

Application No. _____



City of Miramar

**APPLICATION FOR
COMMERCIAL REHABILITATION PROGRAM
(SMALL SCALE PROJECT)**

Economic Development & Housing Department
2200 Civic Center Place
Miramar, Florida 33025
(954) 602-3043
www.ci.miramar.fl.us



COMMERCIAL REHABILITATION PROGRAM SMALL SCALE PROJECT

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SECTION 1: INTRODUCTION

Miramar Property/Business Owner:

This opportunity is available to all owners and tenants (with owner approval) of developed commercial properties located in the Program Target Area (see map).

How it works:

Federal government money, provided directly to the city, funds this program to help commercial property owners who are in the Program Target Area with the cost of improving the condition of their properties. For eligible projects (see program requirements & guidelines), the city provides technical and financial assistance for the activities associated with the program.

Getting started:

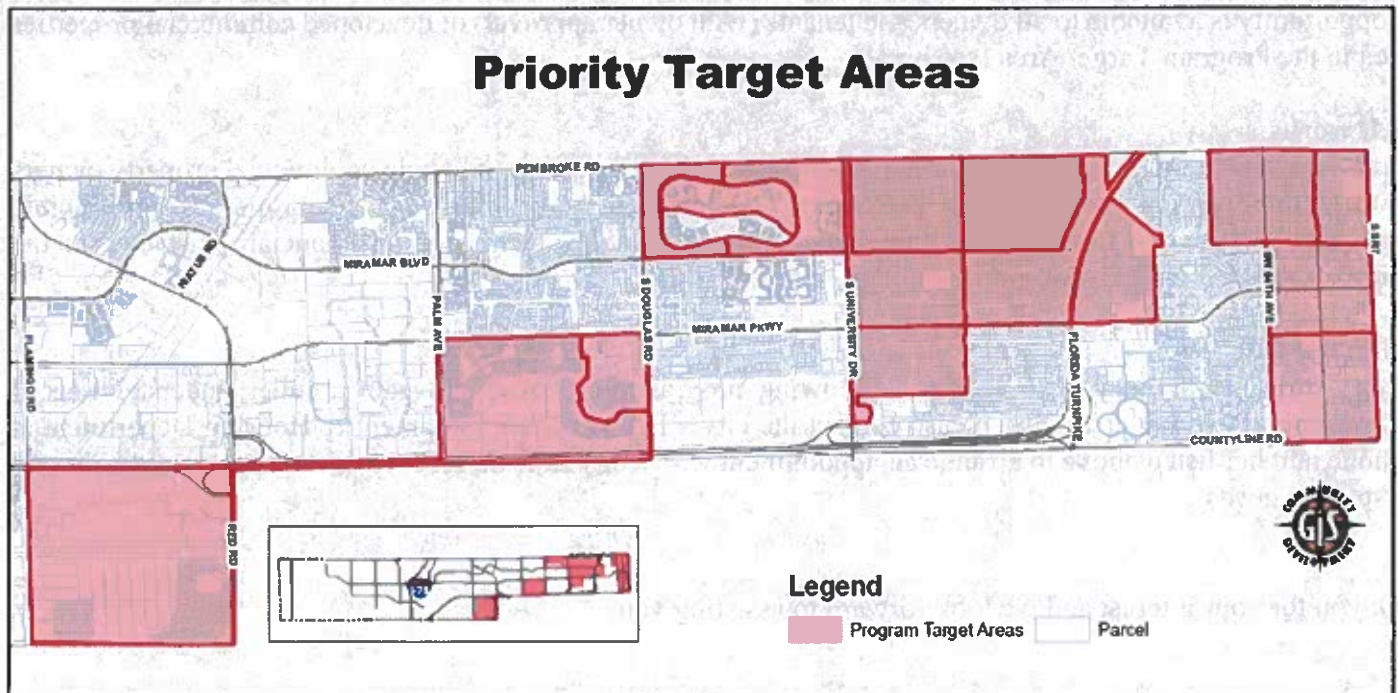
To begin, we encourage you to read the following program information to gain a fuller understanding of participation. When you are ready, please contact the city's Economic Development & Housing Department at the phone number listed above to arrange an appointment with a city staff member to discuss program details and your specific needs.

