

THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
NEIGHBORHOOD INCENTIVES
PROCEDURE MANUAL

Riviera Beach Community Redevelopment Agency
2001 Broadway, Suite 300
Riviera Beach, FL 33404



Florida's Dynamic
Waterfront Community

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Approved: _____

Guiding Principles

This manual has been prepared to provide the Riviera Beach Community Redevelopment Agency (RBCRA, CRA or Agency) with a written record of approved and current procedures for its Neighborhood Incentives Program. This manual functions primarily to guide and assist staff in performing their assigned tasks and to provide a uniform set of guidelines to reference. The procedures affect all RBCRA employees and activities of the CRA as they relate to its neighborhood efforts within the sectors of the Community Redevelopment Area.

The purpose of this manual is to establish a comprehensive set of procedures for the operation of RBCRA's Neighborhood Incentives Program. The manual is applicable to the RBCRA Board of Commissioners (Board or Commissioners) and all employees and representatives of the Agency. All pertinent definitions are contained in the individual procedure sections.

The scope of this manual is to do the following:

- Provide all staff with guidance in the administration of the Agency's Neighborhood Incentives Program through a well-organized body of procedures.
- Ensure that Agency procedures are developed through a systematic and uniform process.
- Ensure that all procedures are properly disseminated in a timely manner.
- Ensure that the Agency's procedures are designed, developed, and maintained to help the Agency in achieving its overall goals.
- Ensure that the manual is made available to staff who are expected or required to perform the duties contained in the manual.
- Ensure that all procedures are monitored in a comprehensive and consistent manner.

RBCRA will endeavor to leverage our investment whenever the opportunity presents itself. If other funding sources (US HUD, State of Florida, etc.) require income restrictions, i.e., 80% AMI, 120% AMI, etc., then we will follow those income restrictions with any dollars contributed to a project, if required by the funding source.

The Procedures and Their Formulation

Procedures are written expressions of RBCRA's Board of Commissioners' philosophy and guiding principles. They represent a course or line of action adopted and pursued by the Agency that provides guidance on its philosophy on identified issues. Procedures are created to guide the decision-making and action steps required to successfully enhance Neighborhood Development within the Community Redevelopment Area.

Procedures are a detailed description of how a policy is to be accomplished. Procedures describe the steps to be taken, the frequency of the task, and the persons responsible for completing the tasks. Procedural statements represent the direction as well as the steps necessary to implement the philosophy statements. They identify "how" the policy statement will be implemented. Procedures in this manual are intended to provide guidance and assistance to administrators and other members of the CRA community in the conduct of CRA affairs. The Executive Director, as chief executive officer of RBCRA, may issue policy statements on various matters reserved to the

position by the Board of Commissioners. Such statements must be consistent with policies adopted by the Board of Commissioners of RBCRA and may not exceed the limits established by the Board.

Responsibility

The Riviera Beach Community Redevelopment Agency (CRA) is a public body created pursuant to Part III, section 163.356, Florida Statutes. The Agency was created in 1984. Section 163.356 provides for the following:

- Manner of creating the CRA
- Appointment of the Board of Commissioners and their terms
- Eligibility for appointment of Commissioners
- Power of Commissioners
- Reporting requirements of the Agency
- Budget authority
- Method of removal of Commissioners

Pursuant to section 163.357, F.S., the Riviera Beach City Council established itself as the governing body of the CRA.

Except for policy statements reserved to the Executive Director by the Board of Commissioners, the Board of Commissioners shall approve all policies. With the approval of the City Council, the Board of Commissioners has the authority to enact a budget for the Agency. The Commissioners also define the powers, functions, and duties of Agency staff; fix the compensation of employees; establish the working conditions of employees; authorize retirement and pension systems; and authorize such other powers required to set policy direction for the Agency.

Overall responsibility for the preparation and updating of the *Neighborhood Incentives Procedures Manual* is assigned to the Executive Director. Additions or deletions to the manual, when made, should be distributed to staff and individuals related to the Agency immediately. An up-to-date copy of the manual is made available electronically for inclusion on the Agency's web site and copies are made available for dissemination to the public, as necessary.

Neighborhood Incentives Toolkit

Riviera Beach CRA currently has eight (8) Neighborhood Incentives Programs within its Toolkit. Others may be added from time to time:

1. ~~Single Family Housing Beautification Program (f/k/a House of Distinction Program)~~
Neighborhood RECLAIM Program
2. Properties of Distinction Program
3. ~~Beautification Program~~ (Incorporated in the Single-Family Housing Beautification Program)
4. Neighborhood Safety Initiatives

5. Demolition/Replacement Housing Program
6. Major Rehabilitation/Restoration Program
- ~~7. Acquisition (Re)Construction Program~~ Riviera Beach Renaissance Program
- ~~8. Special Initiatives~~
9. Emergency Repair Program

Neighborhood RECLAIM

The Neighborhood RECLAIM Program will provide funding through the Riviera Beach Community Redevelopment Agency (RBCRA) to eligible single family (one unit) homeowners to make exterior improvements to their property. Eligible improvements include fence replacement, painting, irrigation, landscaping, weatherization (windows and doors), roof repair/replacement, driveway repair and other minor exterior repairs to improve RBCRA identified key homes within the Community Redevelopment Area. Priority will be given to improvements that are necessary to correct health, safety, and code violations.

Property of Distinction Program

The Property of Distinction Program will provide funding through the Riviera Beach Community Redevelopment Agency (RBCRA) to eligible single family (one - four units) rental, multi-family, and business owners to make exterior improvements to their property. Eligible improvements include fence replacement, painting, irrigation, landscaping, weatherization (windows and doors), roof repair/replacement, driveway repair, and other exterior repairs to improve RBCRA identified key properties within the Community Redevelopment Area. Priority will be given to improvements that are necessary to correct health, safety, and code violations.

Neighborhood Safety Initiatives

Reserved

Demolition/Replacement Housing Program

The Demolition/Replacement Housing Program will provide funding to eligible single family (one unit) homeowners, or a nonprofit, to demolish and reconstruct existing homes deemed unsafe, dilapidated, and/or blighted by the City of Riviera Beach and/or the Riviera Beach Community Redevelopment Agency. Homes must be located within the Community Redevelopment Area. Applicants will be selected on a first come, first ready, first served basis. Priority funding is to the City of Riviera Beach or to an eligible applicant based on the referral from the City of Riviera Beach Code Enforcement.

