

BROWARD REDEVELOPMENT PROGRAM (BRP)

Broward County
Housing Finance and
Community Redevelopment
Division



Broward County Board of
County Commissioners

Application
For
Funding
FY 2018

Deadline:
Hand
Deliver by:
August 2, 2017
@ 12:00 Noon

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APPLICATION PROCESS TIMELINE

PHASE ONE – Opportunity for Assistance

- a. Notice of Funding Availability (NOFA) June 13, 2017
- b. Application Preparation Workshop June 22, 2017
- c. Deadline for Submission of Applications
(1 original, 8 copies, and 8 electronic copies) August 2, 2017, 12:00 PM

PHASE TWO – Review and Evaluation Process *

- a. Review of Applications August 7, 2017 to September 8, 2017
- b. Applicant Presentations / Evaluation of Applications Sept. 11, 2017 to Sept. 22, 2017
- c. Board of County Commissioners Selection of Projects and Approval of Funding Amounts November 7, 2017

*** Please note that dates listed are tentative**

OVERVIEW

On April 23, 2013, the Broward County Board of County Commissioners (Board) approved the Broward Redevelopment Program (BRP) for the purpose of providing County funding for eligible projects that result in redevelopment in designated areas exhibiting blighting conditions, high unemployment, and declining property values.

Total Funding Amount: \$8.5 million

Eligible Applicants: Municipalities, Community Redevelopment Agencies and Broward County *

Eligible Projects: (See “Definitions” on Pages 9-10.)

- Property acquisition for lot assemblage, provided the acquired property is placed on the tax roll and generating tax revenue within three (3) years of the effective date of the ILA and economic development, the creation of new permanent jobs, redevelopment, and/or measurable community benefit(s) has occurred to the redevelopment area within three (3) years from the placement of the property on the tax roll;
- **Affordable housing (for new unit production only)**
- Public improvements; and,
- Interior build-out for economic development for a long-term tenant (minimum 5-year lease) or business/property owner that brings permanent new jobs.

Ineligible Projects:

- A project, which is permitted, underway or completed at the time of application, is not eligible. A land acquisition project is eligible if a Contract for Purchase has been executed but the closing date is after the date the grant is approved.
- A project, which received funding through the Redevelopment Capital Program (RCP), is not eligible for funding through the Broward Redevelopment Program (BRP).
- A project located in a community redevelopment area that receives County tax increment financing (TIF) is not eligible.

Eligible Areas:

- Community Redevelopment Areas, created pursuant to Chapter 163, Part III, Community Redevelopment Act, Florida Statutes, that do not receive TIF; and
- Areas designated by municipal or County resolution or ordinance defining the boundary and declaring that the area has blighting conditions described in Chapter 163, Part III, F.S.

Match: Non-County match (cash or in-kind) required (See “Definitions” on Pages 9-10.)

Funding Available: Reimbursement grant of up to \$1.0 million per municipality/CRA per funding cycle for eligible nonoverlapping/distinct property acquisition or public improvements projects; or \$15 per square foot for eligible interior build-out not to exceed \$150,000 or 50% of the interior build-out cost, whichever is less.

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* County developed a companion program for the Unincorporated Area and will apply the BRP evaluation tool to score projects. Other funding sources will be used in FY 2018-19 for Unincorporated Area projects. Under the BRP, if a municipality/CRA has a project on or adjacent to County property, the County may partner with a municipality/CRA in applying for BRP funding.

Evaluation Process: Criteria, point system and weights will be used to rate each project (See "Evaluation Tool" on Pages 17-19.)

Funding Timeframe: Projects must be completed within three (3) years of the effective date of an interlocal agreement between Applicant(s) and the County. (See Appendix I on Page 21.)

Prospective Applicants should review the materials presented in the remainder of this Application to meet the informational requirements for filing an Application. Technical assistance is available from the Housing Finance and Community Redevlopment Division, upon request. Contact person is *Glenn Amoruso at (954) 357-6679 or gamoruso@broward.org.*



BROWARD REDEVELOPMENT PROGRAM (BRP) (FY 2018)

Part I: COVER SHEET (To Be Completed by Applicant)

Section A. Funding Request Summary

1. Project Name:	2. Funding Type: Reimbursement _____ Grant <input checked="" type="checkbox"/>	3. Project Type (check one): Public Improvement _____ Affordable Housing _____ Property Acquisition _____ Interior Build-out for Economic Development _____	4. \$ Amount Requested: _____ _____ _____
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Section B. Applicant Agency Information

6. Applicant(s):	
7. Administrative Address:	
8. City & State:	9. Zip Code:
10. Telephone Number:	11. Fax Number:
12. E-mail Address:	13. Web Site:
14. Mayor/City Manager (required):	15. Office Phone Number:
16. CRA Director (as applicable)*:	17. Office Phone Number:
18. Contact Person's Name	19. Phone Number including area code
20. Mailing Address, City, State, Zip Code	
21. Type of Entity (Check all that apply.): <input type="checkbox"/> Municipality <input type="checkbox"/> Community Redevelopment Agency <input type="checkbox"/> Broward County	
22. Prior County Funding for Redevelopment to Municipality or Community Redevelopment Agency (Check all that apply. Attach explanation, if needed.): <input type="checkbox"/> None <input type="checkbox"/> Redevelopment Capital Program <input type="checkbox"/> Tax Increment	

Section C. Certification of Accuracy and Compliance

I do hereby certify that all facts, figures, and representations made in the Application are true and correct. The filing of this Application(s) has been authorized by the Municipal, County or Community Redevelopment Agency Boards and I(we) have been duly authorized to act as the representative(s) of the Board(s) in connection with this Application. I (we) also agree to follow all Terms, Conditions, and applicable federal and state statutes.

