



RESIDENTIAL PROPERTY IMPROVEMENT PROGRAM

Program Guidelines

The North Beach Community Redevelopment Agency (“North Beach CRA”) Residential Property Improvement Program (“Program”) is a matching grant incentive program available to residential property owners to help pay for the costs of physical improvements to their residential properties.

The Program is available to residential buildings in the vicinity of North Beach’s Normandy Fountain/Vendome Plaza neighborhood, please reference the Program Boundary Map and/or contact the North Beach CRA to determine eligibility. Located within the Normandy Isles National Register Historic District, the neighborhood’s architecture contributes to the area’s historic character and reflects the Miami Modern (MiMo) architectural style, with notable influences by French-born urban planner Henri Levy. The Program focuses upon cultivating an improved visual experience and sense of place through external enhancements to existing buildings.

Program funding awards consist of matching grants of 70% the cost of eligible projects, up to an amount not to exceed \$20,000 per application provided on a reimbursement basis for expenses paid on completed work.

Property Improvements Benefit Everyone

- ❖ Residents and Families: improve the safety and appearance of their properties with financial assistance from the North Beach CRA
- ❖ Non-resident Residential Property Owners: attain code compliance and improve building’s structural resiliency with financial assistance from the North Beach CRA
- ❖ Investment and Development in the CRA: supports economic development and rehabilitates the district’s aging building stock, strengthens relationships among community stakeholders, and affirms public confidence in the role of the North Beach CRA

For additional information and access to the Program’s online application, please visit the North Beach CRA website, www.miamibeachfl.gov/northbeachcra.

You may also contact the North Beach CRA by telephone at 305.673.7572 or schedule in person appointments at the North Beach CRA District Office located at 962 Normandy Drive (Tuesday and Thursday from 9:30 a.m. – 3:30 p.m.).



The following information includes important Program details including eligible and ineligible property improvement types and expenses, requirements for application submittal and eligibility criteria, the Program cycle timeline and grant selection process.

PROGRAM PURPOSE

The Program aims to (i) assist residential property owners to improve, repair, and preserve older residential buildings that provide affordable and workforce housing including for extremely low-, very low-, low-, or moderate-income persons; (ii) stimulate investment in private property that preserves and enhances the tax base; and (iii) highlight historic architecture and preserve neighborhood character.

HOUSING INCOME REQUIREMENTS

The Residential Property Improvement Program is designed to support Miami Beach households with an annual income at or below **140% Area Median Income (“AMI”)**, adjusted for family size, based on the Florida Housing Finance Corporation’s (FHFC) annual income limits for Miami-Dade County.

APPLICANT ELIGIBILITY

Owners of residential properties are eligible to apply (applications require the signature and approval of the building owner), providing the following is met:

- Applicant must own a multifamily residential property located within Program’s geographic area;
- Within the multifamily residential property, a majority (50% plus 1) of rental units must be occupied by households at or below 140% AMI at the time of application or within 90 days of project completion.
- Rents may not increase more than 3% each year and monthly rent amounts may not exceed the affordability rent limits published annually by the FHFC. North Beach CRA staff may request rental leases to verify eligibility.
- Exterior improvements must be completed within 12 months of award, subject to administrative extensions. The award letter and application agreement will specify the deadline for when the work needs to be completed.
- All improvements must comply with Miami Beach Municipal Code and Florida Building Code standards.

ELIGIBLE PROPERTIES

- Buildings that appear from the street to be multifamily dwellings, townhome (or other attached dwelling), legal accessory dwelling units, and/or duplex (or variation thereof regardless of number of units).
- Mixed-use buildings (e.g., live-work) where the principal use of the building is residential. Principal use is defined as the majority of uses.
- Buildings may be occupied by the property owner (owner-occupied), renter-occupied, or vacant (subject to occupancy terms).
- All activities and uses on the Property must be permitted uses in the zoning district.

INELIGIBLE PROPERTIES

- Properties that are exclusively commercial or do not contain a majority of residential uses;
- Single-family homes and buildings under condominium ownership;
- Properties containing prohibited or non-conforming uses;
- Properties whose primary purpose is a place of worship;
- Properties encumbered by judgement liens, delinquent mortgage and tax obligations, and/or building or code violations; and
- Vacant, unimproved land.

