

NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY
VIRTUAL MEETING OF THE BOARD OF COMMISSIONERS

<https://miamidade.zoom.us/j/97986047508>

TUESDAY, OCTOBER 27, 2020 MEETING AGENDA
2:00 PM – 3:30 PM

Instructions for Public Comment Participation:

- Call 305-375-2820 no later than Noon on Tuesday, October 27, 2020, and leave a voice message which will be played during the meeting; include your name, address and the number of the agenda item(s) you wish to address.
 - Send an e-mail to jasoner@miamidade.gov no later than Noon on Tuesday, October 27, 2020, which will be read into the record; include your name, address and the number of the agenda item(s) you wish to address.
 - Voice messages, or e-mails once read, shall not exceed two minutes.
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- I.** Meeting Call to Order, Roll Call, Virtual Meeting
Procedures & Instructions Jorge Fernandez / Chairman Forbes
- II.** Reasonable Opportunity for the Public to be Heard Staff
- Electronic messages & phone calls received will be read / introduced
- III.** Approval of Agenda
- IV.** Approval of Minutes
- September 15, 2020 Meeting
- V.** **Discussion Items & Presentations**
- | | |
|--|------------------------------------|
| A. Redland Market Village | Kevin Greiner / Kevin Crowder |
| B. FDOT US-1 Beautification Project | Staff |
| C. Emergency Business Grant Program | Staff / Leroy Jones |
| D. Code Enforcement Report on Overgrown Lots | Staff / Ed Rivera, Patricia Arcila |
| E. Housing Assistance Program | Staff / Kevin Greiner |
| F. Roar Media Progress Report | Staff / Jacques Hart |
- VI.** **Action Items**
- | | |
|---|-----------------------|
| A. Unsolicited Project Financial Assistance Program | Staff / Kevin Greiner |
| B. Commercial Improvement and Technology & Equipment Grant Programs | Staff / Kevin Greiner |
| C. Request for Proposals – Grant Programs Administration | Staff / Kevin Greiner |
- VII.** **Consent Reports on Board Programs & Initiatives**
- | | |
|--|--------------------------|
| A. Community Policing Program Report - September | Lt. Alexander Rice, MDPD |
| B. Emergency Business Grant Program | Staff, Leroy Jones, NANA |
- VIII.** Next Meeting Dates & Adjournment
- | | |
|---|--|
| A. Monday, November 23, 2020 – Time TBD | |
| B. Monday, December 14, 2020 – Time TBD | |
- <http://www.miamidade.gov/global/government/boards/naranja-lakes-cra.page>

**SUMMARY AND OFFICIAL MINUTES
NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY
September 15, 2020 – 2:00 P.M.
Virtual Meeting**

Meeting Call to Order, Roll Call and General Virtual Meeting Procedures

Mr. Fernandez called the meeting to order at 2:00 P.M. Roll Call was as follows:

- Present: Chairman Kenneth Forbes, Vice-Chairman Stuart Archer, Alex Ballina, Kametra Driver and Mark Wilson
- County Staff Present: Jorge M. Fernandez, Jr. & Jason E. Rodriguez, Office of Management and Budget (OMB); Lt. Alexander Rice Miami Dade Police Department (MDPD)
- CRA Staff Present: Kevin Greiner, Economic Development Coordinator, Jacques Hart & Erin Fischer, Marketing and Public Relations
- Meeting Participants: Leroy Jones, Executive Director, Neighbors and Neighbors Association, Inc (NANA) Alice Townsend, Grant Program Coordinator, NANA

Mr. Fernandez stated that the Board's Virtual Meeting was conducted following the format approved under Florida Governor Ron DeSantis' Executive Order and adopted by the Miami-Dade County Board of Commission in March 2020.

Mr. Fernandez provided general instructions about participating in the meeting through the Zoom application, indicating that for the action items once read into the record a motion and second – by raised hand indication, was required to initiate a discussion on the item.

Open Forum for Public Comments

Mr. Fernandez stated that no phone call messages or emails were received from the public to participate in the virtual meeting.

Approval of Agenda & Approval of Minutes

Mr. Fernandez amended the Agenda to include Item G. under Section V. to discuss equipment for MDPD Community Policing Program. Mr. Archer moved to approve the meeting agenda. The motion was seconded by Ms. Driver. Motion passed unanimously.

Mr. Archer moved to approve the June 29, 2020 meeting minutes. The motion was seconded by Mr. Ballina. Motion passed unanimously.

Discussion Items & Presentations

A. Website Development Progress Presentation

Mr. Hart provided an overview of the communication strategy going forward, noting that considering the COVID-19 pandemic, the Scope of Service for marketing services has been modified to adjust and respond to current challenges. He stated that biweekly meetings have been held with staff and Mr. Greiner to outline realistic goals and benchmarks focused on developing a website that serves as a communication platform to engage constituents and businesses.

Ms. Fischer presented Roar Media's goals, benchmarks, and planning phases for creating a website for the CRA, including the Area's business directory and profiles with the purpose of revamping the CRA, promote businesses and encourage local engagement. The presentation included design details of the website homepage wireframe and an explanation of the vision of how business owners can interact with the site by completing a business form to build a comprehensive business directory within the redevelopment area. Ms. Fischer noted that Roar Media and Mr. Greiner conducted a driving tour of the area to scout sites and activities that can be photographed for the website image content. She noted that featuring Board member's headshots and biographies will be an important component of the website, adding credibility to the Agency's redevelopment mission.

Mr. Hart emphasized that to create meaningful engagement with constituents visiting the website it is important for the public to know the people behind the area's redevelopment effort, noting that it is all about showcasing the Agency's credibility.

Mr. Archer stated that the website needs to feature meeting dates, location, activities and public projects, such as the US1 Busway. He noted that the website needs to serve as an information bridge to the community.

Ms. Driver stated that creating a business directory was a second or third priority on her list and that providing information about the CRA and its program, including the ability to apply online for future grant programs should be the website's design priority. She emphasized that the purpose of the website should be to get the Area on the map to attract business to relocate in the area to create needed jobs.

Mr. Hart noted that his team will reassess the website priorities to first communicate the Board's initiatives and secondly proceed with building the business directory. He requested that Board members set aside time to identify emails from their contact list for businesses, community partners and homeowner associations to add those emails to a database that will serve to disseminate information about the CRA activities and programs. He stated that the completion of the website could take up to six months.

Mr. Ballina suggested that Roar Media tap into community partners like the Beacon Council and the Greater Miami Chamber of Commerce for their email distribution database.

Mr. Wilson suggested that a series of contests can be promoted in the website to entice people to share their email addresses as a way to build up the website email database.

Mr. Hart stated that the team will incorporate the Board's suggestions and proceed with scheduling the photo scouting tour. He noted that completion and launch of the website is projected for mid to late February.

Mr. Forbes moved to accept Roar Media's presentation, noting that it was a well thought proposal for the Agency's website project.

B. Unsolicited Project Financial Assistance Request

Mr. Fernandez stated that in response to the Board's request that staff develop a framework to establish a compliance guidance to consider financial assistance requests for unsolicited construction projects, Mr. Greiner prepared a discussion item for the Board's consideration.

