



NW 7th Avenue Corridor - Community Redevelopment Agency

Meeting Agenda

November 9, 2023
Arcola Lakes Public Library
8240 NW 7th Avenue, Miami, FL 33150
6PM

- I. CALL TO ORDER
- II. ROLL CALL
- III. REASONABLE OPPORTUNITY FOR THE PUBLIC TO BE HEARD – 2 MINUTES PER SPEAKER
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
 - A. August 2, 2023
- I. ITEMS FOR REVIEW AND/OR ACTION
 - A. Resolution Declaring August 2023, and the Month of August Each Year Thereafter, as “Black Business Month” and Directing Staff to Invite Local Businesses, Commencing with the July 2024 Meeting and Each July Thereafter
 - B. Resolution Retroactively Approving a Nine-month Extension to Neighbors and Neighbors, Inc. for Grant Services in the Amount of \$85,500
 - C. Resolution Approving the NW 7th Avenue Community Redevelopment Agency Fiscal Year 2023-2024 Budget in the Amount of \$6,921,843
- II. DISCUSSION ITEM
 - A. Florida Redevelopment Conference - Takeaways
- III. NEW BUSINESS
- IV. ADJOURNMENT

www.miamidade.gov/redevelopment/nw-7th-avenue-corridor.asp

I. Call to Order – CRA Board Chairwoman Pierre called the meeting to order at 6:04 p.m.

II. Roll Call and Introductions –

Daniella Pierre, Chairwoman	Present
Jeffy Mondesir, Vice Chairman	Absent
Board Member Gene Lomando	Present
Board Member Linnon Latham Jr.	Absent
Board Member Nadeige Theresias-Joisil	Present

Others Present:

Vivian Cao, Chimene Graham, Nicole Hoyle, Miami-Dade County, Office of Management & Budget (OMB)
 Terrence Smith, County Attorney's Office, CAO
 Harrison Crenshaw, Department of Solid Waste Management

III. Introduction of OMB Assistant Director, Community Redevelopment & Municipal Services, Vivian Cao – Vivian Cao introduced herself and stated that she is looking forward to working with the Board and community members.

IV. Public Comment/ Reasonable Opportunity to be Heard – Sebastian Cobas (667 NW 90th) inquired about a property he wants to redevelop a property. Mr. Cobas wants to know who he can speak to regarding new projects that will bring new opportunities to the community. Vivian Cao asked Mr. Cobas to meet with her after the meeting. Leroy Jones (5120 NW 24th Avenue) inquired about the grants administrator position and asked if that would eliminate his organization's role. Staff responded that the new procurements would be open, competitive and that the CRA is releasing new solicitations because the current ones have either expired or will be expiring at the end of the fiscal year.

V. Approval of Agenda – Gene Lomando moved approval of the Agenda, with a second from Nadeige Theresias-Joisil. Motion passed.

VI. Approval of May 24, 2023, Minutes – Nadeige Theresias- Joisil moved approval of the Minutes, with a second from Gene Lomando. Motion passed.

VII. County Presentation –

A. Harrison Crenshaw, Illegal Dumping - Miami-Dade County Solid Waste Management – Mr. Crenshaw spoke about the agency and the services they provide to the community. Mr. Crenshaw said that his unit has issued 179 citations in the north side area for illegal dumping. Mr. Crenshaw indicated that his office can work hand-in-hand with the CRA to identify illegal dumping issues which may arise within the Area.

VIII. Business Outreach Liaison Update –

A. MUCE - Uptown Avenue 7, Arts & Cultural Festival Final Report – Ashley Thomas from MUCE gave a presentation on highlights from last year's Uptown 7 Arts and Cultural Festival. MUCE also gave some history on the previous years. Ms. Thomas reported the economic impact of the festivals has been approximately \$400,000. MUCE highlighted all the businesses and partnerships that the festival has had throughout the years including, local music artists, radio stations, county entities, local restaurants, and other groups within the NW 7th Avenue CRA.

IX. Discussion Items –

A. RFPs for an economic development coordinator and grants manager will be released in the coming months. Staff will be working closely with the County's ISD department to ensure adherence to the County's procurement guidelines and processes. The Board reviewed/approved the draft scopes of work.

