



**EXHIBIT "C"**  
**APPLICANT INFORMATION**

**-Letters of Interest are due November 17, 2023 at 12 noon EST.**  
**-Full Applications are due December 15, 2023 at 12 noon EST.**  
**Deliver/Mail to Riviera Beach CRA, at City Hall, 600 W. Blue Heron Blvd., Suite 225, Riviera Beach, FL 33404. No facsimiles or email files accepted. Proposals may be delivered using a USB-device.**

**LETTER OF INTEREST TO INCLUDE:**  
**BUSINESS INFORMATION:**

Business Name (d/b/a if applicable):

\_\_\_\_\_

Current Business Address:

\_\_\_\_\_

Fed ID#: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Website: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

List of expenses seeking funding for:

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Requested amount: \_\_\_\_\_

How many employees (Full Time and Part Time) do you currently have?:

\_\_\_\_\_

Provide a summary of your business model or plan.

**Assistance Requested:**

I want to participate in one of the following opportunities:

- \_\_\_\_\_ An incubator space provided by the CRA, located at 3501 Broadway, Riviera Beach, FL, either with \_\_\_\_\_ or without improvements \_\_\_\_\_.
- \_\_\_\_\_ Technical assistance/consultation assistance from a business and credentialed professional.
- \_\_\_\_\_ Small Business Sense Boot Camp Session Dates: Winter 2023-2024.
- \_\_\_\_\_ Amount requested (documentation included).

Business Plan- The proposer should provide a comprehensive business plan that clearly explains the vision of the business, a complete SWOT (strengths, weaknesses, opportunities, and threats) analysis, and how the business venture would be successful in the afore mentioned location. At a minimum, the business plan should include the following sections:

Financial Verification- The proposer will be required to furnish the following documentation so that the businesses financials can be verified.

- Last two years tax returns, with all schedules, executed and dated, personal and business returns
- Copy of a completed W-9 form
- A copy of the balance sheet and profit and loss statement
- Copy of six most recent bank statements for all accounts, including retirement and investment accounts, business and personal
- Copy of business licensing, certifications
- Copy of Sunbiz document affirming legal business entity

Business Readiness Certification- As a part of the *iRivieraBeach* Program, the successful applicant will be required to participate in and successfully complete the Business Readiness Certification Training through the CRA-led Business Boot Camp program or a similar program within one (1) year of application. The training is a six-week, two-hour session that covers the following;

- Marketing strategies
- Accounting
- Insurances and licensing
- Credit used as an asset

Business Boot Camp Certification Form - The Proposer is required to complete the Business Boot Camp Acknowledgement form. See Attachment A.

Marketing Plan – A complete marketing plan, including branding, social media, logo, and market information.

Management Plan – How will the business be managed and by whom.

Budget – A complete, detailed budget for start-up, stabilization, and operations, covering up to three years of operations.

**Eligibility:**

**The successful participant may be identified through this Request for Proposal (RFP) process at the FoundCare location opportunity at 3501 Broadway, Riviera Beach, FL. We anticipate this project will be available on or about December 2024:**

- Several desirable types of shops entrepreneurs might offer:
- Cookies, cupcakes, and other pastries
- Coffee bar & or tea station
- Smoothies & frozen drinks
- Candy shop
- Ice cream shop
- Craft brewery & wine bar
- Sandwich shop
- Soup & salad station

**Eligible Businesses:**

Several desirable types of small businesses entrepreneurs might establish are:

- Professional offices
- Restaurants
- Bakeries
- Insurance Offices
- Gourmet Food Markets
- Home Decor/Design businesses—home furnishings, art galleries, kitchen wares
- Bed and Breakfasts
- Marketing Offices
- Fitness Facilities — yoga, dance exercise, martial arts, etc.
- Other commercial businesses
- Accounting Offices
- Specialty Retail Businesses —stationery, gifts, sporting goods
- Boutiques — clothing, shoes & accessories
- Real Estate Offices
- Tattoo Parlor/Body Piercing/Body Art Shops
- Law Offices
- Hair/Nail Salons
- Take Out Restaurants
- Florists
- Medical Offices
- Home businesses and home day cares with an address in the CRA
- Massage/Therapy
- Artist retail gallery/workspace

**Ineligible Businesses:**

The following businesses are considered ineligible for assistance under the program:

- Firearm Sales/Shooting Ranges
- Religion-Affiliated Retail Stores
- Adult Gambling Arcades
- Check Cashing Stores
- Adult Entertainment
- Medical Research Centers/Housing
- Vapor Cigarette, E-Cigarette Store
- Convenience Store
- Churches and places of worship
- Alcohol and/or drug rehabilitation centers/housing for same
- Home-based business or businesses registered with a residential address
- Any other use that the RBCRA staff or RBCRA Board determines will not support the redevelopment of the cra area.

