

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

<https://miamidade.zoom.us/j/96658535526>

FRIDAY, MAY 8, 2020 MEETING AGENDA
2:00 PM – 3:30 PM

Instructions for Public Comment Participation:

- Call 305-375-2820 no later than 5:00 p.m. on Thursday May 7, 2020, and leave a voice message which will be played during the meeting; include your name, address and the number of the agenda item(s) you wish to address.
- Send an e-mail to jasoner@miamidade.gov no later than 5:00 p.m. on Thursday May 7, 2020, which will be read into the record; include your name, address and the number of the agenda item(s) you wish to address.
- Voice messages, or e-mails once read, shall not exceed two minutes.

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- | | | |
|-------------|--|-----------------------------------|
| I. | Meeting Call to Order and Roll Call | Jorge Fernandez / Chairman Forbes |
| II. | Virtual Meeting Procedures & Instructions | |
| | <ul style="list-style-type: none">• Resolution Adopting Rules of Procedures for
Virtual Board of Directors Meeting | Steve Zelkowitz / Jorge Fernandez |
| III. | Reasonable Opportunity for the Public to be Heard | Staff |
| | <ul style="list-style-type: none">• Electronic messages & phone calls received will be read / introduced | |
| IV. | Approval of Agenda | Chairman Forbes |
| V. | Action Items | Jorge Fernandez / Kevin Greiner |
| | A. Resolution Approving an Emergency Business Grant Program in an amount not to exceed \$500,000.00 and Awarding a Contract to Neighbors and Neighbors Inc. for Administration of Emergency Business Grant Program in the Amount of \$45,000.00. | |
| | B. Resolution Approving the Amended FY 2019-20 Budget in the Total Amount of \$6,309,834.00 to Include Funding for an Emergency Business Grant Program | |
| | C. Resolution Approving Partnering with Farm Share Inc. to Provide Needed Meals to the Area Residents and Awarding an Emergency Financial Allocation in an Amount to Be Determined | |
| VI. | Adjournment | |

<http://www.miamidade.gov/global/government/boards/naranja-lakes-cra.page>

Resolution No. 2020-02

A RESOLUTION BY THE CHAIR AND BOARD MEMBERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY ADOPTING RULES OF PROCEDURE FOR VIRTUAL BOARD OF DIRECTORS MEETINGS IN ACCORDANCE WITH THE FLORIDA GOVERNOR'S EXECUTIVE ORDER 20-69, THAT TAKE PLACE DURING THE PENDENCY OF THE STATE OF EMERGENCY DECLARED IN FLORIDA GOVERNOR'S EXECUTIVE ORDER 20-52 AS EXTENDED BY FLORIDA GOVERNOR'S EXECUTIVE ORDER 20-112; AND APPROVING AN EFFECTIVE DATE

WHEREAS, it is well established in opinions issued by the Florida Attorney General that in order to establish a quorum, the requisite number of members must be physically present in the room and, that if a quorum is physically present, the participation of an absent member by telephone/video is permissible due to extraordinary circumstances; and

WHEREAS, the Center for Disease Control and Prevention has advised that in order to limit the spread of the Coronavirus/COVID-19, individuals should adopt far-reaching social distancing measures; and

WHEREAS, finding it necessary and appropriate to take action to ensure that Coronavirus/COVID-19 remains controlled and that residents and visitors in Florida remain safe and secure, on March 20, 2020, the Governor of the State of Florida issued Executive Order No. 20-69 ("Order") suspending any Florida Statute, "that requires a quorum to be present in person requires a local government body to meet at a specific public place;" and

WHEREAS, the Order also expressly permits local government bodies to utilize communications media technology, such as telephonic and video conferencing ("Virtual Meetings"), as provided in §120.54(5)(b)(2), Florida Statutes; and

WHEREAS, the Order does not waive any other requirement under the Florida Constitution or “Florida’s Government in the Sunshine Law,” including Chapter 286, Florida Statutes; and

WHEREAS, the Order requires that local government bodies adopt rules of procedure for Virtual Meetings, in accordance with section 120.54(5)(b)(2), Florida Statutes; and

WHEREAS, in order to comply with the Order, the Chair and Board Members of the Naranja Lakes Community Redevelopment Agency desire to adopt rules of procedure for Virtual Meetings

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

Section 1. Recitals. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. Adoption of Virtual Meeting Rules. In accordance with the Order, Chapter 252, Florida Statutes, and §120.54 Florida Statutes, the Rules of Procedure adopted and used by Miami-Dade County for Virtual Meetings that take place during the pendency of the State of Emergency declared in the Governor’s Executive Order 20-52 as extended by Florida Governor’s Executive Order 20-112 are hereby adopted.