- B. Florida Redevelopment Association (FRA), 2023 Conference – Chairwoman Daniella Pierre explained the purpose and goals of the FRA and encouraged Members who can attend to do so.
- C. Black Business Month – Chairwoman Pierre stated August is *Black Business Month* and asked staff to put forward a resolution wherein the CRA would recognize every August as Black Business Month and promote it by inviting the local businesses to the CRA meeting. Regarding the promotion of Black Business Month, Terrence Smith stated that the Florida Legislature recently re-affirmed a 2019 amendment to Chapter 163.387 (Redevelopment) which prohibited CRA's from using CRA funding for marketing and advertising activities. Terrence further stated that additional conversations would have to be held to clarify what kinds of innovative activities might be permissible under the regulations.
- X. New Business – Staff inquired about the board's availability for the next meeting. Vivian Cao stated that the next time the board meets, they will be presented with the budget for next fiscal year.
- XI. Adjournment – There being no additional business, the meeting adjourned at 7:37 p.m.

RESOLUTION NO. CRA-03-2023

RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE N.W. 7TH AVENUE COMMUNITY REDEVELOPMENT AGENCY (AGENCY) DECLARING AUGUST 2023, AND THE MONTH OF AUGUST EACH YEAR THEREAFTER, AS “BLACK BUSINESS MONTH” ALONG THE NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AREA; AND DIRECTING THE EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR’S DESIGNEE TO INVITE LOCAL BUSINESSES WITHIN THE REDEVELOPMENT AREA TO THE AGENCY’S MEETING, COMMENCING WITH THE JULY 2024 MEETING, AND EACH JULY MEETING THEREAFTER, IN AN EFFORT TO RECOGNIZE AND STIMULATE BLACK BUSINESSES IN THE REDEVELOPMENT AREA

WHEREAS, National Black Business Month was created in 2004 by historian John William Templeton and engineer Frederick E. Jordan Sr. to bring attention to the needs of more than two million Black-owned businesses operating across America; and

WHEREAS, Black Business Month is celebrated annually during the month of August, as a time when individuals and businesses recognize Black-owned businesses across the country; and

WHEREAS, during Black Business Month, local government officials, community leaders, and venture capitalists are encouraged to focus efforts on supporting Black-owned businesses and creating a more hospitable environment in which Black-owned businesses can grow; and

WHEREAS, Black businesses are essential to the people and communities they serve and operate in; and

WHEREAS, Miami-Dade County has numerous Black owned businesses, including along the N.W. 7th Avenue Corridor Community Redevelopment Area; and

WHEREAS, support for Black Business Month can come in the form of making a purchase, referring others, and engaging on social websites and other platforms; and

WHEREAS, supporting Black-owned businesses throughout the year can help stabilize a community and create more opportunities for meaningful savings, property ownership, credit building, and generational wealth; and

WHEREAS, this Board desires to recognize August 2023, and the month of August each year thereafter, as “Black Business Month”; and

WHEREAS, this Board further desires to invite local businesses to its meetings, commencing with the July 2024 meeting, and every July meeting thereafter, in an effort to recognize and stimulate black businesses in the redevelopment area,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE N.W. 7TH AVENUE COMMUNITY REDEVELOPMENT AGENCY, that:

Section 1. This Board adopts the foregoing recitals as if fully set forth herein.

Section 2. This Board declares August 2023, and the month of August each year thereafter, as Black Business Month along the NW 7th Avenue Corridor Community Redevelopment Area (“redevelopment area”).

Section 3. This Board directs the Executive Director or Executive Director’s designee to invite local businesses within the redevelopment area to the NW 7th Avenue Corridor Community Redevelopment Agency meeting, commencing with the July 2024 meeting, and every July meeting thereafter, in an effort to recognize and stimulate black businesses in the redevelopment area.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

Daniella Pierre, Chairwoman _____
Jeffy Mondesir, Vice Chairman _____
Linnon Latham _____ Gene Lomando _____

Nadeige Theresias-Joisil _____

The Chairperson thereupon declared the resolution duly passed and adopted this 9th day of November, 2023.

