



NORTH BEACH COMMUNITY REDEVELOPMENT AGENCY

*Commercial Façade
Improvement Program (CFIP)
Guidelines & Application*

Background and Purpose

The North Beach Community Redevelopment Agency (“North Beach CRA”) Commercial Façade Improvement Program (“Program”) is a matching grant incentive program available for business owners and commercial property owners to help pay the costs of physical improvements to the building façade of their place of business. The Program is available to commercial buildings located within North Beach CRA boundaries. Please reference the Program Boundary Map and/or contact the North Beach CRA to determine eligibility

The Program focuses on cultivating an improved visual experience and sense of place through external enhancements to existing buildings. Program funding awards consist of matching grants of up to 70% the cost of eligible projects, up to an amount not to exceed \$20,000 per application provided on a reimbursement basis for expenses paid on completed work. The program aims to (1) assist business and property owners to improve, repair, and preserve older buildings; (ii) stimulate investment in and revitalization of private property; and (iii) highlight historic architecture to foster a sense of place that is attractive and welcoming to the entire community, whether visitor, resident, shopper, or merchant.

Eligibility

Eligible

Any building owner or commercial tenant of a nonresidential building located with the Program’s North Beach CRA geographic area is eligible to apply.

All applications from building tenants require the signature and approval of the building owner. Exterior improvements must begin within six (6) months from date of executed agreement and be completed within twelve (12) months following execution of the agreement. The award letter and application agreement will specify the deadline for when the work needs to be completed. All improvements must comply with Miami Beach Municipal Code and Florida Building Code standards.

Ineligible

- Properties that are exclusively residential or do not contain ground floor commercial use.
- Properties containing prohibited or non-conforming uses.
- Properties whose primary purpose is a place of worship.
- Properties encumbered by judgement liens, delinquent mortgage and tax obligations, and/or building or code violations.
- Vacant, unimproved land.
- Properties “for sale” or listed on the MLS.

ELIGIBLE FAÇADE IMPROVEMENTS

A building façade is defined as one vertical side of a building regardless of the number of stories. Only those portions of the building that are visible from a public street are eligible for the Program. To be eligible for grant reimbursement, expenses must be related to improvements made to the street-facing exterior of properties, including:

- Restoration or rehabilitation of the building's original and/or historic construction materials (and removal of false façade elements).
- Stucco and/or clapboard restoration.
- Painting (colors must be approved administratively).
- Windows (impact-rated), framing installation, glass, and/or door repair or replacement.
- Signage.
- Awnings (including the repair or removal of old awnings and canopies and/or installation of new awnings).
- Exterior lighting installation, repair, or replacement.
- Façade or masonry renovation or repair.

- Parking facility and/or driveway or installation, repair, or enhancements.
- Installation of brick, textured, and/or sustainable/pervious pavement; and
- Accessibility upgrades.
- Soft costs such as design fees (architecture, engineering, plans), contracting services, building permits and surveys. **Payments for the applicant's own labor or other in-kind costs are NOT eligible.**

INELIGIBLE FAÇADE IMPROVEMENTS

- Improvements inconsistent with the direction of the North Beach CRA Board or application guidelines.
- Improvements performed prior to execution of final agreement with North Beach CRA.
- Interior renovations and new construction of additional floor area or habitable space.
- Payments for the applicant's own labor or other in-kind costs.
- Any service or improvements performed by a non-licensed contractor.
- Storm water enhancements.
- Decorative fencing or privacy fencing.
- Removal of architecturally significant features.
- Installation or repair of statues and fountains.
- General maintenance that should be performed as part of routine up-keep.

The following descriptions represent considerations for improvements and are not intended to be inclusive of all permissible improvement types:

Façade

- New storefronts, display windows, and exterior architectural elements.
- Removal of elements that cover original architectural design and details.
- Replacement of architectural elements that have structural deficiencies.
- Exterior painting and new lighting.
- Demolition required for the approval of the façade improvements.
- Roof improvements that are visible and contribute to the architectural aesthetics of the building. (Complete roof repair or replacement is not permitted.)
- Improvements that enhance access, such as handicapped ramps.

Signage

Upgraded signs are one of the most common and effective ways of drawing attention to a business. An effective sign is memorable and showcases the quality and personality of a business. The simpler the sign, the more attention it will receive. Eligible improvements could include (1) building or street-edge signage and (2) electrical work directly related to the exterior of the building or the installation of approved signage.

