



## 2019-2020 CRA Business Incentive & Assistance Program Program Guidelines • Procedures • Application

### Program Description:

The ***CRA Business Incentive & Assistance 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, assisting existing businesses struggling due to blight or natural disasters and eliminating blighting neighborhood conditions in the targeted areas of the Omni CRA. Business incentive & assistance 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.

Funds may not cross Omni CRA District Boundaries and are targeted at specific areas in the Omni CRA District. This program is a match assistance program requiring a 25% match from the property or business owner. The program has a project cap of \$200,000. In addition to the required private match, the grant recipient is responsible for all project costs that exceed \$200,000 provided by the CRA. The **CRA** may recommend and approve business funding at a lesser amount than requested. Awards are given subject to the availability of funds and based on priorities outlined below. Funds from this program are paid on a reimbursement basis or directly to the contractors performing the work upon the provision of satisfactory invoices to the CRA. All Grantees requesting grant funding must have at least three estimates from different Florida licensed general contractors.

### 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. Various business corridors of the Omni CRA suffer 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 distressed areas. In addition, this program seeks 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 funds in full. Funds will be guaranteed by lien, mortgage or deed covenant tied to the property. All work must meet local neighborhood building/appearance codes and performed with applicable permits and inspections.

## Eligibility:

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 Business incentive funds must create one full-time or equivalent job for every \$30,000 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.

## Project Procedures:

*CRA= CRA Staff; CNTR = Contractor; PROP = Property Owner; TNT = Tenant*

### A) Application Process

CRA 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 Business Incentive & Assistance Program.

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

### B) Contract Process

A Contract outlining all conditions of receiving the grant, scope of work and all insurance requirements. 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 & CRA
2. Tenant submits contractor list and copies of estimates to CRA – TNT
3. DMP Prepares Contract with Scope of Work as exhibit – CRA
4. Contract is executed – CRA, TNT, CNTR
5. Work Authorization Form is executed – CRA, TNT, PROP
6. CRA may give 30% to the Contractor to begin the work (This amount is subject to the discretion of the CRA and may be amended)
7. Permits are pulled and work begins – TNT, CNTR
8. CRA monitors progress – CRA

### 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 – TNT
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. CRA makes the final payment to the Contractor Payment (2-4 weeks) – CRA

## Eligible Improvements:

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

- Paint/Pressure Clean
- Signage
- Tile
- Masonry/Stucco
- Outdoor Hardscape Improvements (Fountains, Walkways, Pavers, Fencing, 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 Business Incentive & Assistance 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 N. Miami Ave., 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 CRA or Property Owner or Tenant) 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 Business Incentive & Assistance Application** *Contact Information*

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

**Scope of CRA-Funding Request**

Description of Item	Estimated Cost
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
<b>TOTAL</b>	

**Acknowledgements**

As a current business owner in this community or a business seeking to improve business in this community, I wish to participate in the OMNI CRA BUSINESS ASSISTANCE MICROGRANT. I acknowledge that I have received a copy of the Microgrant Grant Program Procedures and will comply with all requirements should I be awarded a grant.

Sign / Print Name of Business Owner

Date

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_

I acknowledge that Tenant, \_\_\_\_\_ is seeking assistance using the OMNI CRA BUSINESS ASSISTANCE & INCENTIVE GRANT 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.

Sign / Print Name of Property Owner

Date

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