**N.W. 7th AVENUE COMMUNITY
REDEVELOPMENT AGENCY AND
ITS BOARD OF COMMISSIONERS**

By: _____
N.W. 7th Avenue CRA Secretary

Approved by CRA Attorney as
to form and legal sufficiency. _____

Terrence A. Smith

RESOLUTION NO. CRA-04-2023

RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE N.W. 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY WAIVING FORMAL BID PROCEDURES PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE, AND BID PROTEST PROCEDURES OF SECTIONS 2-8.3 AND 2-8.4 OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; AND RETROACTIVELY AUTHORIZING THE AGENCY'S EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR'S DESIGNEE'S ACTION IN EXECUTING AMENDMENT NO. 11 TO THE CONTRACT WITH NEIGHBORS AND NEIGHBORS ASSOCIATION, INC. IN AN AMOUNT NOT TO EXCEED \$85,500.00, AND TO EXERCISE ALL PROVISIONS CONTAINED THEREIN THAT ARE CONSISTENT WITH THIS RESOLUTION AND PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE N.W. 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY, that:

Section 1. The matters contained in the foregoing recital and accompanying memorandum are incorporated in this resolution by reference.

Section 2. This Board finds it is in the best interest of the N.W. 7th Avenue Corridor Community Redevelopment Agency ("Agency") to waive formal bid procedures, pursuant to Section 2-8.1 of the County Code, by a two-thirds (2/3) vote of the Board members present, and award grant coordinator services contract to Neighbors and Neighbors Association, Inc. (NANA), in an amount not to exceed \$85,500.000 for a nine-month.

Section 3. This Board retroactively authorizes the Agency’s Executive Director or Executive Director’s designee’s action in executing Amendment No. 11 to the contract with NANA to extend the agreement, in substantially the form attached hereto as Exhibit 1 and incorporated herein by reference, and to exercise all provisions contained therein that are consistent with this resolution and pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

The foregoing resolution was offered by Commissioner _____ who moved its adoption. The motion was seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

Daniella Pierre, Chairwoman _____
Jeffy Mondesir, Vice Chairman _____
Linnon Latham _____ Eugene Lomando _____
Nadeige Theresias-Joisil _____

The Chairperson thereupon declared the resolution duly passed and adopted this 9th day of November, 2023.

**N.W. 7th AVENUE COMMUNITY
REDEVELOPMENT AGENCY AND
ITS BOARD OF COMMISSIONERS**

By: _____
N.W. 7th Avenue CRA Secretary

Approved as to form and legal sufficiency: 

Terrence A. Smith

Date: November 9, 2023

To: Daniella Pierre, Chairwoman and Board Members
NW 7th Avenue Corridor Community Redevelopment Agency

From: Vivian Cao, Executive Director *Vivian Cao*
NW 7th Avenue Community Redevelopment Agency

Subject: Waiver of Formal Bid and Retroactive Approval of Amendment No. 11 with Neighbors and Neighbors Association, Inc. for Grants Coordination Services

Recommendation

It is recommended that the Board of Commissioners of the NW 7th Avenue Corridor Community Redevelopment Agency (Agency) approve a waiver of formal bid procedures and award a Grants Administration Services contract to Neighbors and Neighbors Association (NANA) in an amount of \$85,500.00 for a nine-month term to allow the Executive Director or Executive Director's designee to advertise, solicit, receive proposals and negotiate an agreement for grant coordination services, subject to the Board's approval. It is further recommended that the Board retroactively approve the Executive Director or Executive Director's designee's action in executing Amendment No. 11 to the current contract with Neighbors and Neighbors Association, Inc. (NANA), and to exercise all provisions contained therein.

Fiscal Impact

A total of \$175,000.00 has been budgeted for FY 2023-24 for the Agency's Grants Coordination services. If this item is approved the fiscal impact will be \$85,500.00.

Background

On March 18, 2013, the Agency entered into a Memorandum of Understanding (MOU) with NANA, for grant coordination services. Since the initial MOU, the Agency has exercised several contract extensions; the most recent being Amendment No. 9 on April 22, 2022, which was approved upon the adoption of Resolution #CRA-03-2022.

During the term of the MOU, NANA has assisted small businesses with technical assistance (i.e., registrations, licensing, etc.) with Agency, County and federal funding programs; marketed the Agency's grant programs; managed the Covid-19/Emergency Grant Program; coordinated with the Agency's economic development and marketing liaison firms; facilitated registration of grantees as County vendors; conducted in-person and virtual grant orientations for interested businesses; reviewed and ranked grant applications; participated in the grant selection committee; and provided support to grantees through the grant process continuum.