Awnings

Awnings help define storefronts and embellish the streetscape. They provide shade to protect merchandise from the sun and shelter customers from bad weather. Eligible improvements could include the removal of old awnings and the production and installation of new awnings and canopies.

Lighting

Decorative external light fixtures attached to the building or freestanding. Improved lighting enhances the visual appeal of storefronts and increases public safety along the entire street. Strategic use of warm, ambient lighting can enhance product display and improve advertising to customers while contributing to an attractive, safe street front.

Framing, windows, and entrances

Together, framing, display windows, and entrances comprise the "storefront system" and should be compatible and inviting. Materials, color, and scale should work together to create a pleasant design that lures customers and enhances the commercial corridor.

Storefronts with ample window space add more natural lighting and allow customers to see into the store, permitting the merchandise to speak for itself. Window displays provide an opportunity to introduce creativity and leave a lasting impression on passersby.

Entrances composed of large glass panels provide for maximum visibility and are welcoming to customers. Make it easy to see into your store. Clear windows and minimal signage will lure customers inside.

Restoration of historic or original construction

Highlighting historic detail is an easy way to create a memorable storefront and reinforce district identity. Restoring historic architectural details is often more unique and attractive than introducing contemporary elements. Modifications which are consistent with original building design and evidenced by an approved building permit approved by the City of Miami Beach may qualify for administrative, fast-track approval.

Miscellaneous

- Landscaping and irrigation when considered integral to the façade treatment of the building.
- Permanent site furnishing that provides a welcoming, pedestrian-friendly atmosphere, such as benches, trash cans, bike racks, etc. Improvements to the pedestrian and transportation functionality of the property.
- Improvements necessary for fire safety and/or ADA accessibility compliance.

Requirements for application submittal

Grant funds may be allocated to projects satisfying one or more of the Program criteria. An application will be considered, where preliminary approval of the following requirements has been satisfied. The North Beach CRA reserves the discretion to accept, reject or request modification of any application.

- Submission of a completed application form
- Color photographs of current façade from sidewalk or street
- Conceptual design and specific scope of work
- Proof of fire and extended insurance for property
- Proof of insurance and necessary business licenses for selected contractor
- Three (3) project cost estimates/quotes for the proposed work if the proposed project exceeds \$5,000, one project cost estimate/quote for the proposed work if the proposed project does not exceed \$5,000.
- Documentation of property owner's approval and permission for tenant improvements
- Documentation that the subject property is up to date on all City of Miami Beach and Miami-Dade County property taxes.
- Documentation that the business located at the subject property has an active and valid City of Miami Beach Business Tax Receipt (BTR)

Verification and eligibility determination

- North Beach CRA staff shall verify all information as necessary.
- Once an applicant has been determined to meet eligibility requirements, an initial inspection of the property will be conducted by staff to evaluate suitability and determine if there are any code violations or life and safety issues requiring remediation.
- Applicants will be notified in writing regarding eligibility status, including explanation for application denial, if applicable.

Approval and notifications

Grant awards may only be authorized by the North Beach CRA Board following a recommendation by the North Beach CRA Executive Director or his assignee. To obtain matching grant funding, applicants must meet all property eligibility and program requirements in effect at the time of funding approval.

Program cycle Timeline

- Applications to the Program will be accepted on a rolling basis.
- North Beach CRA staff will review applications and make preliminary award recommendations over the following 3-4 weeks. If the project is not recommended for award of grant funding, the applicant will also be notified.

- Grant applications will be evaluated on a first-come, first-qualified, first-served basis. Grant awards are limited by funding availability.
- Following preliminary recommendation for award, staff will schedule a meeting with applicant to ensure clear understanding of program guidelines, and obligations and responsibilities of all parties.
- Each application recommended for award by the staff must be considered and approved by the North Beach CRA Board, who authorizes awards pursuant to adoption of a resolution.
- Following North Beach CRA Board approval, the grant recipient will receive an award letter and grant agreement for execution outlining the grant details, project deadline, and expectations.
- Grant recipient will have six (6) months from date of executed agreement to begin project, and twelve (12) months to complete the scope of work following execution of the agreement. The grant recipient is required to provide bi-monthly updates to North Beach CRA staff throughout the project permitting and construction process. Additional documents may be required by North Beach CRA staff as requested.
- After the improvements are completed, the grant recipient must provide the following to the North Beach CRA for review, prior to reimbursement of expenses: copies of receipts and/or paid invoices, proof of payment (copy of checks or bank statements), contractor license documentation, and photos of completed work.

