



# Hallandale Beach Community Redevelopment Agency

## Neighborhood Improvement Program Policy

Creation – February 2018  
Revision – May 18, 2020

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# Introduction

The mission of the Hallandale Beach Community Redevelopment Agency (CRA) is to foster and directly assist in the redevelopment of the Community Redevelopment Area in order to eliminate slum and blight, thus improving the attractiveness and quality of life of the area and the City of Hallandale Beach as a whole. The CRA's Implementation Plan, which is available to the public on the CRA's website, provides the framework for projects and activities intended to accomplish this mission, and offers objectives for redevelopment of the area that is also consistent with the citizens' visions as expressed through various neighborhood and area planning initiatives. The policies used to accomplish these goals are targeted at businesses and residents respectively.

## Definitions

Administrative Fees: Fees charged to NIP applicants to cover the HBCRA incurred costs to administer the NIP and Hurricane Rebate Program; such fees include but are not limited to an application fee, re-inspection fee and subordination fee.

Affordable Housing: A situation where the cost of monthly rents or monthly mortgage payments including taxes, insurance, and utilities do not exceed 35% of a household's adjusted gross monthly income. This is based on the median average income for the household size and primarily applies to very low, low, and moderate income households.

Assets: Cash or items of value that can be converted to cash and used as collateral to secure financing.

Assumption of Mortgage: When a buyer purchases a home and agrees to take over the existing mortgage debt on the house from the seller.

Community Redevelopment Agency: The Community Redevelopment Act of 1969, codified as Part III of Ch. 163, F.S., was enacted to enable counties and municipalities to eliminate and prevent the development or spread of slums and urban blight, to encourage needed community rehabilitation and to provide for the redevelopment of slums and blighted areas.

Cooperative: – the form of ownership of real property wherein legal title is vested in a corporation or other entity and the beneficial use is evidenced by an ownership interest in the association and a lease or other monument of title or possession granted by the association as the owner of all the cooperative property.

Debt to Income Ratio: The percentage of a person or household's monthly gross income that goes toward paying debts.

Default: When a borrower is unable to fulfill the obligations of his/her loan agreement.

First Right-of-Buyback: The right to have the first opportunity to purchase the property from a buyer when the buyer decides to sell or convey the property. The HBCRA, at its option, may

purchase the property at the Market Value (as appraised) minus the principal assistance amount and any applicable deductions.

Grant: For the purpose of this Policy is that portion of the loan or the financial assistance which is forgiven and not required to be paid back to the HBCRA.

Hallandale Beach Community Redevelopment Agency (HBCRA): The Community Redevelopment Agency of Hallandale Beach.

Homestead: in Florida, an individual's primary residence.

Loan Agreement: A contract which regulates the terms of a loan.

Market Value: The amount that a buyer agrees to pay a seller, determined by the appraised value of the property.

Mortgage and Promissory Note: A legal document that states that a borrower obtaining a loan is obligated to repay it within the specified time period and provides a security interest in the form of a lien in favor of the lender against the home if the borrower fails to fulfill the terms.

Principal: The currently unpaid balance of a loan, not including interest (if applicable).

Proceeds of Sale: The difference between the purchase price of a property at the time the property was conveyed to the buyer and the sale price of the property at a subsequent time when the buyer intends to sell or convey the property.

Rehabilitation: the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient, contemporary use while preserving those portions which are significant to its historic, architectural and cultural values.

Restrictive Covenant: A provision and/or contract restricting or limiting the use or sale of the property in some manner.

Satisfaction of Mortgage: A document acknowledging the payment of a mortgage debt.

Special Focus Area: An area that is targeted for improvement due to circumstances, uniqueness or other reasons deemed worthy by the HBCRA to further community development goals and objectives.

Subordination: A loan (or security) that ranks below other loans (or securities) with regard to claims on assets or earnings. HBCRA will only subordinate to 2<sup>nd</sup> lien position. HBCRA will not subordinate in the case of a cash out transaction.

Sweat Equity: increased value from a property due to the owner performing the labor when renovating or improving that property.

Transfer: Any change in ownership which is different from the name (s) on the original mortgage and promissory note.

