



NW 7th Avenue Corridor Community Redevelopment Agency

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

November 12, 2025

Arcola Lakes Library

8240 NW 7th Avenue, Miami, FL 33150

Conference Room

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. Consent Agenda

Items listed under the Consent Agenda are considered routine and will be enacted by one motion. If separate discussion is desired, any item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Board Member. Items removed will be heard immediately following the approval of the remaining Consent items.

- A. APPROVAL OF MINUTES - September 24, 2025

VI. Action Items

- A. **RESOLUTION NO. CRA-10-2025** - RESOLUTION APPROVING THE NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY'S TRAVEL POLICY
- B. **RESOLUTION NO. CRA-11-2025** - RESOLUTION APPROVING THE TERMS OF AND AUTHORIZING THE EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR'S DESIGNEE TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN THE NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY AND THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY FOR THE PURPOSE OF COORDINATING EFFORTS, AVOIDING DUPLICATION, AND ADVANCING SHARED REDEVELOPMENT GOALS BETWEEN THE TWO AGENCIES
- C. **RESOLUTION NO. CRA-12-2025** - RESOLUTION APPROVING THE NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY'S REVISED GRANTS PROGRAM GUIDELINES, AND AUTHORIZING THE EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR'S DESIGNEE TO IMPLEMENT SUCH GUIDELINES
- D. **RESOLUTION NO. CRA-13-2025** - RESOLUTION APPROVING A REIMBURSEMENT IN THE AMOUNT OF \$7,648.04 FOR AGENCY-RELATED EXPENSES INCURRED BY THE EXECUTIVE DIRECTOR TO SUPPORT THE NW 7TH AVENUE COMMUNITY REDEVELOPMENT AGENCY'S OPERATIONS, TECHNOLOGY, AND TRAINING

- E. **RESOLUTION NO. CRA-14-2025** - RESOLUTION APPROVING THE TERMS OF AND AUTHORIZING THE EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR'S DESIGNEE TO EXECUTE AN ENGAGEMENT LETTER WITH TAYLOR DUMA LLP IN AN AMOUNT NOT TO EXCEED \$130,000.00 FOR THE PURPOSE OF PROVIDING LEGAL SERVICES TO THE NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY IN ACCORDANCE WITH SECTION 163.356, FLORIDA STATUTES, AND SECTION 2-2098 OF THE CODE OF MIAMI-DADE, FLORIDA

VII. Discussion Item

- A. Median Beautification Project Coordination with North Miami CRA and Kimley-Horn Proposal

VIII. Executive Director Report

IX. Attorney Report

X. Adjournment



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2025 Meeting Dates*

Arcola Lakes Library @ 6pm

~~·Wednesday, January 22nd (FON Public Meeting)~~

~~·Wednesday, February 25th~~

~~·Wednesday, March 19th~~

~~·Wednesday, April 30th~~

~~·Wednesday, May 14th~~

~~·Wednesday, June 11th~~

~~·Wednesday, July 23rd~~

~~·August Board retreat~~

~~·Wednesday, September 24th~~

~~FRA Conference, October 14th-17th~~

~~·Wednesday, November 12th~~

~~·Wednesday, December 10th~~

Meeting dates and agendas are also posted at:

<https://www.miamidade.gov/global/government/boards/northwest-7th-avenue-cra.spage>
(CRA webpage)

<https://www8.miamidade.gov/global/calendar/global.page>
(Miami-Dade County webpage)

Contact: Miami-Dade County - Office of Management & Budget
(305) 375-5143

*Meeting dates are subject to change due to unforeseen circumstances.

NW 7TH AVENUE CORRIDOR REDEVELOPMENT AGENCY PUBLIC MEETING

OFFICIAL MINUTES – Monday, September 22, 2025

I. Call to Order — CRA Board Chair Rasha Cameau called the meeting to order at 6: p.m.

II. Roll Call

Rasha Cameau, Chair	Present
Jeffy Mondesir, Vice-Chair	Present
Board Member Gene Lomando	Absent
Board Member Daniella Pierre	Present
Board Member Angela Reyes	Absent
Board Member Nadeige Theresias-Joisil	Present

Consultant Team:

Melissa and Mathew Hege, MHCP COLAB; Leroy Jones and Alice Townsend, NANA

Miami-Dade County: Vivian Cao, Assistant Director, OMB; Chimene Graham, Business Analyst Manager, OMB; Terrence Smith, Assistant County Attorney, CAO

III. Public Comment/ Reasonable Opportunity to be Heard — There were no speakers.

IV. Approval of Agenda — Ms. Theresias-Joisil moved approval of the agenda, with a second from Vice Chairman Mondesir. *Motion passed.*

V. Approval of April 30, 2025, Minutes — Vice Chairman Mondesir moved approval of the Minutes, with a second from Ms. Pierre. *Motion passed.*

VI. Action Items —

- A. **Resolution No. CRA-09-2025:** Resolution Approving the Fiscal Year 2025-2026 Budget for the NW 7th Avenue Corridor Community Redevelopment Agency and the NW 7th Avenue Corridor Community Redevelopment Area in the Total Amount of \$8,471,833.00; and Directing the Executive Director or the Executive Director's Designee to Submit the Budget to Miami-Dade County for Approval by the Miami-Dade Board of County Commissioners

The Executive Director presented the fiscal year 2025-26 proposed budget; highlighting a potential job creation project of establishing a Clean Team effort; a last mile transit option; and working with a design firm to address beautification of the medians located within the CRA boundaries. As it related to the beautification, Vice Chair Mondesir asked if an expense-sharing agreement could be negotiated with the North Miami CRA for any shared portion of NW 7th Avenue. The Executive Director indicated that an MOU is currently being drafted between the two agencies.

Motion to approve the proposed FY 2025-26 budget was made by Vice Chairman Mondesir, with a second from Ms. Pierre.

VII. COLAB, Economic Development Team — No updates.

VIII. NANA Grants Administrator — No updates.

IX. Executive Director's Report

- A. The FRA Conference is scheduled for October 14-17. The Executive Director asked that any Board Member interested in attending reach out to him to coordinate logistics. Ms. Pierre asked if there would be any headshot flyers produced in advance of the conference for Board Members to exchange with attendees. The Executive Director indicated that CRA business cards would be ordered for any interested Board Members.
- B. The next scheduled meeting is October 22nd. However, the Chair Cameau indicated that it might be difficult to establish a quorum due to other commitments following a week-long, out-of-town conference. The Executive Director will reach out to each Member to determine availability/other possible dates.

X. Legislative Update – No update.

XI. Adjournment — There being no additional business, the meeting adjourned at 6:45 p.m.

RESOLUTION NO. CRA-10-2025

RESOLUTION APPROVING THE NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY'S TRAVEL POLICY; AND AUTHORIZING THE EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR'S DESIGNEE TO IMPLEMENT THE TRAVEL POLICY AND APPROVE TRAVEL REIMBURSEMENTS, ADVANCES, AND EXCEPTIONS AS PROVIDED THEREIN

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE NW 7TH AVENUE 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 approves the NW 7th Avenue Corridor Community Redevelopment Agency's Travel Policy ("Travel Policy"), in substantially the form attached hereto as Exhibit "A" and incorporated herein by reference, for the purpose of establishing clear procedures for authorizing, managing, and reimbursing official travel undertaken on behalf of the Agency. This Board further authorizes the Executive Director or Executive Director's designee to implement the Travel Policy and approve travel reimbursements, advances, and exceptions as provided therein.

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:

	Rasha Cameau, Chairwoman _____	
	Jeffy Mondesir, Vice Chairman _____	
Daniella Pierre _____		Gene Lomando _____
Angela Reyes _____		Nadege Theresias-Joisil _____

The Chairperson thereupon declared the resolution duly passed and adopted this 12 day of November, 2025.

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

NADEGE THERESIAS-JOISIL


By: _____
NW 7th Avenue CRA Board Secretary

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

Terrence A. Smith

Date: November 12, 2025

To: Board Members of NW 7th Avenue Community Redevelopment Agency

From: Khass Oupelle, Executive Director 
NW 7th Avenue Corridor Community Redevelopment Agency

Subject: Resolution Approving the Proposed Travel Policy

Recommendation

It is recommended that the Board of Commissioners adopt the attached proposed the NW 7th Avenue Corridor Community Redevelopment Agency's Travel Policy (Travel Policy), which establishes clear procedures for authorizing, managing, and reimbursing official travel undertaken on behalf of the Agency. It is further recommended that the Board authorize the Executive Director or Executive Director's designee to implement the Travel Policy and approve travel reimbursements, advances, and exceptions as provided therein.

Fiscal Impact

There is no new fiscal impact resulting from the adoption of this policy. Travel expenses are reimbursed from the CRA's approved annual budget and must be pre-authorized or retroactively approved in accordance with the policy and applicable Florida statutes.

Delegation of Authority

Upon adoption of this item, the Executive Director or Executive Director's designee shall be authorized to implement the Travel Policy and approve travel reimbursements, advances, and exceptions as provided therein.

Background

The Agency routinely participates in regional and statewide conferences, professional development events, and interagency site visits that require official travel. Adoption of a formal travel policy ensures transparency, accountability, and compliance with Florida Statutes §112.061, which governs public agency travel and reimbursement.

The CRA Travel Policy outlines:

- Pre-approval procedures and required forms (Travel Authorization Form, Travel Expense Report)
- Reimbursement standards based on the Federal GSA Per Diem rates
- Eligible and ineligible expenses
- Roles and responsibilities for staff, board members, and contractors
- Advance request protocols and reconciliation requirements
- Recordkeeping and audit standards

It serves as the official policy of record for external departments or offices that may be responsible for processing, auditing, or reimbursing CRA-related travel on behalf of the Agency.

Attachment

Proposed Travel Policy

NW 7th Avenue Community Redevelopment Agency (CRA) Travel Policy

1. Policy Statement

The Community Redevelopment Agency (CRA) Travel Policy provides guidance for all official travel conducted on behalf of the Agency. It ensures accountability, transparency, and compliance with Florida Statutes, Section 112.061, and other applicable regulations.

This policy applies to all CRA Board Members, employees, and authorized representatives traveling for official CRA business, regardless of the funding source.

The purpose of this policy is to:

- Establish clear procedures for authorizing, managing, and reimbursing travel expenses;
- Define the roles and responsibilities of travelers and approving officials;
- Promote fiscal responsibility and consistency in the use of CRA funds; and
- Outline the consequences of non-compliance.

Authorized travel includes activities conducted outside the traveler's normal work location that directly support the CRA's programs, projects, or administrative operations. Personal commuting is not considered official travel.

Travel must be pre-approved and conducted in a reasonable and cost-conscious manner that supports the CRA's mission and operational needs. The Executive Director, or designee, is responsible for approving all staff and Board travel.

The CRA may update or amend this Travel Policy as necessary. All updates will be issued by the Executive Director and will take effect upon release, superseding prior versions.

2. Applicability and Definitions

This policy applies to all travel funded in whole or in part by the Community Redevelopment Agency (CRA), regardless of the source of funds. It covers Board Members, CRA employees, consultants, and other authorized persons who travel on official CRA business that benefits the Agency and supports its programs, projects, or operations.

Travel is considered 'official' when it is:

- Conducted for the purpose of attending a meeting, conference, training, event, or site visit directly related to CRA functions;
- Approved in advance by the appropriate authority; and
- Performed outside the traveler's normal place of employment or headquarters.

Travel between a traveler's home and regular work location is not considered official travel and is not eligible for reimbursement.

Definitions:

- **Agency Head:** Refers to the Executive Director, who serves as the administrative head of the Agency for purposes of authorizing and approving travel, as defined under Florida Statutes §112.061.
- **Board Member** – An individual duly appointed to the CRA Board, authorized to conduct official CRA business, including attendance at conferences, workshops, and meetings relevant to the Agency’s mission.
- **Employee** – Any person employed by the CRA on a full-time, part-time, or temporary basis who travels for official CRA purposes.
- **Per Diem** – A daily allowance established by Florida Statutes §112.061 for lodging and meals in lieu of actual expenses.
- **Subsistence Allowance** – Reimbursement for actual lodging and meal expenses, supported by receipts, not to exceed statutory limits.
- **Travel Authorization Form (TAF)** – The official document submitted and approved before travel occurs, outlining purpose, destination, estimated cost, and funding source.
- **Travel Expense Report (TER)** – The document submitted after travel, detailing actual expenditures, receipts, and per diem claims for reimbursement.

3. Travel Authorization and Approval Procedures

All travel on behalf of the CRA must be authorized in advance of departure. Authorization ensures that travel serves an official CRA purpose, funds are available, and all travel complies with Florida Statutes §112.061 and this policy.

A Travel Authorization Form (TAF) must be submitted and approved 15 days before travel occurs. The form must include the traveler’s name and title, purpose of travel, destination and travel dates, estimated cost, funding source, and required signatures. The TAF serves as the official record of authorization and must be attached to any reimbursement request.

All travel on behalf of the CRA must be approved by the Executive Director or their designee prior to incurring any expense. The Executive Director has full authority to approve travel for CRA employees, board members, and authorized persons when such travel is deemed necessary and beneficial to the Agency’s mission. The Executive Director’s own travel shall be authorized by the Agency Head in accordance with established procedures and reported in advance to the CRA Board Chair for transparency.

The Agency Head will review all travel authorizations for budget availability and compliance prior to reimbursement. Consultants, contractors, and other authorized representatives may travel on behalf of the CRA only with prior written approval from the Executive Director, and reimbursement will be made in accordance with this policy and Florida Statutes §112.061.

Authorized travel may include out-of-county, or out-of-state activities that directly support CRA programs, projects, or professional development. The Executive Director may approve

travel for conferences, training, meetings, or site visits that provide a direct benefit to the CRA's mission.

When multiple employees or board members attend the same event, the Executive Director shall determine who should attend and how many representatives are necessary, and each traveler must submit an individual TAF and expense report.

In limited circumstances where prior approval was not obtained due to unforeseen situations, the traveler may submit a written justification for retroactive approval. Such approval may be granted by the Executive Director. Reimbursement may be denied if retroactive approval is not granted.

Travelers may request a travel advance for estimated expenses at the time of authorization. The advance must be reconciled within 10 business days of return with receipts and a Travel Expense Report (TER). Any unused funds must be returned immediately to the CRA. Additional advances will not be issued until prior advances are reconciled.

4. Reimbursement and Allowable Expenses

Reimbursement shall be made only for authorized, necessary, and reasonable expenses incurred while conducting official CRA business. All reimbursement requests must be supported by original, itemized receipts and submitted on a Travel Expense Report (TER) within 10 business days of return; expenses not properly documented or outside the scope of this policy may be denied.

The CRA will reimburse travel expenses using the Federal General Services Administration (GSA) per diem rates for lodging and meals under the Actual Expense Method. Travelers must submit itemized receipts for all reimbursable expenses, and total reimbursements should not exceed the applicable GSA rate for the travel location.

Employees, Board Members, and authorized representatives traveling on official CRA business shall receive transportation and registration costs at actual cost, and lodging and meals at per diem rates as established by the Federal General Services Administration (GSA), available at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

When attending a conference, seminar, or meeting, travelers may stay at the conference host hotel or another hotel within reasonable proximity to the event venue, even if the rate exceeds the GSA lodging allowance, when doing so is in the best interest of the CRA. The Executive Director shall determine whether lodging rates are reasonable in relation to total trip cost and budget availability.

Meal reimbursements will follow the GSA per diem rate for the travel location and be allocated as follows:

- Breakfast – 15% of the daily rate;
- Lunch – 30% of the daily rate;
- Dinner – 55% of the daily rate.

If a meal is provided as part of the conference or event registration, or if the traveler is reimbursed for a separate banquet or ticketed function, the corresponding meal portion will be deducted based on these percentages.

Other reasonable travel-related expenses, such as ground transportation, parking, tolls, baggage fees, and internet access necessary for CRA business, are reimbursable at actual cost with supporting receipts.

The following expenses are not eligible for reimbursement under any circumstances: personal entertainment, alcohol, or minibar charges; room service or movies; laundry, dry cleaning, or personal grooming; expenses incurred by family members or guests; traffic or parking fines; flight or hotel upgrades beyond standard class without prior authorization; unused or cancelled travel reservations without justification; and any cost not directly related to official CRA business. Travelers are expected to exercise sound judgment and fiscal responsibility when incurring travel-related costs. The CRA reserves the right to deny reimbursement for any expense deemed excessive, unsupported, or inconsistent with this policy.

The CRA is authorized to make travel advances to employees, board members, and authorized representatives to cover anticipated costs of official travel. Advances may only be issued for per diem and eligible expenses specifically outlined in the approved Travel Authorization Form (TAF). The total advance shall not exceed the estimated reimbursable expenses approved for the trip. Within 10 business days of returning, the traveler must submit a Travel Expense Report (TER) with all receipts and documentation, and reconcile the advance against actual expenses incurred. Any unused portion of the advance must be returned immediately to the CRA. Failure to reconcile advances or return unused funds within the required timeframe may result in denial of future advances, deductions from reimbursement, or other corrective actions as deemed appropriate by the Agency.

5. Travel Reporting and Recordkeeping

Within 10 business days of returning from travel, each traveler must submit a Travel Expense Report (TER) with original, itemized receipts, proof of payment, and the approved Travel Authorization Form (TAF) to the Agency for review. The TER must match the approved TAF in purpose, dates, and expense categories, and all costs must be directly related to official CRA business. The Agency will review the TER for completeness, accuracy, and compliance with this policy. Once approved, the TER will be forwarded for processing and reimbursement. Reimbursements will not be processed until the TER is approved and reconciled with the Travel Authorization Form. All travel records shall be retained for a minimum of five (5) years in accordance with the Florida Department of State Records Retention Schedule and remain subject to audit and public inspection.

6. Exceptions and Amendments

The Executive Director may approve minor exceptions to this policy when justified by unique circumstances and determined to be in the best interest of the CRA. All exceptions must be

documented and maintained with the travel record. Substantive amendments require CRA Board approval. The Executive Director may issue administrative updates as needed to ensure compliance with Florida Statutes §112.061.

