



Miami DDA Property Improvement Program 2016 – 2017 Program Guidelines

Program Overview

This Grant/ Incentive Program (“Program”) provides funding for eligible exterior improvements. The goal of the program is to improve the physical environment (“curb appeal”) and enhance the overall safety and perception of the Downtown District, while supporting increased economic activity and investment. The program is designed to attract and retain retail businesses and restaurants and increase the customer base of businesses located in this area.

The Program is funded and administered by the Downtown Development Authority (“DDA”) of the City of Miami.

Program Area & Eligible Properties

The Program is open to those properties located within the Downtown District, as described in Section 14-27 of the Code of the City of Miami (“City Code”). Properties located within the Central Business District will receive priority consideration, with additional priority given to historic or contributing buildings located within the Downtown Miami National Historic District (“NHD”). The boundaries of both the Downtown District and NHD are detailed in maps set forth in the Appendix to these guidelines, which further identifies historic or contributing buildings.

To be eligible, properties must have ground floor commercial space with street access, suitable for retail or restaurant use, on a commercial corridor or commercial pedestrian walkway. Properties with open code violations and/or liens shall not be eligible to participate in the Program.

Eligible Projects

Financial assistance and support through this Program shall only be used for the removal of permanent screens and shutters, installation of impact resistant glass, painting, masonry/stucco, glazing of non-impact doors and windows, new or replacement exterior lighting, and new or replacement awnings, which must be in conjunction with other eligible façade improvements. No financial assistance and support shall be provided for any property damaged as a result of a tropical storm or hurricane.

Applicants must first remove all permanent screens and shutters that front a public right of way to be eligible to receive matching grant funds for façade improvements. Further, matching grant funds may only be awarded for eligible exterior improvements that comply with existing property design guidelines and/or historical building requirements, where applicable.

Program Description

The Property Improvement Program has two components:

1. **Solid Shutter Removal:** 50% grant funding for the removal of permanent screens and shutters, as defined in Section 10-112 of the City Code.
2. **Façade Improvement:** 50% grant funds may be awarded for qualified exterior improvements that comply with existing property design guidelines and/or historical building requirements, where applicable. To be eligible, applicants are required to remove any existing solid shutters that front a public right of way.

The type of award and limits:

1. **Reimbursable matching grants:** The Program provides for reimbursable matching grants requiring 50% match from property or business owner of eligible properties.
2. **Matching grant funds shall only be used for costs directly associated with eligible projects:** As set forth here; matching grant funds may not be used for “soft costs”, defined as the cost of an item not considered a direct construction cost including, but not limited to, architectural, engineering, financing, and legal fees, and other pre- and post-construction expenses.
3. **The maximum amount awarded to any grant applicant will not exceed fifty thousand dollars (\$50,000.00).** Note: As this is a reimbursement program, the full matching grant amount will be paid at the completion of the project in adherence to program guidelines.
4. **Project Funding Ratio:** All financial assistance and support to eligible properties shall require, at a minimum, equal matching funds from the applicant, with the exception of the removal of permanent screens and shutters, which shall require no matching funds.

Note: Additionally, improvements in which matching funds were awarded for should remain with the property for 5 years. In the event changes to previously funded improvements are requested, the committee will review the request and render a decision in writing.

Program Process

Note: Grant applications will not be considered if construction of the scope of work submitted for funding has commenced. Additionally, once a project is approved by Executive Director and a specific dollar amount approved, the amount is final and the applicant may not re-apply to increase funding for that same Scope of Work.

Application:

1. Designated DDA staff meets with applicant to determine eligibility and review project scope. Applications will not be accepted unless application criteria are met and all required materials are complete and presented at the time of submittal. The following materials are required at time of submittal:

- A. Completed application (Attached: Appendix I)
- B. Signed copy of program guidelines
- C. Scope of work
- D. 3 written proposals (2 if project is less than \$25,000)

Note: Applicant may choose any of three proposals; however, grant funding will be based upon lowest of the estimates provided.

- E. Project rendering(s) and/or Elevations
- F. Letter of business or property owner guaranteeing matching funds
- G. Property owner's written authorization to perform improvements (if other than business owner)
- H. Photos of business prior to proposed improvement including one showing detail of scope of work and one in context with the building and immediately surrounding businesses.
- I. Additional documents or information might also be required upon request

Application Review:

1. Complete application will be reviewed by designated DDA Staff/program's coordinator, an invited panel of Subject Matter Experts (SMEs), and the DDA Executive Director. SMEs will be assembled at the Executive Directors discretion and will in accordance of the DDA's master plan and the goal of the property improvement program, convene and coordinate with designated DDA staff/ program's coordinator and forward recommendations about each application/ project to the Executive Director for review.