Application Evaluation Criteria

The North Beach CRA will consider the following criteria when evaluating applications:

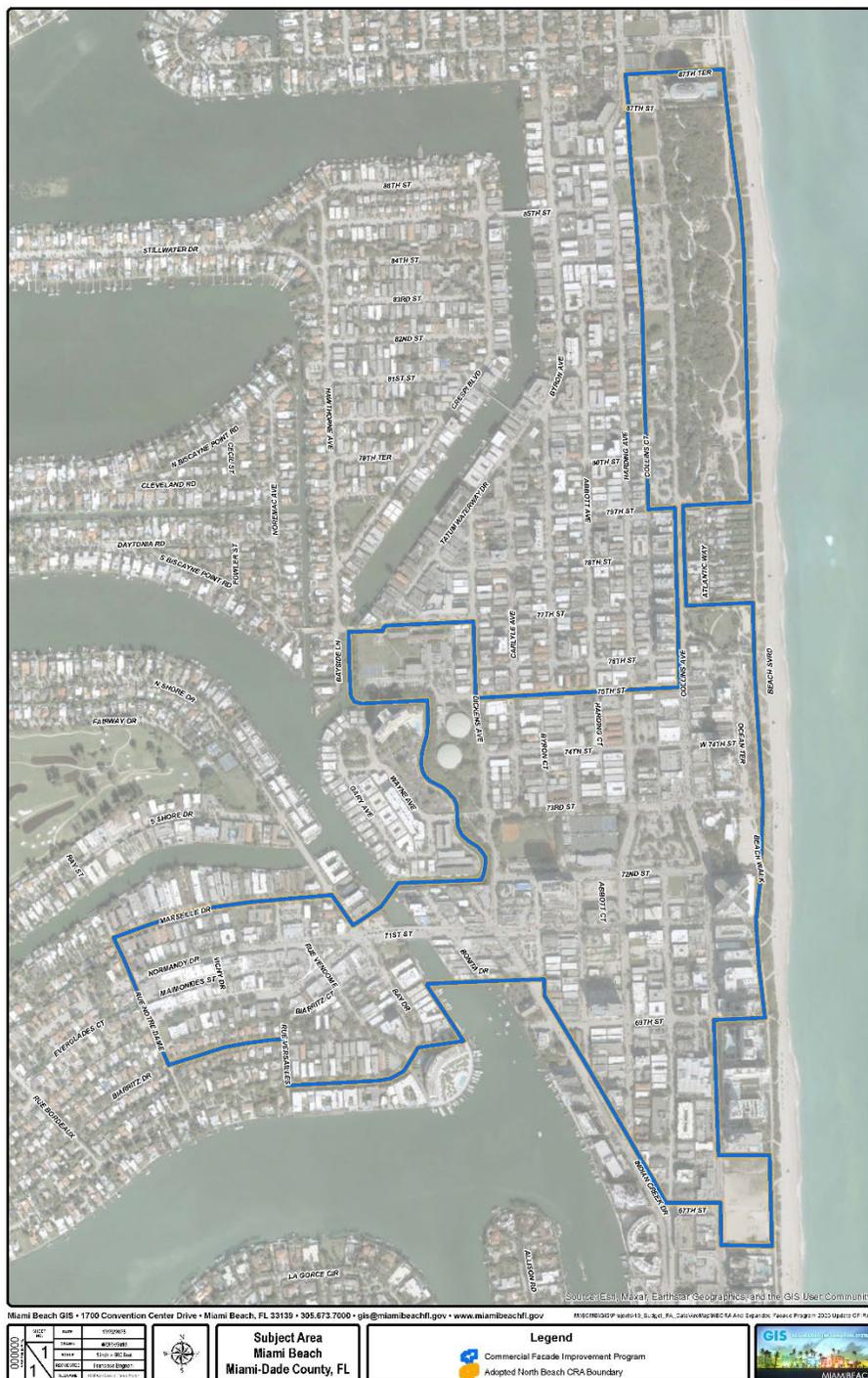
- Businesses and properties owned by Miami Beach residents.
- Businesses and properties owned by veterans.
- Projects that support small business retention and expansion in the North Beach CRA.
- Projects with heightened vehicular and pedestrian visibility.
- Projects that support, encourage, promote, or maintain affordable or workforce housing.
- Projects that incorporate Crime Prevention Through Environmental Design (CPTED).
- Projects with improvements of high-quality design and/or value based on recognized professional standards or best practices.
- Projects that align with the design standards established for the neighborhood and, when applicable, which may include historic preservation.
- For vacant commercial properties, identification of an end use (office, retail, etc.) and tenants secured (at least a letter of intent); and
- Projects that have a clear construction timeline and can be completed within six (6) to twelve (12) months.