RESOLUTION NO. CRA-11-2025

RESOLUTION APPROVING THE TERMS OF AND AUTHORIZING THE EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR'S DESIGNEE TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN THE NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY AND THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY FOR THE PURPOSE OF COORDINATING EFFORTS, AVOIDING DUPLICATION, AND ADVANCING SHARED REDEVELOPMENT GOALS BETWEEN THE TWO AGENCIES; AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXERCISE ALL PROVISIONS CONTAINED THEREIN

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE N.W. 7TH AVENUE 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 approves the terms of and authorizes the Executive Director or Executive Director's designee to execute the Interlocal Agreement between the NW7th Avenue Community Redevelopment Agency and the North Miami Community Redevelopment Agency, in substantially the form attached hereto as Exhibit "A" and incorporated herein by reference, for the purpose of coordinating efforts, avoiding duplication, and advancing shared redevelopment goals between the two agencies. This Board further authorizes the Executive Director or Executive Director's designee to exercise all provisions contained therein.

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:

	Rasha Cameau, Chairwoman _____	
	Jeffy Mondesir, Vice Chairman _____	
Daniella Pierre _____		Gene Lomando _____
Angela Reyes _____		Nadege Theresias-Joisil _____

The Chairperson thereupon declared the resolution duly passed and adopted this 12 day of November, 2025.

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

NADEGE THERESIAS-JOISIL


By: _____
NW 7th Avenue CRA Board Secretary

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

Terrence A. Smith

Date: November 12, 2025

To: Board Members of NW 7th Avenue Corridor Community Redevelopment Agency

From: Khass Oupelle, Executive Director 
NW 7th Avenue Corridor Community Redevelopment Agency

Subject: Resolution Approving the Interlocal Agreement Between the NW 7th Avenue Corridor Community redevelopment Agency and North Miami Community Redevelopment Agency

Recommendation

It is recommended that the Board of Commissioners approve the Interlocal Agreement (Agreement) with the NW 7th Avenue Corridor Community redevelopment Agency (Agency) and North Miami Community Redevelopment Agency (NMCRA) to support coordinated redevelopment activities along the NW 7th Avenue Corridor. It is further recommended that the Board authorize the Executive Director or Executive Director's designee to execute the Agreement, and to exercise all provisions contained therein.

Fiscal Impact

There is no immediate fiscal impact resulting from the approval of the Agreement. Any future joint project costs will be shared on a mutually agreed-upon pro-rata basis, subject to separate approvals and funding allocations.

Delegation of Authority

Upon Board approval, the Executive Director or Executive Director's designee will be authorized to execute the Agreement, and exercise all provisions contained therein on behalf of the Agency.

Background

The NW 7th Avenue Corridor spans multiple jurisdictions, including the boundaries of both community redevelopment areas which the Agency and NMCRA oversee. The agencies share a commitment to transforming this vital commercial and cultural corridor into a vibrant hub for business, community, and cultural activity.

The Agreement establishes a formal partnership between the two agencies to coordinate efforts, avoid duplication, and advance shared redevelopment goals. Specifically, the Agreement includes provisions for:

- Coordination on geographic focus areas, program design, and cost-sharing
- Joint project planning and investment
- Sharing of data, market studies, and contractor resources
- Alignment of design standards, streetscape improvements, and infrastructure upgrades
- Collaborative community engagement and outreach efforts
- Monitoring of shared performance metrics

This partnership is made pursuant to sections 163.01 and 163.400, Florida Statutes, which authorize interlocal cooperation between public bodies.

The Agreement will remain in effect until either one or both of the agencies sunset or until mutually terminated by both agencies.

Attachment

Interlocal Agreement – NW 7th Avenue CRA and North Miami CRA

INTERLOCAL AGREEMENT
BETWEEN NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT
AGENCY AND NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

This **INTERLOCAL AGREEMENT** (hereinafter referred to as the “Agreement”), made and entered into this ____ day of October, 2025, by and between **NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY**, a public body corporate and politic (hereinafter referred to as “7th Avenue CRA”) and **NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY**, a public body corporate and politic (hereinafter referred to as “North Miami CRA”) (each referred to as a “Party” and collectively referred to as the “Parties”).

WITNESSETH

WHEREAS, the NW 7th Avenue Corridor Community Redevelopment Area (hereinafter “NW 7th Avenue Redevelopment Area”) includes that certain geographical area of Miami-Dade County as collectively identified in (a) the Interlocal Cooperation Agreement dated December 18, 2009 between the 7th Avenue CRA and Miami-Dade County, (b) the Finding of Necessity for the Expansion of the 7th Avenue CRA dated June 2010 prepared by Ketith and Schnars P.A. and (c) the Redevelopment Plan for the Expansion of the 7th Avenue CRA dated 2009 prepared by PMG Associates, Inc.; and

WHEREAS, the North Miami Community Redevelopment Area (hereinafter “North Miami Redevelopment Area”) includes that certain geographical area of Miami-Dade County as set forth in the North Miami Community Redevelopment Plan Update 2023; and

WHEREAS, the Parties recognized that there are shared interest in between their respective community redevelopment agencies; and

WHEREAS, the Parties wish to collaborate and coordinate their efforts to redevelop the NW 7th Avenue Corridor (hereinafter the “Corridor”).

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. RECITALS. AUTHORITY.

1.1 The recitals and all statements contained therein are true and correct and are hereby incorporated into this Agreement.

1.2 This Agreement is entered into by the Parties pursuant to Section 163.01, Florida Statutes, known as the “Florida Interlocal Cooperation Act of 1969,” and Section 163.400, Florida Statutes, entitled “Cooperation by Public Bodies.”

2. RESPONSIBILITIES OF THE NW 7TH AVENUE CRA:

2.1. Coordinate with North Miami CRA regarding redevelopment activities within the Corridor subject to a mutual understanding as to a geographical focus area and percentage of cost allocation.

- 2.2. Identify joint projects for the Corridor.
- 2.3. Share costs on an agreed upon pro-rata basis for joint expenses.
- 2.4. Grant North Miami CRA access to an approved pool of contractors and other professional services as needed.
- 2.5. Regularly communicate updates to the NW 7th Avenue CRA Board on joint redevelopment activities.
- 2.6. Develop and monitor shared performance metrics to track Corridor impact.
- 2.7. Share market studies, feasibility analyses, property databases, and GIS mapping to avoid duplication of work.
- 2.8. Collaborate on community outreach, including joint stakeholder meetings, surveys, and public workshops, to communicate a unified message to residents and businesses.
- 2.9. Coordinate on Corridor-wide design standards, streetscape plans, and infrastructure guidelines to ensure consistency.

3. RESPONSIBILITIES OF NORTH MIAMI CRA:

- 3.1. Coordinate with NW 7th Avenue CRA regarding redevelopment activities within the Corridor subject to a mutual understanding as to a geographical focus area and percentage of cost allocation.
- 3.2. Share costs on an agreed upon pro-rata basis for joint expenses.
- 3.3. Grant NW 7th Avenue access to an approved pool of contractors and other professional services as needed
- 3.4. Regularly communicate updates to the North Miami CRA Board on joint redevelopment activities.
- 3.5. Develop and monitor shared performance metrics to track Corridor impact.
- 3.6. Share market studies, feasibility analyses, property databases, and GIS mapping to avoid duplication of work.
- 3.7. Collaborate on community outreach, including joint stakeholder meetings, surveys, and public workshops, to communicate a unified message to residents and businesses.
- 3.8. Coordinate on Corridor-wide design standards, streetscape plans, and infrastructure guidelines to ensure consistency.

4. TERM. The term of this Agreement shall commence on the date that this Agreement is fully executed by the Parties and shall remain in effect until the earlier of the sunset of the 7th Avenue CRA or the North Miami CRA; provided, however, this Agreement may be

terminated any prior thereto upon the approval of both the 7th Avenue CRA Board and North Miami CRA Board.

5. COMPLIANCE WITH LAWS. The Parties shall comply with applicable federal, state, and local laws, codes, ordinances, rules and regulations in performing their respective duties, responsibilities, and obligations pursuant to this Agreement and with all applicable laws relating to the Project. The Parties shall not unlawfully discriminate in the performance of their respective duties under this Agreement.

6. DEFAULT.

6.1. If the NW 7th Avenue CRA fails to comply with any term or condition of this Agreement and/or fails to perform any of its obligations hereunder, and fails to cure such noncompliance or nonperformance within thirty (30) days following written notice from the North Miami CRA or such longer period as reasonably necessary depending upon the nature of the noncompliance or nonperformance, then the NW 7th Avenue CRA shall be in default. Upon the occurrence of a default hereunder the North Miami CRA, in addition to all remedies available to it by law, may immediately, upon written notice to the NW 7th Avenue CRA, terminate this Agreement. The NW 7th Avenue CRA understands and agrees that termination of this Agreement under this section shall not release the NW 7th Avenue CRA from any obligation accruing prior to the effective date of termination.

6.2. If the North Miami CRA fails to comply with any term or condition of this Agreement and/or fails to perform any of its obligations hereunder, and fails to cure such noncompliance or nonperformance within thirty (30) days following written notice from the NW 7th Avenue CRA or such longer period as reasonably necessary depending upon the nature of the noncompliance or nonperformance, then the North Miami CRA shall be in default. Upon the occurrence of a default hereunder the North Miami CRA, in addition to all remedies available to them by law, may immediately, upon written notice to the NW 7th Avenue CRA, terminate this Agreement. The NW 7th Avenue CRA understands and agrees that termination of this Agreement under this section shall not release the County from any obligation accruing prior to the effective date of termination.

7. NO LIABILITY. No commissioner, officer, employee, agent, or principal, whether disclosed or undisclosed, of the NW 7th Avenue CRA or North Miami CRA shall have any personal liability with respect to any of the provisions of this Agreement.

8. INDEMNIFICATION.

8.1 Subject to the provisions and monetary limitations of Section 768.28, Florida Statutes, as amended, the NW 7th Avenue CRA hereby agrees to indemnify, defend, save and hold harmless the North Miami CRA from all claims, demands, liabilities and suits of any nature whatsoever including reasonable attorneys' fees and costs at both the trial and appellate levels arising out of, related to or in connection with the breach of this Agreement by the NW 7th Avenue CRA, its agents, officers or employees. It is specifically understood and agreed that this indemnification clause does not cover or indemnify the North Miami CRA for its sole negligence or breach of contract.

8.2 Subject to the provisions and monetary limitations of Section 768.28, Florida Statutes, as amended, the North Miami CRA hereby agrees to indemnify, defend, save and hold harmless the NW 7th Avenue CRA from all claims, demands, liabilities and suits of any nature whatsoever including reasonable attorneys' fees and costs at both the trial and appellate levels arising out of, related to or in connection with the breach of this Agreement by the North Miami CRA, its agents or employees. It is specifically understood and agreed that this indemnification clause does not cover or indemnify the NW 7th Avenue CRA sole negligence or breach of contract.

8.3 Nothing in this Agreement shall be or construed to be a waiver of sovereign immunity by either Party as set forth in Section 768.28, Florida Statutes, as amended.

9. PUBLIC RECORDS. The Parties understand and agree that the public shall have access, at all reasonable times, to all documents and information pertaining to this Agreement, subject to the provisions of Chapter 119, Florida Statutes, and any applicable exemptions therefrom. The Parties agree to allow access by both Parties and the public to all documents subject to disclosure under applicable law unless there is a specific exemption from such access. The Parties agree that any of the obligations in this section will survive the term and termination of this Agreement.

10. INSPECTOR GENERAL. Either Party shall have the right to retain, at its sole cost, the services of an independent private sector inspector general whenever a Party deems it appropriate to do so, in accordance with Miami-Dade County Administrative Order No. 3-20. Upon written notice from the retaining Party, the other Party shall make available to the independent private sector inspector general or the retaining Party all requested records and documentation related to this Agreement for inspection and reproduction. Additionally, the Party shall submit to the Inspector General's review in accordance with Section 2-1076 of the Code of Miami-Dade County. The Inspector General shall be empowered to review a Party's past, present and proposed contracts, transactions, accounts, records, agreements and programs related to this Agreement and audit, investigate, monitor, oversee, inspect and review operations, activities, performance and procurement process, including but not limited to, project design, specifications, proposal submittals, activities of the Party, its officers, agents and employees, lobbyists, staff and elected officials to ensure compliance with contract specifications and to detect any fraud and/or corruption.

11. ENTIRE AGREEMENT, AMENDMENTS. This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that no modification, amendment or alteration in the terms contained herein shall not be effective unless set forth in writing in accordance with this section. No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the Parties following approval by their respective Boards.

12. JOINT PREPARATION. The Parties acknowledge that they have sought and received whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties from the other.

13. NOTICES. Any and all notices required to be given under this Agreement shall be sent by hand delivery, certified mail (return receipt requested) or nationally recognized overnight courier service such as Federal Express, addressed as follows:

To the NW 7th Avenue CRA:

NW 7th Avenue Corridor Community Redevelopment Agency
c/o Miami-Dade County Office of Management and Budget
111 NW 1st Street, Suite 2210
Miami, Florida 33128
Attention: Casneve Oupelle, MPA, FRA-RA
Executive Director
Phone: (754) 248-6950
Email: khas.oupelle@nw7avecra.gov

With copies to:

NW 7th Avenue Corridor Community Redevelopment Agency
c/o Miami-Dade County Office of Management and Budget
111 NW 1st Street, Suite 2210
Miami, Florida 33128
Attention: Vivian Cao, Assistant Director
Community Redevelopment and Municipal Services
Phone: (305) 375-5143 Fax: (305) 375-1569
E-mail: Vivian.Cao@miamidade.gov

County Attorney's Office
111 NW 1st Street, Suite 2810
Miami, Florida 33128
Attention: Terrence A. Smith
Assistant County Attorney
Phone: (305) 375-1322
E-mail: Terrence.Smith@miamidade.gov

To the North Miami CRA:

North Miami Community Redevelopment Agency
735 NE 125 Street, Suite 100
North Miami, Florida 33161
Attention: Anna-Bo Emmanuel

Executive Director
Phone: (305) 895-9839 _____
Email: aemmanuel@northmiamifl.gov

With copies to:

Taylor Duma LLP |
One Biscayne Tower
2 S Biscayne Boulevard, Suite 2500,
Miami, FL 33131
Attention: Steven W. Zelkowitz, Esq.
Phone: (305) 840-1437
Email: szelkowitz@taylorenghish.com

Notice may also be sent by electronic means such as electronic mail or facsimile provided that such is followed up with a hard copy sent by one of the methods set forth above.

14. COUNTERPARTS, ELECTRONIC SIGNATURES. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Facsimile, .pdf and other electronic signatures to this have the same effect as original signatures.

15. NO THIRD PARTY BENEFICIARIES. None of the Parties intend to directly or substantially benefit any third party by this Agreement. Therefore, the Parties agree that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either of them based upon this Agreement.

16. CONSTRUCTION OF AGREEMENT. All Parties have substantially contributed to the drafting and negotiation of this Agreement and this Agreement shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than any other. The Parties acknowledge that they have thoroughly read this Agreement, including all exhibits and attachments hereto, and have sought and received whatever competent advice and counsel was necessary for them to form a full and complete understanding of all rights and obligations herein.

17. JURISDICTION; VENUE. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for litigation concerning this Agreement shall be in Miami-Dade County, Florida.

18. SEVERANCE. Should any clause or provision of this Agreement be determined to be illegal, invalid, or unenforceable under any present or future law by final judgment of a court of competent jurisdiction, the remainder of this Agreement will not be affected thereby. It is the intention of the Parties that if any such provision is held to be illegal, invalid, or unenforceable, there will be added in lieu thereof a legal, valid and enforceable provision that is as similar as possible in terms to the illegal invalid or unenforceable provision, which is agreed to by all Parties.

19. NO WAIVER. No consent or waiver by a Party to, or of, any breach, or default, by the other Party in the performance by such other Party of its obligations under this Agreement will be deemed or construed to be a consent or waiver to, or of, any other breach or default in the performance by such other Party of the same or any other obligations of such other Party hereunder. No action or inaction shall be construed as a consent or waiver and all consents and waivers must be in writing signed by the Party against whom enforcement of the consent or waiver is sought. Failure by a Party to complain of any act, or inaction, of the other Party or to declare the other Party in default, irrespective of how long such failure continues, will not constitute a waiver by such Party of its rights hereunder. The giving of consent by a Party in any one instance will not limit or waive the necessity to obtain such Party's consent in any future instance.

20. ASSIGNMENT. This Agreement, or any part thereof, is not assignable by the NW 7th Avenue CRA or the North Miami CRA without the express written consent of the other Party.

21. CAPTIONS AND HEADINGS. The headings or captions appearing in this Agreement are for convenience only, are not part of this Agreement, and are not to be considered in interpreting this Agreement.

22. PREVAILING PARTIES. If either Party is required to engage in litigation against any other Party hereto, either as plaintiff or as defendant, in order to enforce or defend any of its or his rights under this Agreement, and such litigation results in a final judgment in favor of such Party ("Prevailing Party"), then the Party against whom said final judgment is obtained shall reimburse the Prevailing Party for all direct, indirect or incidental expenses incurred by the Prevailing Party in so enforcing or defending its or his rights hereunder including, but not limited to, all attorney's fees and court costs and other expenses incurred throughout all negotiations, trials or appeals undertaken in order to enforce the Prevailing Party's rights hereunder including any proceedings to enforce this provision.

23. WAIVER OF JURY TRIAL. THE PARTIES HEREBY WAIVE, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT A PARTY MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY SUIT, ACTION OR PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed the day and year first above written.

NW 7TH Avenue Corridor Community
Redevelopment Agency, a public body corporate and
politic

North Miami Community Redevelopment Agency, a
public body corporate and politic

By: _____
Name: Casneve Oupelle, MPA, FRA-RA
Title: Executive Director

By: _____
Name: Anna-Bo Emmanuel, Esq., FRA-RA
Title: Executive Director

Approved for form and legal sufficiency

Attest:

By: _____
Name: Terrence A. Smith
Title: Assistant County Attorney

By: _____
Vanessa Joseph, Esq.
NMCRA Secretary

Approved for form and legal sufficiency

By: _____
Name: Taylor Duma LLP
Title: NMCRA Attorney

RESOLUTION NO. CRA-12-2025

RESOLUTION APPROVING THE NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY'S REVISED GRANTS PROGRAM GUIDELINES, AND AUTHORIZING THE EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR'S DESIGNEE TO IMPLEMENT SUCH GUIDELINES

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE NW 7TH AVENUE 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 approves the NW 7th Avenue Corridor Community Redevelopment Agency's revised Grants Program Guidelines, in substantially the form attached hereto as Attachment "A" and incorporated herein by reference. This Board further authorizes the Executive Director or Executive Director's designee to implement the guidelines.