Print Authorized Mayor/ Municipal/County Manager's Name (required)	Title
Authorized Mayor/Municipal/County Manager's Signature (required)	Date
Print Authorized CRA Director's Name (as applicable)*	Title
Authorized CRA Director's Signature (as applicable)*	Date

* If the project is in a CRA, created pursuant to Chapter 163, Part III, F.S.



APPLICATION CHECKLIST

1. Applications must be submitted in hard copy by **hand delivery** to the following address no later than **12:00 PM, August 2, 2017**

**BROWARD COUNTY HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION
Environmental Protection and Growth Management Department
110 N.E. Third Street Suite 300
Fort Lauderdale, FL 33301**

Applications received after 12:00 PM will be disqualified for FY 2018 funding and returned

2. Submit one (1) original signed Application, eight (8) copies and eight (8) electronic (CD/DVD) copies in the format provided in the Application Form on Pages 13-16.
3. Number all pages, including attachments.
4. Original completed Application – DO NOT staple, perforate, or bind.
5. Application copies – Do staple, clip, or use rubber bands.
6. Answer each section in the order provided.
7. A separate Cover Sheet and Application Form are required for each Application.
8. Applications must be complete and include all required documentation at the time of submittal.
9. All Applicants must provide a signed letter from the Mayor or City Manager confirming municipal and CRA, as applicable, support of the Application and project(s) with copies sent to the respective Board(s).

Part II: ATTACHMENTS AND DOCUMENTS

Submit each of the following Attachments as an Appendix to the original Application and complete copies of the Application. Include all Attachments in the Application pagination. **Failure to include Attachments “A” through “D”** shall be a **Fatal Flaw** and the Application shall be removed from further consideration.

1. Signed letter from the Mayor or City Manager confirming municipal and CRA, as applicable, support for the Application and project(s) with copies sent to the respective Board(s) must be included as ***Attachment “A.”***
2. Resolution by the municipality/CRA declaring the application and project(s) as a beneficial use of public dollars and supports economic development opportunities which will would have positive impact(s) in the community must be included as ***Attachment “B.”***
3. Ordinance or Resolution defining the redevelopment area and declaring that the area meets the blighting conditions described in Chapter 163, Part III, Florida Statutes and legal description of the area must be included as ***Attachment “C.”***
4. Documentation, including a map showing the project location which must be within the boundaries of a CRA or defined area declared as meeting blighting conditions, must be included as ***Attachment “D.”***

FATAL FLAW CHECKLIST

Failure to comply with or include any of the **Required Items** or failure to respond to **Required Items** will result in a Fatal Flaw and removal of the Application from further consideration.

Required Item		Yes	No
1.	Application was received by due date and time.		
2.	Original Application contains original signature(s) under Part I: Cover Sheet Section C "Certification of Accuracy and Compliance" on Page 5.		
3.	The Application is responsive, that is, it addresses an eligible project for which funds are available.		
4.	Application provides for a Non-County funding source (cash or in-kind).		
5.	Attachments "A", "B", "C" and "D" are attached to the Application.		

APPLICATION INSTRUCTIONS

- **Please Note: Technical assistance is available upon request: 954-357-6679.**

DEFINITIONS

For the purposes of the Broward Redevelopment Program (BRP):

- **“Affordable Housing” shall mean a project which creates new housing units only (available to individuals and families up to 140% of Adjusted Median Income (AMI). Funding is not for rehabilitation or assistance services of any kind.**
- “Redevelopment” shall mean projects which address public purposes of removing blighting conditions and facilitating economic development opportunities and job creation; which public purposes have long-term positive impacts on the community providing a decent, secure and attractive living and working environment.
- “Economic Development” shall mean a project or activity that creates an identified number of permanent new jobs as detailed in the Application for funding under the Broward Redevelopment Program.
- “Applicant” shall mean Broward County*, a municipality, or community redevelopment agency (CRA).
- “Property Acquisition” shall mean the acquisition of land and associated structures (if any) for the purpose of lot assemblage to facilitate economic development, job creation, redevelopment and/or other measurable community benefit(s) to the redevelopment area. Acquired properties shall be placed on the tax roll and generating tax revenue within three (3) years of the effective date of the ILA or 100% of grant money will be refunded to the County.
- “Public Improvements” shall mean improvements which further redevelopment including:
 - Utility improvements (upsizing to accommodate development/redevelopment);
 - **Removal of septic tank waste systems**
 - Transportation improvements (roadways, turn lanes, crosswalks, etc.);
 - **“Green” infrastructure improvements (projects promoting water protection/retention and/or reuse, energy efficiency, etc.)**
 - Construction or expansion of public parking;
 - Streetscaping to facilitate access to businesses, employment, and transit; and,
 - Landscaping and irrigation associated with an eligible public improvement not to exceed 20% of the cost of the associated eligible public improvement.
- “Build-out for Economic Development” shall mean interior build-out for a long-term tenant (minimum 5-year lease) or business/property owner that brings permanent new jobs and does not include furniture and equipment. The only eligible applicants for the proposed BRP are municipalities, CRAs or the County* and a grant will be awarded only to one of these entities. The County grant will be disbursed only after build-out is complete and the business has hired the number of new, permanent employees identified in the Application. The grant will be paid out in two (2) installments; the first

