



AGENDA

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY REGULAR BOARD MEETING

Tuesday, April 8, 2008
5:30 P.M.

NORTH MIAMI CITY HALL – COUNCIL CHAMBERS
776 N.E. 125TH STREET, SECOND FLOOR

- I. CALL TO ORDER – Pledge of Allegiance; Roll Call
- II. APPROVAL OF MINUTES – March 25, 2008
- III. ITEMS FOR REVIEW AND/OR ACTION



AFFORDABLE HOUSING EFFORTS

Program/Activity	Status Update as of 4/3/08
Pioneer Gardens	Phase I of the DERM approved RAP has been completed; The Phase II scope to be approved by DERM and the execution of the work is pending
Homebuyer Purchase Assistance	The first group of 14 homebuyers to be assisted with CRA subsidy loans have been identified and processed for eligibility as to residency and family income; further processing is pending eligible home purchase contracts and 1 st mortgage and other subsidy approvals
Single Family Home Rehab	The first group of 10 homeowners has been identified and four (4) have been assessed for eligibility as to residency and family income; initial site reviews of the requested scope of improvements are being conducted for the 4 eligible homeowners by the housing enterprise pending a final contractual agreement with the CRA. Five (5) of the homeowners are no longer interested in receiving the home rehab assistance and one (1) is pending assessment for eligibility.
Bel House Apartments	The CRA has been receiving rents from the west building since 01/08 with interim management by the owners pending a management agreement with the housing enterprise

- **NEW HOUSING CONSTRUCTION**

No Items

- **HOMEBUYER PURCHASE ASSISTANCE**

No Items

- **SINGLE FAMILY HOME REHABILITATION**

No Items

- **AFFORDABLE RENTAL HOUSING**

TAB 1

Discussion of Proposed Scope of Work for the Bel House East building rehabilitation (Attachment)

- **OTHER**

No Items



COMMERCIAL & ECONOMIC DEVELOPMENT PROGRAMS

Program/Activity	Status Update as of 4/3/08
Commercial Corridor Clean Team	Ongoing with complete 3-person team
Enhanced Code Enforcement Program	Ongoing with 1 Code Enforcement Officer dedicated 100% to the CRA district for enhanced services
Commercial Grants	Beautification - 5 Completed + 10 Ongoing = 15 Total Projects Rehabilitation - -0- Completed + 3 Ongoing = 3 Total Projects

- **COMMERCIAL GRANTS**

TAB 2

Discussion of Commercial Grants Program eligibility requirements and guidelines (Attachment)

Note: The CRAAC discussed this item including the possible addition of financial criteria during its meeting on March 3, 2008 and considered the following motion as advisement to the CRA Board:

To recommend making no changes to the CRA Commercial Grant Program application guidelines for the time being. But to update the guidelines in the future to correspond with any future changes to the city's zoning code, with particular reference to mixed use zoning.

Approved 10- 0

- **OTHER**

No Items



CAPITAL IMPROVEMENTS & INFRASTRUCTURE

Program/Activity	Status Update as of 4/3/08
District IV Improvements	Specifications have been completed by City staff and RFP is pending release
Underground FPL lines along NE 8 th Avenue	Initial engineering fee has been transmitted to FPL from the CRA for the design of the improvement; a project coordination meeting has been held between the CRA and the City's Directors of B&Z and Public Works
North Miami Stadium Field Re-Surfacing	The City issued an Invitation to Bid on 2/14/08 with responses due on 3/13/08; the responses are under evaluation by the City
Citywide Wi-Fi Access Points	Update pending from City

No Items



ADMINISTRATIVE & OTHER

TAB 3

Proposed CRA FY 2008-09 Budget Preparation Process and Schedule (Attachment)



COMMUNITY OUTREACH

Event/Activity	Status Update as of 4/3/08
Small Business Workshop	Held on 3/24/08 – approx. 40 -50 attendees
Town Hall Meeting on Mortgage Foreclosure	Held on 2/28/08 – approx. 30 attendees; 10 homeowners referred for assistance through mortgage foreclosure counseling agencies
CRA FY 2006-07 Annual Activity Report	This report was publicly noticed as required on 3/30/08 and 3/31/08 as being available for public inspection; the report was transmitted to the City and County taxing jurisdictions on 3/28/08
City of North Miami 5 th Annual Affordable Housing and Job Fair	Scheduled for April 12, 2008 with the CRA as a participating sponsor

TAB 4

Discussion of CRA funding support for Saturday Night Live on West Dixie Highway (No Attachment)

IV. REPORTS

- A. Board Member Reports
 - Chair Kevin A. Burns
 - Member Michael R. Blynn
 - Member Jacques Despinosse
 - Member Scott Galvin
 - Member Marie Erlande Steril

- B. CRA Attorney
- C. Executive Director
- D. Next Regular Board Meeting – Tuesday, April 22, 2008 at 5:30 p.m. at City Council Chambers

Next Advisory Committee Meeting – Monday, May 5, 2008 at 6:00 p.m. at City Council Chambers or alternative

location due to conflict with a scheduled City Budget Workshop

V. ADJOURNMENT

Note: Two or more members of the City Council/CRA Board of Commissioners and/or other elected or appointed public officials may be present at this meeting. If any person decides to appeal any decision made with respect to any matter considered at this public meeting or hearing, he/she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. If you desire auxiliary services to assist in viewing or hearing the meetings, or reading meeting agendas and minutes, please contact the Office of the CRA Secretary at (305) 895-9817.

