Targeted Industry Attraction and Retention:

JOB CREATION INCENTIVE PROGRAM

Welcoming high wage tech and financial services jobs to Miami Beach!

MIAMIBEACH

Job Creation Incentive Program Application

I. PROGRAM OVERVIEW & PURPOSE

The City of Miami Beach is invested in economic resiliency through economic diversification. New or existing financial services and technology-focused companies may be eligible for the Job Creation Incentive Program (JCIP), a performance-based incentive adopted by the City Commission via Resolution 2021-31620. The Company ("Applicant" or "Participant") must create or relocate a minimum of ten (10) fulltime equivalent jobs, which average annual wages meeting or exceeding 125% of Miami-Dade County or State of Florida average wages at the time of the application. The program aims to strategically attract new financial services and technology companies and expand existing businesses in these sectors, while increasing the number of high quality, high wage jobs.

II. INSTRUCTIONS

a. Carefully review program guidelines, application, and related materials.
b. Prior to submitting an application, contact the City's Economic Development Department at MBBiz@miamibeachfl.gov or 305-673-7572 to discuss your 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 company applying for the incentive. Submit signed application to:

City of Miami Beach
Economic Development Department
Subject/Attention: Job Creation Incentive Program
Email: mbbiz@miamibeachfl.gov
Phone: 305-673-7572

III. ELIGIBILITY (see Program Guidelines for more details)

The City of Miami Beach JCIP will be available to new-to-market companies or expanding companies that will either hire or relocate, a minimum of ten (10) employees within a **12-month period and would receive the financial incentive over a four (4) year period for New-to-Market relocations or three (3) year period for Existing Businesses expansions**. The 10 created or relocated fulltime equivalent jobs must have average annual wages meeting or exceeding 125% of Miami-Dade County or State of Florida average wages at the time of the application.

The Program is available to the following industries*:

a. Financial/Professional Services
b. Technology
c. Headquarters (including regional headquarters) for any industry

*The City Commission, at its discretion, may waive the eligible industry requirement at the request and recommendation of the City Manager.

IV. PRIOR DECISION RULE (PRESERVING INDUCEMENT)

Any New-to-Market Applicant that commits to a location within the City of Miami Beach prior to City Commission approval of the application/agreement will render an Applicant ineligible to participate in the JCIP. However, the City Manager may waive this Prior Decision Rule and forward the Applicant's application to the City Commission for consideration upon the written request by the Applicant to preserve the incentive for a limited time. However, the City Commission retains the sole and absolute discretion to approve or deny the Applicant's application. This prior decision rule waiver shall not be available to an Applicant that has already publicly disclosed the intent to locate or expand its operations in the City of Miami Beach without having previously engaged with the City's Economic Development Department to request the waiver.

Job Creation Incentive Program Application

V. APPLICANT INFORMATION

1. Company Name:_____
2. Company DBA, if applicable: _____
3. City of Miami Beach Address (where incentive will be utilized): _____
4. Headquarter or Previous Address (if different from above): _____
5. Federal Employer Identification: _____
6. Unemployment Compensation Identification: _____
7. Florida sales tax registration number (if applicable): _____
8. NAICS Code(s): _____ SIC Code(s): _____

   Not sure? Look up both codes here: https://www.naics.com/search/

9. Industry: ☐ Financial Services ☐ Technology ☐ Headquarters (name other industry): _____
10. Project Type: ☐ Satellite Offices ☐ Regional HQ ☐ National HQ ☐ LATAM HQ ☐ World HQ
11. Primary Business Activities: _____

_____

_____

12. Owner Name and Title: _____
13. Executive/Primary Contact Name and Title (if different from above): _____
14. Executive/Primary Contact Email: _____ Phone: _____
15. Authorized Representative/Secondary Contact Name and Title (if different from above): _____
16. Authorized Representative/Secondary Contact Email:_____ Phone: _____
17. Property Owner Name (if property is being leased): _____
18. Property Owner Contact Email: _____ Phone: _____
19. Has the company or any of its officers ever been subjected to criminal or civil fines and penalties?

    ☐ Yes ☐ No

    If Yes, please explain: _____

    _____

    _____

20. You may request that your project information and application be confidential per Section 288.075, Florida Statutes.

    ☐ Yes (Confidentiality is Requested) ☐ No (Confidentiality is not Requested)

21. Annual Amount of incentive award requested from City of Miami Beach*: $ _____

    *Amount to be discussed with Economic Development Department prior to application submittal.