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

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

Kenneth Forbes, Chair

ATTEST:

_____, Board Member

APPROVED AS TO LEGAL SUFFICIENCY:

_____, CRA Attorney

Motion to adopt by Board Member _____, seconded by

_____ Board Member .

Final Vote at Adoption:

Chairperson Kenneth Forbes _____ (Yes) _____ (No)

Commissioner Stuart Archer _____ (Yes) _____ (No)

Commissioner Alex Ballina _____ (Yes) _____ (No)

Commissioner Kametra Driver _____ (Yes) _____ (No)

Commissioner Mark Wilson _____ (Yes) _____ (No)



Date: May 8, 2020

To: Kenneth Forbes, Chairman
and Board Members Naranja Lakes Community Redevelopment Agency

From: Jorge M. Fernandez, Executive Director
Naranja Lakes Community Redevelopment Agency

Subject: Resolution Approving a Small Business Emergency Grant Program and Agreement with Neighbors and Neighbors Association, Inc. for Grant Coordination Services in the Amount of \$45,000

Recommendation

It is recommended that the Board of Commissioners (Board) of the Naranja Lakes Community Redevelopment Agency (Agency) approve a Small Business Emergency Grant Program (Grant Program) in an amount not to exceed \$500,000 for the purpose of providing funding to up to 166 small businesses located in the Redevelopment Area and which have been negatively impacted by the ordered shut down of non-essential business by the Governor and the County Mayor due to the novel coronavirus diseases 2019 (COVID-19) pandemic. It is recommended that the Board authorize the Executive Director or Executive Director's designee to execute the grant agreements with the businesses approved for funding through the Grant Program and to exercise all provisions contained therein without further Board approval. It is further recommended that the Board waive by a two-thirds vote of the Board members present the competitive bidding process and the bid protest procedures, and authorize the Executive Director or Executive Director's designee to execute an agreement with Neighbors and Neighbors Association, Inc. (NANA), for administrating the Grant Program in an amount not to exceed \$45,000 and to exercise all provisions contained therein.

Fiscal Impact

The Grant Program will offer \$3,000 to up to 166 small businesses in the redevelopment area for a total of \$500,000. The funding of both, the administration and actual grants, are budgeted for in the Agency's Fiscal Year 2019-20 adopted budget through the Business Development / Job Creation (*Grants*) and Grant Coordinator line items in the amount of \$650,000 and \$65,000 respectively. Staff is recommending that the Business Development / Job Creation line item be decreased to \$150,000 and that the remaining \$500,000 be identified as allocated for the Emergency Small Business Grant Program in response to the economic crises caused by the Corona Virus 19 pandemic. A separate resolution for the Board's consideration amends the adopted FY 2019-20 budget to reflect the funding as recommended.

Background

Earlier this year the World Health Organization (WHO) identified and declared a severe acute respiratory illness, COVID-19, to be a public health emergency of international concern and further declared it to be a pandemic. This action was followed by the Centers for Disease Control and Prevention (CDC) issuing a series of international travel advisories restricting non-essential travel in an effort to minimize the spread of the virus.

On March 9, 2020, Florida Governor Ron DeSantis declared a state emergency due to the COVID-19 public health crisis, and, subsequently Mayor Carlos Gimenez ordered the closing of all non-essential businesses

on March 19, 2020. This was finally followed by the Governor's issuance of a "safer-at-home" Order for the Miami-Dade, Broward, Palm Beach and Monroe counties one week later. These sudden and unforeseen closures and "stay-at-home" orders have had a deleterious effect on many small and large businesses on all levels: local, national and abroad.

Small business, especially those within the Redevelopment Area, have been hit particularly hard. While the total economic losses are still being calculated, it is estimated that more than 300,000 South Florida jobs could be lost due to COVID pandemic.

While the federal government created the Coronavirus Relief Fund, established under the CARES Act 2020 to provide direct funding to states and local governments with a population over 500,000 and the State is also offering some relief, many small businesses will require more immediate assistance. Therefore, in consultation with Chairman Forbes and Kevin Greiner, CRA Economic Development Coordinator, a temporary emergency relief grant program is recommended to assist the severely impacted businesses within the Agency district. The CRA currently has no Grants Administrator through which to operate a grants program or facilitate an emergency grants operation. To this end, and in accordance with the County's sole source guidelines, staff is recommending the services of an established firm with a proven track record of working with small businesses and expediting the payment process, Neighbors and Neighbors Association, Inc. (NANA).

NANA administers Miami-Dade County's "Mom and Pop Small Business Grant Program" which provides financial and technical assistance to qualified small businesses approved to receive dedicated funding through Miami-Dade County. In this capacity, NANA assists small businesses with business training, negotiations with government agencies, permitting process, licenses, code compliance, completing grant and loan applications, County business entity registration and non-computer literate business owners. Funds from the grant can be used to purchase equipment, supplies, advertising/marketing, inventory, building liability insurance, security systems and to make small renovations. In addition, NANA administered the Agency's Fiscal Year 2015-16 Business Grant Program; working with multiple business through various steps of the grant process continuum, such as marketing the program, providing technical assistance to interested businesses, reviewing and gathering required business documents, and ranking applicants, which culminated in recommending three \$15,000 awards.

As detailed in the attachment application to the resolution, the proposal is to provide up to \$3,000 emergency grants on a first-come, first-serve basis. These grants will be available immediately and are for eligible existing small businesses within the redevelopment area. The business must have 10 employees or less to qualify and must show a 50 percent drop in revenues since March 6, 2020. These grants can be used for rent, mortgage, payroll, inventory, emergency repairs, utilities, insurance, etc. Any business which does not abide by the program guidelines, will be required to re-pay the Agency.

Due to the overwhelming circumstances faced by our local businesses in the Redevelopment Area and in order to expedite the release of much needed funding and get the word out to the CRAs business community, adhering to the social distancing regulations, NANA will conduct the following activities: contact all businesses via telephone / direct mailings; forward a program flyer via e-mail blasts; and host Zoom video teleconferencing technical assistances sessions (both group and individual).