Thank you for your interest and we look forward to assisting you.



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SECTION 2: MAP OF PROGRAM AREA





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SECTION 3: PROGRAM REQUIREMENTS & GUIDELINES

A. Eligibility

- ❖ Location: the project must be located within the Program Target Area (*see map*).
- ❖ The owner of the property must be the applicant or provide written approval for a tenant to apply (Owner Affidavit Consent Form).
- ❖ Covered Improvements (*New construction does not qualify*). Per 24 CFR 570.202(a)(3), “rehabilitation of privately owned and commercial or industrial buildings is limited to improvements to the exterior of the building and correction of code violations”.

Pressure Cleaning/ Painting
Awnings: Install new or replace
Doors: Install new or replace
Signs: Install new or replace
Windows: Install new or replace
Shutters: Install new or replace

- ❖ The project must receive approval by the director of the Economic Development & Housing Department or designee.
- ❖ The applicant must comply with all Federal Rules and Regulations, City of Miramar ordinances and Florida Building Code requirements. If subcontractors are used, federal Davis-Bacon wage rates may apply.

B. Funding

- ❖ The dollar limitation for a single project is \$50,000. Funding Allocation:

Cost of Project	City	Applicant
Less than \$10,000	100%	0
\$10,000 to \$50,000	90%	10%



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- ❖ The applicant's matching funds are disbursed first, the city's funds second.
- ❖ For approved projects, a Letter of Agreement (LOA) between the city and applicant will be executed to commit city funding.
- ❖ Requests for payments must be submitted as work scope items are completed, received final city inspections and verified with original invoices by the company or companies that performed the work.
- ❖ During the term thereof and for a period of five (5) years following the date of the payments made hereunder, the city shall have the right to review and audit the related records of the applicant pertaining to any payments by the city.

SECTION 4: FIVE STEP PROCESS

Step 1: Project Application

Submittal

An appointment must be made with staff of the Economic Development & Housing Department to submit an application. At this time, program details and your specific needs/proposed improvements are discussed. There may be a need to conduct a site visit to review the proposed improvements. Once the proposed scope of work is established and an application is complete, staff will accept the **application fee of \$108 (\$100 + 8% surcharge)** and create a record in the city's system.

City Action

The Director of the Economic Development & Housing Department or designee approves all project applications.

Step 2: Contractor Selection

1. City staff notifies the contractors pool that has been established for the program of the project and opportunity to bid on the job.
2. Interested contractors will be invited to a **mandatory on-site meeting** with city staff and the applicant to review the proposed work scope and address any questions. Failure to attend this meeting will disqualify a contractor from bidding.
3. The city will issue an invitation to bid (ITB) for the contractors who attended the on-site meeting. Bids submitted to the city by the ITB deadline will be considered. The contractor receiving the bid award will be notified by the city and provided instructions on next steps.



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Step 3: Building Permit(s)

The selected contractor is responsible for submitting all necessary building permit applications to the city for completion of the work scope.

Step 4: Improvement(s)

Requests for payments must be submitted as work scope items are completed, received final city inspections, and verified with original invoices by the company or companies that performed the work. In the case of projects that include an applicant's match, the match is disbursed first; the city's funds are disbursed second.

Step 5: Project Completion/Close Out

The project will be considered completed when the contractor has obtained a final inspection by the Building Division and payment of the final invoice, indicating the applicant's approval of the work.



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SECTION 5: APPLICATION FORM

INSTRUCTIONS: Please print or type all information accurately and completely.

PROJECT NAME:

Address:

Legal Description (attach separate sheet if necessary):

Project Narrative (use separate sheet if necessary)

Current Use(s) of Property:

Proposed Use(s) of Property:



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PROPERTY OWNER/TENANT NAME:		PROPERTY OWNER/TENANT SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

Owner Affidavit (for tenant applicant and provided by City)



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ATTACH/SUBMIT PHOTOGRAPHS