NMCRA Agenda ReDesign for CRA Board tecsr final 040108

SUMMARY MINUTES

REGULAR COMMUNITY REDEVELOPMENT AGENCY MEETING

March 25, 2008

A regular meeting of the Chairman and Members of the Community Redevelopment Agency (CRA) Board was held in the North Miami Council Chambers of City Hall on Thursday, March 25, 2008, beginning at 5:50 p.m.

(Phonetic spelling of each speaker's name may be used throughout the minutes unless correct spelling is known.)

Note: The actual agenda and all backup materials for each CRA Board meeting and CRA Advisory Committee meeting can be found at: www.NorthMiamiCRA.org

Flag salute

ROLL CALL

Marie Erlande Steril	Here
Scott Galvin	Here
Chairman Kevin A. Burns	Here
Jacques Despinosse	Here
Michael R. Blynn	Here

Also Present: Frank A. Rullan, Attorney sitting in for Steven W. Zelkowitz, CRA Attorney.

Approval of Minutes: Regular Meeting – Tuesday, February 26, 2008, approved by Board
Special Meeting – Thursday, March 6, 2008, approved by Board

ITEMS FOR REVIEW AND/OR ACTION

I. **TAB 1 – REPORT ON THE FINAL DRAFT CRA FY 2006-07 ANNUAL ACTIVITY REPORT AND INDEPENDENT AUDITED FINANCIAL STATEMENTS**

The Executive Director presented the Final Draft of the CRA FY 2006-07 Annual Activity Report and Independent Audited Financial Statements, prepared and submitted by March 31st of each year, as required by Florida Statutes. Board Member Despinosse accepted

the Final Draft, seconded by Board Member Galvin; passed unanimously.

II. TAB 2 – PROPOSED LOAN TERMS ON CRA SUBSIDIES FOR HOME PURCHASE ASSISTANCE AND SINGLE-FAMILY HOME REHABILITATION ASSISTANCE

The Executive Director gave a brief report to the Board regarding proposed loan terms on CRA subsidies for home purchase assistance and single-family home rehabilitation assistance and reviewed a table with recommended minimum monthly payments along with other options for the Board's consideration.

The Executive Director noted for the record the CRA Advisory Committee approved the proposed loan terms by a 7-1 vote, Mr. Wolin against.

Board discussion. The Executive Director reviewed the affordability period table.

Board Member Galvin moved to support the proposed loan terms as presented by the Executive Director, seconded by Board Member Steril; passed unanimously.

REPORTS

A. Board Members

Various items of interest presented by Board.

B. CRA Attorney

(NONE)

C. Executive Director

The Executive Director advised the 2006-07 Annual Activity Report would be transmitted to Miami-Dade County.

D. Next Regular Board Meeting: Tuesday, April 08, 2008, at 5:30 p.m. at North Miami City Council Chambers

Next Advisory Committee Meeting – Monday, April 7, 2008 at 6:00
p.m. at North Miami City Council Chambers

ADJOURNMENT

Meeting adjourned at 6:27 p.m.



ATTACHMENT I

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

CRA Board
Kevin A. Burns, Chair
Michael R. Blynn
Jacques Despinosse
Scott Galvin
Marie Erlande Steril

Executive Director
Tony E. Crapp, Sr.

CRA Attorney
Steven W. Zelkowitz

Date: April 3, 2008

To: Honorable Chairman and Members
CRA Board of Commissioners

From: Tony E. Crapp, Sr.
Executive Director

Subject: **Proposed Scope of Work for the Bel House East
Building Rehabilitation**

Attached for your information please find a proposed scope of work for the rehabilitation of the 45-unit Bel House East Apartment Building. The proposed scope has been agreed to by the owners and the CRA pursuant to the terms of the lease/purchase agreement. In consultation with the Urban Residential Development Group the proposed scope of work will be used to guide an architect in the preparation of specifications which will then be advertised for competitive bids from construction contractors.

It is anticipated that, through an expedited selection process, an architect will be selected and the design specifications completed by approximately April 30, 2008 with the construction bidding process and contract award completed by approximately May 31, 2008. It is further anticipated that the rehabilitation work will be completed by approximately August 31, 2008. This aggressive projected schedule should make it possible for the rehabilitate units to be made available for occupancy by September 30, 2008.

Please be further advised that discussions relative to obtaining the necessary rehabilitation loan are scheduled for the week of April 7, 2008 and it is anticipated that sufficient financing will be in place asap by May 31, 2008.

