

# Action Plan

**Grantee:** Miramar, FL

**Grant:** B-11-MN-12-0018

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<b>LOCCS Authorized Amount:</b>	\$ 2,321,827.00
<b>Grant Award Amount:</b>	\$ 2,321,827.00
<b>Status:</b>	Reviewed and Approved
<b>Estimated PI/RL Funds:</b>	\$ 0.00
<b>Total Budget:</b>	\$ 2,321,827.00

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## Funding Sources

**No Funding Sources Found**

## Narratives

### Summary of Distribution and Uses of NSP Funds:

The City of Miramar used NSP1 funds to address 71 units within its NSP1 target area. Among those 71 units, 47 were purchased directly by low-to-middle income households. The remaining 24 were acquired and rehabilitated by the City for resale to low- to-middle income households.

The City mapped its NSP1 assisted properties and used this data as a starting point for identifying potential NSP3 target areas. Since all of the NSP1 assisted units were purchased after July 2009, those REO units are being counted toward addressing 20% of the units within the target area identified for NSP3. The City's NSP3 award, potential NSP1 program income, and average subsidy likely needed, were used to calculate how many units could be addressed and ultimately determined the size of the original NSP3 area.

The neighborhood centered around Fairway Boulevard was the original identified NSP3 target area. Current inventory is significantly less than what was available when the City's NSP3 application was developed in January 2011. The inventory is also much less than the data available on HUDuser.org, which was used to determine neighborhood impact made with NSP funding. Inventory is down throughout the City. Expanding the area will allow access to other properties and may increase the rate of obligation and expenditure of NSP3 funds.

The City's NSP3 target area was amended on January 10, 2012 to include all areas east of Palm Avenue within the City's jurisdictional boundary. This is also the City's original NSP1 area.

November 2011 Market Conditions in the Original Miramar NSP3 Target Area

11 properties in total were for sale

7 of those properties were short sales and 0 were foreclosures. There are 892 residential addresses in this area.

In the NSP 1 target area, there were 21 total REO's listed for sale

There were 210 total properties for sale – 149 SFR and 61 Condo/Townhomes/Villas

9 of the sales were Condo/Townhouse/Villa REO listings.

12 of the current sales were SFR REO listings.

There were 77 current SFR short sales listed.

\*Foreclosures sold since 2009 in the NSP1 area, equals 258 properties. NSP1 can account for 71 of those transactions.

The City will use NSP3 funds for financing mechanisms to assist persons with purchasing NSP eligible properties.

### How Fund Use Addresses Market Conditions:

The funded activities are designed to address the abundance of vacant foreclosed properties in the City by facilitating the purchase of them by qualified low to middle income buyers with conventional, FHA and other approved loan products with responsible lending guidelines. The purchase assistance and rehabilitation programs will address the market demand for quality affordable housing. The primary purpose of the rehabilitation assistance is to provide repairs necessary to ensure safe and decent housing, and eliminate any instances of substandard housing in the market.



### **Ensuring Continued Affordability:**

The City will maintain affordability of NSP assisted housing by implementing a 15 year affordability period. The City will utilize recapture provisions that require the City receive 100% of the NSP funding invested on an assisted unit or a portion of it should that housing unit cease to be the primary residence of the household receiving the assistance for the duration of the period of affordability.

### **Definition of Blighted Structure:**

The City of Miramar's Municipal Code addresses blighted structures through references to property maintenance in "Chapter 10, Health Sanitation and Nuisances". The finding and declaration of the City's property maintenance policy addresses when a structure may lead to blighting conditions.

Chapter 10 Health, Sanitation and Nuisances  
Article VII - Property Maintenance. (Ord. No. 91-33)  
ARTICLE VII. PROPERTY MAINTENANCE

Sec. 10-118. Findings and declaration of policy.

It is hereby found and declared that there exist in the city structures used for residential and nonresidential use which are, or may become in the future, substandard with respect to structure, equipment or maintenance, or further, that such conditions, including but not limited to structural deterioration, lack of maintenance and appearance of exterior premises, infestation, lack of essential utilities and facilities, existence of fire hazards, inadequate provisions for light and air, unsanitary conditions and overcrowding, constitute a menace to the health, safety, welfare and reasonable comfort of the citizens and inhabitants of the city. It is further found and declared that, by reason of lack of maintenance and because of progressive deterioration, certain properties have the further effect of creating blighting conditions and initiating slums, and that if the same are not curtailed and moved, these conditions will grow and spread and will necessitate in time the expenditure of large amounts of public funds to correct and eliminate the same, and that by reason of timely regulations and restrictions as herein contained, the growth of slums and blight may be prevented and the neighborhood and property values thereby maintained, the desirability and amenities of residential and nonresidential uses and neighborhoods enhanced, and the public health, safety and welfare protected and fostered.

