



Business Owners

High electric bills?



You may qualify for a

**Commercial Grant to
Retro-fit your space and
Lower Your Energy Bill**



The City of North Miami is providing a

MATCHING GRANT up to \$5,000

to help small business owners in North Miami to make improvements to their businesses that will increase energy-efficiency and lower your energy bill.

To apply please contact Sam Blatt, Economic Development Manager for the City of North Miami at (305) 893-6511 ext. 12164

or sblatt@northmiamifl.gov.

MUST APPLY BEFORE SEPTEMBER 2016!

FIRST COME, FIRST SERVE!

Eligible Use of Funds:

- **INSTALLING** energy-efficient appliances
- **REPLACING** old light bulbs or light fixtures
- **FUNDING** available for solar panels, impact windows, insulation, A/C units, rooftops, and more

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.

Green Business Rehabilitation Grant Program

Application Package

Community Development Block Grant Program

U.S. Department of Housing and Urban Development



City of North Miami

12400 NE 8th Ave

North Miami, FL 33161

305-893-6511

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. 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 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 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 (proof include old license, incorporations, sales tax, income tax and utility bill).
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. Business development or capacity building courses/seminars are strongly encouraged.
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. Agreement to obtain Green Business Certification (application is free)

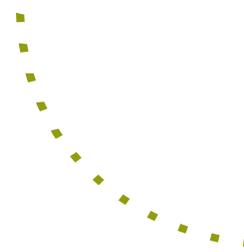
11. Source of Match/Verification of Match Funds

12. Must not have liens against the property

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)



Program Rules and Requirements:

1. The maximum grant amount available for each business is up to \$5,000.
2. A match of 50% is required for a total of \$10,000 for the project retrofit
3. The program is subject of the City's funding availability. Applications are accepted and reviewed on a first come, first served basis.
4. The business must have the City of North Miami Occupational License or Business Tax receipt.
5. 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.)
6. For Corporations, information demonstrating the corporation has an "Active" status in the Florida Department of State, Division of Corporations.
7. The business owner or an authorized representation of the corporation who has legal authority to bind the organization in a contract with the City of North Miami must sign applications.
8. 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.
9. Applicant must be willing to comply with all regulations, guidelines and policies as they relate to the program. Application that are incomplete, illegible, lack required attachments, or have other content errors or deficiencies may be rejected.
10. If recommended for funding, Business Owners will be required to sign a written agreement with the City (Letter of Agreement, Provided by the city)
11. All business owners selected to receive this grant must have a DUN & BRADSTREET number. This number must be provided to the City before grant funds can be released.
12. Payments will be made directly to the business.

Requirements documents for funding

Please use this checklist to complete the application package

- Completed Green Business Rehabilitation Application
- Company's Certificate of Incorporation
- Fictitious Name Registration
- Business Income Tax Return (Form 1120) for the past 2 years
- Schedule C of IRS form; 1040
- Current Lease agreement or deed to the property (must be a commercial lease/space)
- City of North Miami Business Tax Receipt
- Regular Permit and Professional License (if applicable)
- W9
- Business Insurance
- General Liability for the business
- General liability for the building owner (only if the applicant is the building owner)
- Worker's compensation
- Business Owner's personal recent personal tax return
- Business Owner's "Self Income Certification",
- Copy of IRS determination letter as a non-profit organization (required for all non-profit organization)
- Energy Audit completion – coordination with FPL (Free)
- Source of Match/Verification of Match Funds
- By-Laws and Articles

*****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).

Neither faxed nor electronic applications will be accepted

Deliver to:

City of North Miami

Community Planning & Development Department

ATTN: Sam Blatt, Economic and Development Manager

Economic Development & Revitalization Department

Phone Number: 305-893-6511 ext. 12164

Green Business Rehabilitation Grant Program

(All appointments are scheduled Monday-Friday 10:00 AM- 12:00 PM)

I. CONTACT INFORMATION:

Applicant Name and Title:

E-mail Address:

Company Name:	Telephone Number:
Mailing Address:	Fax Number:

II. PROJECT INFORMATION AND GRANT REQUEST:

Amount of Loan Requested: \$ _____	Estimated Total Project Cost: \$ _____
Project Purpose and Economic Impact:	
Current Number of Positions:	Full Time: _____ Part Time: _____
Full Time: _____ Part Time: _____	
How long in Business	Years Months.
	Existing sq. ft. _____ Projected sq. ft. _____
Proposed Sources of Funding	Amount
Owner's Equity	
Other Sources of Cash (specify)	
Bank Loan	
TOTAL	

Proposed Uses of Funding

<input type="checkbox"/> Lighting Fixtures
<input type="checkbox"/> Insulation Options
<input type="checkbox"/> Draft/Light sealants for windows and doors to conserve energy
<input type="checkbox"/> Automatic timed and Programmable devices
<input type="checkbox"/> Install energy efficient appliances per energy audit
<input type="checkbox"/> Provide options for Solar Energy such as fixtures (on a small scale)

III. BUSINESS INFORMATION:

Legal Name of Business:		Fictitious Name (if applicable):		
Business Location:		Business Mailing Address:		
Owner(s)/Principle(s)Name(s):		Owner/Principle's Mailing Address:		
Taxpayer Identification Number:	Business Website:	Business Phone:	Business Fax:	
DUNS & BRADSTREET number:		Date of Incorporation:		
State of Business	Years Business Ownership:	Annual Sales: \$		
Business Type				
INDIVIDUAL <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship	CORPORATION <input type="checkbox"/> Sub-S <input type="checkbox"/> C <input type="checkbox"/> LLC	PARTNERSHIP <input type="checkbox"/> General <input type="checkbox"/> Limited <input type="checkbox"/> LLC	OTHER <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> CRA <input type="checkbox"/> Franchise <input type="checkbox"/> Other	
Detailed description of how funds will be used (include a list of the items to be purchased, if applicable):				
Are there any City tax liens filed against the Business Applicant or any Guarantor or Co-applicant? Yes No				
If yes, please explain.				
Ownership – Management Information				
<u>Name</u>	<u>Title</u>	<u>% Ownership</u>	<u># Years of Ownership</u>	<u># Years in the line of Business</u>

Applicants Certification

By my signature, I certify that I have read and understand the application, criteria and program requirements. I further certify that all 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 loan 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 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