* County developed a companion program for the Unincorporated Area and will apply the BRP evaluation tool to score projects. Other funding sources will be used in FY 2018-19 for Unincorporated Area projects. Under the BRP, if a municipality/CRA has a project on or adjacent to County property, the County may partner with a municipality/CRA in applying for BRP funding.

being when a Certificate of Occupancy (CO) has been issued, and the next when the number of stated new jobs have been achieved, no later than 12 months after the issuance of the CO. Funding is limited to \$15 per square foot not to exceed \$150,000 or 50% of the interior build-out cost, whichever is less.

- “Reimbursement Grant” shall mean a performance-based grant with identified milestones. When milestones are achieved, Applicant may present documentation and make a request for County reimbursement, subject to County staff review and approval. Documentation includes paid receipts for project costs incurred by the applicant. For property acquisition and public improvement projects, no more than two (2) disbursements, including a final disbursement at project completion, will be made for any single project. For property acquisition and public improvement projects, the Applicant must identify milestones prior to execution of interlocal agreement otherwise one grant payment will be made when the project is complete. For interior build-out projects, the County grant will be disbursed in two (2) **equal** installments; the first being when a Certificate of Occupancy (CO) has been issued, and the final one when the number of stated new jobs have been achieved, no later than 12 months after the issuance of the CO. All County reimbursement grants are subject to staff review and approval of documentation.
- “Non-County Match shall mean cash contributions and in-kind contributions. In-kind contributions shall mean the cost/value of dedicated or acquired real property and/or direct staff hours on a project for which funding is requested. (Documentation Required)

INVITATION TO APPLY

Applications must be submitted on the **Application Form** on Pages 12-15 with all other required and supplemental materials provided as Attachments.

APPLICATIONS must include the Applicant’s return mailing address, contact person and telephone number. Applicants shall submit one (1) original, eight (8) bound copies with dividers, and eight (8) electronic CD/DVD copies. The Applicant **must hand deliver** the Application and documentation.

The Housing Finance and Community Development Division (Division) must receive Applications and documentation by 12:00 PM on August 2, 2017. Applications and documentation received after that date and time will not be accepted and will be returned to the Applicant.

Applicants may withdraw their Applications by notifying the Division in writing at any time. Applications and materials submitted with the Application will be returned to the Applicant upon request.

Immediately upon receipt Applications become "**public records**" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Applicants may invoke the



exemptions to identify the data or other materials to be protected, and must state the statutory authority and the reasons why such exclusion from public disclosure is necessary. **Requests for exemption shall be subject to review and approval of the County Attorney's Office.**

SELECTION PROCESS:

Applications submitted shall be reviewed and evaluated by an evaluation committee. The Applicant understands that acceptance of an Application does not constitute an agreement or contract between the Applicant and Broward County.

Applicants will have an opportunity to present their Applications/projects to the evaluation committee at a time scheduled between September 11th and September 22, 2017.

The Board of County Commissioners reserves the right to reject all Applications submitted, waive any information, and re-advertise for new Applications. The Division may make a recommendation to the Board of County Commissioners not to fund any projects in the Applications submitted.

APPLICATION PREPARATION COSTS

Neither the County nor its representatives, which include County agencies and personnel, shall be liable for any expenses incurred in connection with preparation of an Application. Applicants should prepare their Applications simply and economically, providing straight forward and concise descriptions and responses to the questions on the Application Form.

ACCURACY OF APPLICATION INFORMATION

Any Applicant that submits in its Application to the Division any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration. Answers and responses must pertain to the specific question requested on the Application Form. No consideration will be given to a response that does not relate specifically to the question. If the response to a question is contained elsewhere in the Application, it must be specifically cited (i.e. page number, question number, etc.).

INSURANCE/SOVEREIGN IMMUNITY

County, CRAs and Municipalities are state agencies or political subdivisions of the State of Florida as defined in Chapter 768.28, Florida Statutes, and each party shall be fully responsible for acts and omissions of its agents, contractors, or employees in the performance of its obligations under this Application and subsequent interlocal agreement, to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency or political subdivision of the State of Florida to be sued by third parties, in any matter, arising out of this Application or any other contract or agreement.

FUNDING AWARD

The selected Applicant(s) (municipality and CRA, as applicable) shall be required to execute an interlocal agreement with Broward County as soon as possible subsequent to project and funding approval by the Board of County Commissioners. **In addition, if an applicant does**



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not execute an Interlocal Agreement within one (1) year subsequent to funding approval, the funding commitment is forfeited. Applicant can re-apply for the funds in next round of BRP funding.

The Funding Award is for the specific eligible project described in the Application, and is available for a reimbursement grant(s), consistent with the milestones established in the interlocal agreement, if the project is completed in compliance with the terms, conditions, and provisions of the interlocal agreement, within three (3) years from the effective date of the interlocal agreement, subject to County staff review and approval of documentation submitted.