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:

	Rasha Cameau, Chairwoman _____	
	Jeffy Mondesir, Vice Chairman _____	
Daniella Pierre _____		Gene Lomando _____
Angela Reyes _____		Nadege Theresias-Joisil _____

The Chairperson thereupon declared the resolution duly passed and adopted this 12 day of November, 2025.

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

NADEGE THERESIAS-JOISIL


By: _____
NW 7th Avenue CRA Board Secretary

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

Terrence A. Smith

Date: November 12, 2025

To: Board Members of NW 7th Avenue Corridor
Community Redevelopment Agency

From: Khass Oupelle, Executive Director 
NW 7th Avenue Corridor Community Redevelopment Agency

Subject: Resolution Approving the Updated NW 7th Avenue Corridor CRA Grants Program Guidelines

Recommendation

It is recommended that the Board of Commissioners adopt a resolution approving the revised NW 7th Avenue Corridor Community Redevelopment Agency (CRA) Grants Program Guidelines, attached hereto as Attachment A, and authorizing the Executive Director or Executive Director's designee to implement the updated program guidelines effective upon Board approval.

Fiscal Impact

There is no direct fiscal impact associated with the approval of the updated Grants Program Manual. All programs outlined in the manual will continue to be funded through the CRA's annual budget allocations for commercial revitalization and economic development activities. Funding for individual projects will be subject to annual budget approval.

Delegation of Authority

Upon adoption of this item, the Executive Director or Executive Director's designee shall be authorized to implement the revised grant programs consistent with the adopted guidelines.

Background

The CRA's existing Grants Program Manual has been comprehensively updated to improve clarity, modernize procedures, and align all funding programs with the CRA's strategic focus on visible corridor transformation and public-facing improvements.

The majority of the revisions were made to make the guidelines more digestible and user-friendly for applicants, property owners, and CRA partners, simplifying technical language, consolidating requirements, and improving document flow without altering program integrity.

Key revisions include:

1. **Increased Grant Limits:** To reflect the current high cost of construction and materials, the Revitalization & Rehabilitation Grant (RRG) maximum award has been increased from \$75,000 to \$100,000, and the Business Attraction & Expansion Grant (BAEG) maximum award has been increased from \$100,000 to \$150,000.
 - a. For both programs, at least 50% of awarded funds must be allocated to visible exterior improvements such as façade enhancements, landscaping, signage, lighting, or other public-facing upgrades.
2. **Creation of a Façade Improvement Program (FIP):** A no-match, \$50,000 grant dedicated exclusively to street-facing façade and corridor beautification projects.
3. **Policy Alignment:** Removal of mandatory job-creation requirements and replacement with a local-hiring encouragement policy leveraging District 2 and Miami Dade County Economic Development resources to promote community participation and small-business engagement.
4. **Program Standardization:** Consistent formatting across all grant programs (RRG, BAEG, SBTIG, and FIP) using the same structure, Funding Structure, Eligible Improvements, and Eligibility & Conditions, to simplify administration and improve transparency.

5. **Policy Alignment:** The previous Community Benefits Agreement requirement has been eliminated for projects under \$500,000, streamlining smaller grant approvals while retaining full compliance for larger development projects.
6. **Program Disclaimers:** Expanded language reinforcing CRA discretion, authority to modify program criteria, and the prioritization of visible, measurable outcomes in alignment with the Redevelopment Plan.

These revisions position the CRA to more effectively leverage its resources toward projects that produce tangible corridor improvements, attract private investment, and enhance the community's visual and economic vitality.

Attachment

Proposed Redlined NW 7th Avenue CRA Grants Program Guidelines

AREA IMPROVEMENT & REDEVELOPMENT GRANT PROGRAM

GUIDELINES

I. BACKGROUND

Community Redevelopment Agencies (CRAs) play a vital role in revitalizing and enhancing urban areas that may be struggling with economic decline, disinvestment, or infrastructure challenges. Established to foster sustainable community development, CRAs implement strategies that focus on the removal of slum and blight, improving housing, creating jobs, and enhancing public spaces. By collaborating with local governments, businesses, and residents, CRAs aim to transform neighborhoods into vibrant, thriving environments. These efforts not only address immediate issues but also promote long-term economic growth and redevelopment, making them essential players in the landscape of urban development.

In order to eliminate and prevent the spread of blighted conditions and stimulate and support the redevelopment of the N.W. 7th Avenue corridor, the N.W. 7th Avenue Corridor Community Redevelopment Agency (commonly referred to as the “CRA,” “Redevelopment Area,” “Agency” or “Uptown Avenue 7”) was created and its Board of Commissioners (Board) appointed by the Miami-Dade County (County) Board of County Commissioners (BCC), pursuant to Chapter 163, Part III, Florida Statutes and Ordinance No.04-124, as amended, in 2004. The Redevelopment Plan was approved on June 22, 2004 (R-780-04).

The boundaries of the Area or Agency include both sides of N.W. 7th Avenue from N.W. 79th Street to N.W. 119th Street and N.W. 135th Street on the west side and NW 143rd Street on the east side 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. (See map on page 3) from 143rd on the east and 135 on the west to golden interchange.

~~The Area is a key location that supports the expansion, creation and diversification of the Miami-Dade County economy. The Agency, which is leading the redevelopment of the N.W. 7th Avenue corridor, has the following economic development goals:~~

- ~~a. Re-position N.W. 7th Avenue as a major regional employment center;~~
- ~~b. support the growth and expansion of existing businesses located within the Redevelopment Areas;~~
- ~~c. support development of new businesses in the Redevelopment Area;~~
- ~~d. support new job creation, training, and increase employment opportunities for residents of Northwest Miami-Dade County;~~
- ~~e. support the aspirations of the residents living in the Redevelopment Area to improve home values, safety, and the neighborhood, and;~~
- ~~f. execute an economic development program that delivers results within its financial means.~~

The Area is a key location that supports the growth, diversification, and revitalization of Miami-Dade County's local economy. The Agency, which is leading the redevelopment of the NW 7th Avenue corridor, pursues the following economic and community development goals:

- a. Reposition NW 7th Avenue as a vibrant commercial and cultural corridor that attracts quality investment and enhances the image of Northwest Miami-Dade;
- b. Support the retention, growth, and modernization of existing businesses located within the Redevelopment Area;
- c. Encourage new business development and adaptive reuse of underutilized properties to activate key nodes along the corridor;
- d. Promote local hiring and contracting through partnerships with District 2's Economic Development resources and other community workforce programs;
- e. Enhance corridor aesthetics, safety, and overall public realm quality through strategic capital improvements and design standards

II. AREA IMPROVEMENT & REDEVELOPMENT GRANT PROGRAMS

~~This manual is provided to describe the Agency's Area Improvement and Redevelopment (AIRG) grant programs and outline the guidelines to be used for providing assistance to those seeking financial support from the Agency. At the time of application, a business must have been in operation for a minimum of two (2) years. Funds can only be awarded to businesses within the CRA boundaries and can only be expended to benefit projects located within these boundaries. Grant awards are contingent upon a demonstrated benefit to the Area, are awarded in compliance with the Agency's Redevelopment Plan, and may require an in-person presentation to the Agency's Board of Commissioners. The grants program will evolve as the CRA identifies additional areas where funding support may be necessary for local businesses.~~

~~The Agency's grants are designed to support the economic and financial well-being of the Area through the expansion and creation of businesses, removal of blighted areas, creation and maintenance of affordable housing, and support services to the businesses and residents within the Area. The Agency's grant funding is reimbursement-based and contingent upon the availability of funding in the Agency's budget. The primary goal of the grant programs is to create positive change within the area through improvements of businesses, infrastructure and structures. Preference for funding will be awarded on a first-come, first-served basis and will be provided to applicants who can demonstrate that funding will:~~

- ~~• Help eliminate or reduce blighted conditions;~~
- ~~• help businesses expand sales revenue, improve competitiveness or enter new markets;~~
- ~~• create additional affordable housing units within the boundaries of the Redevelopment Area;~~
- ~~• provide new or expand services deemed needed for low- and very low-income persons in the Redevelopment Area; and/or~~
- ~~• be used to leverage other funds to expand or increase the overall size of the project proposed by the applicant.~~

Proposed Revised Version

This manual outlines the Agency’s Area Improvement and Redevelopment (AIRG) grant programs and the guidelines for providing assistance to businesses and property owners seeking to reinvest in the NW 7th Avenue CRA.

At the time of application, a business must generally have been in operation for a minimum of two (2) years; however, the Agency may consider newer businesses or redevelopment projects that demonstrate strong potential to activate vacant spaces or visibly enhance the corridor.

Funds may only be awarded to properties and businesses located within the CRA boundaries and must directly benefit the Redevelopment Area. All grant awards are contingent upon a demonstrated benefit to the Area, compliance with the CRA’s Redevelopment Plan, and available funding in the Agency’s budget. Applicants may be required to provide an in-person presentation to the CRA Board of Commissioners.

The Agency’s grant programs are designed to support visible, high-quality improvements and strengthen the Area’s economic vitality by:

- Eliminating or reducing blighted conditions;
- Improving the exterior appearance and functionality of commercial properties;
- Supporting businesses in expanding operations, increasing competitiveness, or activating underutilized spaces;
- Encouraging the use of local contractors, vendors, and workforce resources within District 2 and the CRA boundaries; and
- Leveraging private or external funds to maximize overall investment in the Redevelopment Area.

The CRA’s grant funding is typically reimbursement-based and may evolve as the Agency identifies additional priorities or gaps in business support. Programs will continue to adapt to ensure that Agency investments create tangible, visible improvements that enhance property values, corridor identity, and community pride.

III. AGENCY GRANTS ADMINISTRATOR CONTACT

Proposed: add new email Grants@nw7avecra.gov

**NEIGHBORS AND NEIGHBORS ASSOCIATION, INC. (NANA)
NW 7TH AVENUE AGENCY GRANTS COORDINATOR
5120 N.W. 24TH AVENUE, MIAMI, FL 33142
E-MAIL - UPTOWN7@NANAFL.ORG
GRANTS@NW7AVECRA.GOV
PHONE - (305) 756-0605**

104 **IV. GENERAL AREA IMPROVEMENT AND REDEVELOPMENT GRANT (AIRG) REQUIREMENTS**

- 105 ~~a.—Projects approved by the Agency, must seek to eliminate slum and blight.~~
- 106 ~~b.—Applicant must have either proof of property ownership, an executed lease, or signed documents showing~~
107 ~~a bona fide intent to purchase or lease a property within the boundaries of the Redevelopment area.~~
- 108 ~~c.—Tenants must have a signed lease of at least five (5) years, or documentation showing an intent to sign a~~
109 ~~lease of at least five (5) years and three (3) years of performance activity documentation in a similar~~
110 ~~business.~~
- 111 ~~d.—Every effort must be made to hire residents residing within the Agency’s boundaries.~~
- 112 ~~e.—The Agency, at its sole discretion, may consider increasing the funding limits on a case-by-case basis. If~~
113 ~~the request exceeds the standard amount, the applicant must abide by the following:~~
- 114 ~~○ All entities or contractors receiving grants from the Agency for new commercial and residential~~
115 ~~developments to be constructed within the Redevelopment Area in an amount of \$100,000 or more;~~
116 ~~will be required to enter into a Community Benefits Agreement (CBA) with the Agency which will~~
117 ~~benefit the residents of the Redevelopment Area.~~
- 118 ~~○ To the extent allowed by law, a CBA shall include provisions for hiring local workforce for the project.~~
119 ~~The Agency will ensure that such entities or contractors comply with requirements as established by~~
120 ~~Miami-Dade County’s Living Wage or Responsible Wage Ordinance, pursuant to Sections 2-8.9 and~~
121 ~~2-11.16 of the Code of Miami-Dade County, Florida, or pay higher wages and benefits, as feasible.~~
- 122 ~~○ All organizations contracting with or receiving a grant from the Agency in an amount of \$500,000 or~~
123 ~~more, or such other amount as may be established by this Agency, shall comply with the following~~
124 ~~Miami-Dade County ordinances contained in the Code, as may be amended:~~
- 125 ~~1.—Small Business Enterprises (Section 2-8.1.1.1.1 of the Code)~~
- 126 ~~2.—Community Business Enterprises (Section 2-10.4.01 of the Code)~~
- 127 ~~3.—Community Small Business Enterprises (Section 10-33.02 of the Code)~~
- 128 ~~4.—Conflict of Interest and Code of Ethics Ordinance (Section 2-11.1 of the Code)~~
- 129 ~~5.—Living Wage Ordinance (Section 2-8-9)~~

131 Proposed Revised Version

132 All applicants must comply with the following universal requirements for commercial grant programs within
133 the NW 7th Avenue Community Redevelopment Area (CRA):

- 134 1. **Eligible Property Use:** Primary property use must be *commercial* and located within the NW 7th
135 Avenue CRA boundaries.

2. **Licenses and Permits:** All applicable Miami-Dade County and State of Florida business licenses must be current at the time of application. Applicants must also comply with all County permitting and inspection requirements.
3. **Preliminary Designs and Documentation:** Applicants must provide preliminary design concepts, color photographs of the existing conditions, and relevant project documentation (e.g., estimates, conceptual renderings, or scope narrative).
4. **Property Condition:** The property must not have any outstanding liens, open code violations, pending litigation, or unpaid real or tangible property taxes. ***Exceptions may be made if the proposed improvements will directly address those violations.***
5. **Pre-Application Meeting:** Applicants are required to meet with CRA staff or the Grants Administrator before submission to confirm eligibility, program alignment, and readiness to proceed.
6. **Application Submittal:** Applications must be completed in full, signed by all relevant parties, and submitted to the CRA or its designated Grants Administrator for review.
7. **Proof of Ownership or Tenancy:** Applicants must provide proof of ownership, an executed lease, or documentation of a bona fide intent to purchase or lease a property within the CRA boundaries.
 - Tenants must have a minimum five (5)-year lease or documentation showing intent to sign such a lease.
 - Tenants must also obtain written owner approval and submit a Landlord's Certificate provided by the CRA.
8. **Contractor Estimates:** Applicants must submit at least three (3) competitive cost estimates from licensed contractors acceptable to the CRA.
9. **Design and Code Compliance:** All work must comply with applicable Miami-Dade County building, zoning, and code requirements and the NW 7th Avenue CRA Design Standards (where applicable).
10. **Local Hiring Encouragement:** Every effort must be made to hire locally. Applicants and contractors are strongly encouraged to use vendors, service providers, and residents from within District 2 and the CRA boundaries, utilizing the District 2 Office of Economic Development's business directory and workforce resources.
11. **Additional Improvements:** The CRA may require additional improvements or design modifications as a condition of approval to protect the public interest, ensure design consistency, or enhance corridor aesthetics.
12. **Large Project Compliance:** All organizations contracting with or receiving a grant of **\$500,000 or more**, or such amount as established by the Agency, shall comply with the following Miami-Dade County ordinances:
 - Small Business Enterprises (Section 2-8.1.1.1.1)
 - Community Business Enterprises (Section 2-10.4.01)
 - Community Small Business Enterprises (Section 10-33.02)
 - Conflict of Interest and Code of Ethics Ordinance (Section 2-11.1)
 - Living Wage Ordinance (Section 2-8.9)

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The CRA reserves the right to impose conditions of approval or modify awards at its discretion to protect the public interest, ensure consistency with the Redevelopment Plan, and promote visible and lasting improvements to the NW 7th Avenue corridor.

V. INELIGIBLE USES OF GRANT FUNDS

~~Each program has specific eligible expenditures and criteria. However, the items detailed below are ineligible across all programs, including but not limited to:~~

- ~~• Debt/Refinancing existing debts~~
- ~~• Mortgage payments for real estate~~
- ~~• Consultant fees or expenses for services (cleaning, etc.)~~
- ~~• Business payroll/Day-to-day operating expenses~~
- ~~• Purchase of alcohol, tobacco or medicine~~
- ~~• Late payment fees~~
- ~~• Utility bills~~
- ~~• Real estate rental deposits or rent payments (except if approved by the Business Attraction & Expansion Grant)~~
- ~~• Any illegal activity~~
- ~~• Improvements made prior to grant approval~~

Proposed Revised Version

Each grant program has specific eligible expenditures and criteria. However, the following items are **ineligible** across all programs, including but not limited to:

1. **Debt-related expenses:**
 - Refinancing existing debts, loan repayment, or mortgage payments for real estate.
2. **Operational or administrative expenses:**
 - Business payroll, utilities, rent (except if approved under the Business Attraction & Expansion Grant), late fees, or other day-to-day operating costs.
3. **Non-capital services or professional fees:**
 - Consultant or management fees, recurring services (e.g., cleaning, landscaping, accounting), or expenses not directly related to permanent physical improvements.
4. **Purchases not tied to approved project scope:**
 - Furniture, décor, inventory, or portable equipment not permanently affixed to the property.
5. **Prohibited or non-business expenses:**
 - Purchase of alcohol, tobacco, or medicine; contributions or donations; fines or penalties; or any expenditures unrelated to the approved project.
6. **Retroactive or pre-approved work:**
 - Improvements or purchases made prior to written grant approval or contract execution are not eligible for reimbursement under any program.
7. **Illegal or noncompliant activities:**

- Any activities in violation of federal, state, or local law, or that do not comply with Miami-Dade County building or zoning requirements.

The CRA reserves the right to determine the eligibility of any proposed expense or improvement and may disallow any cost deemed inconsistent with the purpose, intent, or public interest of the Agency's Redevelopment Plan.

VI. GRANT PROGRAMS – OVERVIEW

The Agency offers several grant programs to support the reinvestment, rehabilitation, and expansion of businesses within the NW 7th Avenue Community Redevelopment Area (CRA). Each program addresses a distinct need but shares a common goal, **to eliminate blight, enhance property conditions, and create visible, lasting improvements along the corridor.**

<u>Program</u>	<u>Primary Purpose</u>	<u>Maximum CRA Contribution</u>	<u>Applicant Match</u>	<u>Typical Applicant</u>
<u>Revitalization & Rehabilitation Grant (RRG)</u>	Interior / exterior property improvements, building renovation, and permanent upgrades	Up to \$100,000	25% match	Existing businesses or property owners
<u>Business Attraction & Expansion Grant (BAEG)</u>	Relocation or expansion of businesses into the CRA	Up to \$150,000	50% match	Businesses relocating or expanding within CRA
<u>Façade Improvement Program (FIP)</u>	Exterior beautification, signage, and visible façade upgrades	Up to \$50,000	No match required	Property owners or tenants within CRA boundaries
<u>Small Business Support Grant (SBSG)</u>	Technology and digital-capacity improvements	Up to \$10,000	No match required	Existing small businesses needing tech upgrades

A. REVITALIZATION & REHABILITATION GRANT (RRG)

The RRG provides financial assistance to eligible businesses and property owners for interior and exterior renovations and the installation of permanent improvements to commercial buildings.