Mr. Greiner stated that having such a document is a best practice among CRAs because it provides clear standards from which to evaluate developers' proposals. Additionally, it is useful to developers because it provides them a clear outline of what the Agency's objectives are, which in turn help developers shape their projects to meet CRA's goals. Mr. Grainer noted that among the projects to be considered will be:

- Mixed-Use developments including housing, retail, office, and co-working space;
- High density, mixed-use Transit Oriented Developments (TOD);
- Mixed-income housing projects, rather than exclusively low-income housing;
- Office and co-working development;
- Light industrial, assembly, food and agricultural processing;
- Destination retail, entertainment, arts, and cultural developments

Projects not funded will include:

- Liquor stores;
- Adult entertainment or adult product retail; nor
- Religious institutions. However, the CRA will consider projects of the types listed above developed by religious organizations.

Mr. Greiner stated that the program is for significantly large-scale projects; such as those with thirty units or more, which will also be required to create fifteen permanent jobs; of those jobs, fifty percent must meet the County's median wage, currently at \$30,208. He stated that the developer or owner must establish a need for CRA funding assistance. Need for assistance may include unanticipated or extraordinary project physical costs, as well as unanticipated regulatory requirements that increase cost, among others. Housing projects must, at minimum, include 25% of workforce affordable units, defined as those affordable to households earning 80 -140% of the County Area Median Income. Other considerations include demonstrating traffic reduction implementations; providing ultra-high-speed internet services and property-wide Wi-Fi to all project residents; providing on-site shared office and/or co-working facilities within the project.

Proposals to be considered should also demonstrate that environmental sustainability is implemented by designing LEED certified construction. The proposal must include community benefit agreements, such as promoting jobs opportunities within the CRA, like designating 30% of all construction jobs for residents of the CRA and 25% of construction cost to hire construction firms located within the CRA, and ensuring that all permanent jobs will be maintained for 5 years from the date of opening for CRA residents.

Ms. Driver stated that the document is well thought out and that it captured Board's concerns, particularly about job creation in the Area's residents. In response to a question from Ms. Driver as to whether there is going to be a maximum contribution amount or percentage of the total cost project, Mr. Greiner stated that developers typically need 20-25% of project cost to deliver 25-50% of units. Mr. Greiner agreed that a statement can be including indicating that the CRA will not contribute above a certain amount. He suggested that amount could be no more than 20% of project cost, or even as low as 12-15%.

Mr. Fernandez stated that adding a specific amount would lead to developers asking for that amount. He stated that since the document outlines what type of projects will be funded, the Board can see what type of requests are received and evaluate what percentage of project cost is requested.

In response to a question from Ms. Driver, whether a franchise restaurant would be eligible to apply for funding, Mr. Greiner stated that they may be required to demonstrate community benefits, such as providing training programs, reaching at risk youth to give them starting jobs.

Mr. Fernandez stated that there may be projects that do not fit within the parameters of the program that the Board may still consider because it will be beneficial to the Area, but at minimum this proposal provides a framework for larger developments.

Mr. Forbes stated that many local construction companies are unable to bond and may not be able to participate in the program. Mr. Greiner stated that a reserve can be put into place to be used specifically to bond small construction firms.

Mr. Fernandez stated that staff will bring the proposal as an action item at the next Board meeting along with a resolution for the Board to formally adopt the program.

C. Housing Assistance for Military Families

Mr. Fernandez stated that Ms. Driver reached out to staff to share that the Town of Cutler Bay implemented a housing assistance program to assist military families moving into the town's area. He noted that given the proximity of the Homestead Air Force Base to the CRA Area the Board may consider establishing a similar program.

Ms. Driver stated that military families face challenges getting into homes when they want to reside in the area. She noted that some of those challenges are approval by homeowner

associations, since the process takes several months, and also having enough funding to meet utility and rental deposits.

Ms. Driver stated that providing rental assistance to military families could help them move into the Area, emphasizing that military families make good neighbors who patronize local business. She noted that considering establishing such a program could be beneficial for the Area. She stated that the South Dade Chamber of Commerce has a Military Affairs Committee leading the effort to expedite homeowner associations' review and approval process.

Mr. Fernandez stated that staff conversed with Mr. Zelkowitz, CRA attorney, who noted that rental assistance is allowable under the Redevelopment Plan. He stated that Mr. Zelkowitz suggested that a program can be created which includes rental assistance for area residents and a military family component.

In response to a question from Mr. Wilson, Ms. Driver stated that guaranteeing a security deposit does not meet the need of helping families move into the Area.

Mr. Greiner stated that the CRA does not have enough funds to implement a long-term rental subsidy program.

Mr. Forbes stated that the County has rental assistance programs that can be emulated.

Mr. Fernandez stated that staff will proceed with crafting a program that can be brought forward for Board's consideration.

D. Establishing Business Grant Programs

Mr. Fernandez stated that staff prepared for Board's consideration two business grant programs: a Commercial Improvement Grant and a Technology Support Grant. He noted that these programs have been successfully implemented by various County's CRAs.

Mr. Greiner provided an overview of each program, targeted for small business:

Commercial Improvement Grant - offered to businesses applying for physical improvements, expansion or new construction at their property. The grant can be used for improvements to buildings and property, correction of code violations, and removal of architectural barriers to give access to disabled persons.

Funding: Grants up to \$50,000, requiring a minimum 25% match of the total grant amount from Grantees.

Mr. Greiner stated that investing in the physical improvements of commercial properties will increase the area's property value, which, in turn, will improve the CRA's tax increment revenue. He stated that this funding will be particularly useful to businesses who need to complete their forty years recertification; which often includes the need for new roofing. The grant program will

require a community benefits agreement to maintaining permanent job and a 25% spending on local CRA businesses.

Ms. Driver noted that consideration should be given to buildings with multiple tenants because if various tenants were to apply for funding, it will exceed the \$50,000 funding per building. She noted flooring and signage should be added to the list of eligible commercial improvements. Ms. Driver stated that she does not support allowing the funding to be used to remedy code violations. She inquired whether there is a minimum of years that a business has to be established to be eligible for funding.

Mr. Greiner noted that in the case of a building with multiple businesses, the funding is awarded to the building owner to make the improvements that will benefit the tenants. Mr. Fernandez noted that the building owners are the ones responsible for signing required building permits to make improvements. Mr. Greiner stated that tenants may apply for funding, but that building owners need to sign off on the grant agreement.

Mr. Ballina stated that the County's CDBG funding program allows the tenant to apply and then works with the owner to complete the improvements. He suggested that an additional tier can be included for those using the funding for building recertification, which requires electrical, plumbing and structural expertise, noting that additional funding could be granted if electricians and plumbers from the CRA area are used for those services.

Mr. Greiner noted that the grant requires 20% of all the construction job and spending be spent on CRA area construction firms. He suggested that the ranking can provide extra points to applicants who already identify local businesses to perform construction related jobs.

Mr. Fernandez suggested that if an applicant proves that they will be using more than 20% of area businesses the CRA can reduce the match percentage or no match at all.

In response to a question from Ms. Driver, Mr. Fernandez clarified that this is a reimbursement-based grant.

Technology & Equipment Grant - to fund equipment and technology for CRA businesses to retain jobs, improve productivity, or enter new product and service markets.

Funding: Grants up to \$10,000, with no match required. Allows for equipment to be used and remained in the location for 3 – 5 years, such as computers, barber chairs, custom equipment for organic cosmetics and sophisticated printing equipment that prints in multiple surfaces, and even vehicles, among others.

In response to a question from Mr. Ballina whether this grant can be used by families whose children need computer equipment while schooling from home due to the pandemic, Mr. Greiner stated that this is solely a business program.

Ms. Driver expressed concern with the value added of this program. She expressed that there is little guarantee the equipment will remain in the area, particularly vehicles, and whether they will create jobs.

Mr. Forbes stated that this program may help retain jobs in the area and expressed support to help independent business owners who often have difficulty accessing other sources of funding. Mr. Forbes expressed that he did not like vehicles as an allowable use of the funding.

