



N.W. 7th AVENUE COMMUNITY REDEVELOPMENT AGENCY



BUSINESS INNOVATION & INVESTMENT GRANT PROGRAM MANUAL

December 2021



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I. N.W. 7TH AVENUE COMMUNITY REDEVELOPMENT AGENCY BACKGROUND

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

N.W. 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 Agency is leading the redevelopment of N.W. 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 Redevelopment Area;
- Support Development of New Business In The Redevelopment Area;
- Support New Job Creation, Training, and Employment Opportunities For Residents of Northwest Miami-Dade, and;
- Support the Aspirations of the Residents Living in the Redevelopment Area; to Improve Home Values, Safety, and the Neighborhood.

A complete listing of incentives and programs available to businesses within the Agency can be found at the Agency's website: <https://www8.miamidade.gov/global/government/boards/northwest-7th-avenue-cra.page>.

II. BUSINESS INNOVATION AND INVESTMENT GRANT PROGRAM

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

A. Grant Objectives

The specific purposes of the BIIG program are to assist businesses in the Redevelopment Area to improve and/or invest in new equipment and technology in order to:

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

B. Funding and Grant Limits

The BIIG Program is funded out of the Agency's annual budget. The maximum amount granted to any recipient is \$10,000.

If a business is awarded a Business Improvement Grant Program (BIIG) grant for the maximum \$10,000, the business shall not be eligible to apply for any other N.W. 7th Avenue CRA grant program for a minimum period of two (2) years. Additionally, if a business is awarded a Commercial Improvement Program (CIP) grant for \$50,000 or less, they may be eligible for additional funding under another CRA grant, including the BIIG or Emergency Small Business Grant programs, during the same period.

C. CRA Grants Administrator/Grants Program Contacts

Leroy Jones, Executive Director or Alice Townsend, Financial Comptroller
Neighbors and Neighbors Association, Inc. (NANA)
5120 N.W. 24th Avenue, Miami, FL 33142
Phone: (305) 756-0605 - Fax: (305) 756-6008

III. ELIGIBLE USES OF INNOVATION INVESTMENT 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 Redevelopment Area.

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

BIG EQUIPMENT/TECHNOLOGY EXAMPLES		
<ul style="list-style-type: none"> Process Manufacturing equipment and tools 	<ul style="list-style-type: none"> Computers and computer software 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Specialized furniture used directly for the making of products and/or delivery of services to customers (e.g. welding tables, barber chairs, COVID-19 related expenses, etc.) 	<ul style="list-style-type: none"> Equipment used to test and/or demonstrate the business products or process (e.g. video monitors to display video produced by the business, or computers and smartphones to test software development). 	<ul style="list-style-type: none"> COVID-19 related equipment, i.e., Personal Protective Equipment (PPE); signage; stickers. Note: cannot be used to purchase PPE-related items for resale

Notwithstanding the limitations on the use of program grant funds, the Agency, 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 Agency may consider awarding grant funds to off-set lease costs where: a) the applicant business has demonstrated a compelling need to off-set 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 Agency's 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 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: 1) Additional equity for loan application; 2) Matching funds for other grant or loan programs, and/or 3) Interest rate write-down.

IV. 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:

- Under no circumstances can grant funds be used to pay any costs associated with debt;
- Mortgage payments for real estate;
- Real estate rental deposits (funds may be applied to lease payments as more fully described above) or rent payments;
- Purchasing inventory for resale;
- Consultant fees or expenses for services (cleaning, etc.);
- Late payment fees;
- Purchase of alcohol, tobacco or medicine;
- Salaries;
- Any illegal activity;
- 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 Agency's Commercial Improvement Program Application for assistance with property improvements.

Religious institutions, national chains, residences, adult entertainment businesses, tattoo shops, smoke shops, marijuana distilleries, bars and liquor stores are not eligible for CRA grant funding.

If the items approved by the CRA for funding are unavailable and/or the grantee needs to substitute items, the grantee must confer with the Grants Administrator (Neighbors and Neighbors Association, Inc., "NANA") to determine if those items will fall within the approved grant program guidelines. If so, NANA shall inform staff in writing and seek prior approval.

If a request for a grant extension is needed, NANA must make the request in writing ninety (90) days prior to its expiration. Staff may grant an extension of up to 180 days. If an extension for longer than 180 days is needed, staff will forward the request to the CRA Board.

