





**Background and Justification:** (Continued from Page 1)

Funds made available through this RFP allowed CHDOs to submit proposals for rental and for-sale housing to be occupied by households whose incomes are no more than 80% of the Area Median Income. Recipients must expend 50% of awarded funds by September 30, 2015, and 100% of awarded funds by September 30, 2016. Beneficiaries must occupy all assisted units by September 30, 2017.

By the submittal deadline of August 9, 2013, five (5) CHDOs submitted proposals in response to the RFP. A responsiveness review determined four (4) proposals to be "Responsive", warranting evaluation by the Selection Committee and consideration for funding recommendations. Notice of the results of the responsiveness review was provided directly to all respondents and was posted on the DES website with notice of the Selection Committee meeting.

**Palm Beach County Department of Economic Sustainability**  
**HOME/Community Housing Development Organization (CHDO) RFP DES.2013.2**  
**Selection Committee Evaluation Criteria**  
**Master Scoring Sheet**

SCORING CRITERIA	Shannon LaRocque-Baas	Edward Lowery	Bud Cheney	Total Score	
Habitat for Humanity of South Palm Beach County	65	75	73	213	③
Housing Partnership	90	75	57	222	②
Riviera Beach CDC	95	93	66	254	①
Word of Faith CDC	75	75	62	212	④

# **Request for Proposals**



**Palm Beach County  
Department of Economic Sustainability**

**HOME Investment Partnerships Program  
Community Housing Development  
Organizations**

**RFP DES.2013.2**

**July 2013**

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**SECTION I**

**A. Statement of Purpose**

The Palm Beach County Board of County Commissioners (County), through the Department of Economic Sustainability (DES), is soliciting proposals from those County certified Community Housing Development Organization's (CHDOs) interested in receiving funds under the County's HOME Investment Partnerships Program (HOME). Only those CHDOs currently certified by Palm Beach County may respond to this RFP. Those currently County certified CHDOs are identified in "Exhibit A" of this RFP. Assistance will be provided to create Permanent Rental or Home Ownership Housing through the construction of new housing on vacant property; the demolition of existing vacant buildings and the construction of new rental or ownership housing; or acquisition and rehabilitation of existing residential property. Through this Request for Proposal (RFP) process, the County intends to select one or more CHDO projects that will expend all HOME CHDO funding by September 30, 2016 and will complete and place into service all project housing units by September 30, 2017.

**B. Background**

The HOME Program was created by the 1990 Title II, 42 USC 1271, SEC. 201 Cranston-Gonzalez National Affordable Housing Act. The purpose of this program is to allocate funds to eligible Participating Jurisdictions (PJ) to strengthen public/private partnerships for the provision of Affordable Housing opportunities for Extremely Low-, Very Low- and Low-Income households. In Palm Beach County, the HOME Program is administered by the DES.

The Department of Housing and Urban Development (HUD) allocates to County an annual HOME Program entitlement. HUD requires that at least 15% of the County's annual entitlement allocation be awarded to Community Housing Development Organizations (CHDO). HUD also permits the County to provide up to an additional 5% of its annual entitlement allocation for CHDO Operating Costs. This RFP makes available HOME Program CHDO set-aside funding in the following amounts:

HOME Program CHDO Project Funds	\$854,364
HOME Program CHDO Operating Funds	\$ 42,718

**C. Funding/Available**

RFP DES.2013.2 makes available up to \$ 854,364 in HOME CHDO Project funds and up to \$ 42,718 in HOME CHDO Operating Funds to County certified CHDOs.

There is no limitation on the amount of funding that may be requested which is, subject to the total amount available (\$897,082).

**D. Defined Terms**

**Affordable For-Sale Housing** is defined as a dwelling unit, where the owner Household spends no more than thirty percent (30%) of their gross income on the principal, interest, property taxes, insurance (PITI), and homeowners' association fees, if any to maintain the dwelling unit.

**Affordable Rental Housing** is defined as a rental dwelling unit where the leasee Household spends no more than 30% of gross income for rent and utilities. Utilities shall include gas, water, electric, and sewer/garbage. Such rents may not exceed HOME Rents for the West Palm Beach – Boca Raton Metropolitan Statistical Area (Palm Beach County) as published by HUD annually.

**Area Median Income (AMI)** is defined as the most current income limits published by HUD for the West Palm Beach - Boca Raton Metropolitan Statistical Area (Palm Beach County).

**Community Housing Development Organization (CHDO)** is defined as a private non-profit organization which adheres to 24 CFR 92.2 and has been certified by the County, within one year, as an eligible CHDO. However, pursuant to 24 CFR 92.300 a CHDO currently receiving HOME funds and designated as a "sub-recipient", is not eligible to receive CHDO Project Funds through any activity for which is developed and implemented as a result of this RFP.

**Displaced Homemaker** is defined as an individual who:

1. is an adult;
2. has not worked full-time full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family; and
3. is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**Eligible Residential Properties** is defined as properties which are located exclusively within the Palm Beach County HOME entitlement jurisdiction, and is within the CHDO's respective geographic service area as defined in their by-laws and articles of incorporation. This excludes the Municipalities of West Palm Beach, Boynton Beach, Delray Beach, Boca Raton, the Town of Jupiter and the Village of Wellington. Properties to be acquired cannot be occupied. Properties may not be acquired for more than 95 percent (95%) of the area's median sales price (purchase price/after-rehabilitation) in Palm Beach County as shown in the exhibits.

**Extremely Low-Income** is defined as households whose annual incomes do not exceed 30 percent (30%) of the Area Median Income as annually determined by HUD.

**First-Time Homebuyer** is defined as an individual or household who have not owned a home during the three-year period prior to application for HOME assistance. The term First-Time Homebuyer also includes an individual who is a Displaced Homemaker or Single Parent.

**Homeownership** is defined as ownership in fee simple title or a 99 year leasehold interest in a one- to four-unit dwelling or in a condominium unit, or an equivalent form of ownership approved by HUD. Condominiums and Plan Unit Developments (PUDs) where a Homeownership Association (HOA) fee is required are subject to additional affordability standards. The ownership interest may be subject only to the restrictions on resale; as required under 24 CFR § 92.254 (a); mortgages, deeds of trust, or other liens or instruments securing debt on the property as approved by the participating jurisdiction; or any other restrictions or encumbrances that do not impair the good and marketable nature of title to the ownership interest.

**Household** is defined as one or more persons occupying a housing unit.

**Low-Income** is defined as households whose annual incomes do not exceed 80 percent (80%) of the Area Median Income (AMI) as annually determined by HUD.

**Permanent Ownership Housing** is defined as housing which is to be conveyed to an eligible homebuyer to be used as their principal place of residence. Permanent Ownership Housing does not include cooperative units, trailers or mobile homes.

**Permanent Rental Housing** is defined as housing which is leased to an eligible tenant household under the terms of a signed lease agreement.

**Principal Place of Residence** is defined as the residential property where the owner lives and has a homestead interest.

**Interest Only Loans** is defined as a loan where only the interest payments are due annually and the principal balance is due upon loan maturity.

**Median Sales Price (95%)** is defined as the maximum price per unit for a HOME assisted residential property as determined annually by the U.S. Department of Treasury.

**Respondent** is defined as an entity that submits a proposal in response to this RFP.

**Selection Committee** is defined as the body of individuals that evaluates responsive proposals at a public meeting and formulates funding recommendations for consideration by the Palm Beach County Board of County Commissioners.

**Single-Family Housing** is defined as a one- to four-unit family residence.

**Single Parent** is defined as an individual who:

1. Is unmarried or legally separated from a spouse (living in another country, incarcerated, or in documented instances of domestic violence); and
2. Has one or more minor children of whom the individual has custody or joint custody,

**Very Low-Income** is defined as households whose annual incomes do not exceed 50 percent (50%) of the Area Median Income (AMI) as determined annually by HUD.

**E. Location Limitations**

Properties must be located exclusively within the Palm Beach County HOME entitlement jurisdiction. This excludes the Municipalities of West Palm Beach, Boynton Beach, Delray Beach, Town of Jupiter, Village of Wellington, and Boca Raton. CHDOs receiving funding must undertake funded activities within their respective geographic service area as defined in their by-laws and articles of incorporation.

**F. Project Beneficiaries**

Project housing units assisted with HOME funding through RFP DES.2013.2 must provide Permanent Rental or Ownership Housing to individuals and families whose incomes do not exceed eighty percent 80% of AMI.

The number of housing units proposed shall be designated as fixed or floating by the Respondent, and should be guided by the level of financial contribution requested and the minimum and maximum per unit HOME subsidy program guidelines. Furthermore, there should be a representative distribution of housing unit sizes among the total number of housing units designated to the project. The County has the sole authority to approve the proposed program unit designation mix, or to require revisions to the same. Ultimately, the program unit designation mix will be codified in the loan agreement.

All HOME-assisted units must be leased or sold to households whose incomes are no greater than eighty percent (80%) of AMI, and at least 30% of the units must be leased or sold to households earning no more than 50% of AMI.

Tenant income verification must be conducted prior to execution of a lease. Income verification is based upon third-party verification and not self-declaration. Income limits for each income category by household size are published annually by HUD. The 2013 Income Limit Chart is attached as Exhibit B.

All project housing units must be completed, put into service, and provide eligible beneficiaries by September 30, 2017.

**G. Affordable Rental Rates**

All assisted project housing units must be leased to eligible beneficiaries at Affordable Rents. The 2013 Housing and Urban Development Fair Market Rents and HOME High and Low Rents are included in Exhibit C, and are applicable to the household income group for which housing units are designated, as follow:

HOME 2013 RENTAL LIMITS				
WEST PALM BEACH – BOCA RATON, FL				
RENT CATEGORY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM
LOW	\$701	\$842	\$973	\$1,085
HOME	\$793	\$892	\$1,073	\$1,354

U.S. DEPARTMENT OF HUD 4/2013

**H. Period of Affordability**

All assisted housing units shall be leased or sold through conveyance at Affordable Rents or 95 percent (95%) of area median sales price as published by HUD annually for at least twenty (20) years if newly constructed, and for at least fifteen (15) years if acquired and rehabilitated.

**I. Palm Beach County Resale/Recapture Provision**

HOME funds will be used to facilitate the undertaking of homebuyer activities pursuant to 24 CFR 92.254(a)(4). As such the following Recapture Provision will be implemented to ensure affordability of the units:

Principle Place of Residence: Any home acquired, built, rehabilitated and sold under RFP DES.2013.2 must be the Principal Place of Residence of the eligible homebuyer. Upon the sale, transfer, conveyance or alienation of any part or all of the property within fifteen (15) years of the date of the note or expiration of the full term of the first mortgage loan, whichever date is earlier, full repayment of the principal HOME sum plus accrued interest, if any, plus any advancements made pursuant to the terms of the mortgage, shall become immediately due and payable.

Refinance: Mortgage subordinations are granted at the discretion of Palm Beach County. Mortgage subordinations will only be granted in cases where the homeowner is seeking new financing to: lower the term of the first mortgage; lower the interest rate of

the first mortgage; or make improvements to the HOME assisted property. Should the homeowner refinance for any reason other than previously mentioned, the full amount of the HOME subsidy provided shall become due and payable in full.

**J. Mandatory Counseling**

Sub-grantees are responsible for ensuring that homebuyers of CHDO assisted residential properties attend and complete eight (8) hours of homeownership counseling; a minimum of six (6) hours in a classroom setting, and two (2) hours of one-on-one (individual) counseling sessions. A certificate must be issued identifying: the date of counseling; total hours counseled; the name of the HUD approved agency provider; and signature of the authorized counselor. Housing counseling must be conducted by a HUD approved housing counseling agency, and certification is valid for one calendar year from the date of issue.

**K. Rehabilitation Standards**

Rehabilitation work completed under this program shall seek to upgrade the property to the extent practicable and feasible to applicable housing and building code standards (including the HUD Section 8 Housing Quality Standards). The rehabilitation shall address lead-based paint remediation, asbestos remediation, hurricane protection, energy efficiency and conservation, the removal of architectural barriers, as well as any construction related improvements to the property in order to comply with the requirements of the required environmental review. Rehabilitation costs shall not exceed \$50,000 per unit for all housing types.

**L. Eligible Project Costs**

1. Funds may be used for hard and soft costs including but not limited to: property acquisition and related; demolition; construction; holding costs during construction; purchase of stored materials; engineering/architectural services; legal; developer fee; costs of other financing; fees (impact, permit, utility connection, etc). Determination of eligibility of costs shall be at the County's sole discretion.
2. Operating Costs whereby a Sub-recipient is reimbursed for the portion of staff's salary which is attributable to work done in connection with acquisition/rehabilitation. Full reimbursement will be provided for all reasonable and necessary service delivery costs incurred by the Sub-recipient. Operating Costs may not exceed a maximum of \$5,000 for properties containing one to four dwelling units, and a maximum of \$3,000 per unit for properties containing more than five or more dwelling units. No more than 50% of Operating Costs may be paid prior to meeting

the 100% expenditure deadline.

**M. Relocation**

Respondents are cautioned that any activities causing displacement of residents and/or businesses are required to comply with the federal Uniform Relocation Assistance and Real Properties Acquisition Act (URA). The Respondent is solely responsible for all procedural requirements and related costs to the URA.

**N. Acquisition Restrictions**

All properties acquired for redevelopment must be vacant. There is no requirement however for these properties to be abandoned or foreclosed. Respondents are cautioned that any activities causing displacement of residents and/or businesses are required to comply with the federal Uniform Relocation Assistance and Real Properties Acquisition Act.

**O. Program Revenues**

In accordance with HOME Program regulations, entities awarded HOME Program CHDO set-aside funding through this RFP will be considered CHDO sponsors, owners, developers. Revenues generated by projects assisted with CHDO set-aside funding through this RFP are considered program income and are subject to HUD recapture requirements for CHDOs.

**P. Deadlines**

August 9, 2013 (5:00 p.m.)..... Submittal of Proposal  
July 31, 2014.....Commence Construction  
September 30, 2015.....50% expenditure of HOME/CHDO Funds  
September 30, 2016.....100% expenditure of HOME/CHDO Funds  
September 30, 2017.....100% Beneficiaries (leased or sold)

**Q. Requirements**

The following are some of the regulations applicable to projects funded through this

RFP. This list is not all-encompassing, and the exclusion of a requirement from this list does not relieve the CHDO of its obligations related thereto.

- 24 CFR Part 92 (HOME Program Regulations)
- HOME 42 U.S.C.12704
- Davis-Bacon and Related Acts
- Uniform Relocation Assistance and Real Property Acquisition Policies (URA)
- Section 504 of the Rehabilitation Act of 1973, as amended
- Lead-Based Paint Poisoning Prevention Act
- Section 3 of the Housing and Urban Development Act of 1968, as amended
- Executive Order 11246
- Executive Order 11063
- Federal, State and local Fair Housing Laws
- Palm Beach County Purchasing Code
- OMB Circular A-133
- Section 8 Housing Quality Standards
- Protecting Tenants at Foreclosure Act of 2009 (PFTA), Pub. L. No. 111-22
- Implementation of Section 418 of Division A of the Consolidated Appropriations Act, 2010, Public Law 111-117, Title IV, 123 Statute 3034, 3112 (ACORN affiliated organizations are not eligible to receive HOME funding)
- S.A.F.E. Mortgage Act and related Acts (RESPA, Consumer Protection, HOEPA, etc.)
- Section 109 Housing and Community Development Act of 1974
- Nondiscrimination under the Age Discrimination Act of 1975, as amended
- Title VI of the Civil Rights Act of 1964
- Compliance with Clean Air and Water Acts
- The Energy Policy and Conservation Act of 1975

## **SECTION II**

### **A. Proposal Requirements**

**A completed Registration Form for RFP DES.2013.2 shall be submitted to DES in order to be eligible to submit a proposal. The Registration Form is located at <http://www.pbcgov.com/des> or may be obtained by visiting DES at 100 Australian Avenue, Suite 500, West Palm Beach, FL 33406.**

**Each proposal shall meet the following criteria in order to be considered responsive and to be eligible for further consideration:**

1. The proposal shall include a completed and executed copy of the Energy Efficiency Checklist Form, attached hereto as Exhibit F and a Respondent Certification Form, attached hereto as Exhibit G. Submit the information required by this Paragraph II. A.1 as Attachment 1(a) and 1(b).

2. The proposal shall include a detailed project description including, but not limited to: project location; type of project (i.e., acquisition and rehabilitation, new construction with/or without acquisition, etc.); development lay out; architectural style; numbers and types of buildings; numbers/types/sizes of rental housing units; site amenities; target market and marketing strategy. Indicate status of project activities undertaken to date (for example, acquisition, site planning, development approvals); Submit the information required by this Paragraph II. A.2, as Attachment 2 including a detailed location map.
3. The proposal shall identify the contact information for all of the project team members. Information should include the name, business affiliation, address, phone number and contact person for each team member. The proposal must identify at a minimum the Respondent, Developer, construction contractor, architect/engineer, and attorney. Submit the information required by this Paragraph II. A.3 as Attachment 3.
4. The proposal shall include an organization chart which identifies the Respondent and the roles of all team members on the project. Submit the information required by this Paragraph II. A.4 as Attachment 4.
5. The proposal shall describe the past experience of the Respondent in undertaking similar activities, including details of the last three (3) projects of similar scope and magnitude to the project being proposed by the Respondent. In addition, the proposal shall include individual résumés which identify each of the proposed team members' experience in similar roles. Submit the information required by this Paragraph II. A.5 as Attachment 5.
6. The proposal shall include evidence of site control. Evidence means a fully executed contract for purchase and sale of the property, an option to purchase, a long term lease, a lease option, a recorded warranty deed, or a recorded certificate of title. Submit the information required by this Paragraph II. A.6 as Attachment 6.
7. The proposal shall include a detailed development pro-forma provided in the format attached hereto at Exhibit H. The Development pro forma must be submitted in both hard copy and in electronic format (Microsoft Excel file format). Submit the information required by this Paragraph II. A.7 as Attachment 7.
8. The proposal shall include a detailed fifteen (15) year operating cost pro-forma provided in the format attached hereto at Exhibit I. Submit the information

required by this Paragraph II. A.8 as Attachment 8.

9. The proposal shall include a detailed litigation history of the Respondent which shall identify any litigation matter in the past five (5) years involving any projects personnel or team member employed with Respondent. Submit the information required in this Paragraph II. A.9 as Attachment 9.
10. The proposal shall include documentation evidencing leveraged financing required for the balance of project costs. Acceptable documentation includes documentation from the financing source(s) providing commitment to financing and identifying all terms and conditions to financing. Submit the information required in this Paragraph II. A.10 as Attachment 10.
11. The proposal shall include two (2) years of Externally Audited Financial Statements, Externally Reviewed Financial Statements, Externally Compiled Financial Statements, Federal Income Tax Returns, or Internally Compiled Financial Statements. Organizations less than two (2) years old must provide the required documents for the maximum period possible. Organizations less than one (1) year old must submit documentation supporting why the requirements of Paragraph II.A.11 cannot be met and provide any documentation evidencing the financial status of the organization. Submit the information required in this Paragraph II. A.11 as Attachment 11.
12. The proposal shall identify the current zoning and land use for the project site, the status of development approvals, the availability of required infrastructure, and shall describe the proximity to and availability of schools, commercial facilities, health care services, public transit, and employment centers. Submit the information required in this Paragraph II. A.12 as Attachment 12.
13. The proposal shall include a detailed project schedule including all activities from conceptualization, pre-development, due diligence, land acquisition, engineering, development approvals, permitting, construction, marketing, completion, and lease-up to full occupancy. Submit the information required in the Paragraph II. A.13 as Attachment 13.
14. The proposal shall include an executed public disclosure, in writing, under oath and subject to the penalties prescribed for perjury, on the form attached hereto as Exhibit J, disclosing the name and address of every person having a beneficial interest in the proposed transaction. The beneficial interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public, is exempt and need not to be disclosed. All proposals

shall specifically identify, in said disclosure, the name of any officer, director, or agent which is also an employee of Palm Beach County. Further, all proposals must specifically identify any County official employee who owns, directly or indirectly, an interest of Respondent's firm or any of its affiliates. Submit the information required in this Paragraph II. A.14 as Attachment 14.

15. The proposal shall include an executed Drug Free Workplace Certification indicating that the Respondent has implemented a Drug Free Workplace Program which meets requirements of Section 287.087, Florida Statutes. A Drug Free Workplace Certification is provided as Exhibit K to this RFP. If Respondent has not implemented a Drug Free Workplace program, simply complete the form using "not applicable". Submit the information required in this Paragraph II. A.15 as Attachment 15.
16. Special priority will be given to the elderly, persons with disabilities, and veterans above all other eligible income groups. If the proposal is seeking Veteran's, Persons with Disabilities, or Elderly (age 62 or older) Preference, the proposal shall include documentation that the project is actively marketing to the preference targeted groups. The proposal shall include documentation demonstrating that the project Affirmative Fair Housing Marketing Plan (AFHMP) includes specific targeting of elderly, persons with disabilities, and/or veterans. Submit the information required in this Paragraph II. A. 16 as Attachment 16.

**Proposals which fail to provide all proposal requirements listed in Section II. A above will be deemed non-responsive, and will receive no consideration for funding by the Selection Committee.**

**B. Timetable**

The anticipated schedule and deadlines for the RFP are as follows:

<u>Activity</u>	<u>Date, Time and Location</u>
Issue RFP	Advertised <b>Sunday, July 21, 2013 and Wednesday, July 24, 2013.</b>
Pre-Submittal Conference	<b>4:00 – 5:00p.m., Wednesday, July 31, 2013, at PBC Airport Center Complex, Risk Management Training Room, Suite 1-470, 100 Australian Avenue, West Palm Beach, FL 33406.</b>

**Submittal Deadline**                      **5:00 p.m., Friday, August 9, 2013**, at the Department of Economic Sustainability, 100 Australian Avenue, Suite 500, West Palm Beach, Florida 33406.

**Proposals received after the deadline will not be considered. Modifications to proposals will not be permitted after the deadline.**

**Selection Committee Meeting(s)**            To be announced

**BCC Consideration**                            To be announced

**C. Pre-Submittal Conference**

A non-mandatory pre-submittal conference will be held on **Friday, July 31, 2013, from 4:00 – 5:00 p.m.** County representatives will verbally present, highlight and reinforce the requirements of the RFP.

**D. Addenda**

If necessary, addenda will be mailed or delivered to all known to have received a complete set of the RFP documents. Copies of the addenda will be made available at the Department of Economic Sustainability, 100 Australian Avenue, Suite 500, West Palm Beach, Florida 33406 where the RFP documents are on file for that purpose. No addenda will be issued later than three (3) calendar days prior to the date for receipt of submittal deadline, except an addendum withdrawing the RFP or one which includes postponement of the submittal deadline. Please address all comments/questions in writing to:

Kim Ciklin, Special Projects Coordinator  
Department of Economic Sustainability  
RFP DES.2013.2  
100 Australian Avenue, Suite 500  
West Palm Beach, FL 334  
[Kciklin@pbcgov.org](mailto:Kciklin@pbcgov.org)

**E. Submittal Format**

Failure to provide all of the information and documentation required by this RFP (Section II.A-Submittal Requirements) shall result in a proposal being deemed non-responsive. Non-responsive proposals will receive no consideration for funding.

The Respondent must submit ten (10) copies of the complete proposal. One (1) copy must be in loose leaf form, on paper no larger than 8.5" x 11" and reproducible without color copying. The remaining nine (9) copies shall be bound on paper no larger than 8.5" x 11", with tabbed/identified sections for each required attachment.

**F. Submittal Deadline**

**Proposals must be submitted no later than 5:00 p.m. Friday, August 9, 2013, at DES offices located at 100 Australian Avenue, Suite 500, West Palm Beach, FL 33406.**

The Respondent is solely responsible for ensuring that its proposal arrives prior to the closing time and date. Delivery problems by third parties are not a valid excuse for missing the closing date or time. The words RFP DES.2013.2 must be boldly printed on the proposal.

**G. Review of Proposals**

Each proposal will be reviewed to determine if the proposal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated by the Selection Committee. A responsive proposal is one which has been signed, which has been submitted by the specified submittal deadline, and which has provided all information and documentation required by Section II.A— Proposal Requirements.

While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to classify a proposal as non-responsive, such substandard submissions may adversely impact the evaluation of a proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

**H. Contact Person**

The contact person for this RFP is Kim Ciklin, Special Projects Coordinator, in the Department of Economic Sustainability. The mailing address and e-mail address are:

Kim Ciklin, Special Projects Coordinator  
Department of Economic Sustainability  
100 Australian Avenue, Suite 500  
West Palm Beach, FL 33406  
[Kciklin@pbcgov.org](mailto:Kciklin@pbcgov.org)

**I. Lobbying – “Cone of Silence”**

Respondents are advised that the “Palm Beach County Lobbyist Registration Ordinance”, a copy of which is attached hereto as Exhibit L, is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here. “Cone of Silence” means a prohibition on any non-written communication regarding this RFP between any Respondent or respondent’s representative and any County Commissioner or Commissioner’s staff. A Respondent’s representative shall include but not be limited to the Respondent’s employee, partner, officer, director or consultant, lobbyist, or any actual or potential subcontractor or consultant of the Respondent. The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, or negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a funding award, rejects all proposals or otherwise takes action which ends the solicitation process.

**J. Postponement/Cancellation**

The County may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this RFP; postpone or cancel this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

**K. Costs Incurred by Respondents**

All costs involved with the preparing and submission of Respondent’s proposal to the County, and any work performed in connection therewith and in negotiating a

proposed final agreement(s) shall be borne by the Respondent.

**L. Right of Clarification**

The County retains the right to contact Respondents after submittal in order to obtain supplemental information and/or clarification in either oral or written form.

**M. Delineation of RFP**

This is a Request for Proposals. The County reserves the right to reject all proposals or to negotiate individually with one or more Respondents, and to select a proposal on the basis of what the Selection Committee or the BCC determines to be in the best interest of the County.

**N. Oral Presentation(s)**

The County may require certain Respondents to make oral presentations, and possibly answer questions, in support of their proposal or to exhibit or otherwise demonstrate the information contained therein.

**O. Proprietary/Confidential Information**

All information submitted as part of, or in support of, proposals will be available for public inspection after submittal of proposals, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the "Public Records Law" and the "Government in the Sunshine Law", respectively.

**P. Non-Discrimination**

Palm Beach County does not discriminate on the basis of race, disability, color, sex, sexual orientation, religion, ancestry, age, gender identity or expression, marital status, familial status, or national origin. Palm Beach County provides equal housing opportunities to all individuals.

**Q. Rules, Regulations, Licensing Requirements**

The Respondent shall comply with all laws, ordinances, and regulations applicable to the agreement contemplated herein, including those applicable to conflict of interest and collusion. Respondents are presumed to be familiar with all federal, state, and local laws, ordinances, codes, and regulations that may in any way affect the contract, especially Executive Order No. 11246 entitled "Equal Employment Opportunity" and as

amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

**R. Disclaimer**

All documents and information, whether written, oral or otherwise, provided by the County relating to this RFP are being provided solely as an accommodation and for informational purposes only, and the County is not making any representations or warranties of any kind as to the truth, accuracy or completeness, or the sources thereof. County shall have no liability whatsoever relating to such documents and information and all parties receiving the same shall not be entitled to rely on such documents and information, but shall have a duty to independently verify the accuracy of the information contained therein.

**S. Public Entity Crime**

As provided in Florida Statutes 287.132-133, by entering into this RFP or performing any work in furtherance hereof, the Respondent certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof. This notice is required by Florida Statutes 287.133(3)(a).

**T. Insurance**

The Developer shall be required to comply with County insurance requirements at such time that an agreement is executed.

**SECTION III**

**A. Proposal Selection and Evaluation**

Selection Committee

A Selection Committee will be designated for evaluation of all proposals received in response to this RFP. The Selection Committee shall make its recommendations based on adherence to the goals, objectives, and evaluation criteria outlined in this RFP. The County reserves the right to appoint non County employee(s) to the Selection Committee.

### Evaluation Criteria

The following evaluation criteria will be used by the Selection Committee as a guideline in evaluating proposals, and is not intended to identify all items within each category to be considered. The Committee will award scores up to the maximum amounts identified for each criterion. The maximum combined total is 100 points.

- 25 Points - Respondent and Project Team Member qualifications and experience with similar projects
- 20 Points - Prior performance of contracts with DES
- 20 Points - Ability to meet HOME expenditure deadlines and complete project by September 30, 2017
- 25 Points - Level of financing leveraged from other funding sources as documented with evidence of commitment
- 10 Points - Veterans Preference, Special Needs, and/or Elderly

### **B. Award Recommendation(s)**

The award, if any, will be made to the Respondent(s) whose proposal(s) is/are considered to be the most advantageous to the County based on the Selection Committee's recommendations. The Department of Economic Sustainability will post the award recommendation(s) for review.

### **C. Funding Award**

The Department of Economic Sustainability will present recommendations for funding award to the Palm Beach County Board of County Commissioners (BCC) at a public meeting. **The BCC has the sole authority to award funding under this RFP.**

### **D. Agreement Negotiations**

After approval by the BCC, the County will enter into negotiations with the Respondent awarded funding. If the County and the Respondent cannot successfully negotiate an agreement, the County may terminate said negotiations and the funding award, and may elect to initiate negotiations with the second highest ranked Respondent. This process may continue until an agreement(s) has been executed or until the County elects to terminate the process. No Respondent shall have any right against the County arising from such negotiations or termination.

**E. Right of Appeal**

Respondents may appeal any recommendation for award to the BCC. There is no administrative appeal procedure.

**EXHIBIT A: LIST OF ELIGIBLE CERTIFIED COUNTY COMMUNITY DEVELOPMENT ORGANIZATIONS (CHDO)**

<b>Word of Faith CDC</b>	<b>Jonathan B. Brown, President</b>	2150 Scott Avenue West Palm Beach, FL33409 (561) 762-0409
<b>Neighborhood Renaissance, Inc.</b>	<b>Terri Murray, Executive Director</b>	510 24 <sup>th</sup> Street, Suite A West Palm Beach, FL 33407 (561) 832-6776
<b>Delray Beach CDC</b>	<b>William Sanders, Exe. Dr</b>	401 West Atlantic Avenue, Suite 16 Delray Beach, FL 33444 (561)266-9875
<b>Habitat for Humanity</b>	<b>Michael Campbell (LI &amp;CT) (HBR)</b>	181 S.E. 5 <sup>th</sup> Avenue Delray Beach, FL 33483 (561) 819-6070
<b>Housing Partnership</b>	<b>Patrick J. McNamara, President &amp; CEO</b>	2001 Blue Heron Blvd. W. Riviera Beach, FL 33404 (561)841-3500
<b>OASIS of Hope</b>	<b>Jacqueline Reed Tufts, President</b>	401 N. Rosemary Avenue West Palm Beach, FL 33401 (954)699-83-75
<b>Riviera Beach CDC</b>	<b>Annetta Jenkins, Executive Director</b>	2001 Broadway, Suite 300 Riviera Beach, FL 33404 (561)844-3408

**THIS LIST IS CURRENT AS OF THE DATE OF ISSUANCE OF THE RFP. ADDITIONAL CHDOS MAY BE ELIGIBLE IF THEY BECAME CERTIFIED BY THE COUNTY PRIOR TO THE RFP SUBMISSION DEADLINE.**

**EXHIBIT B: 2013 INCOME LIMITS CHART**

**ANNUAL INCOME LIMITS FOR  
WEST PALM BEACH – BOCA RATON, FL HMFA  
HUD INCOME LIMITS 2013  
U.S. Department of Housing and Urban Development**

<b>Number of Persons in Household</b>	<b>Extremely Low Income 30%</b>	<b>Very Low Income 50%</b>	<b>Low Income 80%</b>
<b>1</b>	<b>\$14,450.00</b>	<b>\$24,050.00</b>	<b>\$38,550.00</b>
<b>2</b>	<b>\$16,500.00</b>	<b>\$27,500.00</b>	<b>\$44,050.00</b>
<b>3</b>	<b>\$18,550.00</b>	<b>\$30,950.00</b>	<b>\$49,550.00</b>
<b>4</b>	<b>\$20,600.00</b>	<b>\$34,350.00</b>	<b>\$55,050.00</b>
<b>5</b>	<b>\$22,250.00</b>	<b>\$37,100.00</b>	<b>\$59,500.00</b>
<b>6</b>	<b>\$23,900.00</b>	<b>\$39,850.00</b>	<b>\$63,900.00</b>
<b>7</b>	<b>\$25,550.00</b>	<b>\$42,600.00</b>	<b>\$68,300.00</b>
<b>8</b>	<b>\$27,200.00</b>	<b>\$45,350.00</b>	<b>\$72,700.00</b>

**EXHIBIT C: AFFORDABLE RENTS**

Affordable Rents that may be charged in rental housing assisted by funding under the RFP DES.2013.2 will be HOME Program Rents (High and Low) and Fair Market Rents for existing comparable housing units for the West Palm Beach – Boca Raton, FL MSA as published annually by HUD. The rents are applicable to certain household income groups for which housing units are designated as follow:

<b>HOME 2013 RENTAL LIMITS</b>				
<b>WEST PALM BEACH – BOCA RATON, FL MSA</b>				
<b>RENT CATEGORY</b>	<b>1 BEDROOM</b>	<b>2 BEDROOM</b>	<b>3 BEDROOM</b>	<b>4 BEDROOM</b>
<b>LOW</b>	\$701	\$842	\$973	\$1,085
<b>HOME</b>	\$892	\$1,073	\$1,231	\$1,354

## EXHIBIT D: ENERGY EFFICIENCY CHECKLIST

The CHDO will ensure that, to the greatest extent possible, all rehabilitation and construction undertaken with HOME funds meet standards established by the United States Environmental Protection Agency, the publication titled *A Green Home Begins with ENERGY STAR Blue* or the Version 6.0 Standard of the Florida Green Building Coalition ([www.floridagreenbuilding.org](http://www.floridagreenbuilding.org)).

Check energy efficiency items below that will be incorporated into the proposed project. Through the execution of this *Exhibit F: Energy Efficiency Checklist*, the Respondent certifies that the items checked below will be incorporated into the project.

### **Energy Efficient Construction Techniques and Products**

- Proper installation of insulation to ensure even temperatures throughout the house.
- Installation of high performance impact windows.
- Installation of energy-efficient HVAC systems.
- Installation of new Energy Star qualified products including light fixtures, compact fluorescent bulbs, ventilation fans and appliances (refrigerators, dishwashers and washing machines).

### **Improved Indoor Environments**

- Properly sealed cracks and holes in the envelope of the home as well as in the duct system.
- Installation of Carpet and Rug Institute's Green Label Certified carpets and pads.
- Utilization of only low Volatile Organic Carbon paints and sealants.
- Utilization of proper water sealing methods to eliminate any possibility of mold.
- Installation of programmable thermostats.

### **Increased Water Efficiency**

- Installation of low volume, non-spray irrigation systems.
- Incorporation of landscape practices recommended by the University of Florida's Florida-Friendly Landscaping Program ([fyn.ifas.ufl.edu/index.html](http://fyn.ifas.ufl.edu/index.html)).
- Installation of low flow toilets, showerheads and sink faucets.

I, \_\_\_\_\_ (Respondent) certify that the items checked above will be incorporated into the project.

DATE \_\_\_\_\_

EXHIBIT E: RESPONDENT CERTIFICATION FORM

RESPONDENT CERTIFICATION FORM

By signing below, the undersigned \_\_\_\_\_, as Respondent), a \_\_\_\_\_ of \_\_\_\_\_ (the \_\_\_\_\_ i.e. Florida corporation) hereby certifies that the undersigned is duly authorized to sign this Respondent Certification Form on behalf of the Respondent and that this Respondent Certification Form shall be fully binding upon Respondent. Respondent hereby covenants and agrees to comply with the terms of RFP DES.2013.2, all related Federal Regulations, and related Addenda and to attempt to negotiate in good faith with County the terms of an agreement and will implement the response submitted by Respondent of the RFP. The Respondent further covenants and agrees that it has received all of the information referenced in the RFP, that Respondent fully understands the same, that Respondent completely and accurately completed the response submitted by Respondent pursuant to the RFP, that the information contained in such response submitted by Respondent is true and correct and that Respondent shall be bound by the terms and conditions of the RFP and the covenants, agreements and representations made by Respondent herein and in the response submitted by Respondent to the RFP.

Date of Execution by Respondent: \_\_\_\_\_, 2013

\_\_\_\_\_  
RESPONDENT By: \_\_\_\_\_  
Signature

Its: \_\_\_\_\_  
SEAL Print Signatory's Name

The foregoing Respondent Certification Form was acknowledged before me this \_\_\_ day of \_\_\_\_\_ 2013, \_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_ a \_\_\_\_\_ (state and type of entity), who is personally known to me OR who produced \_\_\_\_\_ as identification and who did take an oath.

\_\_\_\_\_  
Notary Public

NOTARY PUBLIC

\_\_\_\_\_  
Print Notary Name

State of \_\_\_\_\_ at Large  
My Commission Expires: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**EXHIBIT F: SUBMIT IN EXCEL FORMAT (PDF WILL NOT BE ACCEPTED)  
DEVELOPMENT PRO-FORMA**

**RFP DES.2013.2**

Palm Beach County

Department of Economic Sustainability

**Multifamily Toolkit**

*Multifamily Property Underwriting  
Template*

*Rents and Unit Mix*

<b>Bold, Green Highlight Cells Denote USER INPUT</b>
<b>Bold, Yellow Highlight Cells Denote USER INPUT OVERRIDES</b>
White Cells Denote CALCULATED RESULTS

Property: 0

0 Total units, including 0 non-revenue unit(s)

*Note: Developers/Funders may opt to underwrite rents at a 'Percent of Maximum Restricted Rents' (see input at right). Doing so provides some increased affordability and a way of later increasing revenue if needed. Doing so also increases the amount of subsidy needed in the transaction.*

**Breakdown by Rent Type**

	Amounts	% of Total
<i>Subtotal: HOME Rents</i>	\$0	
<i>Subtotal: Other AMI-Based Restricted Rents</i>	\$0	
<i>Percent of Maximum Restricted Rents</i>	100.0%	
<i>HOME and AMI-Based Rents Undewritten</i>	\$0	
<i>Subtotal: Market Rents</i>	\$0	
<i>Resulting Monthly Gross Potential Rent</i>	\$0	
<i>Resulting Annual Gross Potential Rent</i>	\$0	

Unit Type	# of Units	U/A	Market Rent	Low HOME	High HOME	Weighted Avg.
0BR	0	\$0	\$0	\$0	\$0	n/a
1BR	0	\$0	\$0	\$0	\$0	n/a
2BR	0	\$0	\$0	\$0	\$0	n/a
3BR	0	\$0	\$0	\$0	\$0	n/a
4BR	0	\$0	\$0	\$0	\$0	n/a

*Note: In the grid below, show the numbers of units in categories according to number of bedrooms and according to whatever governmental rent restriction is the most stringent. For example, you may have units that are covered by both 60% LIHTC and High HOME restrictions; you would show those units in the 60% AMI row (units that were restricted by High HOME only would go in the High HOME Only row). Be careful not to double-count a unit: each unit should appear only under the lowest governmental rent restriction that applies to it, even if there are multiple restrictions. For this grid, you do not need to consider whether market rents are lower than restricted rents; the calculations below make sure that the gross potential rent is the lower of the governmentally restricted rent and the market rent. **However, you must input market rents for the calculations to work.***

--- Unit Mix Table ---

Number of Units	Max Rent Basis	0BR	1BR	2BR	3BR	4BR	%
0	Market Rents	0	0	0	0	0	0%
0	Low Home	0	0	0	0	0	0%
0	High Home Only	0	0	0	0	0	0%
0	30% AMI	0	0	0	0	0	0%
0	40% AMI	0	0	0	0	0	0%
0	50% AMI	0	0	0	0	0	0%
0	60% AMI	0	0	0	0	0	0%
0	80% AMI	0	0	0	0	0	0%
0	100% AMI	0	0	0	0	0	0%
0	120% AMI	0	0	0	0	0	0%
0	0%	0	0	0	0	0	0%
0	0%	0	0	0	0	0	0%
0	Number	0	0	0	0	0	
	Percentage	0%	0%	0%	0%	0%	0%

**Notes:**

*Note: You must input market rent determinations above.*

*Note: High-HOME Only may be occupied by households up to 65% AMI, and do not qualify for <60% AMI LIHTC; Low-Home may also qualify as LIHTC.*

*Note: All restricted rents (HOME and AMI-based) are underwritten at 100% of max.*

*Note: AMI-based rent determinations based on \* Enter Name of County, MSA or HMFA \* for 2009.*

*Note: 2009 Home rents used.*

*Enter additional comments here...*

*Enter additional comments here...*

*Enter additional comments here...*

**Zero-Bedroom Units - Rent Calcs**

# OBR Units	Rent Basis	Net Rent (incl. Utilities)	Gross Rent (Less Utilities)	Effective Rent Governed By	Applicable Unit Rent	Total Effective Monthly Rent	Notes
0	Market Rents	\$0	n/a	Market	\$0	\$0	
0	Low Home	\$0	\$0	n/a	\$0	\$0	<i>Home rents underwritten at HOME limit</i>
0	High Home	\$0	\$0	n/a	\$0	\$0	<i>Home rents underwritten at HOME limit</i>
0	30% AMI	\$0	\$0	n/a	\$0	\$0	
0	40% AMI	\$0	\$0	n/a	\$0	\$0	
0	50% AMI	\$0	\$0	n/a	\$0	\$0	
0	60% AMI	\$0	\$0	n/a	\$0	\$0	
0	80% AMI	\$0	\$0	n/a	\$0	\$0	
0	100% AMI	\$0	\$0	n/a	\$0	\$0	
0	120% AMI	\$0	\$0	n/a	\$0	\$0	
0	Custom: 0% AMI	\$0	\$0	n/a	\$0	\$0	
0	Custom: 0% AMI	\$0	\$0	n/a	\$0	\$0	
<i>Subtotal HOME Rents</i>						\$0	
<i>Subtotal: Other Restricted Rents</i>						\$0	
<i>Subtotal: Market or Market-Ceiling Rents</i>						\$0	

One-Bedroom Units - Rent Calcs							
# 1BR Units	Rent Basis	Net Rent (incl. Utilities)	Gross Rent (Less Utilities)	Effective Rent Governed By	Applicable Unit Rent	Total Effective Monthly Rent	Notes
0	Market Rents	\$0		Market	\$0	\$0	
0	Low Home	\$0	\$0	n/a	\$0	\$0	<i>Home rents underwritten at HOME limit</i>
0	High Home	\$0	\$0	n/a	\$0	\$0	<i>Home rents underwritten at HOME limit</i>
0	30% AMI	\$0	\$0	n/a	\$0	\$0	
0	40% AMI	\$0	\$0	n/a	\$0	\$0	
0	50% AMI	\$0	\$0	n/a	\$0	\$0	
0	60% AMI	\$0	\$0	n/a	\$0	\$0	
0	80% AMI	\$0	\$0	n/a	\$0	\$0	
0	100% AMI	\$0	\$0	n/a	\$0	\$0	
0	120% AMI	\$0	\$0	n/a	\$0	\$0	
0	Custom: 0% AMI	\$0	\$0	n/a	\$0	\$0	
0	Custom: 0% AMI	\$0	\$0	n/a	\$0	\$0	
<i>Subtotal HOME Rents</i>						\$0	
<i>Subtotal: Other Restricted Rents</i>						\$0	
<i>Subtotal: Market or Market-Ceiling Rents</i>						\$0	

**Two-Bedroom Units - Rent  
Calcs**

# 2BR Units	Rent Basis	Net Rent (incl. Utilities)	Gross Rent (Less Utilities)	Effective Rent Governed By	Applicable Unit Rent	Total Effective Monthly Rent	Notes
0	Market Rents	\$0		Market	\$0	\$0	
0	Low Home	\$0	\$0	n/a	\$0	\$0	<i>Home rents underwritten at HOME limit</i>
0	High Home	\$0	\$0	n/a	\$0	\$0	<i>Home rents underwritten at HOME limit</i>
0	30% AMI	\$0	\$0	n/a	\$0	\$0	
0	40% AMI	\$0	\$0	n/a	\$0	\$0	
0	50% AMI	\$0	\$0	n/a	\$0	\$0	
0	60% AMI	\$0	\$0	n/a	\$0	\$0	
0	80% AMI	\$0	\$0	n/a	\$0	\$0	
0	100% AMI	\$0	\$0	n/a	\$0	\$0	
0	120% AMI	\$0	\$0	n/a	\$0	\$0	
0	Custom: 0% AMI	\$0	\$0	n/a	\$0	\$0	
0	Custom: 0% AMI	\$0	\$0	n/a	\$0	\$0	
<i>Subtotal HOME Rents</i>						\$0	
<i>Subtotal: Other Restricted Rents</i>						\$0	
<i>Subtotal: Market or Market-Ceiling Rents</i>						\$0	

Three-Bedroom Units - Rent Calcs							
# 3BR Units	Rent Basis	Net Rent (incl. Utilities)	Gross Rent (Less Utilities)	Effective Rent Governed By	Applicable Unit Rent	Total Effective Monthly Rent	Notes
0	Market Rents	\$0		Market	\$0	\$0	
0	Low Home	\$0	\$0	n/a	\$0	\$0	<i>Home rents underwritten at HOML limit</i>
0	High Home	\$0	\$0	n/a	\$0	\$0	<i>Home rents underwritten at HOML limit</i>
0	30% AMI	\$0	\$0	n/a	\$0	\$0	
0	40% AMI	\$0	\$0	n/a	\$0	\$0	
0	50% AMI	\$0	\$0	n/a	\$0	\$0	
0	60% AMI	\$0	\$0	n/a	\$0	\$0	
0	80% AMI	\$0	\$0	n/a	\$0	\$0	
0	100% AMI	\$0	\$0	n/a	\$0	\$0	
0	120% AMI	\$0	\$0	n/a	\$0	\$0	
0	Custom: 0% AMI	\$0	\$0	n/a	\$0	\$0	
0	Custom: 0% AMI	\$0	\$0	n/a	\$0	\$0	
						<i>Subtotal HOME Rents</i>	\$0
						<i>Subtotal: Other Restricted Rents</i>	\$0
						<i>Subtotal: Market or Market-Ceiling Rents</i>	\$0

**Four-Bedroom Units - Rent  
Calcs**

# 4BR Units	Rent Basis	Net Rent (Incl: Utilities)	Gross Rent (Less Utilities)	Effective Rent Governed By	Applicable Unit Rent	Total Effective Monthly Rent	Notes
0	Market Rents	\$0		Market	\$0	\$0	
0	Low Home	\$0	\$0	n/a	\$0	\$0	<i>Home rents underwritten at HOME limit</i>
0	High Home	\$0	\$0	n/a	\$0	\$0	<i>Home rents underwritten at HOME limit</i>
0	30% AMI	\$0	\$0	n/a	\$0	\$0	
0	40% AMI	\$0	\$0	n/a	\$0	\$0	
0	50% AMI	\$0	\$0	n/a	\$0	\$0	
0	60% AMI	\$0	\$0	n/a	\$0	\$0	
0	80% AMI	\$0	\$0	n/a	\$0	\$0	
0	100% AMI	\$0	\$0	n/a	\$0	\$0	
0	120% AMI	\$0	\$0	n/a	\$0	\$0	
0	Custom: 0% AMI	\$0	\$0	n/a	\$0	\$0	
0	Custom: 0% AMI	\$0	\$0	n/a	\$0	\$0	
<i>Subtotal HOME Rents</i>						\$0	
<i>Subtotal: Other Restricted Rents</i>						\$0	
<i>Subtotal: Market or Market-Ceiling Rents</i>						\$0	

**EXHIBIT G: OPERATING COST PRO FORMA**

Project Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<b>Gross Potential Rent (GPR) Projections</b>															
Rents:															
Low income units	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Moderate income units	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Middle income units	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Gross Potential Rent</b>	<b>\$0</b>														
<b>Effective Gross Income (EGI) Projections</b>															
Vacancy Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Effective Gross Income</b>	<b>\$0</b>														
<b>Expense and Net Operating Income (NOI) Projections</b>															
Management Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operations and Maintenance Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities Paid by Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Taxes/Insurance/Reserves/Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Reserve for Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$0</b>														
<b>Net Operating Income</b>	<b>\$0</b>														

<b>Debt Service</b>															
First Mortgage Debt Service	\$0	\$0	\$0	\$0	\$0	\$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Second Mortgage Debt Service	\$0	\$0	\$0	\$0	\$0	\$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing	\$0	\$0	\$0	\$0	\$0	\$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing	\$0	\$0	\$0	\$0	\$0	\$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash Flow (After Debt Service)</b>															
Cash Flow	\$0	\$0	\$0	\$0	\$0	\$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Property Rental	\$0	\$0	\$0	\$0	\$0	\$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Cash Return	\$0	\$0	\$0	\$0	\$0	\$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Operating Expenses</b>	
<b>Expense</b>	<b>Amount</b>
<b>Management Expenses</b>	
Management Fee	
Management Administrative Payroll Costs	
Legal Fees	
Accounting / Audit Fees	
Advertising / Marketing	
Telephone	
Office Supplies	
Other Administrative Expenses	
Other Management Expenses	
<b>Operations and Maintenance Expenses</b>	
Security	
Operations and Maintenance Administrative Payroll Costs	
Other Mechanical Equipment	

<b>Operating Expenses</b>	
Interior Painting	
Routine Repairs and Supplies	
Exterminating	
Lawn and Landscaping	
Garbage Removal	
Resident Service Cost	
Other Maintenance Costs	
Operations and Maintenance Expenses	
<b>Utilities Paid by the Property</b>	
Electricity	
Natural Gas, Oil, Other Fuel	
Sewer and Water	
Other Utilities Paid by the Property	
<b>Taxes / Insurance / Reserves / Other Expenses</b>	
Real Estate Taxes	
Other Taxes and Licenses	
Property Insurance	
Reserve for Replacement	
Operating Reserve (do not include unless required by other lender)	
Other Operating Expense 1	
Other Operating Expense 2	
<b>TOTAL OPERATING EXPENSES</b>	

**EXHIBIT H: DISCLOSURE OF BENEFICIAL INTERESTS**

**DISCLOSURE OF BENEFICIAL INTERESTS  
(REQUIRED BY FLORIDA STATUTES 286.23)**

TO: PALM BEACH COUNTY CHIEF OFFICER, OR HIS OR HER OFFICIALLY  
DESIGNATED REPRESENTATIVE

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

BEFORE ME, the undersigned authority, this day personally appeared, \_\_\_\_\_,  
hereinafter referred to as Affiant who being by me first duly sworn, under oath, deposes and  
states as follows:

1. Affiant is the \_\_\_\_\_, which entity is the Lead  
Entity for the Respondent to Palm Beach County Request for proposals Number  
\_\_\_\_\_.
2. Affiant's address is: \_\_\_\_\_.
3. Attached hereto, and made a part hereof, as Attachment -11 is a complete listing of the  
names and addresses of every person or entity having a five percent (5%) or greater beneficial  
interest in the proposed HOME-assisted project and the percentage interest of each such person  
or entity.
4. Affiant acknowledges that this Affidavit is given to comply with Florida Statutes 286.23,  
and will be relied upon by Palm Beach County.
5. Affiant further states that Affiant is familiar with the nature of an oath and with the  
penalties provided by the laws of the State of Florida for falsely swearing to statements under  
oath.
6. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to  
the best of Affiant's knowledge and belief it is true, correct, and complete.