Mr. Fernandez stated that staff will bring two separate items for the Board's consideration of each grant program and that vehicles will be removed from allowable usage of the Technical & Equipment Program.

Mr. Archer moved to extend the two-hour meeting for an additional half hour to complete the remaining agenda items.

Mr. Ballina announced that he could not remain for the additional time of the meeting.

E. Additional Parking for Community Center

Mr. Fernandez stated that, previously, the Board gave staff direction to work with the County's Internal Services Department to get a Proposed Cost Summary for the construction of 18 parking spaces in the community center, and that since then, staff reported the approximate cost of \$200,000.

Mr. Fernandez stated that the County's Department of Planning and Zoning has advised staff that building parking spaces is not a simple matter because of Mandarin Lakes Traditional Neighborhood District (TND) requirement for green spaces. He noted that the original TND was approved as one project, but it is being developed by three different companies. Changes to the Community Building current green spaces to convert them into parking spaces will need to be agreed upon by the other developers. Staff has requested from Planning and Zoning a Zoning Verification Letter to address the issues relating to build the desired 18 parking spaces. We have been advised that this review process involves charges that will be incurred by the CRA Trust Fund. Mr. Fernandez emphasized that building parking spaces requires a change to the TND, which needs to be approved by the County and as a result it will take some time to resolve with Planning and Zoning.

Mr. Archer stated that there is a critical parking need around the building. He stated that the initial estimate for 31 parking spaces, prepared in 2016, should have been the direction to go instead of limiting to only 18 spaces. He noted that the Station 4 Police would like to use the building for their monthly Community Action Committee meetings but are unable to do so because of the lack of parking.

Mr. Archer moved to reconsider building 31 parking spaces. Mr. Wilson seconded the motion. Motion passed unanimously.

F. Security Equipment for Illegal Dumping Community Policing Program

Mr. Fernandez stated that staff has been working with the Solid Waste Department to purchase and set up two cameras to monitor illegal dumping in the Area. He stated that as of July the Department was in the process of procuring the requested equipment.

In response to a question from Ms. Driver, Mr. Fernandez stated that the Solid Waste Department will determine the most effective location for the cameras to be installed.

Mr. Wilson stated disappointment and frustration with the Code Compliance staff, noting that in the past he shared pictures of unkept properties around the CRA and that those same properties continue to be eyesores to the community, affecting the area's property values. He expressed a desire to see resolution on these matters once and for all. He stated that Code Compliance staff needs to actively drive around the area and see by themselves lots around SW 264 opposite Walmart that are overgrown. He emphasized that owners of unkept vacant lots need to be issued citations to bring their properties to maintenance standards.

Ms. Driver requested that staff coordinate Code Compliance participation at next Board's meeting.

G. Security Equipment for Community Policing

Mr. Fernandez stated that Lieutenant Rice requested CRA funding assistance to purchase tag speed from the funds allocated for the Community Policing security equipment. Mr. Fernandez noted that any purchase of security equipment must remain within the area and can only be used in connection with the Community Policing Program. Mr. Fernandez informed that staff was unable to meet the request. He explained that the equipment would have been mounted in the vehicles and since they are take-home vehicles, MDPD cannot guarantee that the equipment would be used solely within the Area.

In response to a question from Mr. Forbes, Lt. Rice stated that while the equipment would have been assigned to officers who patrolled the Area, he might not guarantee that an officer may use the equipment while they are patrolling outside of the Area in the remainder of the South District's police boundaries.

Mr. Fernandez stated that staff consulted with Mr. Zelkowitz, who affirmed that the equipment must be used exclusively within the CRA boundaries per the requirements described in Chapter 163 of Florida Statute guiding Community Redevelopment Areas.

Mr. Forbes expressed frustration that the possibility of the equipment being used outside of the Area outweighs the benefit of having the equipment to assist them with the issues affecting the Area while they are patrolling it.

Mr. Fernandez stated that staff will continue to work with Lt. Rice to identify other opportunities to enhance the Community Policing Program.

Lt. Rice announced that in the next few weeks the department is expecting to receive the speed trailers purchased with the CRA funding and that those trailers have tag readers within. He stated

that they will be placed in high traffic and high crime areas to analyze the effectiveness of the built-in tag readers.

Action Item

A. Resolution Adopting Fiscal Year 2020-21 Budget

Mr. Fernandez read into the record the following resolution:

A Resolution of the Chair and Board Members of the Naranja Lakes Community Redevelopment Agency Approving the Fiscal Year 2020-2021 Budget in the total amount of \$8,442,869; authorizing the Naranja Lakes CRA Executive Director to transmit the Fiscal Year 2020-2021 Budget to Miami-Dade County; authorizing the Naranja Lakes CRA Executive Director to take all actions necessary to complete the approval process for the Fiscal Year 2020-2021 Budget with Miami-Dade County; and providing an effective date.

Mr. Fernandez stated that staff built the budget working with Mr. Greiner to address priorities set by the Board when it adopted the Action Plan. He stated that there was on overall 12% property value growth in the Area, with the expansion area experiencing a 16% growth.

Mr. Archer moved to adopt the resolution approving the Fiscal Year 2020-2021 Budget. The motion was seconded by Mr. Forbes. Motion passed unanimously.

Consent Reports on Board Programs & Initiatives

- A. Community Policing Program Reports July - August**
- B. Emergency Business Grant Program Implementation**
- C. Economic Development Coordinator Report**

Mr. Archer congratulated Lt. Rice and the police force for the extraordinary efforts to address crime in the area, particularly around SW 137th Avenue & 268th Street.

Ms. Driver stated that prior to the COVID-19 pandemic, the Board discussed coming up with a concerned-neighbors holistic strategy to address crimes in the Area. She noted that while the current COVID situation has impacted the ability of coming together to brainstorm and discuss the issues affecting the Area it is her desire that the proposed initiative is not forgotten.

Lt. Rice stated that since taking charge of the Neighborhood Resource Unit he has drastically increased the Community Policing details. He stated that 27 details were dispatched last month, which included bicycle and foot detail from Seapines to Naranja Villas and in neighborhoods in between. Mr. Forbes moved to accept the consent reports.

Next Meeting Date & Adjournment

Mr. Fernandez stated that staff will contact members to identify a meeting date and Board's availability. The meeting was adjourned at 4:32 P.M.

Date: October 27, 2020

To: Chairman Kenneth Forbes,
and Members Naranja Lakes Board of Commissioners

From: Jorge M. Fernandez,
OMB Coordinator

Subject: Unsolicited Project Development



It is recommended that the Board of the Naranja Lakes Community Redevelopment Agency (Board) adopt the attached resolution approving guidelines to evaluate requests for funding assistance for unsolicited development proposals in the Naranja Lakes Community Redevelopment Area (Area).

Background

On June 6, 2019, the Board held an Action Plan Workshop to identify priorities for implementation of the Amended Redevelopment Plan for the Area. Several priorities were identified during the workshop. Supporting housing development and leveraging the Agency's funding were among those identified priorities.

During the past year, the Agency's Economic Development Coordinator has actively promoted the Area's development opportunities with businesses seeking to expand and developers conceptualizing mixed-use projects. As a result, he has reviewed three project developments, one of which was presented to the Board in August 2019, the Redland Market Village.

The healthy development opportunities in the Area, along with the tax increment funding generated in recent years make the Agency and Area attractive to developers seeking funding assistance to meet extraordinary unanticipated project costs.

