



MIAMI OMNI CRA

2017 CRA Building Rehabilitation Grant Program

Program Guidelines - Procedures – Application

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 OMNI CRA. 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. Legido Management Services administers the **CRA Building Rehabilitation Program** with funds from the **Omni Community Redevelopment Agency**.

Funds may not cross CRA District Boundaries and are targeted at specific areas in the Omni CRA District. This program is a match grant program requiring a 25% match from the property or business owner. The program has a project cap of \$100,000.00 exclusive of LMS's 15% administrative fee. In addition to the required private match, the grant recipient is responsible for all project costs that exceed \$100,000 grant provided by the CRA. The **CRA** 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 both Downtown Miami and the Wynwood area have benefited from the boom in commercial and residential development, areas within the CRA district have not seen the benefit of this investment. The business corridor of the Omni CRA suffers from neglected properties and a general aesthetic that is not conducive for businesses to thrive in the community. The Omni CRA has prioritized improvements to properties within the limits of the boundaries of the entire Omni CRA district ([see map](#)).

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. In addition these grants seek to bring needed improvement to the Multi-family residential units within the program boundaries.

Since buildings with a high level of vacancy are eligible, the requirement of Certificates of Use, Occupational License and Fire Fee for each business location will be waived. Property owners using these funds cannot sell building for a period of five (5) years after rehabilitation work is complete. If the building is sold during the five-year period, the building owner will repay grant funds in full. Grant funds will be guaranteed by lien, mortgage or deed covenant tied to the property. Work performed is limited to architectural services, stucco, windows, doors, storefront, lighting, awnings, and signage - all work must meet local neighborhood building/appearance codes and performed with applicable permits and inspections.

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. **Businesses who receive tenant improvement grant funds must create one full time or equivalent full time job for every \$35,000 in awarded grant funds.**

Completion:

All projects shall be completed within a 6-month period from the date the contract is signed. Extensions beyond the 6-month completion date can only be made with the approval of the CRA Director. Such approval shall be in writing and noticed to all parties.

Grant/ Project Procedures:

CNTR = Contractor; PROP = Property Owner; LMS = Legido Management Services; TNT = Tenant

A) Application Process

LMS 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 – LMS
2. Review Improvement Activities funded by the program (Eligible Activities List) – LMS, TNT, PROP
3. Eligible Scope of Work and Budget is Prepared – LMS, TNT, PROP
4. Tenant and Property Owner prepare Application, attach Scope and Budget – TNT, PROP
5. BEFORE pictures are taken – LMS
6. Application is reviewed – LMS & CRA
7. Letter of Grant Award or denial is sent to Property Owner and/or tenant – LMS

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 or Property Owner secures pricing (3 bids) and selects contractor (lowest bid wins) – TNT, PROP & LMS
2. Tenant submits contractor list and copies of estimates to LMS – TNT
3. DMP Prepares Contract with Scope of Work as exhibit – LMS
4. Contract is executed – LMS, TNT, CNTR
5. Work Authorization Form is executed – LMS, TNT, PROP
6. LMS bills the CRA for a 40% deposit, which is given to the Contractor to begin the work
7. Permits are pulled and work begins – TNT, CNTR
8. LMS monitors progress – LMS

C) Project Completion

Contractors are paid after all liens are released, the building permit is closed and a final invoice is submitted.

1. AFTER Pictures are Taken – LMS
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. LMS invoices the CRA for the final payment (60%) of the CRA contribution
6. CRA pays LMS and LMS makes the final payment to the Contractor Payment (2-4 weeks) – LMS

Eligible Improvements:

The general rule of thumb for improvements is that the improvement should remain with the property. Where special cases arise, the CRA and LMS 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
- Grease traps

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: 1401 North Miami Avenue, Miami FL 33136 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 LMS) NOTARIZED

Recipient will post and maintain in good condition a sign substantially similar to the sign hereto at the entrance of the Premises from the Effective Date (as defined herein) until three hundred sixty five (365) days after the Completion Date.

CRA Building Rehabilitation Grant Application *Contact Information*

<i>Applicant Contact Information</i>			
Contact Name			
Mailing Address			
Telephone			
Fax			
Email			
<i>Property Ownership and Corporation Information</i>			
Corporation Name			
Mailing Address			
Corporation Officers & Titles			
Date & State of Incorporation			
Tax ID#			
<i>Project Location & Scope</i>			
Project Address			
Folio#		Year Built	
Total Retail (Sq. Ft.)			
Leased Retail (Sq. Ft.)			
Available Retail (Sq. Ft.)			
Description of the business			
General Scope of Work			
Estimated Costs			
Estimated Start Date			
Estimated Completion Date			

Acknowledgements

As a current business owner in this community or a business seeking to open a new location in this community, I wish to participate in the CRA BUILDING REHABILITATION PROGRAM. I understand that this application does not imply acceptance in the program and, that my application is reviewed by the Downtown Miami Partnership and the CRA for possible approval. I acknowledge that I have received a copy of the Grant Program Procedures and will comply with all requirements should I be awarded a grant.

Signature/Print Name *for* Tenant/Business Name

I acknowledge that _____ is seeking assistance using the CRA BUILDING REHABILITATION PROGRAM and that the general terms of their lease conform to the terms above. Should the applicant win a grant award, I understand that funds will be used to make improvements to my property.

Signature/Print Name *for* Property Owner