Major Rehabilitation/Restoration Program

The Major Rehabilitation Program will provide grants/loans to eligible owners of single family (one unit) homes to make exterior and interior improvements to their homes. Eligible improvements include painting, kitchens, bathrooms, plumbing, landscaping, weatherization (windows and doors), air conditioning/heating, roof repair/replacement, and other repairs necessary to correct health, safety, and code violations. Homes must be located within the Community Redevelopment Area. Applicants will be selected on a first come, first ready, first served basis.

The Major Rehabilitation Program will also provide a rehabilitation grant/loan to owners of eligible rental housing (1 – 4 units) to make exterior and interior improvements to their rental properties. Rental property owners are required to contribute at least 25% of funding towards total rehabilitation costs. Rental properties must be located within the Community Redevelopment Area. Applicants will be selected on a first come, first ready, first served basis.

Riviera Beach Renaissance Program

The Riviera Beach Renaissance Program will provide down payment and housing rehabilitation assistance to first time homebuyers purchasing single family homes within the Community Redevelopment Area. As part of the program, homebuyers can make exterior and interior improvements to their homes. Eligible improvements include painting, kitchens, bathrooms, plumbing, landscaping, weatherization (windows and doors), air conditioning/heating, roof repair/replacement, and other repairs necessary to correct health, safety, and code violations. Applicants will be selected on a first come, first ready, first served basis.

As part of the Riviera Beach Renaissance Program, RBCRA will acquire derelict properties and vacant land for demolition and reconstruction for development of new construction homes for purchase by first time homebuyers. Properties and vacant land must be located within the Community Redevelopment Area. If a buyer is not a first-time homebuyer, the buyer must live in the house as their primary residence.

Special Initiatives

The Riviera Beach CRA will acquire vacant, derelict, donated properties to be developed in partnership with joint venture partners---Riviera Beach CDC—and others, pursuant to a negotiated development agreement that meets the goals of the CRA. Additionally, Riviera Beach CRA may contribute project and subsidy funds to be used for development and purchase subsidy. All attempts will be made to leverage these funds. Properties and vacant land must be located within the Community Redevelopment Area. If a buyer is not a first-time homebuyer, the buyer must live in the house as their primary residence.

Emergency Repair Program

The Emergency Repair Program will provide funding to eligible single family (one unit) homeowners to make emergency repairs to their homes. Eligible improvements include plumbing, securing homes (windows and doors), air conditioning/heating, roof repair/replacement, and other repairs necessary to correct conditions threatening the health, safety of occupants. Homes must be located within the Community Redevelopment Area. Applicants will be selected on a first come, first ready, first served basis.

Program Guidelines

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Introduction

Riviera Beach Community Redevelopment Agency (RBCRA) was established to “re-energize the faltering commercial district and create jobs, reduce crime, improve the appearance of the area, and the quality of life for those who live in and around the Community Redevelopment area” (City of Riviera Beach Community Redevelopment Plan).

RBCRA’s mission is to optimize the future value of property within the Community Redevelopment Area by creating a prioritized strategy for redevelopment, including investing in capital infrastructure that will support the CRA and improvements desired by the City and the residents of the community.

Program Objectives

Riviera Beach Heights and Park Manor, priority focus areas, are distressed low income neighborhoods located within the Community Redevelopment Area. Due to the special economic downturns and the real estate crisis, these neighborhoods have experienced disinvestment and high levels of foreclosures which have led to a significant number of abandoned and derelict properties throughout the neighborhood. These properties, along with vacant properties, are contributing to neighborhood decline and instability which are negatively affecting the desirability of the community.

In an effort to avoid further decline, RBCRA has implemented programs to provide assistance to homeowners, multi-family property owners, and business owners to rehabilitate distressed and vacant properties within Riviera Beach Heights and other RBCRA neighborhoods. These programs will improve the stability of the neighborhood and foster revitalization to improve the quality of life of residents.

The following are RBCRA’s Program Requirements.

Property Eligibility and Selection

All properties must be located within the Riviera Beach Community Redevelopment Area. Each property rehabilitated as part of RBCRA’s rehabilitation program must be single family homes, multi-family residences, and/or businesses. Properties are required to be insured (property/homeowners, including flood insurance, if located in a flood area.) Property taxes and mortgage must be current and not delinquent. RBCRA will not provide financial assistance outlined in these programs, to properties that are delinquent on taxes, delinquent on mortgage / loan payments, or in the foreclosure process.

All eligible properties within a target area are encouraged to submit an application for financial assistance. To increase RBCRA’s impact within a neighborhood, RBCRA may identify properties adjacent to or near current and/or proposed infrastructure and facility improvements for financial assistance.

Eligible Applicants

Applicants are required to submit a completed application. The application must be submitted with required documents as specified on the application. Applicant eligibility is based upon property eligibility. Income eligibility is program specific.

The homeowner applicants are required to occupy the property as their primary residence.

Applicant Selection

Applicants are selected and approved on a first come, first qualified, first served basis. Applications are time stamped and determinations of application submittal will be based on the time stamp. Priority will be given to homeowners with an immediate threat to health and safety.

Notice of Eligibility

Approved applicants will be notified in writing of their eligibility. Approval/award letters are valid for a period of six (6) months from the date of the letter. Extensions of up to three (3) months may be granted at the discretion of the Director of Neighborhood Services. Extensions beyond three (3) months must be approved in writing by the Executive Director and/or the RBCRA Board.

Extensions will not be granted beyond 12 months.

Financial Assistance (Subsidy)

RBCRA may provide eligible property owners financial assistance to be used towards the rehabilitation, acquisition, and construction of their property. Financial assistance is given in the form of a forgivable loan to be used towards interior and exterior improvements per program guidelines.

The amount of financial assistance awarded will be based on the applicant's property rehabilitation needs and will not exceed 50% of the market value of the home as determined by the Palm Beach County's Property Appraiser. The minimum award is determined per program guidelines. The award amount is based on the actual costs and fees associated with the rehabilitation of the property. RBCRA may cap the amount of assistance awarded to the purchaser to avoid over subsidizing the property. Applicants may seek additional subsidy from Palm Beach County, State of Florida, or other subsidy programs. However, applicants might be required to invest their own funds towards the rehabilitation as a match contribution per program guidelines.

Applicants are not permitted to receive any funds directly or indirectly.

Affordability Period

RBCRA's maximum affordability period shall not be longer than 30 years, contingent upon eligible property owners continuing to own the property. In the case of homeowners, the affordability period is contingent upon continuing to own and occupy the property as a principal residence for the full affordability period.

To ensure the affordability period is adhered to, the applicant will be required to execute a recapture provision in the form of a promissory note and mortgage as well as a restrictive covenant depending on program award per program guidelines. The terms of the promissory note and mortgage and restrictive covenant will coincide with the above established affordability period.