At the September 15, 2020 Board meeting, the Board approved the concept of adopting guidelines for evaluating project, business, and development funding assistance requests. The Board also directed staff to prepare a resolution for the Board to formally consider adopting the discussed guidelines.

The Agency can consider partially funding projects that include infrastructure and building improvements for large developments that will have a positive impact on the surrounding community. Priority consideration will be given for mixed-use developments, Transit Oriented, mixed-income housing and office and co-working development, among others. This is not meant to be an exhaustive list, there may be developments presented to the Board that do not necessarily confirm with the requirements.

The evaluation guidelines criteria are described in greater detail in Exhibit A to the resolution. In general, the criteria required establishing a need for funding from the Agency, creating permanent jobs, addressing housing market imbalances, reducing traffic congestion, demonstrating environmental sustainability, and expanding economic opportunity and upward mobility.

Financial Impact

The Board adopted Fiscal Year 2020-21 budget includes \$4 million for major development project planning.

RESOLUTION NO. 2020-__

A RESOLUTION OF THE CHAIR AND BOARD MEMBERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY APPROVING GUIDELINES TO EVALUATE REQUESTS FOR FUNDING FOR UNSOLICITED PROJECT DEVELOPMENT; AUTHORIZING THE NLCRA EXECUTIVE DIRECTOR OR DESIGNEE TO TAKE ALL ACTION NECESSARY TO CONVEY GUIDELINES TO PROJECT DEVELOPERS SEEKING FUNDING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners (Board) of the Naranja Lakes Community Redevelopment Agency (Agency) wishes to stimulate and support the re-development of the Community Redevelopment Area (“Area”); eliminate and prevent the spread of blighted conditions and aid in the rehabilitation, and conservation of the Area; support the development of housing and commercial development projects; and

WHEREAS, commercial development and market rate housing projects within the Area help to raise the tax base and surrounding property values, thereby, providing increased tax increment financing dollars that the Agency can reinvest in neighborhood and community improvements; and

WHEREAS, this Agency’s adopted Redevelopment Plan identifies implementing a retail attraction program; targeting additional residential development to supplement existing workforce and rental housing; and establish an incentive-based program to encourage development of targeted uses, including tax increment incentives; and

WHEREAS, this Board wishes to establish guidelines to evaluate requests for funding assistance for project developments that do not meet established CRA grant programs criteria and / or are outside of a request for proposal process.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY:

Section 1. Recitals. The recitals in the whereas clauses are true and correct, and incorporated herein by this reference.

Section 3. Approving Guidelines to Evaluate Requests for Funding Assistance for Unsolicited Projects. The Board approves the evaluation guidelines to consider unsolicited requests for funding project development as described in Exhibit A to this Resolution.

Section 3. Authority of Executive Director. The NLCRA Executive Director or his designee is hereby authorized to take all action necessary, on behalf of the Naranja Lakes Community Redevelopment Agency, to convey the adopted guidelines to project developers seeking funding and to evaluate whether requests meet adopted guidelines prior to such unsolicited project developments be presented to the Board for consideration, and to exercise all other rights contained therein.

Section 4. Effective Date. This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the Naranja Lakes Community Redevelopment Agency, this 27th day of October 2020.

NARANJA LAKES COMMUNITY
REDEVELOPMENT AGENCY

KENNETH FORBES, CHAIR

ATTEST:

_____, BOARD MEMBER

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

FOX ROTHSCHILD LLP
NLCRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Motion to adopt by Board Member _____

Seconded by Board Member _____

Final Vote at Adoption:

Chairperson Kenneth Forbes _____ (Yes) _____ (No)

Commissioner Stuart Archer _____ (Yes) _____ (No)

Commissioner Alex Ballina _____ (Yes) _____ (No)

Commissioner Kametra Driver _____ (Yes) _____ (No)

Commissioner Mark Wilson _____ (Yes) _____ (No)



NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY

Guidelines to Evaluate Funding Assistance for Unsolicited Project Developments

Overview

Unsolicited Project Assistance Requests are requests for project development assistance that are outside the CRA's grant programs or Request for Proposals (RFP) process. The following document outlines guidelines for evaluating project, business, and development funding assistance requests.

Types of Project Assistance Funding CRA will consider

The Board will not consider funding for operational expenses, salaries, fees, or professional expenses, but the CRA's funds should be invested in:

- Infrastructure improvements
- Building improvements
- Other physical investment in the proposed property—but tangible investments in real property

CRA Contribution Limits

The CRA will contribute (using multiple methods) a maximum of 15% of the total Project cost. However, applicants receiving this level of incentive support must demonstrate the highest level of need and economic impact (see below).

Projects to be Considered

Under the CRA Action Plan, priority consideration will be given for:

- Mixed-Use developments including housing, retail, office, and co-working space;
- High density mixed-use Transit Oriented Developments (TOD);
- Mixed-income housing projects, rather than exclusively low-income housing;
- Office and co-working development;
- Light industrial, assembly, food and agricultural processing;
- Destination retail, entertainment, arts, and cultural developments; or
- Restaurants will be considered only if they are part of a larger mixed-use or destination development.

Under no circumstances will the CRA fund:

- Liquor stores;
- Adult entertainment or adult product retail; nor
- Religious institutions. However, the CRA will consider projects of the types listed above **developed** by religious organizations.

Project Size Threshold

The unsolicited offer process is to be used for projects that are larger than its small business grant programs. The minimum size for projects to be considered for funding assistance are:

- 30 housing units or more;
- The creation of 15 new permanent jobs; and/or
- Delivering crucial services or products to CRA residents whose household income at or below the 2 bottom household income quintiles for Miami-Dade County.

Evaluation Criteria

The CRA will projects of the types listed above, based on how they achieve the following criteria, based on the CRA's Goals.

Establish Need

The Project Developer or owner must establish a need for CRA funding assistance. Need for assistance may include, but not be limited to:

- Unanticipated or extraordinary unanticipated project physical costs;
- Unanticipated regulatory requirements that increase cost;
- Unanticipated market shocks (including global pandemics, material shortage, etc.) that negatively impact project economics; or
- The Project serves CRA residents demonstrating clear need, including low incomes, or a lack of essential services including education, training, jobs, and/or low incomes.

Building Local Human Capital

- For job creating projects 50 percent of the permanent jobs created by the Project must pay more than the Miami-Dade County median wage—currently \$30,208

Addressing Housing Market Imbalances

- A minimum of 25% of housing units developed in the Proposed Project units must be workforce affordable units. Workforce housing units are defined as those affordable to households earning 80-140% of the County **Area Median Income**, using HUD rental guidelines established and updated annually for Miami-Dade County.
- Housing units can be for rental or ownership

Reducing Traffic Congestion

The Project must demonstrate that it is reducing daily vehicle trips—commuting and/or local shopping. Developer must demonstrate that she is implementing strategies to reduce vehicular traffic including, but not limited to:

- Developer owner must establish that employment opportunities for residents of proposed housing units are available within a 1-mile radius of the project, at a ratio of 1 per household;

- Housing unit design that supports live-work, working from home, telecommuting, including a home office or workspace separate office space in housing units to support home-based businesses or telecommuting;
- Providing ultra-high-speed internet services and property-wide Wi-Fi to all project residents;
- Providing on-site shared office and/or co-working facilities within the project, available to residents;
- Showing proximity within ¼ mile, to mass transit. If Project is not within ¼ mile to mass transit, developer must show or provide access to shuttle service to nearby mass transit;
- The project or developer is providing, or providing access to, alternative transportation including shuttles, buses; ride sharing, employer sponsored park & ride support, employer sponsored mass transit support for employees, or employer sponsored shuttle service to mass transit
- Developer must show proximity to neighborhood retail and essential services, including grocery, healthcare and entertainment. If access to essential services are not within ½ mile of the project, developer must show availability of alternative (non-vehicular) shuttles and mobility services are available to residents of the project. Project will receive highest consideration if it provides alternative (non-automobile or shared auto) shuttle services to essential neighborhood services.