The Riviera Beach CRA will assure that any businesses selected for the incubator program will be compatible with and not directly compete with the services offered by FoundCare, Inc. which include primary adult and pediatric care, dental services, behavioral health, infectious disease, pharmacy, and women's health services.

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**DOCUMENTS REQUIRED WITH COMPLETED AND SIGNED APPLICATION:**

**Place a √ for items provided.**

- 1. Copy of the corporate documents for the applying business entity.
- 2. Copy of City of Riviera Beach and Palm Beach County licenses (Business Tax Receipts). Explain if you do not have these documents.
- 3. Documentation to support the applicant's request for funding. Applicants may redact sensitive information such as employee identification numbers, etc. You may also provide proposals/estimates for items to be procured, purchased, or constructed.
- 4. Completed and signed application (attached).
- 5. W-9 Form and RBCRA Vendor Application Form (attached).
- 6. Other proof as necessary to evidence compliance with the Program Eligibility Requirements. (OPTIONAL)

## APPLICANT INFORMATION

### PRINCIPAL/OWNER INFORMATION:

(If more than 4 principals/owners additional sheets may be used)

1. Principal/Owner Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_

2. Principal/Owner Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_

3. Principal/Owner Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_

4. Principal/Owner Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_

## CERTIFICATION AND WAIVER OF PRIVACY

For purposes of this certification and waiver of privacy, the term "I" refers to the applicant and to all signatories on the Program application individually. By signing and submitting the application to the Program, each signatory represents and confirms that he or she is authorized to sign on behalf of the applicant(s).

I, the undersigned applicant(s), certify that all information presented in this application, and all of the information furnished in support of the application, is given for the purpose of obtaining assistance from the RBCRA Small Business Incubator Program, and it is true and complete to the best of my knowledge and belief.

I further certify that I am aware of the fact that I can be penalized by fine and/or imprisonment for making false statements or presenting false information. I further acknowledge that I have read and understand the terms and conditions set forth and described in the RBCRA Small Business Incubator Program.

I understand that this application is not a guarantee of assistance, and that award are at the sole discretion of the Riviera Beach Community Redevelopment Agency Board and designated Staff. I understand that the purpose of the assistance is to further the Riviera Beach Community Redevelopment Plan, and that the Riviera Beach Community Redevelopment Agency may decline my application for any legal reason, including the reason that approving the assistance will not further the Community Redevelopment Plan. Should my application be approved, I understand that the Riviera Beach Community Redevelopment Agency has the sole discretion to determine whether the Program criteria have been met and whether the assistance may be provided.

To the maximum extent possible, I hereby waive my rights to privacy and confidentiality for all matters contained in this application, and give my consent to the Riviera Beach Community Redevelopment Agency, its agents, and contractors to examine any confidential information given herein. I further grant permission, and authorize any bank, employers, or other public or private agency to disclose information deemed necessary to complete this application.

I give permission to the RBCRA or its agents to take photos of myself and business to be used to promote the program.

I understand that if this application and the information furnished in support of the application are found to be incomplete or inaccurate, it will be not processed.

## APPLICANT SIGNATURES

**APPLICANT SIGNATURES:**

*All Principal/Owner(s) eligible to sign on behalf of the applicant must sign this application on behalf of the applicant. For purposes of this Program, the term "Principal/Owner" means a principal or owner of a business.*