Afterwards, NANA will only forward applications to the Agency from businesses which they have deemed meet the requirements of the emergency grant and have committed to using the funds for only the allowed purposes(s). Specifically, the Grant Program, will work in the following manner:

1. A business will contact NANA for an application to determine their eligibility.
2. If approved, NANA will coordinate the receipt of a complete application and back-up materials.
3. NANA will bundle and forward a single check request and attestation to Miami-Dade County (Office of Management and Budget, "OMB") along with all back-up/justification materials, for those businesses which qualify based on the CRAs application guidelines.
4. The County, OMB will forward payment directly to NANA for expedited disbursement to the respective businesses through formats which allow for appropriate tracking and flexibility, in light of

the social distancing constraints and requirements (i.e., via direct mail, electronically, Paypal, Venmo, CashApp, etc.). NANA will forward payment to businesses within.

5. NANA will follow-up with the business after payment is made to ensure compliance with the Agreement and offer any technical assistance which may be needed.
6. Based on the duration of the emergency grant process, NANA will provide a report of all emergency grants awarded (and other details) after months 2 and 4.
7. A close-out report will be forwarded to the Agency at the conclusion of the entire emergency grants process.

Any business which does not abide by the terms of the Agreement will be deemed to be in breach of the Agreement and the Agency will direct the business to return the funds that have been disbursed to it.

As a result of the need to make sure that small businesses in the Redevelopment Area quickly receive the benefits of the Grant Program, staff recommends that it is in the Agency's best interest to delegate to the Executive Director or the Executive Director's designee the authority to execute all grant agreements without seeking Board approval. The Executive Director or the Executive Director's designee or NANA will however, provide a report to the Board regarding the total number of small businesses that applied for and received funding and the names and addresses each month and a final report thirty days after close-out of the program.

Attachment

Resolution No. 2020-03

A RESOLUTION BY THE CHAIR AND BOARD MEMBERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY APPROVING THE CREATION OF AN EMERGENCY GRANT PROGRAM IN AN AMOUNT NOT TO EXCEED \$500,000.00 FOR THE PURPOSE OF PROVIDING FUNDING TO UP TO 166 SMALL BUINESSES LOCATED IN THE REDEVELOPMENT AREA AND WHICH HAVE BEEN NEGATIVELY IMPACTED BY THE ORDERED SHUT DOWN OF NON-ESSENTIAL BUSINESSES BY THE GOVERNOR AND COUNTY MAYOR DUE TO NNOVER CORONAVIRUS DISEASES 2019 (COVID-19) PANDEMIC; WAIVING FORMAL BID PROCEDURES PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE, AND BID PROTEST PROCEDURES OF SECTIONS 2-8.3 AND 2-8.4 OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; AWARDING A CONTRACT TO NEIGHBORS AND NEIGHBORS ASSOCIATION, INC., TO PROVIDE EMERGENCY SMALL GRANT PROGRAM SERVICES TO THE AGENCY IN AN ESTIMATED AMOUNT OF \$45,000.00 FOR A SIX-MONTH TERM; AND AUTHORIZING THE AGENCY'S EXECUTIVE DIRECTOR OR HIS DESIGNEE TO EXECUTE SUCH CONTRACT FOR AND ON BEHALF OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY AND TO EXERCISE ALL PROVISIONS OF THE CONTRACT PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38; AND APPROVING AN EFFECTIVE DATE

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

WHEREAS, in response to the recent outbreak of the Novel Coronavirus Disease 2019 ("COVID-19"), the Centers for Disease Control and Prevention has deemed it necessary to restrict non-essential travel;

WHEREAS, due to the declaration of a public health crisis on March 1, 2020 as a result of COVID-19, the Governor of the State of Florida declared a state emergency on March 9, 2020;

WHEREAS, one of the Agency’s mission is to provide small business grants to the Area’s businesses;

WHEREAS, small businesses have been disproportionately affected by the temporary closure of all non-essential services;

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD MEMBERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY, that:

Section 1. Recitals. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. Creation of an Emergency Grant Program. This Board approves the creation of an emergency grant program (“Grant Program”) in an amount not to exceed \$500,000.00 for the purpose of providing funding to up to 166 small businesses located in the Redevelopment Area and which have been negatively impacted by the ordered shut down of non-essential businesses by the Governor and the County Mayor due to the novel coronavirus diseases 2019 (COVID-19) pandemic, as more fully described in Exhibit 1 attached hereto and incorporated herein by reference.

Section 3. Waive Formal Bid Procedures and Award Emergency Small Business Grant Contract. This Board finds it is in the best interest of the Naranja Lakes Community Redevelopment Agency (“Agency”) to waive formal bid procedures, pursuant to Section 2-8.1 of the County Code, by a two-thirds (2/3) vote of the Board members present, and award an emergency small business grant contract to Neighbors and Neighbors, Association, Inc. to provide emergency small business grant services to the Agency in an estimated amount of \$500,000.00 for a six-month term, subject to this Board’s approval. This Board further

authorizes the Executive Director to execute such contract, in substantially the form attached hereto and made a part hereof, and exercise all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

Section 3. Waive Bid Protest Procedures. This Board also waives the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code pertaining to bid protests, by a two-thirds (2/3) vote of the Board members present.

Section 4. Execution of Agreement with Neighbors and Neighbors Association, Inc. The Executive Director is hereby authorized to execute the agreement with Neighbors and Neighbors, Association, Inc. and to take all action necessary to implement the terms of the agreement.

Section 5. Execution of Business Grant Agreements. This Board further authorizes the Executive Director to execute grant agreements with the businesses approved for funding through the Grant Program and to exercise all provisions contained therein without further Board approval.

Section 6. Effective Date. This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the Naranja Lakes Community Redevelopment Agency, this 8th day of May, 2020.

