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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Memorandum

Date: June 7, 2011

Special Item No. 1

To: Honorable Chairman Joe A. Martinez and Members, West Perrine Community Redevelopment Agency

From: Alina T. Hudak
CRA Executive Director

Resolution No. CRA-2-11

Subject: Commercial and Residential Rehabilitation Grant Programs

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Recommendation
It is recommended that the Board of the West Perrine Community Redevelopment Agency (CRA) adopt the attached Resolution approving implementation of the Residential Rehabilitation Program and Commercial Rehabilitation Program for the rehabilitation of commercial and residential properties within the West Perrine Community Redevelopment Area (Area).

Scope of Agenda item
This resolution approves the implementation of two grant programs within the Area in County Commission District 9.

One grant program will be available to assist residential properties with upgrades, giving priority to owner-occupied dwellings. The second grant program is intended to assist commercial and industrial property owners in upgrading their properties.

Fiscal Impact/Funding Source
The cost of the two grant programs is $100,000. There is a total of $50,000 budgeted in the CRA budget for each grant program in the current fiscal year.

All services will be funded by the CRA. The CRA's revenue source is generated through the incremental growth of ad valorem revenues beyond an established base year, Tax Increment Financing (TIF), as defined in Section 163.387 of Florida State Statutes. Both programs would improve the visibility and aesthetics of the area, therefore enhancing property values and generating additional TIF revenue in future years.

Track Record/Monitor
The Office of Strategic Business Management will coordinate both programs.

Background
On June 5, 2007, the Board of County Commissioners (BCC) approved the establishment of the CRA when it approved the CRA's Community Redevelopment Plan (Plan) pursuant to Resolution R-744-07, and the funding of the Plan when it enacted Ordinance 07-79 (Trust Fund).

One of the Redevelopment Plan goals is the creation of a code compliance grant. The implementation of these programs further the CRA's mission to reduce the slum and blight in the area, the reason for which the CRA was created. The residential and commercial/industrial grant programs will provide financial assistance to qualified owners of property in the CRA. The residential grant program is intended to assist with major upgrades to owner-occupied homes in the CRA and

the commercial/industrial program is proposed to enhance visibility and area aesthetics in an effort to bring about increased property values and attract new business.

The Commercial Rehabilitation Program provides up to $25,000 per applicant for upgrades to existing structures or property in the Area. In order to be eligible, a building would need to have commercial space on the ground floor with street frontage and direct pedestrian access from the street. Buildings with pending code violations would only be eligible if the work being funded corrects the violation. Eligible work includes but is not limited to, painting, roof repair, lighting, signage, landscaping, sewer hook-ups or any improvements required by the Americans with Disabilities Act.

The Residential Rehabilitation Program would provide a maximum of $15,000 per applicant for repairs to existing detached single family homes or duplex in the Area. The residence must be the primary residence of the applicant. All property taxes must be current and standard property insurance must be maintained. Residences with pending code violations are eligible only if the work being funded directly corrects the violation. Eligible work includes but is not limited to exterior painting, roof repairs, lighting, parking lot repair, landscaping, sewer hook-ups or any improvements required by the Americans with Disability Act.

During each grant funding cycle, County staff will advertise the grants to the area residents and businesses. There will be a set period when applications will be accepted, during which staff will be available to help applicants with the applications. All applications received during that period will be considered for funding. Staff will rank the applications according to need (those applications correcting code violations) and requested funding. Applications received after that initial period will only be considered if additional funds are available. Staff will present the applications to the CRA Board for consideration. Should the CRA Board approve the applications, staff will enter into contracts with the home/business owner. Staff will also monitor the progress of the work being performed and will only authorize payment once the work has been completed by a licensed contractor.

All grants are subject to approval by the CRA and available funding. All grants require that the applicant provide a match of at least 50 percent of the total cost of the improvement. The CRA may consider exceptions to the match requirement in the event of an extreme hardship.

