N.W. 7th AVENUE COMMUNITY REDEVELOPMENT AGENCY



COMMERCIAL IMPROVEMENT GRANT PROGRAM MANUAL

December 2021

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FY 2020 - 2022: The CBA requirement is temporarily suspended, until further notice.

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 CRA boundaries 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 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 CRA can be found at the following website: https://www8.miamidade.gov/global/government/boards/northwest-7th-avenue-cra.page.

II. COMMERCIAL IMPROVEMENT GRANT PROGRAM

The CRA's **Commercial Improvement Program Grants** 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 businesses with much needed funding to support construction projects.

These policy and procedures are established to outline program guidelines to be used for providing assistance to rehabilitate or construct privately-owned commercial/industrial buildings occupied (cannot be an empty building) by licensed businesses which qualify for the CRA's Commercial Improvement Grant Program ("CIP" or "Grant Program"). At the time of application, a business must have been in operation a minimum of 2 continuous years. Funds can only be used for improvements to the building and/or property, correction of code violations, and/or removal of architectural barriers to give access to disabled persons.

- A. Participation by private building owners and business operators in the program is voluntary and by application only.
- B. The goals of the Program are to stimulate employment, grow business, and grow investment within the CRA. Preference for CIP funding will be given to applicants who can demonstrate that CIP funding will:
 - 1) Retain existing positions and enhance the skill level and pay of existing positions:
 - 2) Create new jobs, in particular, high-skill, higher paying positions with incomes at or above the Area Median Income for Miami-Dade County;
 - 3) Help the applicant expand sales revenue, improve competitiveness or enter new markets, and/or;
 - 4) Be used to leverage other funds to expand or increase the overall size of the project proposed by the applicant.

In addition, businesses in the CRA's targeted industries will receive bonus points during the application review process. See the List of Target Industries below.

C. The CIP Grant Program provides grant funding up to \$50,000, and requires a 25 percent match from the grantee. The Board may consider awarding grants for more than \$50,000 for applicants demonstrating significant economic impacts or need. Grantees receiving more than \$50,000 may also be required to execute a Community Benefits Agreement with the CRA (See Section VII).

The CRA may agree to increase CIP funding for an approved Project to address unforeseen circumstances. However, increasing CIP grant funding for an approved Project must be the result of an unforeseen occurrence or requirement, and not the result of mistake or error by the Applicant.

Note: If a business is awarded a Commercial Improvement Program (CIP) grant for the maximum \$50,000, 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. However, if a business is awarded a CIP grant for less than \$50,000, they may be eligible for additional funding under another CRA grant, including the Business Innovation & Investment Grant (BIIG) or the Emergency Small Business Grant program, during the same period.

CRA Grants Administrator/Contact

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

III. ELIGIBLE COMMERCIAL IMPROVEMENTS

Eligible commercial improvements funded by the CRA's CIP Program include, but are not limited to the following:

COMMERCIAL IMPROVEMENT EXAMPLES						
 Exterior or Interior Lighting or Painting 	 Siding, Masonry or Stucco Facing 	 Surface Parking Lot Improvements 				
• Sewer and water hook-up or expansion (any funds realized may have to come back to the CRA)	Roof Repairs	• COVID-19 related improvements, i.e., HVAC upgrades, separators for barriers for social distancing Note: cannot be used to purchase PPE-related items for resale				
Fences and Gates	Exterior Signs	Resolution of Code Violations				
Window or Door Replacement	Awnings, Canopies and Shutters	 Improvements required by the Americans with Disabilities Act (ADA) 				
Historic Storefront Restoration	 Landscaping or Irrigation for Landscaping 	 Additions to existing buildings, or expansion of existing buildings 				
Demolition expenses	 Design plans, specifications, labor, materials, equipment, fees and services associated with approved CIP program improvements 	Art, decoration, landscaping and streetscape items attached to the building or on the property. See the Uptown Avenue 7 Streetscape Design Handbook for guidance.				

