



Naranja Lakes Community Redevelopment Agency

March 26, 2007

Prepared by: Jill Thornton

EXHIBITS LIST

NO.	DATE	ITEM #	DESCRIPTION
1	3/26/2007		Meeting Agenda
2	3/26/2007		Roll Call Sheet
3	3/26/2007	VI-1	NLCRA-Initiative Monthly Progress Report dated March 16, 2007
4	3/26/2007	VI-2	Community Response Team – Monthly Productivity Report
5	3/26/2007	VII-1	Draft – Residential Improvement Program FY2007 Application
6	3/26/2007	VII-2	List of qualifications for hiring an Executive Director
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**NARANJA LAKES
COMMUNITY REDEVELOPMENT AGENCY**

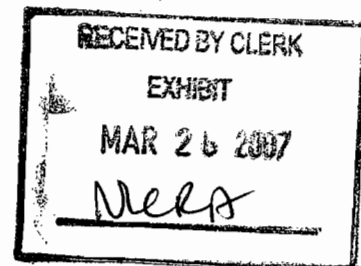
Roll Call Sheet for 03/26/2007

MEMBER	PRESENT	LATE	ABSENT
Archer, Stuart	✓		
Betancourt, Nina, Chairperson			✓
Forbes, Kenneth	✓		
Hakssa, Moe	✓		
Infante, Rene	✓		
Lipe, Daniel P.			✓
Ramkissoon, Parsuram			✓
Volkert, Marleen		✓	
(One Vacant Seat)			
COMMISSION REPORTER			
START TIME			
END TIME			

NOTE: Five (5) members constitute a quorum

Revised on 6/14/2006

Mr. Iturkey - ASBM
Ibeto Gonzalez - ASBM



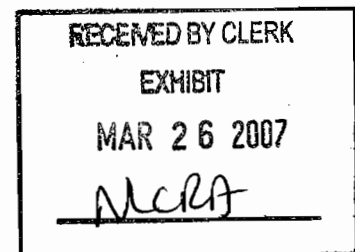
NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY

MEETING OF THE BOARD OF COMMISSIONERS

LOCATION: SOUTH DADE GOVERNMENT CENTER – ROOM 203
10710 S.W. 211TH STREET, MIAMI, FL
Regular Meeting 6:00PM – 7:30PM
March 26, 2007

MEETING AGENDA

- | | | |
|--------------|---|--------------------------------|
| I. | Start of Regular Meeting Call to Order | Chair |
| II. | Roll Call | Chair |
| III. | Approval of the Minutes (1-22-07) | Board |
| IV. | Approval of Agenda | Board |
| V. | Open Forum for Public Comments (15-minutes) | |
| VI. | Old Business | |
| | Community Policing (10-minutes) | Miami-Dade Police Dept. |
| | Update on General Old Business | |
| | Current re-zoning applications in CRA (5-minutes) | Staff |
| | Update on Mandarin Lakes (20-minutes) | Paul Herman, D.R. Horton |
| | Update on Infrastructure Construction (20-minutes) | Scott Hedge, deGuardiola Prop. |
| VII. | New Business | |
| | Transmittal of Draft Grants Programs for future discussion (20-minutes) | Staff |
| VIII. | Setting of next Meeting Date | |
| IX. | Adjournment | |



Naranja Lakes CRA Initiative
Monthly Progress Report

Reported by: Sgt. Ozzie Hernandez
Date of report: March 16, 2007

The following is a synopsis of the police enforcement and community policing actions provided to the Naranja Lakes CRA boundaries from Monday, February 12, 2007 to Friday, March 16, 2007:

- At the onset of the initiative an up to date analysis was conducted of the areas of concern to determine the most active days and hours of the week to provide the most efficient coverage.
- A total of 44 four hour roving patrols were conducted during this month period and 10 four hour sweep squad details. Their enforcement efforts produced the following:
 1. A total of 17 arrests were initiated, from which 12 were bench warrant arrests, 2 felony arrests, and 3 misdemeanor arrests conducted through investigative stops of individuals. One felony arrest was the apprehension of another sexual predator and another was for a strong armed robbery apprehension. One warrant was a fugitive warrant from Monroe County.
 2. A total of 49 traffic citations were issued.
 3. A total of 12 message recoveries were affected.
 4. A total of 361 Field Interview Reports were written by officers who conducted a stop of an individual who warranted concerns to document his information for future reference.
 5. A total of 34 career criminals were stopped and documented.
 6. A total of 561 citizen contacts were initiative and 96 business contacts.

A "Neighborhood Resource Fair" has been scheduled for Saturday, May 12, 2007 at the Sea Pines Community Park from 10am to 2pm. The following units have confirmed their participation:

- Mounted Patrol
- Canine Unit
- Bomb Squad
- Helicopter Display Unit
- Team Metro
- Corrections Bus Kids Fingerprinting Unit
- Community Bus
- Sea Pines Association
- American Friends Service Committee/We Count

EXHIBIT V-11

RECEIVED BY CLERK EXHIBIT MAR 26 2007 <u>MelA</u>
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COMMUNITY RESPONSE TEAM

Naranja Lakes CRA Initiative

Monthly Productivity Report

Week Of: 02/12/07 to 03/16/07

Date: 03/19/07

Hours: Various
Start-Finish

Areas of Concern: SW 268St to 288 St Old Dixie Hwy to the Fl. Turnpike (CRA Boundaries)

Submitted By: Sergeant Oswaldo Hernandez

Weekly Totals

CASES

1. Assigned 17
2. No Reported 0

CLASS I ARREST (Adults) (Juveniles)

1. Homicide		
2. Sexual Assault		
3. Robbery	<u>1</u>	
4. Assault		
5. Burglary		
6. Larceny		
7. Auto Theft		

ARRESTS

	(Adults)	(Juveniles)
1. Felony	<u>2</u>	
2. Misdemeanor	<u>3</u>	
3. Traffic		
4. Warrant	<u>12</u>	
5. PTA		
6. DUI		

SUBJECT CONTACTS

1. FI Cards 361
2. Career Criminals 34
3. Curfew Violations _____
4. Truants _____

COMMUNITY ACTIVITIES

1. Citizen Contact 561
2. Business Contact 96

RECOVERIES

1. Persons 12
2. Apprehensions _____
3. Other Property _____
4. Vehicles _____
5. Recovery Value \$ _____

PROPERTY/NARCOTICS SEIZED

1. Type _____
2. Value \$ 20.00
3. Marijuana (grams) 2 grams
4. Hashish (grams) _____
5. Cocaine (grams) _____
6. Heroin (grams) _____
7. Pills (# & type) _____
8. Currency Seized \$ _____

WEAPONS SEIZED

1. Firearms _____
2. Knives _____
3. Other _____

TRAFFIC ACTIVITIES

1. H MV 40
2. N H MV 8
3. Parking _____
4. Verbal warnings 30
5. Vehicles Impounded _____

Comments: See Monthly Progress Report.

EXHIBIT *via*

RECEIVED BY CLERK
EXHIBIT
MAR 26 2007
<i>M. C. A.</i>

DRAFT for DISCUSSION



RESIDENTIAL IMPROVEMENT PROGRAM

FY 2007

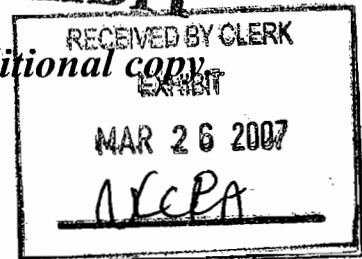
APPLICATION

DRAFT

c/o Office of Strategic Business Management
111 NW 1st Street, Suite 2210
Miami, Florida 33128
Office: (305) 375-5143
Fax: (305) 375-1569

EXHIBIT VII-1

*Please return original application and one additional copy.
Retain a copy for your files.*



**NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY
RESIDENTIAL PROPERTY IMPROVEMENT GRANTS PROGRAM
(RPIGP)**

Program Description

The Residential Property Improvement Grants Program (RPIGP) is an incentive program designed to encourage private investment from property owners for general exterior and on-site improvements and other aesthetics to eliminate slum and blighting influences within the Naranja Lakes Community Redevelopment Area (NLCRA). The funding for this program is derived from a portion of the Tax Increment revenues that have been generated from this CRA.