Funding Structure

- Maximum CRA contribution of \$100,000.
- Applicant match of 25 percent of total project cost.
- Reimbursement-based upon completion and inspection of approved improvements.

Eligible Improvements Include

- Exterior/interior painting and lighting upgrades.

- 233 • ADA compliance improvements.
- 234 • HVAC systems, water/sewer connections.
- 235 • Parking lot resurfacing or re-striping.
- 236 • Landscaping or irrigation attached to property.
- 237 • Windows, doors, fences, gates, awnings, and signage.
- 238 • Resolution of code violations and structural repairs.

239 **Eligibility and Conditions**

- 240 • Applicants must generally have been in business for at least two (2) years; the CRA may consider
- 241 exceptions for projects with significant visual impact.
- 242 • Work must be performed by licensed contractors and comply with County codes.
- 243 • Every effort should be made to hire local contractors and vendors from District 2 and the CRA
- 244 boundaries.

245 While the program allows both interior and exterior improvements, priority will be given to projects that

246 produce visible exterior enhancements contributing to the overall beautification and revitalization of the NW

247 7th Avenue corridor. Substantial work should result in a noticeable improvement to the property façade, site

248 appearance, or the public-facing portion of the building.

249 **B. BUSINESS ATTRACTION & EXPANSION GRANT (BAEG)**

250 The BAEG is intended to attract new businesses and support the expansion of existing operations within the

251 CRA. The program helps offset eligible relocation or build-out costs.

252 **Funding Structure**

- 253 • Maximum CRA contribution of \$150,000.
- 254 • Applicant match of 50 percent of total project cost.
- 255 • Reimbursement-based upon completion of approved scope.

256 **Eligible Improvements Include**

- 257 • Tenant build-out and space expansion (addition of at least 50% existing square footage).
- 258 • Permanent interior or exterior construction costs.
- 259 • Signage, lighting, accessibility, and parking improvements.
- 260 • Relocation-related fees (e.g., impact fees for change of use).
- 261 • Up to 50% of six (6) months' rent during renovation period.

262 **Eligibility and Conditions**

- 263 • Company must be a for-profit entity with at least two (2) years of operations or demonstrated
- 264 capacity to sustain long-term business activity.
- 265 • Tenants must have a minimum three-year lease (renewable).
- 266 • Local hiring and contracting encouraged.

267 **Priority Business Types**

268 The Agency prioritizes businesses that enhance the CRA's desired retail mix and contribute to the economic

269 and cultural vibrancy of the NW 7th Avenue corridor.

270 Examples of preferred business types include:

- 271 1. Entertainment venues and cultural attractions;
272 2. Restaurants (full-service, fast-casual, and/or fine dining);
273 3. Breweries and craft beverage establishments;
274 4. Shared-use kitchen halls, food incubators, or culinary spaces;
275 5. Creative workspaces and professional studios;
276 6. Recording and production studios for the film and music industry;
277 7. Independent, locally owned coffee shops and cafés;
278 8. Fresh produce markets and farmers’ markets;
279 9. Performing arts venues and small theaters; and
280 10. Specialty or boutique retail stores.

281 The CRA may also provide additional consideration for locally owned, minority-owned, or community-
282 oriented enterprises that align with the Cultural, Art, and Innovation District’s vision.

283 Projects may include interior build-outs or expansions as necessary for business operations; however,
284 funding preference will be given to improvements that visibly enhance the building’s exterior or public-facing
285 areas. The CRA reserves the right to require that a portion of the project scope include façade, signage, or
286 site improvements that contribute to the corridor’s aesthetic transformation.

287 **C. FAÇADE IMPROVEMENT PROGRAM (FIP)**

288 The FIP is designed to stimulate visible, high-impact improvements to commercial properties located along
289 street-facing frontages within the Northwest 7th Avenue Community Redevelopment Area (CRA).

290 Funding is provided as a grant of up to \$50,000 per property, with no matching contribution required.
291 Approved applicants may receive up to 100% reimbursement for eligible improvements, subject to funding
292 availability and CRA Board approval.

293 **Funding Structure**

- 294 • Maximum grant amount: \$50,000 per property.
295 • No matching funds required.
296 • CRA may award partial funding based on scope and location.

297 **Eligible Improvements**

- 298 • Exterior painting and repairs
299 • Installation or replacement of awnings, canopies, or shutters
300 • Replacement or installation of windows and/or doors
301 • New or upgraded signage (compliant with CRA and Miami Dade County Design Standards)
302 • Outdoor patios, decks, or dining areas
303 • Adjoining parking lot and driveway improvements
304 • Sidewalk and pedestrian enhancements adjacent to the building
305 • Landscaping and irrigation adjacent to the façade
306 • Exterior lighting that improves visibility or security
307 • Resolution of façade-related code violations

308 Security systems, including cameras and cybersecurity protection.

309 **D. SMALL BUSINESS SUPPORT GRANT (SBSG)**

310 The **SBSG** supports existing small businesses within the NW 7th Avenue CRA that contribute to the corridor's
311 economic vitality and long-term stability.

312 The program is designed to strengthen small businesses by funding capacity-building improvements such
313 as technology upgrades, professional services, or operational tools that enhance competitiveness, improve
314 customer experience, and promote business retention.

315 **Funding Structure**

- 316 • Maximum CRA contribution: Up to \$10,000 per business.
317 No matching contribution required.

318 **Eligible Expenditures**

- 319 • Technology upgrades such as point-of-sale (POS) systems, computers, or software subscriptions.
320 • Website development, e-commerce setup, and digital marketing tools.
321 • Security systems (e.g., cameras, alarms, or cybersecurity protection).
322 • Professional services such as accounting, bookkeeping, or legal assistance tied to business
323 compliance or growth.
324 • Commercial insurance, business licensing, or certifications necessary for continued operation.
325 • Staff training and workforce development that improves service quality or operational capacity.
326 Storefront or signage improvements that enhance street presence or customer access.

327 **Note:** Routine operating expenses (e.g., rent, utilities, or payroll) are **not eligible**

328 **Eligibility and Conditions**

- 329 • For-profit businesses operating within the CRA.
330 • Business must be licensed, insured, and in good standing with Miami-Dade County.
331 • Work must be completed within 180 days of grant agreement execution.
332 • Applicants must demonstrate tenancy or ownership stability for at least one (1) year following
333 completion of the funded project.

334 The CRA reserves the right to deny or modify any proposed use of funds that does not clearly demonstrate
335 how the improvement will increase the business's operational capacity, efficiency, retention, or visibility
336 within the corridor.

337 **VII. GENERAL TERMS & CONDITIONS**

- 338 ~~A. Adult entertainment businesses, national chains, religious institutions, liquor stores, smoke/vape shops,~~
339 ~~or predatory lending services (payday lenders/checks cashing stores) are not eligible for grant funding.~~
340 ~~B. Any businesses/projects deemed eligible for financial assistance shall be located within the~~
341 ~~Redevelopment Area.~~
342 ~~C. The business to be assisted or the property to be developed must be privately owned.~~
343 ~~D. If recommended for a grant, applicant must attend the CRA meeting where the application will be~~
344 ~~considered.~~

- 345 E.—Businesses being considered for a grant(s) must be at least two (2) years old.
- 346 F.—Businesses that have received a grant(s) from the Agency within the past two (2) years, are not eligible for
- 347 additional assistance, unless a demonstrated expansion of the business can be clearly shown. The Grants
- 348 Administrator will make a determination on a case-by-case basis.
- 349 G.—Prior to applying keep in mind:
- 350 •—Projects requiring rehabilitation must prove to be structurally feasible.
- 351 •—Under no circumstances, will funds be awarded to an applicant for a building that will not be
- 352 occupied after rehabilitation. Buildings to be rehabilitated shall be occupied at the time funding is
- 353 requested or subject to a bona fide lease or rental agreement providing for occupancy or re-
- 354 occupancy after completion of the rehabilitation. A building owner may contract with the Agency to
- 355 undertake the commercial rehabilitation improvement process on a vacant business building,
- 356 understanding that the Agency will not reimburse any cost until such time the space is occupied.
- 357 Should the building unit remain vacant for one (1) year following completion of the rehabilitation, the
- 358 Agency's responsibility to reimburse any cost shall expire.
- 359 •—For non-owner occupied/lease holder improvements, the applicant must have partnered with the
- 360 property owner and have a negotiated lease that will keep the business in the improved location for
- 361 a minimum of two (2) years after the conclusion of improvements.
- 362 •—For business owners utilizing grant funds to purchase equipment, the equipment will be considered
- 363 property of the Agency until fully amortized, therefore:
- 364 1.—Extended warranties that protect the equipment, until fully amortized, must be
- 365 purchased along with the equipment whenever possible.
- 366 2.—The equipment must be protected under the awarded business's insurance policy.
- 367 3.—If the business ceases to operate before full amortization, the property is to be returned
- 368 to the Agency.
- 369 H.—The business shall keep the property in good condition and repair and shall not remove or demolish any
- 370 improvements thereon in accordance with applicable terms and conditions. If this provision is violated,
- 371 the grantee will be notified of any violations and will be given 60 days to correct the violations. If the
- 372 violations are not corrected within the prescribed time frame, the property will not be eligible for further
- 373 benefits from the Agency.
- 374 I. No substantial changes will be made to the improvements for a minimum of two (2) years following
- 375 completion of the rehabilitation of the building unless said changes are approved, in writing, by the
- 376 Agency. If any changes are made without the prior written consent of the Agency, the building will not be
- 377 eligible for further benefits in any Agency funded program.

378 Proposed reformatting and consolidating repetitive language

- 379 **A. Ineligible Business Types:** Adult entertainment establishments, national or corporate chain
- 380 businesses, religious institutions, liquor stores, smoke/vape shops, or predatory lending services
- 381 (including payday lenders and check-cashing stores) are not eligible for grant funding.
- 382 **B. Project Location:** All funded businesses or projects must be physically located within the NW 7th
- 383 Avenue CRA Redevelopment Area and demonstrate a direct benefit to the corridor.
- 384 **C. Ownership:** The business to be assisted or the property to be improved must be privately owned
- 385 and not owned by a public entity.

- D. Applicant Participation:** If recommended for funding, the applicant or authorized representative must attend the CRA Board meeting at which the grant application will be considered.
- E. Business Tenure:** Businesses applying for grant assistance should generally have been in operation for at least **two (2) years**. The CRA may, at its discretion, consider newer businesses that demonstrate strong potential to activate vacant spaces or enhance the corridor's appearance.
- F. Repeat Funding:** Businesses or property owners that have received CRA funding within the **past Five (5) years** are not eligible for additional assistance unless a significant expansion or new visible improvement can be clearly demonstrated. The Grants Administrator will make this determination on a case-by-case basis.
- G. Project Feasibility and Occupancy:** Before applying, applicants should note the following:
1. Projects requiring rehabilitation must be structurally feasible and compliant with County building codes.
 2. Funds will not be awarded for improvements to a building that will remain vacant after completion. All funded buildings must be occupied at the time of application or have a bona fide lease or commitment to occupy upon project completion.
 3. For non-owner-occupied or leasehold improvements, the applicant must have a lease agreement ensuring continued operation for at least five (5) years after completion of improvements.
If a building remains vacant for more than one (1) year following project completion, the CRA shall have the right to enforce its clawback clause and require repayment of the full grant amount
- H. Equipment Purchased with Grant Funds:** If CRA funds are used to purchase equipment:
1. The equipment will remain property of the CRA until fully amortized as defined in the grant agreement.
 2. Extended warranties should be purchased whenever available to protect the equipment for the full amortization period.
 3. Equipment must be covered under the grantee's commercial insurance policy.
 4. If the business ceases operation before the amortization period concludes, the equipment shall be returned to the CRA.
- I. Maintenance and Alterations:** Grantees are required to maintain all improvements in good condition for a minimum of **five (5) years** following completion.
- The property shall not be altered, removed, or demolished without the prior written approval of the CRA.
 - If the grantee fails to maintain improvements, they will be notified in writing and given **sixty (60)** days to correct deficiencies. Failure to comply may result in disqualification from future CRA assistance.
- J. Agency Discretion and Compliance:** The CRA reserves the right to:
- Conduct post-award site inspections to verify compliance.
 - Require additional documentation or corrective measures to protect the public interest.
 - Withhold future participation for any grantee found in violation of program terms, or engaged in conduct inconsistent with the purpose and intent of the Redevelopment Plan.

427 ~~VIII. ARCHITECTURE DESIGN & CONSTRUCTION (IF APPLICABLE)~~ -- Deleted

428 ~~IX. COMMUNITY BENEFITS AGREEMENT~~ -- Deleted

429 **VIII. APPLICATION INFORMATION**

430 A. ~~A business must complete the Application to include all required attachments. The Agency reserves the~~
431 ~~right to use the applicant's name, photographs and/or likeness for any County or Agency-related~~
432 ~~publications, events, communications, website, etc.~~

433 B. ~~A business which is applying for construction/renovation funding through this program, must complete~~
434 ~~the Application, include schematic-level drawings and a letter of commitment, or other type of~~
435 ~~documentation, which demonstrates that funding for the project is in place from all funding sources. If~~
436 ~~Agency funding will be used as a match, grantee will provide proof that all funding is in place within ninety~~
437 ~~(90) days of approval of grant or execution of CRA Grant Agreement. If no proof is provided, the grant award~~
438 ~~will automatically be considered rescinded.~~

439 C. ~~The Agency, via the Grants Administrator, will accept applications on a first-come, first-served basis.~~
440 ~~Once an application is received, the Grants Administrator will note the date and time of receipt as~~
441 ~~applicable.~~

442 D. ~~Applications will be reviewed to ensure completeness. An incomplete application will not be processed~~
443 ~~and will be returned to the applicant. Applications can be hand delivered, mailed, scanned or e-mailed to~~
444 ~~the Grants Administrator: uptown7@nanaft.org by the published deadline.~~

445 E. ~~The Grants Administrator shall review applications, attachments, make recommendations for~~
446 ~~acceptance or rejection of the applications, and provide continuity for applicant inquiries. The staff may~~
447 ~~consider several factors, including but not limited to: completeness of the application, length of time the~~
448 ~~business has been in operation, location of the business, type of business, continuity of ownership,~~
449 ~~benefit to the community, number of employees, and the level of assistance requested as it relates to the~~
450 ~~limited amount of Agency funds available, when making recommendations for funding.~~

451 F. ~~Each application package will be evaluated by the Agency for: 1) completeness; 2) conformance with the~~
452 ~~objectives of the Grant program; and 3) the economic impact of the use of the funds proposed by the~~
453 ~~organization. The Agency reserves flexibility in its evaluation of grant applications. Preference will be given~~
454 ~~to organizations addressing the Agency's areas of interest and the Agency's program objectives.~~

455 G. ~~The Agency encourages businesses to use the grant funds to leverage and increase the total amount of~~
456 ~~fundsto be invested leveraging either investor funding, additional grants, or debt to increase the size,~~
457 ~~value, and impact of the total investment proposed using the Agency's funds. Businesses are urged to~~
458 ~~contact their financial institution to discuss how the grant funds can be used to leverage a more significant~~
459 ~~investment in their business.~~

460 H. ~~As a condition for funding, successful applicants may be required to provide oral updates directly to the~~
461 ~~Agency or through the Grants Administrator.~~

462 **A. Application Requirements:** Applicants must complete the official CRA Grant Application and include all
463 required attachments. The CRA reserves the right to use project photos or materials for Agency publications
464 and reports.

465 **B. Required Documents:** Applications for construction or renovation funding must include:
466

- Preliminary design or schematic drawings;
- Cost estimates or contractor quotes; and
- Documentation showing that all project funding sources are secured.

469 If the applicant fails to provide proof of matching or supplemental funding within 90 days of CRA
470 approval, the award may be rescinded.

471 **C. How to Apply:** Applications are accepted on a first-come, first-served basis unless otherwise announced
472 as part of a competitive funding cycle. Applicants are encouraged to meet with CRA staff or the Grants
473 Administrator before submitting to confirm eligibility and program alignment. Applications may be submitted
474 electronically or in person by the published deadline.

475 **D. Review Process:** The CRA or its Grants Administrator will review each application for completeness,
476 eligibility, and alignment with the Redevelopment Plan. Incomplete applications will not be processed.

477 **E. Evaluation Criteria:** Applications will be evaluated based on:
478

1. Completeness and feasibility of the project;
- 479 2. Readiness to proceed and financial capability;
- 480 3. Visible improvement and contribution to corridor beautification; and
- 481 4. Alignment with CRA goals and design standards.

482 **Priority for Visible Impact:** *Projects demonstrating substantial, street-facing improvements and strong*
483 *visual enhancement to the corridor will receive priority consideration. Up to 30% of the total evaluation may*
484 *be based on visible impact and design quality.*

485 **F. Post-Award Requirements:** Approved applicants may be required to provide periodic updates or
486 presentations to CRA staff or the Board on project progress and completion.

487 **G. CRA Discretion:** The CRA reserves the right to modify application timelines, evaluation criteria, or award
488 amounts to align with program objectives and funding availability.