FURTHER AFFIANT SAYETH NAUGHT.

By \_\_\_\_\_

\_\_\_\_\_, Affiant

The foregoing instrument was sworn to, subscribed and acknowledged before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is  
personally known to me OR who produced \_\_\_\_\_ as identification and  
who did take an oath.

(NOTARY SEAL BELOW)

Notary Signature: \_\_\_\_\_

Notary Name: \_\_\_\_\_  
Notary Public State of Florida

**ATTACHMENT I**

**SCHEDULE TO BENEFICIAL INTERESTS IN PROJECT PROPOSAL**

Affiant is only required to identify five percent (5%) or greater beneficial interest holders in the proposed project. If none, so state. Affiant must identify individual owners. If, by way of example, the proposed project is wholly or partially owned by another entity, such as a corporation, Affiant must identify such other entity, its address and percentage interest, as well as such information for the individual owners of such other entity.

NAME	ADDRESS	PERCENTAGE OF INTEREST

## EXHIBIT I: DRUG FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or *nolo contendere* to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
BUSINESS NAME

\_\_\_\_\_  
PROVIDER'S SIGNATURE

## EXHIBIT J: PALM BEACH COUNTY LOBBYIST REGISTRATION ORDINANCE

### Sec. 2-351. Title and purpose

(a) This article may be cited as the "Palm Beach County Lobbyist Registration Ordinance."

(b) The board of county commissioners of the county hereby determines that the operation of responsible government requires that the fullest opportunity be afforded to the people to petition their county government for the redress of grievances and to express freely to the elected officials their opinions on legislation and other actions and issues; that to preserve and maintain the integrity of the governmental decision-making process, it is necessary that the identity and activities of certain persons who engage in efforts to influence county commissioners, advisory board members, and employees on matters within their official duties, be publicly and regularly disclosed.

(Ord. No. 03-018, § 1, 5-20-03)

### Sec. 2-352. Definitions

Unless expressly provided herein to the contrary, for purposes of this article, the following definitions will apply:

*Advisory board* will mean any advisory or quasi-judicial board created by the board of county commissioners.

*Board* will mean the board of county commissioners of Palm Beach County, Florida.

*County commissioner* will mean any member of the board of county commissioners of Palm Beach County, Florida.

*Employee* will mean all personnel employed by the board of county commissioners.

*Lobbying* shall mean seeking to influence the decision of any county commissioner, any advisory board member, or any employee with respect to the passage, defeat or modification of any item which may foreseeably be presented for consideration to the advisory board or board of county commissioners as applicable.

*Lobbyist* shall mean any person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying on behalf of a principal, and shall include an employee whose principal or most significant responsibilities to the employer is overseeing the employer's various relationships with government or representing the employer in its contacts with government. "Lobbyist" shall not include any employee as defined by this article when acting in the course of his or her employment, any elected local official when the official is lobbying on behalf of the governmental agency which the official serves, or any member of the official's staff when such staff member is lobbying on an occasional basis on behalf of the governmental agency by which the staff member is employed.

*Person* shall mean individuals, firms, associations, joint ventures, partnerships, estates, trusts, business trusts, syndicates, fiduciaries, corporations (profit or not-for-profit),

professional corporations, or associations, and all other groups or combinations however constituted.

*Principal* shall mean the person or entity a lobbyist represents for the purpose of lobbying.

(Ord. No. 03-018, § 2, 5-20-03; Ord. No. 03-065, Pt. 1, 11-18-03; Ord. No. 2009-051, pt. 2, 12-15-09)

### **Sec. 2-353. Registration and expenditures**

(a) *Registration required.* Prior to lobbying, all lobbyists shall submit an original, fully executed registration form to county administration. A separate registration is required for each principal represented. A registration fee of twenty-five dollars (\$25.00) must be included with each registration form submitted. A registrant shall promptly send a written statement to county administration canceling the registration for a principal upon termination of the lobbyist's representation of that principal. This statement shall be signed by the lobbyist. Lobbying prior to registration is prohibited.

(b) *Registration form.* The registration form shall be prepared by county administration and shall require the following information: 1) the name and address of the lobbyist; 2) the name and address of the principal represented; 3) the date the lobbyist was initially retained by the principal; 4) the nature and extent of any direct business association or partnership the lobbyist and principal might have with any current county commissioner, advisory board member, or employee; 5) the area of legislative interest; and 6) a statement confirming that the registrant is authorized to represent the principal. The form shall be signed by the registrant and the principal.

(c) *Registration exceptions.* Registration shall not be required for the following:

- (1) County commissioners, advisory board members or employees discussing matters relevant to their official duties;
- (2) Persons under contract with the county who communicate with county commissioners, advisory board members or employees regarding issues related only to the performance of their services under their contract;
- (3) Any person who lobbies only in his or her individual capacity for the purpose of self-representation; or
- (4) Any person who appears before the board or advisory board in a quasi-judicial proceeding.

(d) *Reporting of expenditures.* Commencing October 1, 2011, and on October 1 of each year thereafter, the lobbyist shall submit to county administration a signed statement under oath listing all expenditures made by the lobbyist in lobbying county officials and employees in excess of twenty-five dollars (\$25.00) for the preceding year. A statement shall be filed even if there have been no expenditures during the reporting period. The statement shall list in detail each expenditure category, including food and beverage, entertainment, research, communications, media advertising, publications, travel, lodging and special events.

(1) The county administrator shall provide notice of violation to any lobbyist who fails to timely file an expenditure report and shall also notify the county commission on ethics of this failure. In addition to any other penalties which may be imposed under this article, any lobbyist who fails to file the required expenditure report within thirty (30) days of the date of notice of violation shall be suspended from lobbying unless the notice of violation has been appealed to the commission on ethics.

(e) *False statements.* A lobbyist shall not knowingly make, or cause to be made, a false statement or misrepresentation in maintaining registration or when lobbying county commissioners, advisory board members, or employees.

(Ord. No. 03-018, § 3, 5-20-03; Ord. No. 03-055, Pt. II, 11-18-03; Ord. No. 2009-051, pt. 2, 12-15-09)

#### **Sec. 2-354. Record of lobbying contacts**

(a) *Contact log.* Except when appearing before the board or any advisory board, all persons shall sign, for each instance of lobbying, contact logs maintained and available in the office of reception of each department of county government. The person shall provide his or her name, whether or not the person is a lobbyist as defined in this article, the name of each principal, if any, represented in the course of the particular contact, and the subject matter of the lobbying contact. All contact logs shall be transmitted to the county administrator at the end of each calendar quarter.

(b) *Lobbying outside of county offices.* In the event that a lobbyist engages in lobbying which is outside of county offices, and which is a scheduled appointment initiated by any person for the purpose of lobbying, the lobbyist shall advise the commissioner's office or employee's department office as appropriate of the calendar scheduling of an appointment and the subject matter of the lobbying contact.

(Ord. No. 03-018, § 4, 5-20-03)

#### **Sec. 2-355. Cone of silence**

(a) *Cone of silence* means a prohibition on any communication, except for written correspondence, regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

(1) Any person or person's representative seeking an award from such competitive solicitation; and

(2) Any county commissioner or commissioner's staff, or any employee authorized to act on behalf of the commission to award a particular contract.

(b) For the purposes of this section, a person's representative shall include but not be limited to the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

(c) The cone of silence shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation. The cone of silence shall remain in effect

and subject to the terms of this section for any person or person's representative who responds to a particular request for proposal, request for qualification, bid, or any other competitive solicitation, and such response is either rejected by the county or withdrawn by the person or person's representative. Each request for proposal, request for qualification, bid or any other competitive solicitation shall provide notice of cone of silence requirements and refer to this article.

(d) The provisions of this article shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meeting, presentations made to the board, and protest hearings. Further, the cone of silence shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence at any time with any employee, county commissioner, or advisory board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

(e) The cone of silence shall not apply to any purchases made in an amount less than the competitive bid threshold set forth in the county purchasing ordinance (County Code, chapter 2, article III, division 2, part A, section 2-51 et seq.).

(f) The cone of silence shall terminate at the time the board, or a county department authorized to act on behalf of the board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

(g) Any contract entered into in violation of the cone of silence provisions in this section shall render the transaction voidable.

(Ord. No. 03-018, § 5, 5-20-03; Ord. No. 03-055, Pt. 3, 11-18-03; Ord. No. 2009-051, pt. 2, 12-15-09)

#### **Sec. 2-356. Enforcement**

(a) If the county administrator is informed of any person who has failed to comply with the requirements of this article, he or she shall conduct a preliminary investigation as deemed necessary under the circumstances. In the event the county administrator determines that a violation may have occurred based on the results of the investigation, the county administrator shall forward the matter to the county commission on ethics for further investigation and enforcement proceeding as set forth in article XIII of this chapter, the county code of ethics.

(b) A notice of violation shall be transmitted to the person indicating the nature of the violation and the penalty imposed. The lobbyist shall have up to thirty (30) days after the date of the notice to seek appeal of the penalty. In the event the lobbyist fails to submit an appeal in writing to the county administrator within thirty (30) days of the date of such notice, the violation shall be deemed final, and the penalty imposed shall be effective immediately.

(Ord. No. 03-018, § 6, 5-20-03; Ord. No. 2009-051, pt. 2, 12-15-09)

**Sec. 2-357. Penalties**

Violations of this article shall be punishable as follows:

- (1) Failure to properly register as required by section 3-353 of this article shall be deemed a single violation, punishable by a fine of two hundred fifty dollars (\$250.00) per day for each day an unregistered lobbyist engages in lobbying activity, in an amount not to exceed a total of two thousand five hundred dollars (\$2,500.00).
- (2) Failure to properly provide lobbying contact information as required by section 2-354 of this article shall be punishable by a fine of two hundred fifty dollars (\$250.00) for each violation.
- (3) Violations of the cone of silence set forth in section 2-355 of this article shall be punishable by a fine of two hundred fifty dollars (\$250.00) for each violation.
- (4) Any person who knowingly makes or causes to be made a false statement or misrepresentation in maintaining a lobbyist registration shall be subject to a fine of two hundred fifty dollars (\$250.00) for each violation.
- (5) Any person who violates the provisions of this article more than once during a twelve-month period shall be prohibited from lobbying as follows: A second violation shall result in a prohibition of one (1) year; a third violation shall result in a prohibition of two (2) years.
- (6) The penalties provided in this section shall be exclusive penalties imposed for any violation of the registration, contact log, and cone of silence requirements of this article. Willful violations of this article shall be referred by the commission on ethics to the state attorney for prosecution in the same manner as a second degree misdemeanor pursuant to Florida Statutes, § 125.69. Failure or refusal of any lobbyist to comply with any order of the commission on ethics shall be punishable as provided by law, and shall otherwise be subject to such civil remedies as the county may pursue, including injunctive relief.

(Ord. No. 03-018, § 7, 5-20-03; Ord. No. 2009-051, pt. 2, 12-15-09)

Secs. 2-358–2-370. Reserved.



The Neighborhood Restoration Program  
Parkview Manor South

Riviera Beach Community Development Corporation  
2001 Broadway, Suite 300  
Riviera Beach, FL 33404  
(561) 844-3408

Department of Economic Sustainability  
CHDO Application for RFP DES 2013.2  
August 9, 2013

ATTACHMENT 3

**REQUEST FOR PROPOSALS  
PALM BEACH COUNTY  
DEPARTMENT OF ECONOMIC SUSTAINABILITY**

**HOME Investment Partnership Program  
Community Housing Development  
Organizations**

**RFP DES.2013.2**

**July 9, 2013**

**Submitted by: Riviera Beach Community  
Development Corporation  
2001 Broadway, Suite 300  
Riviera Beach, FL 33404**

**Contact: Annetta Jenkins, Executive  
Director  
[ajenkins@rbcra.com](mailto:ajenkins@rbcra.com)  
561-844-3408**

**RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION**  
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# RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION

August 9, 2013

Ms. Kim Ciklin, Special Projects Coordinator  
Department of Economic Sustainability  
100 Australian Avenue, Suite 500  
West Palm Beach, FL 33406

Re: HOME Investment Partnership Program: Community Housing Development  
Organizations - RFP DES.2013.2

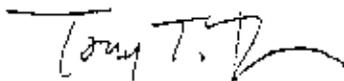
Dear Ms. Ciklin:

The Riviera Beach Community Development Corporation is pleased to submit this proposal requesting \$854,364 in HOME Program CHDO Project Funds and \$42,718 in HOME Program CHDO Operating Funds for The Neighborhood Restoration Program – Parkview Manor South Project. As you can see from our proposal, we have assembled a stellar Development Team. We have the support of our partners and Board. We have secured commitments for financing from lenders experienced in affordable housing who share our mission of providing attractive, decent, safe and affordable housing.

This first phase of seven (7) homes is just the beginning for our CDC. In just a year, the organization is up and running with strong support from the neighborhood. RBCDC is about to break ground on an internationally acclaimed demonstration community garden in Riviera Beach Heights. We have secured operating and program support from the Riviera Beach CRA for almost a quarter of a million dollars. Our House X House Program is gaining ground. We have also been successful in securing donor funds for a variety of projects and initiatives. We are leading the development of the Civic Neighborhood and Engagement in the Marina District as the neighborhood services delivery arm of the RBCRA.

We have a feasible plan, we have the team and we have the gap funding needed to move forward. The only piece missing is DES. We look forward to your favorable review of our proposal and stand ready to answer any questions or provide any additional information.

Sincerely,



Tony T. Brown  
President

CC: Elizabeth P. Robinson, Chairperson

**EXHIBIT D: ENERGY EFFICIENCY CHECKLIST**

The CHDO will ensure that, to the greatest extent possible, all rehabilitation and construction undertaken with HOME funds meet standards established by the United States Environmental Protection Agency, the publication titled *A Green Home Begins with ENERGY STAR Blue* or the Version 6.0 Standard of the Florida Green Building Coalition ([www.floridagreenbuilding.org](http://www.floridagreenbuilding.org)).

Check energy efficiency items below that will be incorporated into the proposed project. Through the execution of this *Exhibit F: Energy Efficiency Checklist*, the Respondent certifies that the items checked below will be incorporated into the project.

**Energy Efficient Construction Techniques and Products**

- ✓▪ Proper installation of insulation to ensure even temperatures throughout the house.
- ✓▪ Installation of high performance impact windows.
- ✓▪ Installation of energy-efficient HVAC systems.
- ✓▪ Installation of new Energy Star qualified products including light fixtures, compact fluorescent bulbs, ventilation fans and appliances (refrigerators, dishwashers and washing machines).

**Improved Indoor Environments**

- ✓▪ Properly sealed cracks and holes in the envelope of the home as well as in the duct system.
- ✓▪ Installation of Carpet and Rug Institute's Green Label Certified carpets and pads.
- ✓▪ Utilization of only low Volatile Organic Carbon paints and sealants.
- ✓▪ Utilization of proper water sealing methods to eliminate any possibility of mold.
- ✓▪ Installation of programmable thermostats.

**Increased Water Efficiency**

- ✓▪ Installation of low volume, non-spray irrigation systems.
- ✓▪ Incorporation of landscape practices recommended by the University of Florida's Florida-Friendly Landscaping Program ([fyn.ifas.ufl.edu/index.html](http://fyn.ifas.ufl.edu/index.html)).
- ✓▪ Installation of low flow toilets, showerheads and sink faucets.

T. Tony T. Brown (Respondent) certify that the items checked above will be incorporated into the project.

DATE 8/8/2013

SIGNATURE Tony T. Brown

EXHIBIT E: RESPONDENT CERTIFICATION FORM

RESPONDENT CERTIFICATION FORM

By signing below, the undersigned Tony T. Brown as President of Riviera Beach CDC (the Respondent), a Not for profit i.e. Florida corporation) hereby certifies that the undersigned is duly authorized to sign this Respondent Certification Form on behalf of the Respondent and that this Respondent Certification Form shall be fully binding upon Respondent. Respondent hereby covenants and agrees to comply with the terms of RFP DES.2013.2, all related Federal Regulations, and related Addenda and to attempt to negotiate in good faith with County the terms of an agreement and will implement the response submitted by Respondent of the RFP. The Respondent further covenants and agrees that it has received all of the information referenced in the RFP, that Respondent fully understands the same, that Respondent completely and accurately completed the response submitted by Respondent pursuant to the RFP, that the information contained in such response submitted by Respondent is true and correct and that Respondent shall be bound by the terms and conditions of the RFP and the covenants, agreements and representations made by Respondent herein and in the response submitted by Respondent to the RFP.

Date of Execution by Respondent: July 26, 2013  
Riviera Beach CDC By: Tony T. B.  
RESPONDENT Signature

Its: \_\_\_\_\_ SEAL \_\_\_\_\_ Tony T. Brown  
Print Signatory's Name

The foregoing Respondent Certification Form was acknowledged before me this 26 day of July, 2013, Tony T. Brown the President of Riviera Beach CDC a not for profit (state and type of entity), who is personally known to me OR who produced \_\_\_\_\_ as identification and who did take an oath.

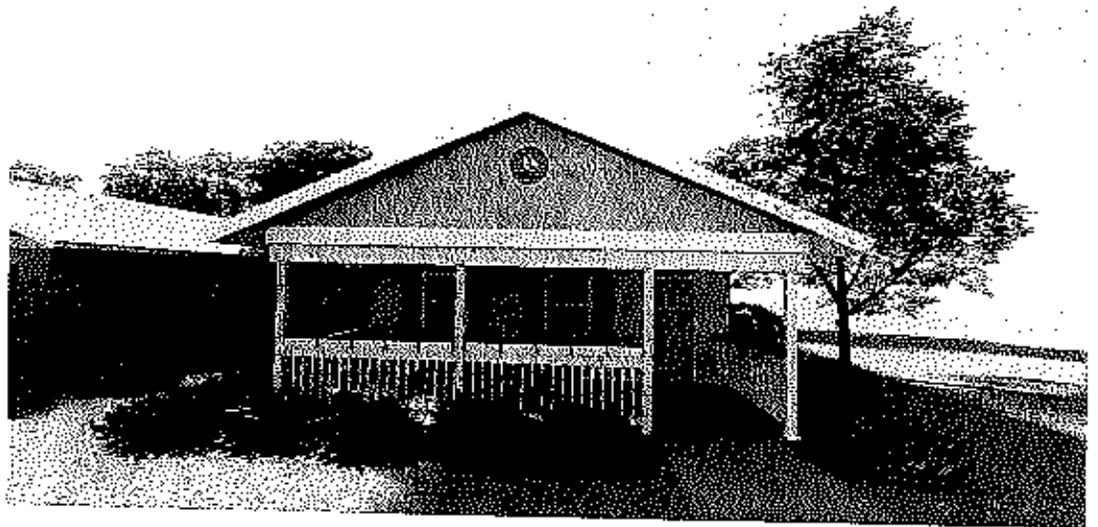
Darlene Hatcher  
Notary Public

NOTARY PUBLIC



Darlene Hatcher  
Print Notary Name

State of Florida at Large  
My Commission Expires: 12/07/2016  
My Commission Expires:



The Neighborhood Restoration Program  
Parkview Manor South

Riviera Beach Community Development Corporation  
2001 Broadway, Suite 300  
Riviera Beach, FL 33404  
(561) 844-3408

**RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION  
SELF SCORING MATRIX**

<b>POINTS</b>	<b>CRITERIA</b>	<b>SCORE</b>
25 Points	Respondent and Project Team Members qualifications and experience with similar projects	25++ Points See Attachments 3, 4, 5
20 Points	Prior performance of contracts with DES	20 Points See Attachments 5, 22
20 Points	Ability to meet HOME expenditure deadlines and complete project by September 30, 2017	20 Points See Attachment 13
25 Points	Level of financing leveraged from other funding sources as documented with evidence of commitment	25 points See Attachment 10
10 Points	Veterans Preference, Special Needs, and/or Elderly	10 Points See Attachment 2, 16
<b>100 POINTS AVAILABLE</b>	<b>TOTAL SCORE</b>	<b>100 POINTS</b>

**1.0 ENERGY EFFICIENCY  
CHECKLIST AND RESPONDENT  
CERTIFICATION FORM**

The required Energy Efficiency Checklist Form and the Respondent Certification Form have been executed and are enclosed.

See Attachment 1 (a)

See Attachment 1 (b)

## 2.0 PROJECT DESCRIPTION

### **Project Location**

The Neighborhood Restoration Program – Parkview Manor South Project – is proposed as an infill rehabilitation and new construction initiative to create attractive, decent, safe and affordable housing options for residents in the Parkview Manor South neighborhood of Riviera Beach. The project area is located from 11<sup>th</sup> Street to the South, 18<sup>th</sup> Street to the North, Avenue E to the East and Avenue “F” to the West. In this first phase, we propose to acquire vacant lots and one dilapidated property slated for demolition upon which we will construct single family homes for sale. Additional phases will have several building types – single family, two-family and small multi-family structures (up to 4-unit buildings) on contiguous lot parcels if consistent with the street’s housing pattern. All will be available for families between 50% and 80% of the Area Median Income. As opportunities present, we will also undertake extensive rehabilitation of some properties. In Phase I of this initiative, we will undertake the redevelopment of up to 7 properties.

### **Target Market**

The Neighborhood Restoration Program – Parkview Manor South Project (NRP-PMS) is targeting families earning between fifty percent (50%) and eighty percent (80%) of the AMI; for a family of four this ranges from \$34,350 to \$55,050. At least 30%, or three (3) of the units, will be sold to families at 50% or less. All income verifications will be conducted and based on third party verification and will be done as well by

Palm Beach County Department of Economic Sustainability.

### **Architectural Style and Neighborhood Context**

The lots are on scattered sites within close proximity of Broadway, Avenue E and the Riviera Beach Marina. At Avenue E alone, the PMS neighborhood will benefit from over \$5 million in street improvements planned by the Riviera Beach Community Redevelopment Agency (RBCRA) to start in 2015. The houses will be sized and situated to maximize the potential of each lot. The houses will embrace a “Key West Cottage” style of architecture, including architectural details such as porches, decorative soffits, pillars and railings that denote ocean breezes and sunny days. This style is reminiscent in this neighborhood and will do much to re-weave the fabric of community while inviting new residents to put down roots. The exteriors will be painted in colors such as aquamarine, teal and soft coral that suggest the water and beach, evoking the close proximity to the City’s working waterfront. In fact, purchasers will soon be able to easily walk to the waterfront and enjoy a revitalized Marina, via a bike path and new sidewalks along Avenue E. The focus to make this neighborhood more pedestrian friendly is influenced by the close proximity of the Municipal Marina and Bicentennial Park with all the intended new and expansive retail development. At build out, there will be new restaurants, a Wellness Campus, an Educational Campus, a hotel and expansive water recreation opportunities.

### **Development Lay Out**

A map is enclosed that shows the location of 7-12 properties targeted for redevelopment

over 2-3 phases (See Attachment 2-A. Additional properties are available in this same target area and will constitute part of our revolving portfolio once the program is underway. We are negotiating site control with several owners. Of the first seven (7) properties, six (6) are vacant lots and one has a structure on it that is vacant and slated for demolition.

#### Neighborhood Demographics

The Parkview Manor South neighborhood is in Census Tract Number 15.00. This tract has a population of 2,812 people (ACS 2012). The total population of the City is 32,488. The median household income is \$37,539. There are approximately 210 parcels in the neighborhood; 44 parcels are readily available to us to redevelop. In addition, there are at least 50 additional vacant or dilapidated properties that could become available for reconstruction.

#### Housing Types

In the first phase, we will construct seven (7) single family homes, for sale. The homes will range in size from approximately 1,085 SF to 1,250 SF under air. Sizes will also vary with front porches and back deck areas of an additional 200-250 SF each. We will offer a 3 Bedroom/2 Bath basic model called the "Sea breeze" with a slightly different home called the "Egret" with utility space as well as a slightly larger 4 Bedroom/2 Bath model called the "Viking" suitable for larger families. Each will have a small den/family room. The models will include a modest front porch to encourage walkability and eyes on the street, improving the sense of community in the neighborhood. The back deck space will offer a safe place for small children to play

and for families to gather with friends and neighbors. We propose to build three 3/2 and four 4/2 homes.

Unit Mix and Target Prices				
Number Bedrooms	AMI	Number of Units	Size	Price
3 BR	50%	3	1,085	\$245,310
4 BR	80%	4	1,250	\$275,198

#### Surrounding Enhancements

The houses will be constructed in a neighborhood that is undergoing dramatic changes. The Parkview Manor South neighborhood is just west of the major infrastructure work underway by FDOT on US-1/Broadway. Medians with landscaping are to be installed. Additional landscape enhancements and the burial of the utility lines are being funded by the Riviera Beach CRA. When these improvements are completed in 2014, the pedestrian and vehicular experience will be much improved. The RBCRA has commissioned a study by the Treasure Coast Regional Planning Council of the Broadway Corridor, which will inform redevelopment of Broadway and Avenue E just to the west. This study area is the easternmost edge of our project area. With planned lower scale mixed use development on Avenue E and intense development opportunities on Broadway, our project area is poised to become a coveted place of residence for persons desiring to be close to live, work and play opportunities.

Also to the east of our project area is the major development of the Marina District. Groundbreaking is slated for April 10, 2014. The Concept Master Development Plan for the Marine District South Redevelopment

Project, which was unveiled and approved on February 27, 2013, received unanimous approval for this plan. The RBCDC will serve as the convener for Civic Engagement and Jobs Initiatives in this project. The RBCDC will be involved in the Public Market and Newcomb Hall development from these perspectives. The RBCRA is undertaking a process to implement its CRA Plan for the redevelopment of the Marina District, the most ambitious multi-use project ever undertaken in the City. The City-owned Marina is the centerpiece of this bold move and promises to catalyze surrounding investments and create numerous opportunities for residents, business owners and visitors from the region and from around the globe. The driving vision behind the redevelopment of the Marina is to retain and expand public access to the waterfront. The revitalized Marina will feature restaurants, retail, office, public plazas, parks and open space, with elements of arts, culture and history woven throughout.

The economic impact for the entire redevelopment is huge:

1. The public investment of \$29.4 million is expected to be leveraged over 8 times and create nearly \$245 million in private development.
2. The redevelopment of the Marina is projected to create 1,147 construction jobs and 2,164 permanent employment positions.
3. The increase in private development is expected to generate over \$3.2 million in annual tax increment revenues for the RBCRA.

Just to the west of the project area is the Old Dixie Business Corridor, which is slated to undergo a major design and infrastructure study by the RBCRA to be conducted by Song-Associates. The RBCRA has already authorized the creation of a Business Incentive Fund and dollars for a Design Study totaling almost \$600,000. The RBCDC will serve as the Project Manager for this effort.

Additionally, the Riviera Beach Heights neighborhood is just west of our Project Area. The RBCDC has taken the lead in implementation of the Master Plan for this neighborhood. In fall 2012, the RBCRA entered into an Agreement for Neighborhood Services with RBCDC, providing operating and project support in excess of \$244,000. This grant was provided to RBCDC for project management services for the Riviera Beach Heights neighborhood and Parkview Manor South neighborhood, which is our target area. Already in Riviera Beach Heights, we are developing a significant Demonstration Community Garden, a Linear Park/Health Trail and construction of Sidewalks for the entire neighborhood -- infrastructure improvements totaling \$1 million in support provided by RBCRA.

Residents purchasing homes will be in close proximity to these huge redevelopment investments and benefit from the improvement in overall quality of life, new housing options, improved jobs availability, access to goods and services, and an array of recreational and health choices.

**Site Amenities**

The infill housing properties will be surrounded by other residential uses. Additional amenities include:

- Exterior living space captured in a front porch and back deck
- Lush xeriscaping to insure that plantings are eco-friendly and drought tolerant
- Attractive exterior plant palettes
- Irrigation systems
- Impact resistant windows and doors
- Lighting, landscaping, and security designed using CPTED principles
- A bike trail planned for 2015 on Avenue E
- Within walking distance of a planned new Tri-Rail commuter train stop at Old Dixie and 13<sup>th</sup> Street
- Within feet of a bus stop
- Within 1/2 mile of a major grocery store – Publix
- Within two blocks of the Marina
- Within blocks of major job opportunities at Viking, Lockheed Martin, etc.
- Close to a state of the art Boys and Girls Club, which offers camps and after care for children.

Pedestrian pathways to key locations will be carefully improved to improve real and perceived safety. This would include the pathways to the train station, to the Marina, to the schools, and to bus stops. Careful attention to landscaping, lighting, fencing, window placement in the new homes, alley improvements, and more would be carefully evaluated and adjusted to maximize natural surveillance, territoriality, and any needed

access control along those key pathways. By making transit a safe and comfortable options, by the way, you help create affordable lifestyles, not just affordable housing. These homes are in an optimal location.

**Marketing Strategy**

Prior to closing on project financing in October 2013, we will begin identifying potential first time homebuyers through various media, through partners and through realtor contacts. We have already begun a realtor identification process and will shortly issue a solicitation for residential brokers to create a qualified pool of experienced residential real estate professionals. We will also connect with area partners who manage homebuyer counseling and education programs, more specifically with Housing Partnership, Inc., and with Vet's Place, which provides veterans services and referrals. As soon as we close, we will specifically commence to market the various housing models and sites and seek to enter into reservation contracts for each house. We will then do preliminary income certification with our partners. After buyers are mortgage pre-approved, we will execute contracts, subject to financing.

The houses will be marketed in a variety of ways.

- Signage on site
- Communication with partners, including Housing Partnership and other housing counseling agencies, and veterans organizations, including Vet's Place

- Outreach to elder programs, including the City of Riviera Beach's Elder Affairs Program and area churches
- Outreach to Pastors at every church in Riviera Beach based on our extensive database with special outreach to elderly worshippers
- Contact with realtors
- Flyers in public venues, churches and schools
- Utilizing Riviera Beach's TV18
- Signage and flyers at City Hall and at the RBCRA offices
- Community events
- RBCDC, RBCRA and City of Riviera Beach websites
- Through email blasts, tweets and Constant Contact using our databases
- Through Open Houses
- Through radio announcements
- At our monthly Neighborhood Chat Series in the community
- Through our Homebuyer Club and Homebuyer Counseling classes

The RBCRA has recently hired The O'Donnell Agency, one of the top marketing and public relations firms in the state. The O'Donnell Agency will assist the RBCDC with marketing activities via the in-kind support available to the RBCDC through our Agreement for Neighborhood Services grant agreement. Using all of these affirmative marketing methods, we are confident that we will identify ready, willing and able buyers.

#### **Project Activities to Date**

To date, we have identified our Phase I properties, secured site control, engaged the services of an architect, developed a pool of approved general contractors with infill housing experience, secured preliminary financing commitments, commissioned conceptual elevation drawings, convened an able development team, identified realtors, and set up a property tracking mechanism. We have also identified and have the support of program partners for homebuyer counseling and financial literacy counseling, veteran and elders referrals.

#### **Amenities and Features**

The homes will enjoy the following amenities:

- Energy efficient appliances
- Energy efficient lighting fixtures
- Washer/dryer connections
- Tankless water heaters
- Impact resistant windows
- Porcelain tile/alternative flooring
- Low flow plumbing features
- Low VOC paints

#### **Homebuyer Counseling**

RBCDC will provide a program of counseling, in conjunction with our partner, Housing Partnership, to provide eight (8) hours of homeownership counseling, at least six (6) hours in a classroom setting, and two (2) hours of one-on-one (individual) counseling sessions. We will produce a certificate identifying the date of counseling, total hours counseled, the name of the HUD approved agency provider, and signature of

the authorized counselor, within one (10) year from the date of issue.

**Architectural Renderings**

There are three conceptual renderings included for the *Sea Breeze*, the *Egret* and the *Viking* models. Sea Breeze and Egret are planned as 3/2 and the Viking is a 4/2, under air.

### 3.0 CONTACT INFORMATION FOR TEAM MEMBERS

Included is a matrix with contact information for all of the project team members, including name, business affiliation, address, phone number and contact person(s). We have included the RBCDC/Respondent/Developer, general contractors, architect, attorney, and partners for housing counseling and veteran's referrals.

See Attachment 3.

#### 4.0 ORGANIZATION CHART

Included is an Organization Chart for Respondent Riviera Beach CDC, the Project Team, and the affiliated, Riviera Beach CRA, to better illustrate the great capacity available to successfully coordinate, construct and sell this project. The Project Team has the experience and the track record of successful affordable housing and community development. The Project Team has access to additional capacity through the RBCRA and consultants/advisors which provide support.

See Attachment 4.

## 5.0 PAST EXPERIENCE OF THE TEAM

### Qualification Matrix

We have included a detailed matrix highlighting relevant development experience, experience utilizing layered/mixed financing, including HOME, experience with single family development, marketing, sales, and homeownership counseling as well as overall community development. Highlights include:

- Annetta Jenkins' experience with the Miracle on 34<sup>th</sup> Street, Latin Quarter, and Verde Gardens
- Tony Brown's experience with the Uptown Consortium's Neighborhood Improvement Program for home ownership
- Liz Colome's experience with Davis Landings
- Keith Owens, Blackstreet's experience with Levitt & Sons
- J. Michael Haygood's experience with tax increment financing, HOME, Surtax and LIHTC projects statewide
- Kyle Abney's experience in green architecture and design
- Ken Stapleton's experience in CPTED and SafeDesign™

These professionals have extensive nonprofit experience, layered financing experience, including HOME, TIF, CDBG, Surtax, SHIP, LIHTC (4%/9%), NMTC, FHLB-AHP and EDGE, EDA funds, to highlight a few sources. This experience covers financing, development, entitlement, design, construction, monitoring and compliance, closing, and counseling. For

example the award-winning Atlantic Grove Project utilized ten layers of financing.

### Resumes

The proposal includes individual resumes for all team members and advisors.

### Prior Performance of Contracts with DES

Project Manager, Annetta Jenkins has secured, leveraged and managed several grants from Palm Beach County Department of Economic Sustainability f/k/a Department of Housing and Community Development utilizing HOME, SHIP and CDBG funds for projects such as Atlantic Grove, Restoring Our Neighborhoods I & II. All were successfully implemented. Additionally, Ms. Jenkins has extensive experience for Miami-Dade County as the Assistant Director of the Department of Housing and Community Development and was the primary person responsible for managing, underwriting, closing, compliance, and portfolio management for all affordable housing using HOME, CDBG, SHIP, Surtax, NSP, and LIHTC.

Our partner, Patrick McNamara, CEO of Housing Partnership has extensive experience with the department with various funding programs and initiatives, including HOME for their homeownership, mortgage program and supportive housing programs.

Other team members have commensurate HOME experience throughout Palm Beach County and Southeast Florida.

See Attachment 5.

## 6.0 SITE CONTROL

We have included an executed Letter of Intent/Option Agreement executed by Messrs. Tony Brown, President of RBCDC and Mike Clark, Vice President of Viking Properties. Also included is a schedule of the properties included in Phase I of this project. Also see the maps included in Attachment 2 showing potential other properties in this target area that are ripe for redevelopment and restoration.

See Attachment 6.

## 7.0 DEVELOPMENT PRO FORMA

We have included, in both hard copy and electronic format (Microsoft Excel), our Development Pro Forma for each property as well as a summary sheet. Also included is a Sources and Uses Statement.

See Attachment 7.

## 8.0 15-YEAR OPERATING COST PRO FORMA

As this is not a rental project, a 15-year operating pro forma is not applicable to this proposal.

## 9.0 LITIGATION HISTORY

The Respondent, RBCDC, has no projects, personnel or team members employed with Respondent, who have been involved in any litigation matter in the past five (5) years.

See Attachment 9.

## 10. EVIDENCE OF LEVERAGED FINANCING

RBCDC has secured documentation from several lenders for financing of the project for both construction and permanent financing for the balance of the project costs.

We are demonstrating that our planned project shows a leverage of other funds, including private funds and donor funds to HOME funds, 1.67:1.

See Attachment 10.

**11. FINANCIAL STATEMENTS**

**RBCDC**

The RBCDC is a new organization and has not commissioned an audit. Enclosed are compiled financial statements through the end of our first fiscal year—December 2012, and a statement from our Accountant, Elia Passarell, RBCRA. The Executive Committee of RBCDC has begun a procurement process to secure audit services from CPA Audit firms and is in the process of reviewing proposals. We anticipate that our audit will commence in the next 30-45 days.

**RBCRA**

Additionally, we have enclosed a Resolution from the City of Riviera Beach Community Redevelopment Agency Board documenting the relationship with the RBCDC for funding support, both operating and program support, which has been memorialized by an Agreement for Neighborhood Services. We have enclosed two years of audited financial statements for RBCRA, demonstrating that there are the resources to honor the commitment.

See Attachment 11.

## 12. ZONING AND LAND USE

We have included a zoning letter from the Department of Planning and Zoning, City of Riviera Beach, documenting the current zoning of the parcels, as well as the future zoning. Additionally, we have included a chart illustrating the land use for the project site, the status of development approvals, the availability of required infrastructure, and descriptions of proximity to and availability of schools, commercial facilities, health care services, public transit, and employment centers.

See Attachment 12.

### 13. PROJECT SCHEDULE

We have included a detailed project schedule including all activities from conceptualization, pre-development, due diligence, land acquisition, engineering, development approvals, permitting, construction, marketing, completion, and sales.

See Attachment 13.

**14. PUBLIC DISCLOSURE**

We have executed the public disclosure form. We do not have any individual who has a beneficial interest in the proposed transaction. We also do not have any officer, director, or agent, which is also an employee of Palm Beach County. Additionally, there is no County official employee who owns, directly or indirectly, an interest of Respondent's firm or any of its affiliates.

See Attachment 14.

## 15. DRUG FREE WORKPLACE CERTIFICATION

We have included an executed Drug Free Workplace Certification indicating that the RBCDC has implemented a Drug Free Workplace Program which meets the requirements of Section 287.087, Florida Statutes.

See Attachment 15.

## 16. VETERANS AND ELDERLY PREFERENCE

We intend to actively market to Veterans and Elders, as well as persons with disabilities. We will make every effort to construct a home with accessibility in mind, if a client with disabilities is identified. We agree to aggressively market to these target groups, as signified by our Partnership Letter with the Vet's Place organization. See Attachment 16 for documentation, including our Affirmative Fair Housing Marketing Plan (AFHMP). We are thus seeking special priority points for this effort.

See Attachment 16.

**17., 18., 19., 20., 21. ADDENDA  
CERTIFICATION**

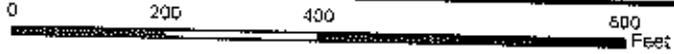
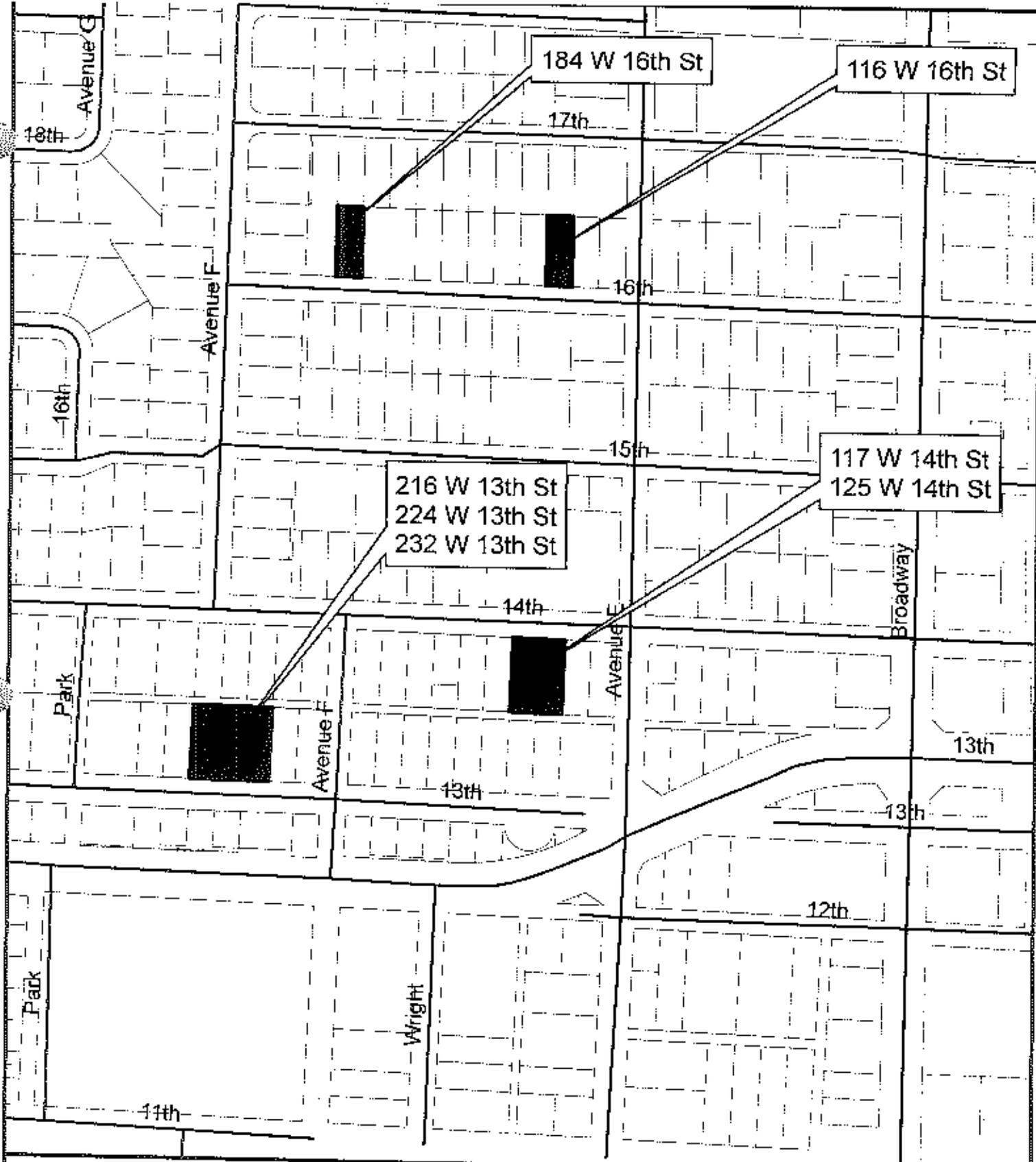
As required, enclosed are executed certifications documenting that we have received Addenda 17, 18, 19, 20, and 21.

See Attachment 17, 18, 19, 20, and 21.

**22. LETTERS OF SUPPORT**

Included is a Letters of Support from a Program Partner.

See Attachment 22.