Mortgage and Promissory Note Terms

Financial assistance will be provided in the form of a deferred payment, forgivable loan with a zero percent (0%) interest rate. The loan is deferred and payment will not be due unless the property owner fails to comply with ownership, occupancy requirements and/or defaults on any of the terms of the mortgage and/or note. The loan will be forgiven on the maturity date and a satisfaction of mortgage will be executed.

Repayment is required if one or more of the following occurs:

- Voluntary sale of the property prior to the loan maturity date
- Transfer of the title of the property other than a voluntary sale
- Failure to occupy the property as the principal residence during the affordability period (homeowner)
- Rental/lease during affordability period (homeowner)
- Fraud or misrepresentation

In the event of default, the homebuyer/applicant will be required to make a full repayment of the loan amount plus interest as stated in the mortgage and note.

Applicant (property owner), his/her spouse, and/or the co-owner must sign the mortgage and note.

Restrictive Covenant Terms

Restrictive Covenants are to be utilized with a second mortgage and note as an appropriate method for adhering to the affordability period. The use of a restrictive covenant must be approved by the Executive Director or permitted as part of the program guidelines.

Restrictive Covenants will be for a term not to exceed 30 years. Property owners are required to comply with occupancy and re-sale requirements stated in the restrictive covenant. The restrictive covenant will terminate 30 years from the purchase date and a release of covenant will be executed.

Enforcement of the restrictive covenant will take place if one or more of the following occurs:

- Voluntary sale of the home prior to the restrictive covenant termination date
- Transfer of the title of the property other than a voluntary sale
- Failure to occupy the property as the principal residence during the affordability period (homeowner)
- Rental/lease during affordability period (homeowner)
- Fraud or misrepresentation

Applicant (property owner), his/her spouse, and/or the co-owner must sign the restrictive covenant.

Subordination

Subordination of the mortgage and note will be allowed in the following cases:

- Refinancing to pay for property related repairs or replacements to ensure the home is up to current City, County, State Building Codes and to correct damage to the home or eliminate any and all threats to health and safety
- Refinancing to pay for Barrier Free modifications to home (homeowner)
- Refinancing to lower the property owner's interest rate
- Refinancing to lower the monthly mortgage payment of the property owner
- Refinancing to assist with remedying a foreclosure.

Subordination of the mortgage and note will **not** be allowed under the following conditions:

- Refinancing to consolidate consumer debt (credit cards, car note, etc.) will not be permitted
- Loan terms which include a balloon or adjustable rate

A subordination request must be submitted to RBCRA in writing and must include the loan terms and circumstances of the refinance. A copy of the new loan commitment and appraisal must be submitted with the subordination request. Subordinations must be approved in writing by the Executive Director or his/her assigned delegate. No cash out is allowed.

Relocation

Relocation will not be provided as part of RBCRA programs except when required by law.

General Contractor Selection

General contractors must be approved through either RBCRA's procurement process, the City of Riviera Beach's procurement process, or Palm Beach County's procurement process. RBCRA will review and verify that the general contractors are licensed and insured to perform construction work.

General contractors who are unable to meet RBCRA expectations regarding timeframes and performance will be removed from the list of approved vendors and will be unable to participate in RBCRA's rehabilitation projects. General contractors removed from the approved vendors list will receive written notification.

A contract will not be awarded to general contractors with a suspended or expired license or contractors without appropriate insurance.

Initial Inspection and Specification (Scope of Work)

All properties will require a home inspection to be carried out by the RBCRA inspector (consultant) or a home inspector acceptable to RBCRA. The inspector will inspect the property for repairs and replacements needed in order for the property to be in compliance with State Building Codes, Local Building Codes, and Local Zoning Ordinances to ensure the health and safety of occupants. The inspector will also review the properties for violations of the State and Local Building Codes, such as non-conforming structures and work performed without permits.

The Neighborhood Services staff will review and approve final specifications based on the inspection. The specifications will include all repairs and replacements necessary to ensure that the property is up to current State and Building Codes and to eliminate any and all health and safety concerns, up to the maximum grant award. Every effort will be made by RBCRA and the inspector to prevent the need for change orders.

The specification will include improvements and products that will improve the energy and water efficiency of each property. Green standards will be achieved by replacing non-functioning products, fixtures, and appliances with Energy Star qualified products and appliances when possible. Water efficiency will be achieved through installing WaterSense labeled products when available. Every effort will be made to include energy saving techniques, products, fixtures, and appliances in the specifications to reduce the energy consumption of the property.

Bid and Contract

The general contractor with the lowest and most responsive bid will be awarded the contract. The contract will be based on specifications and bid submittal. Line items may be eliminated from the bid due to funding limitations.

The total cost of the contract may be reduced due to the elimination of line items from the specifications due to funding limitations. The contract must be based on the final approved line items. Contracts must be signed by the property owner(s).

Change Orders

Specifications for each property are written to bring the property up to State and Local Building Codes and to ensure the health and safety of the occupants. The specification writer will identify all repairs and/or replacements necessary to eliminate any and all hazards. Unforeseen conditions or circumstances beyond the specification writers' control might require the submittal of a change order by the contractor.

Change orders are not to be used by contractors as a way to add unnecessary work or increase the cost of an underpriced contract. To ensure the absolute necessity of work proposed in change orders the following steps are required prior to approval of the change order request.

1. All change orders must be submitted to the inspector for review.
2. The inspector will conduct an inspection of the property to investigate the area of concern.
3. The inspector will forward the change order request along with a written recommendation to Neighborhood Services staff.
4. The Director of Neighborhood Services will review the change order request and recommendation and either approve or deny the request.

In the case of an emergency, the contractors are permitted to receive a verbal approval for repairs/replacements costing less than \$1,500.00. Verbal approval must be received prior to proceeding with the emergency repairs or replacements. A change order request with a written explanation of the emergency situation must be submitted as soon as possible for approval. RBCRA will make every effort to approve an emergency request. An emergency is a repair or replacement that is an immediate threat to health, safety, and/or to prevent further damage. For example: A roof replacement that requires additional wood due to excessive wood damage is an unforeseen condition. The contractor cannot leave the roof exposed to the elements and must purchase the additional wood in order to complete the roof.

Change orders that do not increase the cost of the contract and do not change the basic specification may be approved by the Director of Neighborhood Services without an inspection and/or recommendation from the inspector.

General contractors must receive prior written approval of change order requests before proceeding with the additional work or changes. The contractor will not be paid or reimbursed for any work or changes that have not been previously approved or that are not considered an emergency repair or replacement.

Only the Director of Neighborhood Services can approve a change order, with final approval by the RBCRA Executive Director.

