

Action Plan

Grantee: **Pembroke Pines, FL**

Grant: **B-11-MN-12-0022**

LOCCS Authorized Amount:	\$ 2,330,542.00
Grant Award Amount:	\$ 2,330,542.00
Status:	Reviewed and Approved
Estimated PI/RL Funds:	\$ 640,359.64
Total Budget:	\$ 2,970,901.64

Funding Sources

No Funding Sources Found

Narratives

Summary of Distribution and Uses of NSP Funds:

The City used NSP1 funds to address 44 units within its NSP1 target area. Among those 44 units, 36 were purchased directly by low-to-middle income households. The remaining 8 were/are being acquired and are being 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 NSP3 area.

The City's original NSP3 target area is bordered by the Florida Turnpike to the east, Southwest 72nd Avenue to the west, Pembroke Road to the south and Pines Boulevard, Southwest 64th Way, Southwest 5th Street, Southwest 67th Avenue, Southwest 8th Street, Southwest 68th Boulevard, and Southwest 9th Street to the north. This area is located within Census Tract 1101 block group 1, 2 and a portion of block group 3. On June 20, 2012, the City commission approved to expand the NSP3 target area to all areas east of Flamingo Road within the City boundaries. The new target area was approved after a formal amendment process and 15 day comment period.

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 ensure affordability of NSP assisted by implementing a 15 year affordability period for all assistance provided. Assistance will be secured by a mortgage and note held by the City. Recapture provisions involves the City receiving 100% of the NSP funding 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 or the terms that are agreed to between the City and household.



Definition of Blighted Structure:

The City's "Property Maintenance Code" is found under Chapter 150, Building , Section 150.95 Property Maintenance. The "Property Maintenance Code" declares the City's policy as the following:

B) Findings and declaration of policy.

(1). 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.

(2) . Conditions, including, but not limited to, structural deterioration, lack of maintenance, and appearance of exterior premises, infestation, lack of essential plumbing facilities, lack of maintenance or upkeep 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

(3). 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 removed, 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 neighborhood enhances and the public health, safety, and welfare protected and fostered.

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 take on rental units.

Housing Rehabilitation/New Construction Standards:

The City of Pembroke Pines 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 of Pembroke Pines 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 is not undertaking rental activity.

Grantee Contact Information:

City of Pembroke Pines
10100 Pines Boulevard
Pembroke Pines, Florida 33026
dfrank@ppines.com
(954)437-1107

Project Summary

Project #	Project Title	Grantee Activity #	Activity Title
9999	Restricted Balance	<i>No activities in this project</i>	
AcqRehab--003	Acquisition/Rehab (0 to 50% AMI)	Acq/Rehab 33	Acq/Rehab-13 SF Units (0 to 50% AMI)
Admin-004	Program Administration	Admin 043	Program Admin - Consultant
		Admin 053	Program Admin - City
PA-001	Purchase Assistance - Financing	PA 013	Purchase Assistance-S. Family Units (51-120%)
Purchase Assistance LH	Purchase Assistance	063	Purchase Assistance LH 25
Rehab -002	Rehabilitation (51-120% AMI)	Rehab 023	Rehabilitation (51-120% AMI)
Rehab LH 25--006	Rehab LH25	073	Rehab LH 25



Activities

Project # / AcqRehab--003 / Acquisition/Rehab (0 to 50% AMI)

Grantee Activity Number: Acq/Rehab 33
Activity Title: Acq/Rehab-13 SF Units (0 to 50% AMI)

Activity Type:

Acquisition - general

Project Number:

AcqRehab--003

Projected Start Date:

03/09/2011

Project Draw Block by HUD:

Not Blocked

Activity Draw Block by HUD:

Not Blocked

Block Drawdown By Grantee:

Not Blocked

National Objective:

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

Activity Status:

Under Way

Project Title:

Acquisition/Rehab (0 to 50% AMI)

Projected End Date:

03/09/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 769,954.83

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 769,954.83

Benefit Report Type:

Direct (Households)

Proposed Beneficiaries

Owner Households

Total

Low

Mod

Low/Mod%

3

0.00

of Households

3

0.00

Proposed Accomplishments

of Singlefamily Units

Total

3

of Housing Units

3



Activity is being carried out by

No

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

City of Pembroke Pines2

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

City of Pembroke Pines2

Organization Type

Local Government

Proposed Budget

\$ 769,954.83

Location Description:

On June 20, 2012, the City commission approved to expand the NSP3 target area to all areas east of Flamingo Road within the City boundaries. The new target area was approved after a formal amendment process and 15 day comment period.

The City's original NSP3 target area is bordered by the Florida Turnpike to the east, Southwest 72nd Avenue to the west, Pembroke Road to the south and Pines Boulevard, Southwest 64th Way, Southwest 5th Street, Southwest 67th Avenue, Southwest 8th Street, Southwest 68th Boulevard, and Southwest 9th Street to the north.