Naranja Lakes Community Redevelopment Agency Board has allocated \$45,000 of public funds for RPIGP for this fiscal year. The RPIGP provides for a maximum of \$2,500 (\$1,500 minimum) per property to pay for the completion of property improvement within the CRA (see map attached). To qualify for this grant, a property improvement project must meet a minimum total project cost of \$2,500. Funds are appropriated annually in the CRA budget, and funding is available on a first-come first-serve basis. The continuation of this program is subject to funding availability.

Funding will be provided based on the submission of a grant application by the homeowner for the subject property. The grants will be awarded based on the merit of the submitted application as determined by the NLCRA Board, only after all qualifications have been met and until all funds have been awarded. All funds will be released on a post completion basis.

Eligibility

All owners of properties located within the CRA District. The property must be an existing single-family house or townhouse, and the recipient of the grant must reside within the property intended for the use of the funds; owner-occupied properties only. Additionally, owners' income should not exceed the CRA's median household income of \$26,300¹.

The program funding shall apply to hard costs only, see the following for eligible and ineligible uses:

Eligible Improvements:

1. Addition and/or replacement of awnings/doors/windows/shutters;
2. Façade improvements, such as entrance ways, painting or exterior lighting, roof repairs;
3. Overall replacement of architectural elements, which have structural problems;
4. Repairs or alterations to the structure of the building;
5. Activities that are limited to the correction of code violations if cited prior to application;
6. Driveways

Ineligible Improvements / Use of funds:

¹ Miami-Dade County Department of Planning and Zoning, and U.S. Census Bureau 2007.

1. Professional design and engineering services related to structural renovation, new construction, and/or landscaping of the property;
2. Physical or visual removal of architecturally important features;
3. Installation of aluminum or vinyl siding;
4. Permitting and impact fees;
5. Non-licensed contractor performed labor (limited eligibility if the owner is a duly licensed contractor);
6. Improvements constructed prior to being awarded the grant;
7. Refinancing existing debt.

Application and Evaluation Process

1. A Homeowner interested in participating in the RPIGP must obtain application form from Community Redevelopment Division - Miami-Dade County Office of Strategic Business Management.
2. Applicant must submit an application, along with supporting documents to:

**Community Redevelopment Division
Miami-Dade County Office of Strategic Business Management
111 NW 1 Street, Suite 2210
Miami, FL 33128**

Required submission:

- a) Completed application form;
- b) Proof of ownership of property (eg. most recent tax bill showing homesteaded exemption);
- c) Cost estimates for the project to be completed, broken down between exterior and interior project components, and the name of the licensed contractor chosen to perform the work. A cost estimate from qualified contractors (labor and materials for entire project). If the owner/applicant is a licensed contractor and is qualified to do the work, the owner will still be required to obtain an additional cost estimates from an appropriately qualified contractors. The cost estimates will be reviewed by Miami-Dade County / CRA Staff;
- d) Photographs of the areas to be improved;
- e) Copies of Plans and Building Permit Application (if Building Permit is needed);
- f) Financial information:
 - a. Last two years of Tax Returns;
- g) If project consists of landscaping and irrigation, then a detailed plan is required.

It is recommended that applicants retain the services of a registered engineer and/or similarly qualified design professional to prepare plans, drawings and construction specifications for their entire project as needed for the application.

The CRA will not be responsible in any manner for the selection of a contractor. The homeowner should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The homeowner will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage. The property or business owner must obtain written price proposals, from no less than three (3) contractors, based on the project's final plans and specifications.

3. Miami-Dade County / CRA Staff will review for completeness and compliance with program criteria. Applications which are incomplete or do not comply with the program criteria will not be forwarded for consideration.

4. The CRA Board [Selection Committee] makes final approval of the grant.
5. Upon approval by the CRA Board, the applicant will be notified via a Letter of Grant Award of the amount awarded, and will be provided the appropriate reimbursement package as detailed in the Reimbursement Section of this Application Form.
6. The Applicant and the CRA shall enter into a contract to specify the obligation of application for grant reimbursement and project completion.
7. For the duration of the project, the applicant would be required to post a sign to be provided by the NLCRA which indicates the project has received a Property Improvement Grant by the NLCRA.

Additional Conditions for Funding Consideration:

1. Applicants must demonstrate that all necessary private financing required to complete the project is secured.
2. All necessary permits and approval must be obtained from the required Miami-Dade County Departments (i.e. Planning & Zoning, Public Works, Building and DERM) before work is commenced. All work is to be performed and inspected to the satisfaction of the appropriate Miami-Dade County department(s).

Program Selection Criteria

The following selection criteria will be used to review and rate applications for the Residential Property Improvement Grant Program.

(1) REMOVAL OF SLUM OR BLIGHT AND POSITIVE IMPACT TO NEIGHBORHOOD (Up to 45 points): Extent to which the proposed project upgrades or eliminates substandard structures, eliminates non-conforming uses, or corrects recurring code violations.

(2) DESIGN AND MATERIALS (Up to 30 points): Extent to which the proposed project enhances property by the design and type of materials used for the project.

(3) STREETScape APPEARANCE AND FUNCTIONALITY (Up to 25 points): Extent, to which the proposed project enhances the streetscape of the neighborhood, including the addition or enhancement of display windows, awnings, landscaping, and architectural amenities.

Reimbursement Process

1. Upon completion of the improvements, applicant submits a "reimbursement package" to the Community Redevelopment Division above mentioned. This reimbursement package should include the following:
 - a. Complete Reimbursement form;
 - b. Copies of applicable invoices and receipts;
 - c. Proof of payments for improvements (canceled checks); and
 - d. Photos of improvements.
 - e. Completed W-9 Form (see attached)
2. The Miami-Dade County / CRA Staff will review the reimbursement package and if it is found to be complete, the applicant will receive a reimbursement in the amount of the grant stipulated in the contract.

3. If a building permit was required by the Miami-Dade County Building Department for the work performed, then copies of the Certificate of Occupancy or Completion must be presented prior to reimbursement. ;
4. If the project is not completed within twelve months from the date the contracts was signed, the grant award shall expire.

Funds will be disbursed by a check payable to the applicant upon certification of completion and the CRA / County staff verification that the work was completed as proposed in a satisfactory and professional manner.

The CRA expressly reserves the right to reject any or all applications or to request additional information from any and/or all applicants. The CRA retains the right to display and advertise properties that received RPIGP funds. Questions on how to complete the application form or the appropriateness of a proposed project should be directed to the Community Redevelopment Division of the Miami-Dade County Office of Strategic Business Management at (305) 375-4705.

Further Clarification

Construction Start

After the funding contract has been executed, the applicant may award the construction contract and secure all necessary construction permits. The owner must apply for a building permit within 30-days of executing the funding agreement, and subsequently issue a "Notice to Proceed" to the contractor. The applicant will notify the Miami-Dade County CRA Staff of the construction start date by copy of the written "Notice to Proceed" to be provided to the contractor. Construction must be completed within twelve (12) months (or sooner as may be prescribed).

Modifications to the approved final plans or changes to the construction documents which produce visible differences in the previously approved site plans will require review and approval by CRA staff and/or Board. Failure to receive such approval shall invalidate the funding agreement and the agreement will be deemed terminated.

Construction Approval and Billing

Improvements to be made under this program must be initiated and completed within a maximum of twelve (12) months. Extensions may be granted at the discretion of the CRA Board, contingent upon the applicant demonstrating just cause* for such extension.