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APPLICATION FORM

(To Be Completed by Applicant)

1. Application Date: _____
2. Applicant(s): _____

Address: _____

Contact Person: _____ Title: _____
Telephone #: _____ FAX #: _____
E-mail: _____
3. Project: _____

Project Address: _____

Project Location (Attach Map and Legal Description): _____

4. Project Start Date: _____
Project Completion Date: _____
5. Property Owner(s): _____
Property Owner(s) Address: _____

Telephone #: _____ FAX #: _____
E-mail: _____
6. Funds Requested: \$ _____



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7. Project Description:

- a. Provide brief narrative of the proposed project including project objectives, major project characteristics, number and type of permanent jobs created, removal of blighting conditions, population served, public purpose, proximity to public or other transportation, and non-County funding sources. Identify any in-kind match.
- b. Property acquisition projects must provide current appraisal(s) (i.e. no older than 6 months), and environmental assessment(s), in accordance with the County requirements shown in Appendix II on Page 26. A Contract for Purchase is the minimum required documentation. (See #10 on Page 14-15).
- c. In addition to the number of permanent new jobs created, interior build-out projects for economic development must identify the project to be undertaken, the long-term tenant or business/property owner, and the term of the lease.
- d. Provide detailed cost information regarding the project. Include design plans and costs estimates, bids, and other available information. Attach project plans and detailed cost estimates. Plans must be to scale. Interior build-out projects must include the cost per square foot, number of square feet, and cost of the interior build-out not including furniture and equipment.
- e. Demonstrate how the project addresses the Criteria, shown on Pages 17-20.
- f. Provide additional attachments as needed.

8. Project Costs and Funding Sources

As an attachment, provide cost information regarding the project. Provide detail necessary to identify funding sources (which may be less detail than in #7d).

PROJECT COSTS					
Itemized Cost	Total Cost	County BRP	Municipal Funds	CRA Funds	Other Funds
A. Acquisition Cost 1. Contract Purchase Price 2. Appraisals 3. Survey 4. Environmental Audit(s)					
B. Public Improvement 1. Architectural/Engineering Fees 2. Construction Costs 3. Contingency Costs 4. Other					
C. Interior Build-out 1. Architectural/Engineering Fees 2. Construction Costs 3. Contingency Costs 4. Other					
Total Project Costs					



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9. Funding Source Information (Include Match information. See “Definitions” on Pages 9-10.

As an attachment, provide the following for each funding source currently in place to complete this project.

- a. Funding provided
- b. Name, address, telephone number, contact person
- c. Type of funding provided (e.g., grant, loan, other-specify), funding timeframes, and special terms and conditions (e.g., performance-based, interest rate, etc.)
- d. Date funded, requested and expected (Attach commitment or award letters)

SOURCES OF FUNDS		
Funding Amount	Name of Source	Type of Funding and Terms and Conditions
Total Funding		

10. Project Site Control

a. Applicant currently has control of project site through:

- _____ Fee Simple Title
- _____ Lease
- _____ Other (describe) _____

b. Provide Evidence of Site Control (i.e., copy of Warranty Deed, etc.)

c. If site is not under Applicant’s control, provide time line and schedule for establishing control. (Contract for Purchase is the minimum required documentation.)

Legal Description and Map (attach):

Street Address: _____

Current Owner: _____

d. If the project site is vacant, describe any prior known use. Also indicate the age of any buildings or other structures currently located on the site.

e. Provide a layout of the project site showing details, including the locations of any existing buildings or other structures and any public improvement projects addressed in the Application.



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- f. Provide a location map, showing location of the project to the surrounding area.
 - g. Attach Phase 1 and Phase 2 environmental assessments, as required. Provide mitigation plan, if required.
11. Project Development Schedule: Provide a Project Development Schedule from start date to completion date and note milestones.



EVALUATION TOOL

Criteria, scoring points, and weights for project selection are described on the following pages. For each project, eight of the nine “**Criteria**” will be rated from 0 to 3 points, with the lowest score of “**0**” and the highest score of “**3**.”

Applicants are **required** to identify, through narrative statements or through referencing by Application page number(s), how the “**Criteria**” are addressed. If the Application does not address a criterion, because it does not apply, then that should be indicated with an “N/A.” Applicants may provide Attachments, as needed.

At a minimum, the Application should address the “**Criteria**.” “**Weights**” will be applied to the “**Criteria**.” While all the “**Criteria**” are important to redevelopment, the “**Weights**” provide higher “**Final Scores**” to projects which address specific issues.

Each **Evaluation Committee** member will assign 0 to 3 points to each “**Criteria (1-8)**” based on the documentation provided in the Application. The “**Points**” will be multiplied by the “**Weight**” to obtain the “**Final Score**” for each of the “**Criteria**.” For the ninth criterion; “Number of Jobs Created for Redevelopment Area Residents” and “Number of High-Paying Jobs” it will assign 0 to 2 points.

The sum of the Final Scores for the nine “**Criteria**” is the “**Final Project Score**.” However, “**YES**” responses to the following questions will add **10 points each** to the “**Final Project Score**.”