Grant funds may be used to directly fund eligible building rehabilitation or may be used as credit enhancement to leverage the applicant's acquisition of a loan to make its eligible business improvement. The CRA strongly recommends that applicants use the CIP funding to leverage additional funds for their project. Preference is given to applicants who use the CIP funds to leverage additional Project funding. Credit enhancement uses for grant funds include, but are not limited to:

- A. Additional Equity for loan application
- B. Matching funds for other grant or loan programs, and/or
- C. Interest rate write-down on business improvement loan

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:

1.	Under no circumstances can grant funds be used to pay any costs associated with debt	2.	Mortgage payments for real estate	3.	Real estate rental deposits or rent payments (funds may be applied to lease payments)
4.	Purchasing inventory for resale	5.	Consultant fees or expenses for services (cleaning, etc.)	6.	Late payment fees
7.	Purchase of alcohol, tobacco or medicine	8.	Salaries	9.	Utility Bills
10	. Any illegal activity				

V. GENERAL TERMS AND CONDITIONS

Any building determined to be eligible for rendered rehabilitation assistance shall be located within the boundaries of the Community Redevelopment Area, which is more fully described as: the geographic area bounded on the North by NW 119 Street, bounded on the East by Interstate 95, bounded on the West by the property lines of the properties that abut NW 7th Avenue and on the south by NW 80 Street and the area generally bounded on the North by the City of Miami Gardens, bounded on the East by Interstate 95, bounded on the North by the City of Miami Gardens, bounded on the East by Interstate 95, bounded on the West by the parcels that abut the westerly right of way along NW 7th Avenue, and on the South by the City of North Miami ("Redevelopment Area"). Please refer to the Map of the CRA boundaries on Page 9.

The property must be a privately owned, non-residential commercial building (leased or owner-occupied) located within the Redevelopment Area. Religious institutions, residences, adult entertainment businesses, national chains and liquor stores are not eligible for CRA grant funding. In mixed-use commercial/residential buildings, only the commercial portion of the building is eligible for grant assistance.

Buildings being considered for improvement grants must be at least five (5) years old. Buildings that have received improvement grants from the CRA within the past five (5) years are not eligible for assistance.

- A. The property must be structurally feasible for rehabilitation.
- B. Under no circumstances may CIP funds be expended on a building that will not be occupied after rehabilitation. Buildings to be rehabilitated shall be occupied at the time funding is requested or subject to a bona fide lease or rental agreement providing for occupancy or re-occupancy after completion of the rehabilitation. With prior approval, a building owner may contract with the CRA to undertake the commercial rehabilitation improvement process on a vacant business unit with the caveat that the CRA will not reimburse any cost until such time as the business unit is actually occupied. Should the business unit remain vacant for one (1) year following completion of the rehabilitation, the CRA's responsibility to reimburse any cost shall expire.
 - The eventual occupant must provide proper business, professional and occupational operating licenses. If the occupant or user of the space does not require any type of licensing, proof of tenancy will be sufficient, such as a lease.

No substantial changes will be made to the improvements for a minimum of two (2) years following completion of the rehabilitation of the building unless said changes are approved, in writing, by the CRA. If any changes are made without the prior written consent of the CRA, the building will not be eligible for further benefits in any CRA funded program.

The property owner shall keep the property in good condition and repair, fully tenantable and shall not remove or demolish any improvements thereon in accordance with applicable terms and conditions. If this provision is violated, the property owner will be notified of any violations and will be given 60 days to correct violations. If the violations are not corrected within the prescribed time frame, the building will not be eligible for further benefits in any CRA funded programs.

VI. ARCHITECTURAL DESIGN AND CONSTRUCTION

All projects are subject to approval by the appropriate County departments. Uses and activities taking place at the applicant's property, and the proposed construction/rehabilitation to be undertaken shall be consistent with the requirements of the Florida Building Code, compliant with all Miami-Dade County building and zoning requirements, and any and all necessary Federal, State and local permits. The applicant is responsible for acquiring all necessary permits and approvals for the project.

- A. Buildings with pending code violations are not eligible for an improvement grant unless the proposed work involves resolution of the pending violation.
- B. Design plans submitted by the grantee and their architect to NANA, shall be complete and consistent with all applicable State and County codes. NANA shall review and forward a copy of submitted design plans to the CRA staff. Plans are subject to the following Design requirements:
 - 1) Designs must be of high quality and should include a sealed set of plans and specifications if required by the County Building Department.
 - 2) All designs must be reviewed and approved by the CRA prior to construction in order to be eligible.
 - 3) Colors shall be compatible and complimentary to those of existing nearby buildings.
 - 4) Where feasible, designs should consider the removal of material and architectural barriers which restrict mobility and accessibility of elderly or handicapped persons.