*Just cause constitutes events beyond the control of the homeowner such as natural disasters or unforeseen events that caused the disruption of construction, delays in permitting due to the fault of the homeowner or contractor are not considered "unforeseen events".

Residential Property Improvement Grants Program
(RPIGP) Application

1. Applicant (Name): _____
2. Address: _____
3. Phone () _____ Fax () _____ Cell () _____
4. E-Mail Address: _____ @ _____
5. Are you the Property Owner? Yes _____ No _____
6. How long have you owned this property? _____
7. What is the age of the building? _____
8. Are there any code violations on the property? Yes _____ No _____
9. Are there any liens on the property? Yes _____ No _____
10. Are there any Miami-Dade County Code Enforcement cases or investigations pending against the property? Yes _____ No _____
If yes, please explain. _____

11. Description and type of Improvement(s) Planned:

12. Do you believe you can qualify for a bank loan for these improvements?
Yes _____ No _____
If no, what other resources do you have available?

13. Incentive Amount Requested: \$ _____
14. Total Cost of Project: \$ _____
15. List of Attachments with this applications:
 - a) _____
 - b) _____
 - c) _____
 - d)

DRAFT

I hereby submit the attached plans and specifications for the proposed project and understand that these must be approved by the Naranja Lakes Community Redevelopment Agency (CRA). In order to be considered for funding no work shall begin until I have received written approval from Miami-Dade County / CRA Staff. I further understand that unless otherwise approved by the CRA Board, funding will not be paid until the project is complete.

Signature of Applicant / Owner

Date

Print Name

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this ____ day of _____, 20____

by _____ (NOTARY SEAL)

Personally known or I.D. _____

DRAFT



NOT for DISCUSSION



NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY
 RESIDENTIAL PROPERTY IMPROVEMENT GRANTS PROGRAM
 (RPIGP)

Project Cost Estimate and Reimbursement Form

*Note: Applicants must fill out a W-9 Form as part of their Reimbursement Package, prior to being reimbursed

Project Cost Estimate				Reimbursement Summary		
Item	Category of Improvement (Roofing, Windows, Painting, etc)	Contractor	Cost Estimate	Contractor	Date of Completion	Actual Cost (Include proof of payment)
1			\$			\$
2			\$			\$
3			\$			\$
4			\$			\$
5			\$			\$
6			\$			\$
7			\$			\$
8			\$			\$
9			\$			\$
10			\$			\$
Total Cost Estimate			\$	Total Actual Cost		\$

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DRAFT for DISCUSSION

DRAFT

DRAFT for DISCUSSION



COMMERCIAL IMPROVEMENT PROGRAM

FY 2007

APPLICATION

DRAFT

**c/o Office of Strategic Business Management
111 NW 1st Street, Suite 2210
Miami, Florida 33128
Office: (305) 375-5143
Fax: (305) 375-1569**

*Please return original application and one additional copy.
Retain a copy for your files.*

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INTRODUCTION

This application was designed for the purpose of guiding and assisting the applicant in meeting the requirements necessary to apply for **Community Development Block Grant (CDBG)** funds allocated for the Naranja Lakes CRA Commercial Improvements Program.

The program guidelines have been added to this application for reference. The program is administered by the Office of Strategic Business Management (OSBM). Any questions or interpretations of the guidelines must be directed to OSBM Community Redevelopment staff. We are located at 111 NW 1st Street, Suite 2210, Miami, Florida 33128. The telephone number is 305-375-5143 and the fax number is 305-375-1569.

The documents listed on the next two pages must be submitted with the application. Failure to submit the documentation may result in the disqualification of your project.

CHECKLIST OF DOCUMENTATION TO BE PROVIDED

PART I

- COMPLETED COMMERCIAL IMPROVEMENTS PROGRAM APPLICATION**
The scope of the project must be clearly specified. No additional work will be permitted if it is not clearly identified in the contract. Feel free to use additional pages if necessary. Any work not permitted under the program guidelines will be deleted from the project.
- PHOTOGRAPHS**
The applicant must submit a minimum of four photographs of the building to be rehabilitated. It must show North, South, East and West sides of the property.
- PROJECT ESTIMATE BREAKDOWN**
A table example is included in the package. The estimate must be detailed by item and categories (electrical, plumbing, etc.) The estimate cost must include materials and labor. This estimate will be reviewed by the OSBM staff. Any costs for work not permitted under the program guidelines will be deleted and subtracted from the total estimate amount.
- PROOF OF INSURANCE**
The applicant must provide copies of all insurance policies for the business (Flood, Property, Wind and Hail, Fire, Contents, Liability and others).
- COPY OF THE CURRENT CERTIFICATE OF USE AND OCCUPANCY (CO)**
This document must match the applicant's name. Any discrepancies must be explained in a separate letter. An occupational license will not be available if the business is not operational at the time of rehabilitation. If this is the case, please explain in a separate letter.
- PROPERTY TAX RECEIPT FOR THE CURRENT YEAR**
You must prove that no taxes are owed to the County. A receipt from the County must be provided. The information will be subject to verification by OSBM staff. Property tax is available online at miamidade.gov.
- APPLICANT'S CORPORATE INCOME TAX RETURN FOR THE LAST TWO YEARS**
Corporate applicants must provide copies of their income tax returns for the past two years. Individual applicant must show proof of Income Tax filing. If you filed for an IRS extension, you will need to submit the extension.

PART II

- AFFIDAVIT 1 - PUBLIC BENEFIT CERTIFICATE**
Explain how the project represents a public benefit.

- AFFIDAVIT 2 - JOB CREATION CERTIFICATION**
The applicant agrees to create a certain number of jobs as a direct result of the application of this grant.

- AFFIDAVIT 3 – APPLICANT CONTRIBUTION CERTIFICATION**
This is the amount of funds the applicant must contribute. The required minimum is 10% of the approved OSBM budget.

- AFFIDAVIT 4 – AGREEMENT OF REIMBURSEMENT UPON THE EVENT OF SALE**
The property owner certifies that in the event the property is sold within five (5) years of receiving assistance, the County has the right to recapture grant funds on a declining percentage (e.g. within 1 year: 100%; 2 years: 80%; 3 years: 60%; 4 years: 40%; 5 years: 20%).

DRAFT

Please contact the Commercial Improvements staff to clarify any questions or concerns prior to submitting the application at:

**Office of Strategic Business Management
Community Redevelopment Division
111 NW 1st Street, Suite 2210
Miami, Florida 33128**

**Office: (305) 375-5143
Fax: (305) 375-1569**

COMMONLY USED TERMS

<i>The County:</i>	Miami-Dade County.
<i>BCC:</i>	Miami-Dade Board of County Commissioners.
<i>OSBM:</i>	Miami-Dade County, Office of Strategic Business Management.
<i>CRA:</i>	Community Redevelopment Area
<i>CRD:</i>	OSBM, Community Redevelopment Division.
<i>CIP:</i>	Commercial Improvements Program.
<i>PSC:</i>	Project Selection Committee.
<i>The Program:</i>	Commercial Improvements Program, FY 200__.
<i>Applicant:</i>	The owner of a commercial facility requesting this Program assistance with the consent and authorization of the other property contractual party.
<i>Owner or Project Owner:</i>	The awarded applicant.
<i>The Contract:</i>	County/Owner Contract under this Program.
<i>The Project:</i>	The commercial facility approved for funding.
<i>Bidder:</i>	Professional quoting for a Project work or portion of a Project work.
<i>Consultant:</i>	Architect, engineer or surveyor performing contracted services for the Project, under Owner's responsibility.
<i>Contractor:</i>	Contractors and/or subcontractors performing contracted construction work for the Project, under Owner's responsibility.
<i>C/O Contract:</i>	Contract/Owner Contract under the Program guidelines and procedures.
<i>Commercial Outlet or Space, Lessee Space, or Business Facility:</i>	The interior space in a commercial structure exclusively used for a commercial activity under contract.
<i>Property Subdivision:</i>	Separate ownership or tenant space within a commercial structure.

