



The NW 7th Avenue
Community Redevelopment Agency

Business Innovation Investment Grant

Application Package

July 2016



1. Business Innovation Investment Grant Program Objectives

The NW 7th Avenue Corridor Community Redevelopment Agency (CRA) was created by the Miami-Dade County Board of County Commissioners in 2004, pursuant to Florida State Law. The boundaries of the CRA include both sides of NW 7th Avenue from NW 79th Street to NW 119th Street, and both sides of NW 7th Avenue from NW 135th Street to the Golden Glades Interchange (Redevelopment Area).

NW 7th Avenue, given its strategic location, economic dynamics, access, assets, and motivated business community, is ideally situated to support major business development, new business creation, and emerge as one of the County's most important job growth corridors. The CRA is leading the redevelopment of NW 7th Avenue. Its mission is to:

- Reposition 7th Avenue as a Major Regional Employment Center;
- Support the Growth And Expansion of Existing Business Located Within the CRA;
- Support Development of New Business In The CRA;
- Support New Job Creation, Training, and Employment Opportunities For Residents of Northwest Miami-Dade, and;
- Support the Aspirations of the Residents Living in the CRA to Improve Home Values, Safety, and the Neighborhood.

A complete listing of incentives and programs available to businesses within the CRA can be found at the Agency's website: <http://www.miamidade.gov/redevelopment/nw-7th-avenue-corridor.asp>.

The CRA's *Business Innovation Investment Grants* are designed to support the growth and expansion of businesses within the CRA, and encourage businesses to locate within the CRA by assisting capital investments in their processes, products, and service delivery.

1.1 The specific objectives of the program are to assist businesses in the CRA to improve and/or invest in new equipment and technology in order to:

1. Retain existing jobs;
2. Enhance the skill level of existing jobs;
3. Create new jobs;
4. Expand sales revenue, improve competitiveness or enter new markets, and;
5. Improve operations, increase efficiency, reduce costs and energy consumption.

1.2 Funding and Grant Limits

The Business Innovation Investment Grant Program is funded out of the CRA's annual budget. Total funding for the program is \$200,000 per year. The maximum amount granted to any recipient is \$10,000.

2. Eligible Uses of Innovation Investment Grant Funds

2.1 Eligible uses of Grant Funds

Program grant funds may only be used to purchase new equipment or technology, or improve or upgrade existing equipment or technology to be used directly in the business at the applicant's address within the CRA.

Equipment or technology that may be purchased or improved using program grant funds include, but are not limited to:

1. Process, manufacturing equipment and tools;
2. Computers and computer software;
3. Vehicles used for business purposes, including pick-up trucks, cargo vans, light and heavy trucks, and passenger vans if the business provides regular passenger services, but not for automobiles;
4. Specialized furniture used directly for the making of products and/or delivery of services to customers (e.g. welding tables, barber chairs, etc.); and
5. Equipment used to test and/or demonstrate the business's products or process (e.g. video monitors to display video produced by the business, or computers and smartphones to test software development),.

Notwithstanding the limitations on the use of program grant funds, the CRA, in its sole discretion and on a case-by-case basis, may authorize a recipient of the use of program grant funds to use such funds towards lease payments to rent real estate. In limited circumstances, the CRA may consider awarding grant funds to offset lease costs where a) the applicant business has demonstrated a compelling need to offset property lease costs; b) the grant funds are being used to lease space which is currently or immediately will be used for the applicant's business purposes (not a speculative lease or option payment on property); c) the property to be leased is located within the Redevelopment Area; and d) the CRA Board of Commissioners approves the use of grant funds for property lease payments by a 75% super majority vote of the Board's membership.

Grant funds may be used to directly purchase eligible equipment and technology or may be used to as credit enhancement to leverage the applicant's acquisition of a loan to make its eligible business improvement. Credit enhancement uses for grant funds include, but are not limited to:

- Additional Equity for loan application;
- Matching funds for other grant or loan programs, and/or;
- Interest rate write-down

2.2 Ineligible uses of Grant Funds

Program grant funds shall **not** be used for day-to-day operating expenses, including, but not limited to the following:

- Mortgage payments for real estate;

- Real estate rental deposits (funds may be applied to lease payments as more fully described above);
- Purchasing inventory for resale;
- Consultant fees or expenses for services (cleaning, etc.);
- Late payment fees;
- Purchase of alcohol, tobacco or medicine;
- Salaries;
- Debts;
- Utility Bills, and/or;
- Physical improvements to the building or exterior of the business property, unless required to install equipment purchased under the grant program. Please see the NW 7th Avenue CRA Commercial Improvement Program Application for assistance with property improvements.

Additionally, adult entertainment businesses and liquor stores are not eligible for assistance. Religious institutions are also not eligible.

