

## **Downtown Lighting Grant Program Guidelines**

The Miami Downtown Development Authority (“Miami DDA”) is an independent agency of the City of Miami (“City”) focused on improving the quality of life for stakeholders, residents, and visitors in Downtown Miami through business development, infrastructure and capital improvements, and the provision of various services. Well-lit streets play an important role in creating a safer environment for the downtown residents and sustaining foot traffic which is crucial for the small business community. The City has enacted legislation establishing citywide illumination standards to ensure adequate lighting on the public right-of-way to provide for the safety of residents, workers, and others. The Miami DDA recognizes the importance of the proper lighting of the pedestrian’s pathways which is a critical factor in the quality of the nighttime pedestrian environment. The Miami DDA is committed to help downtown residents and visitors to navigate and enjoy businesses in the community while keeping patrons and properties safe. To assist property owners to comply with the City’s illumination standards and to enhance the overall lighting in the District, the Miami DDA offers a Downtown Lighting Grant Program (“Program”) to the owners of the properties within its boundaries.

### **Program Overview:**

The Miami DDA will reimburse property owners for the cost of materials and labor, up to \$2,500 for replacement of the existing lights or installation of the lights which comply with the City’s illuminations standards. Eligible applicants can apply for the Program by completing a short application on-line and uploading the necessary documentation. A checklist of required documents will be used to evaluate applications. For those applications determined to be eligible for the Program funds, awards will be disbursed as quickly as possible, until the fund is completely depleted.

### **Grant Amount:** up to \$2,500.00

Note: Grants through the Program are subject to availability of funds within Miami DDA’s yearly budget.

### **Eligibility:**

- a property owner or a person who has been given a written authorization by an owner to apply for the grant and perform the lighting improvements.
- Property must be located within the boundary of the Miami DDA District (attached).
- Compliance with Illumination Standards: All improvements **must comply** with the City’s Illumination Standards (attached).

### **Eligible Expenses:**

- Supply and installation of new/additional exterior building lighting (including lighting material, equipment, installation labor),
- Replacement of existing lighting with new lighting to comply with the city’s illuminations standards,
- Removal of awning, canopy, arcade, overhang, or other projections from the property that prevents the lighting of the right-of-way.

### **Program Objectives and Recommendations:**

- Lighting improvements must enhance illumination of the public right-of way, pedestrian comfort and safety and improve the appearance of the building.
- It is highly recommended to engage a professional lighting designer to prepare the supporting documents required for the application (drawings, scope, quotes, and documents demonstrating that the improvements comply with the City’s illumination standards).
- Lighting improvements are recommended to be a part of a cohesive overalls design rather

- than piecemeal installations.
- When creating lighting design, avoid poorly placed lights that create blind-spots and miss critical areas such as stairs, entrance/exits, parking areas.
- Use designs to eliminate/control glare.

**Application supporting documents:**

- Proof of property ownership / property owner's written authorization.
- Before photos (day and nighttime photos of the building with all existing outdoor lighting fixtures and the areas they illuminate).
- Renderings/drawings showing the proposed lights designs and locations.
- Professional cost estimate/quote for the total price of the project itemizing the cost of materials and labor.

**Application Process:**

1. Application and supporting documents must be submitted through the designated link on the Miami DDA's website at [www.miamidda.com](http://www.miamidda.com).
2. Miami DDA staff will screen application submittals for eligibility requirements, completion, and compliance with the program guidelines. Miami DDA staff may request a site visit to ensure the accuracy of the application, if needed.
3. Applicants will be notified in writing (by e-mail) whether their grant request has been conditionally approved or denied.
4. Miami DDA's Executive Director will execute the Grant Acceptance Agreement with the applicants whose grant has been conditionally approved. Denied applicants will not be reimbursed for any costs incurred related to the application submission.
5. Applicants must obtain all necessary permits and complete the work within three (3) months of the execution of the Grant Acceptance Agreement. Should the project require additional time to complete, the applicant must submit a written request outlining the reason for the requested extension. A project may be granted additional time to complete, within reason.
6. Upon completion of the project, the applicant must submit the Final Report, after photos and evidence of paid invoices pertaining to the total project cost.
7. After review and approval of the Final Report, the grant funds will be disbursed.

The grant applicant must be identified as the owner of the property or an authorized representative (with supporting documentation provided). No grants will be issued to third-party beneficiaries or any individual/ entity other than the applicant. Properties with outstanding liens and code violations will not qualify for the Program.

Miami DDA staff will review applications submitted and funding will be received on a first-come, first-served basis until the funds are completely depleted. Applications will be reviewed by Miami DDA staff for completeness and eligibility.

Grants will be awarded in the sole discretion of the Miami DDA based on the submission of the required documentation and the responses provided in the application. Miami DDA may, but is not required to, provide a reason for the denial of an application. An accepted application does not guarantee receipt of a grant funds. Miami DDA may terminate the Program at any time, for any reason, or when available funds are completely depleted. Grant funds will be disbursed upon completion of the approved lighting improvements and submission of the Final Report.

Questions regarding the program guidelines and the application process should be directed to [grachova@miamidda.com](mailto:grachova@miamidda.com) with the subject line "Downtown Lighting Grant Program."