Environmental Sustainability

- Developer must demonstrate that the construction and operation of the project is reducing carbon emissions and supporting long-term environmental sustainability. Strategies may include, but not be limited to: using LEED-certified construction, retrofitting with high energy efficient system and equipment, or using or purchasing zero-carbon energy including wind and solar.

Expanding Economic Opportunity and Upward Mobility

- The Developer must show that the Project will be using Local hiring preferences (inside the boundaries of the CRA) for construction and permanent jobs created by the Project. Local hiring targets are 1) 30% of all construction jobs for residents of the CRA, 2) 25% of the total construction cost will be used to hire construction firms located within the CRA, and 3) 25% of all permanent jobs will be maintained for 5 years from the date of opening for CRA residents.
- Developer will in fact be required to enter into a Community Benefits with CRA legally requiring the Developer to meet the local hiring conditions.

Additional goals/considerations

- **Supporting Local Innovation and Growing Competitiveness:** if applicable, show how the Project helps support and/or create new businesses in the CRA, or provides technology or technical capacity for other businesses in the CRA to expand, grow market share, and/or compete in new markets.
- **Does the Project Support Upward Economic Mobility?** Show how the project provides job and economic opportunities for CRA residents to gain employment, and advance their careers, with the Project business, or how it increases their skills to move up the employment ladder in the future.

Note: The general hold harmless provisions of IRC Section 142(d)(2)(E) mean that projects with at least one building placed in service on or before the end of the 45-day transition period for newly-released limits use whichever limits are greater, the current-year limits or the limits in use the preceding year.

HUD release: 3/31/2020

Effective: 4/1/2020

Implement on/before: 5/16/2020

FHFC Posted: 4/9/2020

2020 Income Limits and Rent Limits

Florida Housing Finance Corporation

Multifamily Rental Programs and CWHIP Homeownership Program

NOTE: Does not pertain to CDBG-DR, HRRP, HOME, NHTF or SHIP

County (Metro)	Percentage Category	Income Limit by Number of Persons in Household										Rent Limit by Number of Bedrooms in Unit					
		1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5
Miami-Dade County (Miami-Miami Beach-Kendall HMFA; Miami-Fort Lauderdale-West Palm Beach MSA)	20%	12,800	14,640	16,460	18,280	19,760	21,220	22,680	24,140	25,592	27,054	320	343	411	475	530	585
	25%	16,000	18,300	20,575	22,850	24,700	26,525	28,350	30,175	31,990	33,818	400	428	514	594	663	731
	28%	17,920	20,496	23,044	25,592	27,664	29,708	31,752	33,796	35,829	37,876	448	480	576	665	742	819
	30%	19,200	21,960	24,690	27,420	29,640	31,830	34,020	36,210	38,388	40,582	480	514	617	713	795	877
	33%	21,120	24,156	27,159	30,162	32,604	35,013	37,422	39,831	42,227	44,640	528	565	678	784	875	965
Median: 59,100	35%	22,400	25,620	28,805	31,990	34,580	37,135	39,690	42,245	44,766	47,345	560	600	720	832	928	1,024
	40%	25,600	29,280	32,920	36,560	39,520	42,440	45,360	48,280	51,184	54,109	640	686	823	951	1,061	1,170
	45%	28,800	32,940	37,035	41,130	44,460	47,745	51,030	54,315	57,582	60,872	720	771	925	1,069	1,193	1,316
	50%	32,000	36,600	41,150	45,700	49,400	53,050	56,700	60,350	63,980	67,636	800	857	1,028	1,188	1,326	1,463
	60%	38,400	43,920	49,380	54,840	59,280	63,660	68,040	72,420	76,776	81,163	960	1,029	1,234	1,426	1,591	1,755
Median: 59,100	70%	44,800	51,240	57,610	63,980	69,160	74,270	79,380	84,490	89,572	94,690	1,120	1,200	1,440	1,664	1,856	2,048
	80%	51,200	58,560	65,840	73,120	79,040	84,880	90,720	96,560	102,368	108,218	1,280	1,372	1,646	1,902	2,122	2,341
	120%	76,800	87,840	98,760	109,680	118,560	127,320	136,080	144,840	153,552	162,326	1,920	2,058	2,469	2,853	3,183	3,511
	140%	89,600	102,480	115,220	127,960	138,320	148,540	158,760	168,980	179,144	189,381	2,240	2,401	2,880	3,328	3,713	4,096

Florida Housing Finance Corporation (FHFC) income and rent limits are based upon figures provided by the United States Department of Housing and Urban Development (HUD) and are subject to change. Updated schedules will be provided when changes occur.

Date: October 27, 2020

To: Chairman Kenneth Forbes,
and Members Naranja Lakes Board of Commissioners

From: Jorge M. Fernandez,
OMB Coordinator

Subject: Business Grant Programs



It is recommended that the Board of the Naranja Lakes Community Redevelopment Agency (Board) adopt the attached resolutions approving the creation of a Commercial Improvement Grant Program and a Technology and Equipment Grant Program, respectively, for the Naranja Lakes Community Redevelopment Area (Area).

Background

On June 6, 2019, the Board held an Action Plan Workshop to identify priorities to implement the Amended Redevelopment Plan for the Area. Several priorities were identified during the workshop. Creating the Commercial Improvement and Technology and Equipment Grant Programs recommended would allow the Agency to meet some of the Business Development and Job Creation priority goals identified.

Supporting businesses is an integral objective to keep existing jobs and employers in the Area, helping businesses to remain competitive and grow. Additionally, the grant programs can help the Agency in attracting new business enterprises to the Area.

At the September 15, 2020 Board meeting, the Board approved the concept of the Commercial Improvement and the Technology and Equipment grant programs. The Board also directed staff to prepare resolutions for each of the programs for further Board's consideration.

The Commercial Improvement Grant Program (CIP) can provide a maximum of \$50,000 for property improvements consisting of improvements to buildings and property. The grant requires a 25 percent match of the total grant amount from the grantee.

The Technology and Equipment Grant Program (TEP) will fund up to \$10,000 in equipment and technology enhancements for CRA businesses. The grant can be used to purchase equipment and tools, computers and software, and specialized furniture.

Both business programs are described in greater detail in Exhibit A to the Resolutions.

Financial Impact

The Board adopted Fiscal Year 2020-21 budget includes \$500,000 for the grant programs.

RESOLUTION NO. 2020-__

A RESOLUTION OF THE CHAIR AND BOARD MEMBERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY APPROVING A BUSINESS COMMERCIAL IMPROVEMENT GRANT PROGRAM; AUTHORIZING THE NLCRA EXECUTIVE DIRECTOR OR DESIGNEE TO TAKE ALL ACTION NECESSARY TO IMPLEMENT THE BUSINESS COMMERCIAL IMPROVEMENT GRANT PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners (Board) of the Naranja Lakes Community Redevelopment Agency (Agency) wishes to stimulate and support the re-development of the Community Redevelopment Area (“Area”); eliminate and prevent the spread of blighted conditions and aid in the rehabilitation, and conservation of the Area; support small business development, growth and expansion of existing and new businesses in the Area; improve access to capital for local businesses in the Area; and provide increased employment opportunities for residents of the Area by supporting the entrepreneur spirit of commercial businesses located in the Area; and

WHEREAS, this Agency’s adopted Redevelopment Plan identifies creating business assistance grant programs as a tool to promote redevelopment and support business development and job retention and creation within the Area; and

WHEREAS, this Board wishes to create a Business Commercial Improvement Grant Program to assist qualified business owners with building improvements and other eligible property improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY:

Section 1. **Recitals.** The recitals in the whereas clauses are true and correct, and incorporated herein by this reference.