3. Business Innovation and Investment Grant Awards

3.1 Application Review

Each application will be evaluated by the CRA for 1) completeness, 2) conformance with the objectives of the Enhancement and Innovation Grant program, and 3) the economic impact of the use of the funds proposed by the applicant. ***The NW 7th Avenue CRA reserves the right at its sole and absolute discretion, reject any and all grant applications, postpone or cancel the Enhancement and Innovation Grant program, or waive any irregularities in applications submitted for program grant funding. The CRA reserves the right to request and evaluate additional information from any applicant after the submission deadline as the CRA deems necessary.***

3.2 Application Review Standards

The CRA reserves flexibility in its evaluation of grant applications. However, the two most important criteria used in the evaluation and award of grant funds are:

1. Preference will be given to applicant businesses that make a clear case that the use of grant funds will meet as many of the program objectives stated in Section 1.1 above.
2. Although not a mandatory requirement, the CRA encourages applicants to use the program grant funds to leverage and increase the total amount of funds to be invested. Applicants are strongly urged to use the grant funding to leverage either investor dollars, additional grant dollars from other sources, or debt to increase the size, value, and impact of the total investment proposed using Innovation Investment Grant Funds.

Applicants are urged to contact their business banker to discuss how the grant funds can be used to leverage a more significant investment in their business.

3.3 Grant Award Procedures

Grant program funds will be awarded in one of two ways to support the applicant's business expansion:

1. If the applicant is using grant funds to purchase equipment without any loans or debt, the CRA will pay the vendor from whom the applicant is purchasing equipment, software, technology, etc. directly, on behalf of the applicant, or;
2. If grant funds are used for credit enhancement and/or leverage to secure debt to make the purchase described in the applicant's application, the CRA will deliver grant funds to the lender at the closing of the proposed loan.

4. Applicant Qualification and Submission Requirements

In order to qualify for program grant funding all Applicants must meet the following requirements. Failure to meet any one of the requirements listed below will automatically disqualify applicant from the program. ***The mandatory program requirements are:***

1. Applicant business must have been in business for a minimum of one (1) year and cannot be part of a national chain. Adult entertainment businesses, liquor stores and religious institutions are not eligible for assistance.
2. Applicant business must have a physical address within the Redevelopment Area. No PO Boxes or virtual addresses will be allowed. Applicant may be located outside of the CRA at the time of application, but **MUST** be operating at a location within the CRA at the time of the award of funds.
3. The equipment, products, goods, or services purchased using grant program funds **MUST** be used directly in the applicant's business. Items purchased using grant funds may not be used for personal purposes.
4. The equipment, products, goods, or services funded by grant program funds **MUST** be used or operated at the applicant's business location within the CRA, as specified in the application from, below. Equipment, goods, or services purchased by applicant **MAY NOT** be moved outside the Redevelopment Area, or re-sold, for a period of two (2) years from the date of award of program grant funds. Applicant must repay the CRA any and all grant funds if purchased items are moved or sold prior to the end of the two-year use period.
5. In the event, the CRA Board of Commissioners authorizes the Applicant business to use program grant funds towards lease payments as set forth in Section 2 above, each of the requirements set forth in this Section 4 shall apply to the award of the program grants funds for the purposes stated herein,
6. Applicants awarded Enhancement and Innovation program funds are not eligible for new or additional program funds for a period of three (3) years from the date of the initial award.
7. Applicant must not have any delinquent loans with Miami-Dade County or a Miami-Dade County funded agency.
8. Applicant must submit a complete ***NW 7th Avenue CRA Innovation Investment Grant Application***, signed by the CEO, managing Principal, or majority owner of the applicant company. The Business Innovation Investment Grant Application is attached beginning on the next page.
9. Applications must be submitted during one of the two annual application submission periods. See the NW 7th Avenue CRA Website for the next submission period:

<http://www.miamidade.gov/redevelopment/nw-7th-avenue-corridor.asp>

10. **Completed Business Innovation Investment Grant Applications must be submitted to Neighbors And Neighbors Association (NANA), 180 NW 62nd Street, Miami, FL 33150. For additional information, please contact Nehemiah Davis, Project Director at 305-756-0605.**

N.W. 7th Avenue Community Redevelopment Agency

Business Innovation Investment Grant

Application

(July 2016)

Name of Applicant Company:

Contact name: _____

Phone: _____

Application Instructions

To be considered for NW 7th Avenue CRA Business Innovation Investment Grant funding, applicants must complete this application package. Be sure to read the Program Requirements detailed above.

Completed Business Enhancement and Innovation Program Applications must be submitted to Neighbors And Neighbors Association (NANA), 180 NW 62 Street, Miami, FL 33150. For additional information contact Ms. Bedilia Campbell at 305-756-0605.

A complete application includes the following Five (5) Sections:

Section 1: Signature and certification page. This form must be signed by the CEO, Managing Principal, majority owner, or corporate officer with the power to bind the company to contracts

Section 2: Company Background

Section 3: Statement of Need, Including the *Applicant Business Evaluation Form*

Section 4: Proposed Use of Funds

Section 5: Corporate information items, to be supplied by the Applicant and attached as an appendix to this application. See the list of information items in Section 5 of the application.

Additional information may be requested by the CRA to determine program eligibility.