## **NEIGHBORHOOD IMPROVEMENT PROGRAM (NIP)**

### **Program Overview**

One goal of the *Neighborhood Improvement Program* (NIP) is to provide financial assistance for exterior residential facade improvements in the redevelopment district for the purpose of improving property conditions and value, and aiding in the elimination of slum and blight. An additional goal is to foster sustainable practices that all HBCRA funded improvements increase the energy efficiency of the units. Moreover it is the intent of this program to encourage neighborhood beautification and enhanced curb appeal in all areas of the redevelopment district. A property can be assisted twice every four years providing that no other HBCRA loans or City liens exist on the property.

**Special Focus Areas** – The HBCRA may, at its sole discretion and at any time during the NIP fiscal year, designate one or more special Focus Area to target for funding assistance for largescale neighborhood improvement (such as streetscapes, curb appeal, Florida friendly landscaping, etc.). A Special Focus Area may be targeted for improvement due to circumstances, uniqueness or other reasons deemed worthy by the HBCRA to further community development goals and objectives. The Executive Director can designate funding up to \$150,000 for a special focus area. Additional funding in excess of the designated amount will require HBCRA Board of Directors' approval. Funding for a special focus area is dependent on availability and designated area is determined by HBCRA staff.

### **Eligibility Requirements for Owner Occupied dwellings**

- The property must be located within the HBCRA district.
- Must be an owner occupied (homesteaded) single family home or duplex.
- If property is financed, mortgage must be current or have a mortgage payment plan in place
- Applicant cannot be in bankruptcy (If applicant filed bankruptcy and received a discharge, the three year waiting period to apply will be waived).
- Property cannot be in foreclosure or pending foreclosure proceeding at the time application is submitted.
- . Homesteaded property with a City of Hallandale Beach lien will be accepted, however applicant will be required to work with City regarding a resolution.
- Applicants must be citizens or permanent legal residents of the United States in order to qualify.
- All property taxes, homeowner's insurance and utilities must be current in order to apply and must remain current while receiving assistance.
- A minimum credit score may be required to determine eligibility.
- Participants must show proof of income and meet the household income requirements. Based on Gross Broward Median Income as outlined in Appendix I, applicants must be of moderate household income or below. Household size will be determined by the number of people an applicant declares and is able to provide documents that substantiate that claim. Documents must show proof of joint residency. This may include but is not limited to:
  - a) Tax returns indicating dependents
  - b) School registration

- Any and all projects involving work that has already commenced prior to the execution of a loan with the HBCRA will not be funded.
- The work must be done by a licensed contractor. The HBCRA will not finance any improvements in which the applicant does the work, also known as sweat equity.
- Properties with multiple mortgages or reverse mortgage are not eligible to participate.
- Trailer Parks and cooperative units are not eligible for the NIP program.

### **Eligibility Requirements for Non-Owner Occupied dwellings**

- All of the above applies with the following exceptions:
  - a. Don't need to be homesteaded
  - b. Will not qualify for any loan forgiveness

### **Eligible Uses**

HBCRA funding assistance can be used for the following improvements:

- Repair or replacement of roof.
- Impact windows and doors.
- Walkway and driveway, including swale.
- Repair or cleaning of exterior masonry or stucco.
- Pressure cleaning
- Painting
- Landscaping.
- Fencing
- Energy efficient air conditioning, water heater
- Termite removal
- Seawall repair or replacement. .
- Other exterior improvements not listed above may be considered on a case by case basis.

While this program is designed to perform exterior improvements, emergency interior repairs can also be included if they mitigate life safety issues including: Removal of asbestos, mold, home barriers to the disabled and/or elderly or other life safety issues as determined by the Building or Code Compliance Official.

Costs may include other work necessary to complete the project, including: Architectural, landscape architectural or engineering fees for the preparation of construction drawings, construction supervision, permits and inspection fees.

### **Terms**

**Owner Occupied Properties:** Under the Neighborhood Improvement Program (NIP), the HB will provide a zero interest loan of up to \$50,000 for homesteaded residential properties.

**Non-Owner Occupied Properties:** The HBCRA will provide a 1% to 3% interest loan for non-owner occupied dwellings (single family home or duplex) of up to \$50,000. A loan of up to \$75,000 is available for multi-family properties (3 or more units) at 1% to 3% interest. See loan repayment below in Loan Terms.

The loan amount will not be more than 50% of the property appraiser's assessed value of the property. Applicants with home repairs exceeding 50% of the property appraiser's assessed value could be a candidate for the Replacement Home Program.

All improvements must be completed by a licensed contractor and must be completed within 120 days of loan execution.

Payments are made directly to contractor on behalf of the applicant.