V. BUSINESS INNOVATION AND INVESTMENT GRANT AWARDS

A. Application Review

Each application will be evaluated by the Agency 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 Agency 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 Agency reserves the right to request and evaluate additional information from any applicant after the submission deadline, as the Agency deems necessary.***

**Refer to the CIP Application for the preferred targeted field/industries, which will receive bonus points.*

B. Application Review Standards

The Agency 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 III above.
2. Although not a mandatory requirement, the Agency 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 BIIG Funds.
3. Potential grantees may be required to also participate in some activities sponsored by the CRA's annual Uptown Avenue 7 Arts & Culture Festival (Street Fair). Finally, successful applicants will be required to participate as a vendor in the CRA's annual Street Fair.

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.

C. 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 Agency 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 Agency will deliver grant funds to the lender at the closing of the proposed loan.

D. Grant Details

1. As a condition for funding, successful applicants will be required to provide verbal quarterly updates, to the CRA Board, through the Grants Administrator which will be the grantees point of contact and information.
2. The term of the BIIG Agreement will be 24 months, commencing on the date of execution by the CRA Chair. If additional time is required due to verifiable extenuating circumstances outside the control of the grantee, an extension may be granted for a period of up to 12 months. The CRA reserves the right to exercise independent discretion to grant or deny any request.
3. If any delays are encountered which affect the ability of the grantee to expend CRA funds, the grantee must apprise NANA prior to the grant's expiration. If a request for a grant extension is needed, the request must be made by NANA ninety (90) days prior to its expiration. If an extension for longer than 180 days is needed, staff will forward the request and sufficient justification to the CRA Board.
4. If the approved scope requires revision, the grantee must confer with NANA to determine if the new scope will fall within the approved grant program guidelines. If so, NANA shall inform staff and the Board in writing and seek prior approval.

VI. 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. Preference will be given to applicants within the CRA's preferred targeted fields and/or industries. See page 8.
2. Applicant business must have been in business for a minimum of one (1) year and cannot be religious institutions, national chains, residences, adult entertainment businesses, tattoo shops, smoke shops, marijuana distilleries, bars and/or liquor stores.
3. Applicant business must have a physical address within the Redevelopment Area. No P.O. Boxes or virtual addresses will be allowed. Applicant may be located outside of the Agency at the time of application, but MUST be operating at a location within the Agency at the time of the award of funds.
4. Applicant must submit a complete N.W. 7th Avenue Agency Business Innovation and Investment Grant Application, signed by the Chief Executive Officer, Managing Principal, or majority owner of the applicant company.

5. Applications must be submitted during one of the annual application submission periods. See the N.W. 7th Avenue Agency website (<https://www8.miamidade.gov/global/government/boards/northwest-7th-avenue-cra.page>), or contact the CRA Grants Administrator, for the next submission period.
6. Completed BIIG Applications must be submitted to NANA by the published deadline date. Late applications will not be accepted or considered.
7. 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.
8. The equipment, products, goods, or services funded by grant program funds MUST be used or operated at the applicant's business location within the Agency, as specified in the application. Equipment, goods, or services purchased by applicant MAY NOT be moved outside of the Redevelopment Area, or re-sold, for a period of three (3) years from the date of award of program grant funds. If purchased items are moved or sold prior to the end of the three-year use period, the applicant must repay the Agency any and all grant funds.
9. In the event the Agency authorizes the awarded 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,
10. Applicants awarded a grant, are not eligible for new or additional program funds for a period of three (3) years from the date of the initial award.
11. Applicant must not have any **delinquent loans or grants/outstanding debt** with the Agency, Miami-Dade County or a Miami-Dade County-funded agency.
12. The term of the BIIG Agreement will be 24 months, commencing on the date of execution by the CRA Chair. If additional time is required due to verifiable extenuating circumstances outside the control of the awarded applicant, the applicant must request a written extension three months prior to expiration of grant. The CRA reserves the right to exercise independent discretion to grant or deny any request. An extension may be granted for a period of 12 months.