Permits and Licenses

All general contractors and sub-contractors are required to have all applicable licenses and insurance coverage and/or exemptions. A license from the Department of Business and Professional Regulations and/or from Palm Beach County, depending on the trade, is required. It

is the responsibility of the general contractor to ensure that all sub-contractors are licensed and insured. RBCRA will require all contractors to provide proof of General Liability coverage of at least \$1,000,000. General contractors will also be required to provide proof of Worker's Compensation Insurance and ensure that sub-contractors have the required coverage.

RBCRA will confirm licensing status with the Florida Department of Business and Professional Regulations prior to contract award.

RBCRA will not process any draw requests or make any disbursements unless proper permits are filed and issued by the local building department. Final draw requests will not be approved or paid without submittal of permits, certificates of completion, and the work performed is approved by the RBCRA inspector and local building department (if applicable).

Draw Requests

General contractors are required to request a minimum of two draws. All request for draws are to be based on the percentage of work completed. Draw requests must include the following:

First Draw

1. Payment Request Form.
2. Pictures of completed work.
3. Copy of permits for all work to be completed.
4. Recorded Notice of Commencement.
5. Release of lien for the amount of draw request.
6. Release of liens from sub-contractors, if applicable

Final Draw

1. Payment Request Form
2. Permits signed by local municipality building inspectors as complete.
3. Pictures of completed work.
4. Proof of Energy Star rating for appliances and proof of water conservation fixtures/products.
5. Release of lien for the total amount of rehabilitation work.
6. Release of liens from all sub-contractors.
7. Certificate of occupancy/completion by local municipality, if applicable
8. Warranties.

Prior to processing a draw request, the RBCRA inspector will inspect the residence to verify the percentage of work completed. Photos will be taken by the inspector during the inspection.

All draw requests must be approved by the RBCRA inspector and the Director of Neighborhood Services, with final approval by the RBCRA Executive Director.

Final Inspections

A final inspection will be performed by the RBCRA inspector to determine whether the work performed was completed according to the scope of work. The final draw will not be processed if the final inspection determines that the rehabilitation work is not 100% complete. The general contractor is responsible for requesting and paying for subsequent final inspections.

Employees

Employees and immediate relatives of RBCRA or RBCRA Board Members must disclose their employment and/or their relationship to employees in the application upon submittal. Employees and immediate relatives of RBCRA will not receive assistance without prior written permission from the Executive Director and/or the Board. Failure to acquire written permission might result in disqualification for financial assistance and/or might require the full repayment of the financial assistance provided.

Immediate relative is defined as spouse, child, step-child, brother, step-brother, sister, step-sister, parent, and step-parent. Relationships must be disclosed at the time of application submittal.

Policy Exceptions

Policy exceptions will be considered on a case-by-case basis. The Director of Neighborhood Services will review each request and recommend either approval or disapproval to the Executive Director and/or the Board. Approvals and disapprovals will be provided in writing with an explanation. The decision to approve an exception must be based on the ability of RBCRA to approve the exception and whether approving the exception will increase the risk of RBCRA.

Exceptions that contradict State or Local Statutes or regulations will not be approved. Exceptions that contradict RBCRA funding regulations or stipulations will not be approved.

Procedures

The below procedures must be followed during the application, award, and rehabilitation process.

1. Applicant submits completed application with required personal, income, asset, and property documentation.
2. Income and assets are verified through documentation review and/or third party verification.
3. Income certification is completed and signed by property owner(s).
4. Written Notice of Award is provided to property owner(s).
5. Initial Inspection and Specification (Scope of Work) Request to be submitted to RBCRA inspector.
 - a. Inspections to be completed and submitted to RBCRA within 10 business days.
 - b. Specifications to be completed and submitted to RBCRA within 15 business days.

6. Specification (Scope of Work) will be provided to RBCRA approved general contractors to prepare and submit bids
 - a. Bids must be submitted to RBCRA within 10 days
 - b. Bids must be submitted without omissions
7. Notice of Bid Award
 - a. General contractor will be selected based on lowest most responsive bid
8. Contract negotiations and execution
 - a. Contract will be based on specification and bid submittal
 - b. Contracted work may be reduced due to funding limitations
 - c. Contract must be signed by property owner(s)
9. Change orders will be limited and must be reviewed by and approved by the RBCRA inspector as being necessary to complete previously agreed upon work and/or to address discovered threats to health and/or safety
10. Execution of Mortgage and Note or Restrictive Covenant
 - a. Mortgage and Note will be based on actual costs and fees associated with the rehabilitation of the property to include but not limited to inspections, specifications, cost of improvements, change orders, taxes, fees, surveys, etc.
11. Notice to Proceed will be issued upon receipt of executed contract and copy of proof of insurance and permit application (if applicable)
12. Draw requests and work progress
 - a. General contractor will submit the first (1st) draw request upon 50% completion of work
 - i. Must submit copy of building permit inspections (if applicable)
 - ii. Must submit general contractor partial lien release and sub-contractor lien releases (if applicable)
 - b. General contractor will submit the final draw request upon 100% completion of work
 - i. Must submit building permit with final Building Inspections
 - ii. Must submit general contractor lien release and sub-contractor lien releases (if applicable)
 - c. In progress inspection will be completed by RBCRA inspector to verify progress and satisfactory building permit inspections

General contractor payment will be made upon 50% and 100% completion with submittal of required documentation, lien releases, satisfactory inspection report, satisfactory building inspection (if applicable) and approval of property owner (approval of property owner may be waived in the event of an unsubstantiated dispute and with the approval of the Executive Director.)

APPENDIX

1.0 APPLICATIONS

2.0 CHECKLISTS

3.0 PAYMENT AUTHORIZATION

4.0 PROGRAM DESCRIPTIONS

Appendix 1

APPLICATION FOR ASSISTANCE PROGRAM

Dear Applicant,

Thank you for your interest in Riviera Beach Community Redevelopment Agency's (RBCRA) Assistance Program. The documents listed below must be submitted when applying for Assistance. Attached is the application package. Due to funding requirements, all the information in the package must be completed. If any form does not apply to you, please initial the bottom and submit along with the entire application package. **Incomplete packages will not be accepted.**

**** STAFF WILL NOT MAKE COPIES OF REQUIRED DOCUMENTS ****
BE SURE TO HAVE YOUR COPIES ALREADY MADE UPON SUBMISSION OF APPLICATION

Copies of the following documents are required to be submitted with your application.