VII. <u>COMMUNITY BENEFITS AGREEMENT (CBA) FOR GRANTS GREATER THAN \$50,000 (\$50,001 OR</u> <u>HIGHER)</u>

Approval and receipt of CIP funds, for \$50,001 or greater, is subject to the Grantee agreeing to certain reporting and monument display requirements. If the award is greater than \$50,000, execution of a Community Benefits Agreement (CBA) with the CRA may be required. The grant program has several goals that the CBA will help the CRA to achieve. One of the goals of the program is to stimulate employment of persons living within the CRA Employment Stimulus Zone (ESZ) — the community including and edjacent to the CRA. Each Grantee must employ, based on the funding level received, persons from within the CRA ESZ, according to the standards listed below.

	CIP Grant Funding Level	\$0 to \$50,000
	struction Positions of Persons Living hin the ESZ	20%
	manent Positions of Persons Living hin the ESZ	1 job per each \$100,000
Mat	ch	25%

Permanent position(s) will be required to be maintained for at least one (1) year. Any permanent position(s) not held for one (1) year, will require the grantee to reimburse the CRA for a portion of the grant amount.

- A. In addition, each Grantee must document that all positions supported by CIP funding will be paid no less than the Annual Living Wage as defined by Miami-Dade County.
- B. The term of the CIP Agreement/CBA 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, grantee 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. The CRA Board may grant an extension for a period of 12 or 24 months.

VIII. CIP GRANT CONTRACT REQUIREMENTS AND CONFLICTS OF INTEREST

Grantees are required to enter into and execute a: 1) Contract with the CRA for payment of CIP funds, and 2) a construction contract between the property owner and the selected contractor or vendor. If a grantee has been awarded a CIP grant greater than \$50,000, a CBA may also be required.

The applicant is responsible for employing its own contractors. However, for buildings under contract with CRA funds, the building owner, lessor, lessee, tenant, or occupant or employee of the same, either personally or corporately, shall not serve as a paid contractor or subcontractor for the rehabilitation of said building, nor shall they be paid for their own labor with CRA funds for the rehabilitation of said building.

No person, including but not limited to any officer, board of directors, managers, supervisor, or employees employed by the CRA, who is in the position of authority, and who exercises any function or responsibilities in connection with the CIP, has at the time the CIP is initiated, or shall have during the term of the CRP, received any of the services, or direct or instruct any employee under their supervision to provide such services as described in the CIP. Additionally, no family member related to any officer, board of directors, managers, supervisor, or employees employed by the CRA, may apply for a CRP grant. The term "related to" includes the following:

- 1) By blood or adoption: Parent, child, sibling, first cousin, uncle, aunt, nephew, or niece;
- 2) By marriage: Current or former spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, stepparent, or step-child; or
- 3) Other relationship: A current or former relationship, occurring outside the work setting that would make it difficult for the individual with the responsibility to make a decision or recommendation to be objective, or that would create the appearance that such individual could not be objective. Examples include, but are not limited to, personal relationships and significant business relationships.

Building owners or occupants must disclose any business or personal relationship with members of the CRA. Applicants who have an apparent conflict of interest and are otherwise eligible to participate and receive assistance through this program may submit a waiver for the same. No benefits may be received prior to the approval of such waiver.

IX. APPLICATION

A property owner or business owner/operator must complete the CIP Application to include architectural renderings and pre-construction photographs or renderings. Post-construction photographs will also be required. The CRA reserves the right to use the business name, photographs and/or likeness for any County or CRA-related publications, events, communications, website, etc.

A property owner or business owner who is applying for funding through this program, must complete the Application, include schematiclevel drawings and a letter of commitment, or other type of documentation, which demonstrates that funding for the project is in place from all funding sources. If CRA funding will be used as a match, grantee will provide proof that all funding is in place within ninety (90) days of approval of grant or execution of Grant Agreement. If no proof is provided, the grant award will automatically be considered rescinded.

The CRA, via the Grants Administrator NANA, will establish an application deadline and will accept applications only during that period. Once an application is received, NANA will note the date and time of receipt as applicable. Applications will be reviewed to ensure completeness. An incomplete application will not be processed and will be returned to the applicant. The applicant will be notified by mail by NANA and must return a completed application within 10 (ten) calendar days. All applications must be hand delivered to NANA. A sign-in-sheet will be provided and must be signed by applicant.

NANA shall review applications, design criteria, make recommendations for acceptance or rejection of the applications, and provide continuity for building owner's and/or business operator's inquiries. The staff may consider any and all factors including completeness of the application, length of time the business has been in operation, location of the business, type of business, continuity of ownership, benefit to the community, number of employees, and the level of assistance requested as it relates to the limited amount of CRA funds available for rehabilitation of commercial buildings.

