



**WEST
PERRINE** **C** **R** **A**
COMMUNITY REDEVELOPMENT AGENCY

**COMMERCIAL REHABILITATION
GRANT PROGRAM GUIDELINES**

April 2024 Update

WEST PERRINE COMMUNITY REDEVELOPMENT AGENCY COMMERCIAL REHABILITATION PROGRAM

I. WEST PERRINE COMMUNITY REDEVELOPMENT AGENCY BACKGROUND

The Miami-Dade County Board of County Commissioners created the West Perrine Community Redevelopment Agency ("Agency" or "CRA") in 2005, pursuant to Florida State Law. The boundaries of the Agency include US-1 on the east and southeast, SW 168 Street on the north and the Homestead Extension of the Florida's Turnpike on the west and southwest ("CRA boundaries").

II. COMMERCIAL REHABILITATION PROGRAM SUMMARY

The Commercial Rehabilitation Program ("CRP") was developed by the CRA to provide grant funding for interior/exterior improvements to existing commercial property and small business retention located within the CRA boundaries (see attached map) in order to effectuate positive change and reduce conditions of slum and blight.

The CRP guideline has been established to aid licensed/legal businesses and commercial real property owners to rehabilitate privately-owned commercial buildings. Funds can only be used for improvements in accordance with the policies and procedures set forth in this document.

III. POLICIES AND PROCEDURES

This section establishes the policies and procedures for the distribution of grant funds pursuant to the requirements of the CRP. Grant funding may be provided for the rehabilitation of qualifying privately owned commercial properties located within the CRA boundaries.

CRP INFORMATION:

- A. The CRP program may provide up to \$150,000, for interior and exterior improvements, per applicant.
- B. At the time of the application's submission, the applicant must show proof of business ownership and either proof of the property's ownership or an executed lease. Such business must have been active for a minimum of two (2) continuous years at the time of the application's submission. Please note that the CRP does NOT apply to new businesses.
- C. The property receiving the benefit of the funds must be located within the CRA boundaries at the time of the application's submission.
- D. If a business is awarded a CRP grant ("Grantee"), the Grantee shall not be eligible to apply for any other CRP grants for a minimum period of three (3) years from the project completion date, as such term is defined by the CRA in its sole and absolute discretion.
- E. All CRP grant allocations to Grantees must be approved by the CRA Board before the grant agreement is signed and grant funds are disbursed.
- F. The number of CRP grant awards shall be limited by the availability of funds.
- G. Eligible improvements for the CRP include:
 - i. Interior and exterior commercial property improvements (in cases of a strip mall, exterior improvements must stretch across the entire property).
 - ii. Durable machinery/commercial equipment
 - iii. Exterior or interior painting
 - iv. Siding, masonry or stucco
 - v. Roof repair or replacement
 - vi. Exterior or interior lighting
 - vii. Exterior signs
 - viii. Window or door repair or replacement
 - ix. Awnings, canopies or shutters
 - x. Historic storefront restoration
 - xi. Landscaping or irrigation for landscaping
 - xii. Surface parking lot improvements
 - xiii. Fences and gate repair or installation
 - xiv. Pedestrian enhancements such as benches, bicycle racks or trash containers
- H. The Grantee and/or their licensed contractor is responsible for obtaining all required permits and approvals for the project. All work must be done in compliance with applicable Miami Dade County Building Codes and Land Development Regulations.
- I. The CRA may require the Grantee to work with a contractor from the CRA's pool of pre-approved contractors; alternatively, the CRA may require the Grantee to obtain their own contractor to perform the CRP eligible work. All contractors must be licensed by the State of Florida, registered as a vendor with Miami Dade County and properly insured.

