



## INCENTIVE FUND APPLICATION (DIF)

### Section 1. Application Instructions

- 1.1 Please carefully review all Application and Agreement materials.
- 1.2 Contact the Miami Downtown Development Authority using the information below to discuss your project and Application before submitting a formal proposal.
- 1.3 The completed and signed Application and Agreement must be filed with:

Miami Downtown Development Authority  
Miami DDA Incentive Fund (DIF)  
Attention: Business Development

**Michaeljohn A. Green**  
Chief of Economic Development & Strategy  
Email: [green@miamidda.com](mailto:green@miamidda.com)  
Phone: 305-579-6675

**Carlos Garcia**  
Business Development Advisor  
Email: [garcia@miamidda.com](mailto:garcia@miamidda.com)  
Phone: 305-579-6675

- 1.4 **IMPORTANT NOTE:** This Application must be filed prior to making the decision to locate a new business, or to expand an existing business, in the Miami DDA District. However, an applying Company that is contemplating such a business decision may, upon request and Miami DDA recommendation, be considered by the Board of Directors or the Board of Directors Designee for preserving inducement. If the Board of Directors or the Board of Directors Designee authorizes preserving inducement the applying company maintains program eligibility.

## Section 2. Employer Identification

### 2.1 Miami DDA Incentive Fund (DIF)

- a) Name of Company: \_\_\_\_\_
- b) Mailing address: \_\_\_\_\_
- c) Primary Company contact (please include phone and email): \_\_\_\_\_
- d) Company's federal employer identification number: \_\_\_\_\_
- e) Company's unemployment compensation identification number: \_\_\_\_\_
- f) Company's Florida sales tax registration number (if applicable): \_\_\_\_\_
- g) Describe the Company's primary business activities: \_\_\_\_\_
- h) List NAICS codes of all activities of the Company: \_\_\_\_\_

### 2.2 a) Has the Company or any of its officers ever been subjected to criminal or civil fines and penalties?

☐ YES

☐ NO

b) If YES, please explain:

Section 3. Project Identification / Information

3.1 Description of the type of business activity or product:

- a) Is the business unit a (please choose one):
- ☐ New business to the Miami DDA District
- ☐ An expansion of an existing Miami DDA business
- b) Provide a description of the project (office, hiring plans, etc):

3.2 Check the appropriate box and complete the line item:

- Project’s current location (if applicable): \_\_\_\_\_
- Square footage: EXISTING \_\_\_\_\_ EXPANSION (if applicable) \_\_\_\_\_
- Project’s proposed location(s), if different from above: \_\_\_\_\_
- (1) Address: \_\_\_\_\_ Square footage \_\_\_\_\_
- (2) Address: \_\_\_\_\_ Square footage \_\_\_\_\_
- (3) Address: \_\_\_\_\_ Square footage \_\_\_\_\_

3.3 Check the boxes that best defines your business

- ☐ Regional headquarters office
- ☐ Latin America headquarters office
- ☐ Other
- ☐ National headquarters office
- ☐ Technology
- ☐ World headquarters office
- ☐ Finance

3.4 Employment and wages:

- a) Existing jobs Company-wide: \_\_\_\_\_
- b) Existing jobs in Miami DDA District: \_\_\_\_\_
- c) Total number of new jobs projected to be created in Miami DDA District within 3 years of application approval: \_\_\_\_\_
- d) Average annual wages (not including benefits) created by September 30th (City of Miami Fiscal Year) for each of the years listed below:

Year	New Jobs	Average Annual Wages	Median Annual Wages	Average Employer Provided Benefits

3.5 Amount of incentive award requested from the Miami DDA: \$ \_\_\_\_\_

## Section 4 Project Impact Information

### 4.1 Incentive Rationale:

Provide a statement indicating why the incentive award is needed to further the project. What role will the incentive award play in the decision of the applicant to locate or expand in the Miami DDA? Indicate whether there are other communities competing for this project, and if so, which communities, and what incentives are being offered by these communities (if any).