Kenneth Forbes, Chair

ATTEST:

_____, Board Member

APPROVED AS TO LEGAL SUFFICIENCY:

_____, CRA Attorney

Motion to adopt by Board Member _____, seconded by

_____ Board Member .

Final Vote at Adoption:

Chairperson Kenneth Forbes _____ (Yes) _____ (No)

Commissioner Stuart Archer _____ (Yes) _____ (No)

Commissioner Alex Ballina _____ (Yes) _____ (No)

Commissioner Kametra Driver _____ (Yes) _____ (No)

Commissioner Mark Wilson _____ (Yes) _____ (No)

Naranja Lakes Community Redevelopment Agency Emergency Small Business Grant Program

EMERGENCY SMALL BUSINESS GRANTS: In response to the economic crisis as a result of the Novel Coronavirus Disease 2019 (COVID-19), the Naranja Lakes Community Redevelopment Agency (CRA) has launched an Emergency Small Business Grant Program to assist businesses within the CRA Redevelopment Area. The CRA is offering up to \$3,000 grants to help keep your business open.

ELIGIBLE USES/REQUIREMENTS: To be eligible for the grant, your business must meet the following conditions:

1. Employ 10 employees or less
2. Be located within the Naranja Lakes CRA Boundaries
3. Must prove at least a 50% loss in monthly revenue since March 1, 2020, and
4. Can be any locally-owned business. Exceptions include: Religious institutions, residences, adult entertainment businesses, bars and liquor stores are not eligible.
5. Applicable Miami-Dade County/state licenses must be up to date.
6. Owner/Operator or Applicant shall have no outstanding liens, violations, pending litigation with Miami-Dade County or the Naranja Lakes CRA or any unpaid real and/or tangible personal property taxes.
7. Only one application, per business is allowed and must be signed by the majority owner of the business. Applicants may not submit multiple applications using different partners, family members or other persons.
8. Applications must be completed in full, signed and submitted to be considered.

The grant can be used for the following business purposes: purchasing inventory, rent, mortgage payments, salaries and/or emergency repairs.

To apply, please complete the application on the following page. The time required to complete the application is approximately 20 minutes. Grants will be awarded on a first-come, first-served basis, until the CRA spends its entire emergency fund budget. The CRA will notify you of approval or denial within 7-10 business days of receipt of your application. If approved, the CRA will require proof of all payments to vendors and employees.

Please send or e-mail your completed application package to:

Neighbors and Neighbors Association, Inc. (NANA)

5120 NW 24th Avenue

Miami, Florida 33150

Attention: Leroy Jones, Executive Director

or apply@nanafi.org with the subject "Naranja Lakes CRA Emergency Grant"

Interested parties may contact Alice Townsend, NANA, at (305) 756-0605 to receive instructions on how to complete the application. Applicants must thoroughly review application guidelines and terms and conditions to ensure eligibility.

Naranja Lakes Community Redevelopment Agency

Emergency Small Business Grant Program Application

Is this business located within the Naranja Lakes CRA Boundary? Yes _____ No _____

1. LEGAL NAME OF BUSINESS: _____
2. NAME OF OWNER, CEO, OR MANAGING PARTNER: _____
3. BUSINESS ADDRESS: _____
4. BUSINESS PHONE: _____ 4a. OWNER/CEO EMAIL: _____

5. DATE BUSINESS ESTABLISHED: _____ 5a. FEDERAL TAX ID#: _____

6. BUSINESS INDUSTRY: _____ 6a. COUNTY BUSINESS TAX NUMBER: _____

7. CHECK BUSINESS TYPE - SOLE PROPRIETORSHIP: _____ CORPORATION: _____ PARTNERSHIP: _____
8. NUMBER OF EMPLOYEES WORKING AT THIS LOCATION: _____
9. TOTAL 2019 REVENUE: ANNUAL \$ _____ MONTHLY (AVERAGE) \$ _____
10. Please provide all of the following:
 - a. Certified Copy of the Business's Articles of Organization or Incorporation
 - b. Copy of Current Lease
 - c. Copy of County Business License
11. Please provide proof that your business is losing 50% or more monthly revenue since March 1, 2020. Valid documents can include bank statements, business tax returns, or a certified statement from an accountant and can include cancelled contracts. Also, if you are currently closed, please send us proof of the closing of the business at this location. Please do not send copies of receipts. Attach your proof to this application.
12. List all uses of the grant funding, including the amount, vendor (payee), and purpose of the payment.

Payment Amount	Vendor/Payee Name	Purpose

13. TOTAL FUNDING REQUESTED (\$3,000 MAXIMUM): _____

Additional information may be requested by the Agency to determine program eligibility. Certification and signature are required on the next page.

Naranja Lakes Community Redevelopment Agency Emergency Small Business Grant Program Application

Certification and Signature Page

This form must be signed by the CEO, Managing Principal, Majority Owner, or Corporate Officer with the power to bind the company to contracts.

