

## GREEN BUSINESS REHABILITATION GRANT GUIDELINES

### General Information on Community Development Block Grant (CDBG)

Economic development encompasses the process, policies, and activities by which a community improves the long-term economic and social well-being of its people. The objective of economic development is a sustainable increase in living standards, including per capita income, education, health, and environmental protection. Economic development strategies offer government, the private and not-for-profit sectors, and local communities the opportunity to work together to improve the local economy. CDBG gives communities the flexibility to select the strategies in which it will support economic development. Additionally, it allows businesses to increase efficiency without sacrificing performance.

### Special Economic Development with CDBG

City of North Miami through the Green Business Rehabilitation Grant Program will implement a special economic development activity **citywide** to rehabilitate commercial or industrial property that can be identified as a “small business”. The major goals for this program are to help current and future businesses “green” their operations by focusing on sustainability with respect to reducing green house gas emissions, promoting climate change awareness, reducing energy cost, and creating new employment opportunities through business expansion.

The rehabilitation scope will be focused on green retrofit options that are sustainable. The intent and primary purpose of this program is to **create economic** opportunity by promoting energy conservation, reduction of greenhouse gases and reduces long term operating costs that encourage sustainability by retrofitting buildings. Implementing this new economic development program will help current and future businesses to “green” their operations and identify a rate of return on their retrofit investments.

By implementing the “green” criteria, businesses will be engaged in “Green Building Retrofit” measures such as water conservation, energy conservation, greenhouse gas reduction, and reducing long term operating costs that encourage sustainability by buying green or recycled products. Business owners will realize significant saving over time. Our goals for this program are to reduce green house gas emission, promote climate change awareness, reduce energy cost and **create new employment opportunities through business expansion**. The following eligible items may be considered, based on the results of the energy audit, for “green” retrofit are including but not limited to:

1. Lighting fixtures
2. Insulation options
3. Draft/light sealants for windows and doors to conserve energy
4. Automatic timed devices
5. Install energy efficient appliances per energy audit
6. Provide options for Solar energy such as fixtures (on a small scale)

### The Process

The following identifies the steps in the application process:

1. The city will develop a baseline GIS database of businesses through identification of the worst and best energy consumers by gathering data from any available source and the City's Utility Department.
2. The city will make continuous efforts for public outreach.
3. All information will be placed on the Community Planning and Development website and related websites.
4. Grant application checklist:
  - a. Grant application
  - b. Proof of ownership or authorization to make renovations
  - c. Occupational License or Business Tax receipt
  - d. Proof of Insurance
  - e. Checklist to determine eligibility
  - f. Energy Audit completion- coordination with FPL (free)
  - g. Agreement to obtain Green Business Certification (application is free)
  - h. Source of Match/Verification of Match Funds
  - i. Verification of the number of employees (i.e. payroll sheets)
5. Once the applications are received, it will go through the following review process:
  - a. CP&D staff review to include (a) prioritizing retrofit needs (b) analyze rate of return based on the data obtained from quarterly billing statement.
  - b. Application deemed complete
  - c. Site inspection by LEED and Building staff (inspector deem if permits are needed)
  - d. Execution of grant agreement
  - e. Building permit process (where applicable)
  - f. Follow-up meeting and Notice to Proceed by CP&D staff
  - g. Pre , In-Progress and Post Inspections are required(for process)
  - h. Grant monitoring by CDBG-Meeting National Objective

**Funding Sources:**

Implementation of the Green Business Rehabilitation Grant Program will be funded by the U.S. Department of Housing and Urban Development. The grant will be administered through the Community Development Block Grant (CDBG) Program. Other funding sources will be identified through ongoing grant opportunities.

**Program Limits & Requirements**

**Funding Limit:** The City has allocated \$50,000 to the Green Business Rehabilitation Grant Program. Subsequently, the maximum amount allocated to each business will be up to \$5,000. A match of 50% is required for a total of \$10,000 for the project retrofit.

**Requirements & Scope:** Participants in the City of North Miami's Green Business Rehabilitation Grant Program shall comply with those provisions of the local adopted codes. For the purposes of

this CDBG program, small businesses will be identified through the criteria established by Miami Dade County:

1. Cannot have more than seven (7) employees
2. Must not be part of a national chain or franchise.

Business can be non-profit or for-profit and must have been in business for at least 2 years (proof include old license, incorporations, sales tax, income tax and utility bill). Although not a requirement, business development or capacity building courses/seminars are strongly encouraged.

#### **Compliance, Necessity and Feasibility of Repairs**

Contractors or other participants shall ensure that the provisions of the Green Business Rehabilitation Grant Program are applied to each facility that is rehabilitated with financial assistance provided in whole or in part from the CDBG funds.

The Green Business Rehabilitation Grant Program is not intended to address every item that may be in need of rehabilitation within the structure. Notwithstanding the requirements of the Green Business Rehabilitation Grant Program, rehabilitation funding will be made on the basis of a determination of the necessity and feasibility of the proposed rehabilitation in accordance with the guidelines.

#### **CDBG Regulation Enforcement and Payment Structure**

Enforcement of the Green Business Rehabilitation Grant Program shall be carried out by means of progress inspections by CP&D staff and agreements between the City and the owner. The owner has the sole responsibility for construction services. All parties receiving CDBG funds for rehabilitation activities must comply with CDBG regulations. These obligations shall be expressed in the subsidy agreement between the owner and the City of North Miami. Payment is issued on a reimbursable basis and is subject to inspection and program compliance documentation.