Grant Awards

- The maximum contribution awarded per property is \$20,000.
- The Program will match, on a reimbursement basis, up to seventy percent (70%) of the total project costs, up to an amount not to exceed \$20,000.
- Fifty percent (50%) of the grant award is eligible to be disbursed upon satisfactory completion of fifty percent (50%) of the approved project improvements, or at 100% of project completion, whichever the grant recipient determines.
- Project costs incurred before application approval and/or the grant award are ineligible for reimbursement, therefore applicants are strongly discouraged from commencing construction prior to applying for the Program and receiving express approval from North Beach CRA staff and the North Beach CRA Board.
- Subject to budget appropriation, owners or tenants of multiple folios may apply for additional Commercial Façade Improvement Program Grants.
- Amendments to these guidelines may be incorporated from time to time by the North Beach CRA. Vested authority shall be granted to the North Beach CRA Executive Director or his/her designee to authorize minor waiver or amendment to these guidelines. All major amendments to or deviation from these guidelines shall be approved by the North Beach CRA Board.

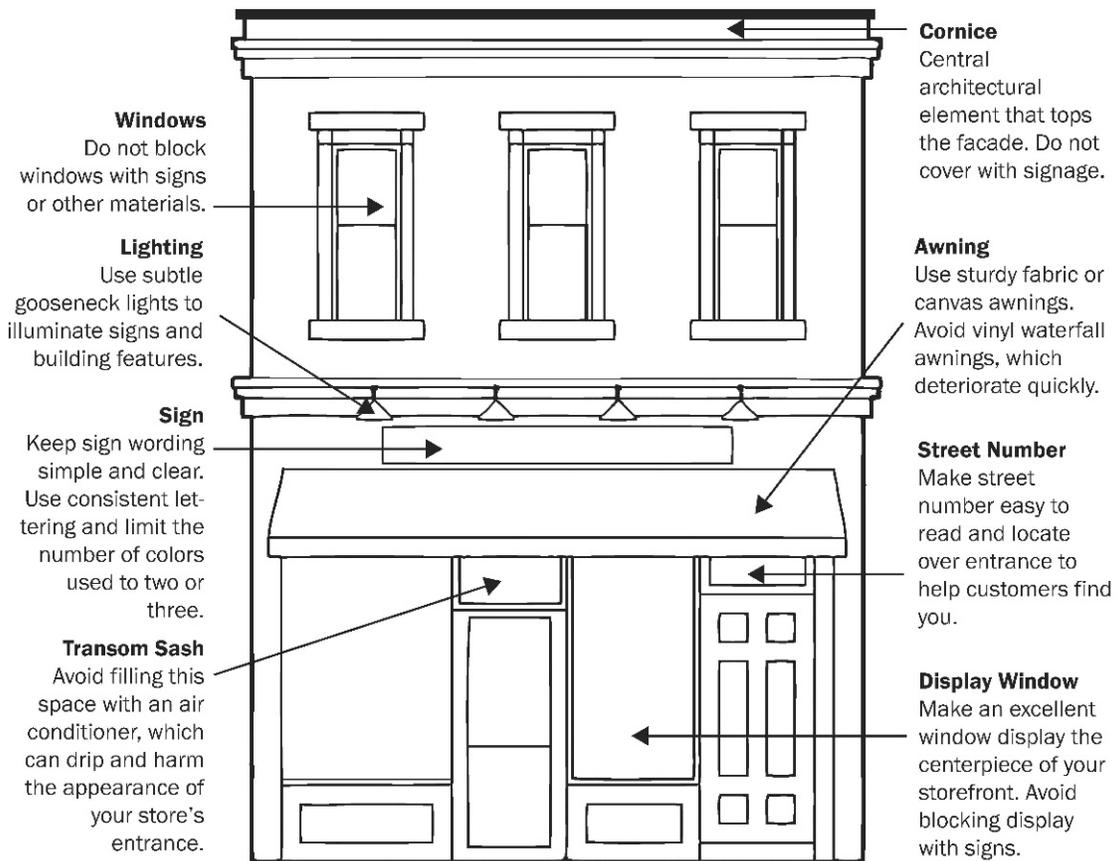
Eligible Façade Improvement Boundary Map

The Program is available to commercial buildings located within North Beach CRA boundaries. Please reference the Program Boundary Map below and/or contact the North Beach CRA to determine eligibility.