### **Loan Forgiveness & Repayment**

Loan forgiveness and repayment is based on household income as set forth in the current Broward County Median Income (BMI) guidelines. Applicants meeting the income requirements will receive a tiered forgiveness as follows:

- Applicants with multi-unit dwelling (3 or more) will repay a 100% of the loan (interest rate to be determined).
- Applicants with income above the 120% BMI will repay 100% of the loan (income not to exceed 140% BMI).
- Applicants with income above 80% BMI but less than 120% will repay 60% of the loan.
- Applicants with income above 50% BMI but less than 80% will repay 40% of the loan.
- Applicants with income at 50% BMI or below will have a 100% forgiveness loan. The loan becomes forgivable at a rate of 25% per year for four years. If the property is sold or transferred within that time, the loan must be repaid with the following terms:

Timeframe	% of initial loan	Annual Interest Rate
< 3 years	100%	6%
< 4 years	50%	N/A
< 4+ years	N/A	N/A

Applicant with partial loan forgiveness will lose the forgiveness if the property is sold or conveyed prior to the maturity date and will have to repay 100% of the loan along with a 6% interest rate if sold or conveyed within the first three years.

### **Loan Default**

- a. If payments are not made for a three month period, the full loan amount granted by the HBCRA, plus penalties are due. Foreclosure may be pursued legally.
- b. Failure to maintain current loan payments, payments for HBCRA services, current property taxes and insurance and/or properly maintaining the completed improvements may result in a request for accelerated payment in full.
- c. If property is transferred within three years of loan closing, the full amount loaned plus an accelerated six (6) % interest must be paid to the HBCRA.
- d. See above chart if property is transferred during the fourth and fifth year, prior to maturity.
- e. If property incurs a City code lien within four years of the loan.

### **Subordination**

HBCRA will subordinate its loan for rate and term changes but not for cash out or credit cards consolidation.

## Satisfaction

After the expiration of the four year period, if the loan is not in default, the HBCRA will record a satisfaction of mortgage. Home/property owners are responsible for all lien release fees.

## Fees

There is no application fees.

## Required Documents

**Application packets must include “copies” of all the following documentation:**

- ☐ Property Deed
- ☐ Most recent Property Tax Bill from Broward County
- ☐ Homeowner Insurance, Windstorm Insurance
- ☐ Flood Insurance (if in designated flood zone)
- ☐ Most recent mortgage statement showing current balance (if applicable) or mortgage satisfaction
- ☐ Complete tax returns with corresponding W-2's (for the last 2 years). IRS transcript may be required.
- ☐ Current pay stubs (for the last 3 months), or un-employment letter
- ☐ Completed employment verification form
- ☐ Full Credit Report (no older than 90 days)
- ☐ Recent bank statements for all accounts (checking, savings, etc. for the last 3 months)
- ☐ Statements for Social Security, Pension Distribution, or Disability (if applicable)
- ☐ Contractor estimated price proposals for all work to be completed (at least 2 for each improvement)
- ☐ Florida driver's license or Florida ID card

**NOTE: Applications can be submitted online or by e-mail.** Once received, the application will be reviewed within 8 working days to determine eligibility. Written notification will be sent to the applicant within the 30 days. The HBCRA will not accept incomplete applications.

Submission of application is not a guarantee of funding. It is the responsibility of the applicant to READ AND UNDERSTAND all aspects of the program's rules/requirements and application.

NOTICE TO THIRD PARTIES: The HBCRA program application does not create any rights for any parties, including parties that performed work on the project. Nor shall issuance of grant/loan result in any obligation on the part of the HBCRA to any third party. The HBCRA is not required to verify that entities that have contracted with the applicant have been paid in full, or that such entities have paid any subcontractors in full. Applicant's warranty that all bills related to the project for which the applicant is directly responsible is sufficient assurance for the HBCRA to award grant/loan funding.



How did you hear about our program?