- Façade:*** The exterior surface of the front walls or the storefronts of a commercial facility in a multi-store structure or in a freestanding commercial building selected for Program assistance.
- Property Line:*** The line dividing the private property from the right of way or adjacent properties.
- Open Space:*** The exterior open space in an urban lot occupied by a commercial structure.
- Front Open Space:*** The exterior open space between the front façade and the front property line.
- ADA:*** American with Disabilities Act.
- Permitting:*** Approval process performed by Miami-Dade County or the Municipality's Building Departments.
- Code:*** Miami-Dade County's current Building Code.

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OFFICE OF STRATEGIC BUSINESS MANAGEMENT COMMERCIAL IMPROVEMENTS PROGRAM

GUIDELINES

The Commercial Improvements Program (CIP), which is administered by Miami-Dade County's Office of Strategic Business Management, is a comprehensive approach to improve the physical and economic fabric of the Naranja Lakes Community Redevelopment Area (NLCRA). This multi-faceted program provides technical and financial assistance to property owners and merchants within specifically designated areas showing signs of decline. **Only commercial, for-profit businesses are eligible to apply.**

The Naranja Lakes CRA Board has allocated a total of \$130,000 (\$60,000 CRA and \$70,000 CDBG) for this program in FY 2006-07. Current funding will allow for a maximum of \$13,000 (\$10,000 minimum) per property owner in matching funds (one-to-one). The following set of guidelines has been developed to establish minimum working parameters from which to evaluate projects wishing to take advantage of Naranja Lakes CRA's Commercial Improvements Program. Any deviation from these guidelines will require the approval and/or waiver of such requirements by the NLCRA Board.

CDBG NATIONAL OBJECTIVE REQUIREMENTS

To be eligible for the Commercial Improvements Program, commercial properties for which funding is sought must be located within the CRA boundaries (see map attached). Additionally, properties must contain or propose to contain, businesses that either serve at least 51% low-moderate income residents or create/retain jobs for low and moderate-income residents. In the case of job creation, at least 51% of the jobs created/retained must be made available to low-to moderate income residents. The preceding criteria must remain in effect for five (5) years following grant approval.

If CDBG assisted properties are sold within five (5) years of receiving assistance, the CRA has the right to recapture grant funds on a declining percentage point basis (e.g. 100%, 80%, 60%, 40%, 20%). (See Affidavit 4).

APPLICANT

Any business property owner may apply for a Commercial Improvements Program Grant. To be eligible, a property owner must notify all tenants of the improvement.

The goals of the program are to:

1. To promote activities benefiting low and moderate income persons through area benefit activities and job creation or retention activities. (Note: Job Creation Goal – one new

- job for every \$35,000 with at least 51% of new permanent jobs for low and moderate income persons.)
2. To promote activities which aid in the prevention or elimination of slums or blight on an area basis, on a spot basis and in an urban renewal area.
 3. To promote activities designed to meet community development needs having a particular urgency.

ELIGIBLE AREAS

The program is designed to assist in the commercial redevelopment of property located in Naranja Lakes Community Redevelopment Area.

DESIGN STANDARDS

The design concept is the specific architectural style under which a particular commercial property will be rehabilitated by reflecting the character considered appropriate for the building and the neighborhood. Where feasible, the design concept should bring to the impacted zone, architectural coherence, harmony and restraint.

The design concept must be approved by the respective governmental agencies and requires approval by the owner for adaptation on the property.

The program does not focus on the improvements of the individual buildings. It encourages pedestrian movement by introducing the use of exterior pedestrian-oriented elements such as landscaping and shading devices.

HISTORIC DESIGN STANDARDS

Buildings that are fifty (50) years old or older will be subject to review by the County's Division of Historic Preservation. If the building is determined to be of historic or architectural significance, then the improvements will need to conform to the Secretary of Interior standards, as well as local design standards. Also, an architect experienced in historic preservation will need to be selected for the project.

Commercial improvements projects of historic structures may also be eligible for historic preservation funding.

CONTRACTOR SELECTION

An applicant shall select his/her qualified General Contractor. The Owner/Contractor Agreement shall contain all applicable federal requirements including the Davis-Bacon Act, Affirmative Action, and use of lead-free and mercury-free paints.

The CRA shall act solely in a monitoring and technical assistance capacity, and shall disburse payments to the applicant / property owner. Any work performed by the Contractor, that is outside the contracted scope of work (as per Owner/Contractor Agreement) will not receive funding from Naranja Lakes CRA.

Any general contractor selected for a commercial improvements project **must be licensed and insured**. The General Contractor will enter into a contract with the Applicant.

DRAFT

APPLICATION REVIEW AND SELECTION PROCESS

The CRA advertises for applications and screens them for completeness and eligibility under program and federal guidelines. The CRA staff will review all submitted applications to determine whether the criteria for the requested funding assistance is met, and will recommend to the CRA [Selection Committee] those projects which are worthy of consideration.

Once a proposed property has been selected, the applicant will be notified. The award letter will include a copy of their approved budget and scope of work. The project architect, the applicant, and the County will meet and develop an agreed-upon write-up for the final renovation work.

PROJECT EVALUATION & SELECTION PROCESS

The CRA will evaluate applications in the following manner:

1. The CRA will place an advertisement in a local community newspaper of general circulation. The advertisement will appear for up to 2 days. It will identify the area for which applications are being accepted and will contain a deadline date by which applications must be received. Applicants will be required to submit photographs of the proposed rehabilitation project (North, South, East and West Elevations); submit schematics of the proposed rehabilitation work; and include a cost estimate prepared by an architect.
2. Once the applications are received, staff will review each application to ensure that it is complete and meets the eligibility criteria. Only the applications, which clearly meet program guidelines, will be recommended for further evaluation.
3. A date will be set for the Selection Committee to review the application and the applicants will be notified of the date.
4. Presentations will be made to the CRA.
5. Eligible applications will be reviewed and evaluated by the CRA based upon (1) need for rehabilitation, (3) visual impact and (4) cost. Thereafter, selected applications will undergo a second review intended to focus on design and enrichment of the area.
6. Applicants will be notified of approved/rejected projects.
7. Architects will develop and finalize their conceptual drawings into final working drawings and specifications. A cost estimate with the submitted revisions will be included.
8. Federal wage determination for each project will be requested.
9. Naranja Lakes CRA will conduct a pre-construction conference with the applicant, architect and owner-selected contractor, to execute agreement: AIA Owner-Architect Agreement, AIA Owner-Contractor Agreement. Naranja Lakes CRA will explain applicable County, State and Federal regulations (including Davis-Bacon Act), and will also explain the process of disbursement of funds.
10. Notice to Proceed and Notice of Commencement for each project will be prepared.
11. Inspections to monitor for compliance with Davis-Bacon and other regulations, and for construction progress will be conducted periodically.
12. Federal and project compliance paperwork will be reviewed.
13. Invoices will be reviewed and verified for completed work against requests for payment. Releases of liens and paid receipts for material must accompany invoices

for payment. Applicant and Architect signatures will be required before payment is released. Applicant and Architect must ensure that all pertinent compliance forms are attached to the request for payment prior to approving the request.

COMMERCIAL IMPROVEMENTS PROGRAM SEAL

Upon completion of the rehabilitation of any commercial or industrial property, the Commercial Improvements Program Emblem will be installed on the storefront (if a sticker) or on the entrance to the doorway (plaque/tile).