Common Façade Architectural Elements

*This image depicts architectural elements commonly associated with building façades. It is provided for illustration purposes only and not intended to provide design recommendations or requirements.



Sample Reimbursement Award Scenarios

Total Cost/Budget	Project	70% Match (Reimbursement up to \$20,000)	Final Property Owner Contribution
\$10,000		\$ 7,000	\$ 3,000
\$15,000		\$10,500	\$ 4,500
\$20,000		\$14,000	\$ 6,000
\$30,000		\$20,000	\$10,000

I. COMMERCIAL FAÇADE IMPROVEMENT PROGRAM OVERVIEW & PURPOSE

The North Beach Community Redevelopment Agency (“North Beach CRA”) Commercial Façade Improvement Program (“Program”) is a matching grant incentive program available for business owners and commercial property owners to help pay the costs of physical improvements to the building façade of their place of business. The Program is available to commercial buildings located within the North Beach CRA area boundaries. Please refer to the Program Boundary Map and/or contact the North Beach CRA to determine eligibility.

The Program focuses on cultivating an improved visual experience and sense of place through external enhancements to existing buildings. Program funding awards consist of matching grants of up to 70% the cost of eligible projects, up to an amount not to exceed \$20,000 per application provided on a reimbursement basis for expenses paid on completed work. The program aims to (i) assist business and property owners to improve, repair, and preserve older buildings; (ii) stimulate investment in and revitalization of private property; and (iii) highlight historic architecture to foster a sense of place that is attractive and welcoming to the entire community, whether visitor, resident, shopper, or merchant.

II. INSTRUCTIONS

- a. Carefully review program guidelines, application, and related materials.
- b. Prior to submitting an application, applicants must submit an “Intent to Apply” via mbbiz.gosmart.org. You may also contact the North Beach Community Redevelopment Agency at nbcra@miamibeachfl.gov or by telephone at 305-673-7572. Applicants can also schedule in person appointments at the North Beach CRA District Office located at 962 Normandy Drive (Tuesday and Thursday from 9:30 a.m. – 3:30 p.m.) to discuss their application, business needs, and how the program can be tailored to maximize business growth in Miami Beach.
- c. Application must be submitted by the building owner or commercial tenant of a nonresidential building located within the Program’s geographic area. The entity submitting the application shall be referred to as the “Applicant of Record.” This entity shall assume all responsibilities related to fulfilling the grant requirements, and it shall be the designated recipient of the grant award and associated funds.
- d. The signed application form must be submitted through the official platform at mbbiz.gosmart.org. This submission shall serve as acknowledgement and agreement to comply with the terms and conditions outlined within this grant contract.

III. ELIGIBILITY (see Program Guidelines for more details)

The Commercial Façade Improvement Program will be available to any building owner or commercial tenant of a nonresidential building located within the Program’s geographic area. Applications for grants may be submitted by either the legal property owner or the commercial tenant of a nonresidential building situated within the designated geographic area of the Program. All applications from building tenants require the signature and approval of the building owner. Grant recipient will have six (6) months from date of executed agreement to begin project improvements, and twelve (12) months to complete the scope of work following execution of the agreement. The award letter and application agreement will specify the deadline for when the work needs to be completed. All improvements must comply with Miami Beach Municipal Code and Florida Building Code standards.

The below property types are **ineligible**:

- Properties that are exclusively residential or do not contain ground floor commercial use.
- Properties containing prohibited or non-conforming uses.
- Properties whose primary purpose is a place of worship.
- Properties encumbered by judgement liens, delinquent mortgage, and tax obligations, and/or building or code violations.
- Vacant, unimproved land.
- Properties “for sale” or listed on the MLS.