Jennifer Glazer-Moon, Special Assistant/Director
Office of Strategic Business Management

Attachments

cmo08811

RESOLUTION NO. CRA-2-11

RESOLUTION OF BOARD OF WEST PERRINE COMMUNITY REDEVELOPMENT AGENCY APPROVING A COMMERCIAL REHABILITATION GRANT PROGRAM AND A RESIDENTIAL REHABILITATION GRANT PROGRAM TO BE IMPLEMENTED WITHIN THE BOUNDARIES OF THE WEST PERRINE COMMUNITY REDEVELOPMENT AREA

WHEREAS, the legislature of the State of Florida enacted the Community Redevelopment Act during its 1969 Legislative Session, which enactment is presently codified in Florida Statutes, as Part III of Chapter 163, as amended (the "Act"); and

WHEREAS, the Board of County Commissioners of Miami-Dade County, Florida (the "Board") adopted Resolution No. 212-05 on March 1, 2005 which, among other things, declared the geographic area described generally as bounded on the North by SW 168th Street, bounded on the East and Southeast by State Road 5 (US-1), and bounded on the West and Southwest by State Road 821 (The Homestead Extension of Florida's Turnpike) (the "Redevelopment Area"), to be a slum or blighted area; declared the redevelopment of the area to be in the interest of public health, safety, morals or welfare of the residents of the Redevelopment Area and the County; and found the need for the creation of the West Perrine Community Redevelopment Agency; and

WHEREAS, the Board on June 5, 2007, adopted Resolution R-745-07, appointing itself as the Community Redevelopment Agency (CRA) for the redevelopment area; and

WHEREAS, Florida State Statutes 163.357 states that "such members constitute the head of a legal entity, separate, distinct, and independent from the governing body of the county or municipality"; and

WHEREAS, the Board subsequently adopted a Redevelopment Plan for the area pursuant to Resolution No. R-744-07; and

WHEREAS, the adopted Redevelopment Plan encourages the creation of grant and loan programs to assist commercial and industrial property owners within the CRA area to enhance their properties; and

WHEREAS, the adopted Redevelopment Plan encourages the creation of grant and loan programs to assist with major upgrades to residential property in the CRA Area with a preference to owner occupied property; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. The matters contained in the foregoing recitals are incorporated in this resolution by reference.

Section 2. The CRA approves the Commercial Rehabilitation Grant Program to be implemented within the Redevelopment Area, in substantially the form attached hereto as Exhibit A subject to the review of the County Attorney's Office for legal form and sufficiency.

Section 3. The CRA approves the Residential Rehabilitation Grant Program to be implemented within the Redevelopment Area, in substantially the form attached hereto as Exhibit B subject to the review of the County Attorney's Office for legal form and sufficiency.

The foregoing resolution was offered by Commissioner **Dennis C. Moss** ,

who moved its adoption. The motion was seconded by Commissioner **Audrey Edmonson**

and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman			aye
Audrey M. Edmonson, Vice Chairwoman			aye
Bruno A. Barreiro	absent	Lynda Bell	aye
Esteban L. Bovo, Jr.	aye	Jose "Pepe" Diaz	aye
Sally A. Heyman	aye	Barbara J. Jordan	aye
Jean Monestime	aye	Dennis C. Moss	aye
Rebeca Sosa	aye	Sen. Javier D. Souto	absent
Xavier L. Suarez	aye		

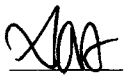
The Chairperson thereupon declared the resolution duly passed and adopted this 7th day of June, 2011.

WEST PERRINE COMMUNITY
REDEVELOPMENT AGENCY BY ITS
BOARD OF COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: **DIANE COLLINS**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.
Martin W. Sybblis



COMMERCIAL REHABILITATION PROGRAM

West Perrine Community Redevelopment Agency

The Commercial Rehabilitation Program (CRP) was developed by the West Perrine Community Redevelopment Agency (CRA) to provide financial assistance to qualified owners of commercial properties located within the boundaries of the CRA Area. Assistance may be used for repairs to existing structures or property as approved by the CRA. Repairs are intended to mitigate conditions of slum and blight which the CRA was created to address and to improve the overall chance of success and prosperity for businesses in the Corridor. The CRA Area is generally defined as State Road 5 (US-1) on the east and southeast, SW 168 Street on the north and State Road 821 (the Homestead Extension of Florida's Turnpike) on the west and southwest.