-  Infill Target Properties
-  Streets
-  Parcels

**Riviera Beach  
Community Development Corporation  
Infill Housing Target Properties**



## CHDO - PROJECT TEAM MEMBERS CONTACT INFORMATION

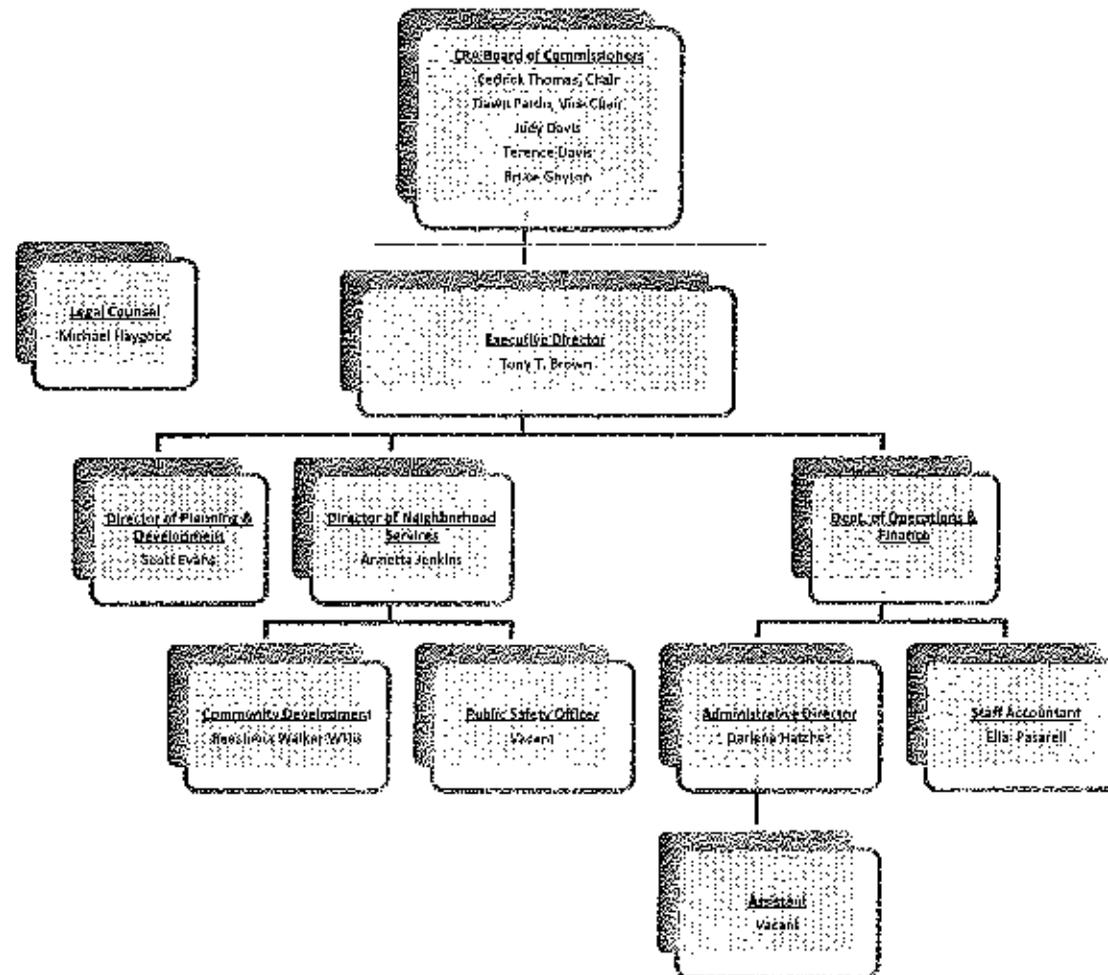
NAME	BUSINESS AFFILIATION	ADDRESS	PHONE NUMBER
Annetta Jenkins	Project Manager	2001 Broadway, Ste. 300 Riviera Beach, FL 33404	561-844-3408
Tony Brown	Real Estate Finance Advisor	2001 Broadway, Ste. 300 Riviera Beach, FL 33404	561-844-3408
Raeshena Walker-Willis	Project Assistant	2001 Broadway, Ste. 300 Riviera Beach, FL 33404	561-844-3408
Michael Haygood	Attorney	701 Northpoint Parkway, Ste. 209 West Palm Beach, FL 33407	561-684-8311
Elizabeth Colome'	Arthitect	530 24th Street, West Palm Beach, FL 33407	561-833-9147
Mark Beatty	Construction Inspection	33 E. Center St., Jupiter, FL 33477	561-744-4780
Keith Owens	Blackstreet Enterprises, LLC - General Contractor	155 S. Court Ave., Unit 2905 Orlando, Florida	407-388-5820
Patricia Lopez	CPL Construction, Inc - General Contractor	3410 "A" Road, Loxahatchee, FL 33470	561-718-7140
Ezra Saffold	All-Site Construction - General Contractor	101 E. Blue Heron Blvd., Riviera Beach, FL 33404	561-718-9542
Milton Grey	Grey Construction - General Contractor	2001 Palm Beach Lakes Blvd., Ste. 407 West Palm Beach, FL 33409	561-253-0218
Elizabeth Robinson	RE Advisor	620 W. 34th Street, Riviera Beach, FL 33404	561-201-4009
Malachi Knowles	RE Advisor	P.O Box 31901 Palm Beach Gardens, FL 33420	561-844-8774
Ann Rettie	RE Advisor	3000 N. Ocean Drive, Unit 30C, Riviera Beach, FL 33404	262-354-2668
Darryl Leonard	RE Advisor	2032 Portland Ave. Wellington, FL 33414	561-373-2821
Elia Pasarell	Accountant	2001 Broadway, Ste. 300 Riviera Beach, FL 33404	561-844-3408
Patrick McNamara	Housing Partnership	718 S. W. 27th Ave., Boynton Beach, FL 33435	561-369-3247
Stewart Bosley	Vet's Place	401 N. Rosemary Ave, West Palm Beach, FL 33401	561-248-8068
Ken Stapleton	SafeDesign/ CPTED Consultant	9800 West Bay Harbor Drive, # 605 Bay harbor Islands, FL 33154	216-849-6494

RBCDC: Staffing Charts

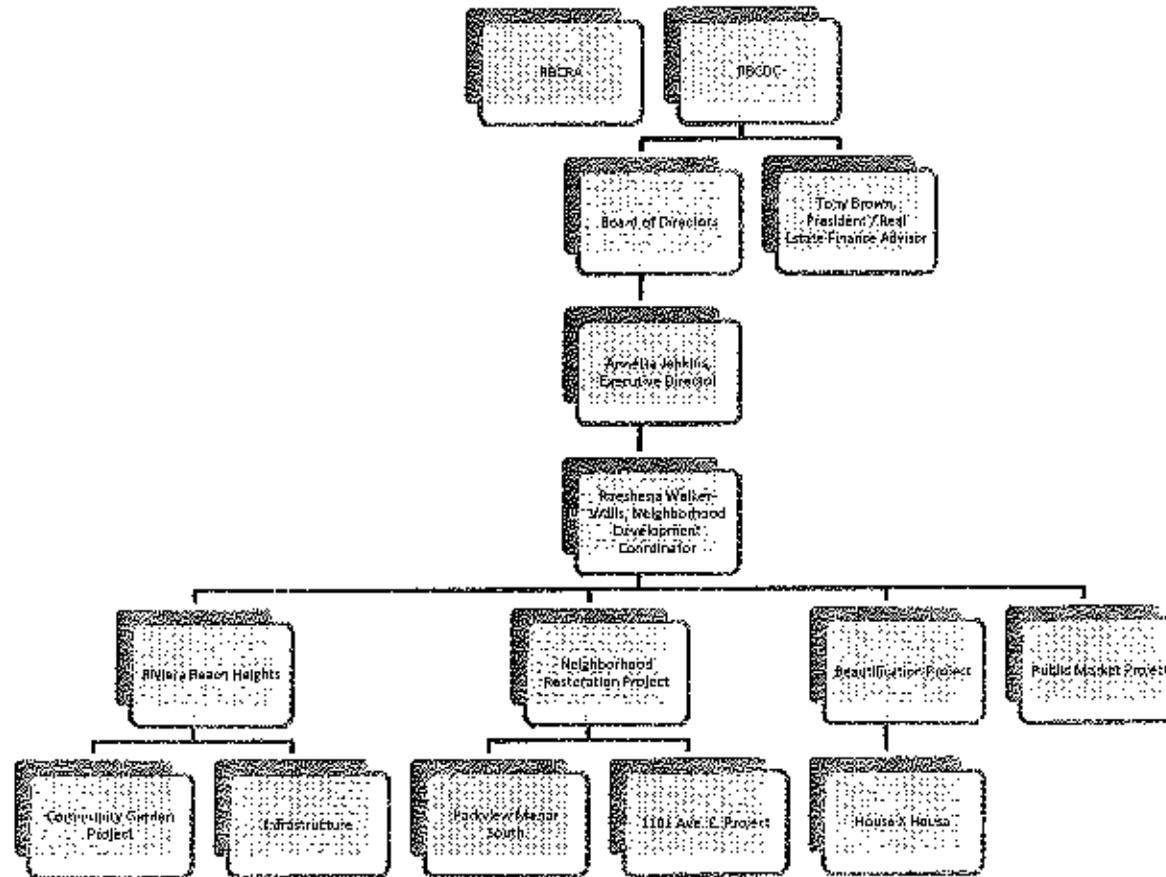
**RIVIERA BEACH COMMUNITY  
REDEVELOPMENT CORPORATION (RBCDC)**

# RBCRA Staff

Riviera Beach Community Redevelopment Agency  
Riviera Beach, FL

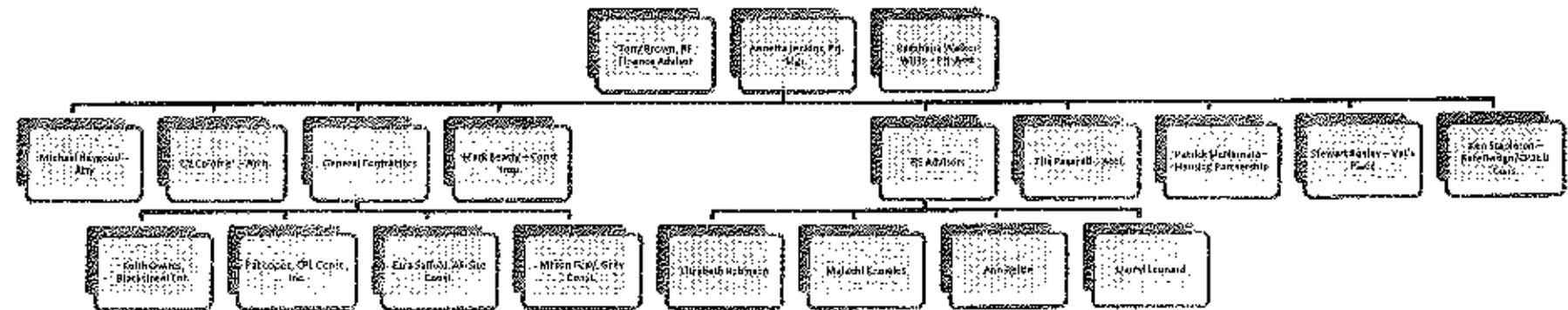


# PROGRAMS/ PROJECTS/ INITIATIVES



# NEIGHBORHOOD RESTORATION PROJECT PARKVIEW MANOR SOUTH

## PROJECT DEVELOPMENT TEAM



**KEY**  
 Atty = Attorney  
 Arch = Architect  
 Const = Construction  
 Ent = Enterprise  
 Acct = Accountant  
 Cons = Consultant  
 RE = Real Estate  
 Insp = Inspection  
 Prj = Project  
 Mgr = Manager

## DEVELOPMENT TEAM EXPERIENCE/ QUALIFICATIONS

<u>TEAM MEMBER</u>	<u>ROLE</u>	<u>PROJECT NAME</u>	<u>PROJECT DESCRIPTION</u>	<u>TYPE OF FINANCING / FUNDING</u>
Annetta Jenkins, RBCDC, Executive Director	Leader, Advisor	(1) Atlantic Grove (2) Miracle on 34th Street, Model (3) The Courtyard Project Block I (4) Latin Quarters (5) Verde Gardens	(1) Atlantic Grove is a mixed-use, mixed income redevelopment project, consisting of fifty-five (55) for-sale townhouses and two (2), (3) story, commercial buildings, with retail on the first floor, offices on the second floor, and thirty residential units on the third floor, overlooking Atlantic Avenue. The project was a joint venture partnership with a for-profit developer and two local non-profit organizations. (2) The 1.75 million neighborhood investment project involved the purchase and substantial rehabilitation of 9- mission style homes from an investor, which later sold to low-income first time buyers. Façade improvements were made to neighboring houses along with street improvements, traffic calming, lush landscaping, and the installation of attractive street lighting. (3) The Courtyard Project, a mixed use project located in the heart of Northwood Village, models design standards established by the Northwood Citizen's Planning Committee and serves as a blueprint for redevelopment to follow. It features a 2-story building with two rental apartments on the second floor, Dixie Printing and Neighborhood Renaissance headquarters on the first floor. (4) The \$7.4 million Latin Quarters project in the East Little Havana neighborhood of Miami is a mixed use development that includes a residential component that consists of 45 units of two and three bedrooms, and approximately sq. ft. of commercial space on the ground floor, and two levels of parking. The complex is located in the famous "Calle Ocho" of Miami. (5) 145 Green Townhomes with organic garden.	(1) Conventional Loan, LISC low-interest loan in predevelopment/construction funding, Fannie Mae former New American Communities; CDBG; Gas Tax, and SHIP for end buyers. (2) LISC Low-Interest loan, Project Based Home CHDO Grant, CDBG Grant. (3) LISC Low-Interest loan construction, LISC mini-perm, Federal Home Loan Bank of Atlanta EDGE Award, Fidelity Federal Bank now PNC, PBC County Development Core Regions Grant. (4) Private grants, Living Cities, low-interest LISC loan. (5) Home, Surtax, Homeless Fund

DEVELOPMENT TEAM EXPERIENCE/ QUALIFICATIONS

<u>TEAM MEMBER</u>	<u>ROLE</u>	<u>PROJECT NAME</u>	<u>PROJECT DESCRIPTION</u>	<u>TYPE OF FINANCING / FUNDING</u>
Tony Brown, RBCDC	President of CDC	Uptown Consortium T. Brown Consulting Group, LLC Community Development Financial Institutions (CDFI) Fund Bank of America	<ul style="list-style-type: none"> <li>• Uptown Consortium: focused on the redevelopment of seven neighborhoods that comprised a significant amount of the city's Empowerment Zone. In less than 5 years, Mr. Brown led Uptown to regional significance and his leadership sparked over \$400 million in development through the \$100 million private capital fund he raised.</li> <li>• T. Brown Consulting Group, LLC: impacted low income communities throughout the country by helping the Kroger Co., American Bankers Association, the National Urban League, and the Jacksonville Transportation Authority devise strategies for economic impact initiatives in communities served by these organizations. Mr. Brown's capital solutions could result in nearly \$1 billion in private capital flowing into underserved areas for grocery stores, loans to small and minority-owned businesses, and to create new lifestyle communities through transit oriented developments in the next five years.</li> <li>• Community Development Financial Institutions (CDFI) Fund: Director of this government-owned corporation at the United States Department of Treasury. He successfully implemented the New Markets Tax Credit Program, and supervised the first \$6 billion in tax credit authority allocated.</li> <li>• Bank of America: Headed the company's community development group. Helped the bank to achieve "Outstanding" ratings in Community Reinvestment Act Performance.</li> <li>• Chairman of the Federal Reserve Board of Governor's Consumer Advisory Council (2008). Present board memberships include service to the Community Reinvestment Fund and the New Markets Tax Credit Coalition. Brown is a member of Leadership Florida (Class XIII) and served previously as a director of the Florida Chamber of Commerce and the Black Business Investment Board.</li> </ul>	HOME, CDBG, TIF, Economic Development Funds, Conventional, NMTC, LIHTC

DEVELOPMENT TEAM EXPERIENCE/ QUALIFICATIONS

Liz Colome', Architect	Architect/Engineer	<p><b>Residential Projects</b></p> <p>(1) Riviera Beach Housing Authority Emerald Palms - Preliminary Site Plan</p> <p>(2) Delray Beach Housing Authority West Settlers Office Building</p> <p>(3) Davis Landings – Affordable Housing Project</p> <p>Florida Green Building / Accessible</p> <p>(4) Our Lady of Florida Retreat Center Renovation of 65,000 S.F. including Fair Housing and Life Safety</p>	<p><b>Residential Projects</b></p> <p>(1) Riviera Beach Housing Authority Emerald Palms - Preliminary Site Plan: <b>Rental/Purchase/Elder Housing in Riviera Beach</b></p> <p>(2) Delray Beach Housing Authority West Settlers Office Building: <b>Office and Affordable Housing 8-story building/Historic District in Delray Beach, FL</b></p> <p>(3) Davis Landings – Affordable Housing Project: <b>2 buildings/ 25 units with office Florida Green Building in Palm Beach County Accessible Florida Green Building / Accessible</b></p> <p>(4) Our Lady of Florida Retreat Center: <b>Renovation of 65,000 S.F. including Fair Housing and Life Safety in North Palm Beach, FL</b></p>	Conventional, TIF, LIHTC, Public Revenue, CDBG, HOME, Grants, FHLB
Michael Haygood, General Counsel	Attorney	Representative clients include: Riviera Beach Community Redevelopment Agency, Lauderdale Lakes Community Redevelopment Agency, Creative Choice Homes, Inc, Northwest Riviera Beach Community Development Corporation (501 (C)(3), Oakwood Center of the Palm Beaches and TAB Development Corporation (501 (c)(3).	Practice limited to Real estate transactions, affordable housing, and Community Development including representation of Community Redevelopment Agencies.	Surtax, TIF, LIHTC, CDBG, HOME, FHLB, Section 202
Raeshena Walker-Willis, RBCDC	Neighborhood Community Development Coordinator	Riviera Beach Heights In Bloom Various Commercial Projects	Neighborhood Restoration Various commercial buildings	TIF, Grants, private financing

Contractors				
Ezra Saffold, All-Site Construction	Construction Contractor	<p>(1) West Palm Beach Head Start - Palm Beach County - \$260,000 - 5,000 Sq. Ft. Classroom Modifications</p> <p>(2) Lake Worth Teacher's Academy Addition - City of Lake Worth - \$200,000 - Addition &amp; Remodeling of classroom &amp; storage room</p> <p>(3) West Gate Community Center Splash Pad - Palm Beach County - \$464,000 - Construction of Water Park</p> <p>(4) Lindsay Davis Community Center - City of Riviera Beach - \$315,000 - Design Build Construction of a 3,000 Sq. Ft. - 2 Story CBS Structure</p> <p>(5) Freedom Park - City of Green Acres - \$670,000 - Construction of a five acre park and a supporting 2,500 Sq. Ft. concession building with a lighted parking lot</p> <p>(6) McKesson Warehouse - School Board of Palm Beach County - \$311,000 - Warehouse modifications</p> <p>(7) Palm Beach County Correctional Laundry Room Facility - \$440,000 - Supply and installation of industrial equipment and MEP upgrades</p> <p>(8) Job Order Contract - Palm Beach County - Currently on third year contract renewal - \$2.5M per year for 5 years</p>	<p>(1) West Palm Beach Head Start - Palm Beach County - \$260,000 - 5,000 Sq. Ft. Classroom Modifications</p> <p>(2) Lake Worth Teacher's Academy Addition - City of Lake Worth - \$200,000 - Addition &amp; Remodeling of classroom &amp; storage room</p> <p>(3) West Gate Community Center Splash Pad - Palm Beach County - \$464,000 - Construction of Water Park</p> <p>(4) Lindsay Davis Community Center - City of Riviera Beach - \$315,000 - Design Build Construction of a 3,000 Sq. Ft. - 2 Story CBS Structure</p> <p>(5) Freedom Park - City of Green Acres - \$670,000 - Construction of a five acre park and a supporting 2,500 Sq. Ft. concession building with a lighted parking lot</p> <p>(6) McKesson Warehouse - School Board of Palm Beach County - \$311,000 - Warehouse modifications</p> <p>(7) Palm Beach County Correctional Laundry Room Facility - \$440,000 - Supply and installation of industrial equipment and MEP upgrades</p> <p>(8) Job Order Contract - Palm Beach County - Currently on third year contract renewal - \$2.5M per year for 5 years</p>	TIF, Conventional, Public Revenue, Grants
Keith Owens, Blackstreet Enterprises	Construction Contractor	Various	<p>(1) BLACKSTREET ENTERPRISES LLC</p> <p>(2) PALM COAST DEVELOPMENT</p> <p>(3) LEVITT &amp; SONS INC</p> <p>(4) ASHTON WOODS HOMES</p> <p>(5) LEGEND PROPERTIES</p> <p>(6) SHAMROCK HOMES</p> <p>(7) ENGINEERED HOMES OF FLORIDA</p>	Conventional

Llone! Dunbar, Blackstreet Enterprises	General Contractor	Various	<p>(1) BLACKSTREET ENTERPRISES, LLC                  (2) LEVITT &amp; SONS LLC                  (3) GL HOMES, INC.                  (4) SHELBY HOMES, INC                  (5) WESTBROOKE COMMUNITIES                  (6) ATKINS CONSTRUCTION, INC                  (7) GARRISON DESIGN &amp; CONSTRUCTION, INC.</p>	Conventional
Pat Lopez, CPL Construction, Inc.	General Contractor	Various	<p>(1) Built 2-3 "Spec" homes per year, approximately 3-4 Additions, approximately 2-3 re-hab/ repair work. Most of the experience was in Interior work, particularly metal framing and drywall.                  (2) Building for "First Time Home Buyer" and non-profits. Averaged 10-12 homes per year. Became involved in Rehabilitation Work through the City of Riviera Beach, DRI Program, private owners, and investors.                  (3) Involved in Rehabilitation Work almost exclusively through the City of Riviera Beach, DRI Program, Palm Beach County Department of Economic Sustainability, Commission on Affordable Housing, Housing and Community Development Residential Rehabilitation Program, private parties, and Investors. Averaged 15 Re-habs per year.</p>	
Milton Grey, Grey Construction	General Contractor	Various	Infill, Multi-family	HOME, SHIP, Conventional

DEVELOPMENT TEAM EXPERIENCE/ QUALIFICATIONS

Mark Beatty, Building Inspector	Construction Inspector	Pre-purchase home inspections are a visual examination of the house from top to bottom, inside and out and includes the following: Structural Components Exterior Roofing Plumbing Electrical Heating & Air Conditioning Interior Insulation & Ventilation Fireplaces and Solid Fuel Burning Appliances	Residential Building Inspector, International Code Council (ICC #5189386-B1) Certified Member American Society of Home Inspectors (ASHI #32196) Certified Member Indoor Air Quality Association (#19724) Professional Member FL Association of Building Inspectors (FABI RPI-0077) Certified Disaster Housing Inspector (#38239), Parr Inspections -FEMA	
Elia Pasarell, RBCDC	Accountant	Various	Staff Accountant, Finance Director, Accountant/Auditor, Real Estate Sales Associate	TIF, grants and donations
Elizabeth Robinson, RBCDC	Chair RBCDC	Various	Executive Director, Social Service Counselor, Program Coordinator/Supervisor, Administration Assistant,	N/A
Ann Reilly, RBCDC	Sales Advisor	Various	Private real estate investments development management consulting	N/A
Darryl Leonard, RBCDC	Sales Advisor	Licensed Realtor in the State of Florida. More than 20 years of experience in the Real Estate arena. Including but not limited too acquisitions, sales, rehab, property management, marketing, research, development, housing agencies, CDCs, non profits, city, county and state governments.	Licensed Realtor in the State of Florida. More than 20 years of experience in the Real Estate arena. Including but not limited too acquisitions, sales, rehab, property management, marketing, research, development, housing agencies, CDCs, non profits, city, county and state governments.	Conventional, Section 8, HOME, CDBG, grants
Mafachi Knowles, RBCDC	Residential Advisor	N/A	He was an Housing Intern in 1965 with the U.S. Housing and Home Finance Agency, Chicago, Illinois and retired from the government after holding several executive and policy making positions in Washington, DC, March 1991. Most notably, he was Director General of the "World Conference of Mayors"; Executive Assistant to Eddie N. Williams, President of the Joint Center for Political and Economic Studies and Special Assistant to the Director of "The United States White House Office for Urban Policy.	N/A

DEVELOPMENT TEAM EXPERIENCE/ QUALIFICATIONS

<p>Ken Stapleton, Safe Design/ CPTED Consultant</p>	<p>Safety Consultant</p>	<ul style="list-style-type: none"> <li>• University Park Alliance</li> <li>• Mercer University</li> <li>• The College Hill Corridor Commission</li> <li>• Lincoln Road Development Corporation</li> <li>• Cleveland Neighborhood Development Coalition</li> <li>• The University of Akron</li> <li>• OFA Miami</li> <li>• Euclid Avenue Revitalization Initiative</li> <li>• Ohio Board of Regents</li> <li>• Florida Crime Prevention Institute</li> <li>• Enterprise Foundation</li> <li>• Florida International University</li> <li>• Columbus Near East Initiative (PAC7)</li> <li>• Downtown Cleveland Housing Initiative</li> <li>• Spicer Village Townhomes, Akron</li> <li>• City of Miami Beach</li> <li>• Health Fair BRT, Cleveland</li> <li>• Cleveland Wayfinding Signage Program</li> <li>• Safe Neighborhoods Plans- Miami Beach</li> <li>• City of Sweetwater, FL</li> <li>• University of Miami</li> <li>• Duluth Creative Corridor</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Economic Development Advisor and Executive Director of the award-winning University Park Alliance for The University of Akron. Stapleton was responsible for the revitalization of the neighborhoods surrounding this prominent urban university. He also provided strategic guidance for UPA's local and regional economic development initiatives, and helped attract over \$15 million in grants for UPA and UA initiatives.</li> <li>• Senior Vice president of the Downtown Cleveland Partnership (DCP). Led efforts to revitalize lower Euclid Avenue, Cleveland's Main Street, resulting in over \$400 million in real estate investment in only six years. Other projects at DCP included management of DCP's advocacy efforts on over \$1 billion in major infrastructure projects, and management of all safety initiatives.</li> <li>Also recently:             <ul style="list-style-type: none"> <li>• Led a technical advisory team to provide guidance for the Duluth Creative Corridor,</li> <li>• Assisted with a strategic action plan for the Near East Neighborhood (Columbus, OH),</li> <li>• Provided guidance for the development of the University City Alliance, a group working to transform the areas surrounding FIU's main campus into Miami's next urban revitalization success story,</li> <li>• Led a team project to help reorganize and reposition the College Hill Corridor initiative (Macon, GA). The CHC was able to attract an additional \$5 million grant to support the effort.</li> </ul> </li> </ul>	
<p>Mike Clark, Viking</p>	<p>Residential Advisor</p>		<p>The acquisition of four (4) distressed multi-family residential properties and the successful planning, implementation and financing of complete physical rehabilitations. Total expenditures in excess of 80 Million Dollars.</p> <p>The acquisition of an Incomplete 50,000 Square Foot Industrial Park, its expansion by 150,000 Square Feet and its lease-up.</p>	<p>Private Funding</p>
<p>George Carter, Viking</p>	<p>Residential Advisor</p>	<p>(1) Maritime Academy (2) Vice President of Viking (3) Director of Marina (4) Superintendent of Park and Recreational</p>	<p>(1) Public charter high school in Riviera Beach with a mission to provide students with a rigorous academic and hands-on education with career exploration within the maritime industries.</p> <p>(2) Marina acquisition and the marine management process</p> <p>(3) Directed an operation that provided services to over 22,000 monthly visitors and customers. In addition, he supervised a dedicated 24/7 staff of thirty-eight, raised employee productivity 30 percent and occupancy rates 40 percent.</p> <p>(4) Initiated several productive programs that are still in operation and elevated the Parks Division to the most productive division in the city.</p>	<p>N/A</p>

## SENIOR EXECUTIVE

*25+-years successful experience providing fiscal, strategic and operations leadership in uniquely challenging situations*

Creative and strategic thinker with proven leadership, management and technical skills focused on results, quality and performance. Demonstrated broad background in nonprofit and for profit enterprises utilizing deep experience in community development; financial analysis, including real estate and business organizations; leading teams; project, program and financial management; organizational development; policy and advocacy; and community relations. Additional areas of expertise include:

- Public/Private Finance Expert
- Affordable Housing Development
- Public Administration
- Team and Project Management
- Real Estate Analysis and Underwriting
- Affordable Housing Advocate
- Program Development
- Community and Economic Development
- Deal Maker
- Community and Public Relations
- Fundraising/Development
- Organizational Development Specialist
- Strategic Business Planning

## PROFESSIONAL EXPERIENCE

**Riviera Beach Community Redevelopment Agency, Riviera Beach, Florida**  
*Director of Neighborhood Services*

2012-present

Responsible for the research, planning, implementation, monitoring, and evaluation of the CRA's community development program. Responsible for leading the neighborhood development strategies for the CRA. Professional maintains budgetary controls while overseeing special projects of the Agency. Launched the groundbreaking Riviera Beach Community Development Corporation and is implementing the Riviera Beach Heights in Bloom neighborhood revitalization initiative, including affordable housing, infrastructure improvement, business development, job creation, community building, facilities development, community policing and green initiatives.

**Strategos LLC, Riviera Beach**  
*Principal*

2008-present

Management and Real Estate consulting firm specializing in community development solutions. The professional assists for profit and nonprofit companies, as well as government, with strategic business planning, feasibility analyses, real estate finance and development technical assistance, organizational management policies and procedures, fund raising, loan monitoring, deal re-structuring and work out solutions, as well as acquisition strategies and credit underwriting. The professional is well versed in program development, public relations, policy and advocacy.

**Department of Housing and Community Development, Miami-Dade County, Miami, Florida**  
*Assistant Director, Housing*

2009-2011

Managed the daily operations of various complex housing development activities including assisting in developing countywide and neighborhood affordable housing development plans and strategies, planning and implementing affordable housing and neighborhood revitalization programs, creating affordable housing implementation policies and plans, developing affordable housing products and services, creating and implementing technical assistance and education plans for affordable housing development, and managing the underwriting, closing, and servicing of affordable housing transactions for more than 6,000 loans. Spearheaded the successful financial restructuring and closing of more than \$425M in TCAP/TCEP transactions as well as Miami-Dade's first NSP loan for \$17M.

oversaw the contract, project development, disbursement and loan closing process for activities funded by SHIP, GOB, SURTAX, HOME, NSP, and CRA/TIF funds, including new construction and rehab for rental and home ownership projects. Managed technical and professional staff in project monitoring and compliance with responsibilities for reporting to the Director. Responsible for suggesting policies, procedures and rule making for encumbering and disbursing program funds. Maintained oversight for the housing element of the Building Better Communities \$165 million General Obligation Bond Program. Maintained developer and nonprofit relationships. Represented the Department at the request of the Director; made presentations to the Board of County Commissioners and its sub-committees as necessary.

Managed the daily operations of complex housing development activities while responsible for a loan portfolio exceeding 271 loans, with a value over \$248 million. Developed plans and strategies for neighborhood revitalization anchored by affordable housing. Implemented affordable housing policies and procedures; provided technical assistance to a vast array of for profit and not for profit developers; managed the underwriting and closing of affordable housing transactions; monitored agencies, organizations and corporations for contractual compliance; oversaw the funding, planning and implementation of multi-faceted programs of affordable housing development; managed negotiation activities for major transit-oriented developments; oversaw Requests for Proposals and Requests for Application processes.

**Local Initiatives Support Corporation (LISC), South Florida**  
*Executive Director*

1996-2008

Responsible for leading the South Florida presence for the nation's largest community development support organization for thirteen years that resulted in almost \$1 billion in leveraged investment in more than 35 of the most challenged neighborhoods that include Overtown in Miami, the Glades section of Palm Beach County, and Ft. Lauderdale's Sistrunk Corridor. Those responsibilities include external relations, interacting with public and private sector leaders and the general community; representing LISC at national, regional and local conferences and meetings; presenting as an expert lecturer in the areas of affordable housing and economic development; shaping housing and growth management policy on various task forces; leading a team of 7 professionals, numerous consultants and memberCorps members; fundraising and advocating for operational and program support for an annual budget in excess of \$7 million; deal making and serving as the "architect or champion" behind high-profile projects like the \$18.5 million Atlantic Grove mixed use project in Delray Beach, the Courtyards in West Palm Beach, Belle Glade Renaissance, Village Center, Avenue 'S' Model Block, Model Blocks I, II, and III, Middle River Gardens, Town Park and Town Center in Overtown, the Limestone Creek Infill Program, Latin Quarters in Miami's East Little Havana, and Brooks Subdivision in Riviera Beach.

**Other responsibilities include:**

- Leading others in a state policy agenda in affordable housing and community development, serving on the Florida Housing Coalition Board for more than five years and as one of the developers of the Florida Alliance of CDCs
- Facilitating and implementing strategic business planning exercises for community development and other nonprofit organizations
- Managing the South Florida LISC Regional Advisory Board, comprised of donors and supporters in the financial, nonprofit and corporate community; this includes the various board committees
- Serving as a liaison to National LISC and the local office, overseeing the reporting and budget making functions
- Using my entrepreneurial skills to lead project teams that had to navigate complicated paths of advocacy, layered financing and community building in efforts to revitalize devastated neighborhoods
- Writing and overseeing competitive funding proposals to acquire millions of dollars in CDBG, FHLB AHP and EDGE funds, SHIP, HOME, HHS OCS funds, Surtax, Gas Tax, PLP, and HAP funds
- Leading neighborhood planning efforts
- Conducting community organizing and community building projects
- Conducting training in board development, financial management, organizational development, and nonprofit mergers
- Coaching and leading a team of professional program staff focused on real estate development and finance
- Structuring and underwriting complex, layered community and economic development financing products
- Serving as the champion for affordable housing excellence throughout Florida

**Community Financing Consortium, Inc., West Palm Beach, FL**  
Associate Director

1993-1996

Responsible for overseeing the residential lending portfolio and small commercial portfolio in excess of \$50 million for a sixteen-bank lending consortium covering South Florida and the Treasure Coast. Responsible for all functions necessary to implement residential loan programs of the organization including the award-winning Restoring Our Neighborhoods I and II and Restoring Boynton's Neighborhoods; directed residential loan processing; reporting of program activity; interacted with bank representatives, local government, CDCs, builders and developers. Responsible for administrative, presentation, marketing and programming duties at the direction of and/or in the absence of the Executive Director. Served as primary grants writer, facilitator and resource person for CFC education programs. Also was homebuyer education and credit counseling facilitator.

**LAW OFFICES OF ANNETTA JENKINS, Delray Beach, FL**  
Attorney

1984-1991

General private practice of law in the areas of civil and criminal trial practice, business and corporate law, civil rights law, family law and immigration law. Represented as General Counsel, National Association of Negro Business and Professional Women, Inc., a premier legacy professional organization for more than 50,000 women of color, and the South Palm Beach County Chapter of NAACP.

**A. JENKINS MANAGEMENT, Delray Beach, FL**  
Principal Consultant

1982-1993

Private and public sector consultation in the areas of economic development, management, and human resources. Organizational, marketing and management assistance to small businesses and nonprofit organizations. Project analysis, development, and implementation; business plan development, specializing in franchises, i.e., McDonald's, Popeye's, American Speedy Printing, and Haagen-Dazs.

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL, Gainesville, FL**  
Economic Development Planner

1978-1978

Provided economic development and other technical assistance to member local governments; preparation of grant proposals. Drafted income and employment studies for a thirteen-county region of Northern Florida in conjunction with a planning team.

**MAREMONT CORPORATION, Nashville, TN**  
Budget Analyst

1976-1977

Responsible for compilation and analysis of product line budget working with Senior Accountant and Staff Accountant for national auto parts manufacturer and distributor to Sears and other large service retailers.

## EDUCATION & CERTIFICATION

- Columbia University Graduate Business School  
Institute for Non-profit Management  
New York, NY  
Executive Certificate
- Fisk University  
Nashville, TN  
Bachelor of Arts, (Economics, *Magna cum laude*)
- Nova University Center for the Study of Law  
Fort Lauderdale, FL  
Juris Doctor
- Tuskegee Institute  
Tuskegee Institute, AL

## BOARDS & MEMBERSHIPS

- Housing Leadership Council of Palm Beach County
- Florida Housing Coalition Member (Former Vice President and Secretary)
- Affordable Housing Study Commission (Gov. Charlie Crist appointee)
- Florida Impact Fee Review Task Force (Gov. Jeb Bush appointee)

## REFERENCES

- Gretz J. Harris, LISC
- Jaimie Ross, 1000 Friends of Florida and Florida Housing Coalition
- Donna Waidron, Consultant
- Wanda Gadson, Consultant
- Terri Murray, Neighborhood Renaissance
- Tim Wheat, Pinnacle, Inc.
- Peter McDougal, Neighborhood Housing Services of SF
- Stephen Sonnabend, Sonesta Resorts and Hotels
- Chris Plummer, ASK Development Solutions
- Octavia Snerrod, City of Boynton Beach
- Jeff Bagwell, Keystone Challenge
- Bill Sanders, Delray Beach CDC
- Kathy LaCroix, Lake Worth CDC

## ABOUT TONY T. BROWN

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Tony T. Brown has a distinguished record of achievement in the field of community development and finance. Mr. Brown has dedicated his life's work to transforming neighborhoods by helping communities and businesses secure capital to finance real estate development projects and create jobs across America.



Mr. Brown was appointed executive director of the Riviera Beach Community Development Agency in September 2010. The city of Riviera Beach boasts one of the best urban beach communities in the state of Florida and has long been underdeveloped. Mr. Brown was drawn to Riviera Beach with the same affinity and affection that he has for his hometown of Cincinnati. In Cincinnati (from 2004 – 2009), Mr. Brown served as the founding President & CEO of the Uptown Consortium. Uptown focused on the redevelopment of seven neighborhoods that comprised a significant portion of the city's Empowerment Zone. In less than 5 years, Mr. Brown lead Uptown to regional significance and his leadership sparked over \$400 million in development through the \$100 million private capital fund he raised.

In January 2010, Mr. Brown launched his consulting practice, T. Brown Consulting Group, LLC and immediately impacted low income communities throughout the country by helping the Kroger Co., American Bankers Association, the National Urban League and the Jacksonville Transportation Authority devise financial strategies for economic impact initiatives in communities served by these organizations. Mr. Brown's capital solutions could result in nearly \$1 billion in private capital flowing into underserved areas for grocery stores, loans to small and minority-owned businesses and to create new lifestyle communities through transit oriented developments in the next five years.

Previously, from August 2001 to March 2004, Mr. Brown served as Director of the Community Development Financial Institutions (CDFI) Fund, a government-owned corporation at the United States Department of Treasury. During his tenure, he successfully implemented the New Markets Tax Credit Program and supervised the first \$6 billion in tax credit authority allocated.

Mr. Brown began his career in banking. In 1985, he joined Bank of America in Florida through the acquisition of Barnett Banks, Inc.; and by 1990, he headed the company's community development banking group. Mr. Brown's leadership helped the bank achieve "Outstanding" ratings in Community Reinvestment Act (CRA) performance.

Mr. Brown's volunteer involvement in community and economic development is quite extensive. In 2008, he served as chairman of the Federal Reserve Board of Governor's Consumer Advisory Council. His present board memberships include service to the Community Reinvestment Fund and the New Markets Tax Credit Coalition. Brown is a member of Leadership Florida (Class XIII) and served previously as a director of the Florida Chamber of Commerce, the Black Business Investment Board in Palm Beach County, to name just a few.

He has been honored by the United States Secretary of Treasury, John Snow, in appreciation for "contributions to the effective and efficient operations of the Department of Treasury;" and has received Community Service Awards from a variety of organizations. Mr. Brown is a graduate of Xavier University in Cincinnati, Ohio with a Master of Business Administration degree in Finance and a Bachelor of Arts degree in International Affairs and Business.

## TONY T. BROWN

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95575 Burney Rd  
Amelia Island, FL 32034

C: 513.276.8516  
tbrown3935@aol.com

### EXECUTIVE SUMMARY

Results-oriented, dynamic **Community and Economic Development Finance Executive** offering an extensive experience in management, real estate development and sales. Recognized for forging effective partnerships in community and economic development. Areas of expertise include:

- Real Estate and Community Development
- Business and Economic Development
- Financial Analysis / Reporting
- Operational Analysis and Improvement
- Regulatory and Government Affairs
- Consensus Building and Conflict Resolution

### SELECTED CAREER ACCOMPLISHMENTS

- Raised \$150 million private community development fund for real estate acquisitions and neighborhood development, including \$97 million Uptown Partners Investment Fund secured by an allocation of New Markets Tax Credits in February 2006 and 2009. (Uptown Consortium)
- Supervised regulations and operational procedures that successfully implemented the \$15 billion New Markets Tax Credit program. (Department of Treasury)
- Directed, developed and managed the community development programs for all 32 banking affiliates and coordinated community reinvestment activities of non-bank affiliates, resulting in over \$2 billion in annual loan production and "outstanding" ratings in CRA performance. (Bank of America)
- Led the formation of innovative and flexible affordable real estate programs with national partners for low income housing tax credit and neighborhood redevelopment projects. (Barnett Bank)

### PROFESSIONAL EXPERIENCE

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**, Riviera Beach, FL **2011 - Present**  
*Executive Director*

Chief executive officer of a public body and constituted as a public instrumentality to facilitate redevelopment in an area that has been determined to be slum and blight.

- Raised private capital and created \$25 million loan fund to implement public improvements and attract an additional \$75 million in private capital to redevelop city-owned marina.
- Raised private capital and completed application for \$90 million in New Markets Tax Credit authority from the U.S. Department of Treasury, CDFI Fund for redevelopment of central business district; provide small business loans and capitalize community development corporation to stabilize low income neighborhoods. The application is pending.

**T BROWN CONSULTING GROUP**, Jacksonville, FL **2010 - Present**  
*President & Chief Executive Officer*

Founder of closely held company that designs and manages private equity products using the New Markets Tax Credit Program ("NMTCs") to help communities, businesses, governments and lenders devise capital solutions for community development, real estate and small business initiatives across the country.

- Consultant for an application of \$125 million in New Markets Tax Credit authority from the U.S. Department of Treasury, CDFI Fund for The Kroger Co. The application is pending.
- Structured financing consultant for a variety of clients that partly include the American Bankers Association, Jacksonville Transportation Authority, Stonehenge Capital and National Urban League (over \$250 million in financing sought).

**UPTOWN CONSORTIUM, INC.**, Cincinnati, OH **2004 - 2010**  
*President & Chief Executive Officer*

Chief executive officer of privately funded community development corporation engaged in the redevelopment of the Uptown neighborhoods of Cincinnati. The Uptown Consortium was founded by the chief executive officers of the region's leading employers (Cincinnati Children's Hospital Medical Center, Cincinnati Zoo & Botanical Garden, The Health Alliance of Greater Cincinnati, TriHealth, Inc. and University of Cincinnati) to improve surrounding neighborhoods.

- Implemented a real estate development pipeline of over \$400 million in various mixed-use developments (500 housing units and 300,000sf of office and retail space) in Uptown neighborhoods to improve housing stock and business districts in areas of high economic distress; executed a brand-building strategy to promote Uptown Cincinnati; and worked with the Cincinnati Police Department to identify and eradicate crime in target hot

**DEPARTMENT OF TREASURY, Washington, D.C.**

2001 – 2003

**Director, Community Development Financial Institutions (CDFI) Fund**

Managed a staff of over 60 employees that awarded over \$6 billion in cash and New Markets tax credit authority for financial institutions and other entities engaged in community development financing activities to improve the economic conditions of underserved communities and raise private capital.

**BANK OF AMERICA, Jacksonville, FL**

1985 – 2001

**Senior Vice President, National Sales Executive (1999 – 2001)**

Built a sales process and managed a national sales team of 25 which acquired \$3 billion in non-conforming mortgage loans, which was a 100% increase over prior year. Managed effort to integrate consumer real estate products and assessed potential business impact of predatory lending legislation and assisted management resolve legislative and community concerns as assigned.

**Senior Vice President, Community Development Banking Group (1993 – 1999)**

Managed a staff of 30 employees in the Community Development Banking Group. Supervised company's central underwriting unit for program loans through the United States Small Business Administration (SBA). Analyzed and reported issues affecting community investment performance, including concerns regarding fair lending. Assisted in the coordination of bank merger activities by analyzing loan performance in geographic areas, negotiated with community groups and government officials for special loan programs, investments to financial intermediaries and provided contributions to non-profit organizations.

**Additional Bank of America / Barnett Bank Experience:**

**President, Barnett Community Development Corporation, Jacksonville, FL.**

**Senior Vice President, Community Development Manager, West Palm Beach, FL**

**Vice President, Office Manager, West Palm Beach, FL**

**Commercial Credit Analyst, West Palm Beach, FL**

**Professional Experience Prior to 1984:**

Available upon request

**EDUCATION**

**MBA, Finance, Xavier University, Cincinnati, OH**

**BA, International Affairs / Business, Xavier University, Cincinnati, OH**

**SELECT AWARDS / HONORS**

- Department of Treasury, The Secretary's Certificate of Appreciation in recognition of the contribution to the effective and efficient operation of the Department of Treasury – Jobs and Growth Tax Relief Reconciliation Act 2003

**CURRENT COMMUNITY AFFILIATIONS**

- **Director and Executive Committee Member, New Markets Tax Credit Coalition, Washington, DC**
- **Director, Community Reinvestment Fund, Minneapolis, MN**
- **Director, Palm Beach County Housing Partnership, West Palm Beach, FL**

**Elizabeth A. G. Colome'**  
ARCHITECT

Elizabeth Colome' established this firm in 1994, (Incorporated as Colomé & Associates, Inc in 2003), dedicated to providing commitment to clients and attention to quality. Her experience includes residential, as well as institutional, religious, educational, and many commercial buildings.

**Registration**

Florida Registration  
1994 - AR 0014839  
2002 - AA 0003480

**Education**

Bachelor of Architecture  
Virginia Polytechnic Institute and State University, 1988

**Design Studies**

Washington / Alexandria  
Architecture Center, 1986

**Professional Experience**

**Residential Projects**

Riviera Beach Housing Authority  
Emerald Palms - Preliminary Site Plan

Rent / Purchase / Elder Housing  
Riviera Beach, Florida

Delray Beach Housing Authority  
West Settlers Office Building  
Office and Affordable Housing 3-story building / Historic District  
Delray Beach, Florida

Davis Landings - Affordable Housing Project  
2 buildings / 25 units with office  
Florida Green Building / Accessible  
Palm Beach County, Florida

Our Lady of Florida Retreat Center  
Renovation of 62,000 S.F. including Elder Housing and Life Safety  
North Palm Beach, Florida

La Joya Villages  
Affordable Housing Development  
Florida Green Building - \$6,000,000  
2013

Multiple Residences for Retired Priest  
Delray Beach, Florida  
Palm Beach, Florida

Latona Avenue Model Block  
16 Home Workforce-Housing Project  
Lake Worth, Florida

Delray Beach Housing Authority  
Residential Rehabilitation  
Delray Beach, Florida

Multiple Residences for Priests  
St. Lucie, Florida  
Royal Palm Beach, Florida

**Community / Governmental Projects**

Palm Beach County  
Minor Projects Contract for under \$5,000,000.00 2007-ongoing  
Minor PBOWLD projects, West Palm Beach Head Start Community Center, Museum Renovation, Library Renovations  
Palm Beach County, Florida

Hurst A.M.E. Chapel  
Multipurpose Building  
Riviera Beach, Florida

Mount Zion Missionary Baptist Church Addition  
New Chapel Addition  
Riviera Beach, Florida

Police Station Renovation  
2<sup>nd</sup> Floor Interior Renovations for Evidence Storage  
Riviera Beach, Florida

Avenue U Façade Improvements  
Riviera Beach, Florida

St. Francis / Catholic Charities  
Renovation of 29,000 GSF Community Service and Education Building - Accessibility and Life Safety  
Riviera Beach, Florida



Davis Landings Affordable Housing  
Palm Beach County, Florida



St. Francis / Catholic Charities  
Community Service and Education Building  
Riviera Beach, Florida



La Joya Villages - Affordable Housing  
Lake Worth, Florida



## RESUME

J. MICHAEL HAYGOOD  
701 Northpoint Parkway  
Suite 209  
West Palm Beach, FL 33407  
Office phone # 561-684-8311  
Facsimile # 561-686-8764  
E-mail: [mhaygood@haygoodlaw.com](mailto:mhaygood@haygoodlaw.com)

### PERSONAL DATA

Date of Birth: June 14, 1950  
Place of Birth: Leesburg, Florida

### EDUCATION

Law School: Holland Law Center, University of Florida  
Graduated: March 1975  
Undergraduate: Hampton Institute (University), Hampton, Virginia  
B.A. Political Science  
Graduated: June 1972

### BAR MEMBERSHIP

Florida Bar  
Federal Bar, Southern District of Florida  
Federal Bar, Middle District of Florida  
Eleventh Circuit Court of Appeal

### EMPLOYMENT

September 2012- Present

Solo Practitioner J. Michael Haygood, PA

Practice limited to

Real estate transactions, affordable housing, and Community Development including representation of Community Redevelopment Agencies.

Representative clients include: Riviera Beach Community Redevelopment Agency, Lauderdale Lakes Community Redevelopment Agency, Creative Choice Homes, Inc, Northwest Riviera Beach Community Development Corporation (501 (C)(3), Oakwood Center of the Palm Beaches and TAB Development Corporation (501 (c)(3).

December 2005- Sempter, 2012

Partner in law firm of Haygood & Harris, LLC.

Practice limited to Real estate transactions, affordable housing, and Community Development including representation of Community Redevelopment Agencies.

Representative clients include: Riviera Beach Community Redevelopment Agency, Lauderdale Lakes Community Redevelopment Agency, Creative Choice Homes, Inc, Northwest Riviera Beach Community Development Corporation (501 (C)(3), Oakwood Center of the Palm Beaches and TAB Development Corporation (501 (c)(3).

May 2002- 2005

Sole Practitioner in the firm of J. Michael Haygood, P.A. Practice limited to Real Estate Transaction, Public Finance and Housing and Community Development.

Representative clients include affordable housing developer, Community Redevelopment Agency of Lauderdale Lakes, South Florida Water Management District.

April 1998 – May 2002

Partner in the law firm of Holland & Knight. Practice limited to Housing and Community Development, Real Estate Transactions and Public Finance. Represented the City of Port St. Lucie in establishing the Port St. Lucie Community Redevelopment Agency.

August 1992 - April 1998

Partner in the law firm of Mack, Haygood & McLean

Represented clients, both lenders and developers, in affordable housing transactions, mortgage foreclosures, commercial transactions, eminent domain, and employment law, including Title VII litigation.

Representative clients include Consortium for Affordable Housing, West Palm Beach Community Redevelopment Agency, Boca Raton Housing Authority, Resolution Trust Corporation, Host-Marriott Services Corporation, E.I. Du Pont De Nemours & Co., City of Riviera Beach, and Port of Palm Beach.