Presently, NANA has continued to market and publicize the Agency's grant programs; began working with the most recently approved grantees, which were approved at the June 30, 2022 Board meeting; continued working with our legacy grantees; processed grant payment packages; and assisted businesses with the vendor registration process.

NANA's most recent contract expired on September 30, 2023. NANA has indicated their willingness to accept an extension to continue providing services to the Agency's seven remaining legacy grantees to allow the Agency adequate time to advertise, solicit, receive proposals and negotiate an agreement for grant coordination services. Accordingly, the Executive Director executed Amendment No. 11 to prevent any interruption of much needed services to our small businesses during the next several months, while a replacement contract is approved and operational.

Attachment

Amendment No. 11

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY
AND
NEIGHBORS AND NEIGHBORS ASSOCIATION, INC.**

This Amendment No. 11 (“Amendment”) is entered this 30th day of September, 2023, to amend the Memorandum of Understanding (“MOU” or “Contract”), dated March 18, 2013, between the N.W. 7th Avenue Corridor Community Redevelopment Agency (“CRA”), whose address is 111 N.W. 1st Street, 22nd Floor, Miami, Florida 33128, and Neighbors and Neighbors Association, Inc. (“NANA”) whose business address is 5120 N.W. 24th Avenue, Miami, Florida 33142 for grants administration.

WHEREAS, the CRA adopted a Redevelopment Plan that encourages the creation of grant and loan programs to assist commercial and industrial property owners within the Redevelopment Area to enhance their properties; and

WHEREAS, the CRA has approved the implementation of the NW 7th Avenue Business Innovation and Improvement Grant Program, (“Business Grant Program”), which is designed to support the growth and expansion of businesses within the Redevelopment Area (the “Area”), and encourage businesses to relocate within the Area by providing capital investments to assist in their processes, products, and service delivery; and

WHEREAS, NANA has entered into that certain MOU, which has been amended by Amendments Nos. 1, 2, 3 and 4, to administer the CRA’s Commercial Rehabilitation Grant Program; and

WHEREAS, on March 14, 2019, the CRA and NANA entered into that certain Amendment No. 5 to the MOU, which among other things, extended the MOU for an additional one-year term and increased the amount to be paid to NANA to \$60,000.00; and

WHEREAS, on April 29, 2020, the CRA and NANA entered into Amendment No. 6 to the MOU, which extended the MOU for an additional one-year term; and

WHEREAS, on May 6, 2020, the CRA and entered into Amendment No. 7 to the MOU, which expanded the service offerings to include administration of an emergency grants program for the purpose of providing funding to small businesses in the Redevelopment Area which have been impacted by the emergency declarations issued by the Governor and the County Mayor, which ordered the closure of non-essential businesses due to the novel coronavirus disease 2019 (“COVID-19”) pandemic, and to ensure that the services provided to the CRA by NANA continue for an additional twelve months; and

WHEREAS, on April 27, 2021, the Board authorized the CRA’s Executive Director to negotiate Amendment No. 8 with NANA. On May 24, 2021, the CRA’s Executive Director negotiated Amendment Number 8 with NANA; and

WHEREAS, on March 10, 2022, Amendment No. 9 was executed an on September 30, 2022, Amendment No. 10 was executed; and

WHEREAS, the CRA wishes to extend the terms of the Agreement to prevent an interruption in services and allow time for a proper transition of current grantees should a new grant administrator be selected by the CRA,

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

- I. The above recitals are incorporated herein and are approved.
- II. Article II is hereby amended to read as follows:

**ARTICLE II,
TERM OF AGREEMENT**

A. The term of this Agreement shall take effect September 30, 2023 and expire June 30, 2024, unless terminated by either party.

