



Hallandale Beach
COMMUNITY REDEVELOPMENT AGENCY

HBCRA RESIDENTIAL PROGRAMS UPDATE

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COHBCRA.ORG



RESIDENTIAL PROGRAM OVERVIEW

HBCRA Program:

- Storm Shutter/Impact Glass Program – Provides up to \$10,000 for the installation of storm shutters or impact glass.

City Program:

- Storm Shutter/Impact Glass Program - Provides up to \$2,500 for the installation of storm shutters or impact glass



NUMBER OF APPLICATIONS RECEIVED IN A FISCAL YEAR

- Approximately three hundred twenty (320) in the CRA.
- Approximately eighty (80) outside the CRA.

Application Turn around time

- Current turnaround time, from intake to notification of approval, is forty-five (45) days.
- Adding additional documents or files for review, for the programs, would extend the timeline by fifteen (15) to twenty (20) days.



APPLICATION PROCESS

- Intake
- Document review
- Update Spreadsheet
- Perform income Certification
- Review Income Certification
- Request Owners and encumbrance (O & E) report
- Review O & E
- Request Inspection



APPLICATION PROCESS CONTINUED:

- Review Inspection
- Create cover memo
- Review and approval of cover memo
- Schedule Closing
- Complete closing documents
- Conduct closing
- Record loan
- Enter loan in finance software
- Confirm loan is added to conduits



APPLICATION PROCESS CONTINUED:

- Open requisition
- Track for permit
- Process payments
- Close out file
- Scan to server
- Update spreadsheets



RESIDENTIAL PROGRAMS/ INCOME CERTIFICATION

The HBCRA currently offers/administers a total of eleven (11) residential programs:

- Nine (9) CRA Programs

- 90/10 Paint Program & Paint The Town Program

- First Time Homebuyer

- Neighborhood Improvement Program

- Replacement Home Program

- Rent Stabilization Program

- Senior Mini-Grant Program

- Storm Shutter/ Impact Window Program

- Senior Rental-Utility Assistance Program



RESIDENTIAL PROGRAMS/ INCOME CERTIFICATION

- Two (2) City programs
 - Senior Mini-Grant
 - Storm Shutter/ Impact Window Program

Six (6) of the eleven (11) programs require income certification.

- First Time Homebuyer
- Neighborhood Improvement Program
- Replacement Home Program
- CRA Senior Mini-Grant Program
- Senior Rental-Utility Assistance Program
- City Senior Mini-Grant Program



RESIDENTIAL PROGRAMS/ INCOME CERTIFICATION

- Income Certification Highland Park Village (HPV)

Additionally, income certification is performed for potential buyers of HPV Condominiums in the NW quadrant.



INCOME CERTIFICATION PURPOSE

- The income certification is to determine a resident's eligibility to participate in the various programs and/or to determine the level of loan forgiveness.
- The HBCRA uses the Broward County Median Income chart for income eligibility (chart attached). None of the HBCRA grant or loan programs provides forgiveness if a person's income is above the moderate-income level (120%) except the First Time Homebuyers where a workforce housing buyer can receive forgiveness of \$10,000.



INCOME CERTIFICATION PROCESS

The staff spends approximately two (2) hours on an income certification. As each file differs, staff may request additional documents to further evaluate the application to determine eligibility. The income certification has three levels of review.

- The Residential Administrative Specialist (RAS) intakes the application and performs the setup process for the file.
- Then, the RAS reviews the submitted financial documents and complies with an income certification report.
- Next, the Program Manager reviews the report and related documents and determines if the file is approved for the next level of review or if additional documents are needed.



INCOME CERTIFICATION PROCESS CONTINUED

- If additional documents are needed the file is returned to the intake staff to request the documents. Once the requested documents are received, the file goes back through all the review steps.
- If no additional documents are needed, the file is approved by the program manager and then submitted to the Budget and Finance Manager for final review and approval.



INCOME CERTIFICATION DOCUMENTS

Some of the documents required to conduct the income certification:

- Complete Tax Returns with corresponding W-2s (last 2 years)
- IRS Transcripts
- Profit & Loss Statement (if applicable)
- Completed Employment Verification Form
- Complete Pay stubs (last 3-6 months)
- Unemployment Letter (if applicable)
- Bank Statements for all accounts (last 3 months)
- Statements for Social Security, Pension Distribution, or Disability



INCOME CERTIFICATION DOCUMENTS CONTINUED

income certification documents:

- SNAP Assistance statement
- Full Credit Report
- Self-Employment Affidavits
- Any other documents deemed necessary to determine eligibility



BROWARD INCOME CHART

BROWARD COUNTY 2024 INCOME CATEGORY CHART

Broward County Median Income: \$89,100 HUD Effective: 4/1/2024

<i>House hold Size</i>	<i>Extremely Low (30%)</i>	<i>Very Low (50%)</i>	<i>Low (80%)</i>	<i>Moderate (120%)</i>	<i>Work Force Housing (140%)</i>
1	\$22,200	\$36,950	\$59,150	\$88,680	\$103,460
2	\$25,400	\$42,200	\$67,550	\$101,280	\$118,160
3	\$28,550	\$47,500	\$76,050	\$114,000	\$133,000
4	\$31,700	\$52,800	\$84,450	\$126,720	\$147,840
5	\$36,580	\$57,000	\$91,200	\$136,800	\$159,600
6	\$41,960	\$61,250	\$98,000	\$147,000	\$171,500
7	\$47,340	\$65,500	\$104,750	\$157,200	\$183,400
8	\$52,720	\$69,700	\$111,500	\$167,280	\$195,160
9	Refer to HUD	\$73,920	\$118,272	\$177,408	\$206,976
10	Refer to HUD	\$78,144	\$125,030	\$187,546	\$218,803



RECOMMENDATIONS

Hurricane Shutters/Impact Glass Program

Allow applicants to utilize the program only twice if they meet the following criteria:

- **Seniors:** Applicants must be 60 years of age or older.
- **Previous Participation:** Individuals who participated in the program more than seven (7) years ago are eligible for a second round of assistance.
- **Income Criteria:** The applicant's income should be 50% or below the Area Median Income (AMI).
- **Primary Residence:** The home in question must be the applicant's primary and homesteaded residence.

Maximum Assistance: Qualified applicants can receive a maximum assistance grant of up to \$7,000.