The undersigned, by submitting this proposal, certifies the following:

1. That the Legal name of the Applicant's Company/Business submitting this application is:

_____;

2. That I am the Sole Proprietor, President, CEO, or other officer of the Company, and as such have full authority to make this affidavit and execute all agreements on behalf of the Company;
3. That I am not an employee of Miami-Dade County;
4. That the information given herein and in the documents attached hereto are true and correct, and;
5. In submitting this proposal, the Applicant/Company agrees with all the terms, conditions, and specifications required by the Naranja Lakes Community Redevelopment Agency in this grant application, and that applicant/company has this document and fully understand its contents.
6. By executing this application that the funds provided herein will only be used for the purposes stated herein and if not used for the purposes stated herein the CRA shall have the right to demand repayment of all or a portion of the funds, in its sole discretion.
7. In the event that my request for funding is approved by the Agency, I understand and agree that no funds will be disbursed to me until I execute an agreement with the CRA and comply with the terms therein.
8. You will be required to provide receipts/proof for all qualifying expenses claimed under this grant within 30 days of receipt of grant funds. If applicant/company does not follow the above requirements, the grant will be due in full.
9. The grantee will be required to provide any reporting information (oral, written, in-person) to the CRA in future meetings.

The information submitted on this document is true to the best of my knowledge.

Name

Signature

Date

The Naranja Lakes CRA reserves the right at its sole and absolute discretion, to reject any and all grant applications, postpone or cancel the grant program or waive any irregularities in applications submitted for funding.

NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY
EMERGENCY SMALL BUSINESS GRANT PROGRAM

Terms and Conditions

This Grant Application is binding upon the Recipient Business/Grantee and Owner (hereinafter collectively referred to as "Grantee"). Grantee shall be and is bound to comply with all applicable federal, state and local laws, regulations ordinances, resolutions and the Naranja Lakes Community Redevelopment Agency's requirements pertaining to this Application, including but not limited to maintaining all required business and commercial licenses and insurance, conducting background checks, and complying with Section 119.0701 of the Florida Statutes as may be applicable. This document has no intended third party or unintended third party beneficiaries.

Breach: A breach by Grantee shall have occurred under this document if: the Grantee fails to fulfill in a timely and/or proper manner any and all of its obligations, covenants, agreement and stipulations in this document. If the Grantee breaches, the CRA may pursue any or all of its legal remedies. The Executive Director or Executive Director's designee is authorized to suspend, terminate and/or seek repayment of grant funds on behalf of the CRA. The total grant awarded funded pursuant to this document may be due and payable to the CRA at the sole discretion of the Executive Director or his designee.

Civil Rights: The Grantee agrees to abide by Chapter 11A of the Code of Miami-Dade County ("County Code"), as amended, which prohibits discrimination in various areas, including employment, housing and public accommodations; Title VII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in employment and public accommodation; the Age Discrimination Act of 1975, as amended which prohibits discrimination in employment because of age; Section 504 of the Rehabilitation Act of 1973, 29 § U.S.C. 794, as amended, which prohibits discrimination on the basis of disability; the Americans with Disabilities Act, 42 U.S.C. § 12103 et seq., which prohibits discrimination in employment and public accommodations because of disability; the Rehabilitation Act; the Federal Transit Act, 49 U.S.C. § 1612; the Fair Housing Act, 42 U.S.C. § 3601 et. seq; and the Domestic Violence Leave Ordinance, codified as § 11A -60 et. seq. of the Miami-Dade County Code.

Payment Procedures: If Grantee is selected to receive grant funds, the CRA agrees to pay the Grantee for the purpose and services described in this Application. ***The Grantee shall keep on file all invoices and payment documentation associated with this Application for a period of no less than three (3) years from the date Grantee received final award amount pursuant to this Application.***

Prohibited Use of Funds: The Grantee shall not utilize CRA funds for religious purposes or to retain legal counsel for any action or proceeding against the CRA or any other of its agents, instrumentalities, employees, or officials. The Grantee shall not utilize CRA funds for any purpose other than as approved by the CRA in the CRA's sole discretion.

Records, Reports, and Audits:

- A. Supporting Documentation. The Grantee shall submit proof of active corporate status by providing, as part of this Application, a completed W-9 form and certificate of Corporate Status from the State of Florida Division of Corporations.
- B. Office of Miami-Dade Inspector General. Miami-Dade County has established the Office of Inspector General, which is empowered to perform random audits on all CRA contracts throughout the duration of each agreement. Grant recipients are exempt from paying the cost of the audit, which is normally ¼ of 1% of the total agreement amount.
- C. Independent Private Sector Inspector General Review. Pursuant to Miami-Dade County Administrative Order 3-20, the Grantee is aware that the CRA has the right to retain the services of an Independent Private Sector Inspector General (hereinafter "IPSIG"), whenever the CRA deems it appropriate to do so and at the CRA's expense. The Grantee shall make available to the IPSIG retained by the CRA, all requested records and documentation pertaining to this Application for inspection and copying, including documents held by sub-consultants assignees. The CRA may conduct other audits or investigations, as it deems reasonable. The terms of this Section shall not impose any liability on the CRA by the Grantee or by any third party.

Grant Period: All purchases made with CRA funds shall be completed by the grant expiration date. The Grantee shall forfeit any grant funds which have not been expended and/or requested in a form acceptable to the CRA (original invoice/receipt and proof of purchase), at the CRA's sole discretion, before or on the grant's expiration date (September 30 of grant fiscal year). The Grantee must ensure all documentation is submitted to the Program Administrator (an entity selected to administer the Emergency Grant Program, including but not limited to NANA or another organization selected by the CRA) and is forwarded to the CRA within 30-day of the disbursement of grant funds.

Transfer of Ownership: Any grant hereunder is awarded on the condition that the Grantee maintains ownership of and continues to operate for a period of eighteen (18) months from the date Grantee signs this Application. If the Owner transfers ownership of the Recipient Business or discontinues business operations before the expiration of the eighteen-month (18) period, the total amount awarded and disbursed to the Grantee under this Application may be due and payable to the CRA at the sole discretion of the CRA.