Activity Description:

The City will acquire NSP eligible properties, rehabilitate them, and then resell or rent them to NSP eligible buyers participating in the program. The City will focus attention on those properties that are difficult to purchase due to extensive repairs, code violations, etc. The intent is to rehabilitate them, remove signs of blight, and then put them on the market. All properties will be purchased according to appropriate program guidelines, including the minimum discount requirement and after environmental reviews have been completed.

Environmental Assessment: UNDERWAY

Environmental None

Project # / Admin-004 / Program Administration

Grantee Activity Number: Admin 043

Activity Title: Program Admin - Consultant

Activity Type:

Administration

Activity Status:

Under Way

Project Number:

Admin-004

Project Title:

Program Administration

Projected Start Date:

03/09/2001

Projected End Date:

03/09/2001



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

Benefit Report Type:

NA

Project Draw Block Date by HUD:**Activity Draw Block Date by HUD:****Total Budget:** \$ 224,025.96**Most Impacted and
Distressed Budget:** \$ 0.00**Other Funds:** \$ 0.00**Total Funds:** \$ 224,025.96**Activity is being carried out by**

No

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

City of Pembroke Pines2

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

City of Pembroke Pines2

Organization Type

Local Government

Proposed Budget

\$ 224,025.96

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.

Environmental Assessment: EXEMPT**Environmental** None



Grantee Activity Number:	Admin 053
Activity Title:	Program Admin - City

Activity Type:

Administration

Project Number:

Admin-004

Projected Start Date:

03/09/2011

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)

Activity Status:

Under Way

Project Title:

Program Administration

Projected End Date:

03/09/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 666.00

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 666.00

Benefit Report Type:

NA

Activity is being carried out by

No

Activity is being carried out through:

Organization carrying out Activity:

City of Pembroke Pines2

Proposed budgets for organizations carrying out Activity:

Responsible Organization

City of Pembroke Pines2

Organization Type

Local Government

Proposed Budget

\$ 73,054.00

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.

Environmental Assessment: EXEMPT

Environmental None

Project # / PA-001 / Purchase Assistance - Financing Mechanisms (51-

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

Activity Type:

Homeownership Assistance to low- and moderate-income

Project Number:

PA-001

Projected Start Date:

03/09/2011

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

Activity Status:

Under Way

Project Title:

Purchase Assistance - Financing

Projected End Date:

03/09/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 546,040.00

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 546,040.00

Benefit Report Type:

Direct (Households)

Proposed Beneficiaries

	Total	Low	Mod	Low/Mod%
# Owner Households	12		6	50.00
# of Households	12		6	50.00



Proposed Accomplishments**Total**

of Singlefamily Units

12

of Housing Units

12

Activity is being carried out by

No

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

City of Pembroke Pines2

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

City of Pembroke Pines2

Organization Type

Local Government

Proposed Budget

\$ 604,951.00

Location Description:

On June 20, 2012, the City commission approved to expand the NSP3 target area to all areas east of Flamingo Road within the City boundaries. The new target area was approved after a formal amendment process and 15 day comment period. The City's original NSP3 target area is bordered by the Florida Turnpike to the east, Southwest 72nd Avenue to the west, Pembroke Road to the south and Pines Boulevard, Southwest 64th Way, Southwest 5th Street, Southwest 67th Avenue, Southwest 8th Street, Southwest 68th Boulevard, and Southwest 9th Street to the north.

Activity Description:

The City of Pembroke Pines 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.

Environmental Assessment: EXEMPT**Environmental** None

Project # / Purchase Assistance LH 25--005 / Purchase Assistance**Grantee Activity Number:** 063**Activity Title:** Purchase Assistance LH 25**Activity Type:**

Homeownership Assistance to low- and moderate-income

Activity Status:

Under Way

Project Number:

Purchase Assistance LH 25--005

Project Title:

Purchase Assistance



Projected Start Date:

02/06/2013

Projected End Date:

03/01/2014

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: \$ 545,000.00**Most Impacted and Distressed Budget:** \$ 0.00**Other Funds:** \$ 0.00**Total Funds:** \$ 545,000.00**National Objective:**

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

Benefit Report Type:

Direct (Households)

Proposed Beneficiaries

Owner Households

Total

5

Low

5

Mod**Low/Mod%**

100.00

of Households

5

5

100.00

Proposed Accomplishments

of Singlefamily Units

Total

5

of Housing Units

5

Activity is being carried out by

No

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

City of Pembroke Pines2

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

City of Pembroke Pines2

Organization Type

Local Government

Proposed Budget

\$ 545,000.00



Location Description:

All Areas East of Flamingo within Pembroke Pines.