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COMMERCIAL IMPROVEMENTS PROGRAM, FY 2006-07

APPLICATION

I. APPLICANT INFORMATION:

Address of Property: _____

Name of Applicant: _____ Owner: () Lessee: ()

Applicant Mailing Address: _____

Name of Property Owner: _____

Property Owner Mailing Address: _____

Name of Business: _____

Type of Business: _____

Home Telephone: Applicant: () _____ Property Owner: () _____

Business Telephone: Applicant: () _____ Property Owner: () _____

Facsimile Number: Applicant: () _____ Property Owner: () _____

E-mail Address of: Applicant: () _____

Property Owner: () _____

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II. TYPE OF PROPERTY OWNERSHIP:

How many years in this business: _____

Individual [] Partnership [] Other []

Corporate/Profit [] Corporate/Non-Profit []

If ownership is other than individual, list the name, title, and address of partners or officers in Lessee's joint, corporate or partnership entity.

NAME	TITLE	ADDRESS

III. TYPE OF BUSINESS OWNERSHIP AND/OR MANAGEMENT:

Individual: [] Family: [] Trust: []

Other: [] _____

IV. EMPLOYMENT STATUS:

Current Number of Employees: _____

Current Number of Employees living in the same neighborhood: _____

Current Female Employees: _____ Current Male Employees: _____

White _____ Black _____ American American _____ Asian _____ American Indian/Alaskan Native: _____

Native Hawaiian/Other Pacific Islander _____ American Indian/Alaskan Native & White _____ Asian & White _____ Black African American & White _____

American Indian/Alaskan Native & Black African American _____ Other Multi-Racial _____ Asian/Pacific Islander _____ Hispanic _____

V. PROPERTY INFORMATION

LOCATION

Street Address: _____

City: _____ Zip Code: _____

Property Folio Number: (Printed on Property Tax Notice) _____

Name prominent buildings near your property and approximate distance:

.....

Other Conditions

Certificate of Occupancy Number: _____

Certificate of Occupancy Date: _____

Name appearing on Certificate of Occupancy: _____

VI. PHYSICAL DESCRIPTION:

SET BACKS

Distance from front property line to nearest front facade: _____

Distance from right side property line to nearest front facade: _____

Distance from left side property line to nearest front facade: _____

Distance from rear property line to nearest front facade: _____

DIMENSIONS

No. of stories: _____ No. of facades: _____

Front façade: Length: _____ feet, Height: _____ feet, Adjusted Square feet: _____

Right side façade: Adjusted square feet: _____

Left side façade: Adjusted square feet: _____

Rear façade: Adjusted square feet: _____

Building (total covered area): _____ (square feet)

Lot (total area): _____ (square feet)

Open space (total area): _____ (square feet)

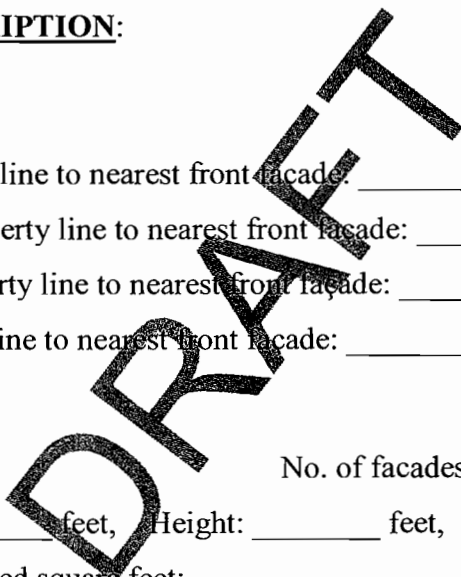
FEATURES

Existing parking area for _____ cars at (front) (rear) (side) yard

Existing landscaping (including right of way): Yes: ___ No: ___ Number of adult trees: ___

Existing private storm sewer system: Yes: ___ No: ___

Existing public storm sewer system: Yes: ___ No: ___



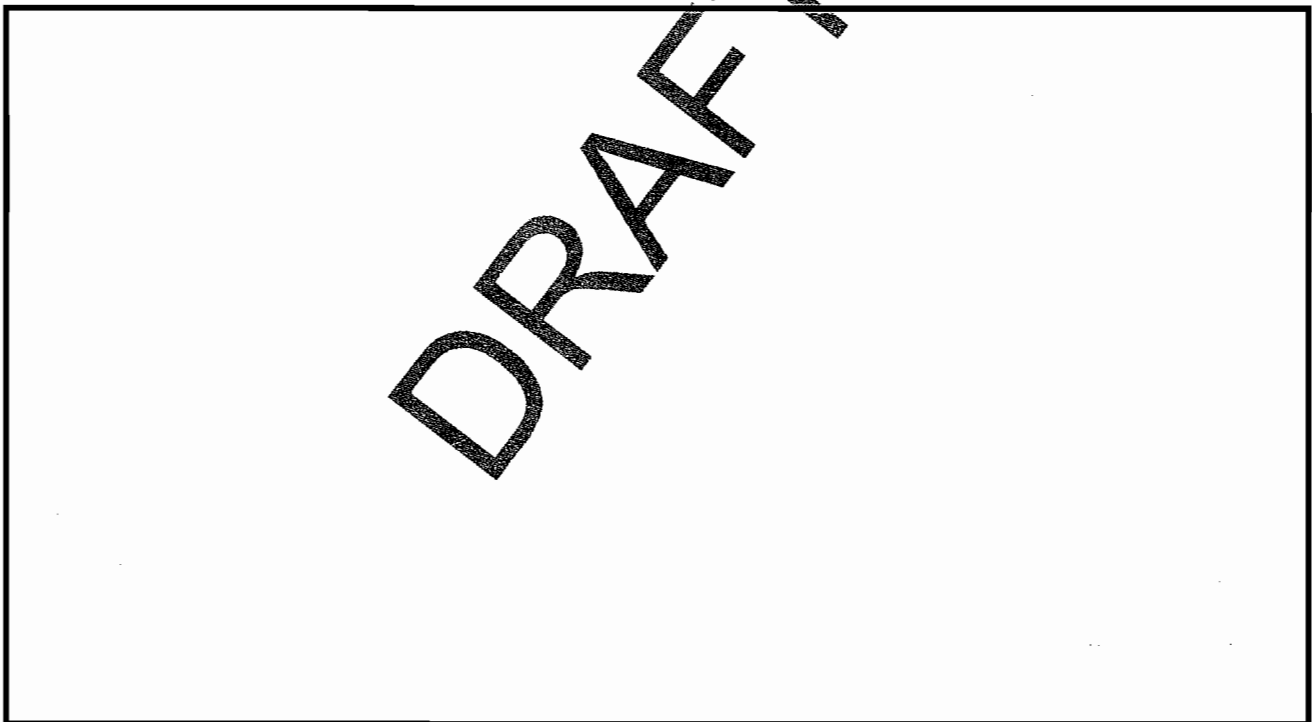
Existing underground tanks or other types of storage: No: ___ Yes: ___ , if Yes, please describe:

Location Sketch: Indicate street names, the approximate distance from the building to the nearest street intersection, and list other important buildings close to your building indicating approximate distances. Provide sketch and other information on separate page.

PHOTOGRAPHS OF THE PROPOSED PROJECT:

(A minimum of four photographs must be attached)

Facade Front View (close-up)



Note: Photographs must show sharp and clear images.

Block Front View, on same side of street

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Note: Photographs must show sharp and clear images.

Block Front View, Across the Street from the Property

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Note: Photographs must show sharp and clear images.

Other

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Note: Photographs must show sharp and clear images.