- Proof of Identification (for both Applicant and Co-Applicant).
 - State issued picture ID or passport
 - Marriage Certificate if you are married and have different last names.
- Social Security Cards for all household members. (To be reviewed by Staff.)
- Proof of Income (household members 18 and older). Submit all that apply.
 - Six recent and consecutive pay stubs
 - Child Support – court order, divorce decree, or a printout from the agency ordering the child support.
 - Alimony/Palimony – divorce decree or court order.
 - Social security benefit award letter.
 - Last six months bank statements, all accounts
 - Pension/Retirement statement – we need three most recent statements.
 - Self-employment – Profit & Loss Statement for last two (2) years and a statement from your accountant projecting your anticipated net business income for the next twelve months.
 - Last two years tax returns, with all schedules.
- Proof of Property Ownership and occupancy. Submit the items below.
 - Deed – Warranty Deed or Quit Claim Deed and
 - Homestead Exemption or
 - If rental property, then submit the lease.
- Proof that you are current on your property taxes.
 - Palm Beach County Property Tax payment receipt
 - Cancelled check (must have copy of front and back of check)
 - Mortgage statement from lender indicating taxes were paid
- Most recent mortgage statements.

- Proof of Homeowners / Property Owners and Flood insurance.
- Printout from the Florida Department of State Division of Corporation listing the below (businesses only)
 - Name of company
 - Registered agent
 - Officers/directors
- Copy of IRS letter assigning company's Employment Identification Number (Businesses only)

Once your completed application and all required documents are received, staff will review and make a determination of eligibility. If eligible, you will be contacted to complete the approval process. Once approved, RBCRA will notify an inspector to assess your property to determine repairs/replacements needed and write a scope of work for the repairs. The inspector will contact you to schedule this assessment.

Should you have any questions regarding the application process, please feel free to contact the Neighborhood Services Staff at RBCRA at (561) 844-3408.



**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
HOUSING ASSISTANCE PROGRAM**

APPLICATION & CO-APPLICANT GENERAL INFORMATION:

Applicant

Full Name: _____

Marital Status (circle one): _____ Married _____ Unmarried _____ Divorced

Street Address: _____

City, State, ZIP: _____

Home: _____ Cell / Other#: _____

Co- Applicant

Full Name: _____

Marital Status (circle one): _____ Married _____ Unmarried _____ Divorced

Street Address: _____

City, State, ZIP: _____

Home: _____ Cell / Other#: _____

Household Members/Dependents (Social Security card must be provided for each additional household member listed on application along with proof of number of dependents claimed.)

Name	Date of Birth	Social Security # Or EIN #	Relationship to Applicant(s)

Are you or any household member a Riviera Beach Community Redevelopment Agency (RBCRA) employee, or related to a RBCRA employee, and/or Board Member?

YES _____ No _____

If yes, identify employee and/or Board Member by name: _____

Are you or any household member a City of Riviera Beach employee, or related to a City of Riviera Beach employee? YES _____ No _____

If yes, identify employee by name: _____

Mortgages and Liens (List debts against the home to include real estate and mortgage loans and list liens placed against your home)

TYPE	CREDITOR'S NAME / ADDRESS	MONTHLY PAYMENT	BALANCE
Mortgage or Rent/Lease Payment			
Lien			
Lien			
Lien			
Other Debt			
Other Debt			

	Applicant		Co-Applicant	
	YES	NO	YES	NO
1. Are you current with your Mortgage?	()	()	()	()
Amount	\$	_____	\$	_____
How long have you resided at this residence?	_____	_____	_____	_____
2. Do you own any other real estate?	()	()	()	()
If yes, location and type _____				
3. Are you in foreclosure?	()	()	()	()
4. Do you have any outstanding unpaid collections or judgments?	()	()	()	()
5. Have you declared Bankruptcy in the last 7 years?	()	()	()	()
6. Are you a party in a lawsuit?	()	()	()	()



Inspection Request

Date: _____

Property Owner's Name:	
Address:	
Phone #:	

**Please check the exterior improvements that you would like to include:
(You may check more than one box if appropriate.)**

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Fence Replacement | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Exterior paint | <input type="checkbox"/> Roof repair | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Flood Mitigation / Drainage | <input type="checkbox"/> Driveway repair | |
| <input type="checkbox"/> Other, please explain _____ | | |

Priority will be given to improvements that are necessary to correct health, safety, and code violations.

Requested By: _____
Print Sign

INCOME/EMPLOYMENT INFORMATION

APPLICANT / CO-APPLICANT

Name: _____

Name of Employer: _____ Phone Number _____

Address: _____ Years Employed: _____

Position: _____ Supervisor: _____

APPLICANT / CO-APPLICANT or Household Member over 18:

Name: _____

Name of Employer: _____ Phone Number _____

Address: _____ Years Employed: _____

Position: _____ Supervisor: _____

APPLICANT / CO-APPLICANT or Household Member Over 18:

Name: _____

Name of Employer: _____ Phone Number _____

Address: _____ Years Employed: _____

Position: _____ Supervisor: _____

APPLICANT / CO-APPLICANT or Household Member Over 18:

Name: _____

Name of Employer: _____ Phone Number _____

Address: _____ Years Employed: _____

Position: _____ Supervisor: _____

ANNUAL GROSS INCOME – Attach additional sheet if needed

SOURCE OF INCOME	APPLICANT	CO-APPLICANT	OTHER HOUSEHOLD MEMBER(S)	TOTAL
Gross Salary				
Overtime, Tips, Bonuses, etc.				
Interest/Dividends				
Business net Income				
Rental Income				
Social Security, Pensions, etc.				
Unemployment, Workers Comp.				
Alimony, Child Support				
Welfare Payments				
Other (List)				
TOTAL	\$	\$	\$	\$

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

**Things Homeowners / Property Owners Should Know Before
Participating in the RECLAIM Program**

The following is a list of some of the things homeowners / Property Owners should be aware of before participating in the Assistance Program:

1. The purpose of the Assistance Program is to make exterior improvements to key single family homes and properties within target neighborhoods. Key homes and properties are identified by RBCRA according to predetermined criteria.
2. Homeowners should not expect their home to be new or appear to be new when the rehabilitation work has been completed. The program is for rehabilitation and not restoration to the condition of the home when newly constructed.
3. Historic restoration is not included as part of this program.
4. Funding is limited; therefore the program cannot provide assistance for all of the improvements that homeowners may want to be completed. Certain improvements require matching funds from the homeowner.
5. Priority will be given to improvements that are necessary to correct health, safety, and code violations.
6. The grant will be a five (5) year, zero percent (0%) interest deferred loan secured by a lien against the property rehabilitated. The grant will be forgiven at a rate of twenty percent (20%) per year.
7. Re-payment of the grant is due upon the sale, transfer of the property title, or if cash equity ("cash-out" refinance loan) is taken out of the property.
8. The Riviera Beach Community Redevelopment Agency (RBCRA) is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Applications and documents submitted to RBCRA are public records and, unless exempt pursuant to Florida Statutes, are subject to public records disclosure, except personal information such as your income and social security number. All documents submitted to RBCRA will become property of the RBCRA and will not be returned.