Activity Description:

Purchase Assistance for LH25

Environmental Assessment: EXEMPT

Environmental None

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

Grantee Activity Number: Rehab 023
Activity Title: Rehabilitation (51-120% AMI)

Activity Type:

Rehabilitation/reconstruction of residential structures

Project Number:

Rehab -002

Projected Start Date:

03/09/2011

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

Benefit Report Type:

Direct (Households)

Activity Status:

Under Way

Project Title:

Rehabilitation (51-120% AMI)

Projected End Date:

03/09/2014

Project Draw Block Date by HUD:**Activity Draw Block Date by HUD:**

Total Budget: \$ 742,965.10

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 742,965.10

Proposed Beneficiaries

Total

Low

Mod

Low/Mod%



# Owner Households	12	6	50.00
# of Households	12	6	50.00

Proposed Accomplishments	Total
# of Singlefamily Units	12
# of Housing Units	12

Activity is being carried out by

No

Activity is being carried out through:

Organization carrying out Activity:

City of Pembroke Pines2

Proposed budgets for organizations carrying out Activity:

Responsible Organization	Organization Type	Proposed Budget
City of Pembroke Pines2	Local Government	\$ 742,965.10

Location Description:

On June 20, 2012, the City commission approved to expand the NSP3 target area to all areas east of Flamingo Road within the City boundaries. The new target area was approved after a formal amendment process and 15 day comment period. The City's original NSP3 target area is bordered by the Florida Turnpike to the east, Southwest 72nd Avenue to the west, Pembroke Road to the south and Pines Boulevard, Southwest 64th Way, Southwest 5th Street, Southwest 67th Avenue, Southwest 8th Street, Southwest 68th Boulevard, and Southwest 9th Street to the north.

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 CDBG entitlement regulations and NSP eligible uses.

Environmental Assessment: UNDERWAY

Environmental None

Project # / Rehab LH 25--006 / Rehab LH25

Grantee Activity Number: 073
Activity Title: Rehab LH 25



Activity Type:

Rehabilitation/reconstruction of residential structures

Project Number:

Rehab LH 25--006

Projected Start Date:

02/06/2013

Project Draw Block by HUD:

Not Blocked

Activity Draw Block by HUD:

Not Blocked

Block Drawdown By Grantee:

Not Blocked

National Objective:

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

Benefit Report Type:

Direct (Households)

Activity Status:

Under Way

Project Title:

Rehab LH25

Projected End Date:

03/01/2014

Project Draw Block Date by HUD:**Activity Draw Block Date by HUD:****Total Budget:** \$ 142,249.75**Most Impacted and Distressed Budget:** \$ 0.00**Other Funds:** \$ 0.00**Total Funds:** \$ 142,249.75**Proposed Beneficiaries**

Owner Households

Total

5

Low

5

Mod**Low/Mod%**

100.00

of Households

5

5

100.00

Proposed Accomplishments

of Singlefamily Units

Total

5

of Multifamily Units

5

of Housing Units

10

Activity is being carried out by

No

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

City of Pembroke Pines2

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

City of Pembroke Pines2

Organization Type

Local Government

Proposed Budget

\$ 143,059.60



Location Description:

All areas East of Flamingo

Activity Description:

Rehab of LH25 properties

Environmental Assessment: UNDERWAY**Environmental** None

Action Plan Comments:

Reviewer - The City is amending its program to now allow for acquisition and rehab. This should improve the timetable for expenditure of all funds. Funds drawn from other activities are as follows:

Activity Number	Name	Change
043	Program Admin - Contractor	(\$10.00)
053	Program Admin - City	(\$72,388.00)
013	Purchase Asst 51-120%	(\$58,911.00)
063	Purchase Asst LH 25	(\$125,000.00)
023	Rehab 51-120%	(\$214,635.90)
073	Rehab LH 25	(\$189,576.60)
033	Acquisition Rehab	\$660,521.50

DT 9/30/2014.

Reviewer - Activity 073 Rehab LH 25 was reduced by \$809.85 Activity 033 AcqRehab was increased by \$809.85

Reviewer - Action Plan submitted by mistake per conversation with Marilyn Callwood, CRA of Florida.

Reviewer - submitted by grantee by accident per conversation on 4/2/2020.

Reviewer - Changes made to flags, overall budget, admin budget, and Rehab Activity #023

Action Plan History**Version****Date**

B-11-MN-12-0022 AP#1

04/18/2011

B-11-MN-12-0022 AP#2

03/21/2012



B-11-MN-12-0022 AP#3	07/02/2012
B-11-MN-12-0022 AP#4	03/11/2013
B-11-MN-12-0022 AP#5	09/30/2014
B-11-MN-12-0022 AP#6	09/30/2014
B-11-MN-12-0022 AP#7	06/19/2018
B-11-MN-12-0022 AP#8	10/23/2018
B-11-MN-12-0022 AP#9	03/22/2020
B-11-MN-12-0022 AP#10	04/02/2020
B-11-MN-12-0022 AP#11	04/14/2020