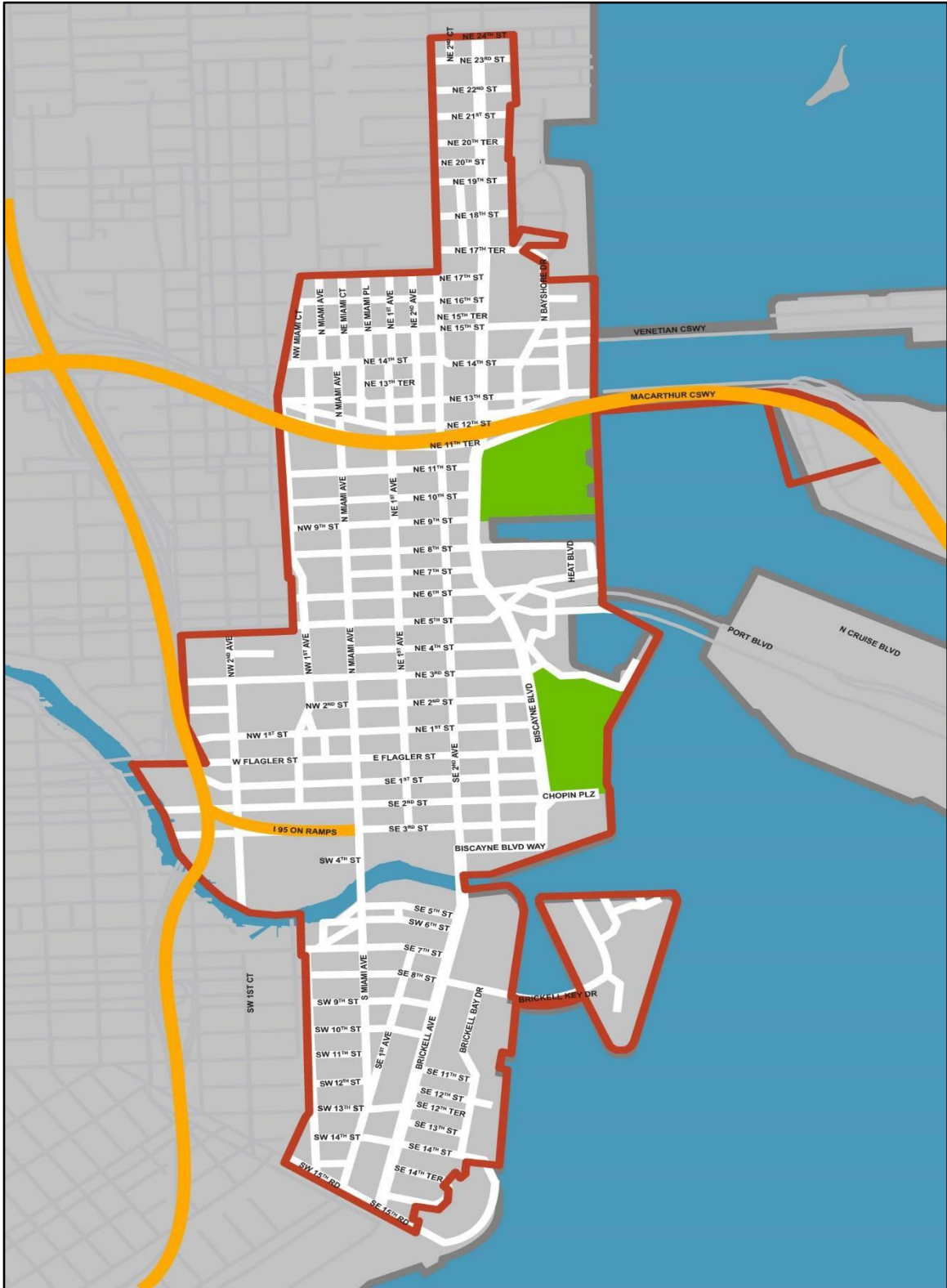
Award Determination:

1. All awards are at the discretion of the Executive Director and/or his or her designee, with consideration of the recommendation of the program's Advisory Committee and may be less than the requested amount.
2. Notification to approved projects/ applicants will be provided after the Executive Director's review and final authorized by the Quality of Life Sub-Committee.
3. Upon approval, applicant must provide a copy of a fully executed contact agreement between applicant and contractor and a copy of Contractor Certificate of Competency (License) within 30-calendar days of the date notice of project/ application approval (excluding weekend and holidays)
4. Upon approval, applicant must return signed Grant Agreement between DDA and Applicant within 30-calendar days of the date notice of project/ application approval (excluding weekend and holidays)
5. Executive Director executes Grant Agreement
6. Designated DDA staff monitors progress