Indemnification: The Grantee shall indemnify and hold harmless the CRA and its officers, employees, agents, and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CRA or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of relating to or resulting from this Application and/or in connection to Grantee or its employees, agents, servants, partners, principals, or subcontractors. The Grantee shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CRA, where applicable, including appellate proceedings, and shall pay all costs, judgments and attorney's fees which may issue thereon. The Grantee expressly understands and agrees that any insurance protection required by this Application or otherwise provided by the Grantee shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CRA or its officers, employees, agents, and instrumentalities as herein provided.

Jurisdiction and Venue: This Agreement shall only be enforced to the extent that it is consistent with the laws of the State of Florida and the United States and any dispute arising hereunder shall be brought by the parties in a court of competent jurisdiction located in Miami-Dade County, Florida.

Severability Clause: If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the Agreement shall remain in full force and effect.

Survival: The parties acknowledge that any of the obligations in this Agreement will survive the term, termination and cancellation hereof. Accordingly, the respective obligations of the Parties under this Agreement, which by nature would continue beyond the termination, cancellation or expiration thereof, shall survive termination, cancellation or expiration hereof.

Waiver: The waiver of any provision or term of this Agreement shall not be deemed a waiver of any other provision or term of this Agreement.

Entire Agreement: This Agreement contains the entire agreement between the parties and supersedes any prior agreements,

whether written or oral.

Amendments: This Agreement may not be altered, amended or modified, except by an instrument in writing signed by the each of the Parties in existence at the time.

Further Assurances: Each Party covenants that it will take all reasonable actions with acknowledgment, any and all documents and writings that may be reasonably necessary or proper to achieve the purposes and objectives of this Agreement and to provide and secure to the other party's rights and privileges under this Agreement.

Assurance Regarding Preexisting Contracts: Each Party warrants that as of the date of execution of this Agreement, it has executed no purchase agreement or any other agreements that would violate any provision of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement effective as of the contract date herein above set forth.

GRANTEE: _____

Signature: _____

Title: _____

Date: _____

Witness: _____

Signature: _____

Date: _____

NEIGHBORS AND NEIGHBORS ASSOCIATION, INC

By: _____

Name: Leroy Jones

Title: Executive Director

Date: _____

Attest: _____

Signature: _____

Date: _____



Date: May 8, 2020

To: Kenneth Forbes, Chairman
and Board Members Naranja Lakes Community Redevelopment Agency

From: Jorge M. Fernandez, Executive Director
Naranja Lakes Community Redevelopment Agency

Subject: Resolution Approving Amendment of the Agency's Fiscal Year 2019-20 Budget

Recommendation

It is recommended that the Board of Commissioners (Board) of the Naranja Lakes Community Redevelopment Agency (Agency) approve the accompanying resolution amending the Agency's FY 2019-20 budget in the amount of \$6,309,834.00. It is further recommended that the Board authorize the Executive Director or the Executive Director's to submit the amended budget to Miami-Dade County for approval by the Miami-Dade Board of County Commissioners.

Fiscal Impact

The amendment to the adopted current fiscal year budget will decrease funding allocated to the Business Development / Job Creation line item to \$150,000 and allocate the remaining \$500,000 to the newly- created Emergency Small Business Grant Program (Grant Program) to fund emergency grants to small businesses in the Redevelopment Area ("Area"), in response to the dire economic crises caused by the Corona Virus 19 pandemic affecting small businesses.

If approved, this budget amendment will be forwarded to the Board of County Commission as a ratification item under the Miami-Dade County declared State of Emergency Order issued on March 19, 2020.

Background

In January 2020, the World Health Organization (WHO) identified and declared a severe acute respiratory virus, Coronavirus Disease 2019 (COVID-19) to be a public health emergency crisis of international concern. As a result, Governor Ron DeSantis and County Mayor Carlos Gimenez have issued declarations of emergency requiring the closure of non-essential business and requiring residents to stay-at-home to reduce the spread of COVID-19. These sudden and unforeseen closures of businesses have had a detrimental effect on many small and large businesses, including in the Area. The total economic losses are still being calculated, but will no doubt be exceptional and unprecedented.

The Grant Program will provide up to \$3,000 to eligible small businesses and could foreseeably assist 166 small business owners; potentially saving the loss of entrepreneurs and employment in the Area. Preliminary data researched by the Agency's Economic Development Coordinator supports the need to establish a Grant Program that can help small businesses during these trying times. Their ability to stay afloat is paramount to the success of the Area's future tax increment revenues. Helping the Area's small businesses is a worthy investment to address the goals set in the Agency's Redevelopment Plan.