August 1981 - August 1992

Partner in the law firm of Haygood, Williams & Rose, P.A. (formerly Haygood & Williams, P.A.)

I have represented clients in the areas of planning and zoning, eminent domain cases, bond validations, construction litigation, and land acquisition. Also served as the lobbyist in the Florida Legislature for Palm Beach County. Established 5 Community Redevelopment Agencies in Palm Beach County and validated the first tax increment financing bond issue in Palm Beach County

Representative clients include West Palm Beach Community Redevelopment Agency, Boca Raton Community Redevelopment Agency, City of West Palm Beach, Vroom Development Corporation, Resolution Trust Corporation, and FDIC.

June 1980 - July 1981

Assistant City Attorney, City of Boca Raton

My responsibilities included representation of the City in Federal Court in regard to a challenge by a developer for the revocation of a building permit; representing the City before the Code Enforcement Board, Civil Service Board, and Planning and Zoning Board.

November 1978 - June 1980

Assistant City Attorney, City of Miami

My responsibilities included staff attorney for the Planning and Zoning Board Pension Board, Civil Service Board, and litigation of land use issues.

April 1976 - November 1980

Assistant City Attorney, City of West Palm Beach

My responsibilities included Planning and Zoning Board, and Community Block Grants.

October 1975 - April 1976

Staff Attorney, Florida Rural Legal Services

Representation of clients in Domestic Relations and Consumer Credit matters.

ACTIVITIES AND HONORS

Hampton Institute:

1972 - Who's Who in American Colleges and Universities  
President, Student Government  
President, Sophomore Class

University of Florida:

Staff Member, Center for Governmental Responsibility - Public Interest Land Group.

COMMUNITY INVOLVEMENT

Past Chairman of West Palm Beach Housing Authority  
Past Chairman of Board of Directors of Florida Rural Legal Services  
Former member, Board of Directors of SunFest of Palm Beach County  
Former member, Board of Directors of Children's Home Society  
Vice President of Nonprofit Resource Institute  
Executive Committee of the Chamber of Commerce of the Palm Beaches

WPB1 #184648 v1

# Raeshena Walker-Willis

2922 Carvelle Dr. ♦ Riviera Beach, FL 33404 ♦ (561) 841-1409 ♦ [rvpw821@gmail.com](mailto:rvpw821@gmail.com)

## Profile

A self-motivated, innovative leader with excellent communication and presentation skills who is willing to occupy a highly visible position in the community. Highly knowledgeable in administrative and community development and support for the monitoring and amendment of the various neighborhood plans and with the following activities: neighborhood infrastructure improvements, neighborhood beautification, community and public space development, community gardens and public markets, job creation and development, art and cultural activities, and community policing activities.

## Skills Summary

- ♦ Project Management
- ♦ Report Preparation
- ♦ Written Memo/ Correspondence Skills
- ♦ General Office Skills
- ♦ Computer Savvy
- ♦ Customer Service
- ♦ Scheduling
- ♦ Marketing & Sales
- ♦ Front-Office Operations
- ♦ Professional Presentations

## Professional Experience

### COMMUNICATION: REPORTS/PRESENTATIONS/TECHNOLOGY

- ♦ Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office.
- ♦ Prepare agendas for Council Meetings.
- ♦ Prepares necessary records and reports
- ♦ Reconcile invoices
- ♦ Take phone calls and answer inquiries regarding the business of the Agency
- ♦ Compose correspondence independently
- ♦ Maintain general records and files in accordance with Florida Statutes
- ♦ Receive and respond to public records requests
- ♦ Order, receive and maintain general office supplies
- ♦ Maintain order of the copy/work room/ supply cabinets, and replenish supplies as needed, following established procedures
- ♦ Provides administrative support with the different local, state and federal programs i.e. C.D.B.G., HOME, SHIP, HFA, FHFC, and/ or any other neighborhood and low-mod benefit programs.
- ♦ Helps with documenting the CRA Code Enforcement Strategy with properties that have code violations within the CRA.
- ♦ Takes the lead with various neighborhood outreach and marketing strategies and initiatives.
- ♦ Assists with various grant applications and proposals.
- ♦ Assists with the first time homebuyer program.
- ♦ Aid in the preparation of all materials for meetings
- ♦ Attend all CRA Board of Commissioners meetings and/ or workshops
- ♦ Plans, directs and organizes CRA's economic development activities.
- ♦ Proposes strategy to achieve goals and objectives for Economic Development to the CRA.
- ♦ Serves as liaison to: The Riviera Beach CRA and private groups interested in economic development.
- ♦ Works in close coordination with the Director of Neighborhood Services and the Director of Planning.
- ♦ Assist in the development of standards for streetscapes and façade implementation.
- ♦ Responds to local citizens inquiries regarding local economic development activities and opportunities.
- ♦ Attend monthly board meetings, as well as civic or governmental meetings that impact the development/redevelopment of the CRA district.
- ♦ Make formal presentations to civic groups, organizations, state and local agencies, and the CRA Board on redevelopment projects.
- ♦ Meet with and assist applicants, development professionals, city, county state agencies, and officials on all proposed projects developed in the CRA District.
- ♦ Perform other duties related to professional skills and Agency needs, as requested.
- ♦ Conduct variety of research and data collection projects.

# Raeshena Walker-Willis

2922 Carvelle Dr. ♦ Riviera Beach, FL 33404 ♦ (561) 841-1409 ♦ [rvpw821@gmail.com](mailto:rvpw821@gmail.com)

## CUSTOMER SERVICE/MARKETING/PROBLEM SOLVING

- ♦ Oversee front-office operations and provide impeccable customer service:
- ♦ Built a clientele support with the public
- ♦ Manage all aspects of day-to-day operations of busy office
- ♦ Patient scheduling for busy office averaging 40 appointments daily.
- ♦ Finances: accounts payable/receivable, invoicing, insurance billing, budgeting.
- ♦ Service-focused, technically skilled and hardworking office support professional with four years of experience as an administrative assistant, office manager
- ♦ Advanced skills in MS Office Suite (Word, Excel, Access, PowerPoint and Outlook); demonstrated ability to learn new computer programs quickly.
- ♦ Interpersonal and communication skills -- known for tactful handling of sensitive, confidential issues; ability to resolve customer complaints; and timely completion of polished, executive-level reports and presentations.
- ♦ Reputation for dependability, honesty, dedication and enthusiasm. Provide premium service to both internal and external clients and/or patients.

## Management & Supervision

- ♦ Supervision of total of eight medical receptionist interns in Physician's office.
- ♦ 4+ years training in front desk day to day operations

## Employment History

RIVIERA BEACH REDEVELOPMENT AGENCY (CRA) - Riviera Beach, Florida  
Neighborhood Community Development Coordinator, 6/2013 to Present

RIVIERA BEACH REDEVELOPMENT AGENCY (CRA) - Riviera Beach, Florida  
Administrative Assistant, 11/2012 to 6/2013

THE CITY OF RIVIERA BEACH - Riviera Beach, Florida  
Business Staff Assistant, 3/2010 to 11/2012

PALM BEACH CARDIOLOGY - Palm Beach Gardens, Florida  
Administrative Assistant, 1/2005 to 12/2009

RINKER MATERIALS - West Palm Beach, Florida  
Business Analyst, 4/2001 to 12/2005

## Education

NOVA SOUTHEASTERN UNIVERSITY - FT. LAUDERDALE, FL  
Master's Degree in Leadership  
GPA: 3.8/4.0

PALM BEACH ATLANTIC UNIVERSITY - WEST PALM BEACH, FL  
Bachelor of Science Degree in Business, 2008  
GPA: 3.7/4.0

LAKE WORTH HIGH SCHOOL - LAKE WORTH, FL  
High School Diploma, 1997

## Certificates

NOTARY PUBLIC, STATE OF FLORIDA  
Expires: 2017

## Ezra Saffold, President



### EXPERIENCE

Mr. Saffold has over 27 years of construction experience, with 12 of those years as President/Owner of All-Site Construction, Inc. Ezra has been successfully leading his company and is responsible for business strategy, market identification and penetration and overall corporate guidance. All-Site Construction, Inc. has current annual Job Order Contracts with Palm Beach County and in addition to PBC, has successfully completed projects for various municipalities, including: Palm Beach School Board, City of West Palm Beach, City of Riviera Beach, City of Lake Worth, and Martin County School District.

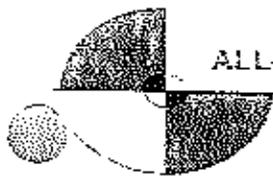
As the President/Principal in Charge, Mr. Saffold drives total quality, owner satisfaction and timeliness in every project. He will oversee his Project Team to ensure All-Site's standards are maintained and will be involved in all of All-Site's projects 100%.

### EDUCATION

Florida State Licensed Building Contractor  
Bachelor's Degree in Administration, Florida Atlantic University  
Construction Program Management, Florida Atlantic University  
Estimating Level 1, 2 & 3 – Florida Atlantic University

### AFFILIATIONS

Board Member of Palm Beach County Construction Industry Licensing Board  
Member of American Society of Professional Estimators  
Member of Associated General Contractors  
Board Member of Riviera Beach Boys and Girls Club



RELEVANT PROJECT EXPERIENCE

EZRA SAFFOLD, CONTINUED PG. 2

Local Municipality Projects

- ❖ West Palm Beach Head Start – Palm Beach County – \$260,000 – 5,000 Sq. Ft. Classroom Modifications
- ❖ Lake Worth Teacher's Academy Addition – City of Lake Worth - \$200,000 – Addition & Remodeling of classroom & storage room
- ❖ West Gate Community Center Splash Pad – Palm Beach County - \$464,000 – Construction of Water Park
- ❖ Lindsay Davis Community Center – City of Riviera Beach - \$315,000 – Design Build Construction of a 3,000 Sq. Ft. – 2 Story CBS Structure
- ❖ Freedom Park – City of Green Acres - \$670,000 – Construction of a five acre park and a supporting 2,500 Sq. Ft. concession building with a lighted parking lot
- ❖ McKesson Warehouse – School Board of Palm Beach County - \$311,000 – Warehouse modifications
- ❖ Palm Beach County Correctional Laundry Room Facility - \$440,000 – Supply and installation of industrial equipment and MEP upgrades
- ❖ Job Order Contract – Palm Beach County – Currently on third year contract renewal - \$2.5M per year for 5 years

Community Improvement Projects

- ❖ Palm Beach County – Facility and Infrastructure improvements to county owned buildings and structures
- ❖ City of West Palm Beach Economic and Community Development (improved roads and parking lots)
- ❖ City of West Palm Beach CRA (Infrastructure and renovations to city owned buildings and roads)
- ❖ Improvements to public gathering areas, such as the Riviera Beach Marina.



Supervisor of Elections



Freedom Park



Riviera Beach Police Department

# KEITH A. OWENS

155 South Court Ave. Unit 2905 Orlando, Florida 32801  
kowens@blackstreetenterprises.com ~ 407-388-5820 C

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## *Purchasing • Project Management • Construction*

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Versatile, high-performance professional with 14 years of exceptional contributions across Purchasing, Operations, and Organizational development. Self-motivated leader who consistently builds unified teams and surpasses expectations; significant history of identifying and seizing opportunities to streamline and improve bottom line. Stellar negotiator with exceptional communication skills; expert contract administrator with track record of minimizing costs. Demonstrated problem-solving skills coupled with proven strengths in assuring accurate, on-time completion for complex multimillion-dollar projects. Solid knowledge of Florida Southern Building Codes, OSHA Regulations, National Fire Directory and National Electric Codes.

### CORE COMPETENCIES

- Experienced Leadership
- Contract Administration
- Financial Accountability
- Subcontractor Management
- Relationship Development
- Inventory Control
- Regulatory Compliance
- Cross-functional Teams
- Standards Implementation
- Vendor Negotiations
- Cost Containment
- Mentoring and Coaching

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### PROFESSIONAL EXPERIENCE

BLACKSTREET ENTERPRISES LLC., Orlando FL 2010-Present  
**Vice President of Operations – Orlando Division**

Responsible for all divisional operations, including strategic planning, organizational development and Sales goals. Established and managed vendor network; Developed and executed customer quotes and pricing.

PALM COAST DEVELOPMENT., Vero Beach, FL 2008-2010  
**Director of Purchasing / Project Management**

Principle Manager for a 50 Million dollar mixed-use Ocean Front development. The project boasts 3,487 of retail spaces, 12 luxury townhomes and 3500 square feet of restaurant space. Primary duties consisted of taking the project from conceptual to actual construction with Procurement, Engineering and Design review, Life Safety, and finally execution.

LEVITT & SONS INC., Orlando, FL 2005-2007  
**VP Purchasing**

Directed 17-person team of procurement professionals and consultants to manage regional procurement for multimillion-dollar projects; interacted extensively with Marketing and Land Development, ensuring full multi-level communication with regard to projects. Organized purchasing procedures and developed scopes of work. Identified and capitalized on opportunities to streamline procurement operations and minimize costs; reconfigured purchasing programs. Established and managed vendor relationships;

...continued...

negotiated contracts; implemented and managed training across functions. Served as owner representative on ARB and CDD boards.

**Key Achievements:**

- Oversaw procurement and construction for 2 community centers valued at \$14.6 million.
- Drove contractor sub-base list from 23 to 69 regionally through adept organization and relationship management.
- Achieved significant cost reductions of 30% in 2006 and 18% within 2 fiscal quarters of 2007.
- Successfully integrated procurement, construction and customer service policies and procedures for the construction of approximately 1,500 homes in the Central Florida area.
- Provided construction support that resulted in 37% improvement in construction completion schedule.
- Planned and managed implementation of JD Edwards purchasing module enterprise wide.
- Well versed with SOX (Sarbanes Oxley) procedures.

ASHTON WOODS HOMES, Orlando, FL

2004-2005

**Purchasing Manager**

Oversaw 5-person team tasked with divisional purchasing/estimating; reviewed project plans, bids, and specifications; formulated quantity take-offs and cost estimates. Oversaw projects throughout life cycle; analyzed and monitored aspects including pricing, financial tracking, production, and strategic direction. Ensured communication across field and project management groups to maximize process efficiency.

**Key Achievements:**

- Crafted accurate, highly efficient quantity take-off system to support project pricing functions and ensured implementation throughout company.
- Defined administrative and supervision strategies that contributed to effective project management communication, resulting in significant improvement in overall efficiency.
- Directed Revised 2004 New Florida Building codes program, focusing on mandated requirements such as wind loads, footer details, and garage / entry door requirements, resulting in timely project starts.

LEGEND PROPERTIES, Vero Beach, FL

2003-2004

**Director of Purchasing**

Evaluated and restructured inefficient purchasing department and instituted formal estimating process; hired estimators and provided leadership for development of take-off and unit-of-measure procedures. Assessed and corrected existing processes. Developed and implemented purchasing-related policies and procedures; ensured regulatory compliance.

**Key Achievements:**

- Analyzed purchasing procedures and defined / implemented new purchase-order system that eliminated pre-existing accounting errors including double vendor payments.
- Used AIA contracts to formulate and codify new contracts policies (purpose or result?)
- Achieved subcontractor on-site insurance coverage by enforcing contractual insurance requirements.

SHAMROCK HOMES, INC., Tampa, FL

2000-2003

**Purchasing Manager**

...continued...

Managed materials sourcing, purchasing, and inventory functions; negotiated and administered contracts. Developed and implemented builder incentives with goal of improving efficiency; partnered with decorative home coordinator to set options pricing. Teamed with construction superintendent and vendor sub-base to monitor construction start-up and ensure cost effectiveness.

**Key Achievements:**

- > Successfully structured, organized, and managed newly instituted purchasing department, maximizing returns.
- > Purchasing system integration from using Microsoft Excel program to Gemini purchasing program.
- > Controlled subcontractor and vendor payables, achieving 28% in savings?

ENGINEERED HOMES OF FLORIDA, Orlando, FL

1999-2000

**Purchasing Manager**

Leading 5-person team, oversaw sourcing, screening and selection of subcontractors for single-family home projects. Monitored subcontractor performance across multiple job sites. Negotiated pricing and supervised scheduling, data entry, and purchasing. Identified and seized on areas for operational improvement; maintained pricing / take-off information to facilitate efficient subcontractor scheduling.

**Key Achievement:**

- > Crafted, implemented and enforced new contract policies and contractual insurance requirements.

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**EDUCATION AND CREDENTIALS**

BS, Business Management • University of Miami, Coral Gables, FL

AA, Computer Electronics, • Balder College, Fort Lauderdale, FL

*Software*

JD Edwards Purchasing/Accounting, Prosoft, Timberline, Eclare, Genesis, AutoCAD 14, Word, Excel, Access, Outlook, PowerPoint and Computer ease

# LIONEL J. DUNBAR

8323 Calumet Court, Port Saint Lucie, FL 34986  
Lionel.dunbar@blackstreetenterprises.com ~ 772-468-7126 H, 954-931-5707 C

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## SENIOR MANAGEMENT

*Procurement • Project Management • Construction*

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Versatile, high-performance professional with 18+ years of exceptional contributions across procurement, operations, and organizational development. Self-motivated leader who consistently builds unified teams and surpasses expectations; significant history of identifying and seizing opportunities to streamline and improve bottom line. Stellar negotiator with exceptional communication skills; expert contract administrator with track record of minimizing costs. Demonstrated problem-solving skills coupled with proven strengths in assuring accurate, on-time completion for complex multimillion-dollar projects. Solid knowledge of Florida Southern Building Codes.

### CORE COMPETENCIES

- Experienced Leadership
- Contract Administration
- Financial Accountability
- Subcontractor Management
- Relationship Development
- Inventory Control
- Regulatory Compliance
- Cross-functional Teams
- Standards Implementation
- Vendor Negotiations
- Cost Containment
- Mentoring and Coaching

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## PROFESSIONAL EXPERIENCE

BLACK STREET ENTERPRISES, LLC, Port Saint Lucie, FL

2007-Current

### President/CEO

Oversee that day-to-day operation of a company, focusing on new small to midrise commercial construction, commercial renovations, home additions, home renovations, and new home construction. Perform consulting services to include cost analysis, procurement & operation procedures, marketing and land development for major developers in Florida & North Carolina, ensuring full multilevel communication. Identified and capitalized on opportunities to streamline procurement operations and minimize costs; reconfigured purchasing programs. Established and managed vendor relationships; negotiated contracts; implemented and managed training across functions. Served as owner representative on ARB boards.

### Key Achievements:

- > Organized procurement procedures and developed scopes of work for three national builders in South Florida area.
- > Identified and capitalized on opportunities to streamline procurement operations and minimize costs for Black Street and other consulting contracts.
- > Implemented construction support that resulted in 48% improvement in construction completion schedule for Black Street and other consulting contracts.

Met with national account reps, end users and the sales team to define new product requirements and worked with product development to document these requirements in product specifications.

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LEVITT & SONS LLC, Fort Lauderdale, FL

2002-2007

**Vice President of Construction Services**

Directed 15-person cross functional team of procurement professionals and consultants (purchasing, architecture, estimating and design) to manage regional procurement for multimillion-dollar projects; interacted extensively with Marketing and Land Development, ensuring full multilevel communication with regard to projects. Organized purchasing/construction procedures and developed scopes of work. Identified and capitalized on opportunities to streamline procurement operations and minimize costs; reconfigured purchasing programs. Established and managed vendor relationships; negotiated contracts; implemented and managed training across functions. Served as owner representative on ARB boards.

**Key Achievements:**

- Oversaw procurement and construction for 6 community centers (average square footage of 35,000) valued at \$35.4 million each.
- Successfully integrated procurement, construction and customer service policies and procedures for the construction of approximately 3,000 homes in South Florida, Central Florida, North Florida, Georgia and South Carolina.
- Drove contractor sub-base list from 25 to 85 regionally through adept organization and relationship management.
- Achieved significant cost reductions of 20% in 2006 and 18% within 2 fiscal quarters of 2007.
- Provided construction support that resulted in 37% improvement in construction completion schedule.
- Planned and managed implementation of JD Edwards procurement module enterprise wide.
- Well versed with SOX (Sarbanes Oxley) procedures.
- Delivered \$4.2 million in total national and regional rebates.
- Met with national account reps, end users and the sales team to define new product requirements and worked with product development to document these requirements in product specifications.

GL HOMES, INC. Coral Springs, FL

2002-2002

**Purchasing Manager**

Oversaw 3-person team tasked with purchasing/estimating; reviewed project plans, bids, and specifications; formulated quantity take-offs and cost estimates. Analyzed and monitored aspects including pricing, financial tracking, production, and strategic direction. Ensured communication across field and project management groups to maximize process efficiency.

**Key Achievements:**

- Crafted accurate, highly efficient quantity take-off system to support project pricing functions and ensured implementation throughout company.
- Defined administrative and supervision strategies that contributed to effective project management communication, resulting in significant improvement in overall efficiency.
- Directed Revised 2001 New Florida Building codes program, focusing on mandated requirements such as wind loads, footer details, glass block translucence and garage / entry door requirements, resulting in timely project starts.

SHELBY HOMES, INC. Fort Lauderdale, FL

1998-2002

**Vice President of Purchasing**

Directed 5-person team of procurement professionals and consultants to manage company wide procurement for multimillion-dollar custom homes, production homes and commercial projects;

...continued...

interacted extensively with Marketing and Land Development, ensuring full multilevel communication with regard to projects. Organized purchasing procedures and developed scopes of work. Identified and capitalized on opportunities to streamline procurement operations and minimize costs; reconfigured purchasing programs. Established and managed vendor relationships; negotiated contracts; implemented and managed training across functions.

**Key Achievements:**

- Introduced new products and programs that increased company earnings by 23%
- Completely reorganized the company with all new staff and sub-contractor base.
- Created vendor information system to share, calculate and track vendor and supplier programs.
- Achieved significant cost reductions ranging between 25% to 40% in 2000.
- Provided construction support that resulted in 40% improvement in construction completion schedule.
- Planned and managed implementation of Timberline purchasing and accounting modules company wide. As well as the Primavera scheduling module.
- Well versed with OSHA procedures.
- Delivered \$400,000 in total national and regional rebates.
- Met with national account reps, end users and the sales team to define new product requirements and worked with product development to document these requirements in product specifications.
- Created training courses for new recruits that accelerated the learning curve resulting in savings.

WESTBROOKE COMMUNITIES, Miami, FL

1997-1998

**Purchasing Agent**

Managed materials sourcing, purchasing, and inventory functions; negotiated and administered contracts. Developed and implemented builder incentives with goal of improving efficiency; partnered with decorative home coordinator to set options pricing. Teamed with construction superintendent and vendor sub-base to monitor construction start-up and ensure cost effectiveness.

**Key Achievements:**

- Analyzed purchasing procedures and defined / implemented new purchase-order system that eliminated pre-existing accounting errors including double vendor payments.
- Successfully structured, organized, and managed newly instituted purchasing department, maximizing returns.
- Used AIA contracts to formulate and codify new contracts policies (purpose or result?)

ATKINS CONSTRUCTION, INC., Tallahassee, FL

1994-1997

**Project Manager**

Directed all operations, including strategic planning, organizational development, financial / accounting, quality control, shipping / receiving, inventory control, and reporting per project. Organized and planned construction of commercial projects that included public schools, university buildings, office buildings, parking garages and mid-rises. Oversaw and managed the "closed bid" process and responsible for vendor selection; monitor and control all project cost and provide projections that always came within 3% to 5%.

**Key Achievements:**

- Successfully structured, organized, and managed newly instituted RFI, RFP, and ASI program that lead to better efficiency and an average savings of 15% per project.
- Made and enforced required decisions that led to major objectives being met.
- Directed project superintendent(s) to attain project goals.

- Oversaw project engineer on material expediting.
- Achieved subcontractor on-site insurance coverage by enforcing contractual insurance requirements.
- Formulated project schedules that resulted in early project completion on 3 major projects valuing \$30 million.
- Averaged billing of more than \$1 million monthly on projects valued at \$9 million or more (average project duration was 14 to 16 months).
- Planned and managed implementation of the quality control program.

GARRISON DESIGN & CONSTRUCTION, INC., Tallahassee, FL

1992-1995

**Project Engineer**

Assisted in strategic planning, organizational development, financial / accounting, quality control, shipping / receiving, inventory control, and reporting. Established and managed vendor network; developed quotes and pricing. Analyzed and streamlined all functions to achieve turnaround metal roofing and building construction company.

**Key Achievement:**

- Organized and planned projects with project manager.
- Reviewed and reported progress and costs to senior management.
- Participated in creation of construction schedule.
- Initiated and followed through to completion of field change orders, RFI's, RFP's, and ASI's.
- Reviewed all sub-contractors scopes of work for accuracy and compliance to state regulations.
- Implemented tracking logs for business accuracy and efficiency.
- Responsible for preparation and submission of all close-out documents.
- Expedited and coordinated delivery of all materials.
- Created and enforced jobsite safety procedures.
- Prepared quantity take-offs for field procurement and change orders.

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**EDUCATION AND CREDENTIALS**

Architecture • Florida A & M University, Tallahassee, FL

Accounting • Keiser University, Tallahassee, FL

*Software*

ID Edwards Purchasing/Accounting, Prosoft, Timberline, Prolog Manager Sure Trek, Project Talk, Primavera, Hyphen Solutions, Fast Track Time, AutoCAD 14, Word, Excel, Access, Outlook, PowerPoint

*Professional License(s)*

State of Florida Certified General Contractor #CGC1509119

OSHA Certified

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**PROFESSIONAL AFFILIATIONS**

**CASF**

*Construction Association of South Florida*

**NAMC**

*National Association Of Minority Contractors*

**TCBA**

*Treasure Coast Builders Association*

**GCBA**

*Gold Coast Builders Association*

**NAHB**

*National Association of Home Builders*

**FHBA**

*Florida Home Builders Association*

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**REFERENCES**

*Available upon request, to include senior management from many major manufactures and suppliers.*

Name of Company: CPL Construction, Inc.  
Contact: Pat Lopez, Vice President, General Contractor  
Address: 3412 "A" Road, Loxahatchee, FL 33470  
Telephone: Office: (561)791-7833 Cell: (561)718-7140  
E-mail and Fax: [pat@cplconstructioninc.com](mailto:pat@cplconstructioninc.com) Fax: (561)791-9698

Copy of License: Both State Certified & County Licenses are attached.  
Copy of Insurance: Both Worker's Compensation & General Liability are attached.  
(New Certificates will be issued to you upon request.)

REFERENCES:

Suppliers:

ABC Supply Co., Inc. 400 Rinker Way Lake Worth, FL 33461	Rosen Materials, LLC 1371 Sawgrass Corporate Pky Sunrise, FL 33323	W&W Lumber Co. P.O. Box 1 Indiantown, FL 34956
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Sub-Contractors:

Preferred A/C & Mech 1643 Donna Road West Palm Bch, FL 33409 (561)689-1093	Metro Electric Service, Inc. 21407 NE 38 <sup>th</sup> Avenue Aventura, FL 33180 (561)352-5759	Anytime Insulators, Inc P.O. Box 530186 Lake Park, FL 33403 (561)844-2201
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Customers:

Ms. Jesse Hicks 200 W 28 <sup>th</sup> St Riv Bch, FL 33404 (561)624-5338 Re-hab work thru P.B. County Dept of Economic Sustainability	Charles & Natasha Anderson 1190 W 31 <sup>st</sup> Street Riviera Beach, FL 33404 (561)319-8775 New Construction - Single Family 2 Story Home	Judy Czerenda 1429 SE 13 <sup>th</sup> St Deerfield, FL 34441 (954)725-5481 Total Re-hab of Single Family 2 Story Home in Loxahatchee
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Experience:

Owners of CPL Construction, Inc. (Cesar & Pat Lopez) have been in the construction industry since 1973. We formed a Drywall Company in 1975 in Chicago, IL. We moved to Palm Beach County in 1979 and continued with the drywall business thru 1998. We began building new homes in 1989. In 1993, after receiving my General Contractor's License, CPL Construction, Inc. was formed.

1994-1998: We ran the drywall company and the new construction company simultaneously. We built approximately 2-3 "Spec" homes per year, approximately 3-4 Additions, approximately 2-3 re-hab/repair work, but most of our experience was in interior work, particularly metal framing and drywall.

1998-2009: We were introduced to Mr. John Green from the City of Riviera Beach. We became involved with many area "non-profits" and began concentrating heavily on building for the "First Time Home Buyer". During this period we averaged 10-12 homes per year. We started to become more involved in Rehabilitation Work particularly after the Hurricanes during 2004 - 2006. Some through the City of Riviera Beach, some thru the DRI Program and some through County as well as private owner's and investors.

2009-Present: Since New Construction came almost to a "Halt", our company has been doing rehabilitation work almost exclusively. We have worked with the City of Riviera Beach DRI Program, Palm Beach County, Various Departments, including, but not limited to Dept of Economic Sustainability, Commission on Affordable Housing, Housing and Community Development Residential Rehabilitation Program, etc. as well as private parties and investors. During this time, we have averaged approximately 15 Re-habs per year (Some total re-hab; some minor).

NOTE: Although most of our experience has been in single family homes and units, we have been involved in much larger projects as well. Our largest project to date in residential re-hab was completed in 2009. The job consisted of re-habing the entire 1<sup>st</sup> floor of Mangonia Apts (a senior living community), 22 apts., common areas and elevators due to a leak in the fire sprinkler. All molded drywall, insulation, etc. had to be removed and replaced and all apts. had to be brought up to current codes. The total contract for this project was \$431,000.00.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/15/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ARDEN INS ASSOC INC 625 W LANTANA RD  LANTANA FL 33462	<b>CONTACT NAME:</b> GLORIA LUTZ <b>PHONE (A/C No. Ext):</b> (561)582-4101 <b>E-MAIL ADDRESS:</b> G.LUTZ@ARDENINSURANCE.COM	<b>FAX (A/C No.):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> CPL CONSTRUCTION INC PO BOX 404 LOXAHATCHEE FL 33470 FEIN: 630458431	<b>INSURER A:</b> FWCJUA	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** CERTIFICATE NUMBER: 130515000 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDC SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS  <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	2857C106	4/13/2013	4/13/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000.00 E.L. DISEASE - EA EMPLOYEE \$ 500,000.00 E.L. DISEASE - POLICY LIMIT \$ 100,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b> PALM BEACH COUNTY CONTRACTORS CERTIFICATION 2300 NORTH JOG ROAD 2W-51 WEST PALM BEACH FL 33411 Phone Number 561-233-5592	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/15/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Presidential Insurance Services, LLC 2665 South Bayshore Drive #704 Miami, FL 33133	<b>CONTACT NAME:</b> Jeff Lambert <b>PHONE:</b> 305-423-0350 <b>FAX:</b> 305-423-0351 <b>EMAIL:</b> jeff@insurancecuctelive.com <b>ADDRESS:</b>
<b>INSURED</b> CPL Construction, Inc PO BOX 404 Loxahatchee, FL 33470	<b>INSURERS AFFORDING COVERAGE</b> <b>INSURER A:</b> Preferred Contractors Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b>

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	SUBJECT	POLICY NO.	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		PC-85119	4/26/2013	4/26/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Eq. equipment) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> AC OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> RENTED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Eq. accidents) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS	<input checked="" type="checkbox"/> Y/N <input type="checkbox"/> N/A				PER STATUTE    NON-RES E.L. DISEASE - SA EMPLOYEES \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> Construction Industry Licensing Board Of Palm Beach County 2300 N Jog Road West Palm Beach, FL 33411-2741	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> 
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CONSTRUCTION CO., INC.

2001 Palm Beach Lakes Blvd.,  
Suite 407

West Palm Beach, FL 33409

Office: 561-253-0218 Fax: 561-253-0228

License #: CGC028537

CONTACT INFORMATION.

NAME AND ADDRESS AS ABOVE

OFFICE #561 845 2872, 561 253 0218

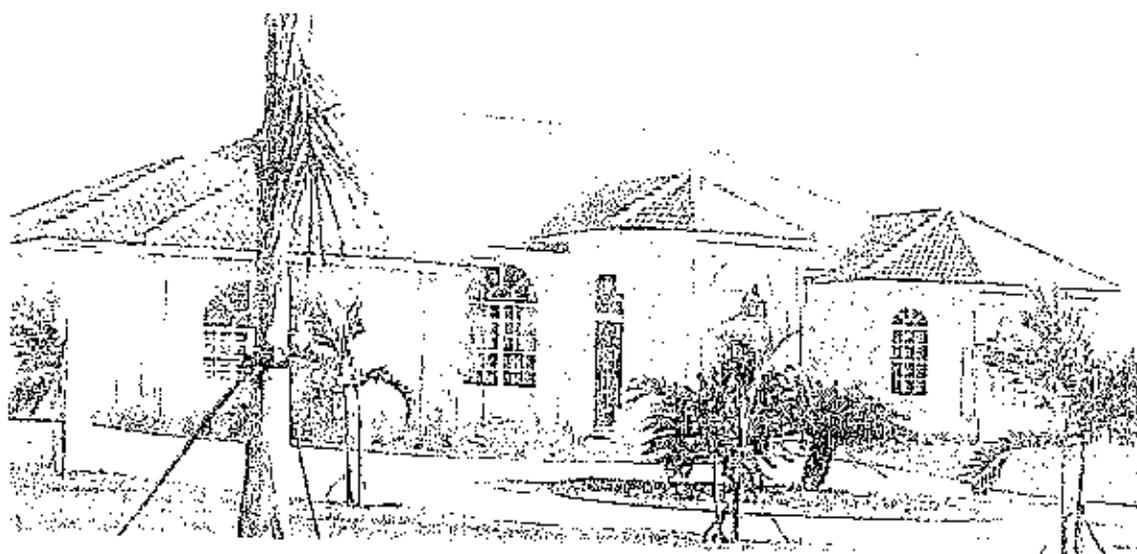
MY CELL# 561 312 2766

FAX #561 253 0228

EMAIL, MILTONGREY@AOL.COM

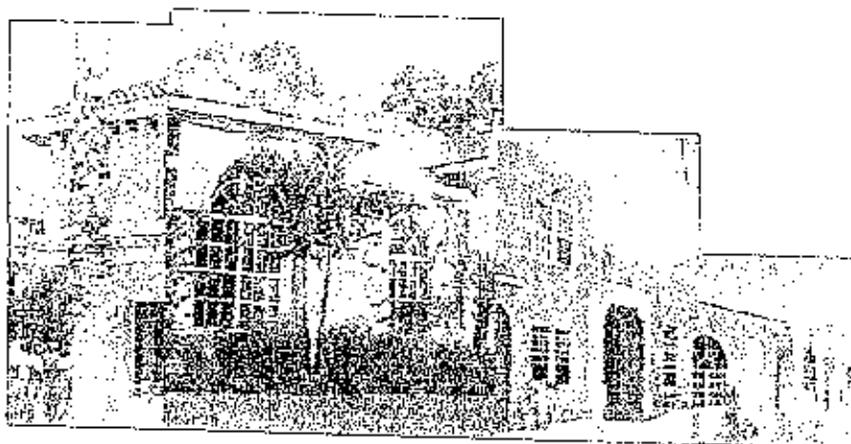
WEB SITE, GREYCONSTRUCTIONCOMPANY.COM

**GREY**



*Grey Construction Co. Inc.*

*Company Portfolio*



Grey Construction Co. Inc.  
201 Palm Beach Lakes Boulevard  
Suite 201, West Palm Beach, Florida

Phone: 561-835-0111 Fax: 561-835-0111  
E-mail: [info@greycorstruction.com](mailto:info@greycorstruction.com)  
License No. 00000457

Grey Construction Co. Inc. is a multi-faceted state licensed General Contracting firm located in the city of West Palm Beach, Florida. The company was incorporated on November 8, 1956 under the direction of founder and Chief Executive Officer - Mr. Milton Grey. Milton Grey's career in the construction industry started in a family owned millwork business in England. He migrated to the United States in the 1960s where four years later he obtained this experience and training in mechanical engineering from United Millwork Co. Inc. and Grey Construction Co. Inc.

Grey Construction has significantly expanded its services over the past twenty years. In the earlier years of its inception, the company specialized in residential renovations and construction of affordable homes. In the 1990s the company began to diversify its portfolio of offerings as demand for its services and products began to increase. The strategic fit between the operations of Grey Construction and United Millwork allowed both companies to benefit from a complementary relationship. Grey Construction benefited significantly from the reputation of United Millwork. As a quality-oriented company offering customized architectural millwork products, senior management of Grey Construction had the advantage of leveraging United Millwork's competence and capability to enhance its products and services. Offering quality millwork, cabinetry and interior in its residential construction soon gave Grey Construction the competitive edge over its peers and facilitated its growth and expansion.

Since 1990, Grey Construction has expanded its services to include high-end residential construction, commercial construction, joint ventures with larger General Contractors including David Brooks Enterprise, Morgan and more recently, C.R. Klein Southwest. Grey Construction has recently added construction management service to its portfolio, in which its participation has played an integral role in several current projects under the Palm Beach County School Modernization Program.

New Strategic Direction

As a result of a saturated millwork market and the growing competitive pressures in the industry, Milton Grey has recently made the strategic decision to close the operations of the United Millwork and direct its focus on expanding Grey Construction. Details of our product and service offerings are outlined in the ensuing pages.

Community involvement includes construction of:

- Palm Beach high-end residences, including a variety of single family homes in the County of Palm Beach. Construction of offices, restaurants & manufacturing spaces

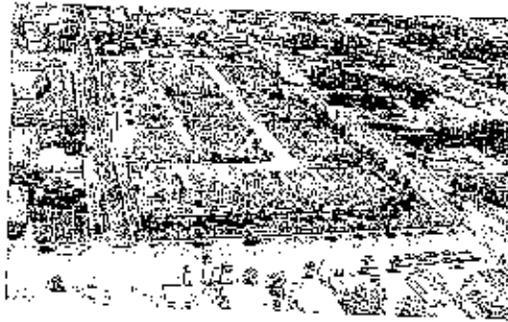


*Building over Garage*



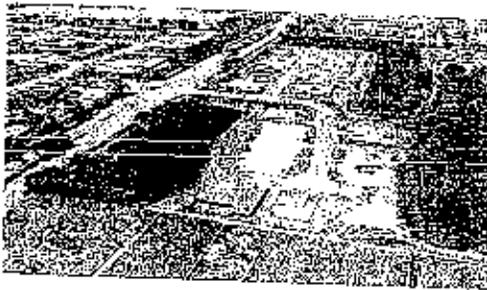
*Restaurant*

- 32 planned community homes in the Freshwater Lakes Development for the City of West Palm Beach



*Freshwater Lakes Development*

- 24 planned community homes in the Congress Lakes Development for the city of Riviera Beach.



*Congress Lakes Development*

- Pleasant City Community Redevelopment Infill Housing program.
- Joint Venture involvement in design-built schools and the School Modernization Program of Palm Beach County
- Palm Beach International Airport, General Aviation Facility Project under the Morganti/Grey Construction joint venture.

*Elia G. Pasarell*

2101 21<sup>st</sup> Lane, Palm Beach Gardens, FL 33418 / (561)358-6238

[epasarell@hotmail.com](mailto:epasarell@hotmail.com)

#### SUMMARY

Over 30 years of progressive, professional accounting and supervisory experience, both in private companies and government. Hands-on, self-motivated and able to set priorities and implement decisions to achieve immediate and long-term goals and meet operational deadlines. Computer skills include the use of Microsoft Excel, Word and Access programs and QuickBooks accounting software. Fluent in Spanish

#### EXPERIENCE

##### **Staff Accountant, Riviera Beach Community Redevelopment Agency, Florida**

2003 to present

Under the Supervision of the Executive Director maintain the General Ledger of the Community Redevelopment Agency of the City of Riviera Beach, Florida. The CRA consists of 858 acres and the Adopted Budget for the Fiscal Year 2012 was \$37 million. Assist the Executive Director with the preparation of the yearly Budget and prepare reports to be presented to the Board of Commissioners on a monthly basis. Reconcile and monitor cash accounts. Record and process deposits, accounts receivable and accounts payable. Manage payroll function for the agency. Assist the Executive Director in other related duties as assigned.

##### **Finance Director, Boys & Girls Clubs of Palm Beach County, West Palm Beach, Florida**

1998 to 2002

Started with B&GC of Palm Beach County, a youth development non for profit organization, as Staff Accountant, responsible for payroll, accounts payable and accounts receivable functions. Assisted the Finance Director with the general ledger accounts reconciliation, monthly closing entries and grant reports. Promoted to Finance Director responsible for all phases of the financial operations of a \$4 million budget, budget objectives and compliance with grants requirements. Supervised payroll function for approximately 150 employees. Trained staff in accounting and administrative procedures. Coordinated external audits. Assisted the Executive Director in other related duties as assigned. Participated, on a voluntary basis, on fundraising events.

##### **Accountant/Auditor, Wisneski, Blakiston and Leslie, P.A., Jupiter, Florida**

1997 to 1998

Processed client write-ups for a Certified Public Accountants company. Conducted external audits for various non for profit organizations.

##### **Accountant/Real Estate Sales Associate, Fatherson Realty, Inc., Juno Beach, Florida**

1993 to 1997

Assisted the President in the administration of 250,000 s. f. of retail/office leases at three locations. Prepare payroll and payroll tax returns. Reconciled bank accounts. Oversaw daily operations. Managed accounts payable and accounts payable functions. Prepared monthly financial statements.



**Internal Auditor and Administrator, Puerto Rico Fire Department, San Juan, Puerto Rico**  
1986-1993

Responsible for establishing policies and procedures for the auditing activities at the Agency and directing its technical functions. Examined the effectiveness and recommended improvements in management controls. Ensured compliance with rules and regulations. Promoted to Administrator under the Supervision of the Fire Chief of Puerto Rico. Successfully managed the administrative operations of the Fire Department. Supervised all activities in the Personnel, Data Processing and Finance Departments. Responsible for the \$25 million annual budget. Prepared reports for various Governmental Agencies as needed. Represent the Agency and the Fire Chief at official events. Coordinate the implementation of governmental goals for the Governor's Office. In close collaboration with the Firefighter Academy's Chief, designed and implemented a new curriculum for the academy and oversaw the construction of new facilities for the Academy. Taught the class designed to familiarize new firefighters with the administrative procedures of the Fire Department. Supervised the development of an electronic data management system, develop a curriculum and offer training to other agencies on the effective use of the system.

**EDUCATION**

**Real Estate Sales Associate**

Gold Coast School of Real Estate, West Palm Beach, FL, 1996  
Licensed since January, 1997

**Minor in internal Auditing**

Interamerican University of Puerto Rico, 1988



**Bachelor of Business Administration, Accounting Major**

University of Puerto Rico, San Juan, PR, 1978



Elizabeth P. Robinson  
620 W 34<sup>th</sup> Street, Riviera Beach, FL 33404  
561-882-2420 cell: 561 201-4009  
elizabethpree@comcast.net

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**Profile Summary**

- Seeking an opportunity to join an organization dedicated to quality community and customer service.
- Experienced professional with management skills and with hiring and supervisory experience
- Excel at interfacing with others at all levels to ensure organizational goals are attained
- Proactive approach to community customer service
- Possess excellent interpersonal, analytical, and organizational skills.
- An effective manager with the skills necessary to direct, train, and motivate others as it relates to the position.
- Ability to operate MS/Word Software, office equipment, phones, fax and copy machines
- Ability to coordinate staff to excellence production
- Excellent attention to details and organizational skills

**Employment**

**Minority AIDS Initiative Network, Inc.**

2009 - present

*Executive Director*

- Responsible for daily operations, budgets, training, reports, services and facility request
- Develop tactics to increase services to provide HIV/AIDS awareness
- Devise and implement innovative marketing principles and promotional opportunities to further support agency and staff growth
- Manage and train staff for state procedure and requirement for HIV/AIDS testing and counseling
- Research grant opportunities for growth and services to staff and community
- Assist clients to participant in community resources available to them

**Palm Beach County Health Department STD Program**

2010 - 2013

*Social Service Counselor - Health Educator*

- Responsible for recruiting and training youth volunteers to serve as Peer Mentors
- Coordinate with community based organizations to provide educational/prevention sessions
- Responsible for securing, managing and the distribution of incentive for client in the TB Program
- Responsible for data entry and reports into the state systems of services provided to HIV positive clients
- Responsible for data entry of services provided to HIV positive clients
- Counselor, tracked and referrer STD positive client and their partners to treatment and care
- Counselor clients and linked them into who are housed at the Palm Beach County Sheriff's
- Coordinator community outreach activities

**Comprehensive AIDS Program, Inc.**

2005 - 2009

*Program Coordinator/Supervisor*

- Manage CDC Grant and staff for HIV/AIDS reduction program
- Responsible for hiring training and dismissal of staff members
- Responsible for maintaining staff training, reports and grant deliverables
- Conduct HIV/AIDS testing, counseling and referrals programs
- Responsible for managing \$250,000.00 program budget and incentives
- Responsible for attending meetings in-and-out of state on behalf on the agency
- Coordinated reports for 4 grants and grant deliverable
- Responsible for locating opportunities for program to excel with in communities in need of HIV/AIDS education and awareness
- Collaborate with community based organization to schedule resource health fairs in deprived communities

Palm Beach County Health Dept HIV/AIDS Program 2002 - 2005  
*Regional Minority AIDS Coordinator for Area 9 and 15*

- Responsible for coordinating HIV/AIDS services to minority communities
- Responsible for assisting the recruitment and training youth volunteers and adults on HIV/AIDS services
- Coordinate with community based organizations to provide educational/prevention sessions and locate grant funding
- Responsible for securing, managing and the distribution of incentive for client in several HIV/AIDS Programs
- Responsible for data entry and reports into the state systems of services provided to HIV positive clients
- Counselled, tracked and referred STD positive client and their partners to treatment and care
- Counselled clients and linked them into who are housed at the Palm Beach County Sheriff's
- Coordinator community outreach activities

Comprehensive AIDS Program, Inc. 2002 - 2005  
*Health Educator*

- Coordinate with community based organizations to provide educational/prevention sessions and locate grant funding
- Responsible for coordinating HIV/AIDS services to minority communities
- Responsible for maintaining HIV/AIDS testing reports documents
- Responsible for collecting and coordinating data for CDC monthly reports
- Coordinator locations to provide grant deliverables.

Palm Beach State College – Lake Worth Campus 1985 - 2002  
*Human Resources Tech, Administration Assistant, Assistant to Division Directors and Assistant to Assistant Registrar*

- Responsible for managing and maintaining legal documents
- Recruited, trained and supervised part time staff and student assistants
- Responsible for schedule of adjunct instructors
- Coordinated facility request for computer programs
- Provided assistants for administrative staff

## Education

Suncoast High School Riviera Beach – State of Florida Education  
GED 1992

Palm Beach State College – Graduated with A.S and A.A. Degree  
1994

## Certifications

Florida Department of Health Certificate HIV/AIDS Testing Counselor  
Florida Department of Health 500/501 Certificate

References available upon request

## C. ANN RETTIE

### SUMMARY

Ann has over 20 years of experience as a senior executive, successfully leading many organizations through complex, changing environments. She currently serves as a board member and officer for several Palm Beach County organizations.

### PROFESSIONAL EXPERIENCE

#### **Riviera Beach Community Development Corporation (CDC)—Vice Chair, Board of Directors (2012 – Current)**

- The Riviera Beach CDC is a non-profit corporation focused on improving the most blighted areas of Riviera Beach. Ann serves as the At Large member on the Executive Committee of the Board of Directors.

#### **Singer Island Civic Association (SICA)—Vice President and Treasurer, Board of Directors (2012 – Current)**

- SICA is a civic organization representing the interests of citizens and businesses on Singer Island, Florida. Ann serves as the Treasurer of SICA and the President of the SICA PAC (Political Action Committee).

#### **Tiara Condominium--Board of Governors (2012 -- Current)**

- The Tiara is a 320-unit condominium building located on Singer Island in Riviera Beach, Florida. Ann serves as the Board liaison for the Communications and Personnel committees.

#### **The CapCon Group--Principal (2009 – Current)**

- The CapCon Group is a private real estate investment firm.

#### **Accenture—Managing Director, Global Revenue and Customs Practice (1986—2008)**

- Accenture is a global Fortune 500 management consulting and technology services company where Ann worked with clients across a broad range of industries including oil and gas, chemicals, government, financial services, healthcare and consumer products. Ann led a practice of over 1200 consultants working with more than 50 Revenue and Customs agencies worldwide to achieve annual double digit growth. She served on Accenture's Global Leadership Committee, comprised of the firm's top executives.