- J. Grant funds may only be utilized for eligible work that's been pre-approved by the Agency. Work performed BEFORE the application is approved by the CRA Board is ineligible.
- K. The Grantee will be required to obtain up to three (3) competitive quotes (depending on the size of the award) from licensed contractors for the eligible proposed work, unless the CRA Board, or its designee, agrees to a waiver, in its sole and absolute discretion. CRA reserves the right to deny any submitted quotes.
- L. Ineligible uses of grant funds include:
 - i. Under no circumstances can CRP grant funds be used to pay any costs associated with debt
 - ii. New construction costs
 - iii. Mortgage/Rent payments for real estate
 - iv. Purchasing inventory for resale
 - v. Late payment fees
 - vi. Purchase of alcohol, tobacco or medicine
 - vii. Salaries
 - viii. Any illegal activity
 - ix. Residentially zoned properties are NOT eligible for the CRP grant (this includes multi-family properties, apartment buildings or residential rental property)
 - x. Non-profit agencies
 - xi. Corporate Chains

IV. APPLICATION PROCEDURES

- A. Review and sign CRP Guidelines.
- B. The applicant must submit a complete grant application, signed by an individual who is authorized to bind the corporation, such as the chief executive officer, managing principal, or majority owner of the business. If the applicant is a tenant, then the property owner must agree to the terms of the grant by signing the appropriate documentation as determined by the CRA.
- C. Applications must be submitted during the annual application submission periods as advertised.
- D. CRA staff will review application and notify applicant of any deficiencies.
- E. If the application is complete, staff will schedule an appointment with the applicant to discuss the application and project in detail and inform the applicant regarding the next steps.
- F. Upon the application's completion, as determined by the CRA Board's designee, the CRA staff will schedule the application for review and approval by the CRA Board.
 - i. Applicant must attend the scheduled board meeting for approval unless determined otherwise by the CRA Board or its designee.
- G. Applicants that are not approved may apply again one (1) year from denial.
- H. A fully executed grant agreement between the CRA and the applicant shall constitute authorization to proceed with project.
- I. Required Documentation may include but shall not be limited to:
 - i. Proof of property ownership or a signed lease agreement
 - ii. Government issued ID
 - iii. If applicant is a tenant, then the applicant must have the property owner's written consent to apply.
 - iv. Proof of current property taxes
 - v. Before photos of proposed work
 - vi. Proof of current utilities
 - vii. Proof of current and active State and County licensure
 - viii. Up to three (3) quotes for each job type proposed.
 - a. All quotes must include a full and complete scope of work.
 - b. The lowest bid amount will be utilized unless otherwise approved by the CRA.
 - c. The applicant must supply the Agency with a signed affidavit from the Miami Dade County Building Department indicating whether the scope of work will require permits.
 - ix. CRA staff may conduct an inspection at the business site. Further, the Agency reserves the right to 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 objectives.
 - x. A grant award will only be considered if the scope of work proposed addresses all outstanding code enforcement violations/liens.
 - xi. Submitting the application does not guarantee funding. Awarding grant funds is at the sole discretion of the CRA Board.

V. GRANT DETAILS

- A. The term of the CRP Agreement will be one (1) year, commencing on the date of the grant agreement's execution by the CRA Chairman. The construction process must commence within sixty (60) days of the grant agreement's execution.

- B. If additional time is required due to verifiable circumstances outside the control of the Grantee, an extension may be granted. The CRA reserves the right to exercise independent discretion to grant or deny any extension request. If a request for an extension to the grant agreement is needed, the request must be made in writing to the Executive Director, by the Grantee at least fifteen (15) days prior to the expiration of the grant agreement's term, and such extensions may be granted by the Executive Director; however, if an extension for longer than one (1) year is needed, CRA staff will forward the request and sufficient justification to the CRA Board for its review, at the CRA staff's sole discretion.
- C. If the approved scope of work requires revision, the Grantee must confer with the Executive Director or designee to determine if the new scope of work will fall within the approved CRP guidelines and approved grand award amount. The Grantee must await written approval or denial of the request from the Executive Director.
- D. An incomplete application will not be processed and will be returned to the applicant with notification to complete the application.
- E. Grantees must display a willingness to continue their business' development within the CRA boundaries by maintaining the property in good and clean condition.
- F. The Grantee and/or the property's owner will be required to sign a grant agreement and other documentation that the CRA may require. Such documentation will contain:
 - i. A *"Clawback" Provision*: This requires the CRA to rescind and recover CRP funding if the use of the funding does not substantially comply with the provisions of the grant agreement and the related documentation, by demanding repayment of such funds in writing, including recovery of penalties or liquidated damages, to the extent allowed by law, as well as attorney's fees and interest, and pursuing collection or legal action, to the fullest extent allowable by law.
 - ii. A *Security Interest*: In order to secure the Grantee's obligations under the grant agreement, Grantee will be required to pledge, grant, convey, and assign to the CRA a continuing lien and security interest upon certain collateral. Upon satisfaction in full of the Grantee's CRP obligations, the CRA's security interest shall terminate.
- G. As a condition of receiving the CRP grant funds, Grantees may be required to provide written or verbal progress reports updating the Agency on the status of the construction.