Applicant Signature

Date

Co-Applicant Signature

Date



**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
"IMPORTANT – APPLICANT READ BEFORE SIGNING"**

The Riviera Beach Community Redevelopment Agency (RBCRA) is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Applications and documents submitted to RBCRA are public records and, unless exempt pursuant to Florida Statutes, are subject to public records disclosure.

The information provided is true and complete to the best of my/our knowledge and belief. I/We consent to the disclosure of such information for purposes of income verification related to my/our application for financial assistance. I/We understand that any willful misstatement of material fact will be grounds for disqualification. Applicant understands that the information provided is needed to determine assistance eligibility and in no way assures qualification for assistance. The applicant also agrees to provide any other documentation needed to verify eligibility.

WARNING: Chapter 817, Florida Statutes provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under s775.082 o 775.83.

My/our signature below indicates that I/we am/are obligated to advise the RBCRA of all changes in my/our household size or income during this process. A change in size or income may disqualify me/us to receive this assistance.

Applicant Signature

Date

Co-Applicant Signature

Date

Fair Housing Act

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).



RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

SUBORDINATION POLICY

- Only fixed-rate refinancing will be approved, no balloon or adjustable rate loans will be approved. A pay-off must take place in order for applicant to proceed outside of a fixed rate loan.
- The RBCRA will require a copy of the new loan commitment and appraisal.
- Cash-out refinancing approval will be at the discretion of the RBCRA. Cash out refinancing maybe be approved for the circumstances below:
 - Emergency home repairs
 - Barrier Free modifications to home
 - Roof repair/replacement
- A subordination request must be submitted to RBCRA Neighborhood Services Staff at least ten (10) business days prior to loan closing. Subordinations must be approved by the Executive Director or his/her assigned delegate.

I have read and understand the above Subordination Policy.

Applicant Signature

Date

Co-Applicant Signature

Date



RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
AUTHORIZATION FOR THE RELEASE OF INFORMATION

I, _____ and / or _____, the undersigned, hereby authorize the release of information without liability for information regarding my mortgage to the Riviera Beach Community Redevelopment Agency for the purposes of verifying information provided as part of determining eligibility for assistance under the Housing Assistance program. I understand that only information necessary for determining eligibility can be requested.

Types of Information to be Verified:

I understand that previous or current information regarding me may be required. Verifications that may be requested are, but not limited to: mortgage verification.

Organizations / Individuals that may be asked to provide written / verbal verifications are, but not limited to:

Banks or Financial Institutions

Other: _____

Agreement to Conditions:

I agree that a photocopy of this authorization may be used for the purposes stated above. I understand that I have the right to review this file and correct any information found to be incorrect.

Signature of Applicant	Printed Name	Date
------------------------	--------------	------

Signature of Co – Applicant / household member	Printed Name	Date
--	--------------	------



THIRD PARTY VERIFICATION OF MORTGAGE

NOTE TO MORTGAGEE:

The applicant identified below has applied for assistance for rehabilitation of his/her/their property listed below through the **Riviera Beach Community Redevelopment Agency**. The applicant has authorized this Agency in writing to obtain verification of the status of an existing mortgage on the property from any source named in the application. The requested information in this verification of mortgage is for the confidential use of this agency. Please furnish the information requested below and return this form using the addressed envelope provided or **fax it to (561) 881-8043**.

Authorization:

I hereby authorize the release of requested information. A copy of the executed "Authorization for Release of Information" is attached which indicates my agreement with the release of information requested for the sole purpose of determining eligibility for program assistance.

Signature of Applicant/Co-Applicant/Household Member Printed Name Date

Property Address

-----APPLICANT NOT TO FILL OUT FORM BELOW THIS LINE-----

Please return information to:

Riviera Beach Community Redevelopment Agency, Neighborhood Services Department
Name: Annetta Jenkins Title: Director of Neighborhood Services
Address: 2001 Broadway, # 300, Riviera Beach, FL 33404 Phone: 561-844-3408

Complete the following information:

Date of Mortgage: _____ Original Amount: \$ _____

Date of Maturity _____ Present Balance: _____

Type of Mortgage (Conventional, FHA, VA) _____

Total Monthly payment: \$ _____

 Principal & Interest: \$ _____

 Mortgage Insurance Premium: \$ _____

 Real Estate Taxes: \$ _____

 Insurance: \$ _____

Are payments current: (Yes or No): _____ How many late payments in last 12 months? _____

 If No, state amount in Arrears: _____ # of months in Arrears: _____

State amount of termination fee: \$ _____

Signature of Authorized Representative: _____

Printed Name: _____

Title: _____

Phone #: _____ Date: _____

If this form does not apply to you, initial here and return with the rest of the application package. _____

Appendix 2

Checklist

(Neighborhood RECLAIM, Properties of Distinction, Beautification, Demolition/Replacement Housing, Major Rehabilitation/Restoration, Riviera Beach Renaissance, Emergency Repair Programs)

Residential

- Application
- Proof of Identification (for both Applicant and Co-Applicant)
 - State issued picture ID or passport
 - Marriage Certificate if you are married and have different last names
- Social Security Cards for all household members. (To be reviewed by Staff.)
- Proof of Income (household members 18 and older). Submit all that apply.
 - Six recent and consecutive pay stubs
 - Child Support – court order, divorce decree, or a printout from the agency ordering the child support.
 - Alimony/Palimony – divorce decree or court order.
 - Social security benefit award letter.
 - Last six months bank statements, all accounts
 - Pension/Retirement statement – we need three most recent statements.
 - Self-employment – Profit & Loss Statement for last two (2) years and a statement from your accountant projecting your anticipated net business income for the next twelve months.
 - Last two years tax returns, with all schedules.
- Proof of Property Ownership and occupancy
 - Deed – Warranty Deed or Quit Claim Deed and
 - Homestead Exemption (if applicable)
- Proof that you are current on your property taxes
 - Palm Beach County Property Tax payment receipt
 - Cancelled check (must have copy of front and back of check)
 - Mortgage statement from lender indicating taxes were paid
- Most recent mortgage statements
- Proof of Homeowners and Flood insurance

Business / Commercial

- Printout from the Florida Department of State Division of Corporation listing the below
 - Name of company
 - Registered agent
 - Officers/directors
- Copy of IRS letter assigning company's Employment Identification Number (EIN)

Appendix 3
Riviera Beach CRA
Payment Authorization Checklist

Applicant Name: _____

Project Address: _____ **Phone #:** _____

Draw Invoice #: _____ **Draw #:** _____ **Final Invoice:** _____ **Invoice Request Date:** _____

Previous Balance: \$ _____ **This Payment Amount:** \$ _____

New Balance After This Draw: \$ _____ **Project Manager:** _____

	Reviewed/Approved By/Date
Contract Signed With W-9 Attached	
Applicant Briefed By Project Manager	
Appropriate Permits Secured	
Inspection Completed By Official Inspector- Attached Doc.	
On-Site Contract Work Verification By Project Manager (Original Contractor(s) Match Application, or Formal Waiver)	
Approval By CRA Neighborhood Services Director	
Approval By CRA Executive Director	
Check Issued	

The invoice and supporting documentation have been reviewed and it is approved for payment.

