



Multi-Family Improvement Guidelines

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www.northmamicra.org**

One of the primary objectives of a Community Redevelopment Agency is to effectuate positive change within the targeted area through improvements of business and residential structures. To that end, the NMCRA works to transform that area into one that again contributes to the overall health of the community. This transformation occurs through the various grants and incentives initiatives listed below:

- Commercial Grants
- Public-Private Partnership Developments
- Infrastructure Improvements
- Residential and Neighborhood Improvement Programs
- Affordable, Workforce, Market Rate, Luxury and Mixed Income Housing
- Affordable/Workforce Housing Development & Renovation
- Transportation and Transit Developments

Mandate

While each grant program may have individual requirements, the NMCRA requires all projects abide by the following to be considered:

1. Must be within the NMCRA geographic boundary
2. Must have a visible improvement to the property or area
3. Must eliminate slum and blight
4. Must meet current NMCRA Plan goals and objectives
5. Must show quantifiable benefits to the community

Universal Requirements

1. Applicable City of North Miami/county/state licenses must be up to date
2. Preliminary designs, color photos and documentation related to the property must be provided
3. Color photos of adjacent properties must be provided
4. Owner/Operator or Applicant shall have no outstanding liens, violations, pending litigation with the City of North Miami or NMCRA or any unpaid real and/or tangible personal property taxes.
5. No entity shall be considered for funding where, within the past 5 years, the entity, or any of its directors, partners, principals, members or board members have been found guilty of any crime related to a funding source, been sued by a funding source and been found in breach of contract, or been debarred by a funding source. Such entities shall not be eligible to receive funding
6. Applications must be completed in full, signed and submitted to be considered

7. Applicants should attempt to utilize the online application at: <http://northmiamicra.org/>. If online process is not possible, it may be emailed to cagrants@northmiamifl.gov or delivered to: 735 NE 125th Street, Suite 100, North Miami, Florida, 33161. All hardcopy applications must be legible to be considered
8. If occupied, property owner/operator must notify all tenants of the proposed improvements in a reasonable time prior to the initiation of the project.
9. Applicant must provide 3 cost estimates for the proposed work from contractors acceptable to the CRA. CRA Staff reserves the right to deny any submitted cost estimates.
 - a. All cost estimates must be fully and completely itemized and detailed
 - b. The lowest bid amount will be considered
11. Inspection of existing state of the property must be done by minimum housing officer
12. CRA staff may require additional work to be done as a condition to approval if the requested items do not show a visible impact/improvement and/or meet the CRA's goals
13. Applicant must abide by all rules and laws of the City of North Miami, and the NMCRA, or the grant is subject to immediate forfeiture.
14. Any and all improvements must adhere to City of North Miami Building and Zoning Codes and all Federal, State and Local Requirements
14. The property must legally conform to city regulations.
15. All applications will be considered on a first come, first served basis. Grant awards are limited by funding availability
16. ALL WORK MUST BE APPROVED BY THE CRA BOARD PRIOR TO ITS START TO BE ELIGIBLE FOR REIMBURSEMENT.

AUTOMATIC DISQUALIFICATION:

- A. Properties that received grant/assistance from the City or CRA in the past two years cannot apply
- B. More than one application submitted for the same property will not be considered
- C. Properties 'for sale' or listed on the MLS will not be considered
- D. Any work done prior to approval by the CRA Board does not qualify
- E. Religious organizations or sites being utilized for religious purposes will not be considered for funding

ELIGIBLE USES

Funds are to be used for standard building finishes as determined by the CRA.

- Impact Windows and Doors
- Awnings & Canopy
- Painting & Stucco
- Elevator Upgrades
- Roof replacement or repairs/parapets
- Interior/Exterior Lighting & Fixtures
- Kitchen and Bath Upgrades
- Interior Renovation
- Electrical upgrades
- Loading Docks
- Fence and Gates
- Driveways/walkways/railings
- Flooring
- Parking/surface lots
- Signage
- HVAC Replacement
- Plumbing Upgrades
- Insulation Upgrades
- Security Enhancements
- Landscaping
- Green Improvements
- ADA enhancements to include stairs/ramps
- Work complimentary to those list
- Architect/Engineer fees

Must be in compliance with substantial improvement provisions of the Florida Building Code.

Cannot sell property within seven (7) years or full amount due. Lien will be placed on property for seven (7) years.

Upon completion of renovation, applicant will provide access to the property and all units at any time to the Building Official, CRA Staff or designee for periodic inspection.

If bonus points are applied for, applicant will need to provide copies of lease agreements and/or other proof annually to retain bonus privileges for seven (7) years. At the time of negotiation, the NMCRA will determine the % of grant increase.

During the seven (7) years property must be properly maintained, not be in default on city utilities, fees, licenses, property taxes and code issues or grant will be in default.

Clause of Curing Default: In the event of a grantee default, there will be a cure period and, if grantee fails to cure the default, the CRA will be entitled to claw back the entire grant as its remedy.

