



Florida's Dynamic  
Waterfront Community

## RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

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### MEMORANDUM

**TO:** Honorable Chair and Members, CRA Board of Commissioners  
City of Riviera Beach, Florida

**FROM:** Scott Evans, Interim Executive Director, CRA

**COPY:** J. Michael Haygood, CRA Attorney

**DATE:** May 13, 2020

**SUBJECT:** Discussion of the Proposed Modification to the Commercial Grant Incentive Program Evaluation Matrix

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### REQUEST FOR BOARD RECCOMENDATION

The RBCRA staff is requesting recommendations and approval to improve and enhance the Commercial Grant Incentive Program Evaluation Matrix, which is used to evaluate, score and rank the submissions from local businesses in the redevelopment area seeking grant assistance to complete external improvements.

### BACKGROUND

In February of 2017 the Board provided approval to initiate the Commercial Grant Incentive Program along with the program description, program implementation process, selection criteria and evaluation scoring matrix. Since then, the Agency has successfully completed three rounds of evaluations using the existing matrix. During the February 12, 2020 Board meeting, the Board expressed its desire to see changes of the scoring matrix in several areas:

- Industry Impact- Which provides additional points to business functions in several key areas *Ex healthy foods option, health care, retail, education, Marine Industry and Green Industry*
- Business Size- Scoring favoring business with an employee size of four or more
- Scoring Matrix- Modifying the scoring matrix to encourage uniformity and clarity.

- New Business Vs Existing Business- Removing the distinctions in scoring that could possibly favor a new business vs an existing business.

## **ADDITIONS & DELETIONS**

The following items have been removed from the scoring matrix as requested by the Board Member Sherley Linear, additional questions were added and the scoring section was modified.

The previous and updated scoring sheet can be seen below as Exhibit A & B.

1. The Checklist section of required documents needed for submission was moved to a separate sheet.
2. The Dunn & Bradstreet number review was removed. A Dunns' number is usually given to larger and more established companies, not usually seen in small business seeking grant assistance.
3. **The scoring for section two which only offers adverse Vs not adverse, did not offer a range of scoring and was removed.**
4. The operational history section scoring was modified to offer a range of points based on years of operation.
5. The elimination of blight scoring section was modified to offer a range of points based on the significance and degree of impact of the proposed improvements.
6. The tiff increase section scoring was modified to offer a range of points based on the percentage of personal investment from the business owner.
7. The local preference section scoring was modified to not just award a large lump sum of points, but offer a range based on the length of lease terms or owner's years of property ownership.
8. The scoring section that awards the number of employees has been modified to award points to variety of employee sizes.
9. **An addition was made that rates the contractors selected are certified minority business and the percentage of the project awarded.**
10. **An addition was made that rates the level of improvement that adds to the safety and safety perception of the environment.**

## **RECOMMENDATION**

Staff recommends approval of the proposed changes to the Commercial Incentive Grant Program evaluation matrix recommended in this document.

**EXHIBIT A**



**COMMERCIAL GRANT PROGRAM  
APPLICANT SCORING CRITERIA SHEET**

<b>EVALUATION CATEGORIES</b>	<b>SCORING RUBRIC</b>	<b>SCORING RESULTS</b>
<b>Completed lien Search and financial obligations to the City</b>	0-\$500=10pts \$500-\$2500=5pts \$2500> =0pts	
<b>Police Record Search= Evidence of a previous or current criminal enterprise operating out of the business</b>	Evidence not Found=20pts Evidence found= opts	
<b>Years of business operations Domiciled in Riviera Beach</b>	0-3years =5 3-5 years= 7 5-10 years=10 10-15 or >years=15	
<b>Rate the scale of improvements and its overall future effects on the esthetics and beautification of the RBCRA district</b>	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
<b>Rate the applicant's matching investment in the project.</b>	100% or >=10pts 100-50%=5pts 50-35% =3pts	
<b>Score the applicant's tenant lease term amount remaining or applicant is the owner</b>	0-3years =5 3-5 years= 7 5-10 years or Owner=10	

<b>Rate the community impact of the new or existing business entity. <i>Ex healthy foods option, health care, retail, education, Marine Industry and Green Industry</i></b>	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
<b>Rate the impact of this project on the existing or future environmental conditions</b>	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
<b>Business impact Number of employees hired</b>	5 or >=7pts 3-4=5pts 1-2=3pts	
<b>Business impact Provided evidence that employees have salaries above the living wage</b>	50% or >=7pts 30-40%=5pts 0-20%=3pts	
<b>Evidence that utilization of PBC job training incentive Programs</b>	Yes= 3pts No= 0pts	
<b>Number of employees residing in Riviera Beach</b>	5 or >=7pts 3-4=5pts 1-2=3pts	
<b>Percentage of work being awarded to Riviera Beach Contractors</b>	50% or >=7pts 30-40%=5pts 0-20%=3pts	
<b>Minority/Women business entity or participation Ownership status</b>	SBE or M/WBE ownership exceeds 50% or >= (15 points) Ownership Meet or Exceeds >50% = (10 points)	
<b>Contractors selected are certified Minority/Women business entity percentage of project participation</b>	SBE or M/WBE ownership exceeds 50% or >=14pts 30-40%=8pts 10-20%=5pts	
<b>The proposed improvements will add to safety and or safety perception</b>	Outstanding= 9-10 Commendable= 7-8 Satisfactory= 4-6 Needs Improvement= 0-3	
<b>TOTAL</b>	<b>210 POSSIBLE POINTS</b>	

