

## **Property Improvement Grant Program Guidelines**

The Miami Downtown Development Authority (“Miami DDA”) is an independent agency of the City of Miami 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 services. The Miami DDA is governed by a 15-member board of directors, which sets policy direction that is implemented by a multi-disciplinary team under the oversight of the Miami DDA Executive Director. The mission is to grow, strengthen and promote the economic health and vitality of Downtown Miami.

### **A. Property Improvement Grant Program Overview**

The Property Improvement Grant Program (“Program”) provides funding for eligible exterior improvements for businesses located within boundaries of the Miami DDA District. The goal of the program is to help business and property owners to enhance the overall appearance of their storefronts, while supporting increased economic activity and investment. The program is designed to attract, enhance and retain retail stores and restaurants within the Miami DDA District.

### **B. What type of grant does the Program offer?**

The Program provides grants of up to 50% of actual costs of pre-approved qualifying exterior property improvements, not to exceed \$50,000.00.

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

### **C. Who can apply?**

Owners of qualifying commercial spaces or business located within the Miami DDA District may apply for funding. The grant applicant must be identified as the owner of the applying business (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 be automatically disqualified from the Grant Program.

Interested parties may refer to the Miami DDA website where the Miami DDA District map and the Program application are provided. They may also contact the Miami DDA via [grachova@miamidda.com](mailto:grachova@miamidda.com) with the subject line “Property Improvement Grant Program”

*Note:* Pursuant to Chapter 112 of the Florida Statutes, Miami DDA employees, directors, vendors, contractors and any of their relatives or business associates are **not** eligible to receive funding through the Program.

### D. Is my project eligible?

#### Yes, if...

- ✓ Located in Miami DDA District
- ✓ Ground-level commercial space
- ✓ Street-facing with street access
- ✓ Accessible from public walkway

#### No, if ...

- ✗ Outside of Miami DDA District
- ✗ Existing liens or code violations
- ✗ New construction
- ✗ Open permits older than 6 months

*Note:* If the subject property (address and/or folio) has previously received funding through this program, it will **not** be eligible to apply. Project eligibility will be determined by the Executive Committee of the Miami DDA.

### E. How can funds be used?

#### Funds can be used for the following:

- ✓ Removal of non-compliant shutters
- ✓ Installation of impact resistant glass
- ✓ Exterior lighting enhancements
- ✓ Outdoor surveillance systems
- ✓ Exterior painting / masonry/ stucco
- ✓ Glazing of exterior glass doors or windows
- ✓ Code compliant signage or awnings
- ✓ Landscape or hardscape enhancements

#### Funds cannot be used for the following:

- ✗ Interior improvements
- ✗ Soft costs
- ✗ Architectural Fees
- ✗ Engineering Fees
- ✗ Financing Fees
- ✗ Legal Fees
- ✗ Pre or post-construction expenses
- ✗ Code violations fees or penalties

**F. Program application sequence:**

<p><b>1. Applying</b></p>	<p>The best time to submit completed applications, including hard copies, is during the first week of every month.</p> <p><i>Note: All applications for must be submitted prior to July 31, to receive funding during same fiscal year.</i></p>
<p><b>2. Screening</b></p>	<p>DDA staff will screen application submittals for completion. Complete applications will be forwarded to a subject matter expert (“SME”). The SME is retained by the Miami DDA to ensure all aspects of the project cost estimates are congruent with industry standards.</p>
<p><b>3. Qualifying</b></p>	<p>After the SME issues the recommendations, the qualifying application package will be placed on the next available agenda of the Executive Committee where it will be reviewed and vetted upon by committee members.</p>
<p><b>4. Executing</b></p>	<p>If the Executive Committee decides that the project is eligible for the award and there are funds available in the program budget, the Executive Director will execute the Grant Agreement with the applicant for the amount approved by the Executive Committee.</p>
<p><b>5. Delivering</b></p>	<p>Upon Miami DDA review of satisfactory completion of project, the awardee must provide a detailed line-itemized invoice of the exact amount paid, and proof of payment. “Before and after” photographs of the improved area and proof of all finalized (closed) applicable permits are also required. No payment will be made for unpermitted work or work not initially presented in the application and reviewed by the SME and Executive Committee. The amount of the grant to be paid to the applicant will be based on the amount actually expended by the applicant in order to complete the project but shall not exceed the initial estimate approved as indicated in the Grant Agreement.</p>

**G. Applicant submittal checklist:**

- Verify that your project is within Miami DDA District
- Review and sign program guidelines, and complete application (attached)
- If requested funding amount is higher than \$5,000.00 but less than \$10,000.00, three (3) Itemized bids/proposals are required and must include an itemized breakdown of material, labor and pricing
- If requested funding amount is higher than \$10,000.00, four (4) Itemized bids/proposals are required and must include an itemized breakdown of material, labor and pricing
- Renderings and/or Elevations clearly showing details of all proposed improvements
- Photos of the current state of storefront/ façade
- Letter of authorization from the property owner authorizing said improvements