615 NE 124th Street
North Miami, FL 33161
P: 305.899.0272
F: 305.899.9376

NMCRA board memo for 040808 re proposed scope of rehab work for Bel House East tecsr
040208

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Bel House Apartments East Building

Located at 13925 NE 6th Avenue North Miami, FL

Proposed Scope of Work - 45-Unit Rehabilitation

The General Contractor shall provide all supervision, labor, materials, insurances, licenses, permits, licensed sub-contractors, etc, to provide for a complete rehabilitation of the 45-unit apartment building known as Bel House East. The work shall include all applicable code required improvements to all structural and non-structural components of the building and common areas as necessary to allow for each unit to be habitable to the minimum standards of the NMCRA guidelines (e.g. federal housing quality standards).

The following is a general scope of exterior and interior work and is provided as a guideline for the proposed rehabilitation. Please note that the items in bold print would address four (4) Code Violation cases that are pending with the City of North Miami and should therefore be considered to be mandatory work items. In addition, the items that are underlined are to be considered as mandatory work items necessary to bring the units into compliance with basic living standards.

- A. Exterior repairs and upgrades shall meet code requirements and may include but are not limited to:
 - 1. **Replacement of balcony handrails on all floors (min 4" spacing between pickets)**
 - 2. Repair of the elevator systems
 - 3. **Repair the paving (as necessary) including re-sealing and striping and including work in and around back-filled pool area**
 - 4. Repairing and patching of cracked stucco
 - 5. **Re-roofing (e.g. new roof), including repair and replacement of sheathing and damaged roof trusses**
 - 6. **Sealing and painting the entire building**
 - 7. Verify that all drainage and sanitary sewer lines are operational and in good repair
 - 8. Landscape and irrigation repairs and upgrades

- B. Interior repairs and upgrades shall meet code requirements and may include but are not limited to:
 - 1. **Installation of new tile or carpet throughout each unit as necessary**
 - 2. Repairing the windows in each unit as necessary
 - 3. Repair and replacement of damaged drywall and base board, and door trim
 - 4. Re-painting each entire unit

5. Replacing kitchen sink, cabinets, countertops, and installing new appliances including refrigerator, oven/range, dishwasher, microwave (option)
6. Remodeling of the bathroom(s) with new tub/shower, faucet, toilet, sink, vanity, floor and wall tile and fixtures;
7. Installation of new unit air conditioning/heating and water heaters (as may be necessary)
- 8. Repairing and replacing electrical panels, breakers, and switches as needed**
9. Verifying all sanitary and water lines are operating properly with proper pitch, etc.
- 10. Renovate fire and life safety systems including but not limited to the installation of new fire alarm system**

Please be advised that drawings and specifications detailing the intended scope of the renovation work must be prepared by licensed architects and engineers and must be submitted to the governing municipalities for permit prior to construction commencement.

NMCRA Bel House Apartments 45 unit building Proposed Scope of Rehabilitation tecsr 021108



AGENDA ITEM II

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

CRA Board
Kevin A. Burns, Chair
Michael R. Blynn
Jacques Despinosse
Scott Galvin
Marie Erlande Steril

Executive Director
Tony E. Crapp, Sr.

CRA Attorney
Steven W. Zelkowitz

Date: April 3, 2008

To: Honorable Chairman and Members
CRA Board of Commissioners

From: Tony E. Crapp, Sr.
Executive Director

Subject: **Status update regarding the CRA Commercial Grants Program and discussion of the program's eligibility requirements and guidelines**

Pursuant to the discussion during the CRA Board meeting on February 12, 2008 attached please find a status report on the CRA's Commercial Grants Program as of 2/27/08. In addition, for your information please find copies of the current application form and guidelines for the Commercial Rehabilitation Program and the Commercial Beautification Program for review and discussion of potential recommendations regarding the addition of financial criteria for project and/or applicant eligibility, and other program guidelines.

Please be advised that during its meeting on March 3, 2008 the CRAAC discussed the CRA Commercial Grants program and considered the need for the addition of financial criteria to the program. As the result of the discussion the CRAAC approved a motion for the CRA Board's consideration recommending that no changes be made to the current guidelines while noting that the program guidelines should be updated as appropriate when the City's zoning code is modified.

NMCRA board memo for 040808 re Status update on Commercial Grants Program tecsr 033008

615 NE 124th Street
North Miami, FL 33161
P: 305.899.0272
F: 305.899.9376

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Status Update as of 02/27/08

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY Commercial Rehabilitation and Beautification Grant Projects

CRA Board

Kevin A. Burns, Chair
Michael R. Blynn
Jacques Despinosse
Scott Galvin
Marie Erlande Steril

Executive Director

Tony E. Crapp, Sr.

