sub-contractors.

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

VIII. General Provisions

It is the intent of the CRA to fund applicants on a first-come, first-serve basis however; the Program is also created as an “incentive” to property owners to put forth projects that will have a significant visual impact on the property. The CRA reserves the right, to review all applications and recommend additional improvements, include conditions to funding, approve all plans including design and materials and at its sole discretion, make any final determinations as to how this program will be offered and implemented under unique circumstances and approved by the CRA Board.

Applicants, even those that meet the eligibility requirements, are not entitled to approval if a project conflicts with the goals and objectives of the CRA Redevelopment Plan.

As condition to the award of the grant, applicants will be required to enter into a Grant Agreement on terms and conditions as set forth by the CRA. A Memorandum of Grant Agreement shall be recorded in the Public Records and shall be effective on the property for the stated period of 5 years upon approval of the application and will have 180 days to complete all improvements. Should an applicant need an extension to complete improvements beyond 180 days, a written request shall be submitted in writing 30 days prior to the expiration of the Agreement (a one-time extension may be granted of not more than 90 days, administratively and at the discretion of CRA staff.

Applicants agree to continue ownership of the property and maintenance of the grant improvements for a period of 5 years subsequent to completion of grant improvements. Should the property be sold within 5 years, applicant agrees to repay a prorated share of the grant amount, which agreement shall be set forth in the Memorandum of Grant Agreement recorded in the Public Records.

The North Miami Beach Community Redevelopment Agency

Grant Application

(Please type or clearly print)

Applicant Name:

Is the Applicant the property owner: ___ Yes ___ No
(If No, property owner must also sign application accepting terms of the program)

Property Address:

Folio Number: _____

Applicant Mailing Address (if different from Property Address):

Applicant Phone Number and Email:

Property Owner (if different from applicant):

Property Owner Phone Number and Email:

Current Use(s) of Property (Office, retail, etc.):

DBA – Name of Shopping Center or Business (if applicable):

Brief Description of Scope of Work:

Anticipated Cost of All Eligible Improvements: \$ _____

Requested Grant Amount (based on program): \$ _____

Properties to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meet the goals and objectives as set forth in the CRA Redevelopment Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

The Commercial Property Improvement Program benefits are contingent upon funding availability and CRA Board approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Redevelopment Plan.

I certify that I have read and understand the above statement and will comply with all requirements of the program and or conditions of funding:

Applicant Signature

Date

Property Owner Signature

Date

*For application submittal purposes and to expedite review, please complete, sign and submit the following **Application Checklist** with all attachments included in checklist order.*

Grant Application Checklist

All required attachments listed below must accompany the application form. .

- Signed Application
- Legal description of the property
- Detailed budget for entire project with breakdown of exterior improvements for which reimbursement is being requested from Program
- Three bids/quotes from three licensed contractors
- Preliminary schedule for completion of improvements
- Photograph of existing conditions on the property in both digital file and hard copy
- Photographs of adjacent properties
- Site plan or survey that accurately reflects the existing property in digital file and hard copy
- Renderings and/or images that visually describing proposed improvements in digital file and hard copy
- Preliminary site plan and/or elevations of proposed improvements that enable staff to determine quality of design both digital file and hard copy
- Color chips and material samples
- Copy of Lease Agreement if not the owner
- Copy of Business Tax Receipt
- Completed W-9 Form

I hereby submit this form and all required attachments as application to the North Miami Beach Community Redevelopment Agency (CRA) to be considered for a Grant under the CRA's Commercial Property Improvement Grant Program. I understand that no work may be performed for work entered into by the Applicant or other agents until approval of this request is received through a fully executed grant Agreement with the CRA. I further understand the North Miami Community Redevelopment Agency Board has, at its sole discretion, the right to final determination for all aspects of the Commercial Property Improvement Grant Program. This final determination may include, but not be limited to, ranking of applicants, final amount granted to any applicant, applications to be funded, all conditions of funding, approval of all architectural plans and materials to be used in any construction.

Signature of Applicant

Date

Printed Name and Title