(Ord. No. 91-33, § 3, 6-5-91)

For the purposes of the NSP, a blighted structure echoes the criteria for slum and blight found in Florida Statutes Chapter 163.340, which outlines the following conditions:

1. Building deterioration
2. Site deterioration or site deficiencies
3. Unsanitary and unsafe conditions and incompatible uses
4. Six or more ownership parcels per block
5. Buildings greater than 40 years of age
6. Presence of closed/vacant buildings
7. Presence of vacant lots
8. Buildings in violation of property maintenance code violations
9. Presence of buildings scheduled for demolition

A blighted structure will meet one or more of the aforementioned criteria.

### **Definition of Affordable Rents:**

The City will utilize the HOME affordable rents as published and currently available should it decide to undertake rental unit development.

### **Housing Rehabilitation/New Construction Standards:**

The City of Miramar will use adopted rehabilitation standards to guide all work specifications written for NSP rehabilitated properties. The City's rehabilitation standards to the extent feasible, incorporate "green" rehabilitation techniques to the areas addressed in the City's residential rehabilitation standards document. The areas addressed include:

- A. Exterior Surface
- B. Foundations and Structures
- C. Windows and Doors
- D. Roofing
- E. Insulation/Ventilation
- F. Interior Standards (Including Lead and Asbestos Compliance)
- G. Electrical
- H. Plumbing, HVAC and other major mechanical systems.

The City's residential rehabilitation standards comply with all applicable state and local building codes and Federal regulations that govern the CDBG/NSP program.

### **Vicinity Hiring:**

To the maximum extent possible, the City will utilize Section 3 guidelines to hire residents from the local vicinity to carry out any aspect of this activity should the need arise for additional employees or contractors.

The City's Section 3 (Local Jobs Initiative) forms are being incorporated into RFQ processes for NSP3. Contractors will have to submit the required forms regarding Section 3 preference and certification with the RFQ package and will provide current labor needs and proposed labor needs.

Contractors will have to submit an updated report regarding their labor needs as well as the labor needs of their sub contractors (if they are using subs to meet their goals) for the specific job they are being awarded. This information will be collected prior to a Notice to Proceed being issued. The jobs utilized to meet Section 3 compliance, will once again be verified prior to the release of final payment to the contractor.

Numerical goals and a hiring scale have been established for this effort.

Any professional services utilized are also subject to Section 3 compliance for new hires.

The City's Program Administrator will develop resources to provide training and employment opportunities to Section 3 residents by one



or all of the following: posting training opportunities, contacting neighborhood organizations, and including section 3 provisions in contracts.

**Procedures for Preferences for Affordable Rental Dev.:**

The City will not be undertaking rental development.

**Grantee Contact Information:**

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Director  
City of Miramar Economic Development and Revitalization Department  
2200 Civic Center Place  
Miramar Florida 33025  
954-602- 3274  
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## Project Summary

Project #	Project Title	Grantee Activity #	Activity Title
9999	Restricted Balance	<i>No activities in this project</i>	
Admin-005-3	Planning and Admin	Admin 053 Admin 063	Admin 05 - City Program Administration - Contractual
PA-001	Financing Mechanism (51-120% AMI)	PA 013	Purchase Assistance-S. Family Units (51-120%
PA-003	Financing Mechanism (50% AMI or	PA 033	Purchase Assistance-SF Units (50% AMI or Below)
Rehab-0004	Rehabilitation (50% AMI or Below)	Rehab 043	Rehabilitation-S. Family Units (50% AMI or Below)
Rehab-002	Rehabilitation (51-120% AMI)	Rehab 023	Rehabilitation-S. Family Units (51-120% AMI)