ELIGIBLE FAÇADE IMPROVEMENTS

Only those portions of the building that are visible from a public street are eligible for the Program. To be eligible for grant reimbursement, expenses must be related to improvements made to the street-facing exterior of properties, including:

- Restoration/rehabilitation to the building's original and/or historic construction materials (and removal of false façade elements);
- Stucco and/or clapboard restoration;
- Painting (colors must be approved);
- Windows, glass, and/or door repair or replacement;
- Porch replacement and/or carpentry;
- Removal and/or replacement of front yard fences;
- Signage;
- Awnings (including the removal of old awnings and canopies and/or installation of new awnings);
- Exterior lighting installation, repair, or replacement;
- Façade or masonry renovation or repair;
- Parking facility and/or driveway or installation, repair or enhancements;
- Installation of brick, textured, and/or sustainable/pervious pavement;
- Accessibility upgrades;
- Porch replacement and/or carpentry;
- Removal and/or replacement of front yard fences;
- Installation of front lawn landscaping and/or irrigation; and
- Roof repair and/or replacement.

INELIGIBLE FAÇADE IMPROVEMENTS

- Improvements inconsistent with the direction of the North Beach CRA Board or application guidelines.
- Improvements performed prior to execution of final agreement with North Beach CRA.
- Interior renovations and new construction of additional floor area or habitable space.
- Payments for the applicant's own labor or other in-kind costs.
- Any service or improvements performed by a non-licensed contractor.
- Storm water enhancements, and/or sewer line or septic tank repair and/or replacement.
- Removal of architecturally significant features.
- Installation or repair of statues, fountains, pools, saunas, or hot tubs.
- General maintenance that should be performed as part of routine up-keep.

The following descriptions represent considerations for improvements and are not intended to be inclusive of all permissible improvement types:

FAÇADE

- New façade elements, display windows, and exterior architectural elements.
- Removal of elements that cover original architectural design and details.
- Replacement of architectural elements that have structural deficiencies.
- Exterior painting and new lighting.
- Demolition required for the approval of the façade improvements.
- Roof improvements that are visible and contribute to the architectural aesthetics of the building. Complete roof repair or replacement is not permitted.
- Improvements that enhance access, such as handicapped ramps.

AWNINGS

Awnings provide shade and shelter from the elements while also embellishing the streetscape. Eligible improvements could include the removal of old awnings and the production and installation of new awnings and canopies.

LIGHTING

Decorative external light fixtures attached to the building or freestanding. Improved lighting enhances visual appeal and increases public safety along the entire street. Strategic use of warm, ambient lighting can contribute to an attractive, safe street front.

FRAMING, WINDOWS, AND ENTRANCES

Materials, color, and scale should work together to create a pleasant design that enhances the commercial corridor.

RESTORATION OF HISTORIC OR ORIGINAL CONSTRUCTION

Highlighting historic detail is an easy way to create a memorable building design and reinforce district identity. Restoring historic architectural details is often more unique and attractive than introducing contemporary elements. Modifications which are consistent with original building design and evidenced by a past building permit approved by the City may qualify for administrative, fast-track approval.

MISCELLANEOUS

- Landscaping and irrigation when considered integral to the façade treatment of the building.
- Permanent site furnishing that provides a welcoming, pedestrian-friendly atmosphere, such as benches, trash cans, bike racks, etc. Improvements to the pedestrian and transportation functionality of the property.
- Improvements necessary for fire safety and/or ADA accessibility compliance.

REQUIREMENTS FOR APPLICATION SUBMITTAL

Grant funds will be allocated to projects satisfying one or more of the Program criteria. An application will be considered, where preliminary approval of the following requirements has been satisfied. The City reserves the discretion to accept, reject or request modification of any application. The following is required, at a minimum:

- Submission of a completed application form
- Color photographs of building and work area from sidewalk or street
- Conceptual design and specific scope of work
- Proof of fire and extended insurance for property
- Proof of three (3) quotes from licensed contractors
- Proof of insurance and necessary business licenses for selected contractor
- Itemized project cost estimate
- Documentation of property owner's approval and permission for tenant improvements
- Documentation that the subject property is up to date on all City of Miami Beach and Miami-Dade County property taxes
- Documentation of an active and valid City of Miami Beach Business Tax Receipt (BTR), if required to do so.