Each forwarded application package will be evaluated by the CRA for: 1) completeness; 2) conformance with the objectives of the Grant program; and 3) the economic impact of the use of the funds proposed by the applicant. 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 applicants within the CRA's preferred targeted fields and/or industries. (See Page 11 for the list of the CRA's Target Industries.)
- 2) 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 above.
- 3) 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 CIP 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.

As a condition for funding, successful applicants will be required to provide written/oral quarterly updates to the CRA Board through NANA. In addition, successful applicants must 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. As an example, the Miami Bayside Foundation (MBF) is an excellent resource for small business training and provides minority business loans up to \$150,000.

Additionally, 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.

X. PAYMENT PROCESS AND PAYMENT CONDITIONS

The Agreement between property owners and contractor/vendors will provide for the payment process. Payments are on a reimbursement basis or made on behalf of the approved grantee.

- A. The owner must receive three (3) formal written quotes from eligible licensed contractors. NANA will review all quotes provided by the contractors selected to perform the work, for reasonableness of cost, prior to the owner/tenant entering into a contract for the work to be performed. If the cost of the total job is less than \$3,000, and the installation is provided by the vendor (i.e., windows or awnings), only one written quote is necessary. All contractors must have a General or Building contractor's license (Class A or B) as per Florida Statute 489, part 1, Department of Business and Professional Regulation.
- B. Construction must start within ninety (90) days of design approval and be completed within one hundred eighty (180) days of the start of construction. If construction or improvements are delayed, the grantee must apprise NANA and staff. If a request for a grant extension is needed, the request must be made by NANA three (3) months prior to its expiration.
- C. If an extension for longer than six (6) months is needed, staff will forward the request and sufficient justification to the CRA Board. Additionally, if the scope of a project 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.
- D. The owner and/or tenant must comply with all requirements of the County for obtaining building permits, sign permits, electrical permits, or any other related permits. Work of any kind started without proper permits, required sealed plans (any structural improvements require sealed plans) and specifications, if applicable, will not be eligible for assistance will not be reimbursed.
- E. Construction contracts lasting less than 3 weeks in duration will be paid by a lump sum at the end of the contract upon issuance of the Certificate of Occupancy (if appropriate), final inspection by the Architect and County Building Official, and all release of liens from contractors, sub-contractors and suppliers. Construction contracts lasting more than three weeks in duration may have progress payments for the eligible program costs,

construction contracts lasting more than three weeks in duration may have progress payments for the eligible program costs, at the request of the owner, every 2 weeks with the final payment to be made upon issuance of the Certificate of Occupancy, final inspection by the Architect and County Building Official and receipt of all labor standards documentation, and all release of liens from contractors, sub-contractors and suppliers.

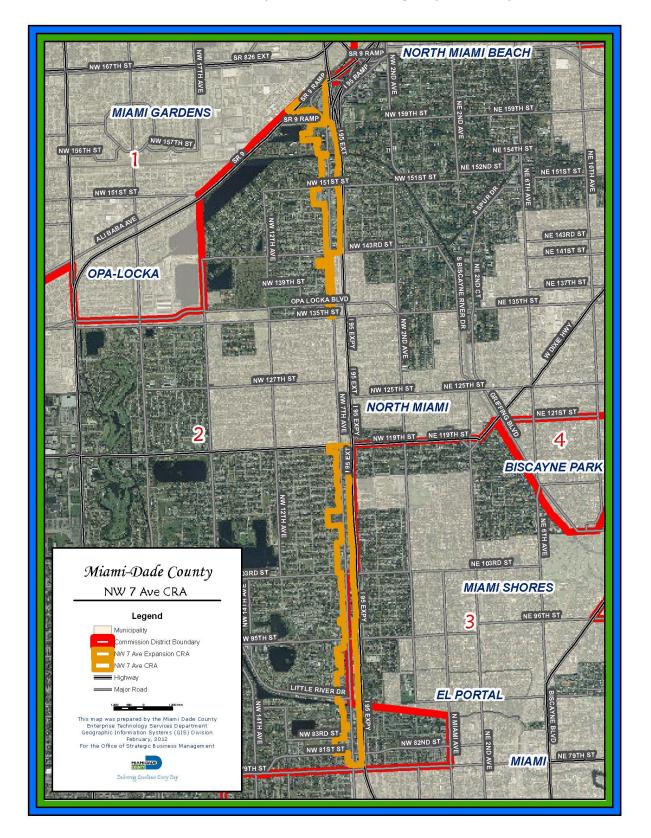
- F. The owner/occupant must document the expenditure of their match before any funds are released by the CRA. With prior approval of the CRA, the agreement between the CRA and owner/occupant may allow for the CRA to fund allowable expenses of an approved invoice on a reimbursement basis, not to exceed the funding limits of the approved grant. Requests for reimbursement of construction costs will be reviewed only as a complete package. Any costs not included in a request for reimbursement will be considered at a later date. Documentation required with an application for payment of renovation construction costs includes:
 - 1) Cancelled checks;
 - 2) Detailed invoices (quotes, estimates are not acceptable) and paid receipts;
 - 3) Name, address, telephone number and, if applicable, the building contractor, sign contractor, vendor, etc.; and
 - 4) Signed statement attesting to the design and construction costs incurred.