- A. Is the project within a **redevelopment area** that has never received funding through the Redevelopment Capital Program (RCP) **or the BRP**?
- B. Is the project within a **municipality** that has never received County Tax Increment Financing (TIF)?

The minimum “**Final Project Score**” is **0 points** and the maximum is **120 105 points**.

The “**Average Final Project Score**” for each project will be an *average* of the “**Final Project Score**” of all members of the Evaluation Committee. Projects will be recommended for funding consideration by the Board of County Commissioners based on the average “**Average Final Project Score**” and the availability of BRP funds.

No project with an “**Average Final Project Score**” of less than **75 65 points** will be recommended for BRP funding.

Criteria

1. **Proximity to Transit and Transit Accommodations.** To obtain a high score of “3,” the Application must demonstrate that the project is within ¼ mile of public transportation (attach map) and that the project includes transit accommodations. The low score of “0” will be given if the Application provides no documentation or the project is one mile or more from public transportation. Transit accommodations include, but are not limited to: shuttle service, bicycle racks, private shower, etc.
2. **Environmental Sustainability Components (solar technology, LEED standards, sea-level rise mitigation/adaptation, etc.).** To obtain a high score of “3,” the Application must demonstrate that the project contains two (2) or more components that address environmental sustainability. The low score of “0” will be given if the Application provides no documentation or there are no environmental sustainability components.
3. **Ability to Timely Complete Project.** To obtain a high score of “3,” the Application **must** include a Project Development Schedule and demonstrate that the project will be completed in accordance with the Project Development Schedule. **In addition, projects which are “shovel ready” will be given a higher score than ones currently only in a preliminary design phase.** The low score of “0” will be given if the Application provides no documentation regarding a Project Development Schedule or ability to complete within the Project Development Schedule.
4. **Contribution from non-County Sources.** To obtain a high score of “3,” the Application must provide detailed project costs and all funding including County and non-County funding, including an in-kind match as defined on Page 10. The low score of “0” will be given if the Application provides no documentation regarding the contribution or there is **less than 15% minimal** non-County contribution.
5. **Increase in Tax Base for Non-Public Improvement Projects OR Benefits to Community for Public Improvement Projects.** To obtain a high score of “3,” the Application must provide calculations of the expected increase in the tax base due to private redevelopment, document the private redevelopment, and show the increase in the tax base. The low score of “0” will be given if the Application provides no calculations or insufficient documentation of private redevelopment or no increase in the tax base. As it pertains to Benefits to Community for *Public Improvement Projects*; To obtain a high score of “3,” the Application must provide documentation which demonstrates how the public improvement will “add value” to the community in which it is located. The low score of “0” will be given if the Application provides no or insufficient documentation of how the scope and/or type of project will benefit the general public, area residents and property owners.
6. **Higher Unemployment than Municipality and County and/or Lower Property Value Growth for Redevelopment Area than for Municipality and County.** To obtain a high score of “3,” the Application must demonstrate higher unemployment and/or lower property value growth in the redevelopment area than those of the Municipality or the County. The low score of “0” will be given if the Application provides no documentation regarding unemployment and property values or if unemployment in the redevelopment area is lower than those of the Municipality and the County and/or property value growth is higher than those of the Municipality and the County.
7. **Removal of Blighting Conditions.** To obtain a high score of “3,” the Application must demonstrate the blighting conditions and how the project will remove such conditions.

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The low score of “0” will be given if the Application provides no documentation regarding blighting conditions.

8. Number of Permanent Jobs Created and/or Job Training/Apprenticeships.

To obtain a high score of “3,” the Application must demonstrate the number of permanent jobs created and how the project contributes to long-term job creation. The low score of “0” will be given if the Application provides no documentation regarding the permanent number of jobs created or how the project contributes to long-term job creation. The number of jobs created should be calculated in accordance with the American Recovery and Reinvestment Act of 2009 (ARRA). Instructions as described in the 2010 White House OMB Memorandum Updated Guidance for ARRA for reporting job estimates can be downloaded from the Broward County Housing Finance and Community Redevelopment website at <http://www.broward.org/Housing/Pages/BRProgram.aspx> at http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf. The number of jobs must be expressed as Full-Time Equivalents (FTE) and must not include indirect and induced jobs. Attached as Appendix III is an example worksheet used to calculate FTE’s.

In addition, the number of points will awarded per the following table;

Number of Permanent Jobs Created (FTE's)*	Point Allocation
0-5	0 1
6-15	1 2
16-29	2 3
30 or greater	3 4

** For public infrastructure projects to get points, the application must identify a direct linkage to a specific business/employer which will locate or expand employment to the area as a result of the infrastructure improvement(s).*

In addition, for calculating job creation by business type, the following reference guide is published by the United States Green Building Council (USGBC) at <http://www.usgbc.org/redirect.php?DocumentID=4111>.

9. A maximum of two (2) points for each, will be possible based on the responses to the following:
- a. **Number of Jobs Created for Area Residents.** To obtain the maximum points, the Application must demonstrate that the permanent jobs created are for residents of the redevelopment area. No points will be given if the Application provides no documentation or none of the jobs created are for residents of the redevelopment area.
 - b. **Number of High-Paying Jobs.** To obtain the maximum points, the Application must demonstrate that the jobs created are permanent high-paying jobs. No points will be given if the Application provides no documentation or no high-paying jobs are created. High-paying jobs are jobs paying at least 115% of the County average



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wage. Effective January 1, 2015⁷, the Broward County Average Annual Wage, as defined by the “State of Florida Incentives Average Wage Requirements,” is \$44,579 \$47,859; and, 115% of this amount is \$51,266 \$55,038.