VERIFICATION AND ELIGIBILITY DETERMINATION

- North Beach CRA staff shall verify all information as necessary.
- Once an applicant has been determined to meet eligibility requirements, an initial inspection of the property will be conducted by staff to evaluate suitability and determine if there are any code violations or life and safety issues requiring remediation.
- Applicant will be notified in writing regarding eligibility status, including explanation for application denial, if applicable.

APPROVAL AND NOTIFICATIONS

- Grant awards may only be authorized by the CRA Board following a recommendation by North Beach CRA staff. To obtain matching grant funding, applicants must meet all property eligibility and program requirements in effect at the time of funding approval.

PROGRAM CYCLE TIMELINE (TENTATIVE)

- Applications to the Program are accepted twice per year. During each grant cycle, the online application may be accessed for an application period of 4-6 weeks.
- After closing of the application period, staff will review applications and make preliminary award recommendations over the following 2-3 weeks. If the project is not recommended for award of grant funding, the applicant will also be notified.
- Grant applications will be evaluated on a first-come, first-qualified, first-served basis.
- Following preliminary recommendation for award, North Beach CRA staff will schedule a meeting with applicant to ensure clear understanding of program guidelines, and obligations and responsibilities of all parties.
- Each application recommended for award by staff must be considered and approved by the North Beach CRA Board, who authorizes awards pursuant to adoption of a resolution.
- Following North Beach CRA Board approval, the grant recipient will receive an award letter and grant agreement for execution outlining the grant details, project deadline, and expectations.
- The grant recipient is required to provide bi-monthly updates to North Beach CRA staff throughout the project permitting and construction process.
- After the improvements are completed, the grant recipient must provide the following to the North Beach CRA for review, prior to reimbursement of expenses: 1) copies of receipts and/or paid invoices, 2) proof of payment (copy of checks or bank statements), 3) contractor license documentation, and 4) photos of completed work.

APPLICATION EVALUATION CRITERIA

The North Beach CRA Board will consider the following criteria when evaluating applications:

- Properties owned by Miami Beach residents;
- Applicants and/or properties owned by veterans;
- Projects with heightened vehicular and pedestrian visibility;
- Projects that support, encourage, promote, or maintain affordable or workforce housing;
- Projects that incorporate Crime Prevention Through Environmental Design elements (CPTED);
- Projects with improvements of high-quality design and/or value based on recognized professional standards or best practices;
- Projects that align with the design standards established for the neighborhood and, when applicable, which may include historic preservation;
- For vacant properties, identification of occupied use and tenants secured (at a minimum); and
- Projects that have a clear construction timeline and can be completed within six (6) to twelve (12) months.

GRANT AWARDS

- The maximum contribution awarded per applicant or property is \$20,000.
- The Program will match, on a reimbursement basis, up to seventy percent (70%) of the total project costs, up to an amount not to exceed \$20,000.
- Fifty percent (50%) of the grant award is eligible to be disbursed upon satisfactory completion of fifty percent (50%) of the approved project improvements.
- Project costs incurred before application approval and/or the grant award are ineligible for reimbursement, therefore applicants are strongly discouraged from commencing construction prior to applying for the Program and receiving express approval from North Beach CRA staff and the North Beach CRA Board.
- In certain circumstances, a homeowner may choose to perform the improvement work on their own. Remember that, if you choose this option, you must meet all construction, inspection, and permit regulations and requirements required for a professional builder or contractor. Also, if such circumstances where a property owner or homeowner does not engage a third-party, the City can **only** reimburse material expenses. Your labor cannot be paid or reimbursed.
- Amendments to these guidelines may be incorporated from time to time by the North Beach CRA. Vested authority shall be granted to the North Beach CRA Executive Director or his/her designee to authorize minor waiver or amendment to these guidelines. All major amendments to or deviation from these guidelines shall be approved by the North Beach CRA Board.

COMMON FAÇADE ARCHITECTURAL ELEMENTS

*The following image depicts architectural elements commonly associated with building façades. It is provided for illustration purposes only and not intended to provide design recommendations or requirements.