    Maximum annual incentive amount is $60,000.

Job Creation Incentive Program Application

VI. COMPANY & PROJECT PROFILE

1. Location Status: ☐ New to Market Business (Relocation) ☐ Existing Business (Expansion)

2. Property Status/Prospective Status: ☐ Own ☐ Lease ☐ Sublease

3. Property Needs: ☐ Turn-key ☐ Renovation ☐ New Construction

4. Lease term/Proposed Lease Term (if leased): # of months: _____ Renewal Options: ☐ Yes ☐ No

5. Project's Current Location Floor Area/Proposed Floor Area (sq. ft.):
   New to Market: _____ New/Existing: _____
   Existing: _____ Current: _____ Expansion _____

6. Capital Investment: Describe the capital investment in real and personal property anticipated associated with the Project, i.e. new construction or renovation of the facility; expenditure on improvements; and/or purchase, replace, and/or repairing of fixtures, furniture, and equipment (FF&E) as well as anticipated timeline for investment.

_____
_____
_____

Estimate associated cost of major capital investments (real and personal property) anticipated in connection with Project:

Construction/Renovation: Amount $ _____
Furniture, Fixtures and Equipment (FF&E): Amount $ _____
Equipment: Amount $ _____
Other (i.e. personal property): Amount $ _____

7. Employment and Wages

- Existing jobs companywide: _____

- New to Market (Relocation):

Anticipated new fulltime jobs in Miami Beach within 12 months of relocation: ___ Total over 4 years: ___

- Existing Business (Expansion)

Existing jobs in Miami Beach: _____
Anticipated new fulltime jobs in Miami Beach within 12 months of expansion: ___ Total over 3 years: ___

- Anticipated annual job creation schedule by September 30th of each City of Miami Beach fiscal year:

Year	Number of New Jobs	Average Wages (not including benefits)	Median Wages (not including benefits)
1 Relocation & Expansion			
2 Relocation & Expansion			
3 Relocation & Expansion			
4 Relocation only			

- Average annual wages for all new jobs in Miami Beach over 3-4 years: $ _____

Job Creation Incentive Program Application

- Average annualized amount of employer provided benefits anticipated to be offered with each new job created by the project in the first year following execution of incentive agreement: $ _____

8. Please indicate the purpose for requesting the incentive and explain how the incentive has or will factor into the Applicant's decision to relocate or expand in the City of Miami Beach.

_____

_____

9. Has the company been considering relocation or expansion to communities other than the City of Miami Beach? If so, which communities: _____

VI. OTHER INCENTIVE PROGRAMS THE APPLICANT IS OR ANTICIPATES APPLYING FOR (CHECK ALL THAT APPLY):

☐ City of Miami Beach Expedited Plan Review/Permitting

☐ Miami-Dade County Targeted Jobs Incentive Fund (TJIF)

☐ Other: _____

☐ Other: _____

VII. ACKNOWLEDGEMENT AND APPLICATION AUTHORIZATION:

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

_____ That the City of Miami Beach may review and verify the financial and personnel records of the Participant and/or perform onsite visits to verify employment relating to the New or Relocated Jobs, wages paid, 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 JCIP 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 JCIP awards and the revocation by the City Commission of the certification of the Participant's as a City of Miami Beach eligible business.

_____ That the Participant will maintain personnel and financial records related to jobs, wages, and taxes paid which are the subject of this application and program and submit summary reports of such records to the City of Miami Beach Economic Development Department as part of each annual award claim submission. The Participant will retain such personnel records for a period of four (4) years after payment of the last cash incentive award.

_____ The Participant will be monitored annually to ensure compliance with the projected number of new jobs and the wages associated with the new jobs. Disbursements to the Participant will only be made after it has met all commitments as set forth in the City of Miami Beach application/agreement and the City Commission approved Resolution.

_____ That the Participant will not enter into a lease agreement, or execute a renewal, before the final approval of the Job Creation Incentive Program award, unless the lease or renewal is entered into in conjunction with the City of Miami Beach's Expedited Plan Review and Permitting Incentive or with written consent of the City of Miami Beach.

Job Creation Incentive Program Application

A signature is required for submission of an application. The Applicant must have legal signing authority to bind the company to contract, i.e. executive officers and owners. The Applicant is duly authorized to execute this document on behalf of the company and its legal owner, as applicable. Through application to the program, the Applicant provides consent to the City to verify the company's business licensure, lease or property ownership status, and verify personnel wages.