489 ~~The grant payment process is detailed below and the executed Agreement, between the Agency and the~~
490 ~~successful applicant (grantee), will serve as the “Contract” for the purpose of the grant program. Please note~~
491 ~~that grant payments are made on a reimbursement basis or on behalf of an approved grantee through the~~
492 ~~Grants Administrator.~~

493 ~~A.—Any work which is commenced, or equipment purchased, prior to approval and execution of a CRA~~
494 ~~grant award, will not be eligible for reimbursement under the Agreement.~~

495 ~~B.—The owner must receive three (3) formal written quotes from eligible licensed contractors. The Grants~~
496 ~~Administrator will review all quotes provided by the organization, for reasonableness of cost, prior to~~
497 ~~the business/owner entering into a contract for the work to be performed. If the cost of the total job~~
498 ~~is less than \$5,000, and the installation is provided by the vendor (i.e., windows or awnings), only one~~

499 written quote is necessary. All contractors must have a valid General or Building contractor's license
500 (Class A or B) as per Florida Statute 489, part 1, Department of Business and Professional Regulation
501 (DBPR);

502 ~~G.—Construction must start within ninety (60) days of design approval and be completed within one~~
503 ~~hundred eighty (180) days of the start of construction. If construction or improvements are delayed,~~
504 ~~the grantee must contact the Grants Administrator. If a request for a grant extension is needed, the~~
505 ~~request must be made to the Grants Administrator two (2) months prior to its expiration.~~

506 ~~D.—If an extension for longer than six (6) months is needed, the Grants Administrator will forward the~~
507 ~~request and sufficient justification to the Agency for their approval.~~

508 ~~E.—If the scope of a project requires revision, the organization must inform the Grants Administrator to~~
509 ~~determine if the revision will fall within the approved grant program guidelines. If so, the Grants~~
510 ~~Administrator shall inform staff and the Agency in writing and seek prior approval.~~

511 ~~F.—Businesses using funds for construction or rehabilitation must comply with all requirements of the~~
512 ~~County for obtaining building permits, sign permits, electrical permits, or any other related permits.~~
513 ~~Work of any kind started without proper permits, required sealed plans (any structural improvements~~
514 ~~require sealed plans) and specifications, if applicable, will not be eligible for assistance and will not~~
515 ~~be reimbursed.~~

516 ~~G.—Construction contracts lasting less than three weeks in duration will be paid by a lump sum at the~~
517 ~~end of the contract upon issuance of the Certificate of Occupancy (if appropriate), final inspection~~
518 ~~by the Architect and County Building Official, and all release of liens from contractors, sub-~~
519 ~~contractors and suppliers.~~

520 ~~H.—Construction contracts lasting more than three weeks may have progress payments for the eligible~~
521 ~~program costs, at the request of the owner, at two week intervals with the final payment to be made~~
522 ~~upon issuance of the Certificate of Occupancy, final inspection by the Architect and County Building~~
523 ~~Official, receipt of all labor standards documentation, and all release of liens from contractors, sub-~~
524 ~~contractors and suppliers.~~

525 ~~I.—Businesses must document the expenditure of their match before any funds are released by the~~
526 ~~Agency. With prior approval of the Agency, the agreement between the Agency and the business may~~
527 ~~allow for the Agency to fund allowable expenses of an approved invoice on a reimbursement basis,~~
528 ~~not to exceed the funding limits of the approved grant.~~

529 ~~J.—Requests for reimbursement of construction costs will be reviewed only as a complete package. Any~~
530 ~~costs not included in a request for reimbursement will not be considered.~~

531 ~~K.—As illustrative, documentation required with an application for payment of renovation construction~~
532 ~~costs includes:~~

533 ~~—Cancelled checks~~

534 ~~—Detailed invoices (quotes, estimates are not acceptable) and paid receipts~~

- 535 —Name, address, telephone number and, if applicable, the contractor, vendor, etc.
- 536 —Signed statement attesting to the design and construction costs incurred
- 537 L.—The Agency and staff reserve the right to verify all costs associated with design and construction work
- 538 for which payment is requested.
- 539 M.—All change orders must have prior approval from the Grants Administrator and staff, or any costs
- 540 associated with the change order will be disallowed.
- 541 N.—All checks for reimbursement will be issued through the Grants Administrator unless provided for
- 542 differently between the Agency, the Grants Administrator and the grantee. Final payment of the last
- 543 invoice will be made only after receipt of a final Project Report/Jobs Report and Certificate of
- 544 Occupancy from the County Building Department (where required) and Certificate of
- 545 Appropriateness (where required).
- 546 O.—Fifteen percent (15%) of the final payment will be withheld until such time as all liens, placed as a
- 547 result of the project, have been satisfied (i.e., letter of release from the vendor/contractor).

548 **IX. PAYMENT PROCESS & CONDITIONS (Revised)**

549 Grant payments are made on a reimbursement after the grantee has met all program requirements and

550 executed a formal CRA Grant Agreement, which serves as the contract between the CRA and the applicant.

551 **A. Eligibility of Expenses**

- 552 1. Work started or equipment purchased before CRA approval and contract execution is not eligible for
- 553 reimbursement.
- 554 2. All work must be completed by licensed contractors in accordance with Florida Statute 489 and
- 555 Miami-Dade County permitting requirements.
- 556 3. Only costs specifically identified in the approved scope of work are reimbursable. Change orders
- 557 require written CRA approval before work begins.

558 **B. Contractor Quotes and Permits**

- 559 1. Applicants must obtain three (3) competitive written quotes from qualified licensed contractors.
- 560 2. For projects under \$5,000 with installation provided by the vendor (e.g., windows, awnings), one
- 561 quote is acceptable.
- 562 3. Once the CRA's prequalified contractor pool is established, the CRA may direct applicants to select
- 563 from that approved pool of contractors in lieu of obtaining three quotes. Use of the prequalified pool
- 564 shall be deemed compliant with this requirement and shall not require further amendment of these
- 565 guidelines or additional Board action.
- 566 4. All necessary building, electrical, sign, and related permits must be secured before construction
- 567 starts.
- 568 5. Work begun without proper permits or sealed plans will be disqualified from reimbursement.

569 **C. Construction Timeline and Extensions**

- 570 1. Construction must begin within 90 days of design approval and be completed within 365 days of the
- 571 start date.

2. Requests for extensions must be submitted at least 60 days before the deadline.
• Extensions up to six (6) months may be approved by the Grants Administrator; longer requests require CRA Board approval.

D. Payment Requests

1. The CRA reimburses eligible expenses after:
 - Submission of paid invoices and cancelled checks,
 - Final inspection or Certificate of Occupancy (if applicable), and
 - Receipt of lien releases from all contractors and suppliers.
2. The CRA will withhold 20 percent (20%) of the final payment until all liens are satisfied and final documentation is approved.

E. Documentation Required

Each payment request must include:

- Detailed paid invoices (not estimates);
- Proof of payment (cancelled checks or bank statements);
- Contractor and vendor contact information; and
- A signed statement certifying costs incurred are accurate and complete.

F. Verification and Compliance

- The CRA reserves the right to verify all costs and inspect the project at any time.
- Any unauthorized changes, unapproved costs, or failure to meet CRA requirements may result in denial of payment or termination of the agreement.
- All reimbursements are issued through the Grants Administrator unless otherwise approved by the CRA.

G. Security Interest / UCC Filing

To safeguard public funds and ensure compliance with grant obligations, the CRA reserves the right to record a UCC-1 Financing Statement or similar lien with the Florida Secured Transaction Registry to secure the Agency's financial interest in any equipment, fixtures, or improvements funded through its grant programs. The lien shall remain in effect until all obligations under the executed grant agreement have been satisfied, including maintenance periods, occupancy requirements, or other compliance terms. Upon verification of full compliance, the CRA shall file a UCC-3 Termination Statement to release the lien. The grantee shall cooperate with the CRA and its legal counsel in providing any information necessary for the filing or release of such instruments.

X. PROGRAM DISCLAIMERS

- ~~A. The Agency, in its sole discretion, reserves the right 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 Agency, in its sole discretion, reserves the right to request and evaluate additional information from any applicant after the submission deadline as the Agency 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. The Agency shall have the final determination related to interpretations of this policy.~~

- 612 C. ~~If additional funding is pending from other sources and is required for project completion and that~~
613 ~~funding is not successful, the Agency reserves the right to withdraw its award.~~
- 614 A. **Agency Discretion:** The CRA, in its sole discretion, reserves the right to reject, postpone, or cancel
615 any grant application or program, and to waive minor irregularities or technical errors in applications
616 as it deems appropriate. The CRA may also request and evaluate additional information from any
617 applicant at any time during the review process.
- 618 B. **Unspecified Situations:** Any matters not explicitly addressed in this manual that arise during the
619 application, approval, implementation, or construction phases shall be resolved by the CRA in a
620 manner that supports the orderly progress of the program. The CRA's interpretation and final
621 determination of policy and procedural intent shall be binding.
- 622 C. **Funding Dependencies:** If additional project funding from other sources is required and not
623 successfully secured, the CRA reserves the right to withdraw, reduce, or rescind its grant award.
- 624 D. **Program Modification:** The CRA reserves the right to amend, suspend, or terminate any program at
625 any time to reflect changes in budget, policy, or redevelopment priorities. Applicants who have
626 executed agreements prior to such modifications will be governed by the terms of their executed
627 contract.
- 628 E. **Visible Impact Priority:** While the Agency seeks to foster economic opportunity, visible
629 redevelopment outcomes and public benefit shall take precedence over numerical job creation
630 targets or purely operational improvements.

RESOLUTION NO. CRA-13-2025

RESOLUTION APPROVING A REIMBURSEMENT IN THE AMOUNT OF \$7,648.04 FOR AGENCY-RELATED EXPENSES INCURRED BY THE EXECUTIVE DIRECTOR TO SUPPORT THE NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY'S OPERATIONS, TECHNOLOGY, AND TRAINING; AND AUTHORIZING THE EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR'S DESIGNEE TO TAKE ALL NECESSARY STEPS TO PROCESS SUCH REIMBURSEMENT

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE N.W. 7TH AVENUE 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 approves a reimbursement in the amount of \$7,648.04 for Agency-related expenses incurred by the Executive Director to support the NW 7th Avenue Corridor Community Redevelopment Agency's operations, technology, and training, as set forth in Exhibit "A" attached hereto and incorporated herein by reference. This Board further authorizes the Executive Director or Executive Director's designee to take all necessary steps to process such reimbursement.

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:

	Rasha Cameau, Chairwoman _____	
	Jeffy Mondesir, Vice Chairman _____	
Daniella Pierre _____		Gene Lomando _____
Angela Reyes _____		Nadege Theresias-Joisil _____

The Chairperson thereupon declared the resolution duly passed and adopted this 12 day of November, 2025.

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

NADEGE THERESIAS-JOISIL


By: _____
NW 7th Avenue CRA Board Secretary

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

Terrence A. Smith

Date: November 12, 2025

To: Board Members of NW 7th Avenue Corridor
Community Redevelopment Agency

From: Khass Oupelle, Executive Director 
NW 7th Avenue Corridor Community Redevelopment Agency

Subject: Resolution Approving Reimbursement to Vantage Solutions, LLC for CRA Related Expenses

Recommendation

It is recommended that the Board of Commissioners approve a reimbursement in the amount of \$7,648.04 to the Executive Director for CRA-related expenses personally incurred to support agency operations, technology, and training. It is further recommended that the Board authorize the Executive Director or Executive Director to take all necessary steps to process the reimbursement.

Fiscal Impact

Funds for these expenses are available within the CRA's approved operating budget.

Delegation of Authority

Upon Board approval, the Executive Director or Executive Director's designee is authorized to process payment and submit all required documentation to the agency's financial support team for recordkeeping and audit compliance.

Background

Due to the absence of a CRA-specific procurement card or payment method during the initial ramp-up phase of operations, the Executive Director utilized personal business credit cards to cover critical expenses required for:

- CRA email and domain setup
- IT configuration and software subscriptions
- Conference travel and training registration
- Digital infrastructure and operational readiness

All expenses were incurred in the normal course of CRA business and were necessary to maintain continuity of operations and professional development.

The total reimbursement request is \$7,648.04. All expenses are supported by receipts, proof of payment, and itemized documentation, which have been submitted to the CRA finance team.

Attachment

Itemized Expense Summary & Receipts

NW 7th Avenue Community Redevelopment Agency

Itemized Expenses	Amount
IT configuration, Email Setup, Business Cards	
LASC Informatics	\$1,300.00
Green toad - Board Member and Staff Business Cards	\$169.39
Microsoft Office Email License Subscription	\$1,148.00
Total	\$2,617.39

IEDC Annual Conference (Detroit, September 14-17, 2025)

Participant 1: Casneve Oupelle

Registration	\$1,890.00
Airfare - Delta Airlines	\$706.98
Per Diem (M&IE)	\$259.00
Lodging	\$1,180.24
Uber / Local Transportation	\$133.07

Participant 2: Anthony Bonamy

Registration	\$1,840.00
Airfare - Delta Airlines	\$530.68
Per Diem (M&IE)	\$259.00
Lodging	\$1,224.96

Total - IEDC Annual Conference (Detroit, September 14-17, 2025) \$8,023.93**(OUEDI) Economic Development Institute - Fort Worth**

Registration	\$0.00
Airfare - Delta Airlines	\$599.37
Per Diem (M&IE)	\$0.00
Lodging	\$1,112.00
Uber / Local Transportation	\$325.99
Total - OUEDI - Fort Worth	\$2,037.36

Per the agreement, IEDC Annual Conference + OUEDI - Fort Worth**Total divided by two agencies (NW 79 street CRA and NW 7th****Avenue CRA (10061.29 / 2) \$5,030.65**

Total Reimbursement	\$7,648.04
----------------------------	-------------------

INVOICE

INVOICE: 0001
DATE: 08/29/25

FOR:

Professional Technology Consultation Services

Make all checks payable to Claude L. Charles
Total due within 30 days of Invoice.






Open an account

Sign out

Date sent	Status	Recipient	Type	Amount
Oct 2, 2025	Completed	LASC Informatics, LLC "NW 7th Ave CRA - Professional Tech Consultation Services"	In moments	\$1,000.00

 We sent money from BUS COMPLETE CHK (...9653).

Email address

ccharles01@gmail.com

Transaction number

JPM99bpdgmfs

INVOICE

INVOICE: 0001
DATE: 08/29/25

FOR:

Professional Technology Consultation Services

Make all checks payable to Claude L. Charles
Total due within 30 days of Invoice.






Open an account

Sign out

Date sent	Status	Recipient	Type	Amount
Oct 17, 2025	Completed	LASC Informatics, LLC "NW 7th Ave Email setup"	In moments	\$300.00

 We sent money from BUS COMPLETE CHK (...9653).

Email address

ccharles01@gmail.com

Transaction number

JPM99br85e0o

INVOICE 19215



DATE	P.O. #	SHIP VIA	TERMS	DUE DATE
10/10/2025	25049	Pick Up	Due on receipt	10/10/2025

Phone: 305-956-3535
info@greentoadprinters.com
15660 West Dixie Highway
North Miami Beach, FL, 33162

BILL TO

Khass Oupelle
Racher Dalagan

SHIP TO

Khass Oupelle
NW 7th Avenue Uptown CRA

QUANTITY	JOB TICKET	DESCRIPTION	PRICE EACH	AMOUNT
700	25885	NW 7th Avenue Uptown CRA Business Cards 100ea (Rasha Cameau, Gene Lomando, Jeffy Mondesir, Khass Oupelle, Daniella Pierre, Angela Reyes, Nadeige Theresias-Joisil)	0.22615	158.31T
			SUBTOTAL	\$158.31
			SALES TAX (7.0%)	\$11.08
			TOTAL	\$169.39
PAYMENT MADE			-\$169.39	
BALANCE DUE				\$0.00

It is acknowledged and agreed that a service charge of 1.5% per month will be applied to all delinquent amounts over thirty (30) days. In the event of default and/or failure to pay, the buyer promises to pay all costs or expenses incurred in the collection of the account including all reasonable attorneys fees and any additional costs incurred for collection.

Microsoft Corporation
One Microsoft Way
Redmond WA 98052
United States
FEIN: 91-1144442

Invoice Summary

Invoice Number	G121918103
Invoice Date In UTC	11/05/2025

Sold To

Miami-Dade Special CRA District
111 NW 1St St Fl 22
Miami
FL
33128-1926
US

Bill To

Miami-Dade Special CRA District
111 NW 1St St Fl 22
Miami
FL
33128-1926
US

Total Amount**USD 1,148.00****Due on 11/05/2025**Questions on your bill? Visit <https://aka.ms/invoice-billing>

This invoice is for the billing period 10/01/2025 - 10/31/2025

This bill contains the charges for your purchases and services consumed from Microsoft.

Billing Summary

Charges	1,148.00
Subtotal	1,148.00
Sales Tax (0.00%)	0.00
Total	USD 1,148.00

Your account has a credit card on file and there is no action for you to take. The card you have on file will be charged.

Payment should only be made by Electronic Funds Transfer.

Do not send any physical payment to any address on this invoice.

Microsoft 365 Business Basic - One-Year commitment for monthly/yearly billing

Purchases	Unit		Charges/	
Charge Start Date - Charge End Date	Price	Qty	Credits	Total
	(USD)		(USD)	(USD)
10/05/2025-07/22/2026	57.40	20	1,148.00	1,148.00
License change on 10/05/2025				

Payment Instructions:

Your account has a credit card on file and there is no action for you to take. The card you have on file will be charged.



ACCOUNT ENDING - 01004
Business Platinum Card®

CARD MEMBER
CASNEVE OUPELLE

DATE		DESCRIPTION		AMOUNT
Nov 4 Pending	MICROSOFT	MICROSOFT		\$1,148.00
	1 MICROSOFT WAY	Will appear on your statement as MICROSOFT		
	REDMOND			
	WA	METHOD	CARD	
	98052	Card used online	CASNEVE OUPELLE	
(800) 642-7676				
http://www.microsoft.com/	FOREIGN TRANSACTION DETAILS			
	Original Amount	0		

Transaction Details


Business Services - Other Services
GREEN TOAD PRINTERS NMIAMIBEACH FL
\$314.58

Will appear on your Oct 12 statement as Green Toad Printers NMiamiBeach FL

Date
Oct 10

Card Member
CASNEVE OUPELLE - 01004

Contact Information
15660 WEST DIXIE HWY
MIAMI, FL 33162

 (305) 956-3535

Expense Management



Upload Receipt

TRANSACTION NOTES

42/200

NW 79 Street Board Members Business Cards



Cancel | Save Notes


Tags

Add or Edit Tags

Transaction Reference Number
320252830600138259

Date: September 26, 2025

To: Miami-Dade County Office of Management and Budget (OMB)

From: Casneve Oupelle, Executive Director 
NW 79th Street Corridor Community Redevelopment Agency
NW 7th Avenue Corridor Community Redevelopment Agency

Subject: Reimbursement Request – IEDC Annual Conference (Detroit, September 14–17, 2025)

This memo is submitted to request reimbursement for expenses related to participation in the **International Economic Development Council (IEDC) Annual Conference**, held in Detroit, Michigan, from September 14–17, 2025. Attendance at this national conference provided critical professional development and networking opportunities relevant to the mission of both the NW 7th Avenue CRA and the NW 79th Street CRA.