An application may not request a grant amount greater than $25,000.

Applicants are expected to provide a match of at least 50% of the cost of the improvement. The CRA Board may consider exceptions to the match requirement in the event of extreme hardship.

Grants are available to anyone meeting the eligibility requirements. No person shall be denied a grant because of race, color, sex or national origin.

ELIGIBILITY OF BUILDING

A qualified building must have commercial space on the ground floor with street frontage and direct pedestrian access from the street.

A qualified building must need structural or façade repair to correct physical decline or deterioration. New construction or additions are not eligible.

Buildings with pending, verifiable code violations are eligible only if the work being funded directly corrects the code violation. All work must be permanent.

Buildings being considered for improvement grants must be at least five (5) years old.

Buildings that have received improvement grants from the CRA within the past year are not eligible for assistance.

Adult entertainment businesses and liquor stores are not eligible for assistance. Religious institutions, residences and industrial buildings are also not eligible.

ELIGIBILITY OF PROJECT

Grants may be available in an amount not to exceed $25,000.00. Eligible work under the CRP may include, but is not limited to:

- Exterior or Interior Painting
- Siding, Masonry or Stucco Facing
- Sewer hook-up
- Roof Repairs or replacement
- Exterior or Interior Lighting
- Exterior Signs
- Window or Door Replacement
- Awnings, Canopies and Shutters
- Historic Storefront Restoration
- Landscaping or Irrigation for Landscaping
- Surface Parking Lot Improvements
- Fences and Gates
- Pedestrian enhancements such as benches, bike racks and trash containers
- Resolution of Code Violations
- Improvements Required by the Americans with Disabilities Act (ADA)

All projects are subject to approval by the appropriate County departments. The applicant is responsible for acquiring all necessary permits and approvals for the project. The applicant is also responsible for employing their own contractors. All contractors must be licensed and insured.

ELIGIBILITY OF APPLICANT

Applications will only be accepted from business owners who also own the real property.

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

A. By blood or adoption: parent, child, sibling, first cousin, uncle, aunt, nephew, or niece;

B. By marriage: Current or former spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, step-parent, or step-child; or

C. Other relationship: A current or former relationship, occurring outside the work setting that would make it difficult for the individual with the responsibility to make a decision or recommendation to be objective, or that would create the appearance that such individual could not be objective. Examples include, but are not limited to, personal relationships and significant business relationships.

APPLICATION

Only one application per business may be submitted in any fiscal year. A fiscal year shall be defined as October 1 through September 30. Applications for improvements to properties or facilities must be signed by the real property owner. Applications will not be accepted for improvements which have been funded by any other grant program.

Each project must be approved by the CRA or its representatives. Consideration and approval of an application is subject to available funding.

Applications and CRP grant awards are not transferable. New property owners must reapply to participate in the CRP. If the property is sold within three years of completion of the project, the entire grant amount must be repaid to the CRA.

Construction must begin within 90 days from the date of the CRP award and must be completed within one year of the award date.

All applicants and participants must comply with all CRP requirements. Failure to comply with CRP requirements may result in the applicant being dropped from the CRP and any awards being cancelled. The CRA is the sole interpreter of eligibility requirements. All of the CRA's decisions are final. Projects are not officially accepted into the CRP until a written agreement between the applicant and the CRA is signed by all required parties.

Each applicant must submit a written scope of work including detailed plans, drawings and specifications for the work to be completed. Each application must include a signed agreement with a licensed contractor for the completion of the work, proof of property ownership and proof of insurance. Copies of the contractor's license or certificate of competency, liability insurance certificate, workers compensation insurance certificate, any applicable building permits or certificates of compliance are also required.