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

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

Job Creation Incentive Program Guidelines

1. Background and Purpose

The City of Miami Beach is invested in economic resiliency through economic diversification. New or existing businesses in the City of Miami Beach may be eligible for a performance-based incentive known as the Job Creation Incentive Program (JCIP). The purpose of the JCIP is to strategically attract companies and expand existing businesses within the City of Miami Beach while increasing the number of quality, high-wage jobs in the community. The applicant must create or relocate a minimum of ten (10) new, fulltime equivalent jobs which average annual wages meeting or exceeding 125% of Miami-Dade County or State of Florida average wage at the time of the application.

2. Eligibility

The City of Miami Beach JCIP will be available to new-to-market businesses or expanding businesses that will either hire or relocate, a minimum of ten (10) new employees to the City of Miami Beach within a **four (4) year period for New-to-Market businesses or three (3) year period for existing businesses**.

The Program is available to the following industries:

a. Financial/Professional Services
b. Technology
c. Headquarters including regional headquarters

The City Commission, at its discretion, may waive the eligible industry requirement at the request and recommendation of the City Manager.

a. Companies applying for the JCIP Program must be "new-to-market" or an "expanding" business already operating within the City of Miami Beach. New-to-market businesses may relocate from anywhere outside of the City of Miami Beach.

b. Requirements for Expanding Businesses <u>at the time of application</u>:
   - An expanding business must either own its office space property or have an executed multi-year lease (3-year minimum) for the office location within the City of Miami Beach.
   - An expanding business must have a valid Miami Beach business tax receipt (BTR) and may not have any pending City fees or fines, or be involved in any litigation with the City of Miami Beach.
   - An expanding business must be properly licensed and approved by the State and County as applicable.

c. All awarded Expanding businesses and New-to-Market businesses must meet the requirements above when the incentive will be claimed and disbursed for each eligible fiscal year.

d. Businesses that do not report employees' wages are not eligible for assistance under the JCIP Program.
   The JCIP is contingent on annual funding availability, City Commission approval, and the execution and continued compliance with the requirements of an agreement between the City and the applicant, and is not to be construed as an entitlement or right of an applicant or property owner.

Job Creation Incentive Program Guidelines

3. Requirements

a. New Job Category: New Job must be a fulltime equivalent position (minimum 2,080 hours annually) and shall:
   - be created in the City of Miami Beach and add to the City's total job base;
   - add incrementally to the company's payroll;
   - result in a net increase in the number of employees of the applicant company; and
   - involve only a new employee working on-site (at least partially) at the company's facility located in the City of Miami Beach.

   A New Job excludes an existing employee on current payroll of the business at the time of the application.

b. Relocated Job Category: A Relocated Job includes fulltime equivalent positions (minimum of 2,080 hours annually) currently identified on the company's payroll at the time of application.
   - Only New-to-Market companies (moving to Miami Beach) can utilize relocated jobs as part of the incentive application.
   - Existing Miami Beach companies seeking to expand operations in Miami Beach may not utilize relocated jobs as part of the job creation requirement.

c. Job Creation Timeline: Approval of the JCIP application and agreement by the City Commission must occur before the jobs are added or relocated. A business that enters into an incentive agreement with the City of Miami Beach and is located in or relocating to existing office space that does not require significant tenant improvements must add the minimum number of jobs (10) within an agreed to number of months after the effective date of the incentive award. The company and the City of Miami Beach will negotiate a job creation/relocation timeframe.

d. Living Wage Requirement: The JCIP will not be available to companies that pay any of their employees less than the Living Wage Rate as defined by Section 2-8.9 of the Code of Miami-Dade County, as adjusted annually by the Department of Small Business Development or its successor department, or as defined by Section 2-408 of the Code of the City of Miami Beach and by choosing the higher rate of both. Companies receiving JCIP awards must continue to pay all its employees no less than the Living Wage Rate to remain eligible for the Program.

e. Wages of New Jobs Created or Relocated: New Jobs or Relocated Jobs must pay an estimated Average Annual Wage at least equal to 125% the average of wages in Miami-Dade County or the State of Florida (across all industries or occupations) as determined by Miami-Dade County or the State of Florida using the most currently available data as determined by the City of Miami Beach and by choosing the higher rate.