CRA Attorney

Steven W. Zelkowitz

(1) Commercial Grant Recipient	(2) Type of Grant and Award Amount	(3) Total Project Cost	(4) Project Status or Date Completed
Gurfinkel -Biscayne Investments -1640-1688 NE 123 Street	Rehab. Grant \$80,000	\$166,250.00	Contractor working on drawings to be submitted to the City for permitting.
Segal - 1065 LLP – Whitaker Building	Rehab. Grant \$80,000 Cancelled by CRA letter dated 11/1/07	N/A	N/A
Max Sturman -12302 NE 6 Avenue	Rehab. Grant \$80,000 Cancelled by CRA letter dated 11/1/07	N/A	N/A
Randy's – 13420 NW 7 Avenue	Rehab. Grant \$80,000	\$151,000 (+ addition)	Addition under construction (not part of CRA grant). Exterior work will start after addition is completed.
Arnold's Royal Castle 12490 NW 7 Avenue	Rehab. Grant \$61,344	\$122,687.37	Under construction. Interior work 70% completed. Revisions to permit to be submitted to the Building Department. Issue with driveway (application to be submitted to FDOT).
Diamond -12325 NE 6 Avenue	Beaut. Grant \$14,835	\$14,835.00	Project 95% completed. Decorative balcony to be placed soon.
Bilal Ent – 13300 W. Dixie Highway	Beaut. Grant \$15,000 Cancelled by CRA letter dated 11/1/07	N/A	N/A
Atlantic Accounting – 1691-93, 1695, and 1697 NE 123 Street	Beaut. Grant \$15,000	15,346.00	95% completed. Sign to be placed soon.
Romanik – 1683-89 NE 123 Street	Beaut. Grant \$13,833.00	\$13,833.00	95% completed. Sign to be placed soon.
Vessel Design – 1690 NE 123 rd Street	Beaut. Grant \$13,004.48	\$13,004.48	Project Completed
Amaral – 1673-75 NE 123 Street	Beaut. Grant \$6,652.50	6,652.50	Project Completed

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PO Box 610655
North Miami, FL 33261-0655
P: 305.899.0272
F: 305.899.9376

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Status Update as of 02/27/08

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

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13480 W. Dixie Highway	Beaut. Grant \$15,000 Cancelled by CRA on 1/24/08 due to a change in the ownership of the property	N/A	N/A
NANAY – 659 NE 125 Street	Beaut. Grant \$15,000	\$21,500.00	Project Completed
Wakefield - 1055 NE 125 LLC	Beaut. Grant \$15,000 Cancelled by CRA letter dated 11/1/07	N/A	N/A
Hoffman - 1075 NE 125 LLC	Beaut. Grant \$15,000	\$17,992.00	Project under construction.
Reynolds - 915 NE 125 Street	Beaut. Grant \$14,000	22,500.00	Project Completed
Fischer - 12045 NW 7 Avenue	Beaut. Grant \$8,794	8,804.00	Project Completed
Tisdale - 13036 NW 7 Avenue	Beaut. Grant \$4,730	4,730.00	Contractor applying for permits.
Rizzo - 13050 W. Dixie Highway	Beaut. Grant \$15,000	N/A	Project was on hold by the CRA due to the possible purchase of the property by the City of North Miami. Since the City has decided not to purchase the property, the owner needs to be contacted for preparation of the grant agreement.
Mansuri - 668 NE 128 Street	Beaut. Grant \$15,000	\$15,750.00	Contractor applying for permits.
Hilton - 12128 NW 2 Avenue	Beaut. Grant \$14,830	\$14,830.00	Project 75% completed. Landscaping to be completed soon.
J&D Brothers – 13305 West Dixie Highway	Beaut. Grant \$15,000	TBD	This grant award was approved by the CRA Board on 2/12/08
609 NE 127 th Street Corp. – 609 NE 127 th Street	Beaut. Grant \$14,750	TBD	This grant award was approved by the CRA Board on 2/12/08
Total Beautification Grants less cancelled projects	\$195,428.98	\$169,776.98	
Total Rehabilitation Grants less cancelled grants	\$221,344.00	439,937.37	
Total	\$416,772.98	609,714.35	
Total Grants Cancelled	\$205,000		Rehab. - \$160K; Beaut. - \$45K

NMCRA Commercial Grants Funding Status as of 02/27/08

PO Box 610655
 North Miami, FL 33261-0655
 P: 305.899.0272
 F: 305.899.9376

www.NorthMiamiCRA.org



North Miami
Community Redevelopment Agency

Commercial
BEAUTIFICATION
Program

Program Guidelines
and
Application

CRA Board

Kevin A. Burns, Chair
Michael R. Blynn
Jacques Despinosse
Scott Galvin
Marie E. Steril

Tony E. Crapp Sr., Executive Director

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

COMMERCIAL BEAUTIFICATION PROGRAM

The North Miami Community Redevelopment Agency Commercial Beautification Program offers financial incentives to business owners/operators or owners of commercial buildings located within the CRA boundaries, for minor repairs and/or improvement of their properties/businesses that reduce the incidence of slum and/or blighting conditions.

The program offers grants of up to \$15,000 (Fifteen thousand dollars) per business.

Projects must be approved prior to beginning construction to participate in the program.

For information on how to apply for the program, please contact Dan Lima at (305) 895-9827.

ELIGIBILITY REQUIREMENTS

In order to be eligible for the Community Redevelopment Agency Commercial Beautification Program, projects must meet all following requirements:

The program is available to eligible businesses and non-profit organizations in eligible commercial buildings.

The program offers grants to cover project cost up to \$15,000 (fifteen thousand dollars) per business.