Section 3. **Approving Business Commercial Improvement Grant Program.** The Board approves the Business Commercial Improvement Grant Program as described in Exhibit A to this Resolution.

Section 3. **Authority of Executive Director.** The NLCRA Executive Director or his designee is hereby authorized to take all action necessary to implement the Business Commercial Improvement Grant Program on behalf of the Naranja Lakes Community Redevelopment Agency, and to exercise all other rights contained therein.

Section 4. **Effective Date.** This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the Naranja Lakes Community Redevelopment Agency, this 27th day of October 2020.

NARANJA LAKES COMMUNITY
REDEVELOPMENT AGENCY

KENNETH FORBES, CHAIR

ATTEST:

_____, BOARD MEMBER

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

FOX ROTHSCHILD LLP
NLCRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Motion to adopt by Board Member _____

Seconded by Board Member _____

Final Vote at Adoption:

Chairperson Kenneth Forbes _____ (Yes) _____ (No)

Commissioner Stuart Archer _____ (Yes) _____ (No)

Commissioner Alex Ballina _____ (Yes) _____ (No)

Commissioner Kametra Driver _____ (Yes) _____ (No)

Commissioner Mark Wilson _____ (Yes) _____ (No)



NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY BUSINESS COMMERCIAL IMPROVEMENT GRANT PROGRAM

Overview

The Naranja Lakes Community Redevelopment Agency (CRA) Board has identified the need to create a regular business assistance grant program to undertake initiatives described in the Amended Redevelopment Plan and the Economic Development Action Plan to support business development within the CRA in order to:

- Retain existing jobs and enhance the skill level and pay of existing jobs of businesses in the CRA;
- Help existing businesses expand sales revenue, improve competitiveness or enter new markets;
- Create new jobs, in particular, high-skill, higher paying jobs with incomes at or above the Area Median Income for Miami-Dade County;
- Provide funding to help businesses leverage other funds to expand; and
- Attract new job-creating investment in the CRA;

The Commercial Improvement Grant

The Commercial Improvement Grant (CIG) will be offered to businesses applying for physical improvements, expansion or new construction at their property. The grant can be used for improvements to buildings and property, correction of code violations, and removal of architectural barriers to give access to disabled persons. Key aspects of the program are as follows.

Funding:

Grants up to \$50,000, requiring a minimum 25% match of the total grant amount from Grantees.

ELIGIBLE COMMERCIAL IMPROVEMENTS

Eligible property improvements funded by the CIG Program include ***but are not limited to:***

- Exterior or Interior Painting
- Siding, Masonry or Stucco Facing
- Sewer hook-up
- Roof Repairs
- Flooring
- Exterior or Interior Lighting
- Exterior and Interior Signage

- Window or Door Replacement
- Awnings, Canopies and Shutters
- Historic Storefront Restoration
- Landscaping or Irrigation for Landscaping
- Surface Parking Lot Improvements
- Fences and Gates
- Improvements required by the Americans with Disabilities Act (ADA)
- Additions to existing buildings, or expansion of existing buildings
- Demolition expenses
- Design, plans, specifications, labor, materials, equipment, fees and services associated with approved CIG program improvements

Use of Grant funds for Credit Leverage

Grant funds may be used to directly fund eligible building rehabilitation or may be used to as credit enhancement to leverage the applicant's acquisition of other funds to complete its eligible business property improvement(s). Credit enhancement uses for grant funds include, but are not limited to:

- Additional Equity for loan application;
- Matching funds for other grant or loan programs, and/or;
- Interest rate write-down

Other Terms

- CIG Grant Applicants must show proof that they have profitably operated the business utilizing the CIG funding for at least three years, or show proof that they have profitably operate a similar business for at least three years. Applicant businesses and/or tenants must provide proper business, professional and occupational operating licenses.;
- CIG Grant applicants must own the eligible property, and are required to show proof of ownership;
- The property must be a privately owned non-residential commercial building located within the Naranja Lakes CRA
- Adult entertainment businesses and liquor stores are not eligible for CIG Grant funding.
- Establishments that are part of a national or regional "chain" (establishments subject to a franchise agreement), Religious institutions, and residences are also not eligible.
- In mixed-use commercial/residential buildings only the commercial portion of the building is eligible for grant assistance.
- Buildings being considered for improvement grants must be at least five (5) years old.
- Buildings that have received CIG grants from the CRA within the past five years are not eligible for assistance.
- **Under no circumstances may CIG funds be expended on a building that will not be occupied after rehabilitation.** Buildings to be rehabilitated shall be occupied at the time

funding is requested or subject to a bona fide lease or rental agreement providing for occupancy or re-occupancy after completion of the rehabilitation. With prior approval, a building owner may contract with the CRA to undertake the commercial rehabilitation improvement process on a vacant business unit with the caveat that the CRA will not reimburse any cost until such time as the business unit is actually occupied.

- The eventual occupant must provide proper business, professional and occupational operating licenses. If the occupant or user of the space does not require any type of licensing, proof of tenancy will be sufficient, such as a lease.
- No substantial changes will be made to the improvements for a minimum of two years following completion of the rehabilitation of the building unless said changes are approved, in writing, by the CRA. If any changes are made without the prior written consent of the CRA, the building will not be eligible for further benefits in any CRA funded program.
- The property owner shall keep the property in good condition and repair, fully tenantable and shall not remove or demolish any improvements thereon in accordance with applicable terms and conditions. If this provision is violated, the property owner will be notified of any violations and will be given 60 days to correct violations. If the violations are not corrected within the prescribed time frame, the building will not be eligible for further benefits in any CRA funded program.

COMMUNITY BENEFITS AGREEMENT

All jobs supported by CIG funding will be paid no less than the Annual Living Wage defined by Miami-Dade County. Additionally, each Grantee must employ persons living in the CRA as follows:

- Preference will be given to applicants proving permanent, full-time employment for persons living within the CRA;
- Construction Jobs: Preference will be given to applicants providing 20% of all construction jobs for full-time residents living within the CRA; and

The CRA will reduce the 25% funding match to 15% for applicants proving that more than 20% of the Project's construction jobs were taken by full-time residents living within the CRA,

RESOLUTION NO. 2020-__

A RESOLUTION OF THE CHAIR AND BOARD MEMBERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY APPROVING A TECHNOLOGY AND EQUIPMENT GRANT PROGRAM; AUTHORIZING THE NLCRA EXECUTIVE DIRECTOR OR DESIGNEE TO TAKE ALL ACTION NECESSARY TO IMPLEMENT THE BUSINESS TECHNOLOGY AND EQUIPMENT GRANT PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners (Board) of the Naranja Lakes Community Redevelopment Agency (Agency) wishes to stimulate and support the re-development of the Community Redevelopment Area (“Area”); eliminate and prevent the spread of blighted conditions and aid in the rehabilitation, and conservation of the Area; support small business development, growth and expansion of existing and new businesses in the Area; improve access to capital for local businesses in the Area; and provide increased employment opportunities for residents of the Area by supporting the entrepreneur spirit of commercial businesses located in the Area; and

WHEREAS, this Agency’s adopted Redevelopment Plan identifies creating business assistance grant programs as a tool to promote redevelopment and support business development and job retention and creation within the Area; and

WHEREAS, this Board wishes to create a Business Technology and Equipment Grant Program to assist qualified business owners with building improvements and other eligible property improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY:

Section 1. **Recitals.** The recitals in the whereas clauses are true and correct, and incorporated herein by this reference.