### EDUCATION

Advanced Human Resources Executive Program, University of Michigan (1993)

M.A. and Ph.D. Studies in Communication Research, University of Iowa (1985)

B.A. in Letters (Humanities), University of Iowa (1981)

## SENIOR MANAGEMENT

Strategic and operations focused professional with broad-based background in Corporate and Private Security Environments, Customer Service (Call Center), Distribution and Real Estate. Experience encompasses all aspects of organizational management from identifying opportunities, implementing goals and life skills coaching. Innovative leader with ability to initiate proactive solutions to organizational issues. Recognized for ability to create cohesive teams, develop associates and significantly improve morale and productivity. Strong negotiator with excellent presentation, communication, and computer skills.

## PROFESSIONAL EXPERIENCE

### **Private Security / Consultant (1988 - Present)**

Provide Personal Protection and Security Consultation for celebrities and high end clientele (Confidential). Investigate and assist clientele with personal objectives to resolve or overcome possible negative circumstances. Analyze Spouses and families tendencies, and then retrain them to eliminate potential harmful situations.

### **Real Estate (1989 - Present)**

Licensed Realtor in the State of Florida. More than 20 years of experience in the Real Estate arena. Including but not limited too acquisitions, sales, rehab, property management, marketing, research, development, housing agencies, CDCs, non profits, city, county and state governments.

### **MOTOROLA, INC., Boynton Beach, FL (1989 - 2000)**

*(Global manufacturer and distributor of wireless technology)*

#### **National Customer Service Manager**

Managed Call Center activities including consumer phone inquiries and order fulfillment. Provided leadership and motivated staff. Interfaced with Sales, Business Management, Manufacturing, Planning, IT, Marketing, Credit and Warranty to accomplish business objectives and satisfy customers.

#### **Distribution Manager**

Managed shift that oversaw all operations of shipping organization. Managed package and shipping of all manufactured products in Boynton Beach facility. With smallest staff, consistently out performed other shifts combined in quality and total production. Typical production rate was doubled. Motivated and coached staff to achieve production records.

#### **Security Operations Administrator**

Responsible for staffing and managing Security personnel resulting in the protection of human, physical, and intellectual resources at the Boynton Beach facility and Global Divisional Sites. Investigated and resolved thefts, threats, assaults, vandalism, fraud, or miscellaneous activity relating to Motorola. Tailored the Executive Protection Program and chaired the Emergency Preparedness Team.

IBM, Boca Raton, FL (1982-1988)

**Facility Protection Manager**

Facility Protection Manager which encompassed 10,000 associates including 11 on-site and 33 off-site locations in 5 cities. Secured facility, personnel safety and proprietary information. Shift management responsibilities for all sites.

**Investigator, Associate Asset Protection Analyst**

Investigated and resolved theft, threats, assaults, vandalism, espionage, fraud, and miscellaneous activity relating to IBM. Liaison to local state and federal Law Enforcement Agencies (Federal Bureau of Investigation, Central Intelligence, Secret Service, and District Attorney's Office). Performed electronic sweeping for bugging devices. Trained Security personnel in investigative techniques and oversaw Executive protection. Coordinated and supported Executive Conferences.

**EDUCATION/TRAINING**

**BS, Criminology**, Florida State University, Tallahassee, FL

Ongoing Professional Training,

Management, Security, Customer Service, Real Estate, and Human Resources Management



## *Inner City Youth Golfers' Incorporated*

### Executive Summary – Resume

Malachi Knowles, Founder  
Inner City Youth Golfers', Inc., African American Golfers Hall of Fame and African  
American Collegiate & Youth Golfers Hall of Fame

His passion for golf started at an early age of ten (10) years old. He was anointed as the "shag boy" by the "Caddy Master" at the Everglades Country Club, Palm Beach Florida during his early school years at Washington Elementary (Riviera Beach) and Roosevelt High (West Palm Beach) Schools where he attended.

Malachi Knowles attended Morgan State College, Baltimore, MD, after completing high school in 1959. Morgan did not have a golf team so he "worked with the athletic director and others" to start a team under the Central Interscholastic Athletic Association in 1960. He was its first team Captain while lettering for three years on a golf scholarship and graduating with a BA Degree, June 1963. He is the first African American in the United States of America to graduate with the two year "Master of Regional and City Planning Degree" from the University of Oklahoma, Norman, August, 1965. He also graduated from the U.S. Army Finance School, Fort Benjamin Harrison, Indianapolis, Indiana.

Malachi started his working career as a "Housing Intern" on August 16, 1965 with the U.S. Housing and Home Finance Agency, Chicago, Illinois and retired from the government after holding several executive and policy making positions in Washington, DC, March 1991. Most notably, he was Director General of the "World Conference of Mayors"; Executive Assistant to Eddie N. Williams, President of the Joint Center for Political and Economic Studies and Special Assistant to the Director of "The United States White House Office for Urban Policy."

He returned to Palm Beach County in 1993 and was recruited as a substitute teacher at John F. Kennedy Middle Magnet School in Riviera Beach, FL where he also started its first golf program as one of its after school activities as his way of giving back to the children. He then founded "Inner City Youth Golfers' Inc." (ICYG), a tax-exempt foundation that works with at risk youth between 8 and 17 years of age in January 2001. It is a "golf and education program" requiring parental and youth participation at the same time. Uniquely, ICYG has developed its own initiative: "Say NO To Drugs – Say YES To Education, Culture & Golf" in order to grow the game of golf and promote the positive aspects of life. ICYG has served as the "youth golf clinician" for the Palm Beach County Sports Commission's "Kids Fitness Festival" since 2003.

In April 2004, he started the "African American Golfers Hall of Fame" (AAGHOF) which is currently headquartered in Palm Beach County, FL. Under his leadership, the "African American Collegiate & Youth Golfers Hall of Fame" (AAC&YGHOF) was founded as well in 2010 in order for all AAGHOF members to continue being role models for future generations to come.

He has taught graduate and undergraduate classes in city planning, housing, development, budgeting, policy and marketing at the University of the District of Columbia (1970-1974), Washington, D.C.; Morgan State University, Baltimore, Maryland (1974); and the University of Miami, Miami, Florida (1975/77). Malachi has received numerous proclamations; citations; honors; awards, most notably the, "University of Maryland Eastern Shore Presidential Award", May 26, 2011 for his work. He has traveled extensively in the USA and abroad.

Mr. Knowles is currently involved as: Board Member, Palm Beach County Sports Commission; Publisher, Golf For Anyone, Inc.; House Committee, Bear Lakes Country Club, West Palm Beach, FL; Chair, Architecture Review Committee, Thousand Oaks @ Congress Master Association, Inc., Riviera Beach, FL; Inaugural Member (04/26/12) & Secretary/Treasurer, Riviera Beach Community Development Corporation (RBCDC); Omega Psi Phi Fraternity (Life Member #88) and Vice President (January 23, 2013), Fairview Golf Club, Inc.; President, SHAD Club #34 and Assistant Southeastern SHAD Regional Director (2013-2015).

He is married to his best friend, Esmeralda. His daughters name is Malinda Frances Knowles. Revised: 08/02/13

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Tel (561) 844-8774 • Fax (561) 863-3299  
e-mail [icypg@aol.com](mailto:icypg@aol.com) • [www.icyg.org](http://www.icyg.org)  
(A 501(c)(3) tax exempt organization)

**Personal and Professional Profile**  
**Michael J. Clark**  
**80 Virginia Drive**  
**Waterford Township, NJ 08004**

**Personal**

- Born on March 2, 1947, in Elizabeth, NJ
- Married since 1974
- Resides in Waterford Township, NJ with his wife Jeanne

**Education**

- Graduate of St. Elizabeth's Parochial School in 1961
- Graduate of Linden, NJ High School in 1965
- Graduate of American University's School of Business, with a Bachelor of Science in Business Administration (B.S.,B.A.) in 1972
- Certified Property Manager (CPM) Candidate, Institute of Real Estate Management (IREM)
- IREM Courses:
  - 302 "Leasing and Management of Office Buildings"
  - 400 "Managing Real Estate as an Investment Property"
  - 500 "Problem Solving and Decision Making for Property Managers"
  - 800 "Ethics in Real Estate Management"
- Continuing Education Courses:
  - "Environmental Issues in Real Estate Transactions"
  - "Compliance with The Americans with Disabilities Act of 1990"
  - "Representing Buyers in Real Estate Transactions"
  - "Basic Appraisal Techniques"
  - "Financing Distressed Properties"
  - "Appraising Commercial Real Estate"

**Military Service**

- United States Marine Corps (1965-1968)

**Experience**

- 1972-1979 Commercial Real Estate Salesman with Gorczyca Agency, Roselle, NJ
- 1979-1983 Principal with Real Estate Workshop, Inc., Cherry Hill, NJ; Commercial Real Estate Sales and Consulting
- 1983-Present Real Estate Property Management and Brokerage Activities with Viking Associates, Morrisville, PA; promoted to Vice President in 1985 and President in 1987

During the early portion of my Real Estate career I was involved in the brokerage of multi-family and commercial income-producing properties. In 1979 I became a Partner in Real Estate Workshop, Inc., where I concentrated my efforts on condominium conversions. My activities included the selection, financing, physical renovation and marketing of multi-family rental properties as condominium units.

Since joining Viking Associates I have been responsible for the management, marketing, acquisition and disposition of a Portfolio currently valued in excess of 100 Million Dollars. The properties currently managed by Viking include:

- Six commercial properties totaling over 500,000 square feet
- Five multi-family residential properties totaling over 1,600 dwelling units

As President of Viking Associates, my responsibilities have included:

- Site staffing and performance evaluation
- Preparing and implementing Marketing Plans
- Commercial Lease negotiations
- Risk Management and Casualty Loss Adjustment
- Review and approval of Operating and Capital Expenditure Budgets

Other notable achievements include:

- The acquisition of four (4) distressed multi-family residential properties and the successful planning, implementation and financing of complete physical rehabilitations. Total expenditures in excess of 80 Million Dollars.
- The acquisition of an incomplete 50,000 Square Foot Industrial Park, its expansion by 150,000 Square Feet and its lease-up.





## GEORGE CARTER

George Carter is the President of the Riviera Beach Maritime Academy – a unique, free, public charter high school in Riviera Beach with a mission to provide students with a rigorous academic and hands-on education with career exploration within the maritime industries. Under his leadership since early 2006, the academy has experienced rapid growth - more than doubling in size from student enrollment - as well as recognition and support as a youth development system for the South Florida maritime industry. Among other things, his plans for the academy include developing and building an energy-efficient green classroom building for 400 students on the RBMA campus.

As the Vice President of Operations for Viking Yachts Florida, he is heavily involved in marina acquisition and the marine management process. He played a key role in the determination and coveted award in 2007 to Viking as a “Clean Boatyard” from the Florida Department of Environmental Protection and the Clean Boating Partnership.



Prior to RBMA and Viking, from 1990 to 2006 he was the Director of the Riviera Beach Municipal Marina, where among numerous challenges in infrastructure and services, he directed an operation that provided services to over 22,000 monthly visitors and customers. In addition, he supervised a dedicated 24/7 staff of thirty-eight, raised employee productivity 30 percent and occupancy rates 40 percent.

From 1980 to 1990, he was the Superintendent of Parks and Recreation for the City of Riviera Beach. As the Superintendent, he initiated several productive programs that are still in operation and elevated the Parks Division to the most productive division in the city.

He volunteers a great amount of time in various capacities with numerous organizations. He is a member of the Board of Directors for the Boys and Girls Club of Riviera Beach, the Vice President of the Board of Directors for the Marine Industries Association (MIA), and a youth basketball coach. He also is the Stage Manager for the Palm Beach Symphony.





Among awards, he was recognized by MIA as the Beacon of Light Member of the Year in 2007.

## CHRISTINA L. QUIJANO

736 Westwind Drive ♦ North Palm Beach ♦ Florida 33408 ♦ 561-876-9160

### QUALIFICATIONS

- Licensed Esthetics Instructor
- A highly organized and detail oriented individual with over 30 years experience providing thorough and skillful support to senior executives.
- Dedicated and focused; able to perform and complete multiple tasks and follow through to achieve project goals.
- Independent and self-motivated professional that works well in a team environment, with excellent research and writing skills, able to grow positive relationships with clients and colleagues at all organizational levels.
- Computer Software skills include MS Word, Excel, PowerPoint, Access, ACT, Great Plains, Timberline, Peachtree, Regit and SalonBiz, and Quickbooks.

### PROFESSIONAL EXPERIENCE

#### **Viking Developers, LLC**

**2008 – Present**

Executive Assistant to the President of Operations

Assist Vice President of Operations on the daily activities of the Real Estate Development Company. Attend meetings with contractors and subcontractors in regards to job duties and responsibilities. Submit / Receive RFP's, Grant funding research for different projects. Current project is the Riviera Beach Marina Redevelopment. Responsibilities include obtaining bids / proposals, organizing meetings between trades, meet with different City Officials as it relates to the project

- Maintains executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Represents the executive by attending meetings in the executives absence; speaking for the executive.
- Prepares reports by collecting and analyzing information

**Palm Beach State College**  
Instructor of Esthetics

**2006 — Present**

As an instructor my responsibilities are to maintain a positive learning environment for students from every façade of life. Capturing and holding the attention and interest of all students regardless of their learning styles. I am an Aveda, Dermalogica, Bio-Elements and Pevonia trained Instructor.

- Coordinate and implement the curriculum and lesson plans for the Night Esthetics Program.
- Conduct lectures on Skin Diseases and Disorders, Nutrition, Anatomy and Physiology, Facial Massage, Waxing Procedures, Make-up Artistry, Lash Tinting and Applications, Microdermabrasion Techniques, Chemical Peel Procedures.
- Conduct demonstrations on the different types of facials and massage techniques
- Train on the use of Aromatherapy and Essential Oils in the skin care industry
- Maintain accurate records of student's progress, grading, testing and services performed to meet the Florida State License Requirements.
- Implemented computer based learning utilizing the colleges new Blackboard System.
- Wrote curriculum for SACS Accreditation
- Educated in Dermalogica, Bio-Elements, Pevonia and Aveda.

**Moore's Marine of the Palm Beaches**  
Project Manager/Store Manager

**2007 — 2008**

Assisted owner of company on a reconstruction of a Wooden Schooner built in 1938. I was the liaison between the owner of the vessel and the Subcontractors. I was also the Human Resource/Benefits Coordinator for 30 employees. Assignments were but not limited to the following:

- Acted as administrative liaison with internal and external sources
- Complied and Maintained payroll reports and statistics, Processed Time Sheets and computed wage, salary payments and related withholdings.
- Implemented policies and procedures for production of documents, workflow and filing, ordering of supplies and records maintenance.
- Processed weekly billing of subcontractors to ensure the accuracy of the billing
- Provide contract bids and negotiated contract changes
- Verified that all contracts terms and conditions were met.

- Reviewed all purchase orders and change orders before submittal to owner
- Created Excel Spreadsheets and Reports to track contracts and billing as related to the project
- Maintained Inventory of Retail Store, ordered supplies when needed, processed special orders and provided estimates for material cost.
- Daily reconciliation of store sales, credit card reports and cash drawer.
- Monthly reconciliation of Accounts Payable/Receivable

**Contractors Alarm Services, Inc.**  
Contract Administrator

2006 — 2007

Provided Administrative Support for the Security and Fire Industry. Assisted customers and contractors with information in regards to their security account.

- Accounts Payable / Receivable - responsible for the application of payments to the General Contractors as well as Customer Billing for services rendered.
- Created Purchase Orders, Sales Orders and Change Orders for both Commercial and Residential projects.
- Filed Notice to Owners, applied for permits and scheduled inspections when needed
- Provided Notifications to Authority Having Jurisdiction
- Created Excel Spreadsheet for the Test and Inspection reports to ensure accuracy
- Monthly Reconciliation of inventory
- Prepared and submitted proposals.
- Administered contracts on commercial projects to ensure compliance.
- Processed billing on contracts

**Patrick J. McNamara, L.C.S.W.**

718 S.W. 27<sup>th</sup> Ave.  
Boynton Beach, Fl. 33435  
(561) 369-3247  
Cell (561) 704-1563

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**EXPERIENCE**

**Management**

- ✔ Over ten years of management experience and head of senior leadership team
- ✔ Responsible for supervision of 3 Vice Presidents, Chief Financial Officer, and Chief Administrative Officer
- ✔ High retention of staff, customers, and funding
- ✔ Experience with organizational and divisional strategic and business planning
- ✔ Responsible for two large non-profit organizations with combined annual budget of \$16 million and 250 employees
- ✔ Development, monitoring and refinement of management systems, including performance indicators and evaluations, as well as tools for quality assurance
- ✔ Managed integration of community development and conventional social services to promote neighborhood revitalization, including financial empowerment through the Prosperity Center model
- ✔ Managed lending operation of revolving loan fund and homeownership program, and currently serve as Principal Representative for Housing Partnership's Mortgage Lending License
- ✔ Trained in high-performance organizational management

**Development and Implementation**

- ✔ Research, analysis, planning, and multi-level coordination
- ✔ Successful grant-writing to local, state, federal, and private sources
- ✔ Real-estate development, lending and property management
- ✔ Ensuring compliance with complex state and federal regulations
- ✔ Responsible for design, development, and full implementation of multiple programs

**Direct Services**

- ✔ Skilled in consumer engagement, assessment, and service provision to improve quality of life
- ✔ Licensed in Clinical Social Work (Florida) since 1999
- ✔ Licensed Mortgage Broker (Florida) since 2007
- ✔ Active advocate on affordable housing and disability issues

**Accomplishments and Affiliations**

- ✔ 2013 Leadership Excellence Award Recipient, Leadership Palm Beach County
- ✔ Secured over \$7 million in cumulative awards and contracts
- ✔ Established HPI Development LLC and HPI Evernia Place LLC, wholly owned subsidiaries of Housing Partnership and co-General Partners on Evernia Place, an 85-unit LIHTC development in West Palm Beach for seniors
- ✔ Awarded \$1.3 million grant from Florida Housing Finance Corporation to develop new Community Land Trust in Palm Beach County
- ✔ Awarded first HUD 811 grant in the county to develop housing for people with disabilities
- ✔ Bank of America Fellow, Harvard Kennedy School of Government – Achieving Excellence in Community Development
- ✔ Member, Board of Directors, Florida Community Loan Fund, 2011 to present
- ✔ Member, Board of Directors, National NeighborWorks Association, 2011 to present
- ✔ Member, Vistage CEO Group 2052, 2009 to 2012
- ✔ Member, Community Stabilization Committee, NeighborWorks America, 2009 to present
- ✔ Officer on Board of Directors, Vice-President - Florida Supportive Housing Coalition, January 2002 to 2004
- ✔ Designed and implemented TANF component of Supportive Housing Program
- ✔ Developed pilot rent-subsidy program with Palm Beach County Workforce Development Board
- ✔ Developed Mainstream Section 8 Program for Persons with Disabilities
- ✔ Raised funds for the construction and development of Recovery Village, a transitional living program for homeless families
- ✔ Developed two AHP down-payment assistance programs for low-income first-time homebuyers

- ✔ Developed Section 8 Homeownership program
- ✔ Implemented pilot program to help reduce number of children entering foster care
- ✔ Member, Palm Beach County Commission on Affordable Housing, 2008-2010
- ✔ Member, 2003 City of West Palm Beach Attainable Housing Task Force
- ✔ Chair of Access Committee for Community Food Alliance of Palm Beach County, 2006 to 2009
- ✔ Class of 2008 Leadership Palm Beach County
- ✔ Member of Economic Council of Palm Beach County, 2007-2008
- ✔ Member of the 2004 United Way Committee for Promoting Independence for People with Disabilities

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## WORK HISTORY

<b>President &amp; CEO</b> – Riviera Beach, FL	Community Partnership Group (Housing Partnership & Parent-Child Center)	1/07 to Present
<b>Executive Director</b> – Riviera Beach, FL	Housing Partnership, Inc. & Parent-Child Center	4/05 to 1/07
<b>Vice-President, Housing and Prevention Services</b> – Riviera Beach, FL	Housing Partnership, Inc.	2/04 to 4/05
<b>Housing Division Director</b> – West Palm Beach, FL	Housing Partnership, Inc.	8/02 to 1/04
<b>Director of Supportive Housing</b> – West Palm Beach, FL	Housing Partnership, Inc.	4/99 to 7/02
<b>Therapist</b> - Boca Raton, FL	Wellness Resource Center	10/98 to 4/99
<b>Intensive Case Manager</b> - Delray Beach, FL	South County Mental Health Center	1/96 to 9/98
<b>Social Worker</b> – Kendall, FL	Hemodialysis of Florida, Inc (Part-time)	1/98 to 10/98
<b>Therapist</b> – Delray Beach, FL	Drug Abuse Foundation (Part-time)	3/97 to 12/97

**Other Work Experience** - Mental Health Associate at Bethesda Memorial Hospital's New Day Seniors' Program in Boynton Beach, FL from December 1993 to July 1994; Substance Abuse Counselor at Alexandria Hills, a long-term residential chemical dependency facility in Mingo Junction, Ohio from February 1993 to November 1993; clerk for Adams and Reese, Attorneys at Law, in New Orleans, La. during summers of 1987-1991; junior stock intern for Drexel Burnham Lambert in Beverly Hills, Ca. from October 1989 to December 1989.

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## EDUCATION

Fellowship, Harvard University Kennedy School of Government, Executive Education Program - Achieving Excellence in Community Development, 2012-2014

Master of Social Work, Tulane University, New Orleans, La., December 1995.

Bachelor of Science in Psychology, Franciscan University, Steubenville, Ohio, 1993.  
Attended Georgetown University, Washington, D.C., 1988-1991.

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## PERSONAL DATA

Interests are in music, exercise, social justice, reading, and writing.

Born 7/ 7/70; married and have three wonderful children.

*References - Sent Upon Request*

Bonnie A. Conrad  
344 River Drive  
Tequesta, Florida 33469  
(561) 745-8524

**Education:**

JD University of Richmond Law School 1988  
BA Converse College, Spartanburg, S.C. 1985  
Member of Florida Bar

**Experience:**

**Vice President Housing Services Housing Partnership, Inc.** 2008-present  
Responsible for all housing programs including mortgage lending, homeownership counseling, foreclosure prevention, supportive housing. Manages a multi million dollar budget and compliance with federal state and local regulations.

**Legal Editor LRP Publications** 2006 -2007  
Research and write biweekly publication focused on compliance issues related to disability law including the ADA the Fair Housing Act and the Rehabilitation Act.

**Adjunct Instructor Keiser College** 2006 -2007  
Taught paralegal courses including civil litigation and ethics.

**Fairfax County Dept of Housing and Community Development** 2003 – 2006  
Compliance Program Manager. Redesigned and implemented interim and permanent changes to programs to reflect current market and legal climate. Supervised acquisition, rehabilitation and resale of numerous properties. Supervised front line employees. Designed, wrote and implemented workout plan for problem programs. Drafted and made presentations to internal committees and appointed political boards and the general public, including agenda items. Part of team that drafted and implemented zoning ordinance amendments. Programs included financial assistance to homebuyers, as well as designated affordable units. Reviewed site plans and real estate documents for compliance with ordinance. Panelist for national training on federally sponsored homeownership programs.

**Fairfax County Dept of Family Services, Disability Development and Planning** 2001 – 2003  
Developed and wrote resources and provided information and referrals for persons with disabilities. Assisted Fairfax County staff and nonprofit employees on developing strategies for compliance with the ADA, Fair Housing Act and Title VI of the Civil Rights Act issues. Oversaw selection process and monitoring for multiple grants serving persons with disabilities. Reviewed grant applications for CDBG and HOME funded Consolidated Community Funding Pool. Administered state and local grants. Served as staff to Disability Services Board and oversaw minutes and other communications.

**Fairfax County Human Rights Commission** 1998 – 2001  
Designed and implemented Fairfax County's Fair Housing Education and Outreach Program. Instituted and oversaw Fair Housing testing program including compliance with federal funding restrictions. Assisted with multi jurisdictional Request for Proposals and Request for Qualifications for Fair Housing testing project. Trained over 1000 leasing agents in fair housing responsibilities. Designed and implemented training for non profit agencies, constituent services employees and human rights investigators. Assisted with redrafting of Fairfax County Human Rights Ordinance and regulations. Designed and implemented new database technology for efficient processing of Human Rights complaints.

**Prince William County Human Rights Commission** 1994 – 1998

Designed and implemented fair housing education and outreach program under HUD FHIP grant. Developed and produced training materials for housing and employment practices. Investigated and processed Civil Rights complaints. Drafted Fair housing amendment for Virginia code and county zoning Ordinance.

**Lagos & Lagos, Springfield Ohio**

**1991 – 1994**

Private law practice with emphasis on real estate and civil litigation.

**Assistant State Attorney, Palm Beach County**

**1988 – 1990**



## *Ken Stapleton & Associates*

### Appendix A - Qualifications and Clients

#### *Ken Stapleton, President*

With over 29 years of urban revitalization and economic development experience, Ken most recently served as Senior Economic Development Advisor and Executive Director of the award-winning University Park Alliance for The University of Akron (UA). Reporting directly to University President Luis M. Proenza, Ken was responsible for the revitalization of the neighborhoods surrounding this prominent urban university. He also provided strategic guidance for UA's local and regional economic development initiatives, and helped attract over \$15 million in grants for UPA and UA initiatives.

Previously, Ken served as Senior Vice President of the Downtown Cleveland Partnership (DCP) where he initiated and led their efforts to revitalize lower Euclid Avenue, Cleveland's Main Street, resulting in over \$400 million in real estate investment in only six years. Ken's other projects at DCP included management of DCP's advocacy efforts on over \$1 billion in major infrastructure projects, and management of all safety initiatives.

Prior to his tenure in Cleveland, Ken worked as a redevelopment expert in several South Florida cities, including work in Downtown Miami and South Beach. He is also an expert in urban safety programs and holds a master's degree in Urban and Regional Planning from the University of Illinois.

Other recent engagements have included:

- ☞ Leading a technical advisory team to provide guidance for the Duluth Creative Corridor;
- ☞ Assisting with a strategic action plan for the Near East Neighborhood in Columbus, Ohio;
- ☞ Providing guidance for the development of the UniversityCity Alliance, a partnership between Florida International University (FIU), the City of Sweetwater, and others. The group is working to transform the areas surrounding FIU's main campus into Miami's next urban revitalization success story;
- ☞ Leading a team project in Macon, Georgia, to help reorganize and reposition the College Hill Corridor initiative. The CHC was able to use the team's business plan to attract an additional \$5 million grant to support the effort and attracted two new development projects within a year of the team's report; and
- ☞ Providing recommendations about anchor institution partnerships to the Ohio Board of Regents.

Ken is a 2004 University of Miami Fellow of the Knight Program in Community Building, a member of the Urban Land Institute, a member of the International CPTED Association, and a graduate of Leadership Akron Class XX. He has served on the boards of the Downtown Akron Partnership, Rebuilding Together of Summit County, and a number of other urban revitalization non-profits.

### Relevant Past Clients and Projects

University Park Alliance	Florida International University
Mercer University	Columbus Near East Initiative (PACT)
The College Hill Corridor Commission	Downtown Cleveland Housing Initiatives
Lincoln Road Development Corporation	Spicer Village Townhomes, Akron
Cleveland Neighborhood Development Coalition	City of Miami Beach
The University of Akron	Health Line BRT, Cleveland
DDA Miami	Cleveland Wayfinding Signage Program
Euclid Avenue Revitalization Initiative, Downtown Cleveland	Safe Neighborhoods Plans – Miami Beach
Ohio Board of Regents	City of Sweetwater, Florida
Florida Crime Prevention Institute	University of Miami
Enterprise Foundation	Duluth Creative Corridor

### Relevant Service on Community Safety Groups

BOMA Cleveland Safety Task Force	Mayor's Streetscape Advisory Committee – Cleveland
University of Akron Safety Task Force and Clergy Act Subcommittee	
Downtown Cleveland Partnership Safety Committee	Cleveland Public Square Advisory Group
Brooklyn Centre Safe Neighborhoods Steering Committee	Downtown Akron Partnership Board

### Relevant Publications

Contributor – Safety Section – *The Language of Towns and Cities*. Dhru Thadani, editor. 2010.

"Safe Main Streets, a More Than Just Police Approach" in *Discover Downtown: Reference Guide to Downtown Revitalization*. Downtown Ohio, Inc.

"Social Capital Theory and the Metropolitan University: Reframing Ideas about Neighborhood Interactions" with Gregory K. Plagens in *Metropolitan Universities Journal*. Vol 21 No. 3. July 2011.

Ken Stapleton & Associates

Riviera Beach CRA Safety Services  
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# KENNETH C. STAPLETON

9800 West Bay Harbor Drive, #605  
Bay Harbor Islands, FL 33154  
216.849.6494 • KenStapleton2012@gmail.com

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## EXPERIENCE

Urban Revitalization Consultant 1988 – Present

- Provide variety of strategic planning, real estate, sustainability, policy research, fundraising, urban safety, and organizational development consulting services to redevelopment agencies, universities, non-profits, and governments such as Florida International University, Ohio Board of Regents, Mercer University, Kent State University, City of Miami Beach, & Lincoln Road Development Corp.
- Regular training presentations at national and regional professional development conferences and seminars – Florida APA, UEDA, Coalition of Urban Serving Universities, International Economic Development Council, American Planning Association, and ULI.

Senior Economic Development Advisor and  
Executive Director, University Park Alliance, Akron, Ohio Feb 2003 – June 2010  
Office of the President, The University of Akron

Reported directly to University President Luis M. Proenza, providing expertise for the University's real estate, sustainability, and economic development initiatives.

Accomplishments included:

- Expanding community partnerships in the Alliance to include: Greater Akron Chamber, City of Akron, several Health Systems, the Akron Beacon Journal, and Akron Public Schools.
- Attracting and managing more than \$13 million in national and local funding for these land use and revitalization development initiatives, including over \$500,000 for parks.
- Representing the University of Akron in National, State, and Regional Economic Development and Urban Policy coalitions, including work in Washington, D.C.
- Leading a parks improvement initiative in partnership with the City, Schools, and University students and staff, including a comprehensive analysis and improvements plan for the neighborhood, specific improvements to several parks, and expert advice regarding safety.
- Leading highly-successful revitalization efforts for mixed-use neighborhoods in a 50-block area surrounding the University, including managing multi-disciplinary teams composed of members from multiple organizations and governments.
- Developing and managing major marketing and Public Relations initiatives that resulted in extensive positive media coverage throughout Ohio and the United States.

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Ken Stapleton & Associates

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Senior Vice President, Downtown Cleveland Partnership

1995 - 2003

- Leadership of planning, public realm, and real estate development efforts, including management of multi-disciplinary consultant teams. Served as organizational spokesperson for transit, housing, and safety initiatives and actively participated in media management efforts. Point person for multiple parks and open space initiatives.
- Supervised creation and implementation of district revitalization strategic plan that resulted in over \$400 million of investment within 6 years; investment now exceeds \$2 billion, including the Health Line BRT and related TOD projects.
- Secured & directed the strategic investment of \$500,000+ in grants & funding for economic and real estate development projects that leveraged over \$30 million of private investment in less than 2 years.

Executive Director, Brooklyn Centre CDC

1992-1994

- Managed community-based non-profit in one of Cleveland's most historic and challenged neighborhoods. Coordinated LIHTC/Historic tax credits housing project involvement, created special safety plan, improved marketing and events efforts, and strengthened partnerships with several churches and other non-profit organizations.

Executive Director, Hollywood Florida CRA

1990-1991

- Managed major downtown revitalization program, including site acquisition and disposition, innovative marketing and arts/culture programs, and the transformation of a "nuisance" urban park into a major downtown asset - with only \$20,000 in cash.

Urban Land Use Planning - Florida

1983 - 1988

*West Palm Beach, Palm Beach Gardens, Miami Beach*

- Provided professional guidance on variety of land use issues and projects, including environmental impacts, open space development, and waterfront development issues. Managed public discussion and approval processes for major development projects.

EDUCATION

- Knight Fellow in Community Building, University of Miami, Class of 2004
- Master's of Urban Planning, University of Illinois at Urbana-Champaign.
- Bachelor of Arts - Biology, Magna Cum Laude, Thomas More College, KY.

AFFILIATIONS

- Full Member, The Urban Land Institute - Sustainability Committee SE Florida
- Member, International CPTED Association
- Leadership Akron - Annual Retreat Leader for 4 years



**RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION**

2001 Broadway, Suite 300 | Riviera Beach, FL 33404 | Phone: 561-844-3408 | Fax: 561-881-8043  
[www.rbcra.com](http://www.rbcra.com)

AUGUST 8, 2013

Mr. Michael Clark  
Gerald Properties, LLC  
Viking Yacht Service Facility  
1550 Avenue C  
Riviera Beach, Florida 33404-5638

**Re: OPTION TO PURCHASE "SELLER'S EXHIBIT A PORTFOLIO  
PROPERTIES, RIVIERA BEACH, FLORIDA"**

Dear Mr. Clark:

The Riviera Beach Community Development Corporation ("Purchaser") is pleased to offer our proposal for the redevelopment and stabilization of the Parkview Manor South neighborhood. The purpose of this document is to outline the principal business terms for a contract of sale to be negotiated between the parties. Gerald Properties, LLC ("Seller") agrees not to enter into or to negotiate any contract of sale, letter of intent or other instrument with respect to the Seller's Exhibit A Portfolio Properties (listed below) with any party other than Purchaser following the execution and delivery of this instrument until the earlier of the date Purchaser releases Seller from such obligations and 120 days from the date hereof.

The final terms and conditions of the definitive Purchase Agreement will be negotiated in good faith by Purchaser and Seller and the intent of this Options Agreement is to allow Purchaser to demonstrate site control under the Request for Proposal issued by the Palm Beach County Department of Economic Sustainability, Home Investment Partnerships Program, and is subject to the receipt of a grant. The transaction is proposed to allow the Purchaser site control to create Permanent Rental or Home Ownership Housing through the construction of new housing on vacant property; the demolition of existing vacant buildings and the construction of new rental or ownership housing; or acquisition and rehabilitation of existing residential property.



**Purchaser:** Riviera Beach Community Development Corporation  
("Purchaser")

**Sellers:** Gerald Properties, LLC

Seller's Exhibit A Portfolio Properties (Riviera Beach, Florida)				
Owner	PCN	Address	Development Strategy	Product
Gerald Properties, LLC	56-43-42-33-06-004-0040	125 W 14TH STREET	Demolition Existing Vacant Building	Owner (1-2)
Gerald Properties, LLC	56-43-42-33-06-004-0030	117 W 14TH STREET	New Housing on Vacant Property	Owner (1-2)
Gerald Properties, LLC	56-43-42-33-04-001-0180	116 W 16TH STREET	New Housing on Vacant Property	Owner (1-2)
Gerald Properties, LLC	56-43-42-33-04-001-0160	184 W 16TH STREET*	New Housing on Vacant Property	Owner (1-2)
Gerald Properties, LLC	56-43-42-33-06-005-0160	216 W 13TH STREET	New Housing on Vacant Property	Owner (1-4)
Gerald Properties, LLC	56-43-42-33-06-005-0150	224 W 13TH STREET	New Housing on Vacant Property	Owner (1-4)
Gerald Properties, LLC	56-43-42-33-06-005-0140	232 W 13TH STREET	New Housing on Vacant Property	Owner (1-4)

\*Imputed Address

**Purchase Price:** \$250,000.00 or the appraised value.

**Closing Date:** To be determined. Subject to the award of HOME Program CHDO Project Funds

**Title Evidence:** Purchaser shall obtain, at its sole cost, a title insurance commitment agreeing to issue upon recording of the deed conveying the Property an owner's ALTA marketable title insurance policy in the amount of the total purchase price.

**Appraisal, Study and Other Due Diligence/ Inspections:**

1. The completion of appraisals for the Seller's Exhibit A Portfolio Properties.
2. Purchaser completing an Environmental Audit and topography study on Seller's Exhibit A Portfolio Properties, the results of which are satisfactory to Purchaser in its sole discretion. Seller agrees to

provide Purchaser with all existing inspection reports and engineering or architectural drawings, including but not limited to environmental reports, structural reports, soil tests, etc.

**Feasibility Period**

Shall commence August 9, 2013 (date HOME application is due) and end July 31, 2014 (Construction Commencement Date). Seller shall extend the Feasibility Period only if the request to extend is consistent with HOME Program guidelines.

**Brokers:** Not Applicable

**Additional Terms:**

- i. Subject to the receipt of a grant by the Palm Beach County Department of Economic Sustainability ("County"), Home Investment Partnerships Program, with additional terms as may be required by the County.
- ii. Subject to the approval of a revolving construction loan from Neighborhood Lending Partners, Tampa, Florida.
- iii. Subject to the approval of permanent mortgage take-out financing terms by BB&T Bank.
- iv. Subject to Seller's lender release of liens on Seller's Exhibit A Portfolio Properties at terms and conditions satisfactory to the Seller at its sole discretion.
- v. Seller and Purchaser have agreed to a future phase development to include the Seller's Exhibit B Portfolio Properties. The parties agree to work cooperatively on a future redevelopment plan.

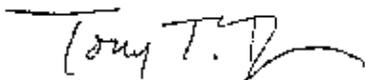
**Nature of Document**

The purpose of this document is to outline the principal business terms of a possible contract of sale to be negotiated between the parties, should Seller confirm its satisfaction with the aforementioned terms by the appropriate signature of acceptance below and return one copy of this letter to the undersigned. The final terms and conditions of the definitive Purchase Agreement will be negotiated in good faith by Purchaser and Seller. The Purchase Agreement shall be subject to the approval of the Riviera Beach Community Development Corporation Board of Directors.

This document expressly defines the principal terms of the transaction that the parties hereby agree to negotiate in good faith. As to the sale of Properties, Seller covenants and agrees not to enter into or to negotiate any contract of sale, letter of intent or other instrument with respect to the Seller's Exhibit A Portfolio Properties with any party other

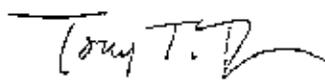
than Purchaser following the execution and delivery of this instrument until the earlier of the date Purchaser releases Seller from such obligations and the expiration of 120 days from the date of execution of this letter. The parties intend that the foregoing exclusivity covenant shall be specifically enforced by a court if the covenant is breached. This document will expire in 120 days if a definitive agreement of sale has not been executed by the parties.

Very truly yours,

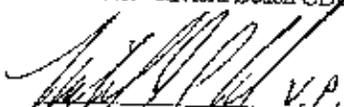


Tony T. Brown  
President

**ACKNOWLEDGED AND AGREED:**

By:   
Purchaser: Riviera Beach CDZ

8/8/2013  
Date

  
Seller: Gerald Properties, LLC

08/08/2013  
Date

**RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION**  
**Neighborhood Resporation Program**  
**Sources and Uses of Funds: Parkview Manor South Phase I**  
**August 9, 2013**

SOURCES		Budget
Riviera Beach CRA: Carry Cost Assistance	\$	303,565
Riviera Beach CRA: Site Development Assistance	\$	196,435
HOME Program - Project Funds	\$	854,364
Other		
Other	\$	-
<b>Total Government Sources</b>		<b>\$ 1,354,364</b>
Program Income Deferred	\$	79,073
Construction Loan Financing	\$	795,928
Borrower's Equity	\$	48,169
Other Contributions		
Other Contributions		
<b>Total Other Sources</b>		<b>\$ 923,170</b>
<b>Total Sources</b>		<b>\$ 2,277,534</b>

USES		
<b><u>Property Acquisitions</u></b>		
Phase I - Land Costs	\$	330,995
Contingency (0%)	\$	-
<b>Total Land Costs</b>		<b>\$ 330,995</b>
<b><u>Construction Costs</u></b>		
Hard Costs	\$	1,248,156
Soft Costs	\$	514,404
Financing Costs	\$	183,979
Other	\$	-
Other	\$	-
Contingency (Budget)	\$	-
<b>Total Construction Costs</b>		<b>\$ 1,946,539</b>
<b>Total Uses</b>		<b>\$ 2,277,534</b>

Neighborhood Restoration Program						
Parkview Manor South						
Pro Forma						
Unit Description		Model 1		Model 2		
Total Square Footage		1,085		1,500		
<b>DEVELOPMENT BUDGET</b>						
USES	Number of Units	Per Unit	TOTAL	Per Unit	TOTAL	ALL UNITS
<b>ACQUISITION</b>		1	3	1	4	
Land Value		\$40,714	\$122,143	\$40,714	\$162,857	\$285,000
Closing Costs & Appraisals		\$6,143	\$18,429	\$6,891	\$27,566	\$45,995
Surveys		\$0	\$0	\$0	\$0	\$0
Environmental Review		\$0	\$0	\$0	\$0	\$0
Appraisals		\$0	\$0	\$0	\$0	\$0
<b>Total Land Cost</b>		<b>\$46,857</b>	<b>\$140,572</b>	<b>\$47,606</b>	<b>\$190,423</b>	<b>\$330,995</b>
<b>CONSTRUCTION</b>						
<b>Hard Costs</b>	Construction Cost @ \$135/sq. ft.	\$164,052	\$492,156	\$189,000	\$756,000	\$1,248,156
	Hard Cost Contingency (@0%)	\$0	\$0	\$0	\$0	\$0
		<b>\$164,052</b>	<b>\$492,156</b>	<b>\$189,000</b>	<b>\$756,000</b>	<b>\$1,248,156</b>
<b>Soft Costs</b>	Permit	\$0	\$0	\$0	\$0	\$0
(included in Hard Costs, Closing Costs)	Engineering & Design	\$0	\$0	\$0	\$0	\$0
	Seller Closing Costs	\$0	\$0	\$0	\$0	\$0
	Architectural	\$0	\$0	\$0	\$0	\$0
	Lighting	\$0	\$0	\$0	\$0	\$0
	Utility Connection	\$0	\$0	\$0	\$0	\$0
	Soil Testing	\$0	\$0	\$0	\$0	\$0
	Legal Fees	\$0	\$0	\$0	\$0	\$0
	Insurance Builders Risk	\$1,633	\$4,814	\$1,838	\$7,351	\$12,265
	Appraisal	\$0	\$0	\$0	\$0	\$0
	Inspection	\$0	\$0	\$0	\$0	\$0
	Surveys	\$0	\$0	\$0	\$0	\$0
	Property Taxes	\$4,095	\$12,286	\$4,594	\$18,377	\$30,663
	<b>Financing Costs</b>					
	Construction Interest	\$22,524	\$87,573	\$25,269	\$101,074	\$168,647
	Loan/Financing Fees	\$2,048	\$6,143	\$2,287	\$9,188	\$15,332
	Program Income	\$36,797	\$140,390	\$41,280	\$165,118	\$275,508
	Property Management	\$4,095	\$12,286	\$4,594	\$18,377	\$30,663
	Selling Expenses (Incl Commissions)	\$22,078	\$86,234	\$24,768	\$99,071	\$165,305
	Soft Cost Contingency (@5%)	\$0	\$0	\$0	\$0	\$0
	<b>Total Soft Costs</b>	<b>\$93,275</b>	<b>\$279,825</b>	<b>\$104,839</b>	<b>\$418,558</b>	<b>\$698,383</b>
	<b>Total Construction Costs</b>	<b>\$257,327</b>	<b>\$771,981</b>	<b>\$293,839</b>	<b>\$1,174,558</b>	<b>\$1,946,539</b>
<b>Total Development cost (Including Land)</b>		<b>\$304,184</b>	<b>\$912,553</b>	<b>\$341,246</b>	<b>\$1,364,981</b>	<b>\$2,277,534</b>

DEVELOPMENT SOURCES (at 80% MFI)						
TYPE	SOURCE	Per Unit	Total	Per Unit	Total	
Carry Costs	Riviera Beach CRA	\$40,544	\$121,631	\$45,483	\$181,934	\$303,565
Development Subsidy	HOME Program	\$128,016	\$378,047	\$158,137	\$632,547	\$1,010,594
Private Mortgage	FHA Mortgage	\$130,744	\$392,231	\$130,744	\$522,975	\$915,206
Downpayment	Borrower's Equity	\$6,881	\$20,644	\$6,881	\$27,525	\$48,169
	<b>TOTAL SOURCES</b>	<b>\$304,184</b>	<b>\$912,553</b>	<b>\$341,246</b>	<b>\$1,364,981</b>	<b>\$2,277,534</b>

DEVELOPMENT SOURCES (at 50% MFI)						
TYPE	SOURCE	Per Unit	Total	Per Unit	Total	All Units
Carry Costs	Riviera Beach CRA	\$40,544	\$121,631	\$45,483	\$181,934	\$303,565
Development Subsidy	HOME Program	\$177,766	\$533,297	\$209,887	\$839,547	\$1,372,844
Private Mortgage	FHA Mortgage	\$31,581	\$244,744	\$81,581	\$326,325	\$571,069
Downpayment	Borrower's Equity	\$4,294	\$12,881	\$4,294	\$17,175	\$30,056
	<b>TOTAL SOURCES</b>	<b>\$304,184</b>	<b>\$912,553</b>	<b>\$341,246</b>	<b>\$1,364,981</b>	<b>\$2,277,534</b>

<b>Model 1 Riviera Beach, Florida</b>		
Budget Recap		
	<b>Budget</b>	<b>Actual</b>
Land Costs	\$ 40,714.29	
Construction Costs	\$ 164,052.00	
Carrying Expense (2 Years)	\$ 40,543.72	\$ -
<b>Total Basis</b>	<b>\$ 245,310.01</b>	<b>\$ -</b>
Sales Price	100% \$ 245,310.01	
Program Income	15% \$ 36,796.50	
Selling Expenses	9.00% \$ 22,077.90	
<b>Total Costs</b>	<b>\$ 304,184.41</b>	<b>\$ -</b>
Less: RBCRA Subsidies	\$ (40,543.72)	\$ -
<b>HOME Eligible Costs</b>	<b>\$ 263,640.69</b>	<b>\$ -</b>

<b>Carry Costs - Budget Assumptions</b>		
Closing Costs & Legal	3.00% \$ 6,142.99	
Insurance	0.40% \$ 819.07	
Property Taxes	1.00% \$ 2,047.66	
Property Mgmt	1.00% \$ 2,047.66	
Construction Loan Fee	1.00% \$ 2,047.66	
Interest (Construction Loan)	5.50% \$ 11,262.15	
<b>Carry Costs</b>	<b>\$ 24,367.19</b>	<b>\$ -</b>

General Conditions: Includes allowance for security, demolition (if applicable), trash removal

Rental Conversion: If property not sold by Year 2, unit to convert to rental property (Lease-Own)

<b>Model 1 Riviera Beach, Florida Budget Assumptions</b>			
<b>Site Acquisition</b>		\$ 35,714.29	
Site Work		\$ 5,000.00	
<b>Total Land Costs</b>		<b>\$ 40,714.29</b>	
<b>Residential Construction Costs</b>			
<b>Model #1</b>			
Square Footage	1,085		
Total Construction Costs/Sq. Ft	\$ 135.00	\$ 146,475.00	Hard & Soft Costs
Contractor Overhead	10%	\$ 14,647.50	
General Conditions	2%	\$ 2,929.50	
<b>Total Construction Costs</b>		<b>\$ 164,052.00</b>	
<b>Carrying Costs (See worksheet below)</b>			
Year 1 (Construction Period)		\$ 24,367.19	
Year 2		\$ 16,176.54	
<b>Total</b>		<b>\$ 40,543.72</b>	RBCRA Contribution
<b>Home Subsidy Requirement</b>			
	<b>80% MFI</b>		<b>50% MFI</b>
Cost of Development	\$ 304,184		\$ 304,184
Less: RBCRA Subsidy	\$ (40,544)		\$ (40,544)
Home Eligible Costs	\$ 263,641		\$ 263,641
Less: Mortgage Affordability	\$ (137,625)		\$ (85,875)
<b>HOME Buyer Subsidy (2nd Mortgage)</b>	<b>\$ 126,016</b>		<b>\$ 177,766</b>
<b>For-Sale Affordability</b>			
	<b>MFI</b>	<b>80%</b>	<b>50%</b>
Median Family Income (4 Household)		\$ 55,050	\$ 34,350
<b>Mortgage Affordability Ratio</b>	<b>2.5</b>	<b>\$ 137,625</b>	<b>\$ 85,875</b>
Mortgage Affordability Test			
FHA Loan Terms			
Credit Score	< 680		
Rate	4.50%		
Term	30yr/Fix		
<b>Mortgage</b>		<b>\$ 130,744</b>	<b>\$ 81,581</b>
Annual Payment (PITI) FHA Calculator		\$ 9,998	\$ 7,008
Required Salary		\$ 32,250	\$ 22,607
% LMI Affordability (Pynt/Income)		18%	20%
<a href="http://www.fha.com/calculator/afford">http://www.fha.com/calculator/afford</a>			

Model 2 Riviera Beach, Florida		
Budget Recap		
	Budget	Actual
Land Costs	\$ 40,714.29	
Construction Costs	\$189,000.00	
Carrying Expense (2 Years)	\$ 45,483.43	\$ -
<b>Total Basis</b>	<b>\$275,197.71</b>	<b>\$ -</b>
Sales Price	100% \$275,197.71	
Program Income	15% \$ 41,279.66	
Selling Expenses	9.00% \$ 24,767.79	
<b>Total Costs</b>	<b>\$341,245.17</b>	<b>\$ -</b>
Less: RBCRA Subsidies	\$ (45,483.43)	\$ -
<b>HOME Eligible Costs</b>	<b>\$295,761.74</b>	<b>\$ -</b>

Carry Costs - Budget Assumptions		
Closing Costs & Legal	3.00%	\$ 6,891.43
Insurance	0.40%	\$ 918.86
Property Taxes	1.00%	\$ 2,297.14
Property Mgmt	1.00%	\$ 2,297.14
Construction Loan Fee	1.00%	\$ 2,297.14
Interest (Construction Loan)	5.50%	\$ 12,634.29
<b>Carry Costs</b>		<b>\$ 27,336.00</b>
		<b>\$ -</b>

General Conditions: Includes allowance for security, demolition (if applicable), trash removal

Rental Conversion: If property not sold by Year 2, unit to convert to rental property (Lease-Own)

<b>Model 2</b>			
<b>Riviera Beach, Florida</b>			
<b>Budget Assumptions</b>			
<b>Site Acquisition</b>		\$ 35,714.29	
Site Work		\$ 5,000.00	
<b>Total Land Costs</b>		<b>\$ 40,714.29</b>	
<b>Residential Construction Costs</b>			
<b>Model #2</b>			
Square Footage	1,250		
Total Construction Costs/Sq. Ft	\$ 135.00	\$ 168,750.00	Hard & Soft Costs
Contractor Overhead	10%	\$ 16,875.00	
General Conditions	2%	\$ 3,375.00	
<b>Total Construction Costs</b>		<b>\$ 189,000.00</b>	
<b>Carrying Costs (See worksheet below)</b>			
Year 1 (Construction Period)		\$ 27,336.00	
Year 2		\$ 18,147.43	
<b>Total</b>		<b>\$ 45,483.43</b>	RBCRA Contribution
<b>Home Subsidy Requirement</b>			
<b>Home Subsidy Requirement</b>	<b>80% MFI</b>		<b>50% MFI</b>
Cost of Development	\$ 341,245		\$ 341,245
Less: RBCRA Subsidy	\$ (45,483)		\$ (45,483)
Home Eligible Costs	\$ 295,762		\$ 295,762
Less: Mortgage Affordability	\$ (137,625)		\$ (85,875)
<b>HOME Buyer Subsidy (2nd Mortgage)</b>	<b>\$ 158,137</b>		<b>\$ 209,887</b>
<b>For-Sale Affordability</b>			
	<b>MFI</b>	<b>80%</b>	<b>50%</b>
Median Family Income (4 Household)		\$ 55,050	\$ 34,350
<b>Mortgage Affordability Ratio</b>	<b>2.5</b>	<b>\$ 137,625</b>	<b>\$ 85,875</b>
Mortgage Affordability Test			
FHA Loan Terms			
Credit Score	< 680		
Rate	4.50%		
Term	30yr/Fix		
<b>Mortgage</b>		<b>\$ 130,744</b>	<b>\$ 81,581</b>
Annual Payment (PITI) FHA Calculator		\$ 10,250	\$ 7,260
Required Salary		\$ 33,063	\$ 23,420
% LMI Affordability (Pymt/Income)		19%	21%
<a href="http://www.fha.com/calculator">http://www.fha.com/calculator</a> afford			

Riviera Beach CDC  
 CHDO Operating Budget  
 Attachment 7

	Annual Salary	Rate per hr.	Hrs	Amount
Project Manager	90,000	43.27	180	7,788
HOME Buyer Club Coordinator	45,000	21.63	300	6,490
Project Accountant	62,000	29.81	175	5,216
<b>Year 1</b>				<u>\$ 19,495</u>
Project Manager	90,000	43.27	220	9,519
HOME Buyer Club Coordinator	45,000	21.63	371.5	8,037
Project Accountant	62,000	29.81	190	5,663
<b>Year 2</b>				<u>\$ 23,220</u>
<b>TOTAL</b>				<u>\$ 42,715</u>

**NOT  
APPLICABLE**

**ATTACHMENT 9**

**RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION**  
*As of 8/9/13*

**LITIGATION HISTORY**

The Respondent, RBCDC, has no projects, personnel or team members employed with Respondent, who have been involved in any litigation matter in the past five (5) years.