PAST PROGRAM PARTICIPATION

- Buildings that have been previously assisted by the CRA or the City of North Miami in the last five (5) years are generally not eligible. Especially if the application is for the same work previously done.

CODE VIOLATION(S)

- Buildings with pending code violations are not eligible for the program, unless it is determined that the proposed scope of work includes the resolution of the code violation(s) in a manner that is deemed acceptable and appropriate in the sole discretion of the program administrator.
- If the assisted property or business is sold during the seven (7) year period following the completion of the property, the Grantor will recapture 100% of the grant.
- Property owner is forbidden to make any alterations to the funded improvements without written permission of the Grantor.

TIME LIMITS

- Construction must start 3 months from the date of signing of the agreement between the Grantee and the Grantor and must be completed 1 year from such date. Projects must be completed by the timetable outlined in the agreement.

CONSISTENCY WITH CITY ORDINANCES AND COMPLIANCE

Projects must comply with all City of North Miami zoning code and building requirements.

- To be eligible to participate in the program, applicants must comply with all program requirements. Failure to comply with the program requirements at any time will result in the applicant being dropped from the program. The Grantor is the sole interpreter of eligibility determinations, payment amounts and compliance with program requirements. All of the Grantor's decisions are final. Projects are not officially accepted in the program until an agreement between the applicant and the Grantor is signed.

PAYMENT PROCESS

The Grantor will issue no more than four payments during the project. Upon completion of each phase of the project, program staff will inspect the project to ensure compliance with the approved plans and budget. Every reimbursement request must include:

1. An invoice from the grantee requesting to be reimbursed with itemized expenses
2. Front and back copies of cancelled checks
3. Invoices for each payment made to contractors/vendors
4. Partial Release of lien from each contractor/vendor for the amount specifically paid
5. Pictures showing progression of project
6. Copies of permits pulled, inspections and final inspection

The Grantor will reimburse the property owner for the grant amount established in the agreement by issuing a check up to six weeks after staff inspections and after appropriate documentation has been submitted for each phase of the project.

Final payment will be issued after all work has been completed, all the above mentioned documentation has been reviewed and accepted by the Grantor, and leasing and other program requirements have been met.

MONITORING PROCESS

Staff will monitor progression of the project through photo/video documentation, in addition to comments to the file.

After project is complete, staff will monitor the business/structure for the required three to five years and will follow the monitoring steps outline in the NMCRA Standard Operating Procedures.

PUBLICITY

By accepting this grant the grantee shall recognize the NMCRA as a funding source for all the activities outline in the application and agreement. The grantee shall ensure that any publicity, public relations, advertisements, and signs recognize the NMCRA for the support of all contracted activities. Grantee shall agree to have a sign placed on the property by the CRA in relation to this grant.

RESIDENTIAL MULTI-FAMILY PROPERTY IMPROVEMENT GRANT

A reimbursable grant equaling no more than 30% of the total cost of value of eligible improvements or up to \$25,000 per unit (maximum award for a 15 unit multi-family project would be \$375,000). The program requires a minimum investment of \$25,000

toward eligible improvements per residential unit, and or 50% of the cost of renovation per unit.

An adequate ratio of affordable and workforce housing is required; 60% to 100% AMI.

The NMCRA, at its sole discretion, may consider increasing the funding limits on a case by case basis. If the request is above the standard amount mentioned, and based upon demonstrated hardship or unique circumstances, applicant must abide by the following:

1. Job creation and retention of City of North Miami residents during and after renovations will be required. Abide by the City of North Miami's Affordable Housing Rules and regulations (TBA)
2. All entities or contractors contracting with or receiving grants from the Agency for new commercial and residential developments to be constructed within the Redevelopment Area in an amount of \$200,000.00 or more, or such other amount as may be established by this Board, shall enter into a community benefits agreement with the Agency which will benefit primarily the residents of the Redevelopment Area
3. To the extent allowed by law, a community benefits agreement shall include provisions for hiring the labor workforce for the project financed by the grant or agreement from residents of the Redevelopment Area that are unemployed or underemployed. Depending on the worker or employee to be hired, the community redevelopment agency will be required to ensure that such entity or contractor complies with wage requirements, as applicable, established by Miami-Dade County's Living Wage or Responsible Wage Ordinances, pursuant to Section 2-8.9 and 2-11.16, respectively, of the Code of Miami-Dade County, Florida (the "Code") or pay higher wages and benefits, as are feasible.
4. All entities or contractors contracting with or receiving a grant from the community redevelopment agency in an amount of \$500,000.00 or more, or such other amount as may be established by this Board, shall comply with the following Miami-Dade County ordinances contained in the Code, as may be amended, as if expressly applicable to such entities:
 1. Small Business Enterprises (Section 2-8.1.1.1 of the Code);
 2. Community Business Enterprises (Section 2-10.4.01 of the Code);
 3. Community Small Business Enterprises (Section 10-33.02 of the Code); and/or
 4. Conflict of Interest and Code of Ethics Ordinance (Section 2-11.1 of the Code); and/or
 5. Living Wage Ordinance