### 4.2 Capital Investment (if applicable):

- a) Project proposed capital investment in real estate

☐

Annual Rent

☐

Purchase

Amount \$ \_\_\_\_\_

- b) Describe the capital investment in real and personal property (examples: construction of new facility; remodeling of facility; upgrading, replacing, or buying new equipment):

- c) List the amount and type (FF&E, equipment, remodeling, etc.) of major capital investment to be made by the applicant in connection with this Miami DDA project:

Total Amount \$ \_\_\_\_\_ FF&E (Furniture, Fixtures, & Equipment)

Total Amount \$ \_\_\_\_\_ Construction/Remodeling

Total Amount \$ \_\_\_\_\_ Other

## Section 5. Please initial below indicating your agreement:

5.1 \_\_\_\_\_ that Miami DDA will conduct an annual review and verify the financial and personnel records of the Company and/or perform on site visits to verify employment relating to the new jobs, review said financial and personnel records, and ascertain whether the Company is compliance with the terms of the DIF Application and Program Guidelines;

5.2 \_\_\_\_\_ that adherence to the DIF Application, Program Guidelines, and Annual Review requirements is a condition precedent for the receipt of any award in a fiscal year and that the Company's failure to comply results in the loss of eligibility for receipt of DIF awards and the revocation by the Board of Directors or Board of Directors Designee of the certification of the Company as a DIF eligible business;

5.3 \_\_\_\_\_ that the payment of DIF awards are conditioned on submission of a completed Annual Review Form and subject to specific annual appropriations by the Board of Directors sufficient to pay amounts under the approved Application;

5.4 \_\_\_\_\_ that the Company will maintain personnel and financial records related to jobs, wages, and taxes paid which are the subject of this Agreement and submit summary reports of said records to the Miami DDA as part of each annual claims-submission. The Company will retain said personnel and financial records for a period of three (3) years after payment of the last cash incentive award.

5.5 \_\_\_\_\_ that the Company will not enter into a lease agreement, or execute a renewal, before the final approval of said incentive.

## Section 6. Submission and Contact Information

### 6.1 Two Signatures are Required for Submission

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## THE INFORMATION IN SECTIONS 7-10 TO BE COMPLETED BY THE MIAMI DDA

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### Section 7. Projected New Revenue to the City of Miami

List the amount and type of projected taxes this project will provide in the form of new revenue to the City of Miami:

Amount \$ \_\_\_\_\_ Property Taxes (if applicable)  
Amount \$ \_\_\_\_\_ Business Tax Receipt (Chapter 31, Article II, Sec. 31-50)  
Amount \$ \_\_\_\_\_ Certificate of Use (Chapter 2, Article IV, Division 2, Sec. 2-207 (a) (3))

### Section 8. Estimated Economic Impact

Amount \$ \_\_\_\_\_ Salaries  
Amount \$ \_\_\_\_\_ Housing (~30%)  
Amount \$ \_\_\_\_\_ Discretionary Spending (~30%)

### Section 9. Application Confirmation

- 9.1 Date Initial Application Received by the Miami DDA \_\_\_\_\_  
9.2 Date Application was Confirmed as Completed by Staff \_\_\_\_\_  
9.3 Date Application Reviewed by Enterprise Committee \_\_\_\_\_  
9.4 Date Application Reviewed by Board of Directors \_\_\_\_\_

### Section 10. Estimated Award and Agreement End Date

- 10.1 \$: \_\_\_\_\_ The estimated amount of DIF cash incentive awards which the Company is eligible to receive on the project.

- 10.2 Fiscal Year Estimated Amount

FY \_\_\_\_\_ \$ \_\_\_\_\_  
FY \_\_\_\_\_ \$ \_\_\_\_\_  
FY \_\_\_\_\_ \$ \_\_\_\_\_