- G. The CRA reserves the right to verify any and all costs associated with design and construction work for which payment is requested.
- H. All change orders must have prior approval from NANA and staff or any costs associated with the change order will be disallowed.
- All checks for reimbursement will be issued to the property owner through NANA, unless provided for differently between the CRA, NANA and the property owner. Final payment of the last invoice will be made only after receipt of a final Construction Report/Jobs Report; final inspection by NANA and the CRA, and following release of liens, approval and Certificate of Occupancy from the County Building Department (where required) and Certificate of Appropriateness (where required).
- J. Any additional work or architectural services not eligible for CRA funding assistance, shall be paid by the business owner solely.

*15% of the final payment will be withheld until such time as all liens, placed as a result of the project, have been satisfied (i.e., letter of release from the vendor/contractor).

XI. 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. The CRA reserves the right to request and evaluate additional information from any applicant after the submission deadline as the CRA deems necessary.
- B. Areas not covered in detail in this policy which arise during the application, implementation, or construction phases will be handled as the situation may dictate so as not to impede orderly progress. If the item 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.
- C. If additional funding is pending from other sources and is required for project completion and that funding is not successful, the CRA reserves the right to withdraw its award.



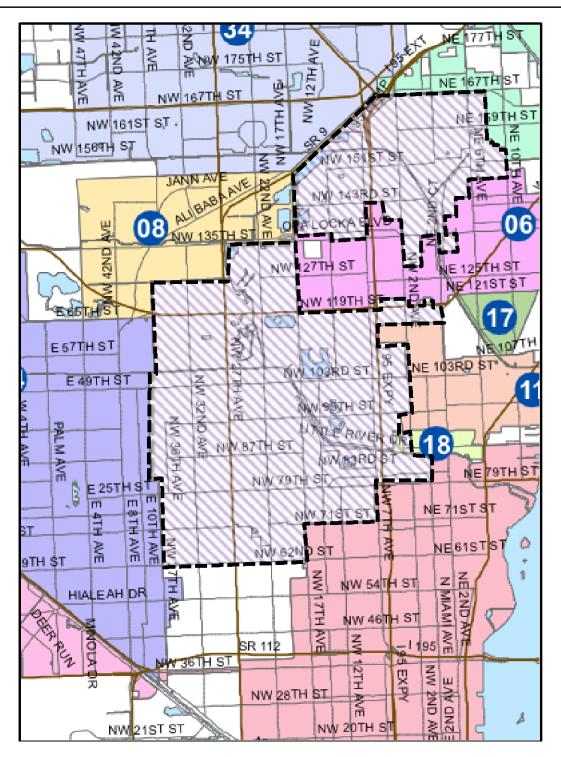
NW 7th Avenue Community Redevelopment Agency Boundary Map

NW 7th Avenue CRA Employment Stimulus Zone



(Business Evaluation Form Question 3)

Unincorporated Miami-Dade County Between NW 62nd St, NW 37th Ave, NE 167th St, and NE 10th Ave



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					

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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 <u>http://floridasbdc.org/</u>

Local Business Assistance Offices

Miami Bayside Foundation www.miamibaysidefoundation.org 25 SE 2nd 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 <u>https://www.sba.gov/offices/district/fl/miami</u> 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 <u>https://www.mbda.gov/businesscenters/miami</u> 9499 NE 2nd Avenue, Suite 204 Miami, FL 33138

Phone (305) 751-2907

NW 7th Avenue Corridor Community Redevelopment Agency Stephen P. Clark Center • 111 N.W. 1st Street • Suite 2200 • Miami, FL 33128 Tel (305) 375-5143 • Fax (305) 375-5168

https://www8.miamidade.gov/global/government/boards/northwest-7th-avenue-cra.page uptownavenue7.com

