



**NORTH BEACH COMMUNITY  
REDEVELOPMENT AGENCY**

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*RESIDENTIAL PROPERTY  
IMPROVEMENT PROGRAM*

## **Background and Purpose**

The North Beach Community Redevelopment Agency (“North Beach CRA”) Residential Property Improvement Program (“Program”) is a matching grant incentive program available to residential property owners to help pay the costs of physical improvements to their residential properties. The Program is available to eligible residential buildings located within the North Beach CRA boundaries. Please refer to the Program Boundary Map and/or contact the North Beach CRA to determine eligibility.

The Program focuses upon 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 residential property owners to improve, repair, and preserve older residential buildings that provide affordable and workforce housing including for extremely low, very low-, low-, or moderate-income persons; (ii) stimulate investment in private property that preserves and enhances the tax base; and (iii) highlight historic architecture and preserve neighborhood character.

## **HOUSING INCOME REQUIREMENTS**

The Residential Property Improvement Program is designed to support Miami Beach households with an annual income at or below **140% Area Median Income (“AMI”)**, adjusted for family size, based on the Florida Housing Finance Corporation’s (FHFC) annual income limits for Miami-Dade County.

## **APPLICANT ELIGIBILITY**

Owners of residential properties are eligible to apply (applications require the signature and approval of the building owner), providing the following is met:

- Applicant must own a multifamily residential property located within Program’s geographic area.
- Within the multifamily residential property, a majority (50% plus 1) of rental units must be occupied by households at or below 140% at the time of application or within 90 days of project completion.
- For a period of three (3) years following award, annual rent for eligible rental units may not increase more than 3% each year and monthly rent may not exceed the affordability rent limits published annually by the FHFC. Rental leases are required for eligibility verification.

## **ELIGIBLE PROPERTIES**

- Street facing multifamily dwelling, townhome (or other attached dwelling), legal accessory dwelling units, and/or duplex (or variation thereof regardless of number of units).
- Mixed-use buildings (e.g., live-work) where the principal use of the building is residential. Principal use is defined as the majority of uses.
- Buildings may be occupied by the property owner (owner-occupied), renter-occupied, or vacant (subject to occupancy terms).
- All activities and uses on the Property must be permitted uses in the zoning district.

## **INELIGIBLE PROPERTIES**

- Properties that are exclusively commercial or do not contain a majority of residential uses.
- Single-family homes and buildings under condominium ownership.
- 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**

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, glass, and/or door repair or replacement.
- Porch replacement and/or carpentry.
- Removal and/or replacement of front yard fences.
- 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.
- Installation of front law landscaping and/or irrigation.
- Roof repair and/or replacement; and
- 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, and/or sewer line or septic tank repair and/or replacement.
- Removal of architecturally significant features.
- Installation or repair of statues, fountains, pools, saunas, or hot tubs.
- General maintenance that should be performed as part of routine up-keep.
- Payments for the applicant's own labor or other in-kind costs.

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

#### Façade

- New façade elements, 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.

#### Awnings

Awnings provide shade and shelter from the elements while also embellishing the streetscape. 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 and increases public safety along the entire street. Strategic use of warm, ambient lighting can contribute to an attractive, safe street front.

### Framing, windows, and entrances

Materials, color, and scale should work together to create a pleasant design that enhances the corridor.

### Restoration of historic or original construction

Highlighting historic detail is an easy way to create a memorable building design 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 a past 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 furnishings that provide 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 will 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 City reserves the discretion to accept, reject or request modification of any application.

- Submission of a completed application form
- Color photographs of building and work area 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 contractors
- Three (3) project cost estimates/quotes for the proposed work
- Documentation that the subject property is up to date on all City of Miami Beach and Miami-Dade County property taxes.
- Documentation that the property owner/business located at the subject property possesses an active and valid City of Miami Beach Business Tax Receipt (BTR), if required to do so.

