



2021 40-Year Assessment and Rehab Grant

Program Guidelines • Procedures • Application

Program Description:

The **40-year Assessment and Rehab Grant** assists qualified property owners with costs related to architectural, engineering, geotechnical and associated planning, permitting, and repair to small and mid-size buildings older than 35 years that are preparing for their 40-year recertification or other residential or commercial rehabilitation in the targeted areas of the Omni CRA. **40-year Assessment and Rehab** funds may be used for properties that are not eligible for grant funding from other sources, or to supplement grant funds awarded by this or other agencies.

Funds may not be used on buildings outside the Omni CRA Redevelopment Area and are targeted at specific areas within the Omni CRA's boundaries. The 40-year Certification and Rehab Grant has two phases. The first phase, **Phase 1 - Assessment Grant**, allows building owners to hire professional expertise in determining the structural, electrical, plumbing, and other deficiencies of their building and aims to expedite the removal of blighted conditions and also provide the CRA with a clear understanding of the true needs of existing building stock within the district. The second phase, **Phase 2 - Rehab Grant** will assist owners with the mitigation of those deficiencies and aims to remove blight and improve the neighborhood fabric within the CRA while maintaining historical character.

Phase 1 - Assessment Grant:

The Phase 1 Grant is intended to offset the costs of creating As-Built plans, determining required repairs, as well as generating an accurate Capital Needs Assessment, and rehabilitation plan for the property. has an annual project cap of \$10,000 plus \$500 per door for multiunit apartment or commercial buildings. Phase 1 Grant funds can be spent on any of the following as funding allows:

- Certified Engineer/Architect to conduct a 40-year certification Building Safety Inspection Report.
- Certified Architect to create as-built drawings showing existing deficiencies.
- Environmental engineering consultant or to perform Environmental Phase 1 and 2 reports
- Certified Geotechnical Engineer to perform geotechnical analysis as needed.
- CAN Consultant to perform a Capital Needs Assessment of the building (see Florida Community Loan Fund Exhibit Attached)
- Certified Architect/Engineer to do ADA Assessment.
- Certified Architect/Engineer to draw concept plans for rehab.

Phase 2 - Rehab Grant:

In addition to a private match, the grant recipient is responsible for all project costs that exceed \$200,000 provided by the CRA. **The CRA may recommend funding and approve an applicant 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 or to upon the provision of satisfactory invoices to the CRA. All Grantees requesting Phase 2 grant funding must have at least three estimates from Florida licensed and insured general contractors or three estimates from Florida licensed and insured general contractors for each specialty that will awarded.

Program Areas and Priorities:

The Omni CRA is seeking to enable owners of small or medium residential or commercial buildings to begin their recertification at the soonest point possible and to avoid costly and compounding damage that occurs from improper or inadequate ongoing maintenance, lack of funds, or expertise.

The Omni CRA has prioritized improvements to properties within the limits of the boundaries of the entire Omni CRA Redevelopment Area ([see map](#)).

In the Omni CRA, priorities include helping buildings that can use the Grant Funds to leverage further public and private investments and improve the quality of built environment within distressed areas. Since buildings with a high level of vacancy are eligible, the requirement of Certificates of Use, Occupational License and Fire Fee for the location will be waived.

Property owners using Phase 2 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. Buildings which receive these funds:

- **May or may not have received 40-year Recertification Letter from the City.**
- **Should be 35 years or older.**
- **Commercial buildings should be more than 2000 sq. ft. or occupant load of 10 persons.**
- **Residential buildings should have between 3 – 30 residential units.**
- **Should be visible from public right of way.**

Phase 1 Procedures:

CRA= CRA Staff; CNTR = Contractor or Provider; PROP = Property Owner

A) Phase 1 Application Process

The process to apply for the Phase 1 Grant should be

1. Property Owner visits CRA Office for brief pre-application discussion. Bring any Notices or communications with City – PROP
2. Check Property Address to determine whether property is within CRA boundaries and eligible age. – CRA
3. Applicant submits completed application form. – PROP
4. CRA Staff visits site to verify building status and other information on application – PROP & CRA
5. Application is reviewed – CRA
6. Letter of Grant Award or denial is sent to Property Owner and/or tenant – CRA

B) Phase 1 Contract Process

A Contract outlining all conditions of receiving the grant, scope of work and all insurance requirements. Additional documents may be required.

