



Green Business Rehabilitation Grant Program Application

Community Development Block Grant Program
U.S. Department of Housing and Urban Development

Community Planning and Development

City of North Miami

12400 NE 8th Ave

North Miami, FL 33161

305-985-9825

www.northmiamifl.gov



Green Business Rehabilitation Grant Application Program

Policies and Guidelines

Purpose

The Mayor and Council adopted Resolution 2015-R-26 authorizing the creation of the Green Business Rehab Grant Program on March 10, 2015 and subsequently modified the program on June 26, 2018 and March 26, 2019. The intent and primary purpose of this program is to create economic opportunity by promoting energy conservation, reduction of greenhouse gases and encouraging sustainability by retrofitting buildings occupied by small businesses. Implementing this new economic development program will help current and future small businesses to “green” their operations and identify a rate of return on their retrofit investments.

Eligibility Criteria

A business owner/business may qualify for consideration provided it meets all of the following criteria:

1. Business must be located in a commercial space with the City of North Miami (Proof of ownership or a copy of executed lease is required).
2. Business can be non-profit or for-profit and must have been in business for at least 2 years
3. Cannot have more than seven (7) employees including the owner(s), corporate officer(s), part time and full time employees on the business payroll at the time of program application submittal. Leased employees through another organization will be considered as the business’ employee
4. Must not be part of a national chain or franchise
5. Must not have received a CRA commercial grant or Green Rehabilitation grant in the last five (5) years
6. Grant application submitted
7. Proof of ownership or authorization to make renovations
8. Proof of Property Insurance
9. Proof of Energy Audit completion- coordination with FPL (free) – Provide FPL Report
10. Must not have liens against the property
11. Must be demonstrable green improvement

Use of Funds and Activities

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)
7. Generators
8. Impact windows/glass

Program Rules and Requirements

1. The maximum grant amount available for each business is up to \$10,000
2. Grant is reimbursable and does not require payback or match
3. Grantees who demonstrate financial hardship via a signed letter and 3 bids/estimates may have awarded grant funds paid directly to qualifying contractor/vendor
4. The program is subject to the City's funding availability. Applications are accepted and reviewed on a first come, first serve basis.
5. The business must have the City of North Miami Certificate of Use and/or Business Tax receipt.
6. The application must be submitted in the legal name of the applicant (i.e., Name of business owner(s), corporation name as registered with the Florida Department of State, Division of Corporations, etc.)
7. For corporations, information demonstrating the corporation has an "Active" status in the Florida Department of State, Division of Corporations.
8. The business owner or an authorized representative of the corporation who has legal authority to bind the organization in a contract with the City of North Miami must sign application.
9. Submission of an application shall constitute acknowledgement and acceptance of all terms and conditions contained in the guidelines and the application. Acceptance of this application does not constitute a contract and does not obligate the City to award funds.
10. Applicant must be willing to comply with all regulations, guidelines and policies as they relate to the program. Applications that are incomplete, illegible, lack required attachments, or have other content errors or deficiencies may be rejected.
11. If recommended for funding, Business Owners will be required to sign a written agreement with the City (Letter of Agreement, Provided by the city).
12. Payments will be made directly to the business after proof of expenditure and installation unless financial hardship is demonstrated wherein payment will be made directly to the qualifying contractor or vendor providing service.
13. After participation in grant program, ineligible for 12 months after completion

Required Documents for Funding

Please use this checklist to complete the application package:

- Completed Green Business Rehabilitation Application

- Energy Audit completion- coordination with FPL (Free)
(305)-442-0388, <https://www.fpl.com/business/save/customized-plan.html>

- Proof of “green” or sustainable improvement

- Company’s Certificate of Incorporation

- Business Income Tax Return (Form 1120) for the past 2 years

- Current Lease agreement or deed to the property (must be a commercial lease/space)

- City of North Miami Business Tax Receipt

- W9

- Business Insurance

- Copy of IRS determination letter as a non-profit organization (required for all non-profit organizations)

*****The City reserves the right to request additional information about the business and/or business owner(s) that may be needed to process the grant application.****

APPLICATION SUBMISSION

The application must have the original signature of the company owner(s)

Deliver to:

City of North Miami

Community Planning & Development Department

ATTN: Marline Monestime, Community Planning Technician

Phone Number: (305)-893-6511 ext. 19005

Email: mmonestime@northmiamifl.gov

Green Business Rehabilitation Grant Program

PERSONAL CONTACT INFORMATION

Applicant Name (First, Middle, Last):

Email Address: _____

DOB: / /

Home Phone:

Cell:

Work:

U.S. Citizen (Circle One): Yes/ No

If not, are you a lawful Permanent Resident Alien? Yes/ No

Home Address (Street, City, State, Zip Code):

Circle One: Own / Rent

Mailing Address, if different from Home Address:

PROPOSED USES OF FUNDING

- Lighting fixtures
- Insulation options
- Draft/light sealants for windows and doors to conserve energy
- Automatic timed devices
- Install energy efficient appliances per energy audit
- Provide options for solar energy such as fixtures (on a small scale)
- Generators
- Impact windows/glass
- Other: _____

BUSINESS/PROPERTY INFORMATION

Company Name:

Business Address:

Business Email: _____ Business Phone: _____

Describe your business activity (What you sell/service you provide, who your market is, etc.):

Business Website: _____

How long in Business: Years _____ Months _____

Years of Operation at Current Location: _____

Number of Current Employees: _____

Full Time: _____ Part Time: _____

Annual Sales: \$ _____

Lease or Own business location (circle one): Lease/Own

If lease, who is your landlord: _____

Landlord Phone: _____ Landlord Email: _____

Do you have your landlord's permission to make the requested grant improvements and/or are your improvements allowed in your current lease agreement? Yes/No

Are there any City tax liens filed against the Business Applicant or any Guarantor or Co-applicant? Circle one: Yes/No

If yes, please explain:

PROJECT INFORMATION & GRANT REQUEST

Amount of Grant Request: \$ _____

Estimated Total Project Cost: \$ _____

Detailed description of how funds will be used and what energy efficient improvement is being made (include a list of items to be purchased, if applicable):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL:	\$ _____

Applicants Certification

By my signature, I (we) certify that I have read and understand the application, criteria and program requirements. I further certify that all of the information I (we) supplied is correct and accurate. All of the owners of the company/organization (regardless of ownership percentage) are aware of this grant and are in full agreement with the business securing financing for this project. My (our) signature(s) represent my (our) agreement to comply with the City of North Miami and the Department of Housing and Urban Development, as it relates to this grant request.

Each Proprietor, General Partner, Limited Partner and Business Owner, owning 20% or more must sign below. For all Non-Profit Organizations, all guarantors must be approved by Community Planning & Development.

Business Name: _____

By: _____

Signature and Title

Date

Guarantors:

Signature and Title Date

Signature and Title Date