Participant Details & Expenses:

Participant 1: Casneve Oupelle

- Registration: \$1,890.00
- Airfare - Delta Airlines: \$706.98
- Per Diem (M&IE) : \$259.00
- Lodging: \$1,180.24
- Uber/LocalTransportation:\$133.07
- Total: \$4,169.29**

Participant 2: Anthony Bonamy

- Registration: \$1,840.00
- Airfare - Delta Airlines: \$530.68
- Per Diem (M&IE): \$259.00
- Lodging:\$1,224.96
- Total: \$3,854.64**

Total Reimbursement Requested: \$8,023.93

To support both agencies equally, I am requesting that the reimbursement be processed with costs shared evenly between the NW 7th Avenue CRA and the NW 79th Street CRA accounts.

Receipts and proof of payment for all expenses are attached to this memo for review and processing. Please let me know if any additional documentation or clarification is required to complete this reimbursement request.

Respectfully,

International Economic Development Council

1275 K Street NW Suite 300 Washington, DC 20005 Ph: (202) 223-7800 Fax: (202) 223-4745

Casneve Oupelle, MPA, FRA-RA, CP3P

Deputy Director

NW 7th and NW 79th Community Redevelopment

Agency

3479 NW 110th Terrace

Coral Springs, FL 33065

USA

2025 Annual Conference

Sunday, September 14, 2025 - Wednesday, September 17, 2025

Huntington Place

Detroit

You are registered for the following:

Function	Quantity	Rate	Amount
Conference Registration	1	1,450.00	1,450.00
AI/Tech Micro-summit	1	120.00	120.00
International Dinner	1	100.00	100.00
ROI Research on Investment Lunch & Learn (50)	1	0.00	0.00
Tour: Michigan Central Station	1	90.00	90.00
Black Excellence Happy Hour	1	40.00	40.00
Downtown Detroit Walking Tour: Bedrock's Vision of Renewal	1	90.00	90.00
Total			1,890.00
Payment			1,890.00
Balance			0.00



Date of Purchase: Sep 15, 2025

Flight Receipt for Detroit, MI to Fort Lauderdale, FL

PASSENGER INFORMATION

CASNEVE OUPELLE
SkyMiles Number: 9537079486

Confirmation Number: F8FWGT
Ticket Number: 0062364443304

FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
DTW>FLL Wed 17Sep2025 DL 1903	FLWN	S	

DETAILED CHARGES

Air Transportation Charges

Base Fare: \$564.07 USD

Taxes, Fees & Charges:

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$42.31 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$10.40 USD

Total Price: \$636.98 USD

Paid with American Express *****1004

KEY OF TERMS

- Arrival date different than departure date
** - Check-in required
***- Multiple meals
*\$ - Multiple seats
AR - Arrives
B - Breakfast
C - Bagels / Beverages
D - Dinner

F - Food available for purchase
L - Lunch
LV - Departs
M - Movie
R - Refreshments, complimentary
S - Snack
T - Cold meal
V - Snacks for sale

Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.

Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.

Please review Delta's [check-in requirements](#) and [baggage guidelines for details](#).

You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.

You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.

For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit [Flying safely government guide](#).

Do you have comments about service? Please [email](#) us to share them.

NON-REFUNDABLE / CHANGE FEE

When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued at a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

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- Our right to [change terms](#) of the contract.
- [Check-in requirements](#) and other rules established when we may [refuse carriage](#).
- Our rights and limits of our liability for [delay of failure to perform service](#), including schedule change, substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on [overbooking flights](#), and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these [conditions of carriage](#) on delta.com, or by requesting a copy from Delta.

You have received this email because you elected to receive your Electronic Ticket receipt sent to you via email. If you would like to take advantage of other Delta email programs featuring special fare, promotions, information and flight updates, please visit [Delta News & Special Offers](#) or [Delta notifications](#).

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Date of Purchase: Sep 13, 2025

Baggage Receipt

PASSENGER INFORMATION

CASNEVE OUPELLE
SkyMiles Number: 9537079486

Confirmation Number: F8FWGT
Ticket Number: 0064249878092

BILLING AND INFORMATION

EXCESS BAGGAGE	\$35.00 USD
Taxes & Fees	\$0.00 USD
Total	\$35.00 USD
Paid with American Express *****1004	

Retain this receipt for your records. This document provides information about specified fees or services you have been charged.

If purchasing Delta Sky Club memberships all Delta SkyMiles and Delta Sky Club rules apply. To review the rules, please visit [Delta Sky Club](#).

If a customer voluntarily changes or cancels their flight after purchasing a seat they may receive an eCredit or miles redeposit for the value of the purchased seat upgrade and apply it toward future travel, unless the change is made during the check-in window (24 hours before the flight departs). Changeability and refundability are based on the fare rules of the original booked ticket. Most fares are non-refundable. Important Note: If travel or check-in commences on a carrier other than Delta this receipt must be presented at the time of the service or fee will be used.

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Date of Purchase: Sep 17, 2025

Baggage Receipt

PASSENGER INFORMATION

CASNEVE OUPELLE
SkyMiles Number: 9537079486

Confirmation Number: F8FWGT
Ticket Number: 0064249624275

BILLING AND INFORMATION

EXCESS BAGGAGE	\$35.00 USD
Taxes & Fees	\$0.00 USD

Total	\$35.00 USD
Paid with American Express *****1004	

Retain this receipt for your records. This document provides information about specified fees or services you have been charged.

If purchasing Delta Sky Club memberships all Delta SkyMiles and Delta Sky Club rules apply. To review the rules, please visit [Delta Sky Club](#).

If a customer voluntarily changes or cancels their flight after purchasing a seat they may receive an eCredit or miles redeposit for the value of the purchased seat upgrade and apply it toward future travel, unless the change is made during the check-in window (24 hours before the flight departs). Changeability and refundability are based on the fare rules of the original booked ticket. Most fares are non-refundable. Important Note: If travel or check-in commences on a carrier other than Delta this receipt must be presented at the time of the service or fee will be used.

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119

09-17-25

Casneve Oupelle 3479 Nw 110 Terrace Coral-Springs 33065 United States	Folio No. :	556086	Room No. :	1123
	A/R Number :		Arrival :	09-14-25
	Group Code :		Departure :	09-17-25
	Company :	huntington	Conf. No. :	40641012
	Membership No. :	PC 328449635	Rate Code :	IDME2
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
09-14-25	*Accommodation	400.90	
09-14-25	State Tax - 6%	24.05	
09-14-25	County Tax - 10%	40.09	
09-15-25	*Accommodation	287.85	
09-15-25	State Tax - 6%	17.27	
09-15-25	County Tax - 10%	28.79	
09-16-25	*Accommodation	328.70	
09-16-25	State Tax - 6%	19.72	
09-16-25	County Tax - 10%	32.87	
09-17-25	American Express XXXXXXXXXXXXX1004		1,180.24
Total		1,180.24	1,180.24
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part of the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Detroit Downtown
 1020 Washington Blvd, Detroit, MI 48226
 Phone 313-887-7000 Fax 313-512-8700

Thanks for tipping, Casneve

Here's your updated Sunday morning ride receipt.

Total	\$64.31
<hr/>	
Trip fare	\$47.15
<hr/>	
Subtotal	\$47.15
Booking Fee	\$8.62
Tip	\$8.54

Payments

	Mastercard ****6215 9/14/25 4:41 AM	\$55.77
	Mastercard ****6215 9/14/25 4:50 AM	\$8.54

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Frantz

UberX 22.94 miles | 30 minutes

■	4:10 AM 3479 NW 110th Ter, Coral Springs, FL 33065-7075, US
■	4:41 AM 100 Terminal Dr, Fort Lauderdale, FL 33315, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Thanks for tipping, Casneve

Here's your updated Sunday morning ride receipt.

Total	\$68.76
-------	---------

Trip fare	\$46.66
-----------	---------

Subtotal	\$46.66
----------	---------

Booking Fee	\$9.19
-------------	--------

DTW Airport Surcharge	\$5.00
-----------------------	--------

Tip	\$7.91
-----	--------

Payments

Mastercard ****6215 9/14/25 2:39 PM	\$68.76
--	---------

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Charif

Comfort 22.82 miles | 29 minutes

- 10:08 AM | McNamara Terminal, Detroit Metropolitan Airport (DTW), Romulus, MI 48242, US
- 10:38 AM | 1020 Washington Blvd, Detroit, MI 48226, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

International Economic Development Council

1275 K Street NW Suite 300 Washington, DC 20005 Ph: (202) 223-7800 Fax: (202) 223-4745

Anthony Bonamy

79th Street CRA
6447 Pershing St
Hollywood, FL 33024-2036
USA

2025 Annual Conference

Sunday, September 14, 2025 - Wednesday, September 17, 2025

Huntington Place
Detroit

You are registered for the following:

Function	Quantity	Rate	Amount
Conference Registration	1	1,750.00	1,750.00
First-Time Attendee Orientation	1	0.00	0.00
Detroit's Neighborhood Reinvestment Strategy	1	90.00	90.00
AEDO Information Session	1	0.00	0.00
		Total	1,840.00
		Payment	1,840.00
		Balance	0.00



Anthony Bonamy <anthony.bonamy001@gmail.com>

Your Flight Receipt - ANTHONY BONAMY 14SEP25

Delta Air Lines <DeltaAirLines@t.delta.com>

Wed, Sep 3, 2025 at 6:02 PM

Reply-To: Transactional Email Reply Inbox <reply-559811-14_HTML-73129432-10982494-3343212@t.delta.com>

To: ANTHONY.BONAMY001@gmail.com

[View as a web page](#)

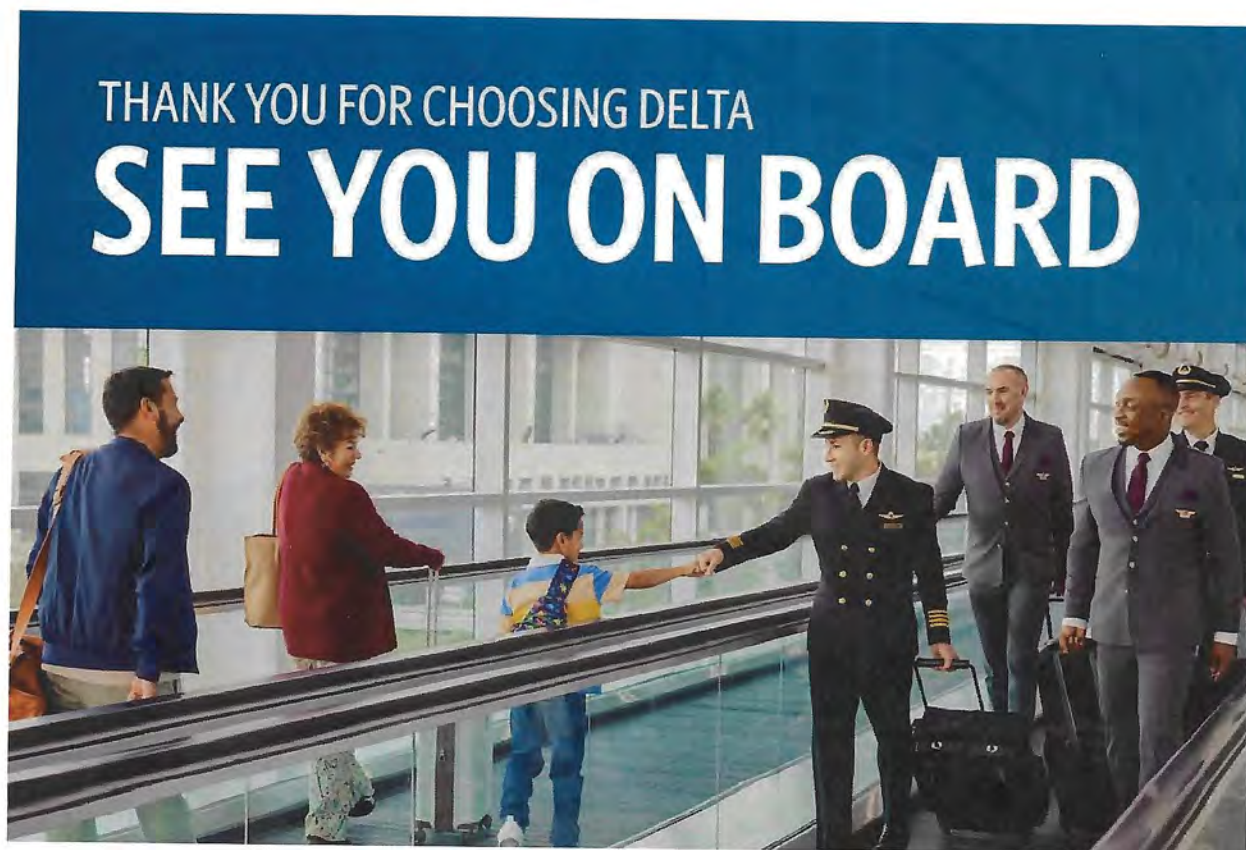


#9395155188

SkyMiles® Member

Confirmation Number

GXYNOT



You're all set. If your plans change, you can make adjustments or cancel your itinerary on [My Trips](#) on the Fly Delta app or [delta.com](#) before your flight departs.

Have a great trip, and thank you for choosing Delta.

Passenger Info

Name: ANTHONY BONAMY
SkyMiles #9395155188

FLIGHT	SEAT
DELTA 2631	Select Seat
DELTA 1903	Select Seat

Visit [delta.com](#) or download the [Fly Delta app](#) to view, select or change your seat. If you purchased an upgrade or a Trip Extra, please visit [My Trips](#) to access a receipt of your purchase.

Sun, 14SEP	DEPART	ARRIVE
DELTA 2631 Delta Comfort (S)	FT LAUDERDALE 06:30AM	DETROIT 09:29AM

Wed, 17SEP	DEPART	ARRIVE
DELTA 1903 Delta Comfort (S)	DETROIT 03:56PM	FT LAUDERDALE 06:54PM

MANAGE MY TRIP



Check Your Identification For REAL ID Before Your Flight

Beginning May 7, 2025, the Transportation Security Administration (TSA) will ask for a state-issued REAL ID-compliant license or identification card or another acceptable form of ID, such as a passport, to fly within the United States. Visit [tsa.gov](https://www.tsa.gov) for a list of acceptable forms of ID and additional information regarding REAL ID.

**Updated April 16, 2025*

Flight Receipt

Ticket #: 0062361333568

Place of Issue:

Issue Date: 03SEP25

Expiration Date: 03SEP26

METHOD OF PAYMENT	
VI*****0142	\$530.68 USD

CHARGES	
Air Transportation Charges	
Base Fare	\$465.19 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$34.89 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$10.40 USD
TICKET AMOUNT	\$530.68 USD

Checked Bag Allowance

The fees below are based on your original ticket purchase. Fees may be converted to local currency based on your departure airport. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in. Visit delta.com for details on baggage embargoes that may apply to your itinerary and for additional baggage policy updates.

Sun 14 Sep 2025

FLL-DTW

CARRY ON	FIRST	SECOND
FREE	\$35.00 ^{USD} (50LBS/23KG) OR 3,500 miles	\$45.00 ^{USD} (50LBS/23KG) OR 4,500 miles

Wed 17 Sep 2025

DTW-FLL

CARRY ON	FIRST	SECOND
FREE	\$35.00 ^{USD} (50LBS/23KG) OR 3,500 miles	\$45.00 ^{USD} (50LBS/23KG) OR 4,500 miles

Your Pre-Trip Checklist For Easier Travel



Book Delta Stays And Car Rentals

Earn miles by booking your travel accommodations



Flight Deals And More Delivered

Opt in through your SkyMiles[®] profile to receive the latest



Visit Our Help Center

Find information on self-service tools, baggage, SkyMiles and more.

with our hotel and
car rental partners.

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flight deals and
promotions.

[Update Your
Account ›](#)

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Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

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Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: FLL DL DTT Q0.17 250.10UA7QA0IL/NY3YM DL FLL Q0.17 214.75XAUQA9IF/NY3YM USD465.19END ZP FLLDTW XF FLL4.5DTW4.5

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*On Delta® operated flights, you may carry on one bag and a small personal item at no charge.

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At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit delta.com/baggage. Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at delta.com/firstbagfree.

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

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Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

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- Claim restrictions including time periods within which you must file a claim or bring action against us.
- Our right to change terms of the contract.
- Check-in requirements and other rules established when we may refuse carriage.
- Our rights and limits of our liability for delay or failure to perform service including schedule change, substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on overbooking flights, and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these conditions of carriage on delta.com, or by requesting a copy from Delta.

