

**Grantee: Pembroke Pines, FL**

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

**July 1, 2011 thru September 30, 2011 Performance Report**

**Grant Number:**

B-11-MN-12-0022

**Obligation Date:****Grantee Name:**

Pembroke Pines, FL

**Award Date:****Grant Amount:**

\$2,330,542.00

**Contract End Date:**

03/09/2014

**Grant Status:**

Active

**Review by HUD:**

Submitted - Await for Review

**QPR Contact:**

Shekeria Brown

**Disasters:****Declaration Number**

NSP

**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 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.

The proposed NSP3 target area consists of 1052 housing units and has a NSP3 score of 20, which is the maximum score an area can receive. Between 2004 and 2007, the area had 654 new mortgages. There were 92 foreclosure starts in the past 12 months and 27 foreclosures between July 2009 and June 2010. According to the HUD NSP mapping tool, a total of 18 properties need to be assisted in the area to address 20% of the REO properties and have a visible impact.

The City facilitated the financing or acquisition of 7 properties in the NSP3 area between July 2009 and December 2010. It proposes to address approximately 15 more properties in this area with its NSP3 funding.

**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

Overall	This Report Period	To Date
Total Projected Budget from All Sources	N/A	\$2,330,542.00
Total CDBG Program Funds Budgeted	N/A	\$2,330,542.00
Program Funds Drawdown	\$175,685.00	\$175,685.00
Program Funds Obligated	\$330,935.00	\$330,935.00
Program Funds Expended	\$175,685.00	\$175,685.00
Match Contributed	\$0.00	\$0.00
Program Income Received	\$0.00	\$0.00
Program Income Drawdown	\$0.00	\$0.00

## Progress Toward Required Numeric Targets

Requirement	Required	To Date
Overall Benefit Percentage (Projected)		0.00%
Overall Benefit Percentage (Actual)		0.00%
Minimum Non-Federal Match	\$0.00	\$0.00
Limit on Public Services	\$349,581.30	\$0.00
Limit on Admin/Planning	\$233,054.20	\$120,775.00
Limit on State Admin	\$0.00	\$0.00

## Progress Toward Activity Type Targets

Activity Type	Target	Actual
Administration	\$233,054.20	\$233,054.00

## Progress Toward National Objective Targets

National Objective	Target	Actual
NSP Only - LH - 25% Set-Aside	\$582,635.50	\$1,187,587.00

## Overall Progress Narrative:

As of September 30, 2011 the City has 5 NSP3 properties under contract. The City's goal is to assist 12 low to middle income buyers with purchase assistance and acquire 2 to 3 properties. The City is still accepting program applications.

## Project Summary

Project #, Project Title	This Report Period	To Date	
	Program Funds Drawdown	Project Funds Budgeted	Program Funds Drawdown

9999, Restricted Balance	\$0.00	\$0.00	\$0.00
AcqRehab--003, Acquisition/Rehab (0 to 50% AMI)	\$0.00	\$582,636.00	\$0.00
Admin-004, Program Administration	\$120,775.00	\$233,054.00	\$120,775.00
PA-001, Purchase Assistance - Financing Mechanisms (51-120%	\$54,910.00	\$604,951.00	\$54,910.00
Rehab -002, Rehabilitation (51-120% AMI)	\$0.00	\$909,901.00	\$0.00

## Activities

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

**Activity Category:**

Acquisition - general

**Project Number:**

AcqRehab--003

**Projected Start Date:**

03/09/2011

**Benefit Type:**

**Activity Status:**

Planned

**Project Title:**

Acquisition/Rehab (0 to 50% AMI)

**Projected End Date:**

03/09/2014

**Completed Activity Actual End Date:**

**National Objective:**

NSP Only - LH - 25% Set-Aside

**Responsible Organization:**

City of Pembroke Pines

Overall	Jul 1 thru Sep 30, 2011	To Date
<b>Total Projected Budget from All Sources</b>	N/A	\$582,636.00
<b>Total CDBG Program Funds Budgeted</b>	N/A	\$582,636.00
<b>Program Funds Drawdown</b>	\$0.00	\$0.00
<b>Program Funds Obligated</b>	\$0.00	\$0.00
<b>Program Funds Expended</b>	\$0.00	\$0.00
City of Pembroke Pines	\$0.00	\$0.00
<b>Match Contributed</b>	\$0.00	\$0.00
<b>Program Income Received</b>	\$0.00	\$0.00
<b>Program Income Drawdown</b>	\$0.00	\$0.00

**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.

**Location Description:**

The City's 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 Progress Narrative:**

No new activity this quarter under this strategy.