VII. PROPOSED REHABILITATION INFORMATION:

Describe the proposed improvements. Use additional sheet if needed:

VIII. SCOPE OF WORK: Please check all items in need of improvement:

	<u>NEW</u>	<u>REPAIR</u>
FACADES: Number of facades (1), (2), (3), (4)		
Roof parapets	()	()
Canopy	()	()
Stucco work (wall repair).....	()	()
Paint.....	()	()
Tile or other wall decorations	()	()
Doors	()	()
Windows	()	()
Lighting on wall or soffit	()	()
Awnings	()	()
Sign on wall.....	()	()
Other _____	()	()
_____	()	()
_____	()	()

SITE WORK:

	<u>NEW</u>	<u>REPAIR</u>
Walkway: Tile (), Conc () Other ()	()	()
Parking pavement: Asphalt () Other ()	()	()

NEW

REPAIR

Fence gates () ()
 Landscape, pot landscape..... () ()
 Exterior Lighting..... () ()
 Sign on wall..... () ()
 A.D.A: stairs, ramps..... () ()
 Loading dock..... () ()
 Other: _____ () ()
 _____ () ()
 _____ () ()

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Item No.	Item Description FACADES	Date	Date
		Proposed Estimated Cost	CIP Revised Estimated Cost
1	Roof parapets		
2	Canopy		
3	Stucco Work		
4	Tile Veneer or other		
5	Doors		
6	Windows		
7	Lights on wall or soffit		
8	Awnings		
9	Sign on wall		
10	Other		
11			
12			
13			
TOTAL			

X. PROPOSED CONSTRUCTION SUMMARY:

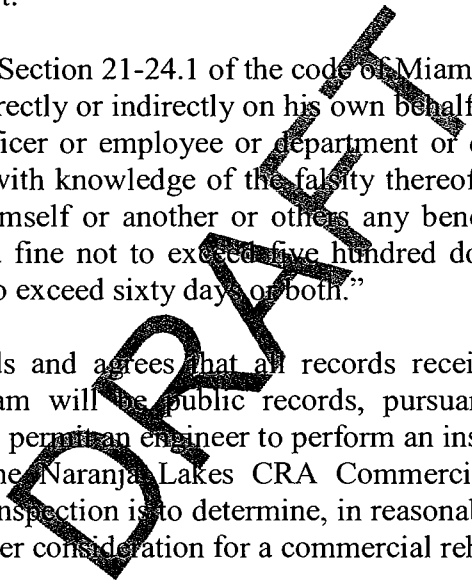
1. Cost of Rehabilitation:
 - a. Total estimated rehabilitation costs. (Attach estimate breakdown)
\$ _____
 - b. Cost estimate by: Owner () General Contractor () Sub Contractor ()
2. Estimated rehabilitation time (calendar days): _____
3. Is the business/building ready for immediate rehabilitation? Yes () No ()
4. If not, provide a start date: _____

XI. AGREEMENTS AND CERTIFICATIONS:

The undersigned is applying for the grant indicated in this application for improvements to the property described herein, and represents that the property will not be used for any illegal or restricted purpose, and that all statements made in this application are true and made for the purpose of obtaining the grant.

Penalty for False Statement- Section 21-24.1 of the code of Miami-Dade County provides: "it shall be unlawful of any person directly or indirectly on his own behalf or on behalf of another to others to make or file with any officer or employee or department or division of the County any false statement or representation with knowledge of the falsity thereof and for the purpose or with the intention of receiving for himself or another or others any benefits..." "Violation of the above provision is punishable by a fine not to exceed five hundred dollars... or by imprisonment in the County jail for a period not to exceed sixty days or both."

The undersigned understands and agrees that all records received by Naranja Lakes CRA in connection with this program will be public records, pursuant to the Florida Statutes. The undersigned further agrees to permit an engineer to perform an inspection of the property proposed to be rehabilitated under the Naranja Lakes CRA Commercial Improvements Program. The fundamental purpose of the inspection is to determine, in reasonable fashion, the general structural condition of the building under consideration for a commercial rehabilitation grant.



THIS IS CERTIFIED BY MY SIGNATURE:

Applicant's Signature

Print Applicant's Name

Owner's Signature

Print Owner's Name

Date:

Date:

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 200____.
by _____. *He/she is personally known to me or has presented*
as identification number: _____.

(Print or Stamp of Notary):

Expiration Date: _____

Notary Public – State of _____

Notary Seal:

AFFIDAVIT I

PUBLIC BENEFIT CERTIFICATE

THE INFORMATION PROVIDED IN THIS CERTIFICATION FORM IS SUBJECT TO VERIFICATION BY AUTHORIZED GOVERNMENT OFFICIALS.

Name of Employer: _____

Address: _____

Phone Number: _____ Federal ID# _____

Business Owner: _____

Type of Business: _____

The undersigned hereby certifies that, _____ provides the following products or services to the community: _____

Services:

- Serve a critical need in the neighborhood.
- Benefit the residents in the neighborhood and at least 51% if those residents are Low-Moderate income persons
- Alleviate serious existing conditions that are immediate threats to the health or welfare of the community.
- Residents would have to go out of the community to obtain these services if my business were to close its doors.

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THIS IS CERTIFIED BY MY SIGNATURE:

Applicant's Signature

Print Applicant's Name

Date

Property Owner's Signature

Print Property Owner's Name

Date

Property Owner's Signature

Print Property Owner's Name

Date

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 200____.
by _____ . He/she is personally known to me or has presented
_____ as identification number: _____.

(Print or Stamp of Notary):

Expiration Date: _____

Notary Public – State of _____

Notary Seal:

AFFIDAVIT 2 JOB CREATION/RETENTION CERTIFICATE

THE INFORMATION PROVIDED IN THIS CERTIFICATION FORM IS SUBJECT TO VERIFICATION BY AUTHORIZED GOVERNMENT OFFICIALS.

Name of Applicant: _____

Address: _____

Phone Number: () _____ Federal ID#: _____

Type of Business: _____

Number of Jobs Anticipated to be Created: _____ Retained: _____

I understand that the goal of the Federal Government in the area of job creation is to assist in creating jobs for low and moderate-income persons. CDBG guidelines require that a minimum of one (1) full-time permanent job be created or retained for every \$35,000 of CDBG funds used. It is the intent of the business named above to willingly attempt to recruit at least 51% of its employees resulting from this assistance, to meet the federal definition of very low and low-moderate income levels, as set forth in the chart shown below.

LOW AND MODERATE INCOME LIMITS BY FAMILY SIZE

Family Size	HOUSEHOLD INCOME VERY LOW IF LESS THAN:	HOUSEHOLD INCOME LOW-MODERATE	HOUSEHOLD INCOME GREATER THAN:
1	\$18,950	\$18,951 - 30,300	\$30,301
2	\$21,650	\$21,651 - \$34,600	\$34,601
3	\$24,350	\$24,351 - \$38,950	\$38,951
4	\$27,050	\$27,051 - \$43,300	\$43,301
5	\$29,200	\$29,201 - \$46,750	\$46,751
6	\$31,400	\$31,401 - \$50,200	\$50,201
7	\$33,550	\$33,551 - \$53,650	\$53,651
8	\$35,700	\$35,701 - \$57,150	\$57,151

THIS IS CERTIFIED BY MY SIGNATURE:

Applicant's Signature

Print Applicant's Name

Date

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 200____.
by _____ . He/she is personally known to me or has presented
_____ as identification number: _____.

(Print or Stamp of Notary):

Expiration Date: _____

Notary Seal:

Notary Public – State of _____

AFFIDAVIT 4

AGREEMENT FOR REIMBURSEMENT UPON EVENT OF SALE

Comes now _____ who, is being duly sworn, deposes and states as follows:

1. I, the owner(s) of the property located at: _____

2. I agree that if said property which has been rehabilitated with CDBG Funds is sold within five (5) years of receiving assistance, the County has the right to seek reimbursement of grant funds.