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Anthony Bonamy
 Please Complete
 Hollywood FL 33024
 Business

Room: 1721
 Room Type: QNQN
 Number of Guests: 2
 Rate: \$391.00 Clerk: KYG

Arrive: 14Sep25 Time: 02:32PM Depart: 17Sep25 Time: 10:41AM Folio Number: 50908

DATE	DESCRIPTION	CHARGES	CREDITS
14Sep25	Room Charge	352.00	
14Sep25	Occupancy Sales Tax	21.12	
14Sep25	City Tax	10.56	
14Sep25	Convention and Tourism Tax	21.12	
14Sep25	County Tax	3.52	
15Sep25	Room Charge	313.00	
15Sep25	Occupancy Sales Tax	18.78	
15Sep25	City Tax	9.39	
15Sep25	Convention and Tourism Tax	18.78	
15Sep25	County Tax	3.13	
16Sep25	Room Charge	391.00	
16Sep25	Occupancy Sales Tax	23.46	
16Sep25	City Tax	11.73	
16Sep25	Convention and Tourism Tax	23.46	
16Sep25	County Tax	3.91	
17Sep25	American Express		1224.96
Card #: XXXXXXXXXXXXXXX1004/XXXX			
Card Type: AMEX Card Entry: CHIP Approval Code: 840940 App			
Label: AMERICAN EXPRESS AID: A000000025010801			

BALANCE: 0.00

Marriott Bonvoy Account # XXXXX5612. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

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Date of Purchase: Oct 10, 2025

Fort Lauderdale, FL ➤ Dallas-Love Field, TX

Passenger Information

CASNEVE OUPELLE

Confirmation Number:GVTRVB

Skymiles Number: 9537079486

Ticket Number:0062371091132

Flight

DATE AND FLIGHT	STATUS	CLASS	SEAT/CABIN
FLL ➤ ATL Sun 19Oct2025 1083	FLWN	S	Delta Comfort Classic
ATL ➤ DAL Sun 19Oct2025 441	FLWN	S	Delta Comfort Classic
DFW ➤ ATL Fri 24Oct2025 401	OPEN	S	Delta Comfort Classic
ATL ➤ FLL Fri 24Oct2025 1271	OPEN	S	Delta Comfort Classic

Detailed Charges

Air Transportation Charges

Base Fare

\$511.04 USD

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$38.33 USD
United States - Passenger Facility Charge (XF)	\$18.00 USD
United States - Flight Segment Tax (ZP)	\$20.80 USD
Total Price	\$599.37 USD
Paid with American Express ending 1004	\$599.37 USD

View Terms

- # - Arrival date different than departure date
- ** - Check-in required
- *** - Multiple meals
- *S\$ - Multiple seats
- AR - Arrives
- B - Breakfast
- F - Food available for purchase
- L - Lunch
- LV - Departs
- M - Movie
- R - Refreshments, complimentary
- S - Snack

C - Bagels/Beverages**T** - Cold meal**D** - Dinner**V** - Snack for sale

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OUPELLE, CASNEVE

3479 NW 110TH TERRACE

CORAL SPRINGS FL 33065
UNITED STATES OF AMERICA

Room No: 1238/K1KCQ
Arrival Date: 10/19/2025 2:04:00 PM
Departure Date: 10/24/2025 5:23:00 AM
Adult/Child: 1/0
Cashier ID: HHERNANDEZ44
Room Rate: 185.00
AL:
HH # 2551520220 BLUE
VAT #
Folio No/Che 1086511 A

Confirmation Number: 3326748452

HILTON FORT WORTH 10/24/2025 5:23:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
10/19/2025	GUEST ROOM	HHERNAN DEZ44	5207685	\$185.00		
10/19/2025	FORT WORTH TPID FEE	HHERNAN DEZ44	5207685	\$3.70		
10/19/2025	RM - STATE TAX	HHERNAN DEZ44	5207685	\$11.40		
10/19/2025	RM - CITY TAX	HHERNAN DEZ44	5207685	\$20.91		
10/19/2025	STATE COST=RECOVERY FEE	HHERNAN DEZ44	5207685	\$1.39		
10/20/2025	GUEST ROOM	HHERNAN DEZ44	5208344	\$185.00		
10/20/2025	FORT WORTH TPID FEE	HHERNAN DEZ44	5208344	\$3.70		
10/20/2025	RM - STATE TAX	HHERNAN DEZ44	5208344	\$11.40		
10/20/2025	RM - CITY TAX	HHERNAN DEZ44	5208344	\$20.91		
10/20/2025	STATE COST=RECOVERY FEE	HHERNAN DEZ44	5208344	\$1.39		
10/21/2025	GUEST ROOM	HHERNAN DEZ44	5209173	\$185.00		
10/21/2025	FORT WORTH TPID FEE	HHERNAN DEZ44	5209173	\$3.70		
10/21/2025	RM - STATE TAX	HHERNAN DEZ44	5209173	\$11.40		
10/21/2025	RM - CITY TAX	HHERNAN DEZ44	5209173	\$20.91		
10/21/2025	STATE COST=RECOVERY FEE	HHERNAN DEZ44	5209173	\$1.39		
10/22/2025	GUEST ROOM	HHERNAN DEZ44	5210090	\$185.00		
10/22/2025	FORT WORTH TPID FEE	HHERNAN DEZ44	5210090	\$3.70		
10/22/2025	RM - STATE TAX	HHERNAN DEZ44	5210090	\$11.40		
10/22/2025	RM - CITY TAX	HHERNAN DEZ44	5210090	\$20.91		
10/22/2025	STATE COST=RECOVERY FEE	HHERNAN DEZ44	5210090	\$1.39		
10/23/2025	GUEST ROOM	HHERNAN DEZ44	5211068	\$185.00		

OUPELLE, CASNEVE
3479 NW 110TH TERRACE
CORAL SPRINGS FL 33065
UNITED STATES OF AMERICA

Room No: 1238/K1KCQ
Arrival Date: 10/19/2025 2:04:00 PM
Departure Date: 10/24/2025 5:23:00 AM
Adult/Child: 1/0
Cashier ID: HHERNANDEZ44
Room Rate: 185.00
AL:
HH # 2551520220 BLUE
VAT #
Folio No/Che 1086511 A

Confirmation Number: 3326748452

HILTON FORT WORTH 10/24/2025 5:23:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
10/23/2025	FORT WORTH TPID FEE	HHERNAN DEZ44	5211068	\$3.70		
10/23/2025	RM - STATE TAX	HHERNAN DEZ44	5211068	\$11.40		
10/23/2025	RM - CITY TAX	HHERNAN DEZ44	5211068	\$20.91		
10/23/2025	STATE COST=RECOVERY FEE	HHERNAN DEZ44	5211068	\$1.39		
10/24/2025	AX *1004	HHERNAN DEZ44	5211317		(\$1,112.00)	
BALANCE						\$0.00

EXPENSE REPORT
SUMMARY

	10/19/2025	10/20/2025	10/21/2025	10/22/2025
ROOM AND TAX	\$222.40	\$222.40	\$222.40	\$222.40
DAILY TOTAL	\$222.40	\$222.40	\$222.40	\$222.40

EXPENSE REPORT
SUMMARY

	10/23/2025	STAY TOTAL
ROOM AND TAX	\$222.40	\$1,112.00
DAILY TOTAL	\$222.40	\$1,112.00

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CREDIT CARD DETAIL

APPR CODE	886894	MERCHANT ID	1426390456
CARD NUMBER	AX *1004	EXP DATE	08/30
TRANSACTION ID	5211317	TRANS TYPE	Sale

Thanks for tipping, Casneve

Here's your updated Sunday morning ride receipt.

Total	\$64.93
-------	---------

Trip fare	\$45.41
-----------	---------

Subtotal	\$45.41
----------	---------

Booking Fee	\$8.36
-------------	--------

Sawgrass Expwy: Sunrise Gantry	\$1.16
--------------------------------	--------

Tip	\$10.00
-----	---------

Payments

 Mastercard ****6215	\$54.93
10/19/25 4:31 AM	


 Mastercard ****6215	\$10.00
10/19/25 4:46 AM	

[Visit the trip page](#) for more information, including invoices (where available)

You rode with JAMES

UberX 28.67 miles | 30 minutes

 3:59 AM | 3479 NW 110th Ter, Coral Springs, FL 33065-7075, US

 4:30 AM | 100 Terminal Dr, Fort Lauderdale, FL 33315, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Here's your receipt for your ride, Casneve

We hope you enjoyed your ride this morning.

Total	\$131.95
-------	----------

Trip fare	\$121.25
-----------	----------

Subtotal	\$121.25
Airport Surcharge	\$2.00
Booking Fee	\$6.70
Texas Regulatory Recovery Fee	\$2.00

Payments



Mastercard ****6215
10/19/25 9:02 PM

\$131.95

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Keith

UberX 33.40 miles | 37 minutes



10:03 AM | Dallas Love Field Airport (DAL), Dallas, TX 75235, US

10:40 AM | 815 Main St, Fort Worth, TX 76102, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Thanks for tipping, Casneve

Here's your updated Friday morning ride receipt.

Total	\$72.29
-------	---------

Trip fare	\$49.36
-----------	---------

Subtotal	\$49.36
Booking Fee	\$6.60
DFW Airport Surcharge	\$4.00
Dallas Fort Worth Airport Terminal Toll	\$2.00
Texas Regulatory Recovery Fee	\$0.90
Tip	\$9.43



Payments

	Mastercard ••••6215 10/24/25 4:15 AM	\$62.86
	Mastercard ••••6215 10/24/25 4:32 AM	\$9.43

[Visit the trip page](#) for more information, including invoices (where available)

You rode with ISAAC

Comfort 24.67 miles | 30 minutes

	3:43 AM 815 Main St, Fort Worth, TX 76102, US
	4:14 AM Terminal E, Dallas Fort Worth International Airport (DFW), DFW Airport, TX 75261, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Here's your receipt for your ride, Casneve

We hope you enjoyed your ride this morning.

Total	\$56.82
--------------	----------------

Trip fare	\$43.51
-----------	---------

Subtotal	\$43.51
-----------------	----------------

Booking Fee	\$9.15
-------------	--------

FLL Airport Surcharge	\$3.00
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Sawgrass Expwy: Sunrise Gantry	\$1.16
--------------------------------	--------

[Visit the trip page](#) for more information, including invoices (where available)

You rode with ARTURO

Comfort 28.77 miles | 32 minutes



11:25 AM | 320 Terminal Dr, Fort Lauderdale, FL 33315, US

11:58 AM | 3479 NW 110th Ter, Coral Springs, FL 33065-7075, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

RESOLUTION NO. CRA-14-2025

RESOLUTION APPROVING THE TERMS OF AND AUTHORIZING THE EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR'S DESIGNEE TO EXECUTE AN ENGAGEMENT LETTER WITH TAYLOR DUMA LLP IN AN AMOUNT NOT TO EXCEED \$130,000.00 FOR THE PURPOSE OF PROVIDING LEGAL SERVICES TO THE NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY IN ACCORDANCE WITH SECTION 163.356, FLORIDA STATUTES, AND SECTION 2-2098 OF THE CODE OF MIAMI-DADE, FLORIDA; AND AUTHORIZING THE EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR'S DESIGNEE TO EXERCISE ALL PROVISIONS CONTAINED THEREIN

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE N.W. 7TH AVENUE 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 approves the terms of and authorizes the Executive Director or Executive Director's designee to execute the engagement letter with Taylor Duma LLP, in an amount not to exceed \$130,000.00, in substantially the form attached hereto as Exhibit "A" and incorporated herein by reference, for the purpose of providing legal services to the NW 7th Avenue Corridor Community Redevelopment Agency in accordance with section 163.356, Florida Statutes, and section 2-2098 of the Code of Miami-Dade County, Florida. This Board further authorizes the Executive Director or Executive Director's designee to exercise all provisions contained therein.

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:

	Rasha Cameau, Chairwoman _____	
	Jeffy Mondesir, Vice Chairman _____	
Daniella Pierre _____		Gene Lomando _____
Angela Reyes _____		Nadege Theresias-Joisil _____

The Chairperson thereupon declared the resolution duly passed and adopted this 12 day of November, 2025.

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

NADEGE THERESIAS-JOISIL


By: _____
NW 7th Avenue CRA Board Secretary

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

Terrence A. Smith

Date: November 12, 2025

To: Board Members of NW 7th Avenue
Corridor Community Redevelopment Agency

From: Khass Oupelle, Executive Director 
NW 7th Avenue Corridor Community Redevelopment Agency

Subject: Resolution Approving an Engagement Letter with Taylor Duma LLP to Provide Legal Services
as the Agency's General Counsel

Recommendation

It is recommended that the Board of Commissioners approve the terms of an engagement letter with Taylor Duma LLP, in an amount not to exceed \$130,000.00, to provide legal counsel and representation for the NW 7th Avenue Corridor Community Redevelopment Agency (Agency) in accordance with section 163.356, Florida Statutes, and section 2-2098 of the Code of Miami-Dade County, Florida. It is further recommended that the Board authorize the Executive Director or Executive Director's designee to execute the engagement letter, and exercise all provisions contained therein.

Fiscal Impact

Legal services will be billed at the rates outlined in the engagement letter, but shall not exceed \$130,000.00. Such amount will be funded from the Agency's FY 25-26 approved budget under the legal services line item.

Delegation of Authority

Upon approval of this item, the Executive Director or designee is authorized to execute the engagement letter and work directly with Taylor Duma LLP to manage the CRA's legal matters.

Background

Section 163.356(3)(c), Florida Statutes, provides that a community redevelopment agency may employ an executive director, technical experts, and such other agents and employees, permanent and temporary, as it requires, and determine their qualifications, duties, and compensation. The statute further provides that a community redevelopment agency may employ or retain its own legal counsel and legal staff to provide legal services. Since the Agency's creation, the Miami-Dade County Attorney's Office, pursuant to Section 2-2098 of the Code of Miami-Dade County, Florida (Code), has served as legal counsel for the Agency. However, on July 1, 2025, the Miami-Dade County Board of County Commissioners adopted Ordinance No. 25-60, which amended the Code to authorize the Agency to retain its own legal counsel and legal staff.-

Taylor Duma LLP is a Florida-based law firm with deep experience in community redevelopment law, municipal governance, public procurement, and real estate transactions. The firm currently represents several community redevelopment agencies within Miami-Dade County, including the West Perrine, Naranja Lakes, North Miami, and North Miami Beach community redevelopment agencies

The firm's familiarity with the unique statutory and operational frameworks governing community redevelopment agencies in this region makes them well-positioned to serve as legal counsel for Agency. The engagement letter outlines the scope of services, hourly rates, and billing procedures.

Retaining qualified legal counsel is essential to ensuring the Agency remains compliant with Chapter 163, Part III, Florida Statutes (Community Redevelopment Act), Sunshine Law, procurement rules, conflict of interest laws, and other local and state requirements. Taylor Duma LLP will serve as legal advisor to the Board and the Executive Director, supporting policy interpretation, contract review, legal document drafting, intergovernmental coordination, and board governance.

Attachment

Engagement Letter – Taylor Duma LLP

October 21, 2025

Northwest 7th Avenue Corridor Community Redevelopment Agency
c/o Casneve "Khass" Oupelle, MPA, FRA-RA, CP3P
Executive Director
Miami-Dade County Office of Management and Budget
Community Redevelopment Agencies and Municipal Services
111 NW First Street, 22nd Floor
Miami, FL 33128

Re: Attorney-Client Representation for Fiscal Year 2025-26

Dear Mr. Oupelle:

We are pleased that the Northwest 7th Avenue Corridor Community Redevelopment Agency (the "Agency") has chosen Taylor Duma LLP to represent the Agency. This letter will confirm our understanding that the Agency has engaged this firm and will describe the basis on which we will provide legal services.

We have been engaged to represent the Agency in connection with General Counsel Services. Based on our standard conflict of interest review procedures using information you have provided, and except as we may have separately communicated in writing, we are not aware of any conflicts of interest that would arise as a result of the services we will be providing. If we subsequently become aware of any conflicts, we will contact you immediately and work with you to achieve a mutually acceptable resolution as mandated by applicable ethical rules.

Our fee is \$285 per hour for all firm attorneys and \$225 for all firm paralegals subject to a cap of \$130,000. In addition to our fees, the Agency will be responsible for expenses we incur in connection with this engagement, such as filing fees or delivery charges. If court reporters or other services are engaged on your behalf, we may forward their invoices with a request that you pay them directly. You agree to do so. We will not bill you for ordinary office expenses like occasional copying, long distance telephone calls, and fax transmissions.

The foregoing does not include any loan or bond to be obtained by the Agency, real estate closings or litigation matters. Fees for any loan or bond, as well as real estate closings, will be paid from, and as part of, the closing. In the event of any litigation, we will estimate and prepare a proposed budget for approval by the Agency Board.

If the Agency engages us on any litigation matters, please be aware that litigation in the digital age frequently requires the production of electronically stored information ("ESI") and compliance with state, federal, court, and ethics rules applicable to electronic discovery. A member of our firm's internal Electronic Discovery Committee will consult on all matters

involving ESI, and time will be billed at rates commensurate to those listed above. Further, it may be necessary to retain one of our firm's external preferred providers of e-Discovery services (the "e-Discovery Provider") to assist with the preservation, collection, and processing of ESI. We will consult with the Agency before retaining any e-Discovery Provider on your behalf. We will review all invoices received from an e-Discovery Provider and will forward them to the Agency for prompt payment. The Agency will be solely responsible for payment of e-Discovery expenses, and you agree to remit payment directly to the e-Discovery Provider.

We generally issue monthly invoices for current fees and expenses. We expect our invoices to be paid promptly, and in any event within fifteen (15) days of receipt, and the Agency agrees to do so. Payment may be made via our secure site, <https://taylordumabilling.com>. Where allowed, we will charge a processing fee for credit card payments. Our secure site will disclose the amount of any such credit card processing charge before the Agency authorizes payment. We may charge interest for invoices left unpaid. If our fees and expenses are not paid, or if the Agency fails to timely pay an outside vendor retained on your behalf, such as an e-Discovery Provider, we reserve the right to postpone or defer providing additional services or to discontinue our representation in accordance with applicable law, bar, or court rules.

We strive to provide the highest quality legal services at a reasonable cost. Accordingly, we ask that the Agency inform us promptly if it believes an invoice to be inaccurate or excessive, so that we may seek to resolve the concern. The Agency will waive the right to dispute the fees, expenses, and other content of any invoice if we do not receive a written objection from the Agency within fifteen (15) days from your receipt of the invoice.

The agency may terminate this agreement with us at any time, but we will be entitled to the full amount of the fees earned and expenses incurred through termination. Unless sooner concluded, our representation will be deemed terminated one (1) year from the last date of legal services for which we bill the Agency. Upon completion of our representation, whether due to termination, withdrawal or otherwise, we will have no further obligation to assist the Agency with respect to this matter, to renew any judgment obtained for the Agency, or to advise the Agency with respect to changes in the laws or regulations that could have an impact upon your future rights and liabilities relating to any matter we handled for you.

We will retain certain documents relating to this matter for a period of not less than four (4) years, after which time we will destroy all documents in accordance with our document retention policies then in effect. If the Agency would like to retrieve any original documents that the Agency provided us or any other material from our file, the Agency must so advise us prior to their destruction.

We do not expect that any dispute between us will arise. Nonetheless, in the event of a dispute under this engagement, the Agency and we agree to resolve the dispute pursuant to the applicable binding arbitration provision(s) that appear in the separate Exhibit A below, which Exhibit A is incorporated herein by reference. Before you sign this agreement, the Agency should

consider consulting with another lawyer about the advisability of making an agreement with mandatory arbitration requirements. Arbitration proceedings are ways to resolve disputes without use of the court system. By entering into agreements that require arbitration as the way to resolve fee disputes, the Agency gives up (waive) your right to go to court to resolve those disputes by a judge or jury. These are important rights that should not be given up without careful consideration.