APPLICATION PROCEDURE

Interested property owners should contact the Miami-Dade County Office of Strategic Business Management for an application:

Jorge Fernandez or Robert Kirschbaum
111 NW 1 St Suite 2210 Miami, Florida 33128
305-375-5143
WestPerrineCRA@Miamidade.gov

Upon submittal, all applications shall be reviewed by CRA staff for completeness and initial eligibility. A meeting will be scheduled with the applicant to discuss the application. If CRA staff believes that the application is incomplete additional information may be requested prior to further processing.

When an application is determined by CRA staff to be complete, a recommendation will be prepared for presentation to the CRA Board at the Boards next regularly scheduled meeting. The CRA Board will consider the application and the applicant will be notified of the Board's decision within 21 days of the decision being made. The notification may include a request for additional information, a denial, or a Notice to Proceed.

REIMBURSEMENT

All projects must be approved for funding prior to the start of construction. Payment will be made to the applicant after completion of 50% and after final completion of an approved project. All payments will be made to an applicant as reimbursement for payment made.

All reimbursement requests must be accompanied by:

- Contract between property owner and contractor including Scope of Work.
- Copies of invoice(s) from contractors and subcontractors.
- Copies of checks payable to contractor and/or suppliers with respect to the submitted reimbursement request.
- Scope of Work / write-up with prices approved and signed-off by the Building Code Compliance Officer.
- Pre and Post construction photographs
- All applicable releases of liens
- Inspection Report signed by County Building Department showing proof of completed acceptable work.
- All applicable contractor/subcontractor insurances including licensing verification
- New roof warranty information, if applicable (minimum five years on replacements, one year for roof repairs).

RESIDENTIAL REHABILITATION GRANT PROGRAM

West Perrine Community Redevelopment Agency

The Residential Rehabilitation Grant Program (RRGP) was developed by the West Perrine Community Redevelopment Agency (CRA) to provide financial assistance to qualified resident-owners of detached single family homes, townhomes and duplexes located within the boundaries of the CRA area contracting for necessary repairs to their homes. Assistance may be used for repairs to existing homes and are intended to mitigate conditions of slum and blight which the CRA was created to address. Financial assistance is provided as a grant requiring a match from the homeowner. The CRA area is generally defined as SW 168 St (Richmond Drive) on the north, State Road 5 (US-1) on the east and southeast, and by State Road 821 (the Homestead Extension of Florida's Turnpike) on the west and southwest.

Grants may be available in an amount up to $15,000.00.

Applicants are expected to provide a match of 50% of the cost of the improvement.

Applications will not be accepted for improvements which have been funded by any other grant program or which may be funded by homeowners insurance.

Grants are available to anyone meeting the eligibility requirement. No person shall be denied a grant because of race, color, sex or national origin.

ELIGIBILITY OF RESIDENCE

The home must be a detached single family home, townhome or duplex within the boundaries of the West Perrine Community Redevelopment area.

The home must be the primary residence of the applicant. Applications from residents who do not also own the home will not be considered.

All property taxes on the property must be current.

Standard property insurance must be maintained on the property.

The structure must be exclusively residential.

The structure must need structural or façade repairs to correct physical decline or deterioration. New construction or additions are not eligible.

Residences with pending, verifiable code violations are eligible only if the work being funded directly corrects the code violation. All work must be permanent.

ELIGIBILITY OF PROJECT

All projects must be approved for funding prior to the start of construction.

Eligible work under the RRGP may include, but is not limited to:

- Exterior painting
- Siding or masonry
- Sewer hook-up or septic repairs

- Roof or gutter repairs
- Exterior lighting
- Foundation, ceiling, floor, wall or other structural repairs
- Window or exterior door replacement
- Storm shutters
- Air conditioning or fan repair or installation
- Electrical repairs or improvement
- Plumbing repair or improvement
- Insulation or weather stripping
- Kitchen or bathroom repair and improvement
- Repair or replacement of water heater
- Fumigation or other pest control
- Landscaping or irrigation
- Driveway repair/installation
- Improvements needed to accommodate a person with a disability.