_____ Date: _____

Approving Authority

Payment approved by:

Appendix 4
Neighborhood RECLAIM Program

Program Funding: \$300,000

Description: The Neighborhood RECLAIM Program will provide funding through the Riviera Beach Community Redevelopment Agency (RBCRA) to eligible single family (one unit) homeowners to make exterior improvements to their property. Eligible improvements include fence replacement, painting, irrigation, landscaping, weatherization (windows and doors), roof repair/replacement, driveway repair and other minor exterior repairs to improve RBCRA identified key homes within the Community Redevelopment Area. Priority will be given to improvements that are necessary to correct health, safety, and code violations.

Impact: 10-12 Properties

Maximum Funding	Up to \$35,000
Eligibility and Restrictions	
Income	Not Applicable
Occupancy	Owner Occupied
Property Conditions	Priority improvements are documented exterior health, safety, and/or code violations. * RBCRA reserves the right to limit grants relative to value of the property.
Unit Type	Single family homes
Location	Riviera Beach Community Redevelopment Area Boundaries
Funding Terms	
Mortgage	5-year forgivable loan, reduced by 20% each year. <ul style="list-style-type: none"> • 100% funding for fence replacement, irrigation, and exterior paint, and other similar façade and property improvements • 100% funding for roof repair. • 100% funding for flood mitigation/drainage. • 100% funding for driveway repair.
Restrictive Covenant	5 years
Interest	0%

Certain conditions may apply and all grants are subject to approval by the RBCRA Executive Director.

Property of Distinction

Program Funding: \$0

Description: The Property of Distinction Program will provide funding through the Riviera Beach Community Redevelopment Agency (RBCRA) to eligible single family (one - four units) rental, multi-family, and business owners to make exterior improvements to their property. Eligible improvements include fence replacement, painting, irrigation, landscaping, weatherization (windows and doors), roof repair/replacement, driveway repair, and other exterior repairs to improve RBCRA identified key homes within the Community Redevelopment Area. Priority will be given to improvements that are necessary to correct health, safety, and code violations.

Impact: 0 properties

Maximum Funding	Up to \$20,000
Eligibility and Restrictions	
Income	Not Applicable
Occupancy	Not Applicable
Property Conditions	Priority improvements are documented exterior health, safety, and/or code violations. * RBCRA reserves the right to limit grants relative to value of the property.
Unit Type	Multi-Family Houses (that contain up to four units)
Location	Riviera Beach Community Redevelopment Area Boundaries
Funding Terms	
Mortgage	5-year forgivable loan, reduced by 20% each year. <ul style="list-style-type: none"> • 100% funding (up to \$2,500) for fence replacement, irrigation, and exterior paint. • 100% funding for roof repair. • 100% funding for flood mitigation/drainage. • 90% funding with 10% match for driveway repair.
Restrictive Covenant	5 years
Interest	0%

- a. For properties that have had no tenant complaints, code violations, law enforcement infractions, and utility bill delinquencies over the past six months – 4 bonus points
- b. For property owners who propose façade improvements that are tasteful and above and beyond the minimum requirements stipulated in Florida Statute 162 and Riviera Beach’s Homeowner’s Guide – 2 bonus points
- c. For property owners who propose landscape improvements (inclusive of irrigation, lighting, etc.) that are tasteful, above and beyond the minimum requirements stipulated in Florida Statute 162 and Riviera Beach’s Homeowner’s Guide – 2 bonus points
- d. For property owners to provide a 1:2 match to RBCRA dollars, up to the maximum grant award.

Certain conditions may apply and all grants are subject to approval by the RBCRA Board of Commissioners.

Neighborhood Safety Initiatives

Reserved

Demolition/Replacement Housing Program

Program Funding: \$0

Description: The Demolition/Replacement Housing Program will provide funding to eligible single family (one unit) homeowners to demolish and reconstruct existing homes deemed unsafe, dilapidated, and/or blighted by the City of Riviera Beach and/or the Riviera Beach Community Redevelopment Agency. Homes must be located within the Community Redevelopment Area. Applicants will be selected on a first come, first ready, first served basis.

Impact: 0 households will be assisted with this program.

Maximum Funding	\$195,000 (Demo \$15,000, Construction \$180,000)
Eligibility and Restrictions	
Income	Not Applicable
Occupancy	Owner Occupied
Property Conditions	Eligible properties must have documented health, safety, and/or code violations
Unit Type	One-unit, single family homes
Location	Riviera Beach Community Redevelopment Agency Boundaries
Funding Terms	
Mortgage	30 years in first position, non-forgivable and shared equity.
Restrictive Covenant	30 years
Interest	N/A

Major Rehabilitation Program – Owner Occupied

Program Funding: \$0

Description: The Major Rehabilitation Program – Owner Occupied will provide loans to eligible homeowners of single family (one unit) homes to make exterior and interior improvements to their homes. Eligible improvements include painting, kitchens, bathrooms, plumbing, landscaping, weatherization (windows and doors), air conditioning/heating, roof repair/replacement, and other repairs necessary to correct health, safety, and code violations. Homes must be owner occupied and located within the Community Redevelopment Area. Applicants will be selected on a first come, first ready, first served basis.

Impact: 0 households will be assisted.

Maximum Funding	\$40,000 (ELI and LI, 10) \$30,000 (MI, 3)
Eligibility and Restrictions	
Income	Not Applicable
Occupancy	Owner Occupied
Property Conditions	Priority will be given to homes with documented health, safety, and/or code violations.
Unit Type	One unit, single family homes
Location	Riviera Beach Community Redevelopment Agency Boundaries
Funding Terms	
Mortgage	20 years, forgivable at a rate of TBD % a year after the first five (5) years.
Restrictive Covenant	20 years
Interest	Not Applicable

Major Rehabilitation Program – Tenant Occupied

Program Funding: \$0

Description: The Major Rehabilitation Program – Tenant Occupied will provide loans to eligible owners of eligible rental housing (1 – 4 units) to make exterior and interior improvements to their homes. Eligible improvements include painting, kitchens, bathrooms, plumbing, landscaping, weatherization (windows and doors), air conditioning/heating, roof repair/replacement, and other repairs necessary to correct health, safety, and code violations. Rental properties must be located within the Community Redevelopment Area. Property owners are required to contribute at least 25% of funds toward the total rehabilitation costs as a match. Applicants will be selected on a first come, first ready, first served basis.

