
LITTLE HAITI REVITALIZATION TRUST

Business Grant Program – Program Manual

LITTLE HAITI REVITALIZATION TRUST

Little Haiti Cultural Complex
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I. THE LITTLE HAITI REVITALIZATION BUSINESS GRANT PROGRAM

The Little Haiti Revitalization Trust (“Trust”), in cooperation with the city manager, the department of housing and community development and other city departments shall be responsible for oversight of and shall facilitate, the city's revitalization efforts for the redevelopment of the area in a manner consistent with the strategy identified in the Five-Year Consolidated Plan, adopted by the city commission in February 2014. The Little Haiti Revitalization Trust shall promote economic development, business and commerce in the area.

The Little Haiti Trust shall develop and execute a plan to create jobs, attract industry and facilitate the production of goods and services in the area for residents and non-residents. It will facilitate the development of affordable housing, engage in homebuyer assistance programs and market the area to encourage former residents and others to locate to the area.

The goals of the Program are to stimulate employment, grow business, and grow investment within the Little Haiti boundaries as described in the City of Miami Code of Ordinance.

II. FUNDING AND GRANT LIMITS

The Program provides grant funding up to \$20,000 for commercial improvements or \$10,000 for innovation improvements, a match may be requested from the applicant.

III. GRANT ELIGIBILITY

To be eligible for funding, the applicant business and the property must meet the following requirements.

1. Business is registered with State of Florida prior to January 1, 2021
2. Business has a City of Miami-issued Certificate of Use and is current with its Business Tax Receipt (BTR) payments
3. Business is currently open for business within the Little Haiti boundaries of the City of Miami. Religious institutions, adult entertainment businesses, national chains and liquor stores are not eligible for grant funding.
4. Business is current with all financial obligations with the City of Miami
5. None of the business owners are suspended or debarred from contracting with federal, state or local governments
6. Business did not have an annual revenue of more than \$250,000 in calendar year 2021 (more than \$300,000 after 12/10/2022)
7. Micro-enterprise that has five (5) or less employees.



Preference will be given to businesses meeting the following criteria: applicants using grant funds that best meet the objectives of the Revitalization Trust's grant programs, legacy businesses that have been in operation for 7 or more years within the Little Haiti boundaries, and/or businesses in the downtown corridor on NE 2nd Ave between 54th - 71th street within the Little Haiti boundaries.

IV. ELIGIBLE IMPROVEMENTS AND USE OF FUNDS

Eligible commercial improvements funded by the Little Haiti Revitalization Business Grant Program include, but are not limited to the following:

1. Exterior or Interior Lighting or Painting
2. Siding, Masonry or Stucco Facing
3. Surface Parking Lot Improvements
4. Roof Repairs
5. Fences and Gates
6. Exterior Signs
7. Window or Door Replacement
8. Awnings, Canopies and Shutters
9. Improvements required by the Americans with Disabilities Act (ADA)
10. Storefront Restoration
11. Landscaping or Irrigation for Landscaping
12. Additions to existing buildings, or expansion of existing buildings
13. Demolition expenses
14. Art, decoration, landscaping and streetscape items attached to the building or on the property.

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

Eligible innovation/operational improvements funded by the Little Haiti Revitalization Business Grant Program include, but are not limited to the following:

1. Process Manufacturing equipment and tools
2. Computers and computer software
3. Specialized furniture used directly for the making of products and/or delivery of

- services to customers (e.g. welding tables, barber chairs, etc.)
4. Equipment used to test and/or demonstrate the business products or process (e.g. video monitors to display video produced by the business, or computers and smartphones to test software development)
 5. Web Applications (e.g. website)
 6. Marketing/Advertising
 7. Real Estate Lease payments

V. INELIGIBLE IMPROVEMENTS AND USE OF FUNDS

Program grant funds shall not be used for:

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

VI. APPLICATION PROCESS

A. Application Process

A property owner or business owner who is applying for funding through this program, must complete the Trust Business Grant application. The Trust, via the CEO, will establish an application deadline and will accept applications only during that period. All applications can be submitted via email to lhrt@miamigov.com or dropped off at the Little Haiti Cultural Complex Tuesday and Thursdays excluding holidays between 10am-4pm or by appointment please call 305-960-2964.

Once an application is received, the Trust will note the date and time of receipt as applicable. Applications will be reviewed to ensure completeness. The Trust reserves the right not to process incomplete applications. Upon its discretion an incomplete application may be returned to the applicant for its completion.

The Trust shall review applications and answer applicant's questions regarding the



grant process.