Luxury improvements such as hot tubs, spas or interior decorating are not eligible for assistance.

All projects are subject to approval by the appropriate County agencies. All work must be performed by a licensed contractor employed by the applicant. The applicant is responsible for acquiring all necessary permits and approvals for the project. Preference will be given to applications which involve local contractors.

ELIGIBILTY OF APPLICANT

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

A. By blood or adoption: Parent, child, sibling, first cousin, uncle, aunt, nephew, or niece;

B. By marriage: Current or former spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, step-parent, or step-child; or

C. Other relationship: A current or former relationship, occurring outside the work setting that would make it difficult for the individual with the responsibility to make a decision or recommendation to be objective, or that would create the appearance that such individual could not be objective. Examples include, but are not limited to, personal relationships and significant business relationships.

APPLICATION

Only one application per residence may be submitted in any fiscal year. A fiscal year shall be defined as October 1 through September 30. Applications for improvements to residences must be signed by the property owner.

Each application must contain proof of homeownership. Proof of ownership may include:

- Proof of homestead exemption or application on file for homestead exemption on the property.
- A copy of a Recorded Warranty Deed
- Current mortgage(s) monthly statement(s)
- A copy of a Homeowners Insurance Policy declaration page. A copy of the declaration page for windstorm and flood insurance may be provided if applicable.

Each application is subject to approval by the CRA. Consideration and approval of an application is subject to available funding.

APPLICATION PROCEDURE

Interested property owners should contact the Miami-Dade County Office of Strategic Business Management for an application:

Jorge Fernandez or Robert Kirschbaum
111 NW 1 St Suite 2210 Miami, Florida 33128
305-375-5143
WestPerrineCRA@Miamidade.gov

All applications are to be submitted by registered mail or hand delivered to the West Perrine Community Redevelopment Agency c/o The Miami-Dade Office of Strategic Business Management (OSBM) located at:

111 NW 1 St.
Suite 2210
Miami, Florida 33128
(305) 375-5368

In order to be complete, an application must include a detailed plan for the work to be performed, and a signed agreement with a licensed contractor for the completion of the work.

Submitted applications will be reviewed for completion and initial eligibility by CRA staff. A meeting will be scheduled with the applicant to discuss the application. If CRA staff believes that the application is incomplete additional information may be requested prior to further processing.

When an application is determined by CRA staff to be complete, a recommendation will be prepared for presentation to the CRA Board at a regularly scheduled Board meeting. The CRA Board will consider the application and the applicant will be notified of the Board's decision within 21 days of the decision being made. The notification may include a request for additional information, a denial, or a Notice to Proceed.

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All projects must be approved for funding prior to the start of construction. Payments will be made to applicants as reimbursement for payment made by the applicant. Payment will be made to the applicant after completion of 50% and after final completion of an approved project.

All reimbursement requests must be accompanied by:

- Contract between homeowner and contractor including Scope of Work.
- Copies of invoice(s) from contractors and subcontractors.
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- Scope of Work / write-up with prices approved and signed-off by the Building Code Compliance Officer.
- Pre and Post construction photographs
- All applicable releases of liens
- Inspection Report signed by County Building Department showing proof of completed acceptable work.
- All applicable contractor/subcontractor insurances including licensing verification
- New roof warranty information, if applicable (minimum five years on replacements, one year for roof repairs).

Applications and RRGP grant awards are not transferable. New property owners must reapply to participate in the RRGP. If the property is sold within three years of completion of the project, the entire grant amount must be repaid to the CRA.

Construction must begin within 90 days from the date of the RRGP award and must be completed within one year of the award date.

All applicants and participants must comply with all RRGP requirements. Failure to comply with RRGP requirements may result in the applicant being dropped from the RRGP and any awards being cancelled. The CRA is the sole interpreter of eligibility requirements. All of the CRA's decisions are final. Projects are not officially accepted into the RRGP until a written agreement between the applicant and the CRA is signed by all required parties.