A qualified building is a structure with commercial space on the ground floor with the street frontage and direct pedestrian access from the street.

In order to be eligible for the program, the façade must be in need of assistance to improve its appearance.

Eligible work under the beautification program typically includes installation of storefront windows, awnings, painting, roof parapets, canopy, stucco, tile, signs and exterior lighting. Site work such as walkways, parking pavement, fence gates, landscape, sign on wall, ADA stairs or ramps and loading docks may be eligible as an ancillary part of the proposed project.

Note: In order for a business owner/operator to be eligible to apply for a grant without the property owner's approval, the business owner/operator's lease must clearly state that the leaseholder can undertake the proposed eligible scope of work without the property owner's approval.

Approved work must result in a publicly visible improvement. Work to upper portions of the façade of a building is eligible for the grant, provided that such work is part of a larger qualified project involving street level improvements and provided that such work does not involve residential portions of the building.

The following types of businesses and uses are **not eligible** to participate in the program:

- Residential and industrial buildings
- Properties occupied by religious institutions
- Adult bookstores or similar businesses
- Free standing liquor stores
- Commercial building containing ineligible uses above listed

The following types of work are **not eligible** in the program:

- Roof replacement.
- New construction or additions
- Work to buildings less than 5 years old
- Work on residential portions of a commercial building

PAST PROGRAM PARTICIPATION

Buildings that have participated in the City of North Miami Commercial Façade Program in the last 5 (five) years are not eligible.

CODE VIOLATIONS

Buildings with pending code violations are not eligible for the program, unless it is determined that the proposed scope of work includes the resolution of the code violation(s) in a manner that is deemed acceptable and appropriate in the sole discretion of the program administrator.

CHANGE IN OWNERSHIP

Program participation is not transferable to new business owners. New business owners must reapply to participate in the program.

Recipient is forbidden to make any alterations to the funded improvements without written permission of the North Miami Community Redevelopment Agency.

In addition, the grant recipient is required to maintain the improvements, including landscaping materials, for a period of 3 years from the date of the grant award.

TIME LIMITS

Construction must start within 30 days from the date of signing of the agreement between the recipient and the North Miami Community Redevelopment Agency and must be completed within 120 days from such date.

CONSISTENCY WITH CITY ORDINANCES

Projects must comply with all City of North Miami zoning code and building requirements.

To be eligible to participate in the program, applicants must comply with all program requirements. Failure to comply with the program requirements at any time will result in the applicant being dropped from the program. The North Miami Community Redevelopment Agency is the sole interpreter of eligibility determinations, payment amounts and compliance with program requirements. All of the Agency's decisions are final. Projects are not officially accepted in the program until an agreement between the applicant and the North Miami Community Redevelopment Agency is signed.

APPLICATION PROCESS

APPLICATION SUBMITTAL

Complete the enclosed application and submit it to:

Dan Lima
North Miami City Hall
776 NE 125th Street
North Miami, FL 331611

Program staff will meet with you, typically within two weeks of receiving the complete application, to discuss the project and program requirements.

DESIGN AND COST ESTIMATE APPROVAL

Plans, drawings, or specifications for your project.

Three comparable itemized cost estimates from different qualified contractors. You should specify which of the contractors you wish to use. Staff reserves the right to reject questionable estimates.

SELECTION PHASE

A committee established by the Executive Director of North Miami Community Redevelopment Agency will review your proposal/documentation and make a recommendation to the CRA Executive Director regarding your project.

Upon approval of the project by the CRA Executive Director, and once all the required/additional information has been submitted and approved, you will be issued a "Letter of Commitment" indicating the amount of the grant approved by the North Miami Community Redevelopment Agency for your project.

Receipt of the "Letter of Commitment" is not an authorization to begin work.

Within 30 days of receiving your "Letter of Commitment", you will sign an agreement with the North Miami Community Redevelopment Agency, which will solidify your willingness to participate in the program. You will be required to provide copies of the final drawings and of contracts with your General Contractor and subcontractors.

The contract will include a "Detailed Budget", which will define the amounts to be disbursed throughout the project.

PRE-CONSTRUCTION PHASE

Within 10 days of signing a contract with the North Miami Community Redevelopment Agency, you and your selected contractor(s) will then attend a "pre-construction meeting" with staff to review all program requirements.

ISSUANCE OF PAYMENTS

The North Miami Community Redevelopment Agency may issue periodic payments during the project. Upon completion of each phase of the project, program staff will inspect the project to ensure compliance with the approved plans and budget. Payments will be made after work has been accepted by the property owner or business operator as well as staff, and after the following documentation has been submitted for each phase of the project.

Request for payment/progress report on work completed/payments made to contractor/subcontractors

Original, notarized partial and final “waivers of lien” from all contractors and subcontractors.

The North Miami Community Redevelopment Agency will retain 10% of each reimbursement payment made to the property owner until the project is completed.

Final payment will be issued after all work has been completed, all the above mentioned documentation has been reviewed and accepted by the North Miami Community Redevelopment Agency, and leasing and other program requirements have been met.

PROJECT TIMELINE

APPLICATION SUBMITTAL

STEP 1

Applicant submits application

Staff meets with applicant (1 to 2 weeks).