Attachment

Resolution No. 2020-04

A RESOLUTION BY THE CHAIR AND BOARD MEMBERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY APPROVING THE AMENDED FISCAL YEAR 2019-2020 BUDGET FOR THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY AND THE NARANJA LAKES COMMUNITY REDEVELOPMENT AREA IN THE TOTAL AMOUNT OF \$6,309,834.00; AND DIRECTING THE AGENCY'S EXECUTIVE DIRECTOR OR HIS DESIGNEE TO SUBMIT THE AMENDED BUDGET TO MIAMI-DADE COUNTY FOR APPROVAL BY THE MIAMI-DADE COUNTY BOARD OF COUNTY COMMISSIONERS; AND APPROVING AN EFFECTIVE DATE

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

WHEREAS, the Board of Commissioners ("Board") of the Naranja Lakes Community Redevelopment Agency ("Agency") adopted the Agency's annual budget for Fiscal Year 2019-2020 for the Agency and the Naranja Lakes Community Redevelopment Area ("Area") on July 26, 2019 through Resolution No. CRA-2019-01; and

WHEREAS, the Miami-Dade Board of County Commissioners approved the Agency's FY 2019-20 budget on November 19, 2019 through Resolution No. R-1226-19; and

WHEREAS, due to the global pandemic caused by Coronavirus Disease 2019 (COVID-19), the Board wishes to amend the Fiscal Year 2019-20 budget to fund emergency business grants in the Area;

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD MEMBERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY, that:

Section 1. **Recitals.** The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. **Approval of Amended Budget.** The Board approves the Agency and the Area’s amended annual budget for Fiscal Year 2019-2020 in the total amount of \$6,309,834.00, in the form attached hereto as Exhibit 1 and incorporated herein by reference.

Section 3. **Submission of Amended Budget to Board of County Commissioners.**
This Board further directs the Executive Director or the Executive Director’s designee to submit the amended budget to Miami-Dade County for approval by the Miami-Dade Board of County Commissioners.

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

PASSED AND ADOPTED by a _____ vote of the Board of the Naranja Lakes Community Redevelopment Agency, this 8th day of May, 2020.

Kenneth Forbes, Chair

ATTEST:

_____, Board Member

APPROVED AS TO LEGAL SUFFICIENCY:

_____, CRA Attorney

Motion to adopt by Board Member _____, seconded by

_____ Board Member .

Final Vote at Adoption:

Chairperson Kenneth Forbes _____ (Yes) _____ (No)

Commissioner Stuart Archer _____ (Yes) _____ (No)

Commissioner Alex Ballina _____ (Yes) _____ (No)

Commissioner Kametra Driver _____ (Yes) _____ (No)

Commissioner Mark Wilson _____ (Yes) _____ (No)

NARANJA LAKES COMMUNITY REDEVELOPMENT AREA ADOPTED & AMENDED FY 2019-20 BUDGET	FY 19-20 ADOPTED BUDGET	FY 19-20 AMENDED BUDGET
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REVENUES

Carryover	3,292,783	3,292,783
TIF Revenues - Original Area		
UMSA Tax Increment Revenue	567,521	567,521
County Tax Increment Revenue	1,373,521	1,373,521
TIF Revenues - Expanded Area		
UMSA Tax Increment Revenue	292,674	292,674
County Tax Increment Revenue	708,335	708,335
Insurance Carrier Policy Reimbursements	-	-
Interest	75,000	75,000
Revenue Total	6,309,834	6,309,834

EXPENDITURES

Administrative Expense		
Advertising and Notices	5,000	5,000
Printing & Publishing	500	500
Mail Services	-	-
Travel	5,000	5,000
Direct County Support	125,000	125,000
Subtotal Administrative Expense	135,500	135,500
County Administrative Charge (1.5%)	44,131	44,131
(A) Subtotal Admin and Admin Charge	179,631	179,631

Operating Expense

F.R.A. Membership and State Fee	3,500	3,500
Contractual Services (Economic Dev. Coord.)	279,000	279,000
Legal Services	50,000	50,000
Community Policing and Security	400,000	400,000
Security Equipment	125,000	125,000
Agro Tourism Hospitality Program	35,000	35,000
Training	50,000	50,000
Business Development/Job Creation	650,000	150,000
Infrastructure Improvements		
Landscape Enhancement		
Marketing	125,000	125,000
Residential Improvement Grants		
Emergency Small Business Grant Program (COVID-19)	-	500,000
Housing Projects	425,000	425,000
Grant Coordinator	65,000	65,000
Major Development Project Planning	2,000,000	2,000,000
Community Center Building	70,000	70,000
Insurance	18,000	18,000
Debt Payments	375,000	375,000
Transportation / Infrastructure / Landscape Enhancement	400,000	400,000
Smart Plan Projects Reserve *	177,084	177,084
Reserves	882,619	882,619
(B) Subtotal Operating Expenses & Reserves	6,130,203	6,130,203

Expenditures Total (A+B)	6,309,834	6,309,834
Revenues Less Expenditures Total	(0)	(0)



Date: May 8, 2020

To: Kenneth Forbes, Chairman
and Board Members Naranja Lakes Community Redevelopment Agency

From: Jorge M. Fernandez, Executive Director
Naranja Lakes Community Redevelopment Agency

Subject: Resolution Approving an Emergency Financial Allocation to Farm Share, Inc. to Provide Meals to the Area Residents

Recommendation

It is recommended that the Board of Commissioners (Board) of the Naranja Lakes Community Redevelopment Agency (Agency) approve an Emergency Financial Allocation (“Allocation”) in an amount not to exceed \$_____.00 for the purpose of partnering with Farm Share, Inc. (Farm Share), an established food bank organization with a long-standing presence and track record of helping Area residents to combat hunger. Through this allocation the Agency will partner with Farm Share to provide needed nutritional meals to families who have been negatively impacted by the State of Florida Governor Ron DeSantis and County Mayor Carlos Gimenez Order “Stay-At-Home” due to the novel coronavirus diseases 2019 (COVID-19) pandemic.

Fiscal Impact

This Allocation will be funded from the Agency’s Fiscal Year 2019-20 adopted budget contingency reserve of \$882,619.00. A contingency reserve allows expenditure on unforeseen circumstances at the time the budget was considered.