1. Owner secures pricing (3 bids) for each item in scope and selects contractor – PROP
2. Owner submits contractor list and copies of estimates to CRA – PROP
3. CRA Prepares Contract with Scope of Work as exhibit – CRA
4. Insurance requirements are documented and approved – PROP, CNTR, SUBS
5. Contract is executed – CRA, PROP, CNTR
6. Work Authorization Form is executed – CRA, PROP

7. CRA may give 50% to the Provider to begin the work (This amount is subject to the discretion of the CRA and may be amended)
8. Work begins – CNTR
9. CRA monitors progress – CRA

C) Phase 1 Completion

Providers are paid.

1. Final Reports submitted to CRA – PROP, CNTR
2. Final Invoices Submitted to CRA for payment – PROP
3. CRA makes the final payments to the Providers (2-4 weeks) – CRA

Eligible Phase 1 Expenditures:

- Hiring Certified Engineer/Architect to conduct a 40-year certification Building Safety Inspection Report. Both architects and engineers must have proven qualifications by training and experience in the specific technical field covered in the inspection report.
- Hiring Certified Architect to create as-built drawings showing existing deficiencies.
- Hiring Environmental engineering consultant or to perform Environmental Phase 1 and 2 reports
- Hiring Certified Geotechnical Engineer to perform geotechnical analysis as needed.
- Hiring CNA Consultant to perform a Capital Needs Assessment of the building (see Florida Community Loan Fund Exhibit Attached)
- Hiring Certified Architect/Engineer to do ADA Assessment.
- Hiring Certified Architect/Engineer to draw concept plans for rehab.

Phase 1 Expert Requirements:

1. Expert's Certificate of Competency or License in their field.
2. Current Professional Liability Insurance Certificate and other insurances as requested by Risk Management Department.

NOTE: If awarded a contract, all insurances must have the CRA and City of Miami as the Certificate Holder with the address: 1401 N. Miami Ave., Miami FL 33136 and the Liability insurance MUST have the CRA and City of Miami as additional insured

Phase 2 Procedures:

CRA= CRA Staff; CNTR = Contractor; PROP = Property Owner;

A) Phase 2 Application Process

After the completion of Phase 1 Assessment or similar assessment (approved by the Director), Phase 2 Grant funding can be applied for. Although funding for phase 2 is more restrictive, the

1. Review Phase 1 documents – 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. Property Owner prepares Application, attaches Scope and Budget – TNT, PROP
5. Application is reviewed – CRA
6. Letter of Grant Award or denial is sent to Property Owner and/or tenant – CRA

B) Phase 2 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. Insurance requirements are documented and approved – TNT, CNTR, SUBS
5. Contract is executed – CRA, TNT, CNTR
6. Work Authorization Form is executed – CRA, TNT, PROP
7. 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)
8. Permits are pulled and work begins – TNT, CNTR
9. 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 Phase 2 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
- Tile
- Masonry/Stucco
- Outdoor Hardscape Improvements (Fountains, Walkways, Pavers, Fencing, etc.)
- Landscape
- Lighting
- Windows/Doors
- Awnings
- ADA Compliance (Restrooms/Entrances)
- Interior Renovations or Buildout
- Plumbing Upgrades or repairs
- Mechanical Upgrades or Repairs
- Electrical Upgrades
- Life/Safety (Fire) System Upgrades
- Grease traps

Phase 2 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 40-Year Certification Grant Application

<i>Applicant Contact Information</i>			
Contact Name			
Mailing Address			
Telephone			
Email			
<i>Property Ownership Information</i>			
Property Owner			
Mailing Address			
Corporation Officers & Titles			
Date & State of Incorporation			
Tax ID#			
<i>Project Location & Scope</i>			
Project Address			
Folio#		Year Built	
Has passed 40-year certification		Any non-residential Space? (sq. ft.)	
Name of Building			
Number of Units		Square Feet	
Type of Construction		Stories	
Grant narrative, including Scope of Work for entire project. (attach separately if needed)			
Estimated Costs for Plans/Reports/Permits			
Estimated Start Date		Estimated Completion Date	
<i>Scope of CRA-Funding Request</i>			

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.

TOTAL

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

_____ / _____