August 7, 2013

Mr. Tony T. Brown  
President  
Riviera Beach Community Development Corporation  
2100 Broadway, Suite 300  
Riviera Beach, Fl. 33405

Re: Parkview Manor South

Dear Tony,

It is my understanding that the Riviera Beach Community Development Corporation is working on the acquisition of 7 parcels in the Parkview Manor South area. Upon successful acquisition and the attraction of HOME program funds, the Riviera Beach CDC plans to construct 1-4 family residences on the sites. Neighborhood Lending Partners has a great deal of interest in providing a revolving line of credit in the amount of \$500,000 to finance the construction of these residences. Our normal pricing for this type of facility would be LIBOR plus 300bp with a floor of 5.55 and our advance rate would be 80% of development costs. Additional information will be required and subject to normal underwriting. Alternatively, we can administer a revolving loan fund with principal invested by the Riviera Beach CDC. As the government funding partner, we can negotiate rates and conditions satisfactory to the Agency's risk parameters. Our normal cost for servicing would require us to charge a spread up to 1% over the stated rate.

Thank you for considering Neighborhood Lending Partners and we look forward to working on this project with you.

Sincerely,

Charles. M. Britton  
Senior Credit Officer  
Neighborhood Lending Partners



August 9, 2013

Tony T. Brown, President  
Riviera Beach Community Development Corporation  
2001 Broadway, Suite 300  
Riviera Beach, Florida 33404

RE: Parkview Manor South

Dear Mr. Brown:

We understand that the Riviera Beach Community Development Corporation is working on the acquisition of seven (7) parcels in the Parkview Manor South area. Upon successful acquisition, and the attraction of HOME program funds, the Riviera Beach Community Development Corporation plans to construct 1-4 family residences on the sites.

Branch Banking & Trust Co. (BB&T) is pleased to provide this letter of interest in support of a \$500,000 construction financing facility for the subject residences. Additional information will be needed, and satisfactory completion of our full due diligence and standard underwriting, will be required.

BB&T has a long history of supporting community development to underserved communities, with access to capital, insurance and financial expertise.

Thank you for considering BB&T, and we look forward to working with you on this project.

Sincerely,

W. Dale Kahle  
Senior Vice President  
Palm Beach County



Home Mortgage  
1580 Sawgrass Corp. Pkwy.  
Suite 310  
Sunrise, FL 33323

August 9, 2013

Tony T. Brown  
President  
Riviera Beach Community Development Corporation  
Riviera Beach, FL 33404

Re: Parkview Manor South Project

Dear Mr. Brown,

BB&T is very appreciative for the opportunity to partner with the Neighborhood Restoration Program and the Riviera Beach Community Development Corporation to provide permanent mortgage financing for qualified applicants in the Parkview Manor South Project.

As the 9<sup>th</sup> largest financial institution in America, BB&T is willing and very capable of offering a broad array of financing options to your qualified prospective homeowners which includes, but are not limited to:

Conventional 15 to 30 year financing

FHA/VA financing

BB&T's Community Homeownership Incentive Program (CHIP)

Qualifying guidelines along with rates and terms for all of these products mirror industry standards. We will also be pleased to coordinate & facilitate community homebuyer education for all applicants.

We're very excited about the possibilities for home ownership this new endeavor, on your part, creates and we are confident BB&T will expand all the required energy & resources to ensure the success of the project. Most importantly, we look forward to being able to help your qualified applicants realize the dream of home ownership.

Please let me know what other information and/or specific details you might require.

The very best to you & your staff in this endeavor.

Sincerely,

*Thom G. Bambenek*

Thom G. Bambenek  
Senior Vice President  
Mortgage Market Manager

TGB/yc

Enclosures

cc: Annetta Jenkins  
Mike Rouser  
Dale Kahlé  
Iris Jones



# RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

2001 BROADWAY, SUITE 300  
RIVIERA BEACH, FL 33404  
PHONE: 561-844-3408  
FAX: 561-881-8043  
Website: [www.rbcra.com](http://www.rbcra.com)

ATTACHMENT 10

August 9, 2013

To whom it may concern:

The Riviera Beach CDC was created to serve as the neighborhood delivery arm of the Riviera Beach CRA (refer to attachment 11). The Riviera Beach CRA committed \$500,000 on its Project Initiative Budget allocation of the BB&T Loan Fund proceeds, for neighborhood restoration programs. For fiscal year 2013 the Riviera Beach CRA provided funds and in-kind assistance to the Riviera Beach CDC for the Riviera Beach Heights, Lakeview Park, Broadway West, Port Transition Area and Marine District North. For the fiscal year 2014 the Riviera Beach CRA is proposing additional grant funds that would include the Parkview Manor South restoration Program management.

Sincerely,

Elia E. Pasarell  
Staff Accountant  
Riviera Beach CRA



# RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

2001 BROADWAY, SUITE 300  
RIVIERA BEACH, FL 33404  
PHONE: 561-844-3408  
FAX: 561-831-8043  
Website: www.rbcr.com

ATTACHMENT 11

August 9, 2013

To whom it may concern:

The Riviera Beach Community Development Corporation, Inc. (RBCDC) was created to serve as the neighborhood services delivery arm of the Riviera Beach Community Redevelopment Agency and was incorporated on May 3, 2012. The bylaws of the RBCDC established that "The president of the corporation shall at all times be the Executive Director of the Riviera Beach CRA". Refer to Attachment 4 of this application. The Agency budgeted for the fiscal year 2013 for the Riviera Beach CDC \$244,250 as follows: \$92,500 for in-kind services, \$41,750 for operating expenses and \$110,000 for program expenses. The Riviera Beach Community Redevelopment Agency passed Resolution 2012-43, on November, 2012 approving a Neighborhood Services Agreement between the Agency and the Riviera Beach CDC. At this time the RBCDC is overseeing \$2,531,000 in Capital Improvements of the CRA.

We are including the Riviera Beach CRA Audited Financial Statements for the years ended September 30, 2011 and 2012. We also included unaudited financial statements for the Riviera Beach CDC for the eight months ended December 31, 2012. We requested an extension with the IRS to file an Exempt Organization return and are in the process of engaging a certified public accountant firm to prepare audited financial statements. We are currently evaluating two proposals received and will expect to engage a firm within the next 30 days.

Sincerely,

Elia E. Pasarell  
Staff Accountant  
Riviera Beach Community Redevelopment Agency

Attachments

**RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION, INC.  
FINANCIAL STATEMENTS  
FOR THE EIGHT MONTHS ENDED DECEMBER 31, 2012  
(UNAUDITED)**

**Prepared by  
Elia E. Pasarelli  
Staff Accountant**

**RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION, INC.**  
**STATEMENT OF ACTIVITIES**  
**FOR THE EIGHT MONTHS ENDED DECEMBER 31, 2012**  
**(UNAUDITED)**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b><u>Revenues:</u></b>			
Board Members Contributions	\$ 1,780		\$ 1,780
Corporate Contributions	1,600	15,500	17,100
RBCRA - In Kind Contributions	-	<u>16,722</u>	<u>16,722</u>
<b>Total Revenues</b>	<u>3,380</u>	<u>32,222</u>	<u>35,602</u>
<b><u>Expenditures:</u></b>			
General & Administrative Expenses:			
RBCRA In-kind	-	16,722	16,722
Other	<u>849</u>		<u>849</u>
<b>Total General &amp; Administrative Expenses</b>	849	16,722	17,571
Program Expenses:			
RB Market	250		250
RB House X House	<u>844</u>		<u>844</u>
<b>Total Program Expenses</b>	<u>1,094</u>		<u>1,094</u>
<b>Total Expenditures</b>	<u>1,943</u>	<u>16,722</u>	<u>18,665</u>
<b>Net change in Net Assets</b>	1,437	15,500	16,937
<b>Net Assets-Beginning</b>	-	-	-
<b>Net Assets-Ending</b>	<u>\$ 1,437</u>	<u>\$15,500</u>	<u>\$16,937</u>

RESOLUTION NO. 2012-43

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY (THE AGENCY) APPROVING AN AGREEMENT FOR NEIGHBORHOOD SERVICES BETWEEN THE AGENCY AND RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION, INC. (RBCDC) ALLOWING FOR ADMINISTRATIVE SUPPORT, DELIVERY OF NEIGHBORHOOD SERVICES TO TARGET CRA NEIGHBORHOODS, AND IMPLEMENTATION OF CAPITAL IMPROVEMENT PROJECTS AS ASSIGNED; DIRECTING AND AUTHORIZING THE CHAIRMAN AND EXECUTIVE DIRECTOR TO TAKE SUCH ACTIONS AS SHALL BE NECESSARY AND CONSISTENT TO CARRY OUT THE INTENT AND DESIRE OF THE AGENCY; PROVIDING AN EFFECTIVE DATE.

\*\*\*\*\*

WHEREAS, the Agency is responsible for carrying out community redevelopment activities and projects in the community redevelopment area of the City of Riviera Beach, Florida; and

WHEREAS, RBCDC is organized as a community development corporation which was created to participate in community and economic development activities including but not limited to: affordable housing development, infrastructure improvements, neighborhood beautification, job development, commercial development, community and public space development, community building and advocacy, training, homebuyer counseling and education, community gardens and public markets, art and cultural activities, and community policing activities ("Neighborhood Services"); and

WHEREAS, CRA wishes to engage RBCDC in the delivery of certain neighborhood services, as defined herein, for the neighborhoods within the boundaries of the community redevelopment area; and

WHEREAS, CRA proposes to provide operating and in kind support for personnel and administrative activities in the form of a grant, as well as grant support for various projects and programs, pursuant to the Agreement and attached Scope of Services and Budget; and

WHEREAS, the Board of Commissioners finds that the delivery of these service through the RBCDC in in furtherance and the goals and objectives of the adopted Community Redevelopment Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:

SECTION 1. The Agency hereby approves the attached Agreement between the Riviera Beach Community Redevelopment Agency and Riviera Beach Community Development Corporation, Inc.

SECTION 2. The Chair and the Executive Director of the Agency, on behalf of the Agency, are each hereby authorized to take such steps as shall be necessary and proper to carry out the purposes hereof.

SECTION 3. This resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED this 14<sup>TH</sup> day of November, 2012

RIVIERA BEACH COMMUNITY  
REDEVELOPMENT AGENCY

By: Billie E. Brooks  
Name: BILLIE E. BROOKS  
Title: Chairperson

ATTEST:  
Tony R  
Executive Director

Approved as to form and legal sufficiency  
J. Michael Haygood

MOTION BY: Judy Davis  
SECONDED BY: Cedrick Thomas

J. Michael Haygood  
Date 11/12/12  
J. Michael Haygood, PA  
General Counsel to CRA

B. BROOKS AYE  
D. PARDO ABSENT  
C. THOMAS AYE  
S. LOWE AYE  
J. DAVIS AYE

**AGREEMENT  
BETWEEN THE RIVIERA BEACH COMMUNITY REDEVELOPMENT  
AGENCY AND THE RIVIERA BEACH COMMUNITY DEVELOPMENT  
CORPORATION, INC.**

This Agreement is entered in this 16 day of November, 2012 by and among Riviera Beach Community Redevelopment Agency (herein referred to as "CRA"), a body corporate and politic created pursuant to Part III, Chapter 163, Florida Statutes and "Riviera Beach Community Development Corporation, Inc." (herein referred to as "RBCDC"),

WHEREAS, CRA wishes to engage RBCDC in the delivery of certain neighborhood services, within the boundaries of the community redevelopment area;

WHEREAS, RBCDC is organized as a community development corporation which was created to participate in community and economic development activities including but not limited to: affordable housing development, infrastructure improvements, neighborhood beautification, job development, commercial development, community and public space development, community building and advocacy, training, homebuyer counseling and education, community gardens and public markets, art and cultural activities, and community policing activities ("Neighborhood Services"); and

WHEREAS, RBCDC was created to serve as the neighborhood services delivery arm of the CRA: and

WHEREAS, the bylaws of the RBCDC established that the "The president of the corporation shall at all times be the Executive Director of the Riviera Beach Community Redevelopment Agency or his or her designee." and "The president will be the chief executive officer of the above named non-profit corporation, who generally and actively manages the business and affairs of the above name non-profit corporation": and

WHEREAS, the Riviera Beach Heights Implementation Plan, formally adopted on April 11, 2012, also recommended the organization of the new RBCDC with the expectation that the RBCDC would begin work in the Riviera Beach Heights neighborhood and then move on to other neighborhoods within the CRA area: and

WHEREAS, CRA proposes to provide operating support, cash and in kind, for personnel and administrative activities in the form of a grant, pursuant to this Agreement and Exhibits A and B as reported to the Board by the CRA Executive Director in his memorandum of August 1, 2012 and ratified by the CRA Board in its Adopted Budget for the fiscal year 2013: and

WHEREAS, undertaking this work to facilitate implementation of the concepts and intent of the CRA Plan is in the best interest of the citizens of the City of Riviera Beach, Florida.

NOW, THEREFORE, in consideration of the foregoing, and the following covenants and promises, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the CRA and the RBCDC hereby agree as follows:

**SECTION 1. PURPOSE**

- A. Allow for the CRA to provide administrative support for the RBCDC.

- B. Provide funding to RBCDC for the delivery of neighborhood services to targeted CRA neighborhoods.
- C. Engage the RBCDC in the implementation of Capital Improvement projects as assigned.

**SECTION 2. GENERAL TERMS AND CONDITIONS**

- A. This Agreement shall commence upon execution by all parties and shall terminate when the deliverables are complete as identified in the schedule contained in Exhibit A unless terminated earlier in accordance with Section 4 of this Agreement.
- B. The RBCDC shall fully perform the obligations identified in the Scope of Work as identified in Exhibit A of this Agreement to the satisfaction of the CRA.
- C. The CRA and RBCDC agree to be governed by applicable local, state and federal laws, rules and regulations.
- D. Modifications of this Agreement may be requested by any party. Changes, which are mutually agreed upon, shall be valid only when reduced to writing, duly signed by each party and attached to the original Agreement.
- E. The CRA agrees to:
  - 1. Provide all files, data, and information that are available as requested by the RBCDC in furtherance of undertaking its assigned projects and duties.
  - 2. Process all requests for reimbursement in a timely manner
- F. RBCDC agrees to:
  - 1. Provide all files, data, and information that are available as requested by the CRA as necessary to report activity undertaken at the request of the CRA and as assigned.
  - 2. Respond to all such request in a timely manner.

**SECTION 3. FUNDING/CONSIDERATION**

As consideration for performance of work rendered under this Agreement, the CRA agrees to pay the RBCDC a fee and process all payments in a timely manner, as described in Exhibit B. The satisfactory completion of deliverables by the RBCDC, as accepted by the CRA, shall be considered the RBCDC's request for payment according to the schedule contained in Exhibit B.

#### **SECTION 4. TERMINATION**

This Agreement may be cancelled by the CRA upon thirty (30) days prior written notice to the RBCDC's representative in the event of substantial failure by the RBCDC to perform in accordance with the terms of this Agreement through no fault of the CRA; provided the RBCDC shall fail to cure same within that thirty (30) day period. It may also be terminated, in whole or in part, by the CRA, with or without cause, immediately upon written notice to the RBCDC. Unless the RBCDC is in breach of this Agreement, the RBCDC shall be paid for services rendered to the CRA's satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the CRA, the RBCDC shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in progress, completed work, and other materials related to the terminated work to the CRA.
- D. Continue and complete all parts of the work that have not been terminated.

#### **SECTION 5. PERSONNEL**

The RBCDC represents that the CRA will provide the necessary personnel required to perform the services under this Agreement as an in-kind contribution as described in Exhibit B. All of the services required hereunder shall be performed by the RBCDC or under its supervision.

#### **SECTION 6. INSURANCE**

- A. Prior to the execution of this Agreement by the CRA, the RBCDC shall provide certificates evidencing insurance coverage as required hereunder. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the RBCDC has obtained insurance of the type, amount, and classification as required for strict compliance with this section and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the CRA's representative. Compliance with the foregoing requirements shall not relieve the RBCDC of its liability and obligations under this Agreement.
- B. The RBCDC shall maintain, during the life of this Agreement, commercial general liability insurance in the amount of \$500,000 per occurrence to protect the RBCDC from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Agreement, whether such operations be by the RBCDC or by anyone directly or indirectly employed by or contracting with the RBCDC.

#### **SECTION 7. REMEDIES**

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce this Agreement will be held in the State of Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single

or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

#### **SECTION 8. INDEMNIFICATION**

Each party to this Agreement agrees, to the extent permitted by law, to save, defend, reimburse, indemnify, and hold harmless the other parties, and the other parties respective officers, employees, servants or agents from each party's own negligence or willful misconduct and from any and all claims, demands, damages, liabilities, causes of actions, legal or administrative proceeds, judgments, interest, attorney's fees, costs and expenses arising in any manner directly or indirectly in connection with or incidental to the performance of this Agreement. Nothing in this provision shall be construed as consent by the parties to be sued, nor as a waiver of sovereign immunity beyond the limits provided for in Section 768.28, Florida Statutes.

#### **SECTION 9. AVAILABILITY OF FUNDS**

The CRA's performance and obligation to pay under this Agreement is contingent upon an annual appropriation for its purpose by the BOARD OF COMMISSONERS OF THE RIVIERA BEACH COMMUNITY REDEVELPOMENT AGENCY.

#### **SECTION 10. DELAYS AND EXTENSIONS OF TIME**

The RBCDC shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the RBCDC or its subcontractors and without their fault or negligence. Such causes include, but are not limited to: acts of God; natural or public health emergencies; labor disputes; freight embargoes; and abnormally severe and unusual weather conditions;

Upon the RBCDC's request, the CRA shall consider the facts and extent of any failure to perform the work and, if the RBCDC's failure to perform was without it or its subcontractors fault or negligence, the Agreement Schedule and/or any other affected provision of this Agreement shall be revised accordingly; subject to the CRA's rights to change, terminate, or stop any or all of the work at any time.

If the RBCDC is delayed at any time in the process of the work by any act or neglect of the CRA or its employees, or by any other consultant employed by the CRA or by changes ordered by the CRA or any cause beyond the RBCDC's control, or by delay authorized by the CRA pending negotiation or by any cause which the CRA shall decide justifies the delay, then the time of completion shall be extended for any reasonable time the CRA may decide.

#### **SECTION 11. REPRESENTATION AND NOTICE**

In carrying out the terms of this Agreement, as more fully set forth in Exhibit A, the CRA representative shall be the CRA Executive Director. RBCDC representatives and/or employees shall report to the CRA representative for day to day reporting.

All notices provided under or pursuant to the Agreement shall be in writing, delivered either by hand, overnight express mail, or by first class, certified mail, return receipt requested, to the

representatives identified below at the address set forth below:

**For the CRA:**

CRA Executive Director — Tony T. Brown  
2001 Broadway, Suite 300, Riviera Beach, FL 33404  
CRA Attorney — J. Michael Haygood  
701 Northpoint Parkway, Suite 209, West Palm Beach, FL 33407

**For The RBCDC:**

RBCDC Chair- Elizabeth Robinson  
2001 Broadway, Suite 300, Riviera Beach, FL 33404

**SECTION 12. RECORD KEEPING**

- A. All records submitted by the RBCDC shall be kept for three years after the termination of this Agreement and shall be sufficient and complete to verify compliance with the requirements of this Agreement.
- B. The RBCDC shall allow access to its records during normal business hours and upon reasonable and advance requests of the CRA, its employees and agents.

**SECTION 13. DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The RBCDC shall deliver to the CRA's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the CRA under this Agreement.

All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Agreement for or at the CRA's expense shall be and remain the CRA's property and may be reproduced and reused at the discretion of the CRA.

The CRA and the RBCDC shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations, made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

**SECTION 14. REPORTING AND COMPLIANCE**

RBCDC shall provide an annual report of activities by March 30<sup>th</sup> of each year of the previous fiscal year's activities and shall comply with the rules and regulations of Chapter 163, Florida Statutes as well as CRA rules and regulations; US HUD CHDO regulations; and any other funding or regulatory body governing RBCDC activities.

**SECTION 15. INDEPENDENT CONTRACTOR RELATIONSHIP**

The RBCDC is, and shall be, in the performance of all work services and activities under this Agreement, an Independent Contractor, and not an employee, agent, or servant of the CRA. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the RBCDC sole direction, supervision, and control. The RBCDC does not have the power or authority to bind the CRA in any promise, Agreement or representation other than as specifically provided for in this Agreement.

#### **SECTION 16. NON-DISCRIMINATION RBCDC**

The RBCDC warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, political affiliation, marital status, handicap, or sexual orientation. Further, RBCDC shall not discriminate or permit discrimination against any employee or an applicant for employment on the basis of race, color, sex, religion, political affiliation, natural origin, ancestry, marital status, sexual orientation or handicap.

#### **SECTION 17. SEVERABILITY**

Should any provision of this Agreement be declared invalid or unenforceable by a court of competent jurisdiction, the same shall be deemed stricken here from and all other terms and conditions of this Agreement shall continue in full force and effect as if such invalid provision had never been made a part of the Agreement.

#### **SECTION 18. ENTIRETY OF AGREEMENT**

This Agreement represents the entire understanding between the parties. This Agreement may be modified and amended only by written instrument executed by parties hereto.

#### **SECTION 19. VENUE**

To the extent allowed by law, the venue for any action arising from this Agreement shall be in Palm Beach County, Florida.

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

ATTEST:

By: Tony T. Brown  
Tony T. Brown  
Executive Director

Riviera Beach Community  
Redevelopment Agency

By: Billie Brooks  
Name: Billie Brooks  
Title: CRA Board Chairperson

Approved as to form:

By: J. Michael Haygood  
J. Michael Haygood  
CRA Attorney

Riviera Beach Community  
Development Corporation, Inc.

By: Elizabeth Robinson  
Name: Elizabeth Robinson  
Title: RBCDC Board Chairperson

## **Exhibit A Scope of Services**

### **PROJECT TIMEFRAME**

The project timeframe will commence upon execution of this Agreement by all parties. It is anticipated that all tasks contemplated within the Scope of Services shall be delivered during the fiscal year 2013

### **COST**

Total cost to perform tasks detailed in this Scope of Services:  
\$244,250

### **TASKS AND DELIVERABLES**

In collaboration with the City, CRA and area property owners, the RBCDC will provide:

#### **Task 1- A**

##### Neighborhood Services:

**Community Engagement activities:** RBCDC will engage various residents, stakeholders and partners in discussions, outreach, meetings, Town Halls, and communication strategies that informs, educates and builds consensus around a variety of neighborhood services and projects.

**Community Outreach activities:** RBCDC will utilize techniques such as the Neighborhood Chats, Town Halls and Volunteer Recruitment activities.

**Convener Activities:** RBCDC will serve as a convener for residents, nonprofits, for profits and government, and facilitate volunteer activities and discussion opportunities.

**Social Engagement:** RBCDC will engage the residents in youth recreation activities, community block parties and celebrations for activities and projects undertaken.

**Partnership Development:** RBCDC will reach out to partners including donors, lenders, local government, contractors, nonprofit organizations, etc., in an effort to leverage resources and increase neighborhood impact. These may take the form of formal or informal agreements.

**Communications:** RBCDC will utilize any and all form of media to communicate our message to all of our stakeholders, including, reports, newsletters, electronic cards, brochures, annual reports, signage, social media,

#### **Task 1- B**

##### Neighborhood Marketing Services:

**Special events:** RBCDC will plan and produce events that are designed to market the neighborhoods and highlight various projects and initiatives

Neighborhood advertising: RBCDC will advertise neighborhoods as a quality neighborhood, with diverse offerings, highlighting the positive change underway. This advertising will be targeted using print, electronic formal and informal methods to get the word out about events, initiatives, amenities, and neighborhood opportunities.

#### Task 1- C

##### Capital Improvement Services:

Implement capital improvement projects and capital improvement tools, for neighborhoods within the CRA. Capital Improvement Tools: RBCDC will utilize various community improvement tools such as the Residential Incentive Program, the Commercial Incentive Program, business corridor planning and design, Workforce Development Initiatives

##### Capital Improvement Projects:

- Riviera Beach Heights Implementation Plan/"Riviera Beach Heights in Bloom". The CRA has allocated up to \$2,531,000 to implement this strategy. Elements of the strategy include the House X House Initiative, parks, gardens, infrastructure improvements, neighborhood beautification, and other projects.
- The CRA has allocated \$150,000 in its Adopted Budget for fiscal year 2013 for Lakeview South (planning, signage and landscaping).

#### Task 2 -A

##### Riviera Beach Heights in Bloom Program

In collaboration with the Rebuilding Together and Paint Your Heart Out program, the RBCDC will provide exterior repairs, landscaping and painting to up to 20 houses in the CRA, Riviera Beach Heights neighborhood, through the House X House Program.

#### Task 2 -B

##### Community Gardens Initiatives

RBCDC will endeavor to develop at least one community garden project in the Riviera Beach Heights neighborhood, offering gardening educations, opportunities for volunteerism, while encouraging the planting and harvesting of healthy, fresh fruits, vegetables, and plants.

**Exhibit B**  
**Budget and Fee Disbursements**

**BUDGET**

Total CRA approved funds for the fiscal year 2013 for this agreement are \$244,250 and include cash and in-kind contributions.

1. **OPERATING FUNDS**

In-kind contribution provided by the CRA during the fiscal year 2013, and shall be paid as rendered:

• Personnel	\$75,000
• Rent/Occupancy	11,000
• Supplies	3,000
• Telephone	2,500
• Postage	1,000
Total	\$92,500

Funds for administrative expenses, and shall be paid in advance:

• Taxes and Licenses	1,250
• Travel	6,500
• Training	12,500
• Printing/Design	8,500
• Legal Fees	7,500
• Insurance	3,000
• Miscellaneous	2,500
Total	\$41,750

2. **DIRECT NEIGHBORHOOD SERVICES:**

Funds for direct neighborhood services :

\$110,000 (shall be payable as invoiced with satisfactory documentation)

House X House Program	\$65,000 (Pursuant to the Residential Incentives Program as approved by the CRA)
Community Gardens Initiatives	\$45,000

3. **CAPITAL IMPROVEMENT PROJECTS**

The CRA has allocated up to \$2,531,000 to implement the Riviera Beach Heights Implementation Plan: Riviera Beach Heights in Bloom strategy. Additionally, the CRA has allocated up to \$150,000 in its Adopted Budget for FY 2013 for Lakeview South for planning, signage and landscape .RBCDC will serve as Project Manager for these projects. The Operating Funds grant, is offered to the RBCDC, to implement these projects in a timely manner.

**RIVIERA BEACH  
COMMUNITY REDEVELOPMENT AGENCY  
(A Component Unit of the City of Riviera Beach, Florida)**

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**Audited Financial Statements  
For the Year Ended September 30, 2012**

**HCT**

**HARVEY, COVINGTON & THOMAS OF SOUTH FLORIDA, LLC  
3816 Hollywood Boulevard, Suite 203  
Hollywood, Florida 33021  
Telephone: (954) 966-4435  
Facsimile: (954) 962-7747**

**RIVIERA BEACH  
COMMUNITY REDEVELOPMENT AGENCY  
(A Component Unit of the City of Riviera Beach, Florida)**

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**Audited Financial Statements  
For the Year Ended September 30, 2012**

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**RIVIERA BEACH  
COMMUNITY REDEVELOPMENT AGENCY  
(A Component Unit of the City of Riviera Beach, Florida)**

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# Independent Auditor's Report

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South Florida  
3816 Hollywood Boulevard  
Suite 203  
Hollywood, FL 33021  
(954) 966-4435 Phone  
(954) 962-7747 Fax

West Palm Beach  
1977 North Tamiami Trail Avenue  
West Palm Beach, FL 33407  
(561) 655-2664 Phone

West Florida  
3001 North Rocky Point Drive E  
Suite 200  
Tampa, FL 33607  
(813) 413-7627 Phone  
(813) 289-7748 Fax

Central Florida  
407 Center Pointe Circle  
Suite 1603  
Altamonte Springs, FL 32701  
(407) 475-7000 Phone  
(321) 234-9297 Fax

## INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners of  
The Riviera Beach Community Redevelopment Agency  
Riviera Beach, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund of the Riviera Beach Community Redevelopment Agency (the Agency), a component unit of the City of Riviera Beach, Florida (the City), as of and for the year ended September 30, 2012, which collectively comprise the Agency's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Agency's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Agency, as of September 30, 2012, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have issued our report dated November 30, 2012 on our consideration of the Agency's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 8 and 21 through 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Hollywood Florida  
November 30, 2012

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# Management's Discussion & Analysis

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**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
SEPTEMBER 30, 2012

The Management's Discussion and Analysis (MD&A) of the Riviera Beach Community Redevelopment Agency (the "Agency") is designed to provide an objective and easy to read analysis of the financial activities based on currently known facts, decisions, and conditions. The MD&A provides a broad overview and short- and long-term analysis of the Agency's activities based on information presented in the financial statements. Specifically, this information is designed to assist the reader in focusing on significant financial issues, provide an overview of the Agency's financial activity and identify changes in the Agency's financial position and its ability to address the next year's challenges. Finally, the MD&A will identify any material deviations from the approved budget.

The Agency is an independent agency and a blended component unit of the City of Riviera Beach, Florida (the "City"). The Agency has presented its financial statements in accordance with the reporting model required by Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*.

The information contained in this MD&A is only a component of the entire financial statement report. Readers should take time to read and evaluate all sections of the report, including the footnotes and required supplementary information provided.

#### FINANCIAL HIGHLIGHTS

- The Agency's tax increment revenues decreased by \$2,337 from a total of \$5,113,203 in fiscal year 2011 to \$5,110,866 during the fiscal year 2012. The change resulted from decreased commercial and other real property taxable values in the redevelopment district.
- The Agency began the fiscal year with a deficit in their net assets balance of \$9,220,280. The Agency's total revenues for the year ended September 30, 2012, were \$5,255,458 while total expenses including transfers out for governmental activities were \$4,393,849 decreasing the deficit in net assets by \$861,609.
- The Agency's total assets decreased by approximately 4%, or \$1,230,005, from \$34,818,182 to \$33,588,177 at September 30, 2012. The decrease was primarily due to proceeds used to pay down debt and also approximately \$100,000 of depreciation expense that was recognized.

#### OVERVIEW OF THE FINANCIAL STATEMENTS

The Agency's basic financial statements are comprised of the 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

##### Government-Wide Financial Statements

The government-wide financial statements provide readers with a broad overview of the Agency's finances, in a manner similar to a private-sector business. In addition, the government-wide statements are prepared using the accrual basis of accounting. The *Statement of Net Assets* (balance sheet) presents information on the Agency's assets and liabilities, with the difference between the two reported as net assets.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
SEPTEMBER 30, 2012

The *Statement of Activities* (income statement) presents information showing how the Agency's net assets changed during the fiscal year. All changes in revenues are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements present functions of the Agency that are principally supported by tax increment financing (governmental activities). The governmental activities of the Agency include general government activities and redevelopment projects. Thus, the Agency has no business-type activities.

The government-wide financial statements are found beginning on page 9 of this report.

#### **Fund Financial Statements**

The governmental fund financial statements provide readers with an overview of each fund and its related function in a traditional format. A fund is a grouping of related accounts that maintain control over resources that are segregated for specific activities or objectives. The Agency, like other state and local governments, uses fund accounting to ensure and demonstrate legal compliance with finance-related legal requirements. The Agency utilized one Governmental fund for the fiscal year ending September 30, 2012: the *General Fund*, which accounts for the operating activities of the Agency.

*Governmental funds:* Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

The focus of governmental funds is narrower than government-wide financial statements, and it is therefore useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By comparing and contrasting, readers may better understand the long-term impact of the Agency's near term financing decisions. The "Balance Sheet – Governmental Funds" and "Statement of Revenues, Expenditures, and Change in Fund Balance – Governmental Funds" are reconciled as shown on the bottom of the respective statements to facilitate the comparison between the *governmental funds* and *governmental activities*.

The Agency adopts an annual appropriated budget for its General Fund. The budgetary comparison schedule, which constitute Required Supplementary Information pursuant to the Governmental Accounting Standards Board (the "GASB"), is provided to demonstrate compliance with this budget.

The basic governmental funds financial statements can be found beginning on page 11 of this report. The reconciliations between the governmental funds and governmental activities are found at the bottom of each statement.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
SEPTEMBER 30, 2012

**Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and the fund financial statements. These notes to the financial statements begin on page 15 of this report.

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Agency's budget to actual results for the General Fund for the current year. The required supplementary information can be found on page 25 of this report.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As previously noted, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Agency, liabilities exceeded assets by (\$8,358,671) at the close of fiscal year 2012. This "deficiency" is due to the fact that the Agency funded capital improvements that are not owned by the Agency. (See Note 8 to the financial statements.) The improvements are included in capital assets owned by the City of Riviera Beach. The Agency's Tax Increment Revenue decreased by \$2,337 from fiscal year 2011.

**Governmental Assets and Liabilities (see further detail on page 9)**

	<u>Year Ended September 30,</u>		Dollar increase/ (decrease)	Percent increase/ (decrease)
	<u>2012</u>	<u>2011</u>		
Current and other assets	\$ 31,987,710	\$ 33,101,670	\$ (1,113,960)	-3%
Capital assets (Note 3)	1,600,467	1,716,512	(116,045)	-7%
<b>Total assets</b>	<b>33,588,177</b>	<b>34,818,182</b>	<b>(1,230,005)</b>	<b>-4%</b>
Long-term liabilities outstanding (Note 5)	29,447,385	31,543,832	(2,096,447)	-7%
Accounts payable and other liabilities	12,492,463	12,494,630	4,833	0%
<b>Total liabilities</b>	<b>41,946,848</b>	<b>44,038,462</b>	<b>(2,091,614)</b>	<b>-5%</b>
Invested in capital assets, net of related debt	1,600,467	1,716,512	(116,045)	-7%
Unrestricted net deficit	(9,559,138)	(10,936,792)	977,654	-9%
<b>Total net assets</b>	<b>\$ (8,358,671)</b>	<b>\$ (9,220,280)</b>	<b>\$ 861,609</b>	<b>-9%</b>

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
 (A Component Unit of the City of Riviera Beach, Florida)  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
 SEPTEMBER 30, 2012

**Governmental Activities**

Governmental activities decreased the Agency's deficit in net assets by \$861,609. Key elements of the decrease are as follows:

	<u>Year Ended September 30, 2012</u>		Dollar increase/ (decrease)	Percent increase/ (decrease)
	2012	2011		
<b>Revenues:</b>				
<b>Program revenues:</b>				
Charges for services	\$ -	\$ 62,575	\$ (62,575)	-100%
<b>General revenues:</b>				
Property taxes	5,110,866	5,113,203	(2,337)	0%
Other revenues	144,592	76,065	68,527	90%
<b>Total revenues</b>	<u>5,255,458</u>	<u>5,251,843</u>	<u>3,615</u>	<u>0%</u>
<b>Expenses:</b>				
General government	1,688,578	2,328,444	(639,866)	-27%
Redevelopment program	1,116,686	1,249,395	(132,709)	-11%
Interest on long-term debt	1,588,585	1,216,496	372,089	31%
<b>Total expenses</b>	<u>4,393,849</u>	<u>4,794,335</u>	<u>(400,486)</u>	<u>-8%</u>
Decrease/increase in net assets	861,609	(9,737,615)	10,599,224	-109%
Net deficit beginning of year	(9,230,280)	517,335	(9,737,615)	-1882%
<b>Net deficit end of year</b>	<u>\$ (8,358,671)</u>	<u>\$ (9,220,280)</u>	<u>\$ 861,609</u>	<u>-9%</u>

Total expenses of \$4,393,849 in fiscal year 2012 represent a decrease of \$400,986 from fiscal year 2011 expenses of \$4,794,835. The decrease in expenses is due primarily to the net of a decrease in professional services against an increase in interest payments on debt from a full years' interest on the issuance of debt in 2011.

**FINANCIAL ANALYSIS OF THE AGENCY'S FUNDS**

The focus of the Agency's governmental funds is to provide information on near-term inflows, outflows and balances of expendable resources. Such information is useful in assessing the Agency's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. At the end of fiscal year 2012, the Agency's governmental funds reported an ending fund balance of \$19,898,792, a decrease of \$1,073,086 when compared to prior year total of \$20,971,878.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
 (A Component Unit of the City of Riviera Beach, Florida)  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
 SEPTEMBER 30, 2012

**GENERAL BUDGETARY HIGHLIGHTS**

The following information is presented to assist the reader in comparing the original/final budget (Adopted) and the actual results. There were no material deviations from the approved budget.

**General Fund**

**General Fund Revenues**

- The projected revenue for FY 2012 increased by 5% between the original adopted budget and the amended final budget.

**General Fund Expenditures**

- There was a positive variance in the general fund total expenditures. Actual FY 2012 expenditures were \$6,328,544 as compared to the final budgeted expenditures of \$14,270,879 indicating a decrease in projected spending of \$7,942,335 (56%). Refer to the Notes to Budgetary Schedule on page 26.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets**

The Agency investment in capital assets (net of accumulated depreciation) for its governmental activities as of September 30, 2012 totals \$1,600,467. This investment in capital assets includes land, buildings, improvements and equipment.

	<u>Governmental Activities</u>	
	<u>2012</u>	<u>2011</u>
Land	\$ 975,858	\$ 991,013
Building	2,046,129	2,046,129
Equipment	<u>97,959</u>	<u>90,202</u>
Total capital assets	3,119,946	3,127,344
Less accumulated depreciation	<u>(1,519,479)</u>	<u>(1,410,833)</u>
Total capital assets, net	<u>\$1,600,467</u>	<u>\$1,716,511</u>

Additional information on the Agency's capital assets can be found in Note 3 to the financial statements.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
 (A Component Unit of the City of Riviera Beach, Florida)  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
 SEPTEMBER 30, 2012

**Long-term Debt**

At the end of the current fiscal year, the Agency had a total debt outstanding of \$29,515,916 and related accrued interest of \$342,014. The budget for the fiscal year allocated \$3,629,781 for principal and interest on the debt.

	<u>Governmental</u> <u>Activities</u>	
	<u>2012</u>	<u>2011</u>
BB&T Project Loan	\$ 23,885,000	\$ 25,570,000
2006 CRA Note	<u>5,562,385</u>	<u>5,935,271</u>
Total for Notes	29,447,385	31,505,271
Compensated absences	<u>68,531</u>	<u>38,561</u>
Total Long-term debt	<u>\$ 29,515,916</u>	<u>\$ 31,543,832</u>

Additional information on the Agency's long-term liabilities can be found in Notes 4, 5 and 8 to the financial statements.

The Agency owes the City of Riviera Beach for services rendered in the amount of \$262,366. See Note 6 to the financial statements for the detail of the amounts owed.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

For the fiscal year ended September 30, 2012 the TIF revenue received was \$5,110,866 and for the fiscal year ending September 30, 2013 the estimated TIF is \$5,091,083. The annual TIF amount for the fiscal year ending September 30, 2013 may change subject to the final taxable values to be issued by the Palm Beach County Property Appraiser.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Agency's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Tony T. Brown, Executive Director, at 2001 Broadway, Suite 300, Riviera Beach, Florida 33404.

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# Basic Financial Statements

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# Government-wide Financial Statements

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**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Statement of Net Assets**  
September 30, 2012

<u>Assets</u>	<u>Governmental Activities</u>
Cash and cash equivalents	\$ 7,002,678
Cash and cash equivalents - restricted	24,980,922
Prepaid	4,110
Capital assets, not being depreciated	975,858
Capital assets, being depreciated, net	<u>624,609</u>
<b>Total assets</b>	<b><u>33,588,177</u></b>
<u>Liabilities</u>	
Accounts payable	45,065
Accrued liabilities	398,866
Deferred improvement funds	1,530,014
Advance from city	10,194,621
Due to City of Riviera Beach	262,366
Contingent liabilities	68,531
Long-term liabilities:	
Due within one year	2,151,530
Due in more than one year	<u>27,295,855</u>
<b>Total liabilities</b>	<b><u>41,946,848</u></b>
<u>Net Assets</u>	
Invested in capital assets, net of related debt	1,600,467
Unrestricted net deficit	<u>(9,959,138)</u>
<b>Total net assets</b>	<b><u>\$ (8,358,671)</u></b>

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**

(A Component Unit of the City of Riviera Beach, Florida)

**Statement of Activities**

**Fiscal Year Ended September 30, 2012**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>	<u>Net (Expense) Revenue and Changes in Net Assets</u>
		<u>Charges for Services</u>	
<b>Governmental Activities:</b>			
General government	\$ 1,688,578	\$ -	\$ (1,688,578)
Redevelopment program	1,116,686	-	(1,116,686)
Interest and fiscal agent charges	<u>1,588,585</u>	<u>-</u>	<u>(1,588,585)</u>
Total	<u>\$ 4,393,849</u>	<u>\$ -</u>	<u>(4,393,849)</u>
<b>General Revenue:</b>			
Tax increment revenue			5,110,866
Restricted investment earnings			75,913
Unrestricted investment earnings			35,079
Miscellaneous			<u>33,600</u>
Total general revenues			<u>5,255,458</u>
Change in net assets			861,609
Net deficit - beginning of year			<u>(9,220,280)</u>
Net deficit - end of year			<u>\$ (8,358,671)</u>

*The accompanying independent auditors' report and notes are an integral part of these financial statements.*

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Balance Sheet**  
**Governmental Funds**  
**September 30, 2012**

	General	Total Governmental Funds
<u>Assets</u>		
Cash and cash equivalents	\$ 7,002,678	\$ 7,002,678
Cash and cash equivalents - restricted	24,980,922	24,980,922
Prepaid	4,110	4,110
<b>Total assets</b>	<b>\$ 31,987,710</b>	<b>\$ 31,987,710</b>
<u>Liabilities and Fund Balances</u>		
<u>Liabilities:</u>		
Accounts payable	\$ 45,065	\$ 45,065
Accrued liabilities	56,852	56,852
Deferred improvement funds	1,530,014	1,530,014
Advance from city	10,194,621	10,194,621
Due to City of Riviera Beach	262,366	262,366
<b>Total liabilities</b>	<b>12,088,918</b>	<b>12,088,918</b>
<u>Fund Balances:</u>		
Restricted	19,898,792	19,898,792
<b>Total fund balances</b>	<b>19,898,792</b>	<b>19,898,792</b>
<b>Total liabilities and fund balances</b>	<b>\$ 31,987,710</b>	<b>\$ 31,987,710</b>

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**

(A Component Unit of the City of Riviera Beach, Florida)

**Reconciliation - Governmental Funds Balance Sheet to the Statement of Net Assets  
For the Year Ended September 30, 2012**

Fund Balance- Total Governmental Fund (page 11)		\$ 19,898,792
Amounts reported in the governmental activities in the Statement of Net Assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds		
Governmental capital assets (Note 3)	3,119,946	
Less accumulated depreciation	<u>(1,519,479)</u>	1,600,467
Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds (Note 5)		
2006 CRA Note	(\$,562,385)	
BB&T Project Loan	(23,885,000)	
Accrued interest	(342,014)	
Compensated absences	<u>(68,531)</u>	<u>(29,857,930)</u>
Net Assets of Governmental Activities (page 9)		<u>\$ (8,358,671)</u>

*The accompanying independent auditor's report and notes are an integral part of these financial statements*

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**Fiscal Year Ended September 30, 2012**

	<b>General</b>	<b>Total Governmental Funds</b>
<b>Revenues:</b>		
Tax increment revenue	\$ 5,110,866	\$ 5,110,866
Restricted investment earnings	75,913	75,913
Unrestricted investment earnings	35,079	35,079
Miscellaneous	33,600	33,600
Total revenues	5,255,458	5,255,458
<b>Expenditures:</b>		
<b>Current:</b>		
General Government	1,572,534	1,572,534
Redevelopment program	1,109,999	1,109,999
Capital outlay	6,687	6,687
Debt service:		
Principal payments	2,057,886	2,057,886
Interest and fiscal agent charges	1,581,438	1,581,438
Total expenditures	6,328,544	6,328,544
Net change in fund balance	(1,073,086)	(1,073,086)
Fund balances - beginning	20,971,878	20,971,878
Fund balances - ending	\$ 19,898,792	\$ 19,898,792

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
 (A Component Unit of the City of Riviera Beach, Florida)  
**Reconciliation - Statement of Revenues, Expenditures and Changes in  
 Fund Balance of Governmental Funds to the Statement of Activities**  
**For the Year Ended September 30, 2012**

Net Change in Fund Balance		
Total Governmental Funds (page 13)		\$ (1,073,086)
Amounts reported in the governmental activities in the Statement of Net Assets are different because:		
Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is depreciated over their estimated useful lives.		
Expenditures for capital assets (Note 3)	6,687	
Less current year depreciation	<u>(108,646)</u>	(101,959)
The net effect of various transactions involving capital assets is to decrease net assets.		(14,085)
Principal payments on long-term debt are reported as expenditures in governmental funds, but as a reduction of long-term liabilities in the Statement of Net Assets.		2,057,886
Interest is accrued in the statement of activities where in the governmental funds expenditures is reported when due		22,823
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:		
Change in long-term compensated absences		<u>(29,970)</u>
Change in Net Assets of Governmental Activities (page 10)		<u>\$ 861,669</u>

*The accompanying independent auditors' report and notes are an integral part of these financial statements.*

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**Notes to the Basic  
Financial Statements**

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**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Notes to the Basic Financial Statements**  
**September 30, 2012**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The summary of significant accounting policies of the Riviera Beach Community Redevelopment Agency (the "Agency") is presented to assist the reader in interpreting the basic financial statements. The policies are considered essential and should therefore be read in conjunction with the basic financial statements.