# Activities

**Project # / Title:** Admin-005-3 / Planning and Admin

**Grantee Activity Number:** Admin 053  
**Activity Title:** Admin 05 - City

**Activity Type:**

Administration

**Project Number:**

Admin-005-3

**Projected Start Date:**

03/08/2011

**Project Draw Block by HUD:**

Not Blocked

**Activity Draw Block by HUD:**

Not Blocked

**Block Drawdown By Grantee:**

Not Blocked

**National Objective:**

Not Applicable - (for Planning/Administration or Unprogrammed Funds only)

**Environmental Assessment:**

EXEMPT

**Benefit Report Type:**

NA

**Activity Status:**

Under Way

**Project Title:**

Planning and Admin

**Projected End Date:**

03/08/2014

**Project Draw Block Date by HUD:**

**Activity Draw Block Date by HUD:**

**Total Budget:** \$ 45,068.35

**Other Funds Total:** \$ 0.00

**Total Funds Amount:** \$ 45,068.35

**Activity is being carried out by Grantee:**

No

**Activity is being carried out through:**

**Organization carrying out Activity:**

City of Miramar

**Proposed budgets for organizations carrying out Activity:**

Responsible Organization	Organization Type	Proposed
City of Miramar	Local Government	\$ 58,045.00

**Location Description:**

N/A

**Activity Description:**



This activity will fund the planning and administrative costs related to overseeing the program, reporting and other general administrative activities. The administration of the program will be administered in by the City and City&rsquo;s contracted program administrator.

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**Grantee Activity Number: Admin 063**  
**Activity Title: Program Administration - Contractual**

**Activity Type:**

Administration

**Activity Status:**

Under Way

**Project Number:**

Admin-005-3

**Project Title:**

Planning and Admin

**Projected Start Date:**

03/08/2011

**Projected End Date:**

03/14/2011

**Project Draw Block by HUD:**

Not Blocked

**Project Draw Block Date by HUD:**

**Activity Draw Block by HUD:**

Not Blocked

**Activity Draw Block Date by HUD:**

**Block Drawdown By Grantee:**

Not Blocked

**Total Budget:** \$ 174,137.00

**National Objective:**

Not Applicable - (for Planning/Administration or Unprogrammed Funds only)

**Other Funds Total:** \$ 0.00

**Total Funds Amount:** \$ 174,137.00

**Environmental Assessment:**

EXEMPT

**Benefit Report Type:**

NA

**Activity is being carried out by Grantee:**

Yes

**Activity is being carried out through:**

Grantee Employees and Contractors

**Organization carrying out Activity:**

Community Redevelopment Associates of Florida

**Proposed budgets for organizations carrying out Activity:**

Responsible Organization	Organization Type	Proposed
Community Redevelopment Associates of Florida	Unknown	\$ 174,137.00

**Location Description:**

N/A

**Activity Description:**

This activity will fund the planning and administrative costs related to overseeing the program, reporting and other general administrative activities. The administration of the program will be administered in by the City and City's contracted program administrator.



**Project # / Title: PA-001 / Financing Mechanism (51-120% AMI)**

**Grantee Activity Number: PA 013**  
**Activity Title: Purchase Assistance-S. Family Units (51-120%**

**Activity Type:**  
 Homeownership Assistance to low- and moderate-income

**Activity Status:**  
 Under Way

**Project Number:**  
 PA-001

**Project Title:**  
 Financing Mechanism (51-120% AMI)

**Projected Start Date:**  
 03/08/2011

**Projected End Date:**  
 03/08/2014

**Project Draw Block by HUD:**  
 Not Blocked

**Project Draw Block Date by HUD:**

**Activity Draw Block by HUD:**  
 Not Blocked

**Activity Draw Block Date by HUD:**

**Block Drawdown By Grantee:**  
 Not Blocked

**Total Budget:** \$ 428,500.00

**National Objective:**  
 LMMI: Low, Moderate and Middle Income National Objective for NSP Only

**Other Funds Total:** \$ 0.00

**Total Funds Amount:** \$ 428,500.00

**Environmental Assessment:**  
 EXEMPT

**Benefit Report Type:**  
 Direct (Households)

<b>Proposed Beneficiaries</b>	<b>Total</b>	<b>Low</b>	<b>Mod</b>	<b>Low/Mod%</b>
<b># Owner Households</b>	12		6	50.00
<b># of Households</b>	12		6	50.00

<b>Proposed Accomplishments</b>	<b>Total</b>
<b># of Singlefamily Units</b>	12
<b># of Housing Units</b>	12

**Activity is being carried out by Grantee:** No  
**Activity is being carried out through:**

**Organization carrying out Activity:**  
 City of Miramar

**Proposed budgets for organizations carrying out Activity:**

<b>Responsible Organization</b>	<b>Organization Type</b>	<b>Proposed</b>
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**Location Description:**

On January 10, 2012, the City amended its NSP3 Action Plan target area for this activity to include all areas east of Palm Avenue within the City’s jurisdictional boundary. This is also the City’s NSP1 priority area.