DESIGN AND COST ESTIMATE APPROVAL

STEP 2

Applicant submits three cost estimates and drawings to staff.

“Commitment Letter” issued to Applicant.

SELECTION PHASE

STEP 3

Committee appointed by the CRA Director will make recommendation whether or not to fund your project. CRA Director will make the final decision.

PRE-CONSTRUCTION PHASE

STEP 4

Agreement is signed by applicant and CRA representatives.

Applicant submits copies of contracts signed by the General Contractor and the subcontractors.

Pre-construction meeting is conducted with applicant and general contractor.

The contract will include a budget, which will define the amounts to be paid by the property owner to the contractor(s) as well as the amounts to be disbursed for each phase of the project.

CONSTRUCTION PHASE

STEP 5

Staff monitors construction project.

Progress payments are made by the CRA according to the project budget and the submission of required documentation

FINAL PAYMENT/

STEP 6

Construction completed and Applicant submits final payout documentation .

Staff conducts final site inspection.

Final payment is made .

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY
COMMERCIAL BEAUTIFICATION PROGRAM

Project Address

APPLICANT INFORMATION

Applicants Information

Name

Address

City

State

Zip

Home telephone

Work telephone

Contact Person

Name

Home telephone

Work telephone

Indicate whether the Applicant is an individual or legal entity and, if a legal entity, indicate the type of entity below.

- Individual(s)
- Business corporation
- Not-for-profit corporation
- General partnership
- Limited partnership
- Joint venture
- Sole proprietor
- Other entity (specify)

Type of Applicant

- Business owner, tenant in building
- Property owner

If applicant is a private corporation, partnership or limited liability company, list below the name, business address and percentage of ownership interest or control of each partner.

Name	Business Address	% of interest
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If Applicant is a non-profit organization, list names and title of the executive officers and directors/board members of the corporation.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If applicant is a tenant in a building, please provide the following:

Building owner name

Phone number

Has the property in question participated in the City of North Miami's Façade Program in the last 5 years?

yes no

Applicants must provide proof that the payment of property taxes for the property being considered for the program is up to date.

The North Miami Community redevelopment Agency reserves the right to deny the participation in the program of any property with outstanding code violations.

The Applicant, _____ asserts that the preceding information is true and correct.

Applicant (print name)

Applicant's signature

Applicant's Social Security Number or Company's Federal ID Number

If the applicant is other than the property owner of the building, the following line must be completed.

I certify that I, the trustee and/or owner of the below-cited property, give the above signed Applicant authority to implement improvements at the property as may be required under the North Miami Community redevelopment Agency Commercial Program.

Signature of owner or trustee

Print owner's or trustee's name and capacity

Mail Application to:

**Dan Lima
North Miami City Hall
776 NE 125th Street
North Miami, FL 33161**

For Office Use Only

Date Received _____

Census Tract _____

CRA Eligibility _____

Committee Recommendation:

Approval/Disapproval _____
North Miami Community Redevelopment Agency Director



North Miami
Community Redevelopment Agency

Commercial
REHABILITATION
Program

Program Guidelines
and
Application

CRA Board

Kevin A. Burns, Chair
Michael R. Blynn
Jacques Despinosse
Scott Galvin
Marie E. Steril

Tony E. Crapp Sr., Executive Director

COMMERCIAL REHABILITATION PROGRAM

Improvements to the façades of commercial buildings help local businesses attract new customers and can have a significant impact on marketability of the surrounding area, while also reducing the incidence of slum and/or blighting conditions in the CRA Boundaries.

In order to help improve local commercial corridors, the **North Miami Community Redevelopment Agency Commercial Rehabilitation Program** offers financial incentives to owners/operators of businesses and/or the owners of commercial buildings located within the CRA boundaries, to complete a façade rehabilitation project.

The program offers a grant of 50% of the approved total project cost up to a maximum amount of \$80,000 (eighty thousand dollars) per building.

Since the Commercial Rehabilitation Program is intended to primarily assist small businesses, projects must not exceed a total budget of \$350,000 (three hundred fifty thousand).

The North Miami Community Redevelopment Agency will make grant payments to the owners/operators of businesses and/or the owners of commercial buildings. Payments **in the form of reimbursement** are issued during the duration of the project, after completion of roughly 25%, 50%, 75%, and at the completion of a qualified project. Please note that eligible business owners/operators must have the property owner's approval to participate in this program.

In addition, property owner must notify tenants of property improvements.

Projects must be approved prior to beginning construction to participate in the program. No payments should be made to contractors prior to the signature of an agreement between the owners/operators of businesses and/or the owners of commercial buildings and the North Miami Community Redevelopment Agency.

For information on how to apply for the program, please contact Dan Lima at (305) 895-9827

ELIGIBILITY REQUIREMENTS

In order to be eligible for the Community Redevelopment Agency Commercial Rehabilitation Program, projects must meet all following requirements:

The program is available to property owners of eligible commercial buildings.

Leaseholders of commercial buildings must obtain approval from the property owner in order to participate in the program.