Impact: 0 properties will be assisted with this program.

Maximum Funding \$40,000 with 25% contribution from property owner.	
Eligibility and Restrictions	
Income	Not Applicable
Occupancy	Tenant Occupied
Property Conditions	Priority will be given to homes with documented health, safety, and/or code violations.
Unit Type	Four unit, single family homes
Location	Riviera Beach Community Redevelopment Area Boundaries
Funding Terms	
Mortgage	10 years with 15 year amortization and balloon payment at the end of year 10
Restrictive Covenant	10 years
Interest	TBD%

Riviera Beach Renaissance Program

Program Funding: \$400,000

Description: The Riviera Beach Renaissance Program will provide down payment and housing rehabilitation assistance to first time homebuyers purchasing single family homes within the Community Redevelopment Area. As part of the program, homebuyers can make exterior and interior improvements to their homes. Eligible improvements include painting, kitchens, bathrooms, plumbing, landscaping, weatherization (windows and doors), air conditioning/heating, roof repair/replacement, and other repairs necessary to correct health, safety, and code violations. Applicants will be selected on a first come, first ready, first served basis.

As part of the Riviera Beach Renaissance Program, RBCRA will acquire derelict properties and vacant land for demolition and Reconstruction for development of new construction homes for purchase by first time homebuyers. Properties and vacant land must be located within the Community Redevelopment Area. If a buyer is not a first time homebuyer, the buyer must live in this house as a primary residence.

Impact: 15-20 households will be assisted.

Maximum Funding	Up to \$35,000, based on a sliding AMI scale, for down payment, closing cost, rehabilitation assistance.
Eligibility and Restrictions	
Income	Up to 120% AMI
Occupancy	Owner Occupied
Property Conditions	Priority will be given to homes with documented health, safety, and/or code violations.
Unit Type	One unit, single family homes
Location	Riviera Beach Community Redevelopment Agency Boundaries
Funding Terms	
Mortgage	25 years, forgivable at a rate of 5% a year after the first five (5) years.
Restrictive Covenant	25 years
Interest	Not applicable
Down Payment	At least 3 % Minimum; at least 1% must be buyer's own funds, with remainder from a gift or other subsidy, at discretion of the Executive Director of the CRA.

Ratios	Front End – 35% Back End – 45%
Lender Criteria	Must meet lender credit standards; lender must be approved lender. Buyers must contact and identify a lender directly. RBCRA is not responsible for the selection of lender. Lender decisions are final.
Homebuyer Education Requirements	Attend at least an 8- hour approved homebuyer education course; with counseling through the Riviera Beach Homebuyers Club or similar.
Subsidy	Provided in the form of a second mortgage as gap financing.
Loan Origination Fees	At the discretion of the RBCRA.
Assets	Assets in excess of \$35,000 must be decreased through additional homebuyer contributions
Other	Reserved
Other	Reserved

Special Initiatives Program

Program Funding: \$925,000

Description: The Riviera Beach CRA will acquire vacant, derelict, donated properties to be developed in partnership with joint venture partners---Riviera Beach CDC—and others, pursuant to a negotiated development agreement that meets the goals of the CRA. Additionally, Riviera Beach CRA may contribute project and subsidy funds to be used for development and purchase subsidy. All attempts will be made to leverage these funds. Properties and vacant land must be located within the Community Redevelopment Area. If a buyer is not a first-time homebuyer, the buyer must live in the house as their primary residence.

Impact: 10-15 households will be assisted.

Maximum Funding	Up to \$100,000 average per unit for development and homebuyer subsidy.
Eligibility and Restrictions	
Income	Up to 150% AMI
Occupancy	Owner Occupied
Property Conditions	Priority will be given to projects that address vacant, derelict properties, that address slum and blight, that promotes mixed-income strategies, and that serve as catalytic projects in a neighborhood.
Unit Type	For mixed use, mixed type housing, ownership
Location	Riviera Beach Community Redevelopment Agency Boundaries
Funding Terms	
Mortgage	25 years, forgivable at a rate of 5% a year after the first five (5) years for end purchaser
Restrictive Covenant	During acquisition and construction and thereafter for 25 years
Interest	Not applicable
Down Payment	For end purchaser, at least 3 % Minimum; at least 1% must be buyer's own funds, with remainder from a gift or other subsidy, at discretion of the Executive Director of the CRA.
Ratios (End Purchaser)	Front End – 35% Back End – 45%
Lender Criteria	For end purchaser, must meet lender credit standards; lender must be approved lender. Buyers must contact and identify a lender directly. RBCRA is not responsible for the selection of lender. Lender decisions are final.

Homebuyer Education Requirements	Attend at least an 8- hour approved homebuyer education course; with counseling through the Riviera Beach Homebuyers Club or similar.
Subsidy	Provided in the form of a second mortgage as gap financing.
Loan Origination Fees	At the discretion of the RBCRA.
Assets	For end purchaser, assets in excess of \$35,000 must be decreased through additional homebuyer contributions
Developer Requirements	Subject to negotiated developer agreement; ultimate benefit to end purchaser
Other	Reserved

Emergency Repair Program

Program Funding: \$0

Description: The Emergency Repair Program will provide funding to eligible single family (one unit) homeowners to make emergency repairs to their homes. Eligible improvements include plumbing, securing homes (windows and doors), air conditioning/heating, roof repair/replacement, and other repairs necessary to correct conditions threatening the health, safety of occupants. Homes must be located within the Community Redevelopment Area. Applicants will be selected on a first come, first ready, first served basis.

Impact: 0 households will be assisted.

Maximum Funding \$10,000	
Eligibility and Restrictions	
Income	Not Applicable
Occupancy	Owner Occupied
Property Conditions	Priority will be given to homes with documented threat to the health and safety of occupants.
Unit Type	One unit, single family homes
Location	Riviera Beach Community Redevelopment Agency Boundaries
Funding Terms	
Mortgage	Forgivable 5 year
Restrictive Covenant	5 years
Interest	0%

These Guidelines May be Amended from Time to Time. Contact RBCRA for Latest Guidelines, at 561-844-3408.

Last Updated: October 28, 2020