TIEBREAKER: How many permanent jobs are created? If two projects receive the same score, the project which creates the most permanent jobs shall be recommended for funding ahead of the project which creates fewer jobs.

CRITERIA / WEIGHTING / SCORING

(To Be Completed by Evaluation Committee)

A. Is the project within a <u>redevelopment area</u> that has never received funding through the Redevelopment Capital Program (RCP) <u>or BRP</u> ?	___ YES*	___ NO	
	*If YES add 10 points to Final Project Score.		
B. Is the project within a <u>municipality</u> that has never received County Tax Increment Financing (TIF)?	___ YES*	___ NO	
	*If YES add 10 points to Final Project Score.		
CRITERIA	POINTS (0 – 3)	WEIGHT	FINAL SCORE (POINTS x WEIGHT)
1. Proximity to Transit and Transit Accommodations		<u>34</u>	
2. Environmental Sustainability Components (solar technology, LEED standards, sea-level rise mitigation/adaptation, etc.)		<u>34</u>	
3. Ability to Timely Complete Project		<u>32</u>	
4. Contribution from non-County Sources		2	
5. Increase in Tax Base <u>for Non-Public Improvements</u> OR Benefits <u>to Community for Public Improvements</u>		3	
6. Higher Unemployment/Lower Property Value Growth for Redevelopment Area than for City and County		3	
7. Removal of Blighting Conditions		<u>105</u>	
8. Number of Permanent Jobs Created		<u>105</u>	
9. <u>Do Permanent Jobs Created include the following?</u> if applicable: a. Number of Jobs Created for <u>Redevelopment</u> Area Residents b. Number of High-Paying Jobs	POINTS (0- 2)	1 1	



FINAL PROJECT SCORE	--	--	
TIEBREAKER: How many permanent jobs are created?	_____ # of Jobs		

APPENDIX I

SCOPE OF INTERLOCAL AGREEMENT

An interlocal cooperation agreement must be executed by the County, the municipality and the community redevelopment agency (CRA), as applicable, and as soon as possible subsequent to project and funding approval by the Broward County Board of County Commissioners. **If an applicant awarded funding by the Board does not execute an Interlocal Agreement within one (1) year subsequent to funding approval, the funding commitment is forfeited. Applicant can re-apply for the funds in next round of BRP funding.**

Scope of ILA

- Interlocal Cooperation Agreement (ILA) establishes:
 - Size and boundaries of the redevelopment area;
 - Term of County financial obligation;
 - Maximum amount payable by the County;
 - Terms of Reimbursement Grant;
 - Reporting requirements;
 - **Penalties for failing to create new, permanent jobs as represented in application**
 - Detailed Project Description; and
 - Documentation required for County reimbursement including:
 - Signed letter from the Mayor/City Manager certifying completion of a milestone and for final reimbursement certifying completion and operation of the public improvement or completion of property acquisition or completion and operation of the interior build-out and number of jobs created;
 - Contract including Scope of Work and Project Cost;
 - Itemized actual costs;
 - Evidence of payment, which at a minimum will include copies of invoices and canceled checks or wire transfers; and,
 - For property acquisition, the municipality/CRA must provide a bond, letter of credit or other monetary security, satisfactory to the County, to secure the performance obligations of the interlocal agreement or, at the County’s option, the return of all or a portion of the acquisition payment pursuant to the terms of the interlocal agreement. and agree that as detailed below, either 100% or 50% of the grant shall be refunded to the County in the event the acquisition and redevelopment of the property does not comply with all of the

requirements of the interlocal agreement, including placement of the property on the tax roll within three (3) years of the effective date of the ILA and demonstration that economic development, the creation of new permanent jobs, redevelopment, and/or measurable community benefit(s) to the redevelopment area has occurred within three (3) years from placement of the property on the tax roll.

- Failure to place the property on the tax roll within three (3) years subsequent to the effective date of an ILA shall require one hundred percent (100%) of the grant to be refunded to the County.
- In the event that the economic development, creation of new permanent jobs, redevelopment, and/or measurable community benefit(s) to the redevelopment area was not completed as proposed in the application, and within three (3) years from placement of the property on the tax roll, the applicant shall be required to return 50% of the grant amount disbursed for the acquisition.
- For affordable housing projects, the municipality/CRA must agree that 25% of the grant reimbursement shall be forfeited in the event 100% of the stated number of new, permanent jobs are not be created within twelve (12) months subsequent to a CO being issued. There is no proration given for anything less than 100% of stated amount of new, permanent jobs.
- For interior build-out projects, the municipality/CRA must agree that 50% of the grant reimbursement shall be forfeited in the event 100% of the stated number of new, permanent jobs are not be created within twelve (12) months subsequent to a CO being issued. There is no proration given for anything less than 100% of stated amount of new, permanent jobs.