☐ Internet ☐ Hallandale Happenings ☐ Comcast ☐ Other Forum \_\_\_\_\_

## **Neighborhood Improvement Program Application (NIP)**

400 South Federal Highway, Hallandale Beach, Florida 33009

(954) 457-1422 | (954)-457-2228 | [www.cohbcra.org](http://www.cohbcra.org)

### **Applicant:**

Name: \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Hallandale Beach, FL 33009**

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Monthly Mortgage \$ \_\_\_\_\_ Living at this address since: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ☐ Male ☐ Female Household Size: \_\_\_\_\_

Marital status: \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Unmarried (single, divorced, widow)

### **Employer #1 (All employment must be listed below):**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person for Income Verification: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed since: \_\_\_\_\_

Monthly income: \_\_\_\_\_ Bonus: \_\_\_\_\_ Overtime: \_\_\_\_\_

Alimony/Child support: \_\_\_\_\_ SS/Disability/Pension \_\_\_\_\_ Other (explain): \_\_\_\_\_

### **Employer #2 (If applicable):**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person for Income Verification: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed since: \_\_\_\_\_

Monthly Income: \_\_\_\_\_ Bonus: \_\_\_\_\_ Overtime: \_\_\_\_\_

**APPLICANT'S TOTAL MONTHLY INCOME: \$** \_\_\_\_\_

## Co-Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Monthly Mortgage \$ \_\_\_\_\_ Living at this address since: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ☐ Male ☐ Female Email Address: \_\_\_\_\_

Marital status: \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Unmarried (single, divorced, widow)

Please check one: \_\_\_ White \_\_\_ Black \_\_\_ American Indian \_\_\_ Hispanic \_\_\_ Asian (Pacific Islander) \_\_\_ Other

### Employer #1 (All employment must be listed below)

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person for Income Verification: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed since: \_\_\_\_\_

Gross Monthly income: \_\_\_\_\_ Bonus: \_\_\_\_\_ Overtime: \_\_\_\_\_

Alimony/Child support: \_\_\_\_\_ SS/Disability/Pension \_\_\_\_\_ Other (explain): \_\_\_\_\_

### Employer #2 (If applicable)

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person for Income Verification: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed since: \_\_\_\_\_

Gross Monthly income: \_\_\_\_\_ Bonus: \_\_\_\_\_ Overtime: \_\_\_\_\_

Alimony/Child support: \_\_\_\_\_ SS/Disability/Pension \_\_\_\_\_ Other (explain): \_\_\_\_\_

CO-APPLICANT'S TOTAL MONTHLY INCOME: \$ \_\_\_\_\_

**TOTAL HOUSEHOLD GROSS MONTHLY INCOME \$ \_\_\_\_\_**

ALL OTHER HOUSEHOLD MEMBERS (Do not include Applicant and Co-Applicant on this page)

Name	Date of Birth	Relationship	Gross Annual Income

**ASSETS** (For Applicant, Co-Applicant and Other)

Bank accounts: Checking, Savings, Retirement, Certificates of Deposit, etc. Use additional pages if needed.

**BALANCES**

Type of account	Bank/Institution	Applicant	Co-Applicant	Other	TOTAL
Checking					
Savings					
Retirement					
Stocks					
Bonds					
Mutual Funds					
Other					
Vehicles, Boats					

**TOTAL ASSETS \$\$** \_\_\_\_\_

**LIABILITIES** (For applicant, co-applicant, other)

Installment (Bank) loans, Auto loans, Credit cards, Student loans, Hospital bills, and other debt. Include child support and alimony payments. (*Rent, Utilities & cable should not be included*) Place amount under proper person.

Bank or Creditor	Applicant	Co-Applicant	Monthly Payment	Balance Due

**TOTAL DEBTS:** \$ \_\_\_\_\_ \$ \_\_\_\_\_

**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY**  
**400 S. Federal Highway, Hallandale Beach, FL 33009**  
**REQUEST FOR VERIFICATION OF INCOME**

**A. APPLICANT'S NAME, ADDRESS & PHONE**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

**B. EMPLOYER'S NAME, ADDRESS & PHONE #**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

**NOTICE TO EMPLOYER**

The applicant identified in Section A. has applied for Hallandale Beach CRA's Neighborhood Improvement Program. The applicant has authorized the HBCRA in writing to obtain verification of employment income and is confidential. Please furnish the information requested below and return this form via mail to the address above or by email [lparks@cohb.org](mailto:lparks@cohb.org) Attn: CRA.

**EMPLOYER'S VERIFICATION**

1. Position Held: \_\_\_\_\_
2. Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_
3. Probability of Continued Employment \_\_\_\_\_

Rate of Pay (Estimated, if not actual).

