



CRA Building Rehabilitation Grant Program

Program Guidelines & Procedures

Program Description:

The **CRA Building Rehabilitation Program** assists qualified business or property owners with building and property improvements that are directly related to opening of a new business, improving an existing business, remedying code violations, providing ADA access, and eliminating blighting neighborhood conditions in the targeted areas of the SEOPW and OMNI CRAs. In addition, grant funds may be used for improvements to properties that are not eligible for grant funding from other sources available in the area, or to supplement grant funds awarded by other agencies. Downtown Miami Partnership, Inc. (“DMP”) administers the **CRA Building Rehabilitation Program** with funds from the **Miami Community Redevelopment Agency**. In 2007 funds were allocated from each of the principal CRA districts as follows:

<i>Southeast Overtown/Park West CRA</i>	<i>\$381,000.00</i>	<i>(remaining balance - \$285,775)</i>
<i>Omni CRA</i>	<i>\$381,000.00</i>	<i>(remaining balance - \$315,375)</i>

Funds may not cross CRA District Boundaries and are targeted at specific areas in each of the two CRAs. While this program is a match grant program requiring a 25% match from the property or business owner, the match requirement is waived when the grant is used for residential buildings (including multi-unit apartment buildings) and those buildings occupied by “small businesses,” as that term is defined by the United States Small Business Administration. The program has a project cap of \$65,000.00, exclusive of DMP’s 20% administrative fee. The **DMP Economic Development Committee** can recommend funding at a lesser amount, given that funds are awarded as available and based on priorities outlined below. Funds from this grant are paid directly to the contractors performing the work, after contract award in a competitive bidding process.

Program Areas and Priorities:

While the whole of Downtown Miami has benefited from the boom in residential development, areas of Downtown located in the two CRA districts have not seen the benefit of this investment.

The business corridors of NW 2nd and 3rd Avenues in Overtown suffer from neglected properties and a general aesthetic that is not conducive for businesses to thrive in the community. In addition, non-profit ownership and liens against many of these properties make them ineligible for traditional CDBG assistance. The Miami CRA has prioritized improvements to properties along and between these corridors from the SEOPW CRA Fund.

Additionally, projects in the Park West/Entertainment District and along the Grand Promenade would leverage the CRA’s existing investments in this area and enhance activity in the District.

In the Omni CRA, priorities include projects that can use CRA funds to leverage other public and private investments and bring new business and restaurant/entertainment venues to the areas surrounding the Miami Performing Arts Center.

Eligibility:

Grants from these funds are usually not made for routine maintenance and should be part of a larger scope of improvements to the property or area. Additionally, the property should have an active or soon-to-be active business or residential use located on the property.



Grant / Project Procedures:

A) Application Process

Typically DMP meets with Tenant and/or Property Owner, verifies that the property is an eligible address and that the tenant/business and the improvements meet basic criteria for the CRA Building Rehabilitation Grant.

1. Review Tenant Business Model – DMP
2. Review Improvement Activities funded by the program (Eligible Activities List) – DMP, TNT, PROP
3. Eligible Scope of Work and Budget is Prepared - DMP, TNT, PROP
4. Tenant and Property Owner prepare Application, attach Scope and Budget – TNT, PROP
5. BEFORE pictures are taken - DMP
6. Application is reviewed by DMP Economic Development Committee – DMP
7. Application is ranked by DMP Economic Development Committee for Award/No-Award - DMP
8. Letter of Grant Award sent to Tenant, copied to Property Owner

B) Contract Process

Contract includes scope of work exhibit. Additional documents such as sub-contractor lists (for release of lien) and Work Authorization Form are used for project monitoring.

1. Tenant secures pricing (3 bids) and selects contractors/subcontractors (lowest bid wins) – TNT, DMP
2. Tenant submits contractor list and copies of estimates to DMP – TNT
3. DMP Prepares Contract with Scope of Work as exhibit – DMP
4. Contract is executed – DMP, TNT, CNTR
5. Work Authorization Form is executed – DMP, TNT, PROP
6. Permits are pulled and work begins – TNT, CNTR
7. DMP monitors progress - DMP

C) Project Completion

Contractors are paid after all liens are released and a final invoice is submitted.

1. AFTER Pictures are Taken – DMP
2. Release of Lien letter for each contractor is obtained - TNT, CNTR
3. Closed Permit Report submitted - TNT, CNTR
4. Final Invoice Submitted for payment – CNTR
5. Contractor Payment (2-4 weeks) – DMP

CNTR – Contractor
PROP= Property Owner

DMP = Downtown Miami Partnership
TNT = Tenant



Eligible Improvements:

The general rule of thumb for improvements is that the improvement should remain with the property. Where special cases arise, CRA and DMP staff will render a decision. Grant funds cannot be used for Fixtures, Furniture or Inventory. Generally acceptable improvements are:

- Paint/Pressure Clean
- Signage
- Tile
- Masonry/Stucco
- Outdoor Hardscape Improvements (Fountains, Walkways, Pavers, etc.)
- Outdoor Landscape
- Outdoor Lighting
- Windows/Doors
- Awnings
- ADA Compliance (Restrooms/Entrances)
- Interior Renovations or Buildout
- Plumbing Upgrades
- Mechanical Upgrades
- Electrical Upgrades
- Life/Safety (Fire) System Upgrades

Contractor Requirements:

All Contractors, working in the CRA Building Rehabilitation Program including Painters, Awning companies, Shutter Companies, and Sign Companies must provide copies of the following documents when providing an estimate/bid for the project:

1. Contractor Certificate of Competency or License
2. Contractor's Current Liability Insurance Certificate and Workers Compensation Certificate. If exempt from Workers Comp Contractor must provide copy of exemption for each employee that will be working. **NOTE:** If awarded a contract, both insurances must have the CRA as the Certificate Holder with the address: 49 NW 5 Street #100 and the Liability insurance MUST have the CRA as additional insured
3. Contractor and Manufacturer's Warranty (if applicable)
4. Building permit, Special Permit or Certificate of Compliance (except paint jobs)
5. Release of Lien (provided by DMP) NOTARIZED