Project Completion:

1. Designated DDA staff visits project to confirm completion of project in accordance with the grant agreement. Note: Grant payment will be issued at the completion of the project and receipt of the following documents:
 - A. Proof of match funding (copies of cancelled check(s) used to pay for eligible improvements)
 - B. Contractor warranty, if any
 - C. Finalized Building Permit Report (CO = Close out)
 - D. Release of Lien letter for each contractor
 - E. Certificate of Use and/or Certificate of Occupancy, as appropriate
 - F. Photos showing completed Project
 - G. Grant Program Credits Sign posted to storefront when finalized

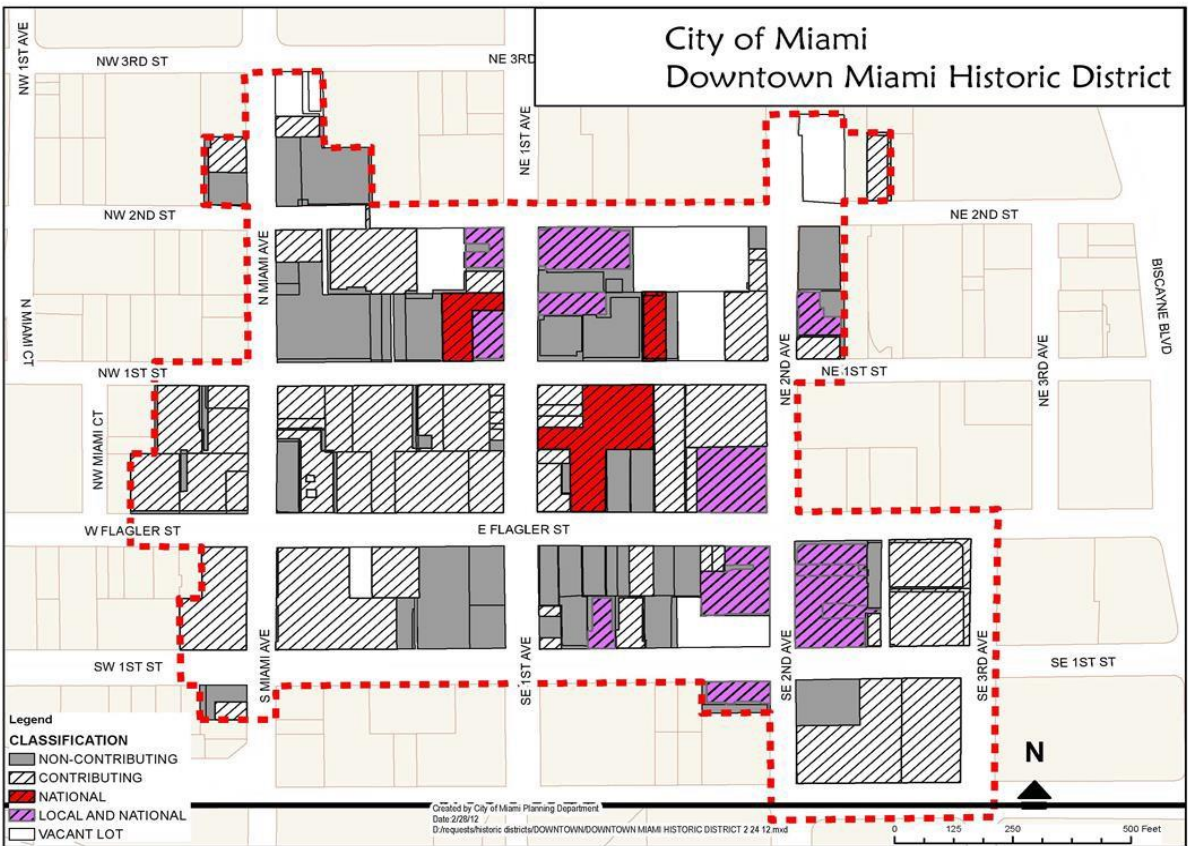
DDA District Map:



Miami DDA Downtown Property Improvement Grant Program 2016 – 2017 Program Guidelines.

Updated: November 2016. These guidelines maybe updated without notice.

Downtown Central Business District (Top) NHD Map (Bottom):



I, _____, acknowledge that I have read the foregoing Program Guidelines and agree that any assistance that I receive from the DDA is subject to, and governed by, these Guidelines. I understand that these Guidelines may be modified in the future, and that if they are, I will be asked to acknowledge the existence of such modified Program Guidelines and that my receipt of further assistance from the DDA will be subject to, and governed by, such modified Program Guidelines to the extent they conflict with the foregoing Program Guidelines.

Signature

Date