The basic financial statements of the Agency have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Agency's accounting policies are described below.

**A – REPORTING ENTITY**

The Riviera Beach Community Redevelopment Agency was established by a special act in 1969 of the Florida Legislature under Chapter 163 to develop and revitalize the blighted areas of the City of Riviera Beach (the City). The Agency's services are rendered wholly within the boundaries of the City, and its activities and transactions are intended to benefit the City by returning improved property to the City's tax rolls to enhance the business and cultural environment of the Agency area and to provide employment to its citizens. The Agency was created by City Resolution No. 130-84, dated August 7, 1984.

Community Redevelopment Agencies ("CRA") are a common governmental tool for redevelopment in the State of Florida, and operate on a budget generated by an increase in property taxes within the area. Once a CRA is established, a percentage of the increase in real property taxes goes to the CRA. This tax increment is used to finance the redevelopment projects outlined in the Community Redevelopment Plan. Thus, the principal mission of the Agency is the preservation or enlargement of the community redevelopment area's tax base from which taxing authorities receive tax revenues to carry out public initiatives that stimulate the rehabilitation or redevelopment of the community redevelopment area.

The Agency is dependent upon the City to fund deficits, meet debt service requirements and pay other expenditures in the event that the revenues of the Agency are insufficient.

Pursuant to the standards promulgated by GASB Statement No. 14, *The Financial Reporting Entity*, and GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*, the Agency is considered a blended component unit of the City of Riviera Beach, Florida (the "City"). The Agency has therefore been reported in the City's basic financial statements, as required. The Board of Commissioners of the Agency is comprised of the members of the City Council and the Mayor. There were no organizations that met the criteria to be included as component unit of the Agency.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Notes to the Basic Financial Statements**  
**September 30, 2012**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the Agency's activities. The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported as general revenues. The Agency does not have any business-type activities.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

**B – MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

*Government-Wide Financial Statements*

The Agency's government-wide financial statements include a Statement of Net Assets and a Statement of Activities. These statements present summaries of governmental activities for the Agency.

The government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Accordingly, all of the Agency's assets and liabilities, including long-term liabilities, are included in the accompanying Statement of Net Assets. The Statement of Activities presents changes in net assets. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

When both restricted and unrestricted resources are available for use, it is the Agency's policy to use restricted resources first, then use unrestricted resources as they are needed.

*Governmental Fund Financial Statements*

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Agency considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Incremental property taxes, interest income, and certain loan repayments are susceptible to accrual. Other revenues that are generally not measurable until actually received are not accrued. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payments are due. The Agency reports its only fund as a major governmental fund.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Notes to the Basic Financial Statements**  
**September 30, 2012**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

The General Fund is the Agency's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**C – CAPITAL ASSETS**

Capital assets, which include property and equipment, are reported in the government-wide financial statements. Capital assets are defined by the Agency as assets with an initial, individual cost of more than \$750 and an estimated useful life in excess of one year. Property and equipment purchased or acquired is carried at historical cost or estimated historical cost. Donated or contributed capital assets are recorded at their estimated fair value on the date received.

The costs of normal maintenance and repairs are charged to operations as incurred. Major outlays for capital assets and improvements are capitalized as projects are constructed and depreciated over the remaining useful lives of the related assets, as applicable. Depreciation for the Agency's property and equipment is computed using the straight-line method over the following estimated useful lives:

Buildings and Improvements	20 years
Equipment	3 – 10 years

**D – RESTRICTED ASSETS**

Restricted assets represent developer deposits held in escrow and restrict cash for capital improvements.

**E – COMPENSATED ABSENCES**

It is the Agency's policy to permit employees to accumulate, within certain limits, earned but unused vacation time and sick leave, which will be paid to employees upon separation from service. All vacation and sick leave pay is accrued when incurred in the government-wide, and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, due to employee resignation or retirement.

**F – LONG TERM OBLIGATIONS**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities.

**G – NEW PRONOUNCEMENTS**

Effective July 1, 2009, the Agency adopted the provisions of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The objective of the statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Notes to the Basic Financial Statements**  
**September 30, 2012**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

As prescribed by GASB Statement No. 54, governmental funds report fund balance in classifications based primarily on the extent to which the Agency is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. Fund balance for governmental funds can consist of the following:

**Non-spendable Fund Balance** –includes amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example: inventories, prepaid amounts, and long-term notes receivable.

**Restricted Fund Balance**—includes amounts that are restricted for specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.

**Committed Fund Balance**—includes amounts that can only be used for the specific purposes determined by a formal action of the Agency’s highest level of decision-making authority, the CRA Board of Commissioners. Commitments may be changed or lifted only by the Agency taking the same formal action that imposed the constraint originally (for example: resolution and ordinance).

**Assigned Fund Balance**—includes amounts intended to be used by the Agency for specific purposes that are neither restricted nor committed. Intent is expressed by (a) CRA Board of Commissioners or (b) a body (a budget, finance committee, or executive director) to which the assigned amounts are to be used for specific purposes. Assigned amounts also include all residual amounts in governmental funds (except negative amounts) that are not classified as non-spendable, restricted, or committed.

**Unassigned Fund Balance**—this residual classification is used for all negative fund balances. In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is depleted in the order of restricted, committed, assigned, and unassigned.

**II – USE OF ESTIMATES**

The preparation of the basic financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities. In addition, estimates affect the reported amount of expenses. Actual results could differ from these estimates and assumptions.

**I – BUDGETARY DATA**

The Agency’s Board annually adopts a balanced operating budget and appropriates funds for the general fund. Appropriations are legally controlled at the object code level and expenditures may not legally exceed budget appropriations.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Notes to the Basic Financial Statements**  
**September 30, 2012**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**J – NET ASSETS**

In the government-wide financial statements, net assets are classified in the following categories:

**Invested in Capital Assets, Net of Related Debt** This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt attributed to the acquisition, construction, or improvement of the assets. The Agency has \$1,600,467 in capital assets, net of related debt at September 30, 2012.

**Restricted Net Assets or Deficit**—This amount is restricted by external creditors, grantors, contributors, laws or regulations of other governments, enabling legislation, constitutional provisions. At fiscal year-end September 30, 2012, the Agency did not have any restricted net assets.

**Unrestricted Net Assets or Deficit**—This amount is all net assets that do not meet the definition of “invested in capital assets, net of related debt” or “restricted net assets.”

**K – TAX INCREMENT FINANCING**

By January of every year the Palm Beach County and the City of Riviera Beach send to the Agency the estimated Tax Increment Financing. Once the Final Tax Roll Valuations for the year are issued the Office of Financial Management and Budget send the Agency a notification reconciling the actual vs. payment previously issued. Any shortage is forwarded or a refund requested.

**NOTE 2 – DEPOSITS**

In addition to insurance provided by the Federal Depository Insurance Corporation, all deposits are held in banking institutions approved by the State Treasurer of the State of Florida to hold public funds. Under Florida Statutes Chapter 280, *Florida Security for Public Deposits Act*, the State Treasurer requires all Florida qualified public depositories to deposit with the Treasurer or another banking institution eligible collateral. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses. Accordingly, all amounts reported as deposits are insured or collateralized with securities held by the entity or its agent in the entity's name.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Notes to the Basic Financial Statements**  
September 30, 2012

**NOTE 3 – CAPITAL ASSETS**

Capital assets activity for property and equipment for the fiscal year ended September 30, 2012 is as follows:

<u>Capital assets</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital assets, not being depreciated:				
Land	\$ 991,013	\$ -	\$ 15,155	\$ 975,858
Total capital assets, not being depreciated	<u>991,013</u>	<u>-</u>	<u>15,155</u>	<u>975,858</u>
Capital assets, being depreciated:				
Building	2,046,129	-	-	2,046,129
Equipment	<u>90,203</u>	<u>7,756</u>	<u>-</u>	<u>97,959</u>
Total capital assets, being depreciated	<u>2,136,332</u>	<u>7,756</u>	<u>-</u>	<u>2,144,088</u>
Total capital assets	<u>3,127,345</u>	<u>7,756</u>	<u>15,155</u>	<u>3,119,946</u>
Less accumulated depreciation for:				
Building	1,335,124	102,306	-	1,437,430
Equipment	<u>75,709</u>	<u>6,340</u>	<u>-</u>	<u>82,049</u>
Total accumulated depreciated	<u>1,410,833</u>	<u>108,646</u>	<u>-</u>	<u>1,519,479</u>
Total capital assets, being depreciated, net	<u>725,499</u>	<u>(100,890)</u>	<u>-</u>	<u>624,609</u>
Total capital assets, net	<u>\$ 1,716,512</u>	<u>\$ (100,890)</u>	<u>\$ 15,155</u>	<u>\$ 1,600,467</u>
Depreciation expense was charged to function/program as follows:				
General government	<u>\$ 108,646</u>			

**NOTE 4 – ADVANCE FROM CITY**

The City advanced the Agency \$10,194,621 in the prior year; no such advances were noted as of September 30, 2012 (See Note 8).

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
 (A Component Unit of the City of Riviera Beach, Florida)  
**Notes to the Basic Financial Statements**  
**September 30, 2012**

**NOTE 5 -- LONG-TERM DEBT**

The following is a summary of changes in long-term liabilities of the Agency for governmental activities for the year ended September 30, 2012:

	<u>Beginning</u> <u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending</u> <u>Balance</u>	<u>Due within</u> <u>One Year</u>
2006 CRA Note	\$ 5,935,271	\$ -	\$ 372,886	\$ 5,562,385	\$ 391,530
Series 2011 Note	25,570,000	-	1,685,000	23,885,000	1,760,000
Total for Notes	31,505,271	-	2,057,886	29,447,385	2,151,530
Compensated absences	38,561	29,970	-	68,531	-
Total Long-term debt	<u>\$ 31,543,832</u>	<u>\$ 29,970</u>	<u>\$ 2,057,886</u>	<u>\$ 29,515,916</u>	<u>\$ 2,151,530</u>

2006 CRA Note

On July 5, 2006, the City issued the Series 2006 Refinancing Note in the amount \$7,175,876 to repay the Series 2002A and Series 2003 Notes. Although the Series 2006 Note was issued by the City, the proceeds were used to refinance Agency debt and the Agency is making the debt service payments. The Series 2006 Note bears interest at a rate equal to 67% of the one month LIBOR rate plus 108 basis points, adjusted monthly as of the first day of each calendar month until September 30, 2007. Effective October 1, 2007, the interest rate adjusted to a fixed rate of 4.19%. The principal and interest is secured by a pledge of tax incremental revenues to the city which in turn has subordinated its interest to BB&T Bank and the Series 2011 Note. Total principal and interest remaining on the Note is \$7,705,029. For the current year, interest paid was \$241,611.

The annual debt service requirements for the 2006 CRA Note is as follows:

Annual Debt Services Requirements - 2006 CRA Note is as follows:

<u>Year Ending</u> <u>September 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	\$ 391,530	\$ 233,064	\$ 624,594
2014	411,107	216,659	627,766
2015	431,662	199,433	631,095
2016	453,245	180,335	631,095
2017-2021	2,629,688	577,259	3,211,554
2022-2023	1,245,153	104,799	1,978,928
Total	<u>\$ 5,562,385</u>	<u>\$ 1,511,549</u>	<u>\$ 7,705,029</u>

*The accompanying independent auditors' report is an integral part of these financial statements*

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Notes to the Basic Financial Statements**  
September 30, 2012

**NOTE 5 – LONG-TERM DEBT (continued)**

*Series 2011 Redevelopment Revenue Note*

On April 28, 2011, the Agency issued Redevelopment Revenue Note Series 2011 in the amount \$25,570,000. The proceeds of the Note will be used to pay the costs to acquire, construct and equip certain capital improvements consistent with and in furtherance of the Agency's Redevelopment Plan including the engineering, design, construction and acquisition of certain water, sewer and storm-water utilities, community facilities, public parking facilities, streetscape, landscape and access improvements, grants for landscape and facade upgrades, bulkhead and dock repair, marina upland improvements and such other projects as may be approved by the Agency from time to time, in accordance with and in furtherance of the Redevelopment Plan. The Series 2011 Note bears a fixed interest rate of 4.44% paid semi-annually each February 1 and August 1 commencing August 1, 2011. Principal payments are payable annually commencing August 1, 2012 until the note matures on August 1, 2025. The principal and interest is secured by a pledge of tax incremental revenues. Total principal and interest remaining on the note is \$31,739,360. For the current year, interest paid was \$1,135,218.

The annual debt service requirement for the Series 2012 Redevelopment Revenue Note is as follows:

**Annual Debt Services Requirements - Project Loan- BB&T is as follows:**

<u>Year Ending</u> <u>September 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	\$ 1,760,000	\$ 1,060,494	\$ 2,820,494
2014	1,835,000	982,350	2,817,350
2015	1,910,000	900,876	2,810,876
2016	1,990,000	816,072	2,806,072
2017-2021	7,285,000	3,018,312	10,303,312
2022-2025	9,105,000	1,076,256	10,181,256
Total	<u>\$ 23,885,000</u>	<u>\$ 7,854,360</u>	<u>\$ 31,739,360</u>

**NOTE 6 – DUE TO CITY OF RIVIERA BEACH**

At the end of the fiscal year the Agency owed the City of Riviera Beach \$262,366, for services contracted by the Agency and administered by the City to assist the Agency in implementation of the CRA plan as follows:

Reimbursement for Clean and Safe Officers	\$ 43,731
City Services for the FY 2012	<u>218,635</u>
	<u>\$ 262,366</u>

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Notes to the Basic Financial Statements**  
**September 30, 2012**

**NOTE 7 – PENSION PLAN**

The Agency has a defined contribution plan in which all employees participate. Employer contributions for the year ended September 30, 2012 were equal to 6% of the qualified employee's annual compensation. Contributions are immediately 100% vested. Employees are not required to contribute. Employer contributions totaled approximately \$25,000 for the fiscal year ended September 30, 2012.

**NOTE 8 – INTER-LOCAL AGREEMENT**

**Inter-local Agreement**

On October 21, 2009 through the City's Resolution No. 135-09, the City of Riviera Beach and the Agency entered into a loan agreement where the City agreed to loan the Agency an amount not to exceed \$10,400,000. Restrictions were placed on the funds limiting their use to the construction and infrastructure improvements to the Ocean Mall and Municipal Beach properties as agreed to in an agreement between, the City, the Agency, and the Ocean Mall Redevelopment, LLC (OMRD). The Agency in turn agreed to provide a grant up to \$10,400,000 to the developer (OMRD) to make required infrastructure, parking and beach improvements in support of the project. On behalf of the Agency, the City advanced the loan proceeds to OMRD based on draw requests from OMRD for construction of the improvements based on inspection and approval of the requests by the City. The Ocean Mall and the Municipal Beach are owned by the City of Riviera Beach. The Ocean Mall/Municipal Marina project was catalytic in the development of other commercial properties in the area, including the Ritz Carlton, the largest tax-assessed property (\$234 million) in the CRA area.

On April 27, 2011 through the City's Resolution No. 52-11, the City agreed to modify the loan agreement with the Agency by offering more flexible terms to the Agency. The modifications to the loan repayment terms of the original agreement included three repayment phases: the construction period, principal deferral period of five years, and principal and interest repayment period over a period of ten years.

The Agency agreed to repay the City principal and interest as follows:

1. Commencing on October 15, 2009 and continuing through June 30, 2011, all accrued and unpaid interest at 4.75% per annum on the principal amount paid to OMRD.
2. The City agreed to defer the principal payment for a period of five years commencing July 1, 2011 through June 30, 2016.
3. Commencing on July 1, 2011 through June 30, 2016, the interest on the principal amount paid to OMRD will be reduced to 2% per annum.
4. From July 1, 2016 and continuing annually through July 1, 2026, a payment of principal and interest, based on an interest of 4.75% per annum, is due and payable each July 1, commencing on July 1, 2016 until July 1, 2025 based on a fifteen year amortization.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Notes to the Basic Financial Statements**  
**September 30, 2012**

**NOTE 9 – OPERATING LEASE**

The Agency's lease agreement expired on November 30, 2011 and was extended for an additional three year period from December 1, 2011 to November 30, 2014. The monthly lease payments are \$4,669 for the first year and \$4,857 for the second year and \$5,051 for the third year. The Agency is also responsible for shared operating costs. During the fiscal year ended September 30, 2012 the Agency made payments of \$63,410 pursuant to the lease agreements.

**NOTE 10 – DEFERRED IMPROVEMENT FUNDS**

The Agency entered into an agreement with the City during the year ended September 30, 2012, whereby accrued payables from prior years to the City in the amount of \$1,530,014 would be deferred and used for improvements to the Riviera Beach Municipal Marina. The improvements made will be a joint effort between the Agency and the City.

**NOTE 11 – RISK MANAGEMENT**

The Agency is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Agency purchases insurance through the Florida Municipal Insurance Trust.

There have been no settlements that exceeded insurance coverage during the fiscal year.

**NOTE 12 – BUDGETARY COMPARISON SCHEDULE**

The budgetary information is presented as part of the required supplementary information as mandated by GASB Statement No. 34 "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments".

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# Budgetary Information

(Required Supplementary Information – Unaudited)

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**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Budgetary Comparison Schedule - General Fund**  
Required Supplementary Information - Unaudited  
Fiscal Year Ended September 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with final budget - positive (negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues:</b>				
Tax increment revenue	\$ 4,960,384	\$ 5,147,222	\$ 5,110,866	\$ (36,356)
Investment earnings	7,000	88,000	10,992	22,992
Miscellaneous income	12,000	-	33,600	33,600
<b>Total revenues</b>	<u>4,979,384</u>	<u>5,235,222</u>	<u>5,255,458</u>	<u>20,236</u>
<b>Expenditures:</b>				
<b>Current:</b>				
General government	1,880,484	2,026,154	1,572,534	453,620
Redevelopment program	4,729,000	7,607,944	1,109,999	6,497,945
Capital outlay	10,000	1,007,000	6,687	1,000,313
<b>Debt service:</b>				
Principal retirement	355,129	2,057,886	2,057,886	-
Interest and fiscal charges	1,299,621	1,371,895	1,581,438	(9,543)
<b>Total expenditures</b>	<u>8,274,234</u>	<u>14,270,879</u>	<u>6,328,544</u>	<u>7,942,335</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(3,294,850)</u>	<u>(9,035,657)</u>	<u>(1,073,086)</u>	<u>7,922,099</u>
<b>Other Financing Sources:</b>				
Reallocation of City accrued payables	-	1,570,414	-	(1,570,414)
Carryforward from B&T Project Loan	-	4,626,277	-	(4,626,277)
Carryforward from General Fund	3,294,850	2,838,966	-	(2,838,966)
	<u>3,294,850</u>	<u>9,035,657</u>	<u>-</u>	<u>(9,035,657)</u>
<b>Net change in fund balances</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,073,086)</u>	<u>\$ (1,113,558)</u>
<b>Fund Balance Beginning</b>			<u>20,971,878</u>	
<b>Fund Balance Ending</b>			<u>\$ 19,898,792</u>	

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Notes to Budgetary Schedule**  
**Fiscal Year Ended September 30, 2012**

**NOTE 1 – BUDGETARY ACCOUNTING**

The Agency prepares its budget for the general fund on a basis consistent with generally accepted accounting principles. The procedures for establishing budgetary data reflected on the budgetary comparison schedule are as follows:

- Approximately July 1, the Executive Director submits to the Agency Board a proposed operating budget prepared for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted to obtain taxpayer comments.
- Prior to October 1, the budget is legally enacted through the passage of a resolution.
- Appropriations are legally controlled at the fund level and expenditures may not legally exceed budgeted appropriations.

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# Compliance

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER  
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING  
STANDARDS**

To the Board of Commissioners of  
The Riviera Beach Community Redevelopment Agency  
Riviera Beach, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund of the Riviera Beach Community Redevelopment Agency (the "Agency"), a component unit of the City of Riviera Beach, Florida (the "City"), as of and for the year ended September 30, 2012, which collectively comprise the Agency's basic financial statements as listed in the table of contents and have issued our report thereon dated November 30, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control over Financial Reporting**

In planning and performing our audit, we considered Agency's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Agency's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances that are required to be reported under *Government Auditing Standards*. We noted certain matters that we reported to management of the Agency, in the accompanying schedule of findings and responses.

The Agency's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. We did not audit the Agency's responses and accordingly, we express no opinion on them.

This report is intended solely for the information and use of management, Board of Commissioners, the City of Riviera Beach, Florida, others within the entity, grantor agencies and the Auditor General of the State of Florida and is not intended to be and should not be used by anyone other than these specified parties.

Hollywood, Florida  
November 30, 2012

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Schedule of Finding and Responses**  
**September 30, 2012**

**PRIOR YEAR FINANCIAL STATEMENT FINDINGS**

Matters that are not repeated in the accompanying Schedule of Findings and Responses

2011-01 – Account Reconciliations

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Schedule of Finding and Responses**  
September 30, 2012

**FINANCIAL STATEMENT FINDINGS**

\*None



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**INDEPENDENT AUDITOR'S MANAGEMENT LETTER TO  
MANAGEMENT IN ACCORDANCE WITH THE RULES OF THE  
AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Commissioners of  
The Riviera Beach Community Redevelopment Agency  
Riviera Beach, Florida

We have audited the financial statements of the Riviera Beach Community Redevelopment Agency (the "Agency"), a component unit of the City of Riviera Beach, Florida (the "City"), as of and for the year ended September 30, 2012, and have issued our report thereon dated November 30, 2012.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters. Disclosures in that report, which is dated November 30, 2012, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.550, Rules of the Auditor General, which governs the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's reports:

➤ Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. We noted no such findings or recommendations from the preceding annual audit report.

➤ Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Agency complied with Section 218.415, Florida Statutes.

➤ Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, findings and recommendations are incorporated in the accompanying schedule of findings and responses.

➤ Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address violations of provisions of contracts or grant agreements, or abuse that have occurred, or are likely to have occurred, that have an effect on the financial statement that is less than material but more than inconsequential. In connection with our audit, we noted no such findings.

- Section 10.554(1)(i)5., Rules of the Auditor General, provides that the auditor may, based on professional judgment, report the following matters that are inconsequential to the determination of financial statement amounts, considering both quantitative and qualitative factors: (1) violations of laws, regulations, contracts or grant agreements, or abuse that have occurred, or are likely to have occurred, and (2) deficiencies that are not significant deficiencies. In connection with our audit, we noted no such matters.
- Section 10.554(1)(i)6., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The required information is disclosed in the September 30, 2012 Note 1 to the Agency's financial statements.
- Section 10.554(1)(i)7.a., Rules of the Auditor General, requires a statement be included as to whether or not the local governmental entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the Agency did not meet one or more of the conditions described in Section 218.503(1), Florida Statutes. The Agency reported a restricted fund balance of \$19,898,792 as of September 30, 2012.
- Section 10.554(1)(i)7.b., Rules of the Auditor General, requires that we determine whether the annual financial report for the fiscal year ended September 30, 2012, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2012. In connection with our audit, we determined that the Agency is included in the basic financial statements of the City of Riviera Beach, Florida for the fiscal year ended September 30, 2012.
- Pursuant to Sections 10.554(1)(i)7.c. and 10.556(7), Rules of the Auditor General, we applied financial condition assessment procedures as of September 30, 2012. It is management's responsibility to monitor the Agency's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information and use of management, Board of Commissioners, the City of Riviera Beach, Florida, others within the entity, grantor agencies and the Auditor General of the State of Florida and is not intended to be and should not be used by anyone other than these specified parties.

Harvey, Covington & Thomas of South Florida, LLC  
November 30, 2012

**RIVIERA BEACH**  
**COMMUNITY REDEVELOPMENT AGENCY**  
**(A Component Unit of the City of Riviera Beach, Florida)**

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**Audited Financial Statements**  
**For the Year Ended September 30, 2011**

**HCT**

**HARVEY. COVINGTON & THOMAS, PC**  
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Hollywood, Florida 33021  
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**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

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# **Independent Auditor's Report**

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**HARVEY, COVINGTON & THOMAS, LLC**

**Certified Public Accountants & Consultants**

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Commissioners of  
The Riviera Beach Community Redevelopment Agency  
Riviera Beach, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund of the Riviera Beach Community Redevelopment Agency (the Agency), a component unit of the City of Riviera Beach, Florida (the City), as of and for the year ended September 30, 2011, which collectively comprise the Agency's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Agency's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Agency, as of September 30, 2011, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have issued our report dated March 30, 2012 on our consideration of the Agency's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 8 and 21 through 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial

reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Harvey Lovington J. Thomas, J. S. C.*

Hollywood Florida  
March 30, 2012

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## **Management's Discussion & Analysis**

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**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**MANAGEMENT'S DISCUSSION & ANALYSIS**  
SEPTEMBER 30, 2011

The Management's Discussion and Analysis (MD&A) of the Riviera Beach Community Redevelopment Agency (the "Agency") is designed to provide an objective and easy to read analysis of the financial activities based on currently known facts, decisions, and conditions. The MD&A provides a broad overview and short- and long-term analysis of the Agency's activities based on information presented in the financial statements. Specifically, this information is designed to assist the reader in focusing on significant financial issues, provide an overview of the Agency's financial activity and identify changes in the Agency's financial position and its ability to address the next year's challenges. Finally, the MD&A will identify any material deviations from the approved budget.

The Agency is an independent agency and a blended component unit of the City of Riviera Beach, Florida (the "City"). The Agency has presented its financial statements in accordance with the reporting model required by Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*.

The information contained in this MD&A is only a component of the entire financial statement report. Readers should take time to read and evaluate all sections of the report, including the footnotes and required supplementary information provided.

**FINANCIAL HIGHLIGHTS**

- The Agency's tax increment revenues decreased by \$235,237 (4%) from a total of \$5,348,440 in fiscal year 2010 to \$5,113,203 during the fiscal year 2011. The change resulted from decreased commercial and other real property taxable values in the redevelopment district.
- The Agency began the fiscal year with a net assets balance of \$517,336. The Agency's total revenues for the year ended September 30, 2011, were \$5,251,843 while total expenses including transfers out for governmental activities were \$15,178,674 decreasing net assets by (\$9,737,615).
- The Agency's total assets increased by approximately 113%, or \$18,491,998, from \$16,326,184 to \$34,818,182 at September 30, 2011. The increase was primarily due to the proceeds received from the issuance of the Redevelopment Note Series 2011 in the amount of \$25,570,000.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The Agency's basic financial statements are comprised of the 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

**Government-Wide Financial Statements**

The government-wide financial statements provide readers with a broad overview of the Agency's finances, in a manner similar to a private-sector business. In addition, the government-wide statements are prepared using the accrual basis of accounting. The *Statement of Net Assets* (balance sheet) presents information on the Agency's assets and liabilities, with the difference between the two reported as net assets.

The *Statement of Activities* (income statement) presents information showing how the Agency's net assets changed during the fiscal year. All changes in revenues are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
SEPTEMBER 30, 2011

The government-wide financial statements present functions of the Agency that are principally supported by tax increment financing (governmental activities). The governmental activities of the Agency include general government activities and redevelopment projects. Thus, the Agency has no business-type activities.

The government-wide financial statements are found beginning on page 9 of this report.

**Fund Financial Statements**

The governmental fund financial statements provide readers with an overview of each fund and its related function in a traditional format. A fund is a grouping of related accounts that maintain control over resources that are segregated for specific activities or objectives. The Agency, like other state and local governments, uses fund accounting to ensure and demonstrate legal compliance with finance-related legal requirements. The Agency utilized one Governmental fund for the fiscal year ending September 30, 2011: the *General Fund*, which accounts for the operating activities of the Agency.

**Governmental funds:** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

The focus of governmental funds is narrower than government-wide financial statements, and it is therefore useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By comparing and contrasting, readers may better understand the long-term impact of the Agency's near term financing decisions. The "Balance Sheet – Governmental Funds" and "Statement of Revenues, Expenditures, and Change in Fund Balance – Governmental Funds" are reconciled as shown on the bottom of the respective statements to facilitate the comparison between the *governmental funds* and *governmental activities*.

The Agency adopts an annual appropriated budget for its General Fund. The budgetary comparison schedule, which constitute Required Supplementary Information pursuant to the Governmental Accounting Standards Board (the "GASB"), is provided to demonstrate compliance with this budget.

The basic governmental funds financial statements can be found beginning on page 11 of this report. The reconciliations between the governmental funds and governmental activities are found at the bottom of each statement.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**MANAGEMENT'S DISCUSSION & ANALYSIS**  
SEPTEMBER 30, 2011

**Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and the fund financial statements. These notes to the financial statements begin on page 15 of this report.

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Agency's budget to actual results for the General Fund for the current year. The required supplementary information can be found on page 25 of this report.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As previously noted, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Agency, liabilities exceeded assets by (\$9,220,280) at the close of fiscal year 2011. This "deficiency" is due to the fact that the Agency funded capital improvements of \$10,194,621 to assets that are not owned by the Agency. (See Note 3 and Note 8 to the financial statements.) The improvements are included in capital assets owned by the City of Riviera Beach. The Agency's Tax Increment Revenue decreased by \$235,237 from fiscal year 2010. Approximately 73% of the Agency's total assets are comprised of restricted cash related to the issuance of the Redevelopment Note Series 2011.

**Governmental Assets and Liabilities**

	<u>Year Ended September 30,</u>		Dollar increase/ (decrease)	Percent increase/ (decrease)
	<u>2011</u>	<u>2010</u>		
Current and other assets	\$ 33,101,670	\$ 6,446,359	\$ 26,655,311	413%
Capital assets (Note 3)	<u>1,716,512</u>	<u>9,879,825</u>	<u>(8,163,313)</u>	-83%
<b>Total assets</b>	<u>34,818,182</u>	<u>16,326,184</u>	<u>18,491,998</u>	113%
Long-term liabilities outstanding (Note 5)	31,543,832	6,315,286	25,228,546	399%
Other liabilities	<u>12,494,629</u>	<u>9,499,563</u>	<u>3,001,066</u>	32%
<b>Total liabilities</b>	<u>44,038,461</u>	<u>15,808,849</u>	<u>28,229,612</u>	179%
<b>Net Assets:</b>				
Invested in capital assets, net of related debt	1,716,512	1,817,273	(100,761)	-6%
Unrestricted	<u>(10,936,792)</u>	<u>(1,299,937)</u>	<u>(9,636,855)</u>	741%
<b>Total net assets</b>	<u>\$ (9,220,280)</u>	<u>\$ 517,336</u>	<u>\$ (9,737,616)</u>	-1882%

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
SEPTEMBER 30, 2011

**Governmental Activities**

Governmental activities decreased the Agency's net assets by (\$9,737,615). Key elements of the decrease are as follows:

	<u>Year Ended September 30,</u>		Dollar increase/ <u>(decrease)</u>	Percent increase/ <u>(decrease)</u>
	<u>2011</u>	<u>2010</u>		
<b>Revenues:</b>				
<b>Program revenues:</b>				
Charges for services	\$ 62,575	\$ 47,031	\$ 15,544	33%
<b>General revenues:</b>				
Property taxes	5,115,203	5,348,440	(235,237)	-4%
Other revenues	<u>76,065</u>	<u>34,403</u>	<u>41,662</u>	121%
Total revenues	<u>5,251,843</u>	<u>5,429,874</u>	<u>(178,031)</u>	-3%
<b>Expenses:</b>				
General government	2,328,444	1,909,282	419,162	22%
Redevelopment program	1,249,895	268,938	980,957	365%
Capital outlay	-	4,678	(4,678)	-100%
Interest on long-term debt	<u>1,216,496</u>	<u>761,101</u>	<u>455,395</u>	60%
Total expenses	<u>4,794,835</u>	<u>2,943,999</u>	<u>1,850,836</u>	63%
Transfers out	<u>(10,194,621)</u>	<u>-</u>	<u>(10,194,621)</u>	-100%
Decrease/increase in net assets	(9,737,615)	2,485,876	(12,223,491)	-492%
Net assets beginning of year	<u>517,335</u>	<u>(1,968,540)</u>	<u>2,485,875</u>	-126%
Net assets end of year	<u>\$ (9,220,280)</u>	<u>\$ 517,336</u>	<u>\$ (9,737,616)</u>	-1882%

Tax Increment Financing revenues decreased by (\$235,237) during fiscal year 2011. T.I.F. revenue decreases are a result of decreases in commercial and other real property taxable values in the Agency's redevelopment area.

Total expenses of \$4,794,835 in fiscal year 2011 represent an increase of \$1,850,836 from fiscal year 2010 expenses of \$2,943,999. The increase in expenses is due primarily to the increase in redevelopment program expenses, professional services and interest payments on long-term debt.

**FINANCIAL ANALYSIS OF THE AGENCY'S FUNDS**

The focus of the Agency's governmental funds is to provide information on near-term inflows, outflows and balances of expendable resources. Such information is useful in assessing the Agency's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. At the end of fiscal year 2011, the Agency's governmental funds reported an ending fund balance of \$20,971,878, an increase of \$24,019,081 when

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
 (A Component Unit of the City of Riviera Beach, Florida)

**MANAGEMENT'S DISCUSSION & ANALYSIS**  
 SEPTEMBER 30, 2011

compared to prior year total of (\$3,047,203). The increase is attributable to the debt proceeds related to the Redevelopment Note Series 2011.

**GENERAL BUDGETARY HIGHLIGHTS**

The following information is presented to assist the reader in comparing the original/final budget (Adopted) and the actual results. There were no material deviations from the approved budget.

**General Fund**

**General Fund Revenues**

... The projected revenue for FY 2011 increased by 6% between the original adopted budget and the amended final budget.

**General Fund Expenditures**

... There was a positive variance in the general fund total expenditures. Actual total expenditures of \$6,802,762 when compared to the final budgeted expenditures of \$8,399,604 resulted in a decrease of \$1,596,842 (19%) from budgeted. Refer to the Notes to Budgetary Schedule Note 12 on page 24.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets**

The Agency investment in capital assets (net of accumulated depreciation) for its governmental activities as of September 30, 2011 amounts to \$1,716,511. This investment in capital assets includes land, buildings, improvements and equipment.

	<b>Governmental Activities</b>	
	<u>2011</u>	<u>2010</u>
Land	\$ 991,013	\$ 991,013
Construction in progress	-	8,062,552
Building	2,046,129	2,046,129
Equipment	<u>90,202</u>	<u>82,237</u>
Total capital assets	3,127,344	11,181,931
Less accumulated depreciation	<u>(1,410,833)</u>	<u>(1,302,106)</u>
Total capital assets, net	<u>\$ 1,716,511</u>	<u>\$ 9,879,825</u>

Additional information on the Agency's capital assets can be found in Note 3 to the financial statements.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
 (A Component Unit of the City of Riviera Beach, Florida)  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
 SEPTEMBER 30, 2011

**Long-term Debt**

At the end of the current fiscal year, the Agency had a total debt outstanding of \$31,543,832. The budget for the fiscal year allocated \$1,488,504 for principal and interest on the Note.

	<b>Governmental Activities</b>	
	<u>2011</u>	<u>2010</u>
BB&T Project Loan	\$ 25,570,000	\$ -
2006 CRA Note	5,935,271	6,290,400
Compensated absences	<u>38,561</u>	<u>24,886</u>
Total Long-term debt	<u>\$ 31,543,832</u>	<u>\$ 6,315,286</u>

Additional information on the Agency's long-term liabilities can be found in Note 5 to the financial statements.

The Agency owes the City of Riviera Beach \$1,678,212. See Note 6 to the financial statements for the detail of the amount owed.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

For the fiscal year ended September 30, 2011 the TIF received was \$5,113,203 and for the fiscal year ended September 30, 2012 the TIF received as of 03/30/12 was \$5,212,908. This figure may change subject to the final taxable values to be issued by the Palm Beach County Property Appraiser.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Agency's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Tony T. Brown, Executive Director, at 2001 Broadway, Suite 300, Riviera Beach, Florida 33404.

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# **Basic Financial Statements**

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**Government-wide Financial  
Statements**

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Riviera Beach Community Redevelopment Agency  
(A Component Unit of the City of Riviera Beach, Florida)  
Statement of Net Assets  
September 30, 2011

<u>Assets</u>	<u>Governmental Activities</u>
Cash and cash equivalents	\$ 7,521,204
Cash and cash equivalents - restricted	25,510,654
Accounts receivable, net	25,000
Due from City of Riviera Beach	40,400
Prepaid	4,412
Capital assets, not being depreciated	991,013
Capital assets, being depreciated, net	725,499
<b>Total assets</b>	<b><u>34,818,182</u></b>
<u>Liabilities</u>	
Accounts payable	166,028
Accrued liabilities	419,961
Advance from city	10,194,621
Due to City of Riviera Beach	1,678,212
Contingent liabilities	35,807
Long-term liabilities:	
Due within one year	2,057,886
Due in more than one year	29,485,946
<b>Total liabilities</b>	<b><u>44,038,461</u></b>
<u>Net Assets</u>	
Invested in capital assets, net of related debt	1,716,512
Unrestricted	(10,936,792)
<b>Total net assets</b>	<b><u>\$ (9,220,280)</u></b>

See notes to basic financial statements

**Riviera Beach Community Redevelopment Agency**  
**(A Component Unit of the City of Riviera Beach, Florida)**  
**Statement of Activities**  
**Fiscal Year Ended September 30, 2011**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>	<u>Charges for Services</u>	<u>Net (Expense) Revenue and Changes in Net Assets</u>
<b>Governmental Activities:</b>				
General government	\$ 2,328,444	\$ 62,575		\$ (2,265,869)
Redevelopment program	1,249,895	-		(1,249,895)
Interest and fiscal agent charges	1,216,496	-		(1,216,496)
Total	<u>\$ 4,794,835</u>	<u>\$ 62,575</u>		<u>(4,732,261)</u>
<b>General Revenue:</b>				
Tax increment revenue				5,113,203
Unrestricted investment earnings				48,856
Miscellaneous				27,209
Transfers				<u>(10,194,621)</u>
Total general revenues				<u>(5,005,354)</u>
Change in net assets				<u>(9,737,615)</u>
Net assets - beginning of year				<u>517,335</u>
Net assets - end of year				<u>\$ (9,220,280)</u>

Riviera Beach Community Redevelopment Agency  
(A Component Unit of the City of Riviera Beach, Florida)  
Balance Sheet  
Governmental Funds  
September 30, 2011

	General	Total Governmental Funds
<b><u>Assets</u></b>		
Cash and cash equivalents	\$ 7,521,204	\$ 7,521,204
Cash and cash equivalents - restricted	25,510,654	25,510,654
Accounts receivable, net	25,000	25,000
Due from City of Riviera Beach	40,400	40,400
Prepaid	4,412	4,412
<b>Total assets</b>	<b>\$ 33,101,670</b>	<b>\$ 33,101,670</b>
 <b><u>Liabilities and Fund Balances</u></b>		
<b><u>Liabilities:</u></b>		
Accounts payable	\$ 166,028	\$ 166,028
Accrued liabilities	55,124	55,124
Contingent liabilities	35,807	35,807
Advance from city	10,194,621	10,194,621
Due to City of Riviera Beach	1,678,212	1,678,212
<b>Total liabilities</b>	<b>12,129,792</b>	<b>12,129,792</b>
 <b><u>Fund Balances:</u></b>		
Restricted	20,971,878	20,971,878
<b>Total fund balances</b>	<b>20,971,878</b>	<b>20,971,878</b>
<b>Total liabilities and fund balance</b>	<b>\$ 33,101,670</b>	<b>\$ 33,101,670</b>

See notes to basic financial statements

**Riviera Beach Community Redevelopment Agency**  
**(A Component Unit of the City of Riviera Beach, Florida)**  
**Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets**  
**For the Year Ended September 30, 2011**

Fund Balance- Total Governmental Fund (page 11) \$ 20,971,878

Amounts reported in the governmental activities in the Statement of Net Assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds

Governmental capital assets (Note 3)	3,127,344	
Less accumulated depreciation	<u>(1,410,833)</u>	1,716,511

Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds (Note 5)

2006 CRA Note	(5,935,271)	
BB&T Project Loan	(25,570,000)	
Accrued interest	(364,837)	
Compensated absences	<u>(38,561)</u>	(31,908,669)

Net Assets of Governmental Activities (page 9) \$ (9,220,280)

**Riviera Beach Community Redevelopment Agency**  
**(A Component Unit of the City of Riviera Beach, Florida)**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**Fiscal Year Ended September 30, 2011**

	General	Total Governmental Funds
<b>Revenues:</b>		
Tax increment revenue	\$ 5,113,203	\$ 5,113,203
Charges for services	62,575	62,575
Investment earnings	48,856	48,856
Miscellaneous	27,209	27,209
Total revenues	5,251,843	5,251,843
<b>Expenditures:</b>		
Current:		
General Government	2,206,044	2,206,044
Redevelopment program	3,381,964	3,381,964
Capital outlay	7,966	7,966
Debt service:		
Principal payments	355,129	355,129
Interest and fiscal agent charges	851,659	851,659
Total expenditures	6,802,762	6,802,762
Deficiency of revenues over expenditures	(1,550,919)	(1,550,919)
<b>Other financing sources</b>		
Issuance of debt	25,570,000	25,570,000
Net change in fund balance	24,019,081	24,019,081
Fund balances - beginning	(3,047,203)	(3,047,203)
Fund balances - ending	\$ 20,971,878	\$ 20,971,878

See notes to basic financial statements

**Riviera Beach Community Redevelopment Agency**  
**(A Component Unit of the City of Riviera Beach, Florida)**  
**Reconciliation of the Statement of Revenues, Expenditures and Changes in**  
**Fund Balance of Governmental Funds to the Statement of Activities**  
**For the Year Ended September 30, 2011**

Net Change in Fund Balance		
Total Governmental Funds (page 13)	\$	24,019,081
Amounts reported in the governmental activities in the Statement of Net Assets are different because:		
Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is depreciated over their estimated useful lives.		
Expenditures for capital assets (Note 3)	2,140,035	
Less current year depreciation	<u>(108,727)</u>	2,031,308
The net affect of various transactions involving capital assets is to decrease net assets.		(10,194,621)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of the governmental funds.		(25,570,000)
Principal payments on long-term debt are reported as expenditures in governmental funds, but as a reduction of long-term liabilities in the Statement of Net Assets.		355,129
Interest is accrued in the statement of activities where in the governmental funds expenditures is reported when due		(364,837)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:		
Change in long-term compensated absences		(13,675)
Change in Net Assets of Governmental Activities (page 10)	<u>\$</u>	<u>(9,737,615)</u>

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**Notes to the Basic  
Financial Statements**

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**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**Notes to the Basic Financial Statements**  
**September 30, 2011**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The summary of significant accounting policies of the Riviera Beach Community Redevelopment Agency (the "Agency") is presented to assist the reader in interpreting the basic financial statements. The policies are considered essential and should therefore be read in conjunction with the basic financial statements.

The basic financial statements of the Agency have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Agency's accounting policies are described below.

**a. Financial Reporting Entity**

The Riviera Beach Community Redevelopment Agency was established by a special act in 1969 of the Florida Legislature under Chapter 163 to develop and revitalize the blighted areas of the City of Riviera Beach (the City). The Agency's services are rendered wholly within the boundaries of the City, and its activities and transactions are intended to benefit the City by returning improved property to the City's tax rolls to enhance the business and cultural environment of the Agency area and to provide employment to its citizens. The Agency was created by City Resolution No. 130-84, dated August 7, 1984.

Community Redevelopment Agencies ("CRA") are a common governmental tool for redevelopment in the State of Florida, and operate on a budget generated by an increase in property taxes within the area. Once a CRA is established, a percentage of the increase in real property taxes goes to the CRA. This tax increment is used to finance the redevelopment projects outlined in the Community Redevelopment Plan. Thus, the principal mission of the Agency is the preservation or enlargement of the community redevelopment area's tax base from which taxing authorities receive tax revenues to carry out public initiatives that stimulate the rehabilitation or redevelopment of the community redevelopment area.

The Agency is dependent upon the City to fund deficits, meet debt service requirements and pay other expenditures in the event that the revenues of the Agency are insufficient.

Pursuant to the standards promulgated by GASB Statement No. 14, *The Financial Reporting Entity*, and GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*, the Agency is considered a blended component unit of the City of Riviera Beach, Florida (the "City"). The Agency has therefore been reported in the City's basic financial statements, as required. The Board of Commissioners of the Agency is comprised of the members of the City Council and the Mayor. There were no organizations that met the criteria to be included as component unit of the Agency.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**Notes to the Basic Financial Statements**  
**September 30, 2011**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**b. Government-wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the Agency's activities. The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported as general revenues. The Agency does not have any business-type activities.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

**c. Measurement Focus and Basis of Accounting**

*Government-Wide Financial Statements*

The Agency's government-wide financial statements include a Statement of Net Assets and a Statement of Activities. These statements present summaries of governmental activities for the Agency.

The government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Accordingly, all of the Agency's assets and liabilities, including long-term liabilities, are included in the accompanying Statement of Net Assets. The Statement of Activities presents changes in net assets. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

When both restricted and unrestricted resources are available for use, it is the Agency's policy to use restricted resources first, then use unrestricted resources as they are needed.

*Governmental Fund Financial Statements*

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Agency considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Incremental property taxes, interest income, and certain loan repayments are susceptible to accrual. Other revenues that are generally not measurable until actually received are not accrued. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payments are due. The Agency reports its only fund as a major governmental fund:

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)  
**Notes to the Basic Financial Statements**  
**September 30, 2011**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

The **General Fund** is the Agency's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**d. Capital Assets**

Capital assets, which include property and equipment, are reported in the government-wide financial statements. Capital assets are defined by the Agency as assets with an initial, individual cost of more than \$750 and an estimated useful life in excess of one year. Property and equipment purchased or acquired is carried at historical cost or estimated historical cost. Donated or contributed capital assets are recorded at their estimated fair value on the date received.

The costs of normal maintenance and repairs are charged to operations as incurred. Major outlays for capital assets and improvements are capitalized as projects are constructed and depreciated over the remaining useful lives of the related assets, as applicable. Depreciation for the Agency's property and equipment is computed using the straight-line method over the following estimated useful lives:

Buildings and Improvements	20 years
Equipment	3 – 10 years

**e. Restricted Assets**

Restricted assets represent developer deposits held in escrow and restrict cash for capital improvements.