The program offers a grant of 50% of the approved project cost up to \$80,000 (eighty thousand dollars) per building.

Properties must be located within the North Miami Community Redevelopment Agency boundaries to be eligible for the program.

A qualified building is a structure with commercial space on the ground floor with the street frontage and direct pedestrian access from the street.

In order to be eligible for the program, the façade must be in need of assistance to correct physical decline and/or deterioration.

Eligible work under the rehabilitation program typically includes installation of storefront windows, awnings, painting, roof parapets, canopy, stucco, tile, signs and exterior lighting. Site work such as walkways, parking pavement, fence gates, landscape, sign on wall, ADA stairs or ramps and loading docks may be eligible as an ancillary part of the proposed project.

To be eligible for the program, qualified buildings must have a minimum of \$10,000 (ten thousand dollars) in approved costs, and less than \$350,000 (three hundred fifty thousand) in total project cost.

Approved work must result in a publicly visible and permanent improvement. Work to upper portions of the façade of a building is eligible for the grant, provided that such work is part of a larger qualified project involving street level improvements and provided that such work does not involve residential portions of the building.

Property owner must notify all tenants about the proposed improvements.

The following types of businesses and uses are **not eligible** to participate in the program:

- Residential and industrial buildings
- Properties occupied by religious institutions
- Adult bookstores or similar businesses
- Free standing liquor stores
- Commercial building containing ineligible uses above listed

The following types of work are **not eligible** in the program:

- Roof replacement.
- Work that involves principally routine maintenance (i.e. painting or minor repairs), unless part of a larger qualified project
- New construction or additions
- Work to buildings less than 5 years old
- Work on residential portions of a commercial building

LEASING REQUIREMENTS

Upon completion of the project, 50% of the ground-floor “leasable” commercial space must have leasing commitments of at least one year. If leasing requirements are not met at the time of final inspection, the property owner will be given 180 days to submit a one- year lease agreement to the North Miami Community Redevelopment Agency. If leasing requirements are not met after the extension, the CRA will recapture 100% of the grant.

Note: The grant must be repaid if this requirement is not met. This grant is not for speculative improvements.

PAST PROGRAM PARTICIPATION

Buildings that have participated in the City of North Miami Commercial Façade Program in the last 5 (five) years are not eligible.

CODE VIOLATIONS

Buildings with pending code violations are not eligible for the program, unless it is determined that the proposed scope of work includes the resolution of the code violation(s) in a manner that is deemed acceptable and appropriate in the sole discretion of the program administrator.

CHANGE IN OWNERSHIP

Program participation is not transferable to new property owners. New property owners must reapply to participate in the program.

In addition, if the property is sold during the three-year period after completion of the project, the North Miami Community Redevelopment Agency will recapture 100% of the grant.

Property owner must agree that he/she will not make any alterations to the funded improvements without written permission of the North Miami Community Redevelopment Agency.

TIME LIMITS

Construction must start within 90 days from the date of signing of the agreement between the recipient and the North Miami Community Redevelopment Agency and must be completed within 1 year from such date.

CONSISTENCY WITH CITY ORDINANCES

Projects must comply with all City of North Miami zoning code and building requirements.

To be eligible to participate in the program, applicants must comply with all program requirements. Failure to comply with the program requirements at any time will result in the applicant being dropped from the program. The North Miami Community Redevelopment Agency is the sole interpreter of eligibility determinations, payment amounts and compliance with program requirements. All of the Agency's decisions are final. Projects are not officially accepted in the program until an agreement between the applicant and the North Miami Community Redevelopment Agency is signed.

APPLICATION PROCESS

❶ APPLICATION SUBMITTAL

Complete the enclosed application and submit it to:

Dan Lima
North Miami City Hall
776 NE 125th Street
North Miami, FL 33161

Program staff will meet with you, typically within two weeks of receiving the complete application, to discuss the project and program requirements.

❷ DESIGN AND COST ESTIMATE APPROVAL

Plans, drawings, or specifications for your project.

Three comparable itemized cost estimates from different qualified contractors. You should specify which of the contractors you wish to use. Staff reserves the right to reject questionable estimates.

③ SELECTION PHASE

A committee established by the CRA Executive Director will review your proposal/documentation and make a recommendation to the North Miami Community Redevelopment Agency Director regarding your project.

Upon approval of the project by the CRA Executive Director, and once all the required/additional information has been submitted and approved, you will be issued a “Letter of Commitment” indicating the amount of the grant approved by the CRA for your project.

Receipt of the “Letter of Commitment” is not an authorization to begin work.

Within 30 days of receiving your “Letter of Commitment”, you will sign an agreement with the CRA, which will solidify your willingness to participate in the program. You will be required to provide copies of the final architectural drawings and of contracts with your General Contractor and subcontractors.

The contract will include a “Detailed Budget”, which will define the amounts to be disbursed for each phase of the project (i.e. 25%, 50%, 75% and 100%).

④ PRE-CONSTRUCTION PHASE

Within 10 days of signing a contract with the North Miami Community Redevelopment Agency, you and your selected contractor(s) will then attend a “pre-construction meeting” with staff to review all program requirements.