f. Job Creation: Participating businesses must create at least ten (10) New Jobs within four (4) years for New-to-Market Businesses or within three (3) years for Expanding Businesses. The time begins to toll once the business begins operation in the City of Miami Beach (designated by issuance of a BTR) or once the Agreement is executed, whichever is later.

g. New or Relocated Jobs must be maintained for a minimum of one (1) additional year. City of Miami Beach staff will verify compliance with New Job creation and wage requirements as specified in the City Commission approved JCIP application/agreement prior to any disbursement of City of Miami Beach incentives. The Company must agree to furnish all documents necessary for City of Miami Beach staff to verify the Company's compliance with the New Job or Relocated Job salary requirements pursuant to the City of Miami Beach JCIP application/agreement.

h. Taxes, Fines or other Fees: Where a Company is delinquent in paying its taxes, fines, or any other fees due to the City of Miami Beach, the City of Miami Beach shall withhold Incentive funds until the Company is current. Where a Company is more than one (1) year delinquent, the Company's City of Miami Beach incentive award shall be canceled, and the Company shall be disqualified from participating in the Program.

i. Media Announcement: Applicant must (a) mention the City of Miami Beach by name within its initial press release announcing the new office location, (b) at least forty-eight (48) hours in advance, provide the exact date and time of when the press release will be published, and (c) at least forty-eight (48) hours in advance, provide a copy of the press release. The City's Marketing and Communications Department will also issue a press release and media coverage.

j. Media Appearances: The company must provide an employee representative, of at a minimum a senior level executive position, for a minimum of four (4) engagements in year 1, two (2) engagements year 2, two (2) engagements in year 3, and if applicable, two (2) engagements in year 4, to assist with recruitment efforts of the City of Miami Beach to attract additional companies to the City. Required engagements will consist of a presentation, panel discussion, interview, quote for media story, or comparable engagement.

4. Incentive Award

The amount of the JCIP award is determined based on the information provided and verified in the application process and requires approval by the City Commission. The actual award will be determined after the Company has begun operations, and at the end of each City of Miami Beach fiscal year, upon the verification of New Jobs or Relocated Jobs as specified in the City Commission-approved application/agreement, and all other obligations set forth in the application/agreement and the Resolution approving authorizing the award.

The maximum award amount is based on the number of employees brought or relocated to the City of Miami Beach during the initial move, and any subsequent new hires. For expanding companies already located in the city, the maximum award is based on the New Jobs created. The incentives over the four (4) year or three (3) year period after the applicant's start of operations or the execution of this agreement, whichever is later, may not exceed:

a. $600 per employee for the first 50 jobs (minimum of 10)
b. $400 per employee for each job added between 51 – 100
c. $250 per employee for each job added above 100

Applicant may be eligible for the following bonuses for new hires only:

a. An additional $125 per employee if a company is located within the North Beach area, as defined by the City of Miami Beach
b. An additional $125 per employee if new hire received a degree from a public university, private university, or technical school located within Miami-Dade County and graduated within three (3) years of the hire date
c. An additional $125 per employee if previously unemployed or employed below the Living Wage Rate immediately preceding employment with company
d. An additional $150 per employee if their primary residence is within the City of Miami Beach

A Company may not receive more than $60,000 in incentive awards in any single fiscal year, even if all the New Jobs are created or relocated in one (1) year. A Company may not receive more than $240,000 in award payments over the four (4) year period for new-to-market or $180,000 in award payments over the three (3) year period for expansions.

The City Commission, at its discretion, may waive the applicable $180,000 or $240,000 total award cap at the request and recommendation of the City Manager.

Job Creation Incentive Program Guidelines

5. Application Process

- A company wishing to participate in the Program will apply to the City of Miami Beach. Upon request, a Company's confidentiality will be protected, to the best of the city's ability, for any information regarding a project's location and/or expansion evaluation of any Miami Beach site.
- The application will be evaluated by City of Miami Beach staff and approved by the City Commission.
- An application must be signed by an executive officer or owner of the applying company.
- Any New-to-Market company that commits the Company to a location within the City of Miami Beach prior to City Commission approval of the Application/Agreement will render a Company ineligible to participate in the JCIP. The City Manager may waive this prior decision rule and forward the Company's Application to the City Commission for consideration upon the written request by the Company to preserve the incentive for a limited time. However, the City Commission retains the sole and absolute discretion to approve or deny the Company's Application. This prior business decision rule waiver shall not be available to a Company that has already publicly disclosed the intent to locate or expand its operations in the City of Miami Beach.
- Within thirty (30) days of application receipt and initial review, City of Miami Beach Administration shall inform the City Commission and schedule an application presentation at the following available Finance and Economic Resiliency Committee (FERC) meeting (applicable public notice and agenda deadlines apply). Staff will notify the Applicant when the application is scheduled for consideration at any public meeting.
- Pending recommendation from the FERC, City of Miami Beach Administration shall prepare its recommendation on the Application to the City Commission, including an economic impact analysis.
- Each City Commission approved Application shall serve as the written Agreement between City of Miami Beach and the Company, and shall include all Application requirements outlined in this Section and, at a minimum, specify:

  a. The total number of New Jobs to be created or relocated and that will be dedicated to the project;
  b. The Average Annual Wage of those jobs, any capital investment, and a time schedule or plan for when such jobs will be in place and active;
  c. The fiscal impact to the City of Miami Beach;
  d. The maximum amount of JCIP awards which the Company is eligible to receive and the maximum amount of JCIP awards that the Company is eligible to receive for each fiscal year;
  e. That the City of Miami Beach may review and verify the financial and personnel records of the Company and/or perform onsite visits to verify employment relating to the New or Relocated Jobs, wages paid, and determine whether the Company is in compliance with the terms of the Application/Agreement;
  f. The date by which, in each fiscal year, the Company must file a claim to be considered to receive a JCIP award for the following fiscal year (October 1 – September 30);
  g. That compliance with the terms and conditions of the approved Application/Agreement is a conditional requirement for the receipt of any JCIP award in a fiscal year and that the Company's failure to comply with the terms and conditions of the approved Application/Agreement results in the loss of eligibility for receipt of JCIP awards and the revocation by the City Commission of the certification of the Company as a City of Miami Beach eligible business;
  h. That payment of JCIP incentives is conditioned on and subject to specific annual appropriations by the City of Miami Beach sufficient to pay amounts under the approved Application/Agreement; and
  i. That the amount of the Incentives received will be based on the Incentive levels specified.

Job Creation Incentive Program Guidelines

6. Award Disbursement

a. Annual disbursements will be contingent on the verification of the new jobs created and retained.
b. Disbursement will begin in the City of Miami Beach fiscal year following the Project's start of operations. The City of Miami Beach's fiscal year runs from October 1 September 30 of the following calendar year.
c. Companies will be monitored annually to ensure compliance with the projected number of new jobs and the wages associated with the new jobs. Disbursements to the Company will only be made after it has met all commitments as set forth in the City of Miami Beach application/agreement and the City Commission approved Resolution.
d. Disbursement amounts are set forth and limited in each year of the disbursement schedule approved in the Agreement and Resolution.
e. To be eligible to claim any award under the JCIP, an Applicant that has entered into an approved application/agreement must annually apply to the City of Miami Beach for such award by July 1st. An appropriation, if made by the City Commission, will be paid in the City of Miami Beach fiscal year that begins on October 1 following the claims-submission date.
f. The City of Miami Beach shall designate staff, or a third party, to administer the JCIP and determine Company compliance. Any awards determined to be due to Companies and processed by said designated staff shall require written approval and authorization of the City of Miami Beach.

Sample Annual Incentive Award

	Company A	Company B	Company C
Number of New Jobs	25 25 jobs x $600 = $15,000	75 50 jobs x $600 = $30,000 25 jobs x $400 = $10,000 Subtotal: $40,000	110 50 jobs x $600 = $30,000 50 jobs x $400 = $20,000 10 jobs x $250 = $ 2,500 Subtotal: $52,500
Company Located in North Beach	Yes 25 jobs x $125 = $3,125	Yes 75 jobs x $125 = $9,375	No 110 jobs x $0 = $0
Degree from Local Institution	Yes 10 employees x $125 = $1,250	Yes 25 employees x $125 = $3,125	Yes 50 employees x $125 = $6,250
Below Living Wage	Yes 2 employees x $125 = $250	No	No
Residence in City	Yes 10 employees x $150 = $1,500	Yes 20 employees x $150 = $3,000	Yes 25 employees x $150 = $3,750
Total Less Amount Above $60k Annual Cap	**$21,125**	**$55,500**	$62,500 - $2,500 = **$60,000**

Internal City Use Only – Economic Development Department

Date Received: _____

Approval Signature: _____

Printed Name: _____

Targeted FERC Meeting Date: _____

Targeted Commission Meeting Date: _____