Section 1. Certification and Signature Page

The undersigned, by submitting this proposal, certifies the following:

1. That the Legal name of the Applicant business (Company) submitting this application is:
_____;
2. That I am the Sole Proprietor, President, CEO, or other officer of the Company, and as such have full authority to make this affidavit and execute all agreements on behalf of the Company;
3. That the information given herein and in the documents attached hereto are true and correct, and;
4. In submitting this proposal, the Company agrees with all the terms, conditions, and specifications required by the NW 7th Avenue CRA in this Grant application, and that applicant Company has this document and fully understand its contents.

The information submitted on this document is true to the best of my knowledge.

Name

Signature

Date

Section 3: Statement of Need and Impact

Preference will be given to applicants using grant funds to best meet the objectives of the Business Innovation Grant program. Please make your case for grant funding by briefly answering the following questions. You may attach an additional statement if you wish.

1. Will the Innovation Grant funds retain existing jobs at your company? If so, how many jobs, and what type of jobs? Please explain.

2. Will the Innovation Grant funds enhance the skill level of existing jobs at your company? If so, how? Please explain

3. Will the Innovation Grant funds create new jobs at your company? How many? Please explain.

7th Avenue CRA Business Innovation Investment Grant Application

4. Will the Innovation Grant funds expand your sales revenue, improve your competitiveness, expand your company's market position, or and/or allow you to enter a new market? Please explain.

5. Will the Innovation Grant funds improve operations, increase efficiency, or reduce costs and/or energy consumption? Please explain.

6. Will the Innovation Grant funds be used to purchase new technology, or conventional technology? Please explain.

Applicant Business Evaluation Form

SMALL GRANT CATEGORY - GRANTS OF \$50,000 OR LESS

Points

The Applicant Business - Background

6

1. How many years has the applicant business been in operation?

0-3 Years (5)

3-5 Years (10)

5-10 Years (15)

10+ Years (20)

2. Years of experience of majority business owner in the applicant business:

0-3 Years (5)

3-5 Years (10)

5-10 Years (15)

10+ Years (20)

3. Is the applicant business a Minority or Women Owned (MWBE) Qualified Business?

No (0)

Yes (20)

Section 4: Proposed Use of Funds

Amount of Program funding requested by applicant (\$10,000 Maximum award): _____

Describe how the Business Innovation grant funds will be used. Please detail the items to be purchased and/or leased, and how they will be used by the Applicant:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Total Cost of equipment or other items purchased or leased by applicant: _____

Is Applicant using additional funds to acquire items listed above? _____

If YES, detail the source of additional funds:

[illegible]

Section 5: Corporate Information Items.

Please attach copies of the following eleven (11) items to your completed application:

1. A Certified Copy of the Applicant's Articles of Organization or Incorporation.
2. A current Certificate of Status from the Applicant's filing state, showing that the company is a currently active and is a corporation in good standing in Florida or its original incorporating state.
3. Copy of the Miami-Dade County Local business Tax Receipt (Miami-Dade Occupational License) or Paid Receipt. Business name on application must match one on license (include copy only). **If license not required by Miami-Dade County please provide written proof from Miami Dade County Tax Collector's Department.**
4. Provide proof that the business has been operating for at least one (1) year. (Example: any old License, State Corporations, Sales Tax, or utility bill), proof must be in business name (include copy only).
5. Picture ID (Driver's License or Florida ID), of the Managing Principal, CEO, or majority owner of the Applicant company who is signing the program application form.
6. Proof of address within the CRA and a picture of business location (building). A physical address is required. No P.O. Box as mailing address is allowed. If Applicant has not yet located within the CRA, provide the address and building photo of the applicant's new address, and supply proof of occupancy in the form of an executed lease agreement, Property Deed, or Property Purchase Contract. Funds will not be released until applicant shows proof that it occupies the proposed address and is operating there.
7. Business Tax Returns for the previous year. Please remove or black-out out any and all social security numbers before submitting applications.
8. Proof of Funds — current corporate bank statement or proof of funds letter from Applicant's bank.
9. If applicant is using additional funds to purchase equipment/technology, please supply an approval letter for bank or other debt funding, or funding commitment letter or contract from the source of additional funds.
10. **If applicable**, Elected officials and Government Board Appointees must get written approval stating no conflict of interest from Miami-Dade County Commission on Ethics. See page 9 below for the ***Request for Opinion from Commission on Ethics Form***.
11. **If applicable**, provide Applicant Company's Data Universal Numbering System number (DUNS number). If you do not have a DUNS number, it can be obtained for free at <http://fedgov.dnb.com/webform>.

Request for Opinion from Commission on Ethics

Acquiring Financial Interest

I, _____, the owner or president of _____
(Owner or President Name)

_____, whose business address is, _____
(Business Name)

_____,
(Business Address, City, State, Zip)

Are you currently an employee of Miami Dade County? Yes: ____ No: ____

If yes, what Department? _____

I am being considered for funding through the **NW 7th Ave Corridor CRA** and request the clearance from the Commission on Ethics. Please review my request and forward to Neighbors And Neighbors Association, Inc. to the attention of Leroy Jones, Executive Director, 180 NW 62nd St., Miami, FL 33150 or fax (305) 756-6008.

Thank you in advance for your attention to this very important matter.