**Activity Description:**

The City of Miramar will make available financing mechanisms with favorable terms to eligible homebuyers with various options to be applied towards the costs of purchasing an NSP eligible property.

**Project # / Title: PA-003 / Financing Mechanism (50% AMI or Below)**

**Grantee Activity Number: PA 033**  
**Activity Title: Purchase Assistance-SF Units (50% AMI or Below)**

**Activity Type:**  
 Homeownership Assistance to low- and moderate-income

**Activity Status:**  
 Planned

**Project Number:**  
 PA-003

**Project Title:**  
 Financing Mechanism (50% AMI or Below)

**Projected Start Date:**  
 03/08/2011

**Projected End Date:**  
 03/08/2014

**Project Draw Block by HUD:**  
 Not Blocked

**Project Draw Block Date by HUD:**

**Activity Draw Block by HUD:**  
 Not Blocked

**Activity Draw Block Date by HUD:**

**Block Drawdown By Grantee:**  
 Not Blocked

**Total Budget:** \$ 290,229.00

**National Objective:**  
 LH25: Funds targeted for housing for households whose incomes are at or under 50% Area Median Income.

**Other Funds Total:** \$ 0.00

**Total Funds Amount:** \$ 290,229.00

**Environmental Assessment:**  
 EXEMPT

**Benefit Report Type:**  
 Direct (Households)

Proposed Beneficiaries	Total	Low	Mod	Low/Mod%
<b># Owner Households</b>	4	4		100.00
<b># of Households</b>	4	4		100.00





**Proposed Accomplishments**

**Total**

# of Singlefamily Units

4

# of Housing Units

4

**Activity is being carried out by Grantee:**

**Activity is being carried out through:**

Yes

Grantee Employees and Contractors

**Organization carrying out Activity:**

City of Miramar

**Proposed budgets for organizations carrying out Activity:**

**Responsible Organization**

**Organization Type**

**Proposed**

City of Miramar

Local Government

\$ 290,229.00

**Location Description:**

On January 10, 2012, the City amended its NSP3 Action Plan target area for this activity to include all areas east of Palm Avenue within the City’s jurisdictional boundary. This is also the City’s NSP1 priority area.

**Activity Description:**

This activity sets asides funds for households at 50% of the AMI or less of the area median income (AMI). The City of Miramar will make available financing mechanisms with favorable terms to eligible homebuyers with various options to be applied towards the costs of purchasing an NSP eligible property

**Project # / Title: Rehab-0004 / Rehabilitation (50% AMI or Below)**

**Grantee Activity Number: Rehab 043**

**Activity Title: Rehabilitation-S. Family Units (50% AMI or Below)**

**Activity Type:**

Rehabilitation/reconstruction of residential structures

**Activity Status:**

Under Way

**Project Number:**

Rehab-0004

**Project Title:**

Rehabilitation (50% AMI or Below)

**Projected Start Date:**

03/08/2011

**Projected End Date:**

03/08/2014

**Project Draw Block by HUD:**

Not Blocked

**Project Draw Block Date by HUD:**

**Activity Draw Block by HUD:**

Not Blocked

**Activity Draw Block Date by HUD:**

**Block Drawdown By Grantee:**

Not Blocked

**Total Budget:** \$ 442,846.55

**National Objective:**

**Other Funds Total:** \$ 0.00

**Total Funds Amount:** \$ 442,846.55



LH25: Funds targeted for housing for households whose incomes are at or under 50% Area Median Income.