- III. Article IV, entitled "PAYMENT", is hereby amended to read as follows:

**ARTICLE IV
PAYMENT**

- A. **Payment.** The CRA shall fund up to a maximum \$85,500.00 of the cost of the Work and Services performed under this MOU. The CRA shall pay NANA in good equal monthly installments. All invoices shall be approved by NANA prior to submittal to the CRA and in accordance with the scope of work/services as more fully described in Attachment A.
- B. NANA warrants that it has reviewed the CRA's requirements and has asked such questions and conducted such other inquiries as NANA deemed necessary in order to determine the price NANA will charge to provide the Work and Services to be performed under this Contract. The compensation for all Work and Services performed under this Contract, including all costs associated with such Work and Services, shall be in the total amount of (\$85,500.00) (Contract Price), inclusive of any extensions granted in accordance with Article II of this MOU. Notwithstanding the foregoing Contract Price, the parties acknowledge that the CRA will encumber \$85,500.00 of FY 2023-24 tax increment financing funds for this Contract, subject to the approval of the CRA and the Miami-Dade Board of County Commissioners' approval of the CRA's FY 2023-2024 budget. The CRA shall have no obligation to pay NANA any additional sum in excess of this amount, except for a change and/or modification to the Contract, which is approved and executed in writing by the CRA and NANA.
- C. All Services undertaken by NANA before CRA's approval of this Contract shall be at NANA's risk and expense.
- D. With respect to travel costs and travel-related expenses, NANA agrees to adhere to Section 112.061 of the Florida Statutes as they pertain to out-of-pocket expenses, including employee lodging, transportation, per diem, and all miscellaneous cost and fees. The CRA shall not be liable for any such expenses that have not been approved in advance, in writing, by the CRA. Additionally, all collateral materials, reports, studies and other printed material will be reproduced and reimbursed by the CRA.
- E. Upon receipt and review of a proper invoice submitted by NANA, the CRA shall reimburse NANA in a timely manner as prescribed herein. In accordance with Sections 218.73, 218.74, and 218.76, Florida Statutes, upon receipt of a proper invoice, the CRA shall reimburse NANA within forty-five (45) calendar days. In accordance with Section 2-8.1.4 of the Code of Miami-Dade County, known as the

Sherman S. Winn Prompt Payment Ordinance, and Miami-Dade County Administrative Order 3-19, Prompt Payment, upon receipt of a proper invoice, the CRA shall reimburse NANA within forty-five (45) calendar days; or within thirty (30) calendar days if NANA is a small business, a minority business, or a women business enterprise. Failure of the CRA to adhere to the Prompt Payment requirements described herein shall render the CRA subject to paying interest on the amount due to NANA. The NANA shall also pay its subcontractor(s) as authorized under this agreement in a timely manner as indicated in the corresponding subcontract.

- IV. NANA shall develop and submit to the COUNTY a transition plan for any remaining grantees, for all services included in this Agreement, sixty (60) days before the expiration of this Agreement. Said transition plan shall include all relevant information required to ensure minimal interruption to each grantee's ability to access grant services to the CRA.
- V. The Scope of Work attached hereto as Attachment A and incorporated herein by reference shall replace Attachment A of the MOU in its entirety.
- VI. The Amended Contractor Rate and Fee Schedule attached hereto as Attachment B and incorporated herein by reference shall replace Attachment B of the MOU in its entirety.
- VII. This Amendment and the Agreement shall be construed in accordance with, and is governed by the laws of the State of Florida. Any claim, dispute, proceeding, or cause of action arising out of or in any way relating to this Amendment or the Agreement, or the parties' relationship, shall be decided by the laws of the State of Florida. The parties agree that venue for any of the foregoing shall lie exclusively in the courts located in Miami-Dade County, Florida.
- VIII. If any provisions of this Amendment or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Amendment, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue valid and be enforced to the fullest extent permitted by law.
- IX. This Amendment and any exhibits attached to this Amendment and the Agreement set forth all of the covenants, promises, agreements, conditions and understandings between the parties, and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than those set forth in the Agreement, as modified by this Amendment.
- X. Except as expressly modified in this Amendment, all of the terms, covenants and conditions of the Agreement and previous Amendment(s), shall remain in full force and effect and are ratified as confirmed; provided that in the event of a conflict between the terms, covenants and conditions of the Agreement and this Amendment and its Exhibit and Attachments, the terms of this Amendment shall govern.
- XI. This Amendment shall constitute a part of the Agreement and references to the Agreement hereafter shall automatically include a reference to this Amendment.
- XII. This Amendment may be executed in counterparts, each of which shall be deemed an original and all of which shall together constitute one and the same instrument. Facsimile or electronically transmitted signatures shall be deemed for all purposes to be originals.
- XIII. All provisions in the Agreement and any attachments thereto in conflict with this Amendment shall be and hereby are changed to conform with this Amendment

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF the CRA and NANA have accepted, made and executed this MOU upon the terms and conditions above stated on the day and year first above written.