Section 3. **Approving Business Technical and Equipment Grant Program.** The Board approves the Business Technical and Equipment Grant Program as described in Exhibit A to this Resolution.

Section 3. **Authority of Executive Director.** The NLCRA Executive Director or his designee is hereby authorized to take all action necessary to implement the Business Technology and Equipment Grant Program on behalf of the Naranja Lakes Community Redevelopment Agency, and to exercise all other rights contained therein.

Section 4. **Effective Date.** This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the Naranja Lakes Community Redevelopment Agency, this 27th day of October 2020.

NARANJA LAKES COMMUNITY
REDEVELOPMENT AGENCY

KENNETH FORBES, CHAIR

ATTEST:

_____, BOARD MEMBER

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

FOX ROTHSCHILD LLP
NLCRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Motion to adopt by Board Member _____

Seconded by Board Member _____

Final Vote at Adoption:

Chairperson Kenneth Forbes _____ (Yes) _____ (No)

Commissioner Stuart Archer _____ (Yes) _____ (No)

Commissioner Alex Ballina _____ (Yes) _____ (No)

Commissioner Kametra Driver _____ (Yes) _____ (No)

Commissioner Mark Wilson _____ (Yes) _____ (No)



NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY BUSINESS TECHNOLOGY & EQUIPMENT GRANT PROGRAM

Overview

The Naranja Lakes Community Redevelopment Agency (CRA) Board has identified the need to create a regular business assistance grant program to undertake initiatives described in the Amended Redevelopment Plan and the Economic Development Action Plan to support business development within the CRA in order to:

- Retain existing jobs and enhance the skill level and pay of existing jobs of businesses in the CRA;
- Help existing businesses expand sales revenue, improve competitiveness or enter new markets;
- Create new jobs, in particular, high-skill, higher paying jobs with incomes at or above the Area Median Income for Miami-Dade County;
- Provide funding to help businesses leverage other funds to expand; and
- Attract new job-creating investment in the CRA;

The Technology & Equipment Grant

The **Technology & Equipment Grant** (TEG) program will provide funding for equipment and technology for CRA businesses to retain jobs, improve productivity, or enter new product and service markets.

Funding:

Grants up to \$10,000, with no match required.

Eligible Uses

TEG Grant funds may be used to purchase:

- Process Manufacturing equipment and tools
- Computers and computer software
- Specialized furniture used directly for the making of products and/or delivery of services to customers (e.g. welding tables, barber chairs, etc.)
- 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)
- Construction bonding for small construction companies headquartered within the CRA boundaries

Restrictions and Conditions

- TEG Grant Applicants must show proof that they have profitably operated the business utilizing the TEG funding for at least three years, or show proof that they have profitably operate a similar business for at least three years. Applicant businesses must provide proper business, professional and occupational operating licenses;
- Adult entertainment businesses, liquor stores, establishments that are part of a national or regional “chain” (establishments subject to a franchise agreement), religious institutions, and residences are NOT eligible for TEG funding;
- Applicants that have received TEG grants from the CRA within the past five years are not eligible for TEG Grant funding; and
- Awardees must submit proof to the CRA annually that the equipment purchased using TEG funding is being used at or from a business location within the CRA for 5 years following the award of the TEG funding.

The TEG Grant program does not require minimum hiring commitments, nor a Community Benefits Agreement. However, preference will be given to applicants proving that they employ residents living within the CRA.

Date: October 27, 2020

To: Chairman Kenneth Forbes,
and Members Naranja Lakes Board of Commissioners

From: Jorge M. Fernandez,
OMB Coordinator

Subject: Naranja Lakes Community Redevelopment Agency Grant Administration Services



It is recommended that the Board of the Naranja Lakes Community Redevelopment Agency (Board) adopt the attached resolution approving the issuance of a Request for Proposals for the services of a grant administrator for the Naranja Lakes Community Redevelopment Agency's (Agency) grant programs.

Background

At the September 15, 2020, Board meeting, the board approved the concept of the Commercial Improvement and the Business Technology and Equipment grant programs. As per our discussion, once the Agency formally adopts the grant programs and allows the released, the Agency must obtain services from a firm that can manage the programs.

The scope of work for the grant administrator is attached to the resolution and outlines the duties and responsibilities of the grant coordinator.

Financial Impact

As part of the FY 2020-21 budget adopted by the Board, funding was set aside for the services of a grant administrator. The Board approved \$65,000 which also includes the services of the current administrator of the Emergency Grant Program.

RESOLUTION NO. 2020-__

A RESOLUTION OF THE CHAIR AND BOARD MEMBERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE NLCRA EXECUTIVE DIRECTOR OR DESIGNEE TO TAKE ALL ACTION NECESSARY TO ADVERTISE A REQUEST FOR PROPOSAL TO SOLICIT THE SERVICES OF A GRANT ADMINISTRATOR FOR THE AGENCY'S BUSINESS GRANT PROGRAMS, COMMERCIAL IMPROVEMENT GRANT AND TECHNOLOGY AND EQUIPMENT GRANT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners (Board) of the Naranja Lakes Community Redevelopment Agency (Agency) wishes to stimulate and support the re-development of the Community Redevelopment Area ("Area"); eliminate and prevent the spread of blighted conditions and aid in the rehabilitation, and conservation of the Area; support small business development, growth and expansion of existing and new businesses in the Area; improve access to capital for local businesses in the Area; and provide increased employment opportunities for residents of the Area by supporting the entrepreneur spirit of commercial businesses located in the Area; and

WHEREAS, this Board requires additional resources to provide guidance for the Agency's Commercial Improvement Program and Technology and Equipment Program ("Grant Programs"); and

WHEREAS, this Board wishes to engage the services of an administrator for the Agency's Business Grant Programs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY:

Section 1. **Recitals.** The recitals in the whereas clauses are true and correct, and incorporated herein by this reference.

Section 2. **Authority of Executive Director.** The NLCRA Executive Director or his designee is hereby authorized to take all action necessary to advertise a request for proposals to solicit the services of an administrator for the Agency's Grant Programs for and on behalf of the Naranja Lakes Community Redevelopment Agency, and to exercise all other rights contained therein.

Section 3. **Effective Date.** This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the Naranja Lakes Community Redevelopment Agency, this 27th day of October 2020.