### 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 North Beach CRA staff. 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 (Tentative)

- 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 Board will consider the following criteria when evaluating applications:

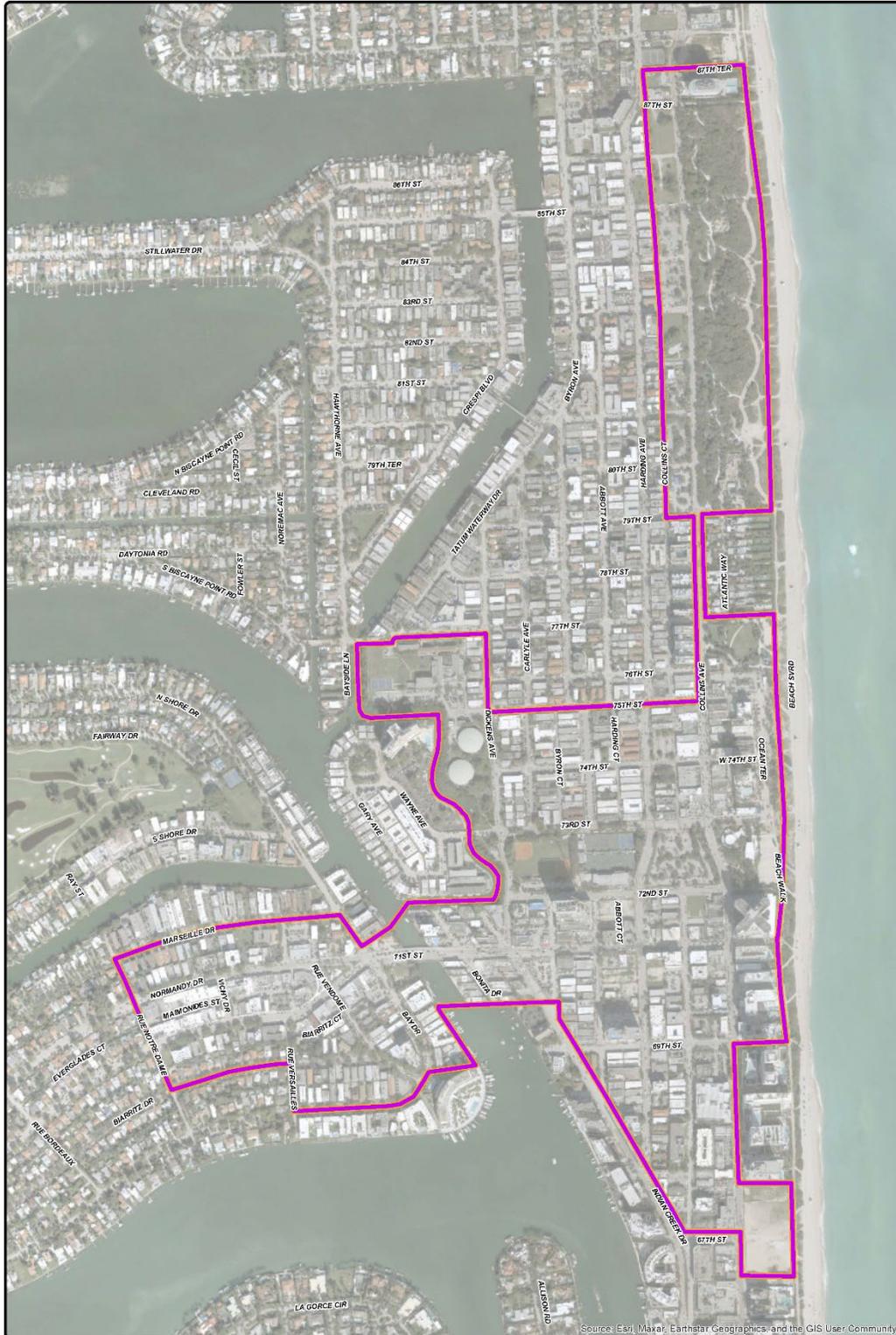
- Properties owned by Miami Beach residents.
- Properties owned by veterans.
- Projects with heightened vehicular and pedestrian visibility.
- Projects that support, encourage, promote, or maintain affordable or workforce housing.
- Projects that incorporate Crime Prevention Through Environmental Design (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 properties, identification of occupied use and tenants secured (at least a letter of intent/lease); 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 applicant or 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.
- No property may receive more than the maximum allowed grant award, as set forth within these guidelines, within a five (5) year period.
- Any entity that submits a second application before the five (5) year program term will be put on a waiting list.
- 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 Residential Property Improvement Program Boundary Map**