NEIGHBORS AND NEIGHBORS ASSOCIATION, INC., A Florida not-for-profit

By: 
Signature

Leroy Jones, Executive Director
Name/Title (typed)

Date: 10/30/2023

ATTEST:

By: 

Tayloria Hankerson, Office Assistant
Name/Title (typed)

(Corporate Seal)



N.W. 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY, a body politic and corporate

By: *Vivian Cao*
Vivian Cao, Executive Director
Date: 10/27/2023

ATTEST:

By: *Chimene Graham*
Name: Chimene Y. Graham
Date: 10/27/2023

Approved as to form and legal sufficiency:

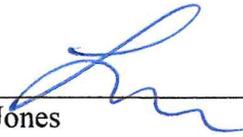
By: _____
Terrence A. Smith
Assistant County Attorney

ATTACHMENT A

SCOPE OF WORK SERVICES – GRANTS PROGRAM
N.W. 7TH AVENUE COMMUNITY REDEVELOPMENT AGENCY (CRA)

FY 2023-2024

1. Administer the CRA Commercial Improvement Program (CIP) and Business Innovation & Investment Grant (BIIG) programs;
2. Attend all CRA and CRA-related Board meetings.
3. Make reasonable efforts to market and publicize the availability of grants to businesses located in the Redevelopment Area;
4. Accept and review grant applications from businesses in the Redevelopment Area for eligibility;
5. Conduct Grant Orientations for all awarded grantees;
6. Provide assistance to applicants in completing their grant applications;
7. Rank grant applications in accordance with the criteria of the Procedures Manual or other developed source;
8. Present grant applications to the CRA for funding consideration, with the understanding that the CRA can approve, modify or reject NANA's funding recommendations;
9. After the CRA has authorized a grant, prepare the contract (Grant Agreement) which will be entered into between the CRA and the participating business ("Grantee) using the CRA-approved contract template;
10. Following the execution of a Grant Agreement, assist the Grantee in preparing payment requests and submitting proper and complete requests to the CRA for disbursement;
11. Monitor and report on the progress of any rehabilitation work being paid for with CRA grant funds;
12. As required by the Grant Agreements, all Grantee payment requests being submitted to the CRA must first be reviewed and approved by NANA. To be approved, payment requests must include all documentation required by the Grant Agreement and Program Manual, including copies of the relevant invoices. After giving its approval, NANA shall forward Grantee's payment requests to the CRA. Upon receipt of approved payment requests for the CIP and/or BIIG grant programs, payment will be made directly to the vendor on behalf of the applicant;
13. If needed, NANA shall act as the CRA's agent in disbursing funds for the grants program following the submission of an approved payment request. The CRA shall deposit such funds into an account designated by NANA and shall provide NANA with instructions on how it wants the funds disbursed; and
14. NANA shall submit monthly reports to the CRA which shall include project status, advertisements, outreach, businesses receiving applications, number of applications given, received and processed and type of business and any other relevant information.
15. Provide ancillary support for the CRA's annual Uptown Avenue 7 Arts & Culture Festival through coordination with the CRA's Economic Development Coordinator;
16. For additional services not specifically listed in the Scope, NANA will receive a request for services from the Agency and prepare a cost estimate to complete said task(s). Estimates for additional tasks, as requested by the Agency, will be completed using pre-approved hourly rates for professional staff.



Leroy Jones
Executive Director
Neighbors and Neighbors Association, Inc.

10/30/2023

Date

ATTACHMENT B

AMENDED CONTRACTOR RATE AND FEE SCHEDULE

A. Grant Coordination Services

The total cost to deliver the Scope of Work Services (Scope) is \$85,500.00 annually, payable in equal monthly installments of \$9,500.00 over the nine (9) month period.

NANA will provide monthly progress reports and invoices detailing Team Member activities and progress towards accomplishment of contracted tasks.

B. Additional Services

To be determined and price/fees discussed.