Background

Earlier this year the World Health Organization (WHO) identified and declared a severe acute respiratory illness, COVID-19, to be a public health emergency of international concern and further declared it to be a pandemic. This action was followed by the Centers for Disease Control and Prevention (CDC) issuing a series of international travel advisories restricting non-essential travel in an effort to minimize the spread of the virus.

On March 9, 2020, Florida Governor Ron DeSantis declared a state emergency due to the COVID-19 public health crisis, and, subsequently Mayor Carlos Gimenez ordered the closing of all non-essential businesses on March 19, 2020. This was finally followed by the Governor’s issuance of a “safer-at-home” Order for the Miami-Dade, Broward, Palm Beach and Monroe counties one week later. These sudden and unforeseen closures and “stay-at-home” orders have had a tremendous effect on the community at large.

While families across the nation have experienced extreme hardships, low income families have been affected extremely hard. Often in low wages jobs that carry them from pay check to pay check, the loss of income and daily meals, like those that were available in schools and senior centers, have proven to be almost unbearable. If were not for the food banks organizations, like Farm Share, providing meals to families many of whom are our neighbors, friends and relatives, indeed a greater catastrophic would be at hand.

Farm Share taps into a large supply of donated produce from Florida farmers as well as food administered by the United States Department of Agriculture through the Emergency Food Assistance Program. These produces and surplus food are re-sorted, packed and distributed free of charge to individuals and organizations, many of which are in our Area. Thus, in this dire time, Farm Share have proven pivotal to the nutritional well-being of our community. More than ever nutritious, well-balance meals for families are needed. Financial donations allow Farm Share to mobilize their resources to handle all aspects of the food donation logistic, such as coordinating donation pick up from farmers and supermarkets, storage in warehouses, and sorting and preparing packages for distribution to bring food into the communities where needed.

Because of Farm Share trajectory of working with local government entities, they are approved to receive disbursement of allocated funding promptly, which will ensure a positive and quick reaching impact to the Area residents the Agency wishes to assist at these unprecedented difficult times

Attachment

Resolution No. 2020-05

A RESOLUTION BY THE CHAIR AND BOARD MEMBERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY APPROVING PARTNERING WITH FARM SHARE INC., A NOT-FOR PROFIT ORGANIZATION, TO PROVIDE NEEDED MEALS TO THE NARANJA LAKES COMMUNITY REDEVELOPMENT AREA RESIDENTS, AWARDING FARM SHARE INC. AN EMERGENCY FINANCIAL ALLOCATION IN AN AMOUNT NOT TO EXCEED \$____.00 TO BE FUNDED FROM THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY FISCAL YEAR 2019-2020 BUDGET CONTINGENCY RESERVE FUNDS; AND DIRECTING THE AGENCY’S EXECUTIVE DIRECTOR OR HIS DESIGNEE TO PREPARE AND EXECUTE AN AGREEMENT STIPULATING THE USE OF APPROVED FUNDING SOLELY WITHIN THE REDEVELOPMENT AREA; AND APPROVING AN EFFECTIVE DATE

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference; and

WHEREAS, Farm Share, Inc. (“Farm Share”) is a large-scale food bank and charitable packinghouse working in South Miami-Dade to combat hunger; and

WHEREAS, Farm Share taps into financial contributions, donated produce from Florida farmers and the State of Florida Emergency Food Assistance Program to distribute it free of charge to individuals, soup kitchens, homeless shelters, churches, and other organizations feeding the hungry in Miami-Dade County; and

WHEREAS, due to the global pandemic caused by Coronavirus Disease 2019 (COVID-19), countless families in the Naranja Lakes Community Redevelopment Area (“Area”), have been immensely affected by the loss of income and daily meal sources traditionally available in schools and senior centers; and

WHEREAS, the Board deems an urgent and extraordinary necessity to partner with Farm Share to address the nutritional need of the Area residents; and

WHEREAS, the Agency adopted Fiscal Year 2019-2020 budget includes a contingency reserve to provide emergency funds to meet unforeseeable circumstances, the necessity of which could not have been reasonable evaluated at the time of adopting the budget; and

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD MEMBERS OF THE NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY, that:

Section 1. Recitals. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. Approval of Emergency Financial Allocation. The Board approves a \$____.00 emergency allocation, to be funded from the Agency's adopted Fiscal Year 2019-2020 budget contingency reserve, to partner with Farm Share for the purpose of providing urgently needed meals to the Area's residents during these trying times caused by the COVID-19 pandemic.

Section 3. Prepare and Execute Funding Agreement. This Board further directs the Executive Director or the Executive Director's designee to take all necessary actions to prepare and execute a funding disbursement agreement stipulating that allocated funding is to be use exclusively for the benefit of the residents within the Area.

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

PASSED AND ADOPTED by a _____ vote of the Board of the Naranja Lakes Community Redevelopment Agency, this 8th day of May, 2020.

Kenneth Forbes, Chair

ATTEST:

_____, Board Member

APPROVED AS TO LEGAL SUFFICIENCY:

_____, CRA Attorney

Motion to adopt by Board Member _____, seconded by

_____ Board Member.

Final Vote at Adoption:

Chairperson Kenneth Forbes _____ (Yes) _____ (No)

Commissioner Stuart Archer _____ (Yes) _____ (No)

Commissioner Alex Ballina _____ (Yes) _____ (No)

Commissioner Kametra Driver _____ (Yes) _____ (No)

Commissioner Mark Wilson _____ (Yes) _____ (No)