IV. APPLICANT INFORMATION

1. Property Owner Name: _____

2. Property Owner Primary Contact: Phone: _____ Email: _____

3. Property Owner Home/Primary Address: _____

4. City of Miami Beach Address (where grant award will be utilized): _____

5. _____
_Folio Number: _____

6. City of Miami Beach BTR Number (if applicable): _____

7. Florida sales tax registration number (if applicable): _____

8. Do you, the applicant (your spouse, parent, or child), have a controlling interest in another eligible businesses? If so, provide the name(s) of the business(es) _____

9. Is there any pending litigation between the property owner/applicant and the City of Miami Beach?

10. Does the property owner/applicant have any outstanding code compliance violations, fines, or liens?

11. Commercial Tenant Primary Contact Name: _____

12. Commercial Tenant Primary Contact: Phone: _____ Email: _____

13. Commercial Tenant Primary Mailing Address: _____

14. Commercial Business Name: _____

15. Company DBA, if applicable: _____

16. Commercial Business City of Miami Beach BTR Number: _____

17. Do you, the applicant (your spouse, parent, or child), have a controlling interest in another eligible businesses? If so, provide the name(s) of the business(es). _____

18. Is business location/property owned by the business, applicant, or other entity in which the applicant (or spouse, parent, or child) has a controlling interest? _____

19. Is there any pending litigation between the property owner/applicant and the City of Miami Beach?

20. Does the property owner/applicant have any outstanding code compliance violations, fines, or liens?

21. Amount of grant award requested from North Beach CRA: \$ _____

*Amount to be discussed with North Beach CRA staff prior to application submittal. Program funding awards consist of matching grants of up to 70% the cost of eligible projects, **up to an amount not to exceed \$20,000** per application provided on a reimbursement basis for expenses paid on completed work

V. PROJECT PROFILE

1. Location: _____

2. Property Status/Prospective Status: Vacant Occupied

3. Lease term/Proposed Lease Term (if leased): # of months remaining: _____

Renewal Options: Yes No

4. Project Type: Please describe the façade improvement details you plan to incorporate if selected

Stucco and/or clapboard restoration

Painting

Windows (impact-rated), framing installation, glass, and/or door replacement.

Awnings (including repair or removal of old awnings and canopies and/or installation of new awnings)

Exterior lighting installation, repair, or replacement

Façade or masonry renovation or repair

Parking facility and/or driveway or installation, repair, or enhancements

Installation of brick, textured, and/or sustainable/permeable/pervious pavement.

5. Estimate associated cost of commercial improvements anticipated in connection with Project:

Amount \$ _____

VI. ACKNOWLEDGEMENT AND APPLICATION AUTHORIZATION: -

The Applicant acknowledges that adherence to the Application and Program Guidelines is a requirement for receipt of the grant award. Failure to comply with Program Guidelines may result in the loss of eligibility for receipt of the grant. Please initial below in acknowledgement of the following.

____ That the North Beach CRA may review and verify the financial records of the Participant and/or perform onsite visits to verify compliance relating to the façade improvement program and determine whether the Participant is in compliance with the terms of the application, program Guidelines and agreement.

____ That compliance with the terms and conditions of the approved application/agreement is a conditional requirement for the receipt of any grant award in a fiscal year and that the Participants' failure to comply with the terms and conditions of the approved application/agreement results in the loss of eligibility for receipt of grant awards and the revocation by the North Beach CRA Board of the certification of the Participant's as a North Beach CRA eligible business.

____ That the Participant will maintain financial records related to expenses paid or incurred in which are the subject of this application and Program and submitted to the North Beach CRA as needed. The Participant will retain such expense receipts for a period of four (4) years after payment of the grant award.

____ That the Participant will not complete any work or submit any expenses for costs incurred prior to the final approval of the Commercial Façade Improvement Program by the North Beach CRA.

A signature is required for submission of an application. The Applicant must have legal signing authority to bind the property to contract. The Applicant is duly authorized to execute this document on behalf of the property legal owner, as applicable. Through application to the program, the Applicant provides consent to the North Beach CRA to verify the company’s business licensure, lease or property ownership status.

The Applicant acknowledges that adherence to the application and program guidelines is a requirement for receipt of the grant. Failure to comply with program guidelines may result in the loss of eligibility for receipt of the grant.

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

Internal Use Only – North Beach Community Redevelopment Agency

Date Received: _____

Approval Signature: _____

Printed Name: _____