Present Base Salary \$ \_\_\_\_\_  
\_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Other \_\_\_\_\_  
(List number of hours work per week)

Additional Compensation Received  
\$ \_\_\_\_\_ Overtime \$ \_\_\_\_\_ Commission \$ \_\_\_\_\_ Bonus

Anticipated earnings for next 12 months \_\_\_\_\_

If applicant is Military, given income on a monthly basis as follows:

\$ \_\_\_\_\_ Base Pay \$ \_\_\_\_\_ Flight or Hazard  
\$ \_\_\_\_\_ Duty Allowance \$ \_\_\_\_\_ Other Assistance

Has employment been terminated? \_\_\_\_ Yes \_\_\_\_ No [if yes, is the individual eligible for unemployment benefits? \_\_\_\_\_ (yes/no)]

**EMPLOYER'S CERTIFICATION**

The above information is furnished in strict confidence in response to the HBCRA's request.

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Title  
AUTHORIZATION

**APPLICANT'S**

I hereby authorize the release of the above requested information.

\_\_\_\_\_  
Signature of Applicant

**Type of Improvement(s):**

(Please list all improvements to be made to the home and estimated cost)

**IMPROVEMENT:**

**ESTIMATE:**

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Approximate amount of assistance you are applying for:

\$ 

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**CERTIFICATION:**

I/we understand that verification of my income will be verified with the employer(s) listed above.

I / we understand that this program provides assistance for homeowners and I / we state that I / we are not currently in bankruptcy.

I/we agree to participate in the promotion of this program, and agree to be interviewed and accept pictures to be taken. I/we agree that HBCRA may use such photographs of me/us with my/our name(s) and for any lawful purposes, including such purposes as publicity, illustration, advertising and web consent.

I/we understand that if assistance is provided and work is not completed in 120 days, or if I/we cease to occupy the property as my/our principal residence or if I/we sell or convey the property, then the total assistance provided will be due and payable to the HBCRA plus any applicable penalties and interest.

I/we understand the terms of this program and sign acknowledging the following terms apply to me/us.

I/we must remain in the home for at least four (4) years to avoid penalties and interest.

I/we understand that the HBCRA will only subordinate its loan for term and rate changes.

I/we declare that all information provided on all pages of this application is true and accurate to the best of my/our knowledge. I/we understand that misrepresentations or incorrect information provided can disqualify me/us from participating in this program.

IN WITNESS WHEREOF, I/we have set my/our hand(s) and seal this \_\_\_\_\_, 20\_\_\_\_\_.

**WITNESSES:**

\_\_\_\_\_

Print Name: Applicant

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Print Name: Co-Applicant

\_\_\_\_\_

Signature of Co-Applicant

STATE OF FLORIDA  
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, by means of (check one) ☐ physical presence or ☐ online notarization, by \_\_\_\_\_ who are ☐ personally known to me or who ☐ has produced \_\_\_\_\_ driver's license as identification.

My commission Expires:  
(Notary seal)

\_\_\_\_\_  
Notary (Sign Name)

# ***INCOME CATEGORY CHART***

## ***Broward County***

Broward County Median Income: \$68,600

HUD Released: 4/24/19

FHFC Posted: 5/15/19

<b><i>House hold Size</i></b>	<b><i>Extremely Low (30%)</i></b>	<b><i>Very Low (50%)</i></b>	<b><i>Low (80%)</i></b>	<b><i>Moderate (120%)</i></b>	<b><i>Workforce (140%)</i></b>
1	\$17,700	\$29,500	\$47,150	\$70,800	\$82,600
2	\$20,200	\$33,700	\$53,900	\$80,880	\$94,360
3	\$22,750	\$37,900	\$60,650	\$90,960	\$106,120
4	\$25,750	\$42,100	\$67,350	\$101,040	\$117,880
5	\$30,170	\$45,500	\$72,750	\$109,200	\$127,400
6	\$34,590	\$48,850	\$78,150	\$117,240	\$136,780
7	\$39,010	\$52,250	\$83,550	\$125,400	\$146,300
8	\$43,430	\$55,600	\$88,950	\$133,440	\$155,680
9	Refer to HUD	\$58,940	\$94,304	\$141,456	\$165,032
10	Refer to HUD	\$62,308	\$99,693	\$149,539	\$167,462

***MAXIMUM SALES PRICE OR ASSESSED VALUE \$320,855***



## Appendix II: CRA Area Map

The CRA area is bound to the north by Pembroke Road, to the south by the Dade-Broward County line, to the West by Interstate 95 and to the East by NE 14 Avenue and the 14<sup>th</sup> Avenue canal.