NARANJA LAKES COMMUNITY
REDEVELOPMENT AGENCY

KENNETH FORBES, CHAIR

ATTEST:

_____, BOARD MEMBER

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

FOX ROTHSCHILD LLP
NLCRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Motion to adopt by Board Member _____

Seconded by Board Member _____

Final Vote at Adoption:

Chairperson Kenneth Forbes _____ (Yes) _____ (No)

Commissioner Stuart Archer _____ (Yes) _____ (No)

Commissioner Alex Ballina _____ (Yes) _____ (No)

Commissioner Kametra Driver _____ (Yes) _____ (No)

Commissioner Mark Wilson _____ (Yes) _____ (No)

Grants Administrator Duties

- a) Market the CRA Grant Program to businesses located within the Redevelopment Area;
- b) Attend all CRA Board meetings, workshops, special meetings and any other meetings or programs which may be scheduled by the CRA. In addition, the Grants Administrator is required to attend all meetings/workshops sponsored by the State, Miami-Dade County or Economic Development Coordinator, which may be relevant;
- c) Provide ancillary support for any CRA event through staff or in coordination with the CRA's Economic Development Coordinator;
- d) Accept and review grant applications from businesses in the Redevelopment Area for eligibility;
- e) Review grantee applications for completeness and accuracy of information;
- f) Provide monthly written and/or in-person updates to the CRA Board on the status and progress of applications and executed agreements at the CRA meetings;
- g) Present grant applications to the CRA staff for funding consideration with the understanding that the CRA can approve, modify or reject any funding recommendations;
- h) Conduct Grant Orientations for all awarded grantees;
- i) Facilitate County vendor registration and small business training for those businesses which are in need of assistance;
- j) Prepare the grant agreements and, if applicable, the Community Benefits Agreement (CBA), which will be entered into between the CRA and the awarded grantee;
- k) Following the execution of a grant agreement, assist the grantee in preparing payment requests and submitting them to the CRA for disbursement;
- l) Following execution of a CBA, develop reporting instrument, monitor and provide quarterly report to the CRA for all grantees;
- m) Monitor and report on the progress of any rehabilitation work being paid for with CRA grant funds;
- n) Review all payment requests from grantees and, if proper, forward to administrative staff for further processing;
- o) If applicable, act as the CRA's agent in disbursing funds following the approval of a request for payment. The CRA can forward payment to the Grants Administrator on behalf of the grantee for their pick-up or delivery. If needed, the CRA can also deposit such funds into an account designated by the Grants Administrator or CRA and shall provide the Grants Administrator with instructions on how it wants the funds disbursed.
- p) Submit monthly written reports to the CRA which shall include the following: basic business information (name, address, industry); project status (progress); outreach activity (i.e., advertisements); names/numbers of businesses which have received applications; number of applications processed and forwarded for Board consideration; funding requested; amount of funding approved; Board approval date; amount disbursed; remaining grant balance; end date of grant period; and extensions requested.
- q) Conduct quarterly Grant Site Visits of all grantees to ensure compliance with grant agreement terms and CBA if applicable, and provide written/in-person reports to the CRA and coordinate with the Economic Development Coordinator for inclusion of businesses in print/digital/published media and for other business, as applicable.

Naranja Lakes CRA Initiative
Monthly Progress Report

September 2020

Reported by: Lieutenant Alexander Rice

In a coordinated effort between the Neighborhood Resource Unit and the Naranja Lakes Community Redevelopment Agency (NLCRA) board, funds have been approved for enhanced overtime enforcement within the NLCRA boundaries. The boundaries are from SW 256 Street to SW 296 Street, from South Dixie Hwy to the Florida Turnpike; SW 232 Street to SW 256 Street, from SW 122 Avenue to SW 134 Avenue.

The following is a synopsis of the police enforcement and community policing actions provided to the communities and businesses within the NLCRA boundaries from Wednesday, August 1, 2020 to Friday, August 31, 2020:

- A total of 18 NLCRA community policing/enforcement details were conducted during the above time frame.

I. Enforcement

- Officers working the NLCRA details issued 72 traffic citations and 24 verbal warnings.
- Officers working the NLCRA details referred 34 code enforcement violations to Miami-Dade 311/RER.

II. Community Highlights:

- Throughout the first week of September NRU personnel specifically provided high visibility patrol/presence to deter violent crime in the area of SW 260 Street to SW 264 Street, SW 137 Avenue to SW 140 Avenue.
- Officers continue to patrol the businesses on South Dixie Highway. These patrols include the officers making contact with the business owners and employees to address the current quality of life concerns.
 - Officers working the NLCRA details made contact with businesses 254 times.
- Every Wednesday throughout August, a Feeding South Florida drive-through food distribution event was conducted at Homestead Air Reserve Park. The event provides the residents of the surrounding communities with several days' worth of food.
- Every Thursday throughout August, a food distribution event with Share your Heart was conducted at Naranja Community Resource Center. The event provides the residents of the surrounding communities with several days' worth of food.
- Throughout September NRU personnel educated community members and enforced Miami-Dade County Emergency Orders related to Covid-19 within the NLCRA boundaries.
- Officers working the NLCRA details conducted 75 park checks.
- Officers working the NLCRA details interacted with 749 citizens while conducting community walks and bike rides.
- Officers working the NLCRA details passed out 311 facemasks and while conducting community walks and bike rides.

III. Crime Analysis:

Part I Crimes w/o AOA 2020-9-01 to 2020-8-30

	Total Cases 9/2020	Total Cases 8/2020
Auto Theft	6	8
Burglary Commercial	5	0
Burglary Residential	2	0
Burglary Vehicle	6	8
Larceny Over	7	1
Robbery	2	2
Homicide	0	0
Aggravated Assault	8	2
Aggravated Battery	1	1
Sex Offense	1	2
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Total Part I Crimes	38	24

*Stats obtained on 10/1/2020
**Grids:2351, 2352, 2377, 2379,
2380, 2404, 2405, 2406, 2434,
2435, 2436, 2460, 2461, 2462,
2485, 2487, 2488, 2489, 2513,
2514, 2515, 2535, 2536, 2537,
3513, 8535**



Neighbors And Neighbors Association Inc.

Emergency Small Business Grant Program Status Report as of 9/30/2020

Zoom Meeting Dates	Registrants per session
	0
	0
	0
	0

Outreach	Frequency
Email Blast	0
Street Outreach	12 Days
Follow-ups	10 Days
One-on-one	12

Applicants	
Applicants	87
Approvals	62
Pending	12
Denials	12
Retractions	1

Denial Reason	Total
Outside CRA Boundaries	5
Less than 50% loss	6
Not established prior to 3/1/20	1

County Invoice #	Applications	Invoice Total	County Payment Processed Date	County Check Cleared Date	Date NANA released checks to Grantees
NLCRA6320	8	\$ 24,000	6/23/2020	6/24/2020	6/15/2020
NLCRA61020	2	\$ 6,000	6/18/2020	6/19/2020	6/15/2020
NLCRA61120	5	\$ 15,000	6/29/2020	6/30/2020	6/24/2020
NLCRA62520	3	\$ 9,000	7/28/2020	7/29/2020	7/8/2020
NLCRA62520 (2)	1	\$ 3,000	8/6/2020	8/7/2020	8/3/2020
NLCRA71020	2	\$ 6,000	8/6/2020	8/7/2020	8/3/2020
NLCRA71620	1	\$ 3,000	8/6/2020	8/7/2020	8/3/2020
NLCRA72020	9	\$ 27,000	8/6/2020	8/7/2020	8/3/2020
NLCRA72720	8	\$ 24,000	8/6/2020	8/7/2020	8/3/2020
NLCRA830	2	\$ 6,000	8/6/2020	8/7/2020	8/7/2020
NLCRA82220	3	\$ 9,000	9/3/2020	9/4/2020	9/4/2020
✓ NLCRA9120	1	\$ 3,000	9/17/2020	9/18/2020	9/18/2020
✓ NLCRA9420	4	\$ 12,000	10/1/2020	10/2/2020	10/2/2020
4/6 P NLCRA91520	6	\$ 18,000	10/1/2020	10/2/2020	10/2/2020
✓ NLCRA91820	1	\$ 3,000	10/1/2020	10/2/2020	10/2/2020
2/4 P NLCRA92120	4	\$ 12,000	10/1/2020	10/2/2020	10/2/2020
0/2 P NLCRA92520	2	\$ 6,000	10/13/2020	10/14/2020	10/15/2020

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