**Environmental Assessment:**

UNDERWAY

**Benefit Report Type:**

Direct (Households)

Proposed Beneficiaries	Total	Low	Mod	Low/Mod%
# Owner Households	4	4		100.00
# of Households	4	4		100.00

Proposed Accomplishments	Total
# of Singlefamily Units	4
# of Housing Units	4
# ELI Households (0-30% AMI)	

**Activity is being carried out by Grantee:**                      **Activity is being carried out through:**

No

**Organization carrying out Activity:**

City of Miramar

**Proposed budgets for organizations carrying out Activity:**

Responsible Organization	Organization Type	Proposed
City of Miramar	Local Government	\$ 290,228.00

**Location Description:**

On January 10, 2012, the City amended its NSP3 Action Plan target area for this activity to include all areas east of Palm Avenue within the City’s jurisdictional boundary. This is also the City’s NSP1 priority area.

**Activity Description:**

The City is providing home repair assistance to households, who received NSP funds to purchase an eligible home. The activity is made possible by the financial mechanisms in place as permitted by the above CDBG entitlement regulations and NSP eligible uses.

**Project # / Title:    Rehab-002 / Rehabilitation (51-120% AMI)**

**Grantee Activity Number:**                      **Rehab 023**  
**Activity Title:**                                      **Rehabilitation-S. Family Units (51-120% AMI)**

**Activity Type:**                                      **Activity Status:**  
 Rehabilitation/reconstruction of residential structures                      Under Way

**Project Number:**

Rehab-002

**Projected Start Date:**

03/08/2011

**Project Draw Block by HUD:**

Not Blocked

**Activity Draw Block by HUD:**

Not Blocked

**Block Drawdown By Grantee:**

Not Blocked

**National Objective:**

LMMI: Low, Moderate and Middle Income National Objective for NSP Only

**Environmental Assessment:**

UNDERWAY

**Benefit Report Type:**

Direct (Households)

**Project Title:**

Rehabilitation (51-120% AMI)

**Projected End Date:**

03/08/2014

**Project Draw Block Date by HUD:****Activity Draw Block Date by HUD:****Total Budget:** \$ 941,046.10**Other Funds Total:** \$ 0.00**Total Funds Amount:** \$ 941,046.10**Proposed Beneficiaries**

# Owner Households

**Total****Low****Mod****Low/Mod%**

12

6

50.00

# of Households

12

6

50.00

**Proposed Accomplishments**

# of Singlefamily Units

**Total**

12

# of Housing Units

12

**Activity is being carried out by Grantee:**

No

**Activity is being carried out through:****Organization carrying out Activity:**

City of Miramar

**Proposed budgets for organizations carrying out Activity:****Responsible Organization**

City of Miramar

**Organization Type**

Local Government

**Proposed**

\$ 1,006,125.00

**Location Description:**

On January 10, 2012, the City amended its NSP3 Action Plan target area for this activity to include all areas east of Palm Avenue within the City's jurisdictional boundary. This is also the City's NSP1 priority area.

**Activity Description:**

The City is providing home repair assistance to households, who received NSP funds to purchase an eligible home. The activity is made possible by the financial mechanisms in place as permitted by the above CDBG entitlement regulations and NSP eligible uses.

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## Action Plan Comments:

- Reviewer - This Action Plan is being rejected so the Grantee can make corrections to their Contact Information, Projects, Administration Activity. MW 6/10/11
- Reviewer - This Action Plan is being rejected so the Grantee can make a correction to their Contact Information. MW 6/23/11
- Reviewer - The City of Miramar is Amending their NSP3 Action Plan to cover the target areas of NSP1. Expanding the area of NSP3 will allow the city access to more properties and increase the rate of obligation and expenditures. The change was approved by commissions and published with no public comment pending. DM 02/22/2012
- Reviewer - The City indicated that its final non-substantial budget have been made to the NSP3 Action Plan to close out activities:
- Planning and Admin City (Admin 05) has been reduced by \$12,976.65  
Purchase Assistance LMMI (PA 013) has been reduced by \$ 74,563  
Rehab LMMI (Rehab023) has been reduced by \$65,078  
These balances have moved to Rehab LH25 (Rehab 043).
- The City indicated that 100% of the NSP3 funds have been expensed.
- Reviewed and approved by La Vora Bussey 02/28/2014

## Action Plan History

Version	Date
B-11-MN-12-0018 AP#1	02/28/2014
B-11-MN-12-0018 AP#2	02/28/2014
B-11-MN-12-0018 AP#3	02/22/2012
B-11-MN-12-0018 AP#4	06/24/2011

