




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: Jonathan Evans MPA, MBA, ICMA-CM, Executive Director, CRA 

COPY: J. Michael Haygood, CRA Attorney

DATE: November 10, 2020

SUBJECT: **APPROVAL OF THE PROPOSED MODIFICATION TO THE
COMMERCIAL GRANT INCENTIVE PROGRAM EVALUATION
MATRIX**

REQUEST FOR BOARD RECCOMENDATION

The RBCRA staff is requesting recommendations and approval to improve and enhance the Commercial Grant Incentive Program Evaluation Matrix. The scoring matrix is used to evaluate, score and rank the submissions from local businesses in the CRA District seeking grant assistance to complete external improvements to the property and or building in which the business is located.

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 utilizing the existing matrix.

At the February 12, 2020, Board meeting, the Board expressed its desire to see changes made to 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, 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, was amended to capture acceptance vs disqualification.
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 categories 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. Currently, the Agency provides a satisfactory score of 10 to new or existing business based on the previously approved list of business, **but will request guidance from the Board to add or remove businesses from the current list.**
10. Currently, the Agency provides a score of 5 to the project if it positively addresses adverse environmental conditions, **but will request guidance from the Board to continue with this measure or remove it.**
11. **An addition was made that rates the contractors selected are certified minority business and the percentage of the project awarded.**
12. **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 scoring matrix recommended in this document.

EXHIBIT A



**COMMERCIAL GRANT PROGRAM
APPLICANT SCORING CRITERIA MATRIX**

EVALUATION CATEGORIES	SCORING RUBRIC	SCORING RESULTS
<p>Completed lien Search and financial obligations to the City <i>(An applicant with a financial obligation to the City will only be accepted if the funds from this program remedies the obligations any external property Code Violations)</i></p>	<p>Application Accepted VS Disqualified</p>	
<p>Police Record Search= Evidence of a previous or current criminal enterprise operating out of the business by current property owner <i>(Evidence of any criminal activity operated by or in the location domiciled by the current business entity will result in disqualification)</i></p>	<p>Evidence not Found= Application Accepted Evidence found= disqualified</p>	
<p>Years of business operations Domiciled in Riviera Beach</p>	<p>0-3years =5 3-5 years= 7 5-10 years=10 10-15 or >years=15</p>	
<p>Rate the scale of improvements <i>(That contribute to the elimination of blight and the overall future effects on the aesthetics and beautification of the RBCRA district</i></p>	<p>Outstanding= 20 Commendable= 15 Satisfactory= 8 Needs Improvement= 0</p>	
<p>Rate the applicant's matching investment in the project.</p>	<p>100% or >=10pts 99-50%=5pts 49-25% =3pts</p>	

<p>Score the applicant's tenant lease term amount remaining or applicant is the owner</p>	<p>0-3years =5 3-5 years= 7 5-10 years or Owner=10</p>	
<p>Rate the preferred business type community impact of the new or existing business entity.</p> <p>A. healthy Foods Option- (<i>Grocery Store, Health -conscious eatery, etc.</i>)</p> <p>B. Health Care- (<i>Medical, Dental, Elder Care, etc.</i>)</p> <p>C. Retail & Leisure- (<i>restaurants, cultural arts attractions</i>)</p> <p>D. Education- (<i>Charter Schools, Childcare</i>)</p> <p>E. Marine Industry</p> <p>F. Green Industry- (<i>Solar, Green Batteries, Energy Management Companies</i>)</p>	<p>Satisfactory= 10</p>	
<p>Rate the impact of this project on the existing or future environmental conditions as proven by the applicant</p> <p>1. <i>Properties that have environmental hazards on them (Asbestos, Underground tanks, Dangerous Chemicals, abandoned equipment that have refrigerants and accelerants in them)</i></p> <p>2. <i>Properties that attract Lottering and vandals.</i></p> <p>3. <i>Properties that have reported pollutants such as mix of fine particles that is a harm residents ex; vanadium, nitrates and zinc</i></p>	<p>Conditions Addressed= 5 No Conditions Addressed=0</p>	
<p>EXISTING BUSINESS SECTION</p>		
<p>Business impact – Employee retention <i>Number of existing employees</i></p>	<p>5 or >=7pts 3-4=5pts 1-2=3pts</p>	
<p>Business impact – Living Wage Achievement</p>	<p>75% or >=7pts <75%=0pts</p>	

<i>Provided evidence that the percentage of workforce have salaries above the living wage</i>		
Evidence of the utilization of PBC job training incentive Programs	Yes= 3pts No= 0pts	
Number of current employees who reside in Riviera Beach	5 or >=7pts 3-4=5pts 1-2=3pts	
NEW BUSINESS SECTION		
Business impact – Job Creation <i>Number of new employees anticipated to be hired (Business owner will provide an affidavit to affirm their projections)</i>	5 or >=7pts 3-4=5pts 1-2=3pts	
Business impact – Living Wage Achievement Provided evidence that your new employees will have salaries above the living wage <i>(Business owner will provide an affidavit to affirm their projections)</i>	75% or >=7pts <75%=0pts	
Evidence of the utilization of PBC job training incentive Programs to hire and or train your new employees	Yes= 3pts No= 0pts	
Number of employees residing in Riviera Beach <i>(Business owner will have one year from the execution of the grant agreement to affirm their projections)</i>	5 or >=7pts 4=5pts 2=3pts	
Percentage of work being awarded to Riviera Beach Contractors	50% or >=7pts 30-40%=5pts 0-20%=3pts	
Minority/Women business entity or participation Ownership status	SBE or M/WBE ownership exceeds 50% = (15 points) Ownership Meet or Exceeds 25% but <50% = (10 points)	
Contractors selected are certified Minority/Women business entity percentage of project participation	SBE or M/WBE ownership exceeds 50% or >=14pts 30-40%=8pts	

	10-20%=5pts	
The proposed improvements will add to the safety and security of the site. Applicants will be provided points based on <i>the percentage of the dollar value of the project spent on safety elements</i>	25% or > Substantial Safety Elements = 7 15%-24% Some Safety Elements = 5 No Safety Elements= 0	
TOTAL	*** POSSIBLE POINTS	

COMMERCIAL GRANT PROGRAM

APPLICATION CHECK LIST

DOCUMENT CATEGORY	EXACT LOCATION OF DOCUMENT	COMPLETED CHECK
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					
	YES	NO	-	N/A	COMMENTS
Business Located in the CRA	-	-	-	-	-
Proof of legal business Entity	-	-	-	-	-
Proof of Tax Identification	-	-	-	-	-
Proof of Occupational license	-	-	-	-	-
CRA Attorney search—No evidence of lawsuit	-	-	-	-	-
Lien Search/ Adverse Records		<i>Not Adverse e-10pts</i>	-	<i>Adverse 0pts</i>	COMMENTS
Dunn & Bradstreet Report					
City Clerk Property Records Search					
Police Dept. Records Search					
Operational History		<i>3<0pts</i>	-	<i>3>5pts</i>	COMMENTS
Three or more Years of Operation in Riviera Beach					
Elimination of Blight		<i>Question (A)-5-20</i>	-	<i>Question (B) 5-10</i>	COMMENTS
(A) Improves a dilapidated, aged or obsolete structure or roof; or internally improves mechanical system, plumbing and HVAC system					

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

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