**COMMERCIAL GRANT PROGRAM**

**APPLICATION CHECK LIST**

<b>DOCUMENT CATEGORY</b>	<b>EXACT LOCATION OF DOCUMENT</b>	<b>COMPLETED CHECK</b>
Written detailed description		
W9 Form (attached)		
Copy of Business tax identification		
Copy of Occupational Licenses		
Copy of Warranty Deed		
Copy of Lease (if applicable)		
Copy of Property Appraisal Records (paid property taxes)		
Plans or sketches if applicable		
Rendering of completed project		
Site plan and plant list for landscape projects		
Third-party cost estimates (3)		
Estimated time line or project schedule		
Provide proof of employees who reside in Riviera Beach		
Evidence of financial ability to pay		
Completed Application		

**EXHIBIT B**

*Note: All items strike through in red have been removed from the updated document. The items strike Through in Blue have been modified.*

COMMERCIAL GRANT PROGRAM SCORING CRITERIA SHEET					
	<b>YES</b>	<b>NO</b>	<b>-</b>	<b>N/A</b>	<b>COMMENTS</b>
<del>Business Located in the CRA</del>	-	-	-	-	-
<del>Proof of legal business Entity</del>	-	-	-	-	-
<del>Proof of Tax Identification</del>	-	-	-	-	-
<del>Proof of Occupational license</del>	-	-	-	-	-
<del>CRA Attorney search- No evidence of lawsuit</del>	-	-	-	-	-
Lien Search/ Adverse Records		<del>Not Adverse</del>	-	<del>Adverse</del>	<b>COMMENTS</b>
		<del>10pts</del>		<del>0pts</del>	
<del>Dunn &amp; Bradstreet Report</del>					
City Clerk Property Records Search					
Police Dept. Records Search					
Operational History		<del>3&lt;0pts</del>	-	<del>3&gt;5pts</del>	<b>COMMENTS</b>
Three or more Years of Operation in Riviera Beach					
Elimination of Blight		<del>Question (A) 5-20</del>	-	<del>Question (B) 5-10</del>	<b>COMMENTS</b>
(A) Improves a dilapidated, aged or obsolete structure or roof; or internally improves mechanical system, plumbing and HVAC system					

(B) Addresses adverse environmental conditions			
<b>Tiff Increase</b>	<b>10 Point awarded</b>	<b>COMMENTS</b>	
<b>Proof of applicants investment in excess of 1:1 match</b>	-		
<b>Local Preference</b>	<b>35 Point awarded</b>	<b>COMMENTS</b>	
<del>The project's tenant has a signed long term lease and is a Riviera Beach resident</del>			
<b>Community Development Impact</b>	<b>5 Point awarded</b>	<b>COMMENTS</b>	
<b>A. Healthy food choice (grocery Stores, health conscious eatery)</b>			
<b>B. Health Care Services (medical, dental, eldercare etc.)</b>			
<b>C. Retail &amp; Leisure (restaurants, cultural arts etc.)</b>			
<b>D. Hospitality (hotels, themed establishments, spas etc.)</b>			
<b>E. Education (charter schools, childcare, youth programs)</b>			
<b>F. Marine Industry</b>			
<b>G. Green Industry (solar, green batteries, energy mgmt. companies etc.)</b>			
<del><b>New Business Economic Impact</b></del>	<del><b>5 Point awarded each</b></del>	<del><b>COMMENTS</b></del>	
<del><b>A. Business hires 5 employees or more</b></del>			
<del><b>B. Evidence that at least 20% the business employees have salaries above living wage \$11.62</b></del>			
<del><b>C. Evidence of the utilization of PBC Career Source job training Incentive Programs</b></del>			

<b>Existing Business Impact</b>	<b>5 Point awarded each</b>			<b>COMMENTS</b>
<b>A. <del>More than four (4) employees residing in Riviera Beach</del></b>				
<b>B. Evidence that at least 20% the business employees have salaries above living wage \$11.62</b>				
<b>Contractor Selection</b>	<b>25%= 5pts</b>	<b>50%= 10pts</b>	<b>75%= 20pts</b>	<b>COMMENTS</b>
<b>Evidence that contractors domiciled in Riviera Beach received work valued at % or of the total contract on the improvements done on the project.</b>				