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



Miami Beach GIS • 1700 Convention Center Drive • Miami Beach, FL 33139 • 305.673.7000 • [gis@miamibeachfl.gov](mailto:gis@miamibeachfl.gov) • [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

MAP NO.	1
DATE	12/20/2018
DRAWN BY	6/20/2018/SM
SCALE	1 inch = 500 feet
PROJECT	Francisco Diagram
FILE NAME	12/20/2018/12/20/2018

**Subject Area**  
Miami Beach  
Miami-Dade County, FL

**Legend**  
 Residential Property Improvement Program  
 Adopted North Beach CRA Boundary

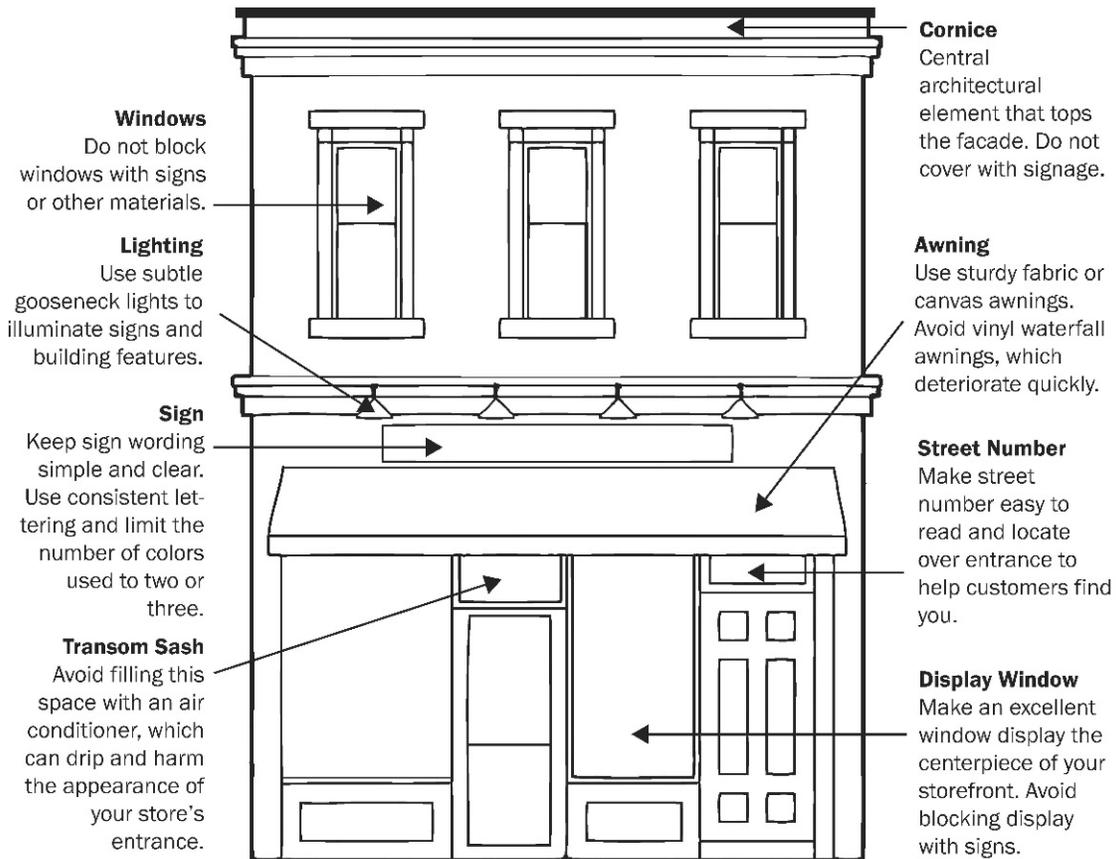
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