⑤ ISSUANCE OF PAYMENTS

The North Miami Community Redevelopment Agency will issue four payments during the project: upon completion of 25%, 50%, 75% and 100% of the project. Upon completion of each phase of the project, program staff will inspect the project to ensure compliance with the approved plans and budget.

The North Miami Community Redevelopment Agency will **reimburse** the property owner for the North Miami Community Redevelopment Agency's portion of the project cost by issuing a check approximately six weeks after staff inspections and after the following documentation has been submitted for each phase of the project.

Request for payment/progress report on work completed/payments made to contractor/subcontractors

Copies of cancelled checks (front and back) for the portion of the work completed. All project expenditures must be paid by check.

Original, notarized partial and final “waivers of lien” from all contractors and subcontractors.

The North Miami Community Redevelopment Agency will retain 10% of each reimbursement payment made to the property owner until the project is completed.

Final payment will be issued after all work has been completed, all the above mentioned documentation has been reviewed and accepted by the North Miami Community Redevelopment Agency, and leasing and other program requirements have been met.

PROJECT TIMELINE

APPLICATION SUBMITTAL **STEP 1**
Applicant submits application to Staff meets with applicant (1 to 2 weeks).

DESIGN AND COST ESTIMATE APPROVAL **STEP 2**
Applicant submits three cost estimates and drawings to staff.
“Commitment Letter” issued to Applicant.

SELECTION PHASE **STEP 3**
Committee appointed by the CRA Director will make recommendation whether or not to fund your project. CRA Director will make the final decision.

PRE-CONSTRUCTION PHASE **STEP 4**
Agreement is signed by applicant and CRA representatives.

Applicant submits copies of contracts signed by the General Contractor and the subcontractors.

Pre-construction meeting is conducted with applicant and general contractor.

The contract will include a budget, which will define the amounts to be paid by the property owner to the contractor(s) as well as the amounts to be reimbursed to the property owner by the CRA for each phase of the project (i.e. 25%, 50%, 75% and 100%).

CONSTRUCTION PHASE **STEP 5**
Staff monitors construction project. Reimbursement payments are made to the property owner by the CRA at completion of 25%, 50% and 75% of construction as project progresses, according to the project budget and the submittal of required documentation

FINAL PAYMENT **STEP 6**
Construction completed and Applicant submits final payout documentation to staff.

Staff conducts final site inspection.

Final payment is made to the property owner.

North Miami Community Redevelopment Agency
COMMERCIAL FAÇADE REHABILITATION PROGRAM

Project Address

APPLICANT INFORMATION

Property Owner's Information

Name

Address

City

State

Zip

Home telephone

Work telephone

Contact Person

Name

Home telephone

Work telephone

Indicate whether the Applicant is an individual or legal entity and, if a legal entity, indicate the type of entity below.

- Individual(s)
- Business corporation
- Not-for-profit corporation
- General partnership
- Limited partnership
- Joint venture
- Sole proprietor
- Other entity (specify)

If applicant is a private corporation, partnership or limited liability company, list below the name, business address and percentage of ownership interest or control of each partner.

Name	Business Address	% of interest
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If Applicant is a non-profit organization, list names and title of the executive officers and directors/board members of the corporation.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



ATTACHMENT III

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

CRA Board
Kevin A. Burns, Chair
Michael R. Blynn
Jacques Despinosse
Scott Galvin
Marie Erlande Steril

Executive Director
Tony E. Crapp, Sr.

CRA Attorney
Steven W. Zelkowitz

Date: April 3, 2008
To: Honorable Chairman and Members
CRA Board of Commissioners
From: Tony E. Crapp, Sr.
Executive Director
Subject: Proposed CRA FY 2008-09 Budget Preparation Process and Schedule

Below please find a proposed schedule for the implementation of the CRA's budget preparation process for the development of the FY 2008-09 budget. Please note that the proposed schedule has been designed to provide maximum opportunity for input into the process by the CRA Board, the CRAAC and the interested public. In addition, the schedule seeks to provide sufficient flexibility so that the process is not un-necessarily complicated or rushed. I look forward to the opportunity to discuss this proposed schedule with the CRAAC on 4/7/08 and with the CRA Board on 4/8/08.

Helping Build
North Miami's
Tomorrow!

Table with 2 columns: Event/Activity and Projected Date. Rows include: Presentation of CRA Budget History and Projection for FY 2008-09 to a joint meeting of the CRA Board and CRAAC with a Public Hearing for citizen input; CRA Executive Director presents a draft proposed FY 2008-09 Budget with recommended funding priorities; CRA Executive Director presents a final proposed FY 2008-09 Budget with recommended funding priorities; CRA Board adopts a Preliminary FY 2008-09 Budget for submission to the City of North Miami and Miami-Dade County; CRA Board adopts the Final FY 2008-09 Budget for submission to the City of North Miami and Miami-Dade County.

615 NE 124th Street
North Miami, FL 33161
P: 305.899.0272
F: 305.899.9376

NMCRA board memo for 040808 re FY 200809 budget process tecsr 040208