Use of County Funding

- All projects shall be completed in conformance with the ILA, and within three (3) years of the effective date of the ILA.
- County funding shall be provided to projects that address the public purposes of economic development, affordable housing units, job creation and removal of blighting conditions and the public purposes must have long-term positive impacts on the community providing a decent, secure and attractive living and working environment.
- County funding of property acquisition, public improvement projects, affordable housing units, and interior build-out shall be in compliance with County funding policies and practices.
- The Broward Redevelopment Program (BRP) shall be funded through a non ad valorem appropriation.
- County funding shall be based on funds available through the Broward Redevelopment Program (BRP).

- County funding through the Broward Redevelopment Program (BRP) shall be a reimbursement grant(s).
- A reimbursement grant for property acquisition projects may include the actual purchase price and associated acquisition costs for a survey, appraisal(s), and environmental assessments (not mitigation) not to exceed the amount approved by the Board of County Commissioners.
- Reimbursement grants shall be for documented actual project costs not to exceed the amount approved by the Board of County Commissioners.
- County reimbursement shall not be made until milestones identified in the ILA are achieved. When milestones are achieved, the Applicant must present documentation and make a request for a County disbursement, subject to County staff review and approval. No more than two (2) disbursements, including a final disbursement at project completion, shall be made for any single property acquisition, or public improvement, **affordable housing units** or interior build-out project. For property acquisition, **affordable housing units**, and public improvement projects, the Applicant must identify milestones prior to execution of interlocal agreement otherwise one grant payment will be made when the project is complete. For interior build-out, the County grant will be disbursed in two (2) installments; the first being when a Certificate of Occupancy (CO) has been issued, and the next when the number of stated new jobs have been achieved, no later than 12 months after the issuance of the CO. All County reimbursement grants are subject to staff review and approval of documentation.
- Requests for reimbursement must be made within 120 days of completion of milestone or project completion.
- No Broward Redevelopment Program (BRP) funds may be used to clean up a contaminated site.
- No Broward Redevelopment Program (BRP) funds will be awarded to a community redevelopment area, created pursuant to Chapter 163 Part III, F.S, which is receiving County tax increment financing (TIF).

Reporting Requirements

- The municipality or CRA is responsible for implementing and conforming to the terms and conditions of the ILA. The municipality or CRA shall provide to the County advance notice of all public meetings related to projects pursuant to the ILA. The municipality or CRA shall keep the County informed throughout the planning, design and construction of such projects.
- In addition to the requirements of Ch. 163, Sections 356, 362 and 387, F.S. (Ch. 163 applies to CRAs), which are due by March 31 of each year, the CRA or municipality shall submit to the County on the anniversary date of the effective date of the interlocal agreement, a detailed, narrative report (Annual Report) which discusses the progress made in carrying out the projects approved by the Board of County Commissioners for BRP funding. Additionally, a Status Report for the Project, including the updated Project Development Schedule, along with reports on benchmarks, including number of jobs created shall be delivered to the COUNTY

every six (6) months from the effective date of the ILA. The Status Report must include both expenditures for the current fiscal year and cumulative financial information for the Project. The Annual Report shall include the Project Development Schedule for a property acquisition or public improvement project, or interior build-out and a critical path timeline as to overall redevelopment within the declared redevelopment area. Additionally, the Annual Report shall include time frames and benchmarks, including, but not limited to, accounting of County funding, enhancements to the tax base, any leverage of private or public funds, costs and revenues, growth in new business, job creation, removal of blighting conditions, reduction in code violations, improvements to infrastructure and ongoing benefits to the broader community. The report shall contain sufficient information for the County to determine if the projects conform to the ILA. Financial information must be provided in the format provided in Exhibit 1 on Pages 23 and 24.

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Compliance with County Regulations

- By executing an interlocal agreement, the Applicant agrees to comply with any and all County policies, regulations, and practices.

EXHIBIT 1

FINANCIAL INFORMATION FORMAT

Municipalities and Community Redevelopment Agencies (CRAs) receiving funding through the Broward Redevelopment Program (BRP) have a reporting responsibility to Broward County, the funding agency. To effectively demonstrate accountability for the use of County funding through the Broward Redevelopment Program, the annual progress report (Annual Report) must include **cumulative** financial information for each individual project undertaken pursuant to the interlocal agreement (ILA).

As shown, on Page 24, the financial information report format is composed of three sections. Section One represents project expenditures for the current year* and the cumulative expenditures for each redevelopment project as follows: 1) a description of the project; 2) the projected cost of the project as originally presented in the application for BRP funding; 3) the cumulative expenditures for the project up to the beginning of the year* being reported; 4) the expenditures for the project for the year*; and 5) the total cumulative expenditures for the project as of the end of the year* being reported. Section Two presents the Statement of Revenue, Expenditures and Changes in Fund Balance for the separate account/fund established for BRP monies received from Broward County pursuant to the ILA, and the Redevelopment Trust Fund, as appropriate, and include 1) revenue received by source; 2) the project expenditures; 3) administrative costs**, including salaries, contractual services, and capital outlay; 4) debt service**, including principal and interest; 5) other expenditures; and 6) the fund balances. Section Three presents the Balance Sheet for the BRP account and the Redevelopment Trust Fund, as appropriate. There must be full disclosure in all sections and the information presented must be reconcilable to the ILA, and the independent financial audit of the BRP account for either the municipality or the CRA, as required by the ILA.