Preference for grant funding will be given to applicants who can demonstrate that can prove that business is in the downtown corridor on NE 2nd Ave between 54th - 71th street within the Little Haiti Boundaries.

B. Application Review

A property owner or business owner who is applying for funding through this program, must complete the Trust GRANT APPLICATION. Each application will be evaluated by the Agency for: 1) completeness, 2) conformance with the objectives of the Trust Grant program, and 3) the economic impact of the use of the funds proposed by the applicant.

The Trust reserves the right at its sole and absolute discretion, reject any and all grant applications, postpone or cancel the Trust Grant program, or waive any irregularities in applications submitted for program grant funding. The Trust reserves the right to request and evaluate additional information from any applicant after the submission deadline, as the Trust deems necessary.

C. Application Review Standards

The Agency reserves flexibility in its evaluation of grant applications. Preference will be given to applicant businesses that make a clear case that the use of grant funds will meet program objectives.

D. Award Procedures

The property owner or business owner must enter into a contract and covenant agreement with the Trust. The Agreement between property owner or business owner and contractor/vendors will provide for the payment process. Payments are on a reimbursement basis or made on behalf of the approved grantee and made directly to contractor/vendor.

A. Commercial Improvements

- a. The owner must provide three (3) formal written quotes from eligible licensed contractors. The Trust will review all quotes provided by the contractors selected to perform the work, for reasonableness of cost, prior to the owner/tenant entering into a contract for the work to be performed. Selection of contractor/vendor is subject to the City of Miami procurement process. All contractors must have a General or Building contractor's license (Class A or B) as per Florida Statute 489, part 1, Department of Business and Professional Regulation.
- b. The owner and/or tenant must comply with all requirements of the City/County for obtaining building permits, sign permits, electrical permits, or any other related permits. Work of any kind started without

proper permits, required sealed plans (any structural improvements require sealed plans) and specifications, if applicable, will not be eligible for assistance will not be reimbursed.

- c. Construction contracts may have progress payments for the eligible program costs as defined in the contract between the owner and contractor, with the final payment to be made upon issuance of the Certificate of Occupancy and final inspection by the Architect and County Building Official.

B. Innovation/Operational Improvements

- a. In order to receive payment for goods or services purchased under the, the Grantee and/or Vendor must provide the following:
 - i. An invoice from vendor with an outline of the specific good/service(s) to be provided (Vendor's name must be spelled out completely and name must match on all submitted forms for payment to be approved);
 - ii. A completed and signed W-9 Form with vendor's FEIN Number (if payment is made directly to vendor);
 - iii. A complete and signed "Authorization to Release Funds" Form.

The Trust reserves the right to verify any and all costs associated with work for which payment is requested.

E. Details

As a condition for funding, successful applicants may be required to provide status updates, to the CEO which will be the grantees point of contact and information.

VII. DISCLAIMERS

- The Trust reserves the right at its sole and absolute discretion, to reject any and all grant applications, postpone or cancel the Grant program, or waive any irregularities in applications submitted for program grant funding.
- The Trust reserves the right to request and evaluate additional information from any applicant after the submission deadline as the Trust deems necessary.
- Areas not covered in detail in this policy which arise during the application or implementation of this program will be handled as the situation may dictate so as not to impede orderly progress. If an issue has the potential for reoccurrence, it shall be resolved, and then included as an addendum to this policy. The Trust CEO shall have the final determination related to interpretations of this policy.
- The Trust reserves the right to rescind/withdraw any award if it suspects any irregularities or improprieties on the part of an applicant or grantee (if awarded).



Little Haiti Boundary



Little Haiti ("area") described as follows: beginning at the intersection of Northeast 54th Street and Northeast 4th Avenue, traveling westward along the midblock line between Northeast 54th Street and the street parallel to the south until it meets Interstate I-95, then traveling northward along the center line of Interstate I-95 until meeting the boundary of the city, then turning and traveling eastward along the midblock line to include the frontage of Northwest 79th Street until reaching North Miami Avenue, then traveling northward along North Miami Avenue until it reaches the Little River, then traveling eastward following the northern boundary of the city along the Little River until reaching Northeast 2nd Avenue, then traveling southward along the midblock line between Northeast 2nd Avenue and the street running parallel to the east including the eastern frontage of Northeast 2nd Avenue until reaching the northern boundary of Little Haiti Park, then following the park boundary until reaching Northeast 4th Avenue, then traveling south along the center line of Northeast 4th Avenue until reaching the beginning.