**Accomplishments Performance Measures**

	This Report Period Total	Cumulative Actual Total / Expected Total
# of Properties	0	0/3

  

	This Report Period Total	Cumulative Actual Total / Expected Total

# of Housing Units	0	0/3
# of Singlefamily Units	0	0/3

### Beneficiaries Performance Measures

No Beneficiaries Performance Measures found.

### Activity Locations

No Activity Locations found.

### Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

#### Other Funding Sources

Amount

No Other Funding Sources Found

Total Other Funding Sources

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<b>Grantee Activity Number:</b>	<b>Admin 043</b>
<b>Activity Title:</b>	<b>Program Admin - Consultant</b>

**Activity Category:**

Administration

**Activity Status:**

Planned

**Project Number:**

Admin-004

**Project Title:**

Program Administration

**Projected Start Date:**

03/09/2001

**Projected End Date:**

03/09/2001

**Benefit Type:**

Area Benefit

**Completed Activity Actual End Date:**

**National Objective:**

NSP Only - LMMI

**Responsible Organization:**

City of Pembroke Pines

<b>Overall</b>	<b>Jul 1 thru Sep 30, 2011</b>	<b>To Date</b>
<b>Total Projected Budget from All Sources</b>	N/A	\$160,000.00
<b>Total CDBG Program Funds Budgeted</b>	N/A	\$160,000.00
<b>Program Funds Drawdown</b>	\$120,775.00	\$120,775.00
<b>Program Funds Obligated</b>	\$160,000.00	\$160,000.00
<b>Program Funds Expended</b>	\$120,775.00	\$120,775.00
City of Pembroke Pines	\$120,775.00	\$120,775.00
<b>Match Contributed</b>	\$0.00	\$0.00
<b>Program Income Received</b>	\$0.00	\$0.00
<b>Program Income Drawdown</b>	\$0.00	\$0.00

**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.

**Location Description:**

N/A

**Activity Progress Narrative:**

Community Redevelopment Associates of Florida, Inc.(CRA) has been completing intakes for all households interested in receiving NSP3 assistance from the City. As of September 30, 2011, CRA completed the intake of 55 pre-approved program applications. CRA is working with the City to close NSP3 properties under contract and transition them to the home repair phase of program. CRA also oversees overall program compliance, home repairs, and acquisition activities for the City.

**Accomplishments Performance Measures**

**No Accomplishments Performance Measures found.**

## Beneficiaries Performance Measures

No Beneficiaries Performance Measures found.

## Activity Locations

No Activity Locations found.

## Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

### Other Funding Sources

Amount

No Other Funding Sources Found

Total Other Funding Sources

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**Grantee Activity Number:** Admin 053

**Activity Title:** Program Admin - City

**Activity Category:**

Administration

**Activity Status:**

Planned

**Project Number:**

Admin-004

**Project Title:**

Program Administration

**Projected Start Date:**

03/09/2011

**Projected End Date:**

03/09/2014

**Benefit Type:**

N/A

**Completed Activity Actual End Date:**

**National Objective:**

N/A

**Responsible Organization:**

City of Pembroke Pines

**Overall**

**Jul 1 thru Sep 30, 2011**

**To Date**

<b>Total Projected Budget from All Sources</b>	N/A	\$73,054.00
<b>Total CDBG Program Funds Budgeted</b>	N/A	\$73,054.00
<b>Program Funds Drawdown</b>	\$0.00	\$0.00
<b>Program Funds Obligated</b>	\$0.00	\$0.00
<b>Program Funds Expended</b>	\$0.00	\$0.00
City of Pembroke Pines	\$0.00	\$0.00
<b>Match Contributed</b>	\$0.00	\$0.00
<b>Program Income Received</b>	\$0.00	\$0.00
<b>Program Income Drawdown</b>	\$0.00	\$0.00

**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.

**Location Description:**

N/A

**Activity Progress Narrative:**

The City continues to work with its consultant to implement the NSP3 program. The City reviews all financial transactions, oversees property acquisitions/procurement activities and monitors the consultant and program's progress.

**Accomplishments Performance Measures**

**No Accomplishments Performance Measures found.**

**Beneficiaries Performance Measures**

**No Beneficiaries Performance Measures found.**

## Activity Locations

No Activity Locations found.

## Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

### Other Funding Sources

Amount

No Other Funding Sources Found

Total Other Funding Sources

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**Grantee Activity Number: PA 013**

**Activity Title: Purchase Assistance-S. Family Units (51-120%)**

**Activity Category:**

Homeownership Assistance to low- and moderate-income

**Activity Status:**

Planned

**Project Number:**

PA-001

**Project Title:**

Purchase Assistance - Financing Mechanisms (51-120%)

**Projected Start Date:**

03/09/2011

**Projected End Date:**

03/09/2014

**Benefit Type:**

Direct Benefit (Households)

**Completed Activity Actual End Date:**

**National Objective:**

NSP Only - LH - 25% Set-Aside

**Responsible Organization:**

City of Pembroke Pines

**Overall**

**Jul 1 thru Sep 30, 2011**

**To Date**

<b>Total Projected Budget from All Sources</b>	N/A	\$604,951.00
<b>Total CDBG Program Funds Budgeted</b>	N/A	\$604,951.00
<b>Program Funds Drawdown</b>	\$54,910.00	\$54,910.00
<b>Program Funds Obligated</b>	\$170,935.00	\$170,935.00
<b>Program Funds Expended</b>	\$54,910.00	\$54,910.00
City of Pembroke Pines	\$54,910.00	\$54,910.00
<b>Match Contributed</b>	\$0.00	\$0.00
<b>Program Income Received</b>	\$0.00	\$0.00
<b>Program Income Drawdown</b>	\$0.00	\$0.00

**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.

**Location Description:**

The City's 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 Progress Narrative:**

As of September 30, 2011, there are five properties under contract, with several new contracts pending execution.

\* Please note: This activity is not part of the 25% low income set-aside. The Action Plan will be corrected to reflect this as an activity to benefit low to middle income households.

**Accomplishments Performance Measures**

	<b>This Report Period</b>	<b>Cumulative Actual Total / Expected</b>
	<b>Total</b>	<b>Total</b>
<b># of Housing Units</b>	0	0/12
<b># of Singlefamily Units</b>	0	0/12

## Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected			
	Low	Mod	Total	Low	Mod	Total	Low/Mod%
# of Households	0	0	0	0/0	0/6	0/12	0
# Owner Households	0	0	0	0/0	0/6	0/12	0

## Activity Locations

No Activity Locations found.

## Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources	Amount
No Other Funding Sources Found	
Total Other Funding Sources	

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**Grantee Activity Number:** Rehab 023

**Activity Title:** Rehabilitation (51-120% AMI)

**Activity Category:**

Rehabilitation/reconstruction of residential structures

**Activity Status:**

Planned

**Project Number:**

Rehab -002

**Project Title:**

Rehabilitation (51-120% AMI)

**Projected Start Date:**

03/09/2011

**Projected End Date:**

03/09/2014

**Benefit Type:**

Direct Benefit (Households)

**Completed Activity Actual End Date:**

**National Objective:**

NSP Only - LMMI

**Responsible Organization:**

City of Pembroke Pines

**Overall**

**Jul 1 thru Sep 30, 2011**

**To Date**

<b>Total Projected Budget from All Sources</b>	N/A	\$909,901.00
<b>Total CDBG Program Funds Budgeted</b>	N/A	\$909,901.00
<b>Program Funds Drawdown</b>	\$0.00	\$0.00
<b>Program Funds Obligated</b>	\$0.00	\$0.00
<b>Program Funds Expended</b>	\$0.00	\$0.00
City of Pembroke Pines	\$0.00	\$0.00
<b>Match Contributed</b>	\$0.00	\$0.00
<b>Program Income Received</b>	\$0.00	\$0.00
<b>Program Income Drawdown</b>	\$0.00	\$0.00

**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.

**Location Description:**

The City's 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 Progress Narrative:**

No new activity this quarter.

**Accomplishments Performance Measures**

	<b>This Report Period</b>	<b>Cumulative Actual Total / Expected</b>
	<b>Total</b>	<b>Total</b>
<b># of Housing Units</b>	0	0/12
<b># of Singlefamily Units</b>	0	0/12

## Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected			
	Low	Mod	Total	Low	Mod	Total Low/Mod%	
# of Households	0	0	0	0/0	0/6	0/12	0
# Owner Households	0	0	0	0/0	0/6	0/12	0

## Activity Locations

No Activity Locations found.

## Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources	Amount
No Other Funding Sources Found	
Total Other Funding Sources	

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