VII. PAYMENT PROCESS

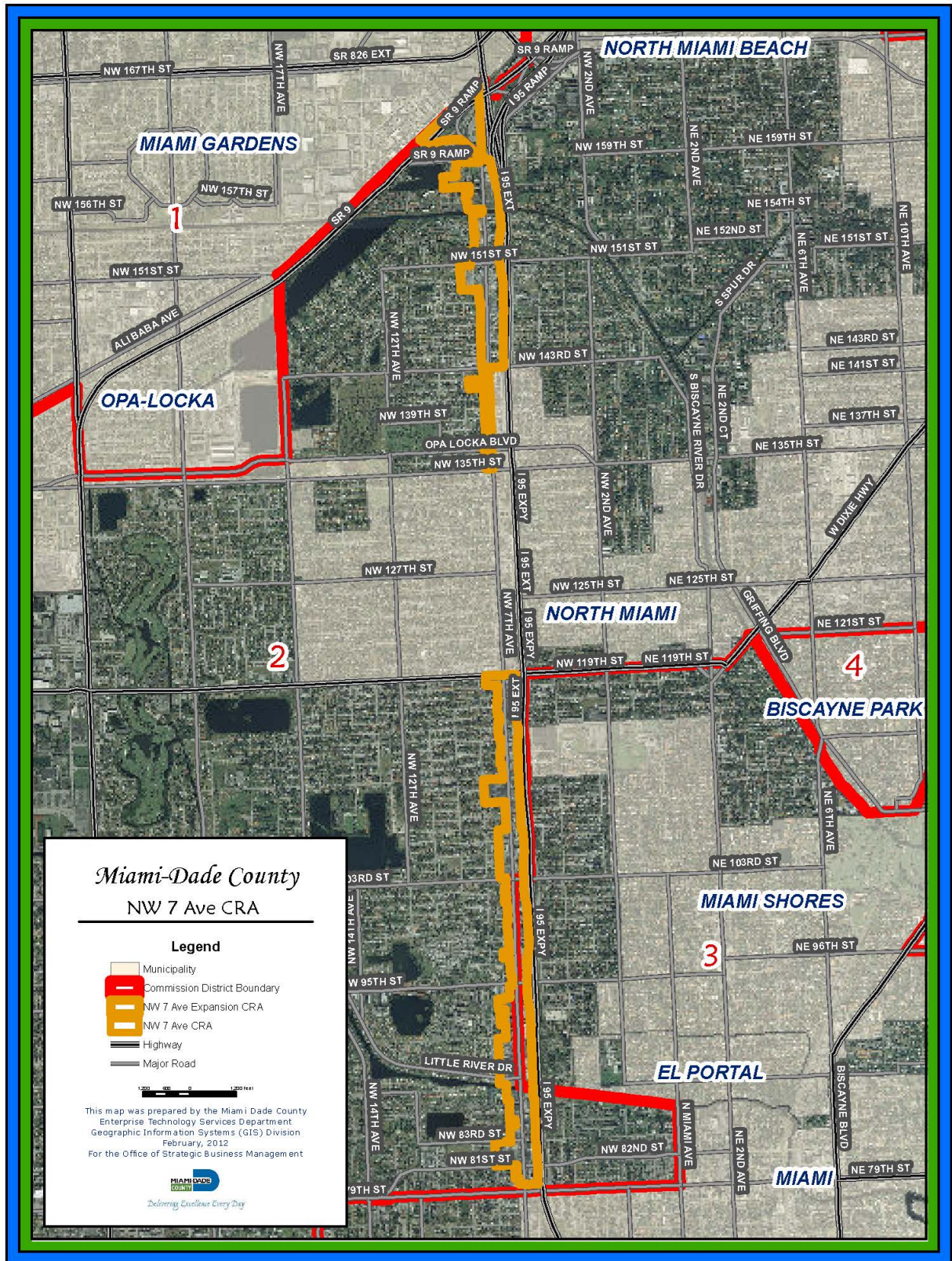
In order to receive payment or reimbursement for goods purchased under the Business Innovation and Improvement Grant (BIIG), the Grantee and/or Vendor must provide the following:

1. An invoice from vendor with an outline of the specific good/service(s) to be provided (vendor's name must be spelled out completely and name must match on all submitted forms for payment to be approved). If a reimbursement, copy of cancelled check/bank statement showing the expense has occurred;
2. A completed and signed W-9 Form with vendor's FEIN Number or grantee's FEIN Number;
3. Proof that the vendor/grantee is registered and ACTIVE with the state in which they are incorporated (i.e. <http://dos.myflorida.com/sunbiz/> for businesses in the State of Florida);
Note: If the vendor has a fictitious name, it must also be registered and active with the state, and listed on W-9 and invoice.
4. A copy of the vendor's/grantee's current Miami-Dade County Business Tax Receipt (BTR); and
Note: If vendor is not located in Miami-Dade County, a BTR is not required.
5. A complete and signed "Authorization to Release Funds" Form.