We make no representations or warranties about the outcome of this engagement. The time frame and resulting costs of our representation depend upon factors not always within our control, such as your level of cooperation, facts, and circumstances not knowable at the time of our engagement, the conduct of other parties or their counsel, the complexity of a particular matter and other factors.

In the event any provision of this engagement letter or any supplement is found to be unenforceable, the remaining provisions of this letter or such supplement shall remain enforceable in accordance with their terms to give effect to our intent to the maximum extent possible.

Again, we thank you for the opportunity to represent the Agency. After careful consideration of the Notice below (in bold and all caps), please sign and date this engagement letter (including the attached Exhibit A) and return it to my attention, and please retain a copy for Agency files.

[SIGNATURES ON NEXT PAGE]

Kind regards,



Steven W. Zelkowitz

For TAYLOR DUMA LLP

NOTICE: AS A REMINDER, THIS ENGAGEMENT AGREEMENT CONTAINS PROVISIONS REQUIRING ARBITRATION OF FEE DISPUTES. BEFORE YOU SIGN THIS AGREEMENT, YOU SHOULD CONSIDER CONSULTING WITH ANOTHER LAWYER ABOUT THE ADVISABILITY OF MAKING AN AGREEMENT WITH MANDATORY ARBITRATION REQUIREMENTS. ARBITRATION PROCEEDINGS ARE WAYS TO RESOLVE DISPUTES WITHOUT USE OF THE COURT SYSTEM. BY ENTERING INTO AGREEMENTS THAT REQUIRE ARBITRATION AS THE WAY TO RESOLVE FEE DISPUTES, YOU GIVE UP (WAIVE) YOUR RIGHT TO GO TO COURT TO RESOLVE THOSE DISPUTES BY A JUDGE OR JURY. THESE ARE IMPORTANT RIGHTS THAT SHOULD NOT BE GIVEN UP WITHOUT CAREFUL CONSIDERATION.

Accepted and agreed to:

Northwest 7th Avenue Corridor Community Redevelopment Agency

By: _____
Casneve "Khas" Oupelle
Executive Director

Dated: _____, 2025

EXHIBIT A

AGREEMENT TO ENGAGE IN BINDING ARBITRATION

In the event of any fee dispute under this engagement, the undersigned agrees to resolve same by way of binding arbitration under and in accordance with the rules of the State Bar of Florida.

Any disputes not heard by the State Bar of Florida Fee Arbitration Program shall be heard by the American Arbitration Association, under its commercial arbitration rules. Any such arbitration shall be held in Miami, Florida. Judgment upon the award rendered by an arbitrator or arbitration panel may be entered in the State Court of Miami-Dade or the federal court for Miami-Dade County. The prevailing party in any such proceeding shall be entitled to an award of reasonable attorneys' fees actually incurred, as well as expenses.

Accepted and agreed to by:

Northwest 7th Avenue Corridor Community Redevelopment Agency

By: _____
Casneve "Khas" Oupelle
Executive Director

Dated: _____, 2025

Date: November 12, 2025

To: Board Members of NW 7th Avenue Community Redevelopment Agency

From: Khass Oupelle, Executive Director
NW 7th Avenue Corridor Community Redevelopment Agency

Subject: Discussion Item – Median Beautification Project Coordination with North Miami CRA and Kimley-Horn Proposal

Discussion Purpose

The purpose of this item is to brief the Board on a joint beautification initiative for the NW 7th Avenue corridor, in collaboration with the North Miami CRA, and to present a professional services proposal from Kimley-Horn and Associates, Inc. for design work within both jurisdictions.

The North Miami CRA Board has already approved the project and proposal, with the condition that the NW 7th Avenue CRA also participate. The project cannot proceed without our contribution and formal engagement, as it covers both CRA jurisdictions.

Staff is presenting this item to gather final Board input and confirm readiness to proceed with formal authorization at the next scheduled meeting, or to authorize administrative execution, if appropriate.

Funding Overview

The full project cost is \$69,067.60, with the NW 7th Avenue CRA responsible for approximately 70.04% of the scope, based on the number of medians and linear footage of corridor. This equates to an estimated cost of \$48,362.45 for the NW 7th Avenue CRA, which will be reimbursed to the North Miami CRA upon receipt of invoice. Funds are available in the CRA's FY 2024–25 budget under landscaping Improvement.

Project Background

This project stems from the recently executed Interlocal Agreement between the NW 7th Avenue CRA and the North Miami CRA, which enables both agencies to coordinate redevelopment efforts across shared corridor boundaries.

The proposal covers 1.51 miles and 14 medians in the NMCRA, and 3.53 miles and 34 medians in the NW 7th Avenue CRA, for a combined total of 5.04 miles and 48 medians.

Next Steps

Staff is requesting Board feedback on the following:

- Final direction on whether to authorize participation administratively or bring a formal resolution at the next Board meeting
- Any additional preferences regarding scope, timing, or implementation coordination

Attachment

- Kimley-Horn Proposal – NW 7th Avenue Corridor



October 14, 2025

Ms. Anna-Bo Emmanuel, Esq., FRA-RA, CP3P
Executive Director
North Miami CRA
735 NE 125th Street, Suite 100
North Miami, FL 33161

Mr. Khass Oupelle, MPA, FRA-RA
Executive Director
NW 7TH Avenue Corridor CRA
111 NW 1st Street, 22nd Floor
North Miami, FL 33128

**Re: Professional Services Agreement
NW 7th Avenue (FDOT State Road 7) – Landscape and Irrigation Design Services
City of North Miami, FL**

Dear Ms. Emmanuel:

Kimley-Horn and Associates, Inc., (hereinafter referred to as “Consultant”, “We” or “Kimley-Horn”), in connection with the City of North Miami “RFQ #08-17-18; Continuing Architectural and Engineering Services” is pleased to submit this proposal to the City of North Miami, (hereinafter referred to as “Client” or “City”) to provide professional design and permitting services as described below for the Northwest 7th Avenue / State Road 7 Streetscape corridor.

PROJECT UNDERSTANDING

The City of North Miami CRA and NW 7th Avenue CRA have requested that Kimley-Horn develop Tree Disposition, Landscape, Irrigation, and Utility Permit and Construction Documents for forty-eight (48) existing landscape medians within State Road 7 between NW 155TH and NW 80th Street, approximately ±5.04 miles. The following is a breakdown of the approximate mileage and number of landscape median(s) falling within each respective CRA district:

North Miami Community Redevelopment Agency (CRA) – ±1.51 Miles and 14 Landscape Medians (NW 119th to NW 143rd Street)

NW 7th Avenue Community Redevelopment Agency (CRA) - ±3.53 miles and 34 Landscape Medians (NW 155th to NW 143rd Street, NW 119TH to NW 80th Street)

Under a previous agreement with the City, the Consultant produced landscape and limited irrigation construction documents from NW 119th to NW 143rd, which were permitted through FDOT and installed to a substantially complete level. With this agreement, Kimley-Horn will expand the original design area to extend south of 119th Street to 80th Street and north of NW 143rd Street to NW 155th Street, provide limited due diligence investigation of existing water facilities within or adjacent the project limits to identify recommendations for potential new irrigation source connection(s), inventory existing planting and irrigation material, landscape and irrigation construction and permit documents, FDOT permitting,

and limited Bid and Construction Phase services. Plans will be developed to meet FDOT requirements and design standards.

The Consultant will assemble and submit the required permitting documents to FDOT, as well as respond to FDOT's comments as the permit is processed. A Maintenance Memorandum of Agreement (MMOA), or amendment to an existing MMOA should one currently exist, will be required. The Consultant will prepare the required exhibits for the MMOA. It is assumed that FDOT will prepare the MMOA paperwork and lead the MMOA processing directly with the City.

The following project assumptions have been made:

- A Site Plan application and/or DRC review process is not required for this project. All project input will be provided by City staff.
- Subsurface Utility Exploration (SUE) services are not anticipated to be required for design and are excluded from this agreement. Refer to Task 2 for specific Utility Coordination scope of services.
- The Consultant will use the existing base linework and previously provided as-built / record drawings that were utilized to prepare median landscape and irrigation designs for NW 115th to NW 143rd Street under a previous contract. Additionally, the City will provide plans and supporting CAD files for any new work completed within the work area for use in developing the plans, if available. The Consultant will prepare a project base map using available materials and site visit observations. No new survey is anticipated for this project, but should survey be required for design and/or permitting or requested by the City, it can be provided as an additional service.
- FDOT will require Maintenance of Traffic (MOT) notes referencing FDOT's Roadway and Traffic Design Standard Plans series 102-600.
- FDOT Landscape Permit Application form 650-050-09 will be required for the proposed improvements. Consultant will make the application on the City's behalf, upon receiving a letter authorizing Kimley-Horn to do so.
- It is assumed that all improvements proposed will meet FDOT criteria and that design variation(s) will not be required. Design variation processing services will require an additional service.
- Utility design services under this agreement are limited to the required water main tapping and lateral service connection(s) for new irrigation services (meter and backflow), as required.
- The Consultant will provide technical specifications for landscape, irrigation and limited utility design placed on plans. CSI format specifications are not a part of this scope of services.
- The Consultant will prepare the maintenance map and plan exhibits for the MMOA.
- The Consultant will present the project at one CRA Board meeting, assumed to be an in-person meeting.
- The City will publicly bid the landscape plans and irrigation plans prepared under this scope of services using a public, competitive bid process.
- The Consultant will provide limited bid and construction phase services as noted in Task 3.

SCOPE OF SERVICES

Kimley-Horn will provide the services specifically set forth below.

TASK 1 – LIMITED DUE DILIGENCE AND SITE INVESTIGATION

Kimley-Horn will perform the following limited due diligence and site investigation services consisting of the tasks specifically described below.

- Coordination with the City of North Miami Water and Sewer Department, Miami Dade County Water and Sewer Department, and Florida Department of Transportation (FDOT) to request record drawings of the existing water systems within and adjacent to the project limits.
- Perform up to one (1) site visit to inventory existing trees, shrubs, groundcover and irrigation equipment within the existing perimeter landscape buffers. Kimley-Horn will identify deficiencies in the landscape and irrigation within the (20) existing medians as apart of the previous project, and the twenty-nine (29) new medians in comparison to the following document(s):
 - i. **Approved Right-of-Way Landscaping Permit Plans (2022-L-691-00013)**
- Conduct one (1) in-person meeting with the CRA staffs to review findings for existing potable water facilities within the project area, review the observed landscape and irrigation deficiencies within the project area, and discuss strategy and recommendations for the proposed landscape and irrigation design.

Deliverable: Kimley-Horn will prepare one (1) 24"x36" PDF exhibit (10-15 sheets total anticipated) of the project area, identifying existing potable water services within or adjacent to the project limits, and landscape/irrigation deficiencies within the project limits.

TASK 2 – LANDSCAPE ARCHITECTURAL PERMIT AND CONSTRUCTION DOCUMENTS

Upon confirmation with the City for the project design parameters under Task 1, Kimley-Horn will prepare the following permit and construction drawings for the landscape and irrigation improvements based upon the City-desired design scheme and FDOT criteria. Kimley-Horn will also attend one (1) meeting with the City and FDOT to review the proposed improvements. Drawings for these items will be of sufficient detail for permitting, bidding, and construction of the landscape and irrigation improvements.

- **Cover Sheet**
- **General Notes and/or Permit required Notes**
- **FDOT Landscaping General Notes Sheet**
 - Maintenance of Traffic will be noted to reference the FDOT standard plans reference, with specific notes to satisfy the permit requirements.
 - Specific FDOT required notes (general notes, MOT, etc.) will be developed and refined throughout the permit process.
- **FDOT Maintenance / Location Map and Narrative**

- **Tree Disposition Plan and Details:** Kimley-Horn will utilize the previous project base files and limited field observations to produce a plan that indicates existing tree locations keyed to a chart that describes species, height, Diameter at Breast Height (DBH), canopy spread. This plan will tabulate trees to remain, to be removed, and/or to be relocated. Kimley-Horn will provide notes and details to support the tree disposition, and in accordance with code requirements, as well as mitigation calculations.
- **Planting Plan and Details:** Kimley-Horn will delineate plant material, plant quantities, plant schedules, specifications and project-specific planting details for the area identified in the Project Understanding. FDOT details and technical specifications for landscape and irrigation improvements applicable to project scope will also be referenced on the plan drawings.
- **Irrigation Plan and Details:** Kimley-Horn will design the irrigation system to provide 100% irrigation coverage for exterior proposed landscaped areas. Kimley-Horn will provide the following irrigation design services, after City's approval of the Planting Plan:
 - Calculation of irrigation system requirements based on water application per week and water window availability as determined by local municipality and SFWMD.
 - Irrigation mainlines and sub-mainline sizing with recommended routing.
 - It is assumed that source(s) for all new irrigation improvements within the landscape medians will be identified and confirmed by the City during Task I.
- **Water Utility Plans and Details:** Kimley-Horn will design Utility Plans for the required water service connection(s) to serve the proposed potable irrigation meter(s), as required. These plans will utilize City of North Miami Standard details for Water Service / Meter Connection and Pavement and/Curb Restoration.
- **Utility Coordination:** Kimley-Horn will contact "Sunshine One-Call" and request design ticket(s) for utility and as-built information within the project area and will incorporate any pertinent utility information received into the project base files. All letters furnished by the Consultant to utility providers and subsequent mark-ups and/or as-built plan(s) identifying approximate location of utilities provided by the providers for the project area will be submitted to FDOT as a part of the permit package.
- Kimley-Horn will provide an **Opinion of Probable Construction Cost (OPCC)** at the completion of the first design submittal milestone. This Opinion of Probable Construction Cost will be revised one (1) prior to delivery of Bid Documents.

Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

Deliverables:

- Kimley-Horn will provide the first submittal (**60% Client Review Plans**) to the Client for review and comment. Client feedback and comments will be incorporated into the construction drawings and a **90% Construction Documents** set will be submitted to FDOT for permit approval. Plans will be submitted in 11"X17" or 24"x36" format, to scale.
- Upon FDOT permit approval, **100% Bidding and Construction Documents** (electronically signed and sealed PDFs) will be provided to the Client for use as bidding instruments.
- Revisions to plans based on Client and FDOT comments are limited to a total of two (2) rounds of re-submittals.
- Coordination between project milestones or meetings will be facilitated through phone conversations and emails.
- Kimley-Horn will make one (1) project plans presentation to the CRA Board.

TASK 3 – LIMITED BID PHASE AND CONSTRUCTION PHASE SERVICES

Kimley-Horn will provide the following limited bid and construction phase services:

- **Bid Document Preparation and Bid Evaluation.** Consultant will prepare a bid form for the Client's use in soliciting bids. Consultant will tabulate the bids received and evaluate compliance of bids with the bidding documents. Consultant will prepare a written summary of this tabulation and evaluation.
- **Pre-Construction Conference.** Consultant will attend a Pre-Construction Conference at the project site with the selected contractor prior to commencement of construction activity.
- **Visits to Site and Observation of Construction.** Consultant will make up to four (4) visits, inclusive of the substantial completion (punch-list) and final visits to the site, in order to observe the progress of the work. Such observations will not be exhaustive or extend to every aspect of Contractor's work. Observations will be limited to spot checking, selective measurement, and similar methods of general observation. Based on information obtained during site visits, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Consultant will keep Client informed of the general progress of the work.

Consultant will not supervise, direct, or have control over Contractor's work, nor shall Consultant have authority to stop the Work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for any failure of Contractor to comply with any laws. Consultant does not guarantee the performance of any Contractor and has no responsibility for Contractor's failure to perform its work in accordance with the Contract Documents.

- **Recommendations with Respect to Defective Work.** Consultant will recommend to Client that Contractor's work be disapproved and rejected while it is in progress if, on the basis of its observations, Consultant believes that such work will not produce a completed Project that generally conforms to the Contract Documents.

- **Clarifications and Interpretations.** Consultant will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents. Any orders authorizing variations from the Contract Documents will be made by Client.
- **Shop Drawings and Samples.** Consultant will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, schedules, or procedures of construction or to related safety programs.
- **Substitutes and "or-equal."** Consultant will evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents.
- **Inspections and Tests.** Consultant may receive and review certificates of tests and approvals required by the Contract Documents. Consultant's review of certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not be an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Consultant shall be entitled to rely on the results of such tests.
- **Substantial Completion.** Consultant will, after notice from Contractor that it considers the Work ready for its intended use, in company with Client and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list.
- **Final Notice of Acceptability of the Work.** Consultant will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Consultant may recommend final payment to Contractor. Accompanying the recommendation for final payment, Consultant shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of Consultant's knowledge, information, and belief based on the extent of its services and based upon information provided to Consultant.

ADDITIONAL SERVICES

The consultant will provide, as requested and authorized by the City, services that may be required in addition to those described above. Additional services we can provide include, but are not limited to, the following:

- Survey, Geotechnical, and/or Subsurface Utility Exploration Services
- Architectural Services
- Public meeting attendance
- Presentation to City Commission or similar hearings beyond those described in the above scope of services.
- Attendance at meetings beyond those identified above.
- Any services not specifically described in the above scope of services.

INFORMATION PROVIDED BY CLIENT

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Existing as-built information, if available

SCHEDULE

Kimley-Horn will provide services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule.

FEE AND BILLING

The Consultant will complete the scope of services described in Task 1-3 for the lump sum amount of **\$69,067.70**. The following is a breakdown of the lump sum fee for reference. Office expenses have been included within the lump sum amount and include in-house duplicating, facsimile, telephone, postage, in-house blueprinting, word processing, and cellular telephone use. All permitting, application, and similar project fees if applicable will be paid directly by the Client.

<u>TASK</u>	<u>DESCRIPTION</u>	<u>LABOR FEE</u>
1	Limited Due Diligence and Site Investigation	\$10,687.88
2	Landscape Architectural Permitting and Construction Documents	\$47,426.40
3	Limited Bid and Construction Phase Services	\$10,953.32
TOTAL LUMP SUM FEE:		\$ 69,067.60

CLOSURE

The terms and conditions of the City of North Miami "RFQ #08-17-18; Continuing Architectural and Engineering Services" shall govern this scope of services.

I appreciate this opportunity to submit this proposal. If you have any questions or need additional information, please contact me at (561) 840-0812.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



Tom Hargrett, PLA, ASLA
Project Manager



Stefano Viola, P.E.
Vice President