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**GIS**  
MAMIBEA

**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. RESIDENTIAL PROPERTY IMPROVEMENT PROGRAM OVERVIEW & PURPOSE

The North Beach Community Redevelopment Agency (“North Beach CRA”) Residential Property Improvement Program (“Program”) is a matching grant incentive program available to residential property owners to help pay for the costs of physical improvements to their residential properties. The Program is available to eligible residential buildings located within the boundaries of the North Beach CRA area. 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 residential property owners to improve, repair, and preserve older residential buildings that provide affordable and workforce housing including for extremely low-, very low-, or moderate-income persons; (ii) stimulate investment in private property that preserves and enhances the tax base; and (iii) highlight historic architecture and preserve neighborhood character.

## 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](http://mbbiz.gosmart.org). You may also contact the North Beach Community Redevelopment Agency at [nbcra@miamibeachfl.gov](mailto: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 your business growth in Miami Beach.
- c. Application must be submitted by the residential property owner 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](http://mbbiz.gosmart.org). This submission shall serve as acknowledgement and agreement to comply with the terms and conditions outlined within this grant contract.

## III. HOUSING INCOME REQUIREMENTS

The Residential Property Improvement Program is designed to support Miami Beach households with an annual income at or below **140% Area Median Income (“AMI”)**, adjusted for family size, based on the Florida Housing Finance Corporation’s (FHFC) annual income limits for Miami-Dade County. At least the majority (50% plus 1) of housing units at the property must have tenants (households) or be reserved for tenants (households) at or below 140% AMI.

## IV. ELIGIBILITY (see Program Guidelines for more details)

The Residential Property Improvement Program will be available to any residential property owner located within the Program’s geographic area. Within the multifamily residential property, a majority (50% plus 1) of rental units must be occupied by households at or below 140% AMI at the time of application or within ninety (90) days of project completion. For a period of three (3) years following award, annual rent for eligible rental units may not increase more than 3% each year and monthly rent may not exceed the affordability rent limits published annually by the FHFC. Rental leases are required for eligibility verification. Applications require the signature and approval of the building owner.

The below property types are **eligible**:

- Street facing multifamily dwelling, townhome (or other attached dwelling), legal accessory dwelling units, and/or duplex (or variation thereof regardless of number of units).
- Mixed-use buildings (e.g., live-work) where the principal use of the building is residential. Principal use is defined as the majority of uses.

- Buildings may be occupied by the property owner (owner-occupied), renter-occupied, or vacant (subject to occupancy terms).
- All activities and uses on the Property must be permitted uses in zoning district.

The below property types are **ineligible**:

- Properties that are exclusively commercial or do not contain a majority of residential uses.
- Single-family homes and buildings under condominium ownership.
- 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 obligation, and/or building or code violations.
- Vacant, unimproved land.
- Properties 'for sale' or listed on the MLS.

V. 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 property? If so, provide property location(s). \_\_\_\_\_  
\_\_\_\_\_
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. 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.

**VI. PROJECT PROFILE**

1. Property Address: \_\_\_\_\_

2. Property Status/Prospective Status: Vacant  Occupied

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Stucco and/or clapboard restoration
- Painting (colors must be approved)
- Windows (impact-rated), framing installation, glass, and/or door replacement.
- 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 installation, repair, or enhancements
- Accessibility upgrades
- Porch replacement and/or carpentry
- Removal and/or replacement of front yard fences
- Installation of front lawn landscaping and/or irrigation
- Roof repair and/or replacement

4. Estimate associated cost of residential improvement 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 property 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 property/business.

\_\_\_ That the Participant will maintain financial records related to expenses paid incurred in which are the subject of this application and program and submit to the North Beach CRA staff 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 Residential Property 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 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: \_\_\_\_\_

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**Internal Use Only – North Beach Community Redevelopment Agency**

Date Received: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_