VIII. DISCLAIMERS

- A. The NW 7th Avenue CRA reserves the right at its sole and absolute discretion, to reject any and all grant applications, postpone or cancel the Grant program, or waive any irregularities in applications submitted for program grant funding.
- B. The CRA reserves the right to request and evaluate additional information from any applicant after the submission deadline as the CRA deems necessary.
- C. Areas not covered in detail in this policy which arise during the application or implementation of this program will be handled as the situation may dictate so as not to impede orderly progress. If an issue has the potential for reoccurrence, it shall be resolved, and then included as an addendum to this policy. The CRA Board shall have the final determination related to interpretations of this policy.
- D. The CRA reserves the right to rescind/withdraw any award if it suspects any irregularities or improprieties on the part of an applicant or grantee (if awarded).
- E. In addition, successful applicants may be required to provide documentation of attendance in at least one small business program operated by any appropriate not-for-profit, private or public company; Miami-Dade County or any university/college, prior to receiving the last disbursement. If deemed necessary, the CRA staff reserves the right to withhold funding, pending attendance of said program. Potential grantees may be required to also participate in some activities sponsored by the CRA's annual Uptown Avenue 7 Arts & Culture Festival (Street Fair). Successful applicants will be required to participate as a vendor in the CRA's annual Street Fair.

NW 7th Avenue Community Redevelopment Agency Map



Uptown Avenue 7 CRA Target Industries

NAICS Number	Industry Sector	Industry Avg Annual Wage
2382	Building Equipment Contractors	\$50,960
2389	Other Specialty Trade Contractors	\$47,680
4422	Home Furnishings Stores	\$30,892
4441	Building Material and Supplies Dealers	\$33,864
4451	Grocery Stores	\$24,996
4461	Health and Personal Care Stores	\$36,576
4481	Clothing Stores	\$23,228
4522	General Merchandise Stores	\$22,376
4523	Department Store	\$28,132
4539	Art Dealers; Art galleries retailing art	\$36,476
5112	Software publishers	\$117,616
5121	Movie production and distribution (512110)	\$63,804
5121	Movie theaters, except drive-in (512131)	\$63,804
5122	Sound recording industries	\$105,976
5173	Telecommunications	\$94,692
5182	Data processing, hosting and related services	\$98,640
5222	Nondepository Credit Intermediation	\$104,388
5242	Agencies, Brokerages, and Other Insurance Related Activities	\$70,568
5311	Lessors of Real Estate	\$47,276
5312	Offices of Real Estate Agents and Brokers	\$75,624
541	Professional, Scientific, and Technical Services	
5411	Legal Services	\$141,608
5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	\$78,132
5413	Architectural and engineering services	\$84,016
5415	Computer systems design and related services	\$98,432
5416	Management and technical consulting services	\$88,024
5417	Scientific research and development services	\$91,896
5419	Other professional and technical services	\$55,256
5511	Management of companies and enterprises	\$154,712
5617	Services to Buildings and Dwellings	\$25,488
6244	Child Day Care Services	\$22,860
7111	Performing arts companies	\$50,948
7225	Restaurants and Other Eating Places	\$25,156
8121	Personal Care Services	\$26,732

Resources for Small Businesses

- Regulatory & Economic Resources Department, Small Business Development Resources
<https://www.miamidade.gov/business/business-development-resources.asp>
- Internal Services Department, Small Business Development
<http://www.miamidade.gov/smallbusiness/home.asp>
- U.S. Small Business Administration Resource Guide <https://www.sba.gov/business-guide/>
- Florida Small Business Development Center <http://floridasbdc.org/>

Local Business Assistance Offices

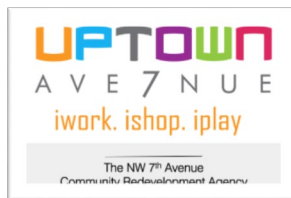
Miami Bayside Foundation
<http://www.miamibaysidefoundation.org>
25 SE Avenue, Suite 240
Miami, FL 33131
Phone (786) 703-5767

Florida Atlantic University – SBDC
<http://www.fausbdc.com/>
8500 SW 8th Street, Suite 224
Miami, FL 33144
Phone (786) 388-9040

SBA South Florida District Office
<https://www.sba.gov/offices/district/fl/miami>
100 S. Biscayne Boulevard, 7th floor
Miami, FL 33131
Phone (305) 536-5521

Dade SCORE
<https://miamidade.score.org/>
100 Biscayne Boulevard, 7th Floor
Miami, FL 33131-2011
Phone (786) 425-9119

Minority Business Development Agency Business Center – Miami
<https://www.mbdm.gov/businesscenters/miami>
9499 NE 2nd Avenue, Suite 204
Miami, FL 33138
Phone (305) 751-2907



NW 7th Avenue Corridor Community Redevelopment Agency
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www.uptownavenue7.com