

The Miami Downtown Development Authority (“Miami DDA”) is a corporation of the City of Miami funded by a special tax levy on properties within its district boundaries. 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 Miami DDA Property Improvement Grant Program (“Program”) provides funding for eligible exterior improvements. The goal of the program is to help business and property owners enhance the overall appearance of their storefront supporting increased economic activity and investment. The program is designed to attract and retain retail stores and restaurants within the Miami DDA District.

B. What type of grant does the Program offer?

The Program provides grants up to 50% of actual costs of pre-approved qualifying property improvements not to exceed \$50,000.

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

C. Who can apply?

Owners of a qualifying commercial space 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.

Interested parties may refer to the Miami DDA District map provided with the Program application included. They may also contact the Miami DDA via info@miamidda.com, with the subject line “Property Improvement Grant 2019.”

Note: Pursuant to Chapter 112 of the Florida Statue, 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
- ✓ 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
- ✓ Surveillance systems
- ✓ Painting / Masonry/ Stucco
- ✓ The glazing of glass doors or windows
- ✓ Code compliant signage or awnings
- ✓ Landscape or hardscape enhancements

Funds cannot be used for the following:

- ✗ Interior improvements
- ✗ Soft-cost
- ✗ Architectural Fees
- ✗ Engineering Fees
- ✗ Financing Fees
- ✗ Legal Fees
- ✗ Pre or post-construction expenses
- ✗ To pay code violations or penalties

F. Program application sequence:

<p>1. Applying</p>	<p>The best time to submit completed applications, including hard copies, is during the first week of every month.</p> <p><i>Note:</i> No application for funding through the 2019 Program year will be accepted after July 31, 2019.</p>
<p>2. Screening</p>	<p>DDA staff will screen application submittals for completion. Then upon full submittal, it will be forwarded to a subject matter expert (SME). The SME is retained by the Miami DDA to ensure all aspects of the project are congruent with industry standards.</p>
<p>3. Qualifying</p>	<p>Then the recommendations of the SME and the entire 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>4. Executing</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.</p>
<p>5. Delivering</p>	<p>Upon project delivery, the awardee must provide actual line itemized invoice of the exact amount and proof of payment. The amount of the gran in the grant agreement will be based on the amount paid by the applicant, not to exceed the initial estimate approved. “Before and after” pictures of the improved area and proof of close-out of all applicable permits is also required.</p>

G. Applicant submittal checklist:

- Verify that your project is within Miami DDA District
- Review and sign program guidelines, and completed application (attached)
- If requested funding amount is higher than \$10,000 (3) Itemized bids/proposals, are required and must include a breakdown of all items, materials and itemized pricing
- If requested funding is \$50,000 (4) Itemized bids/proposals are required and must include a breakdown of all items, materials and itemized pricing
- Renderings and/or Elevations clearly showing details of all proposed improvements
- Photos of the current state of storefront/ façade
- Proof of permit and copy of the letter of commencement (if work has started)
- Letter of authorization from the property owner authorizing said improvements