**f. Compensated Absences**

It is the Agency's policy to permit employees to accumulate, within certain limits, earned but unused vacation time and sick leave, which will be paid to employees upon separation from service. All vacation and sick leave pay is accrued when incurred in the government-wide, and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, due to employee resignation or retirement.

**g. Long-Term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities.

**b. New Pronouncements**

Effective July 1, 2009, the Agency adopted the provisions of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The objective of the statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**Notes to the Basic Financial Statements**  
**September 30, 2011**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

As prescribed by GASB Statement No. 54, governmental funds report fund balance in classifications based primarily on the extent to which the Agency is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. Fund balance for governmental funds can consist of the following:

**Nonspendable Fund Balance**—includes amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example: inventories, prepaid amounts, and long-term notes receivable.

**Restricted Fund Balance**—includes amounts that are restricted for specific purposes stipulated by external resources providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.

**Committed Fund Balance**—includes amounts that can only be used for the specific purposes determined by a formal action of the Agency’s highest level of decision-making authority, the CRA Board of Commissioners. Commitments may be changed or lifted only by the Agency taking the same formal action that imposed the constraint originally (for example: resolution and ordinance).

**Assigned Fund Balance**—includes amounts intended to be used by the Agency for specific purposes that are neither restricted nor committed. Intent is expressed by (a) CRA Board of Commissioners or (b) a body (a budget, finance committee, or executive director) to which the assigned amounts are to be used for specific purposes. Assigned amounts also include all residual amounts in governmental funds (except negative amounts) that are not classified as nonspendable, restricted, or committed.

**Unassigned Fund Balance**—this residual classification is used for all negative fund balances. In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is depleted in the order of restricted, committed, assigned, and unassigned.

**i. Use of Estimates**

The preparation of the basic financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities. In addition, estimates affect the reported amount of expenses. Actual results could differ from these estimates and assumptions.

**j. Budgetary Data**

The Agency’s Board annually adopts a balanced operating budget and appropriates funds for the general fund. Appropriations are legally controlled at the object code level and expenditures may not legally exceed budget appropriations.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**Notes to the Basic Financial Statements**  
**September 30, 2011**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**k. Net Assets**

In the government-wide financial statements, net assets are classified in the following categories:

**Invested in Capital Assets, Net of Related Debt**—This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt attributed to the acquisition, construction, or improvement of the assets. The Agency has \$1,765,512 in capital assets, net of related debt at September 30, 2011.

**Restricted Net Assets**—This amount is restricted by external creditors, grantors, contributors, laws or regulations of other governments, enabling legislation, constitutional provisions. At fiscal year-end September 30, 2011, the Agency did not have any restricted net assets.

**Unrestricted Net Assets**—This amount is all net assets that do not meet the definition of “invested in capital assets, net of related debt” or “restricted net assets.”

**i. Tax Increment Financing**

By January of every year the Palm Beach County and the City of Riviera Beach send to the Agency the estimated Tax Increment Financing. Once the Final Tax Roll Valuations for the year are issued the Office of Financial Management and Budget send the Agency a notification reconciling the actual vs. payment previously issued. Any shortage is forwarded or a refund requested.

**NOTE 2 – DEPOSITS**

In addition to insurance provided by the Federal Depository Insurance Corporation, all deposits are held in banking institutions approved by the State Treasurer of the State of Florida to hold public funds. Under Florida Statutes Chapter 280, *Florida Security for Public Deposits Act*, the State Treasurer requires all Florida qualified public depositories to deposit with the Treasurer or another banking institution eligible collateral. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses. Accordingly, all amounts reported as deposits are insured or collateralized with securities held by the entity or its agent in the entity's name.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**Notes to the Basic Financial Statements**  
**September 30, 2011**

**NOTE 3 – CAPITAL ASSETS**

Capital assets activity for property and equipment for the fiscal year ended September 30, 2011 is as follows:

	<u>Beginning</u> <u>Balance</u>	<u>Additions</u>	<u>Transfer</u>	<u>Ending</u> <u>Balance</u>
Capital assets, not being depreciated:				
Land	\$ 991,013	\$ -	\$ -	\$ 991,013
Construction in progress	8,062,552	2,132,069	(10,194,621)	-
Total capital assets, not being depreciated	<u>9,053,565</u>	<u>2,132,069</u>	<u>(10,194,621)</u>	<u>991,013</u>
Capital assets, being depreciated:				
Building	2,046,129	-	-	2,046,129
Equipment	82,237	7,966	-	90,203
Total capital assets, being depreciated	<u>2,128,366</u>	<u>7,966</u>	<u>-</u>	<u>2,136,332</u>
Total capital assets	<u>11,181,931</u>	<u>2,140,035</u>	<u>(10,194,621)</u>	<u>3,127,345</u>
Less accumulated depreciation for:				
Building	(1,232,818)	(102,306)	-	(1,335,124)
Equipment	(69,288)	(6,421)	-	(75,709)
Total accumulated depreciated	<u>(1,302,106)</u>	<u>(108,727)</u>	<u>-</u>	<u>(1,410,833)</u>
Total capital assets, being depreciated, net	<u>826,260</u>	<u>(100,761)</u>	<u>-</u>	<u>725,499</u>
Total capital assets, net	<u>\$ 9,879,825</u>	<u>\$ 2,031,308</u>	<u>\$ (10,194,621)</u>	<u>\$ 1,716,512</u>

Depreciation expense was charged to function/program as follows:

General government	<u>\$ 108,727</u>
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\*Construction in progress noted above relates to redevelopment program expenditures for City owned properties. In October 2009, the Agency and the City entered into an inter-local agreement for \$10,400,000 of improvements to City-owned property. The project included improvements to the infrastructure, parking lot and dry sand beach on the east side of Ocean Mall. \$2,132,069 was advance in the current year. These properties are not considered assets of the Agency but that of the City. The assets are being maintained on the Agency's books for tracking purposes only. During the fiscal year ending September 30, 2011, the project was completed and the asset improvements (\$10,194,621) were transferred to the City.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**Notes to the Basic Financial Statements**  
**September 30, 2011**

**NOTE 4 – ADVANCE FROM CITY**

The City advanced the Agency \$10,194,621 as of September 30, 2011, the advance is for redevelopment program expenditures for City owned properties. The City advanced the funds from its internal service fund. None of the balance is schedule to be collected in the subsequent year. (Refer to Note 8)

**NOTE 5 – LONG-TERM DEBT**

The following is a summary of changes in long-term liabilities of the Agency for governmental activities for the year ended September 30, 2011:

	<u>Beginning</u> <u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending</u> <u>Balance</u>	<u>Due within</u> <u>One Year</u>
2006 CRA Note	\$ 6,290,400	\$ -	\$ 355,129	\$ 5,935,271	\$ 372,886
Series 2011 Note	-	25,570,000	-	25,570,000	1,685,000
Compensated absences	24,886	13,675	-	38,561	-
Total Long-term debt	<u>\$ 6,315,286</u>	<u>\$ 25,583,675</u>	<u>\$ 355,129</u>	<u>\$ 31,543,832</u>	<u>\$ 2,057,886</u>

**2006 CRA Note**

On July 5, 2006, the City issued the Series 2006 Refinancing Note in the amount \$7,175,876 to repay the Series 2002A and Series 2003 Notes. Although the Series 2006 Note was issued by the City, the proceeds were used to refinance Agency debt and the Agency is making the debt service payments. The Series 2006 Note bears interest at a rate equal to 67% of the one month LIBOR rate plus 108 basis points, adjusted monthly as of the first day of each calendar month until September 30, 2007. Effective October 1, 2007, the interest rate adjusted to a fixed rate of 4.19%. The principal and interest is secured by a pledge of tax incremental revenues. Total principal and interest remaining on the Note is \$1,760,237. For the current year, interest paid was \$250,028. The annual debt service requirements for the 2006 CRA Note is as follows:

<u>Year Ending</u> <u>September 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2012	\$ 372,886	\$ 248,688	\$ 621,574
2013	391,530	233,064	624,594
2014	411,107	216,659	627,766
2015	431,662	199,433	631,095
2016	453,245	180,335	631,095
2017-2021	2,629,688	577,259	3,211,554
2022-2023	1,245,153	104,799	1,978,925
Total	<u>\$ 5,935,271</u>	<u>\$ 1,760,237</u>	<u>\$ 8,326,603</u>

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**Notes to the Basic Financial Statements**  
**September 30, 2011**

**NOTE 5 – LONG-TERM DEBT (continued)**

*Series 2011 Redevelopment Revenue Note*

On April 28, 2011, the Agency issued Redevelopment Revenue Note Series 2011 in the amount \$25,570,000. The proceeds of the Note will be used to pay the costs to acquire, construct and equip certain capital improvements consistent with and in furtherance of the Agency's Redevelopment Plan including the engineering, design, construction and acquisition of certain water, sewer and storm-water utilities, community facilities, public parking facilities, streetscape, landscape and access improvements, grants for landscape and facade upgrades, bulkhead and dock repair, marina upland improvements and such other projects as may be approved by the Agency from time to time, in accordance with and in furtherance of the Redevelopment Plan. The Series 2011 Note bears a fixed interest rate of 4.44% paid semi-annually each February 1 and August 1 commencing August 1, 2011. Principal payments are payable annually commencing August 1, 2012 until the note matures on August 1, 2025. The principal and interest is secured by a pledge of tax incremental revenues. Total principal and interest remaining on the note is \$34,559,668. For the current year, interest paid was \$293,283.

The annual debt service requirements for the Series 2011 Redevelopment Revenue Note is as follows:

Year Ending <u>September 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2012	\$ 1,685,000	\$ 1,135,308	\$ 2,820,308
2013	1,760,000	1,060,494	2,820,494
2014	1,835,000	982,350	2,817,350
2015	1,910,000	900,876	2,810,876
2016	1,990,000	816,072	2,806,072
2017-2021	7,285,000	3,018,312	10,303,312
2022-2025	<u>9,105,000</u>	<u>1,076,256</u>	<u>10,181,256</u>
Total	<u>\$ 25,570,000</u>	<u>\$ 8,989,668</u>	<u>\$ 34,559,668</u>

**NOTE 6 – DUE TO CITY OF RIVIERA BEACH**

At the end of the fiscal year the Agency owed the City of Riviera Beach \$1,678,212 as follows:

Reimbursement for Clean and Safe Officers	\$ 32,798
Marina Redevelopment Engineering Services	75,000
City Services for the FY 2010	746,781
City Services for the FY 2011	<u>823,633</u>
	<u>\$ 1,678,212</u>

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**Notes to the Basic Financial Statements**  
**September 30, 2011**

**NOTE 7 – PENSION PLAN**

The Agency has a defined contribution plan in which all employees participate. Employer contributions are equal to 6% to 8% of the employee's annual compensation. Contributions are immediately 100% vested. Employees are not required to contribute. Employer contributions totaled approximately \$24,000 for the fiscal year ended September 30, 2011.

**NOTE 8 – INTER-LOCAL AGREEMENT**

**Inter-local Agreement**

On October 21, 2009 through the City's Resolution No. 135-09, the City of Riviera Beach and the Agency entered into a loan agreement where the City agreed to loan the Agency an amount not to exceed \$10,400,000.

The City agreed to loan the Agency up to \$10,400,000 to be used for construction and infrastructure improvements to the Ocean Mall and Municipal Beach properties as agreed to in an agreement between, the City, the Agency, and the Ocean Mall Redevelopment, LLC (OMRD). The Agency in turn agreed to provide a grant up to \$10,400,000 to the developer (OMRD) to make required infrastructure, parking and beach improvements in support of the project. On behalf of the Agency, the City advanced the loan proceeds to OMRD based on draw requests from OMRD for construction of the improvements based on inspection and approval of the requests by the City. The Ocean Mall and the Municipal Beach are owned by the City of Riviera Beach. The Ocean Mall/Municipal Marina project was catalytic in the development of other commercial properties in the area, including the Ritz Carlton, the largest tax-assessed property in the CRA area (\$234 million).

On April 27, 2011 through the City's Resolution No. 52-11, the City agreed to modify the loan agreement approved on October 21, 2009 with the Agency by offering more flexible terms to the Agency. The City modified the loan repayment terms of the original agreement with three repayment phases being the construction period, principal deferment period of five years, and principal and interest repayment period over a period of ten years.

The Agency agreed to repay the City principal and interest as follows:

1. Commencing on October 15, 2009 and continuing through June 30, 2011, all accrued and unpaid interest at 4.75% per annum on so of the principal as has been paid to OMRD.
2. The City agreed to defer the principal payment for a period of five years commencing July 1, 2011 through June 30, 2016.
3. Commencing on July 1, 2011 through June 30, 2016, the interest on the principal amount paid to OMRD will be reduced to 2% per annum.
4. From July 1, 2016 and continuing annually through July 1, 2026, a payment of principal and interest, based on an interest of 4.75% per annum, is due and payable each July 1, commencing on July 1, 2016 until July 1, 2025 based on a fifteen year amortization.

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**Notes to the Basic Financial Statements**  
**September 30, 2011**

**NOTE 9 – OPERATING LEASE**

The Agency's lease agreement expired on November 30, 2009 and was extended for an additional two year period from December 1, 2009 to November 30, 2011. The monthly lease payments are \$4,535 for the first year and \$4,671 for the second year. The Agency is also responsible for shared operating costs. During the fiscal year ended September 30, 2011 the made payments of \$63,410 pursuant to the lease agreements.

**NOTE 10 – RISK MANAGEMENT**

The Agency is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Agency purchases insurance through the Florida Municipal Insurance Trust.

There have been no settlements that exceeded insurance coverage during the fiscal year.

**NOTE 11 – SUBSEQUENT EVENTS**

On January 25, 2012 the CRA Board of Commissioners approved Resolution 2012-04 Amending the fiscal year 2012 Budget and redirecting the use of the funds originally designated to pay for City services to be used as redevelopment expenses toward the Municipal Marina. For fiscal year 2011 these funds were considered Due to the City for a reimbursement of City services for the fiscal year 2010.

**NOTE 12 – BUDGETARY COMPARISON SCHEDULE**

The budgetary information is presented as part of the required supplementary information as mandated by GASB Statement No. 34 "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments".

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# **Budgetary Information**

(Required Supplementary Information - Unaudited)

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Riviera Beach Community Redevelopment Agency  
(A Component Unit of the City of Riviera Beach, Florida)  
Required Supplementary Information  
Budgetary Comparison Schedule - General Fund  
Fiscal Year Ended September 30, 2011

	<u>Budgeted Amounts</u>			Variance with final budget - positive (negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<b>Revenues:</b>				
Tax increment revenue	\$ 4,960,384	\$ 5,113,203	\$ 5,113,203	\$ -
Investment earnings	7,000	48,062	48,856	794
Charges for services	12,000	61,973	62,575	602
Miscellaneous income	-	27,500	27,209	(291)
Total revenues	<u>4,979,384</u>	<u>5,250,738</u>	<u>5,251,843</u>	<u>1,105</u>
<b>Expenditures:</b>				
Current:				
General government	1,880,484	2,370,080	2,206,044	164,036
Redevelopment program	4,729,000	4,531,020	3,381,964	1,149,056
Capital outlay	10,000	10,000	7,966	2,034
Debt service:				
Principal retirement	355,129	355,129	355,129	-
Interest and fiscal charges	1,299,621	1,133,375	851,639	281,716
Total expenditures	<u>8,274,234</u>	<u>8,399,604</u>	<u>6,802,762</u>	<u>1,596,842</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(3,294,850)</u>	<u>(3,148,866)</u>	<u>(1,550,919)</u>	<u>1,595,737</u>
<b>Other Financing Sources:</b>				
Proceeds from Nowcomb Hall	2,000,000	-	-	-
Proceeds from BB&T Project Loan	-	25,570,000	25,570,000	-
Advance from City of Riviera Beach (OMRD Loan)	-	2,066,091	-	(2,066,091)
Carry forward	1,294,850	4,969,997	-	(4,969,997)
	<u>3,294,850</u>	<u>32,606,088</u>	<u>25,570,000</u>	<u>(7,036,088)</u>
Net change in fund balances	<u>\$ -</u>	<u>\$ 29,457,222</u>	<u>\$ 24,019,081</u>	<u>\$ (5,440,351)</u>
Fund Balance Beginning			<u>(3,047,203)</u>	
Fund Balance Ending			<u>\$ 20,971,878</u>	

See note to budgetary comparison schedule

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**Notes to Budgetary Schedule**

Fiscal Year Ended September 30, 2011

**NOTE 1 - BUDGETARY ACCOUNTING**

The Agency prepares its budget for the general fund on a basis consistent with generally accepted accounting principles. The procedures for establishing budgetary data reflected on the budgetary comparison schedule are as follows:

- ... Approximately July 1, the Executive Director submits to the Agency Board a proposed operating budget prepared for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
- ... Public hearings are conducted to obtain taxpayer comments.
- ... Prior to October 1, the budget is legally enacted through the passage of a resolution.
- ... Appropriations are legally controlled at the fund level and expenditures may not legally exceed budgeted appropriations.

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# Compliance

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# HARVEY, COVINGTON & THOMAS, LLC

Certified Public Accountants & Consultants

## REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Commissioners of  
The Riviera Beach Community Redevelopment Agency  
Riviera Beach, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund of the Riviera Beach Community Redevelopment Agency (the "Agency"), a component unit of the City of Riviera Beach, Florida (the "City"), as of and for the year ended September 30, 2011, which collectively comprise the Agency's basic financial statements as listed in the table of contents and have issued our report thereon dated March 30, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Internal Control over Financial Reporting

In planning and performing our audit, we considered Agency's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Agency's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the Agency, in the accompanying schedule of findings and responses.

The Agency's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. We did not audit the Agency's responses and accordingly, we express no opinion on them.

This report is intended solely for the information and use of management, Board of Commissioners, the City of Riviera Beach, Florida, others within the entity, grantor agencies and the Auditor General of the State of Florida and is not intended to be and should not be used by anyone other than these specified parties.

*Harney Lovington Thomas, S.S.C.*

Hollywood, Florida  
March 30, 2012

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
(A Component Unit of the City of Riviera Beach, Florida)

**Schedule of Finding and Responses**  
**September 30, 2011**

**FINANCIAL STATEMENT FINDINGS**

**2011-01 – Account Reconciliations**

**Condition**

The City and the CRA engage in a number of inter-agency transactions during the course of the year that require the appropriate and consistent recordation in the records of the City and the CRA. We have noted that there are several such transactions that have been inconsistently recorded in the entities' books. As a part of the year-end audit, the CRA has made an effort to formally document and communicate to the Finance Department such transactions so that appropriate resolution can occur. There has been insufficient follow-up on the part of the City Finance Department to ensure that such inter-agency transactions are reconciled and properly reported, on a consistent basis.

**Criteria**

Communication is a critical factor in the success of any agency. It is also one that is easily addressed if a properly structured program is implemented.

**Cause**

The Agency and the City of Riviera Beach have many transactions together, (i.e. due to/due from), and we noted that they are not always accounting for those transactions the same on both sides. There are inter-local agreements that needs reconciling on both sides prior to year end.

**Effect**

If no communication or monthly reconciling exist between the Agency and the City then we may have information accuracy issues. We continue to believe additional progress can be made to ensure timely awareness and analysis of transactions entered into by the Agency and the City.

**Recommendation**

The City and the CRA should schedule meetings during the course of the year, as required, to identify inter-agency accounting and reporting issues and to develop mutually agreed-upon methods for handling the accounting for and reporting of such issues.

**View of Responsible Officials and Planned Corrective Actions**

Management agrees with the recommendation.

MANAGEMENT LETTER IN ACCORDANCE WITH THE RULES  
OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

To the Board of Commissioners of  
The Riviera Beach Community Redevelopment Agency  
Riviera Beach, Florida

We have audited the financial statements of the Riviera Beach Community Redevelopment Agency (the "Agency"), a component unit of the City of Riviera Beach, Florida (the "City"), as of and for the year ended September 30, 2011, and have issued our report thereon dated March 30, 2012.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters. Disclosures in that report, which is dated March 30, 2012, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.550, Rules of the Auditor General, which governs the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's reports:

- × Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. We noted no such findings or recommendations from the preceding annual audit report.
- × Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Agency complied with Section 218.415, Florida Statutes.
- × Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, findings and recommendations are incorporated in the accompanying schedule of findings and responses.
- × Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address violations of provisions of contracts or grant agreements, or abuse that have occurred, or are likely to have occurred, that have an effect on the financial statement that is less than material but more than inconsequential. In connection with our audit, we noted no such findings.
- × Section 10.554(1)(i)5., Rules of the Auditor General, provides that the auditor may, based on professional judgment, report the following matters that are inconsequential to the determination of financial statement amounts, considering both quantitative and qualitative factors: (1) violations of laws, regulations, contracts or grant agreements, or abuse that have occurred, or are likely to have occurred, and (2) deficiencies that are not significant deficiencies. In connection with our audit, we noted no such matters.
- × Section 10.554(1)(i)6., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The

required information is disclosed in the September 30, 2011 Note 1 to the Agency's financial statements.

- × Section 10.554(1)(i)7.a., Rules of the Auditor General, requires a statement be included as to whether or not the local governmental entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the Agency did not meet one or more of the conditions described in Section 218.503(1), Florida Statutes. The Agency reported a restricted fund balance of \$20,971,878 as of September 30, 2011.
- × Section 10.554(1)(i)7.b., Rules of the Auditor General, requires that we determine whether the annual financial report for the fiscal year ended September 30, 2011, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2011. In connection with our audit, we determined that the Agency is included in the basic financial statements of the City of Riviera Beach, Florida for the fiscal year ended September 30, 2011.
- × Pursuant to Sections 10.554(1)(i)7.c. and 10.556(7), Rules of the Auditor General, we applied financial condition assessment procedures as of September 30, 2011. It is management's responsibility to monitor the Agency's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information and use of management, Board of Commissioners, the City of Riviera Beach, Florida, others within the entity, grantor agencies and the Auditor General of the State of Florida and is not intended to be and should not be used by anyone other than those specified parties.

*Harvey, Covington & Thomas, L.L.C.*

Harvey, Covington & Thomas, LLC  
March 30, 2012



OFFICE OF  
COMMUNITY DEVELOPMENT

# CITY OF RIVIERA BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT  
600 WEST BLUE HERON BLVD. • RIVIERA BEACH, FLORIDA 33404  
(561) 845-4060 FAX: (561) 845-4038

August 8, 2013

Riviera Beach Community Development Corporation  
2001 Broadway, Suite 300  
Riviera Beach FL 33404

RE: Zoning Verification Letter  
CRA Housing Redevelopment Target Properties

The Community Redevelopment Agency has identified the properties below as their target infill housing opportunities. The current zoning is listed below as well as the new updated zoning classifications which are expected to be adopted into the City's Municipal Code in September 2013.

Address	Existing Zoning	Future Proposed Zoning
125 W 14 <sup>th</sup> Street, Riviera Beach, FL 33404	Residential Multifamily-15	Downtown Residential
117 W 14 <sup>th</sup> Street, Riviera Beach, FL 33404	Office Professional	Downtown General
116 W 16 <sup>th</sup> Street, Riviera Beach, FL 33404	Office Professional	Downtown General
184 W 16 <sup>th</sup> Street, Riviera Beach, FL 33404	Residential Multifamily-15	Downtown Residential
224 W 13 <sup>th</sup> Street, Riviera Beach, FL 33404	Single Family Res - 6	Downtown Residential
216 W 13 <sup>th</sup> Street, Riviera Beach, FL 33404	Single Family Res - 6	Downtown Residential
232 W 13 <sup>th</sup> Street, Riviera Beach, FL 33404	Single Family Res - 6	Downtown Residential

These properties are located within the Riviera Beach Community Redevelopment Area. The existing Office Professional zoning allows residential uses, and the future Downtown Residential and Downtown General zoning classifications allow the proposed residential infill uses.

If you have any further questions, please do not hesitate to contact the Department of Community Development at (561) 845-4060.

Sincerely,

Brad Stein, AICP  
Principal Planner

cc: Correspondence File

*RIVIERA BEACH, FLORIDA... "The Best Waterfront City In Which To Live, Work & Play."*

### Attachment 12: Property Information Sheet

Property	Current Zoning	Future Zoning	Future Land Use	Availability of Required Infrastructure	Availability of Schools, Healthcare, Public Transit, Employment
125 W 14TH STREET	Residential Multifamily -15	Downtown Residential	Multifamily MFR-20	Required Water, Sewer, Roads, and other Utilities are available	Riviera Beach is one the County's core employment centers. Palm Beach County School System provides adequate public schools, St. Mary's Hospital is only 2 miles away. PalmTran Route 1, 20, 30 are within walking distance of the property.
117 W 14TH STREET	Office Professional (allows RM-15)	Downtown General	Downtown Mixed Use	Required Water, Sewer, Roads, and other Utilities are available	Riviera Beach is one the County's core employment centers. Palm Beach County School System provides adequate public schools, St. Mary's Hospital is only 2 miles away. PalmTran Route 1, 20, 30 are within walking distance of the property.
116 W 16TH STREET	Office Professional (allows RM-15)	Downtown General	Downtown Mixed Use	Required Water, Sewer, Roads, and other Utilities are available	Riviera Beach is one the County's core employment centers. Palm Beach County School System provides adequate public schools, St. Mary's Hospital is only 2 miles away. PalmTran Route 1, 20, 30 are within walking distance of the property.
184 W 16TH STREET	Residential Multifamily -15	Downtown Residential	Multifamily MFR-20	Required Water, Sewer, Roads, and other Utilities are available	Riviera Beach is one the County's core employment centers. Palm Beach County School System provides adequate public schools, St. Mary's Hospital is only 2 miles away. PalmTran Route 1, 20, 30 are within walking distance of the property.
224 W 13TH STREET	Single Family Residential-6	Downtown Residential	Multifamily MFR-20	Required Water, Sewer, Roads, and other Utilities are available	Riviera Beach is one the County's core employment centers. Palm Beach County School System provides adequate public schools, St. Mary's Hospital is only 2 miles away. PalmTran Route 1, 20, 30 are within walking distance of the property.
216 W 13TH STREET	Single Family Residential-6	Downtown Residential	Multifamily MFR-20	Required Water, Sewer, Roads, and other Utilities are available	Riviera Beach is one the County's core employment centers. Palm Beach County School System provides adequate public schools, St. Mary's Hospital is only 2 miles away. PalmTran Route 1, 20, 30 are within walking distance of the property.
232 W 13TH STREET	Single Family Residential-6	Downtown Residential	Multifamily MFR-15	Required Water, Sewer, Roads, and other Utilities are available	Riviera Beach is one the County's core employment centers. Palm Beach County School System provides adequate public schools, St. Mary's Hospital is only 2 miles away. PalmTran Route 1, 20, 30 are within walking distance of the property.

# The Neighborhood Restoration Project – Parkview Manor South

## Project Schedule

### Properties: 117 W 14th Street & 125 W 14th Street

Task	Start Date	Completion Date	Description
Concept Development	Jan-14	Feb-14	Sketches, Site Inspection, Concept Planning
Pre-Development Design & Planning	Feb-14	Mar-14	Schematic Drawings, Zoning & Permitting Reseach, Market Info
Due Diligence	Feb-14	Apr-14	Legal Title & Property Info/Lien Search, Development Rights,
Land Acquisition	Feb-14	Apr-14	Execute Land Acquisition following Due Diligence Period
Development Approvals	Apr-14	May-14	Approval from City Planning and Zoning Department
Construction Drawings & Engineering	Apr-14	Jul-14	Final Constructions Plans completed for submittal for Building Permit
Permitting	Jul-14	Aug-14	Building Permit application/approval
Construction	Sep-14	Dec-14	Project Construction: Site Work, Infrastrucute, Vertical Construction, Interior/Exterior Finishes, Landscaping Site Completion
Marketing	Oct-14	Feb-15	Project Marketing to Identify and Pre-qualify suitable applicants
Project Completion		Jan-15	Ribbon Cutting and project completion
Sale to Applicant	Nov-14	Feb-15	Complete sale transactions with pre-qualified applicants

The Neighborhood Restoration Project – Parkview Manor South

**Properties: 116 W 16th street & 184 W 16th Street**

Task	Start Date	Completion Date	Description
Concept Development	Mar-14	Apr-14	Sketches, Site Inspection, Concept Planning
Pre-Development Design & Planning	Apr-14	May-14	Schematic Drawings, Zoning & Permitting Reseach, Market Info
Due Diligence	Apr-14	Jun-14	Legal Title & Property Info/Lien Search, Development Rights,
Land Acquisition	Apr-14	Jun-14	Execute Land Acquisition following Due Diligence Period
Development Approvals	Jun-14	Jul-14	Approval from City Planning and Zoning Department
Construction Drawings & Engineering	Jun-14	Sep-14	Final Constructions Plans completed for submittal for Building Permit
Permitting	Sep-14	Oct-14	Building Permit application/approval
Construction	Oct-14	Jan-15	Project Construction: Site Work, Infrastrucute, Vertical Construction, Interior/Exterior Finishes, Landscapng Site Completion
Marketing	Dec-14	Mar-15	Project Marketing to Identify and Pre-qualify sutable applicants
Project Completion		Feb-15	Ribbon Cutting and project completion
Sale to Applicant	Jan-15	Mar-15	Complete sale transactions with pre-qualified applicants

# The Neighborhood Restoration Project – Parkview Manor South

**Properties: 216, 224, 232 W 13th Street**

Task	Start Date	Completion Date	Description
Concept Development	May-14	Jun-14	Sketches, Site Inspection, Concept Planning
Pre-Development Design & Planning	Jun-14	Jul-14	Schematic Drawings, Zoning & Permitting Reseach, Market Info
Due Diligence	Jun-14	Aug-14	Legal Title & Property Info/Lien Search, Development Rights,
Land Acquisition	Jun-14	Aug-14	Execute Land Acquisition following Due Dilligence Period
Development Approvals	Aug-14	Sep-14	Approval from City Planning and Zoning Department
Construction Drawings & Engineering	Aug-14	Nov-14	Final Constructions Plans completed for submittal for Building Permit
Permitting	Nov-14	Dec-14	Building Permit application/approval
Construction	Dec-14	Mar-15	Project Construction; Site Work, Infrastrucute, Vertical Construction, Interior/Exterior Finishes, Landscaping Site Completion
Marketing	Feb-15	May-15	Project Marketing to Identify and Pre-qualify suitable applicants
Project Completion		Apr-15	Ribbon Cutting and project completion
Sale to Applicant	Mar-15	May-15	Complete sale transactions with pre-qualified applicants

EXHIBIT H: DISCLOSURE OF BENEFICIAL INTERESTS

DISCLOSURE OF BENEFICIAL INTERESTS  
(REQUIRED BY FLORIDA STATUTES 286.23)

TO: PALM BEACH COUNTY CHIEF OFFICER, OR HIS OR HER OFFICIALLY  
DESIGNATED REPRESENTATIVE

STATE OF FLORIDA  
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, this day personally appeared, Tony T. Brown  
hereinafter referred to an Affiant who being by me first duly sworn, under oath, deposes and  
states as follows:

1. Affiant is the President which entity is the Lead Entity for the Respondent to Palm Beach County Request for proposals Number REF DES 2013.2.
2. Affiant's address is: 2001 Broadway, Suite 300, Riviera Beach, FL 33404
3. Attached hereto, and made a part hereof, as Attachment -11 is a complete listing of the names and addresses of every person or entity having a five percent (5%) or greater beneficial interest in the proposed HOME-assisted project and the percentage interest of each such person or entity.
4. Affiant acknowledges that this Affidavit is given to comply with Florida Statutes 286.23, and will be relied upon by Palm Beach County.
5. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.
6. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief it is true, correct, and complete.

FURTHER AFFIANT SAYETH NAUGHT.

By Tony T. Brown

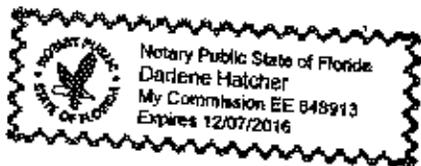
Tony T. Brown, Affiant

The foregoing instrument was sworn to, subscribed and acknowledged before me this 21<sup>st</sup> day of August, 2013 by Tony T. Brown, who is personally known to me OR who produced \_\_\_\_\_ as identification, and who did take an oath.

(NOTARY SEAL BELOW)

Notary Signature: Darlene Hatcher

Notary Name: Darlene Hatcher  
Notary Public State of Florida



**EXHIBIT I: DRUG FREE WORKPLACE CERTIFICATION**

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or *nolo contendere* to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Riviera Beach CDC  
BUSINESS NAME

Tommy T. P.  
PROVIDER'S SIGNATURE

# VET'S PLACE, INC.



VETS PLACE, INC.

401 N. Rosemary Avenue  
West Palm Beach, FL 33401

[www.vetsplacewpb.org](http://www.vetsplacewpb.org)  
Where Veterans Come Home™

## Who We Are

Vet's Place is a private, non-profit 501 (c) (3) organization dedicated to being part of ending homelessness for veterans in America. Vet's Place was started in 2010 by our founder, Tomas T. Reyes-Coles, an Air Force veteran. One of our objectives is to provide permanent supportive services for veterans who have been approved for the Housing and Urban Development's (HUD) Veterans Affairs Supportive Housing (VASH) Program and/or veterans that receive disability benefits. We provide quality services for veterans and their families in a secure environment, ranging from permanent housing assistance to employment assistance. Our professional staff also provides social, mental health services and career counseling. We also provide social services needed for the homeless veteran and their family to help them adapt to society's norms.

Vet's Place is currently providing supportive services to very low income, homeless and unemployed U.S. veterans. A continuum of care services is provided which includes permanent housing in a comfortable and safe environment for homeless veterans and their families, including disabled veterans, as well as assistance in finding work, starting their own businesses, career planning, resume writing and interviewing skills; and help with licensing and certification, with an emphasis on skills learned in the military that can be used in civilian life. Vet's Place is a place where both male and female Veterans and their families can come and have all or most of their needs met. Vet's Place is dedicated to high quality, client-centered services.

## Our Commitment to the Project

Vet's Place is currently working with Mayor Thomas Masters of Riviera Beach to assist Riviera Beaches Veteran Initiative Program with creating a one stop veteran service center. Vet's Place is pleased to continue our partnership with the Riviera Beach Community Development Corporation (RBCDC) and the Riviera Beach CRA in their housing efforts for Riviera Beach residents and are excited about the opportunity to collaborate in Neighborhood Restoration Program – Parkview Manor South. We look forward to:

- Providing permanent housing referrals
- Providing counseling assistance
- Collaborating on jobs initiatives to assist our vets
- Assisting with marketing efforts to veterans in the region.

The Neighborhood Restoration Program – Parkview Manor South is an exciting new project being developed by the Riviera Beach Community Development Corporation. Parkview will provide new attractive, safe, and affordable housing opportunities for families in the City of Riviera Beach. In the initial phase, 7 homes will be developed, with more to come. Initially, at least 3 of the homes will be available for families with household incomes at 50% of AMI and below and the balance for those at 80%. The homes are being developed in an area going through massive transformation. The Marina District Redevelopment to the east will provide a boon for this City and this region, bringing jobs, business opportunities, recreation and cultural opportunities to the working waterfront. The Broadway Corridor planning effort, which includes this Avenue E area where the project is located, is redefining Riviera Beach's Downtown and will shape a new vibrancy for businesses and residents alike.

Parkview Manor South is located close to transportation --a future stop for the new Tri-rail service--is blocks away. The new infrastructure work in Riviera Beach Heights just to the west will support homeownership sales in this neighborhood. There is major work underway on Broadway and infrastructure work planned for Avenue E. These are exciting times for Riviera Beach.

**The Goals of Vet's Place are as follows:**

- Residential stability of participating veterans.
- Increased skill level and/or income of participants.
- Greater self-determination of participants.

**The Objectives of Vet's Place:**

- Introduce and market Vet's Place veteran support services.
- Provide homeless veterans with a permanent housing and employment opportunities and services.
- Provide quality permanent housing and supportive services for veterans, including disabled veterans, and their families in a secure environment.
- Provide a continuum of services for the veteran in order to adapt to society's norms upon return from military service.

**Vet's Place New Project**

Vet's Place has acquired a building at 3501 Old Dixie Highway, Riviera Beach, FL 33404, approximately 3.3 miles away from the VA hospital located in Riviera Beach, FL. The name of the building is the Forrest E. Parson Home For Veterans and we anticipate that it will take up to three months to have the building brought up to code. After that, we expect it will take two months to become operational. Vet's Place also anticipates that we should be ready to provide emergency and transitional housing on October 1, 2013.

The mission of this project is to provide transitional housing for up to 24 months for homeless veteran's (Per Diem Program) which will provide housing, meals, mental health service and social services as needed.

**Our Role in Parkview Manor South Includes but is not Limited to:**

Providing case management and referral services to Veterans for permanent housing as well as completing a thorough assessment at time of entry. The case managers will serve as the primary individual to help residents obtain their overall goals, and objectives as needed.

If you have additional questions, please feel free to contact me.

Sincerely,



Name: Stewart W. Bosley, Jr.

Title: Vice President

Address: 401 N. Rosemary Avenue, West Palm Beach, FL 33401

Phone: (561) 248-8068

**RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION  
AFFIRMATIVE FAIR HOUSING MARKETING PLAN**

The Respondent, RBCDC, agrees to affirmatively market its development project to residents in Riviera Beach with special priority to the elderly, persons with disabilities, and veterans above all other eligible income groups. All printed materials and electronic transmissions will include this statement. Additionally, RBCDC agrees not to discriminate and will observe Fair Housing laws as promulgated. Methods of marketing include, but are not limited to:

- Signage on site
- Communication with partners, including Housing Partnership and other housing counseling agencies, and veterans organizations, including Vet's Place
- Outreach to elder programs, including the City of Riviera Beach's Elder Affairs Program and area churches
- Outreach to Pastors at every church in Riviera Beach based on our extensive database with special outreach to elderly worshippers
- Contact with realtors
- Flyers in public venues, churches and schools
- Utilizing Riviera Beach's TV18
- Signage and flyers at City Hall and at the RBCRA offices
- Community events
- RBCDC, RBCRA and City of Riviera Beach websites
- Through email blasts, tweets and Constant Contact using our databases
- Through Open Houses
- Through radio announcements
- At our monthly Neighborhood Chat Series in the community
- Through our Homebuyer Club and Homebuyer Counseling classes

ADDENDUM ACKNOWLEDGEMENT FORM

to

Addendum No. "1"

to

RFP No. DES.2013.2

By signing this Form, Respondent acknowledges receipt of this Addendum No. "1" to RFP No. DES.2013.2

Respondents shall include this Acknowledgement Form as Attachment 17 to the Submittal.

This Addendum consists of four (4) pages.

Signed: *Angela Walker Wilson*

Name & Title: Neighborhood Comm. Development Coord.

Date: July 29, 2013

ADDENDUM ACKNOWLEDGEMENT FORM

to

Addendum No. "2"

to

RFP No. DES.2013.2

By signing this Form, Respondent acknowledges receipt of this Addendum No. "1" to RFP No. DES.2013.2

Respondents shall include this Acknowledgement Form as Attachment 18 to the Submittal.

This Addendum consists of six (6) pages.

Signed: Patricia Walker-White

Name & Title: Neighborhood Community Develop. Coord.

Date: July 31, 2013

ADDENDUM ACKNOWLEDGEMENT FORM

to

Addendum No. "3"

to

RFP No. DES.2013.2

By signing this Form, Respondent acknowledges receipt of this Addendum No. "3" to RFP No. DES.2013.2

Respondents shall include this Acknowledgement Form as Attachment 19 to the Submittal.

This Addendum consists of seven (7).

Signed: Radha Walter-Willis

Name & Title: Neighborhood Comm. Develop. Coord.

Date: Aug 5, 2013

**ADDENDUM ACKNOWLEDGEMENT FORM**

to

**Addendum No. "4"**

to

**RFP No. DES.2013.2**

By signing this Form, Respondent acknowledges receipt of this Addendum No. "4" to RFP No. DES.2013.2

Respondents shall include this Acknowledgement Form as Attachment 20 to the Submittal.

This Addendum consists of four (4) pages.

Signed: Rasda Ann-Weing  
Name & Title: Nugba-had Comm Delve Coord.  
Date: Aug 9, 2013

ADDENDUM ACKNOWLEDGEMENT FORM

to

Addendum No. "5"

to

RFP No. DES.2013.2

By signing this Form, Respondent acknowledges receipt of this Addendum No. "5" to RFP No. DES.2013.2

Respondents shall include this Acknowledgement Form as Attachment 21 to the Submittal.

This Addendum consists of four (4) pages.

Signed: *Paula Mary-Weir*  
Name & Title: *High Comm Devel Coord*  
Date: *Aug. 8, 2013*



**Housing Partnership**  
A Member of the Community Partnership Group

August 8, 2013

Re: Neighborhood Restoration Program: Parkview Manor South

To Whom It May Concern:

Housing Partnership, Inc., a member of the Community Partnership Group, is one of the premier nonprofit housing development and support organizations in Southeast Florida and has operated in Palm Beach County since 1986. Its primary mission is to partner with communities in changing the odds for children and families facing social, emotional, and financial adversity.

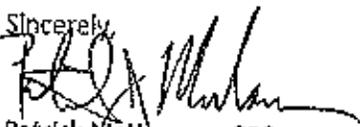
The Neighborhood Restoration Program – Parkview Manor South is an exciting new project being developed by the Riviera Beach Community Development Corporation. Parkview will provide new attractive, safe, and affordable housing opportunities for families in the City of Riviera Beach. In the initial phase, 7 homes will be developed, with more to come. Initially, at least 3 of the homes will be available for families with household incomes at 50% of AMI and below and the balance for those at 80%. The homes are being developed in an area going through massive transformation. The Marina District Redevelopment to the east will provide a boon for this City and this region, bringing jobs, business opportunities, recreation and cultural opportunities to the working waterfront. The Broadway Corridor planning effort, which includes this Avenue E area where the project is located, is redefining Riviera Beach's Downtown and will shape a new vibrancy for businesses and residents alike.

Parkview Manor south is located close to transportation –a future stop for the new Tri-rail service—is blocks away. The new infrastructure work in Riviera Beach Heights just to the west will support homeownership sales in this neighborhood. There is major work underway on Broadway and infrastructure work planned for Avenue E. These are exciting times for Riviera Beach.

Housing Partnership is pleased to establish a partnership with the Riviera Beach CDC and the Riviera Beach CRA in these endeavors. We look forward to offering our homebuyer counseling, education and financial literacy programs to this effort, as well as our experience with public and private sources of financing. A program description is attached. Additionally, we have program and contract experience working with the Department of Economic Sustainability. While we also have our own pending application for CHDO funding, we strongly believe both projects should be supported.

We feel that The Restoration Program –Parkview Manor South will meet the needs of residents seeking good design and good value in an exciting market. You may contact me for further discussion. We support this project and look forward to partnering with the Riviera Beach CDC and the Riviera Beach CRA.

Sincerely,

  
Patrick McNamara, CEO

Housing Partnership, Inc.  
2001 Blue Heron Blvd. W.  
Riviera Beach, FL 33404-5003  
(561) 841-3500  
Fax: (561) 841-3555  
www.gocpg.org





**Community Partnership Group**

Housing Partnership, Inc. • Parent-Child Center, Inc.

*Home Matters*

OUR PROGRAMS

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Housing Partnership

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- Community Services
- After School Programs - YEA
- Bridges
  - Bridges at Highland
  - Bridges at Palmetto
  - Bridges at Lake Worth
  - Bridges at Belle Glade
  - Bridges at Riviera Beach
- Mentoring Program
- Safe Kids
- Foreclosure Intervention
- Homebuyers Program
- Mortgage Lending
- Prosperity Centers
- Assault and Space Coast Services
- Supportive Housing
  - TANF Housing
  - Partners for Change
  - Housing Services for Adults with Mental Illness
- FAQs
- Links & Resources

## Homebuyer Programs



### Homeownership Services

Main Office, 2001 Blue Heron Boulevard  
 Riviera Beach, FL 33404  
 561-841-3500 ext 1002

Intake Coordinator: Licetator Ponder

Housing Partnership knows a home of your own is more than the concrete, tile and studs that go into it. It's a place to raise a family, be part of a community, and build wealth.

Buying a home can be one of the most rewarding experiences in your lifetime. By providing opportunities for successful homeownership through home purchase, home repair, and education, Housing Partnership helps families realize their dreams of owning a home. Buyers find peace of mind knowing that Housing Partnership counselors are on their side to help them make wise decisions. Our families have the confidence of

knowing they are buying a home the smart way.

### Home Purchase Program

Housing Partnership offers all under one roof everything a family needs to buy a home. We'll be with you every step of the way to help with what is likely the biggest purchase of your life. Housing Partnership has helped over 1000 people buy homes, and is ready to help you too.

### Why Housing Partnership?

- You'll gain an understanding of the homebuying process that will guide you on your way to successful homeownership.
- You'll know you're getting a mortgage loan that best fits your needs, at the lowest interest rate available and on favorable terms. The interest rate you get on your mortgage loan makes a huge difference in your monthly payments. A difference of 3 percentage points on a \$150,000 loan means an extra \$300 each month. Be smart and get the loan you deserve. We'll show you how.

**Step 1:**  
Getting Ready

Find out how you can buy a home. With Housing Partnership, you'll realize that you, too, can afford a home. It's easier than you think.

**Step 2:**  
Choosing a Home

Now you're ready to find a home. Need help? Try one of our Housing Partnership, REALTOR Partners to see what homes are currently on the market.

**Step 3:**  
Financing your home

You're almost there! Housing Partnership has access to a wide variety of loans, including some at special below-market interest rates.



- Complete a Customer Profile which will tell us how we can best help you
- Meet one-on-one with a Homebuyer Counselor who will answer your questions and help you develop a personalized homebuyer Action Plan with concrete steps to help you reach your goal
- Follow the steps in your Action Plan to increase your purchasing power by qualifying for the best loan possible.
- Attend Homebuyer Education to gain the knowledge you need to make smart decisions in the home buying process.

- Choose a home from a wide variety of options, including Community Land Trust homes only available to Housing Partnership customers. Housing Partnership also helps you work through special issues that occur in buying bank owned homes or homes in foreclosure.

- Meet with a Lending Specialist who will find the loan that's best for you, and schedule a date for your closing.
- Close on your new home—sign the final documents and your home purchase becomes official. Your Housing Partnership lending specialist will answer your questions and help you through every step of the process.



**HOUSING LEADERSHIP COUNCIL  
OF PALM BEACH COUNTY**

August 9, 2013

RE: Support Letter for Parkview Manor South Project

The Housing Leadership Council of Palm Beach County, Inc. (HLC) is an action-oriented coalition of business, civic and community leaders working to identify strategic solutions and funding options to the workforce housing shortage in Palm Beach County. Its primary mission is to increase the availability of housing for the workforce throughout Palm Beach County.

The Neighborhood Restoration Program - Parkview Manor South Project (NRP-PMS) is being undertaken by the Riviera Beach Community Redevelopment Agency (RBCRA) and proposes infill rehabilitation and new construction initiative to create attractive, decent, safe and affordable housing options for residents in the Parkview Manor neighborhood of Riviera Beach. The project area is located from 11<sup>th</sup> Street to the South, 18<sup>th</sup> Street to the North, Avenue "E" to the East and Avenue F to the West. NRP-PMS is targeting families earning between fifty percent (50%) and eighty percent (80%) of the AMI; for a family of four this ranges from \$34,350 to \$55,050. At least 30%, or three (3) of the units, will be sold to families at 50% or less. For full disclosure, the RBCRA has representation on the HLC Board of Directors.

Our organization supports this project due to the dramatic increase in the demand for safe, decent affordable housing units. The project will also be an important aspect of an overall plan for neighborhood revitalization and economic development for the entire area. The Housing Leadership Council feels the Parkview Manor South Project will help meet the county's future workforce needs and recommends funding for this project. Please feel free to contact the Housing Leadership Council with any questions or for further information on affordable, workforce housing.

Sincerely,

*Suzanne Cabrera*  
Suzanne P. Cabrera, CFRE  
President & CEO

**Founding Members**

Business Development Board

Chamber of Commerce of the Palm Beaches

Economic Council of Palm Beach County, Inc.

Greater Boca Raton Chamber of Commerce

Greater Delray Beach Chamber of Commerce

Northern Palm Beach County Chamber of Commerce

Palm West Chamber of Commerce

Workforce Alliance

**Supporting Members**

Community Foundation for Palm Beach and Martin Counties

Freddie Mac