VI. RENOVATION AND CONSTRUCTION

- A. The CRP will assist with eligible costs for labor, materials, equipment, fees and related services associated with improvements to commercial property. The applicant may be required to obtain up to three (3) quotes for the detailed scope of work based on the cost of the project.
- B. All contractors must have a General or Building contractor's license (Class A or B), proof of insurance, State and County licensure.
- C. The Grantee must comply with the Miami Dade County Building Standards and submit copies of all necessary permits to the CRA. Approved work that may not require permits by the Miami Dade County Building department will require a signed affidavit indicating same by a designee of the Miami Dade County Building Department. Work of any kind started or performed without proper permits, sealed plans and specifications, if applicable, will not be eligible for CRP grant assistance and thus, will be immediately disqualified.
- D. Change orders must be approved by the Agency's Executive Director. Any costs associated with a change order that is not approved by the Executive Director will not be considered for reimbursement/disbursement. Any costs that exceed the awarded amount will be exclusively the responsibility of the Grantee.
- E. Grant payments will be made to the contractor on a reimbursement basis unless an alternative payment structure is approved by the CRA Board.
- F. In the event of any legal dispute between the Grantee/property owner and contractor in connection with work to the property pursuant to the CRP, no funds will be reimbursed/dispensed or paid by the CRA until such time as the dispute has been resolved or settled by the parties and the CRA Board or designee is provided with proof of settlement.

VII. DISCLAIMERS

- A. The CRA reserves the right, in its sole and absolute discretion, to reject any and all grant applications, postpone or cancel the CRP, or waive any irregularities in applications submitted for CRP grant funding.
- B. The CRA reserves the right to request and evaluate additional information from any applicant after the submission deadline as the CRA deems necessary.
- C. Areas not covered in detail in this policy which arise during the application or implementation of the CRP will be handled as the situation may dictate so as not to impede orderly progress. If an issue has the potential for reoccurrence, it shall be resolved, and then included as an addendum to this policy.
- D. The CRA Board shall have the final determination related to interpretations of this policy and these guidelines.
- E. The CRA reserves the right to rescind/withdraw any award if it suspects any irregularities or improprieties on the part of an applicant or Grantee, if awarded.
- F. In addition, Grantees may be required to provide documentation of attendance in at least one small business program operated by an appropriate not-for-profit, private or public company, Miami-Dade County or university/college, prior to receiving reimbursement/disbursement. If deemed necessary, the CRA staff reserves the right to withhold funding, pending attendance of said program. Grantees may be required to also participate in certain activities sponsored by the CRA.
- G. All work performed pursuant to the CRP program shall be in compliance with the provisions of all applicable federal, state and local laws, orders, statutes, ordinances, rules and regulations.
- H. CRA Board and its designee reserve the right to revise, amend or eliminate the CRP program as deemed necessary at their sole discretion.

Applicant:

Signature: _____

Print Name: _____

Date: _____

Resources for Small Businesses

- Regulatory & Economic Resources Department, Small Business Development Resources <https://www.miamidade.gov/business/business-development-resources.asp>
- Internal Services Department, Small Business Development <http://www.miamidade.gov/smallbusiness/home.asp>
- U.S. Small Business Administration Resource Guide <https://www.sba.gov/business-guide/>
- Florida Small Business Development Center <http://floridasbdc.org/>

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