3. I agree that if said property is sold, the County has the right to recoup grant funds on a declining percentage point basis as outlined below:

Within the first year.....	100% will be reimbursed
Within the second year.....	80% will be reimbursed
Within the third year.....	60% will be reimbursed
Within the fourth year.....	40% will be reimbursed
Within the fifth year.....	20% will be reimbursed

THIS IS CERTIFIED BY MY SIGNATURE:

Property Owner's Signature

Print Property Owner's Name

Date

Property Owner's Signature

Print Property Owner's Name

Date

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 200__.
by _____. *He/she is personally known to me or has presented*
_____ as identification number: _____.

(Print or Stamp of Notary):

Expiration Date: _____

Notary Seal:

Notary Public – State of _____

DRAFT for DISCUSSION



**COMMERCIAL TENANT IMPROVEMENT
PROGRAM**

FY 2007

APPLICATION

DRAFT

**c/o Office of Strategic Business Management
111 NW 1st Street, Suite 2210
Miami, Florida 33128
Office: (305) 375-5143
Fax: (305) 375-1569**

*Please return original application and one additional copy.
Retain a copy for your files.*



**NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY
COMMERCIAL TENANT IMPROVMENT GRANT PROGRAM
(CTIGP)**

Program Description

The Commercial Tenant Improvement Grant Program (CTIGP) is an incentive program designed to assist businesses within the Naranja Lakes Community Redevelopment Agency (NLCRA). The funding for this program is derived from a portion of the Tax Increment revenues that have been generated from this CRA. This revenue is intended to be reinvested directly into the same neighborhood for redevelopment projects and business development, that further the mission of the CRA as described in its Redevelopment Plan.

The NLCRA Board has allocated \$50,000 of public funds for the CTIGP for this fiscal year. Current funding will allow provide for a maximum of \$5,000 (\$2,000 minimum) per tenant. This subsidy will be directly paid to the tenant on a reimbursement basis, for capital costs only: NO impact fees, permits, engineering, design, architectural or other professional services.

Funds are appropriated annually in the NLCRA budget, and funding is available on a first-come first-serve basis. The continuation of this program is subject to funding availability.

Funding will be provided based on the submission of a grant application by the new small business owner. The grants will be awarded based on the merit of the submitted application as determined by the NLCRA Board [Selection Committee], only after all qualifications have been met and until all funds have been awarded.

Eligibility

- Existing or relocating businesses, within the NLCRA District (please see NLCRA map at the end of this document).
- Businesses that have an existing multi-year lease, or are in the process of executing a lease by the time the grant would be awarded.

Eligible Improvements / Use of Funds:

1. Installation or replacement of new fixed improvements such as tiles, carpeting, wood flooring, interior walls, plumbing, lighting, lighting fixtures, electrical etc...;
2. Fixed furniture and equipment fixtures such as kitchens, cabinets, showcases, shelves and / or other permanent equipment (e.g. air conditioning).

Ineligible Improvements / Use of Funds:

1. Professional design and engineering services related to remodeling, additions or structural renovations of the property;
2. Permitting and impact fees;
3. Non-licensed contractor performed labor (limited eligibility if the owner is a duly licensed contractor);
4. Improvements constructed or installed prior to being awarded the grant;
5. Inventory, furniture or removable decorations or decorative features that are not fixed.

Application and Evaluation Process

1. A prospective business owner interested in participating in the CTIGP must obtain application form from Community Redevelopment Division - Miami-Dade County Office of Strategic Business Management.
2. Applicant must submit an application, along with supporting documents to:

**Community Redevelopment Division
Miami-Dade County Office of Strategic Business Management
111 NW 1 Street, Suite 2210
Miami, FL 33128**

Required submission:

- a) Completed application form;
 - b) Business plans or Executive Summary (must include a detailed description of the business including a listing of its principals, as well as forecasting (revenues and expenses for the next three years);
 - c) A detailed budget of the work that is to be completed, along with plans and designs.
 - d) A copy of an executed lease for a minimum of 5 years.
 - e) Copy of Occupational License
 - f) Letter of authorization from the landlord.
 - g) Completed W-9 Form
3. Miami-Dade County / CRA Staff will review for completeness and compliance with program criteria. Applications which are incomplete or do not comply with the program criteria will not be considered for funding.
 4. The CRA Board [Selection Committee] reviews the application according to the program selection criteria and considers the recommendations made by staff to the applicant, and makes a recommendation of funding amount based upon the program selection criteria.
 5. The CRA Board makes final approval of the grant.
 6. Upon approval by the CRA Board, the applicant will be notified in writing of the amount of the award and the documentation that must be provided before funds are released.
 7. The Applicant and the CRA shall enter into a contract to specify the obligation of application for grant reimbursement and project completion.
 8. For the duration of the rent subsidy, the applicant could be required to post a sign to be provided by the County which indicates the project has received a Commercial Tenant Improvement Grant by the NLCRA.

Program Selection Criteria

The following selection criteria will be used to review and rate applications for the Commercial Tenant Improvement Grant Program.

(1) TYPE OF IMPROVEMENTS (Up to 25 points): Extent to which the proposed improvements enhance the quality and appearance of the locale.

(2) PROJECT BUDGET (Up to 25 points): Does the applicant have an adequate and realistic budget for the project.

(3) EMPLOYMENT BENEFITS (Up to 25 points): Extent to which the proposed business provides employment benefits.

(4) PROPERTY OWNER PARTICIPATION (Up to 25 points): Extent to which the landlord is contributing to the cost of the improvements.

Payment Process

Tenant will submit payment request directly to Miami-Dade County Community Redevelopment Division - OSBM after the improvements have been completed. The Tenant should provide a completed reimbursement package attached to this application.

Questions on how to complete the application form or the appropriateness of a proposed project should be directed to the Community Redevelopment Division of the Miami-Dade County Office of Strategic Business Management at (305) 375-4795.

DRAFT

Commercial Tenant Improvement Grant Program
(CTIGP) Application

1. Applicant Name: _____
2. Business Name: _____
3. Business Address: _____
4. Mailing Address (if different): _____
5. Type of Business: _____
6. Phone () _____ Fax () _____ Cell () _____
7. E-Mail Address: _____
8. Date and State of Incorporation: _____
9. Corporation Officers and Titles: _____

10. Federal Tax ID# _____
11. List other Locations (If applicable): _____
12. Property Leasing / Management Company Contact Information:
 - a. Contact Name: _____
 - b. Mailing Address: _____
 - c. Telephone: _____ Fax: _____
13. Property Owner Information (If different from Leasing / Management Company)
 - a. Contact Name: _____
 - b. Mailing Address: _____
 - c. Telephone: _____ Fax: _____
14. Store square footage: _____
15. Rent per square foot: _____
16. Length of Lease: _____ Terms: _____
17. Build-out \$\$ Allowance: Yes ___ No ___ \$\$ _____
18. Total Cost of Project: \$ _____
19. Amount of Reimbursement Requested: \$ _____

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I hereby submit the attached plans and specification for the proposed project and understand that these must be approved by the Naranja Lakes Community Redevelopment Agency (CRA). In order to be considered for funding no work shall begin until I have received written approval from Miami-Dade County / CRA Staff. I further understand that unless otherwise approved by the CRA Board, funding will not be paid until the project is complete.