* Fiscal year or other date specified in the ILA

**Administrative costs or debt service are required as they apply to overall redevelopment.

BROWARD REDEVELOPMENT PROGRAM (BRP) (FY2018)

Format for Financial Information for the Annual Report

XYZ Municipality or CRA receiving BRP Funding For Fiscal Year Ended September 30, 201X*

Section I: Project Expenditures

Description Project	Cost as Presented in ILA	Expenditures Through 9-30-1X*	Cumulative Expenditures for Fiscal Year 201X*	Cumulative Expenditures Through 9-30-1X*
Streetscape Improvements	\$6,500,000	\$3,500,000	\$50,000	\$3,550,000
BRP Funds				
Other Funds				
Parking Project	4,500,000	50,000	4,000,000	4,050,000
BRP Funds				
Other Funds				
Roadway Improvements	2,000,000	2,000,000	0	2,000,000
BRP Funds				
Other Funds				
Streetlight Installation	500,000	200,000	50,000	250,000
BRP Funds				
Other Funds				
Total Expenditures			<u>\$4,100,000</u>	
BRP Funds				
Other Funds				

Section II: Statement of Revenue, Expenditures & Changes in BRP Account & Redevelopment Trust Fund Balances**

Revenues:

County BRP	\$#,###,###
Redevelopment Trust Fund **	#,###,###
Interest	<u>###,###</u>
Total Revenues	<u>#,###,###</u>

Project/Activity Expenditures (total from Section I) 4,100,000

Administrative Costs**:

Salaries	###,###
Contractual Services	##,###
Capital Outlay	<u>#,###</u>
Total Administrative Costs	<u>###,###</u>

Debt Service**:

Principal	###,###
Interest	<u>###,###</u>
Total Debt Service	<u>#,###,###</u>

Other Expenditures	<u>##</u>
Total Expenditures	<u>#,###,###</u>

Excess of Revenues Over Expenditures #,###

Fund Balances, October 1*

County BRP	###,###
Redevelopment Trust Fund	###,###

Fund Balances, September 30*

County BRP	###,###
Redevelopment Trust Fund	<u>\$###,###</u>

Section III: Balance Sheet

Assets (with detail)	<u>\$#,###,###</u>
Liabilities and Fund Balances (with detail)	<u>\$#,###,###</u>

* Fiscal year or other date specified in the ILA

** Items are required as they apply to overall redevelopment.



BROWARD REDEVELOPMENT PROGRAM (BRP) (FY2018)

APPENDIX II

PROPERTY ACQUISITION REQUIREMENTS

1. Broward County Administrative Code, Chapter 6, subsection 6.23(j)(11), establishes County appraisal policy, as follows:

Obtain not less than two (2) appraisals from qualified independent appraisers on the list, as defined in #2, approved annually by the County Administrator on parcels of real property, except rights-of-way valued at \$500,000.00 or more, exclusive of damages, which the City/CRA contemplates purchasing. Obtain at least one independent appraisal from the same list of qualified appraisers on property with a value of less than \$500,000.00.

2. Broward County requires appraisals from the “Broward County/School Board of Broward County List of Preferred/Qualified Real Estate Appraisers” (List). Appraisals have to be reviewed and accepted by Broward County’s Real Estate Due Diligence Officer. Please call (954) 357-6826 for the List.
3. Broward County requires a Phase 1 Environmental Audit, and if deemed necessary by the County, a Phase 2 Environmental Audit. These environmental audits are subject to approval by the County.



**BROWARD REDEVELOPMENT PROGRAM (BRP)
(FY2018)
APPENDIX III**

FULL TIME EQUIVALENT (FTE) WORKSHEET (EXAMPLE - Build-out)

FTE = 40 HOURS X 13 WEEKS PER QUARTER = 520 HOURS WORKED PER QUARTER

520 HOURS WORKED
520 QUARTERLY HOURS = 1.0 FTE

After construction is completed; the XYZ Retail Fashions will create an estimated 18 new permanent jobs in the Village of Broward, with a combination of part-time, full time, administrative and “high paying” positions. The hours of operation will be from 11AM to 7PM and may extend during holiday seasons or special events. It is anticipated the number of positions will grow 10% per year as its customer base grows, allowing business expansion.

XYZ Retail Fashions								
Full time Jobs Created (FTE) (calculated in accordance with the American Recovery and Reinvestment Act of 2009 (ARRA))								
Position/Job Title	# of Employees	Full time (FT-40) or Part time (PT-20)	Number of High Paying Jobs	Weekly Hours worked	Quarterly Hours Worked (X 13 weeks)	<i>(divided by)</i> QTRLY HOURS	Full Time Equivalent Jobs Created (FTE's) by 2016	Notes / Comments
Sales Clerk	12	PT	-	240	3,120	520	6	
Store Manager	2	PT	2	40	1040	520	1	
General Manager	1	FT	1	40	520	520	1	
Stock Clerk	2	FT	-	80	1040	520	2	
Janitor/Maintenance	1	FT	-	40	520	520	1	
Totals	18	-	3	440	5720	-	11	
Assumptions:								
1. Business operating hours; 11AM to 7PM.								
2. Jobs are created and maintained within 12 months subsequent to issuance of the Certificate of Occupancy (CO).								