Signature of Applicant / Business Owner

Date

Print Name

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this ____ day of _____, 20__

by _____ (NOTARY SEAL)

Personally known or I.D. _____

DRAFT



FOR DISCUSSION



NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY
 COMMERCIAL TENANT IMPROVEMENT GRANTS PROGRAM
 (CTIGP)

Project Cost Estimate and Reimbursement Form

*Note: Applicants must submit a completed W-9 Form as part of their Reimbursement Package, prior to being reimbursed

Project Cost Estimate				Reimbursement Summary		
Item	Category of Improvement (Roofing, Windows, Painting, etc)	Contractor	Cost Estimate	Contractor	Date of Completion	Actual Cost (Include proof of payment)
1			\$			\$
2			\$			\$
3			\$			\$
4			\$			\$
5			\$			\$
6			\$			\$
7			\$			\$
8			\$			\$
9			\$			\$
10			\$			\$
Total Cost Estimate			\$	Total Actual Cost		\$

DRAFT for DISCUSSION

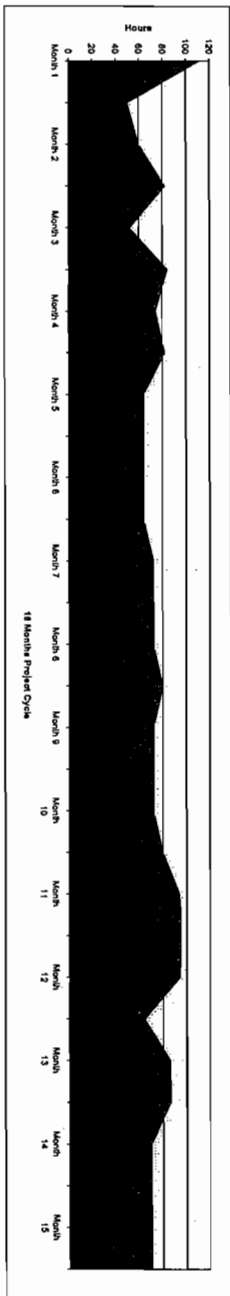
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Naranja Lakes CRA Residential, Commercial Property Improvement and Commercial Tenant Improvement Programs

(maximum amount of \$ = less number of participants = less hours for administration)

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15
1. Program Design															
1.1. CRA Board Expectations	1														
1.2. Literature Review - Best Practices	8														
1.3. Program Description	16														
1.4. Eligibility Criteria	8														
1.5. Application and Evaluation Process Design	8														
1.6. Reimbursement Process Design	8														
1.7. Forms Development	8														
1.8. Process and Application Package Approval	2														
Sub-totals	67	26	2												
2. Implementation															
2.1. Application Package Dissemination	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
2.2. Application Package Collection	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
2.3. Review and Preparation for Complete Set	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
2.4. Eligibility Determination	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
2.5. Comprehensive Assessment and Evaluation	4	2	1	1	1	1	1	1	1	1	1	1	1	1	1
2.6. Approval Process	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
2.7. Notification Process	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Sub-totals	28	26	20	16	16	16	16	16	16	16	16	16	16	16	16
3. Marketing															
3.1. Developing Marketing Materials	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16
3.2. Informative Workshops	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
Sub-totals	16	24	24	24	24	24	24	24	24	24	24	24	24	24	24
4. Data Management Process															
4.1. Data Entry	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
4.2. Quantification - Regular Report Updates	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
Sub-totals	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16
5. Monitoring and Reporting															
5.1. 1st Quarterly Monitoring	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5.2. 2nd Quarterly Monitoring	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5.3. 3rd Quarterly Monitoring	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5.4. 4th Quarterly Monitoring	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5.5. Final Auditing	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Sub-totals	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16
6. Reimbursement															
6.1. Collection of Reimbursement Materials	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
6.2. Evaluation of Reimbursement Eligibility	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
6.3. Reimbursement Issuance	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Sub-totals	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12
7. Analysis and Final Report															
7.1. Analysis	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
7.2. Final Report	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Total	111	50	60	62	52	64	64	64	64	64	64	64	64	64	64

Assumptions:
 If it is assumed that all funding will be allocated and all approved applicants will receive the maximum amount:
 Residential = \$45,000, therefore = 18; Commercial = \$130,000, therefore = 10; Tenant = \$50,000, therefore = 10 - Total Funding \$225,000 - Total Participants 38
 Reimbursement will take place only after CRA Board approval.



Workshops include: Cash-flow analysis, budget development, reimbursement package preparation and substantial, etc.

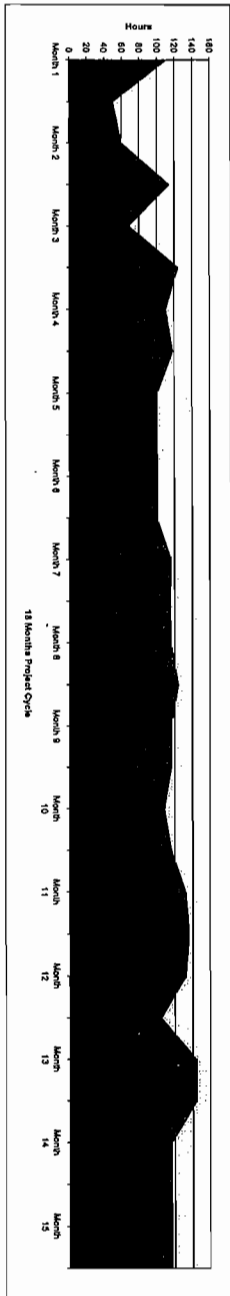
2,178

Naranja Lakes CRA Residential, Commercial Property Improvement and Commercial Tenant Improvement Programs

(minimum amount of \$ = more number of participants = more hours for administration)

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15
1. Program Design															
NLCRA Board Expectations															
Literature Review - Best Practices															
Program Description															
Eligibility Criteria															
Application and Evaluation Process Design															
Reimbursement Process Design															
Form Development															
Process and Application Package Approval															
Sub-totals	67	28	2												96
2. Implementation															
Implementer Package Determination															
Application Package Collection															
Review Required Documentation for Complete Set															
Eligibility Determination															
Comprehensive Assessment and Evaluation															
Approval Process															
Notification Process															
Sub-totals	28	26	20	16	10	10	1	1	1	1	1	1	1	1	146
3. Marketing															
Develop Marketing Materials															
Informative Workshops															
Sub-totals	16	16	16	16	16	16	8	8	8	8	8	8	8	8	132
4. Data Management Process															
Data Entry															
Quantification - Regular Report Usables															
Sub-totals	16	36	16	16	16	16	16	16	16	16	16	16	16	16	472
5. Monitoring and Reporting															
1st Quarter Monitoring															
2nd Quarter Monitoring															
3rd Quarter Monitoring															
4th Quarter Monitoring															
Final Auditing															
Sub-totals	46	68	68	68	68	68	68	68	68	68	68	68	68	68	1334
6. Reimbursement															
Collection of Reimbursement Materials															
Evaluation of Reimbursement Eligibility															
Reimbursement Issuance															
Sub-totals	2	2	2	2	2	2	2	2	2	2	2	2	2	2	56
Total	111	50	60	114	68	124	110	119	100	100	100	116	115	116	118

Assumptions:
 It is assumed that all funding will be allocated and all approved applicants will receive the maximum amount.
 Residential = \$45,000, therefore = 36; Commercial = \$130,000, therefore = 13; Tenant = \$50,000, therefore = 25 - Total Funding \$225,000 - Total Participants 68
 Implementation will take place only after CRA Board approval.



Workshops include: Cash-flow analysis, budget development, reimbursement package preparation and substantial, etc.

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I suggest that we look for a candidate (s) that demonstrate the following characteristics:

1. Has the ability to start up and manage a dynamic community and economic development organization.
2. Has the ability to effectively communicate with the CRA Board of Directors , community shareholders, public officials, banks, and the development community.
3. Has the ability to establish policies and procedures for the CRA.
4. Has the ability to manage the organization's operating and programmatic budgets.
5. Has the ability to effectively negotiate, manage and monitor program investments , grants and community wide initiatives sponsored by the Board.
6. Has familiarity with federal, state, and local economic development, housing and neighborhood revitalization incentive programs.
7. A successful candidate should have a minimum of 10 years of economic and community development experience.
8. A successful candidate should have strong written , analytical and verbal communication skills.

In terms of education , I suggest that the search seek individual(s) with the minimum requirement of a college degree. A graduate degree in public administration or urban planning would be preferable.