\_\_\_\_\_  
**Principal/Owner's Signature** **Date**

\_\_\_\_\_  
**Printed Name** **Title**

\_\_\_\_\_  
**Witness** **Date**

\_\_\_\_\_  
**Principal/Owner's Signature** **Date**

\_\_\_\_\_  
**Printed Name** **Title**

\_\_\_\_\_  
**Witness** **Date**

\_\_\_\_\_  
**Principal/Owner's Signature** **Date**

\_\_\_\_\_  
**Printed Name** **Title**

\_\_\_\_\_  
**Witness** **Date**

\_\_\_\_\_  
**Principal/Owner's Signature** **Date**

\_\_\_\_\_  
**Printed Name** **Title**

\_\_\_\_\_  
**Witness** **Date**



## REPORTING/ACCOUNTABILITY REQUIREMENTS

Types	Uses	Frequency	Item	Measurement		
Below-market lease	Lease payment subsidy	Every six months; annually	Rent verification from landlord;  Annual profit and loss statement  Annual certificate of status	Revenues increase year-over-year by at least 10%		
Build-out assistance	Construction/Rehabilitation	At time of application; at draws  At certificate of occupancy	Construction proposal  AIA contract; draw requests  Certificate of occupancy  Final Release of lien	Business Tax receipt for new location  Annual verification of operations		
Loans/Grants	Equipment, guarantees	At time of application  Annually	Business plan  Financial statements  Annual verification of loan payments	Revenues increase year-over-year by at least 10%		
Signage, landscaping, lighting	Site finish items	At time of application and periodic during installation and at completion	Proposals, contracts, draws	Pictures  Business Tax receipt for new location		
Marketing, business consultations	Market analysis, feasibility, plans, coaching,	At time of application and completion	Proposals, interim report, and final report	Revenues increase year-over-year by at least 10%		

	tools development					
Operations	Bridge assistance	At time of application and commitment for other funding	Loan/grant package Closing documents	Quarterly repayment schedule documentation Revenues increase year-over-year by at least 10%		

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## EVALUATION CRITERIA

Criteria to be used by the Selection Committee in reviewing applications are grouped into four categories weighted as follows:

- I. Organization Capacity & Qualifications (20%)
- II. Experience and track record operating similar business/program/project (25%)
- III. Strength of the Application/Proposal Narrative and Business Plan (20%)
- IV. Budget, Finances, Sustainability (25%)
- V. Overall Proposal (10%)

Specific items will be rated by each member of the Selection Committee on a scale of 1 to 5, worst to best possible response: (1) 1 - Weak. Significant deficiencies in meeting requirements/information is unclear, (2) Fair. Some Applicability, (3) Good. meets minimum specifications, (4) Very Good. Substantial applicability, (5) Excellent. Exceeds applicability.

## SAMPLE PROMISSORY NOTE

Riviera Beach, Palm Beach County, Florida

FOR VALUE RECEIVED, the undersigned ("Loan Recipient") promises to pay to the order of the Riviera Beach Community Redevelopment Agency ("RBCRA") at 600 W. Blue Heron Blvd., Suite 225, Riviera Beach, FL 33404, or at such other address as may be indicated in writing, in the manner hereinafter specified, the principal sum of \_\_\_\_\_dollars (\$\_\_\_\_\_) without interest. The said principal shall be payable in lawful money of the United States of America, on \_\_\_\_\_(date) and in the following manner:

The sum of \_\_\_\_\_ representing a payment of principal shall be due and payable one year from the date set forth above ("Repayment Date").

If, prior to the Repayment Date, the Loan Recipient provides evidence acceptable to the RBCRA that an amount equivalent to the principal or any part thereof has been paid by the Loan Recipient towards rent, payroll for employees (excluding bonuses), utility providers, or inventory providers, equipment, other operating expenses, marketing, lighting, signage, etc., the RBCRA, in its sole discretion, may forgive that amount, in which case the Loan Recipient shall not be required to pay such amount to the RBCRA. Evidence may be provided at any time prior to the Repayment Date, and may be provided on an ongoing basis as such evidence becomes available. Loan Recipient must abide by all terms and conditions of the **Riviera Beach Community Redevelopment Agency Small Business Incubator Program** in order to be eligible for the loan forgiveness described in this paragraph.

This note may be prepaid, in whole or in part, without penalty, at any time prior to maturity.

If payment due under this note is not paid within 10 days of the Repayment Date, a late charge of 5% of the payment due shall be added to the principal. In the event of default in the payment of this note, and if the same is placed in the hands of any attorney for collection, the undersigned hereby agrees to pay all costs of collection, including a reasonable attorneys' fee. This note shall be construed and enforced according to the laws of the State of Florida and nothing in this note shall be deemed to waive any rights of the RBCRA thereunder.

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Makers waive demand, presentment for payment, protest, and notice of nonpayment and dishonor.

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Loan Recipient Name d/b/a)

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(Authorized Signature)

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(Title)

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(Date)

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*(Business owner's signature must be notarized)*

Witness (Date) Principle Owner (Date)

Witness (Date) Principle Owner (Date)

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements,

Personally appeared \_\_\_\_\_

Who is personally known to me or produced \_\_\_\_\_ as

Identification, and acknowledged he/she executed the foregoing Agreement for the use and purposes mentioned in it and that the instrument is his/her act and deed.

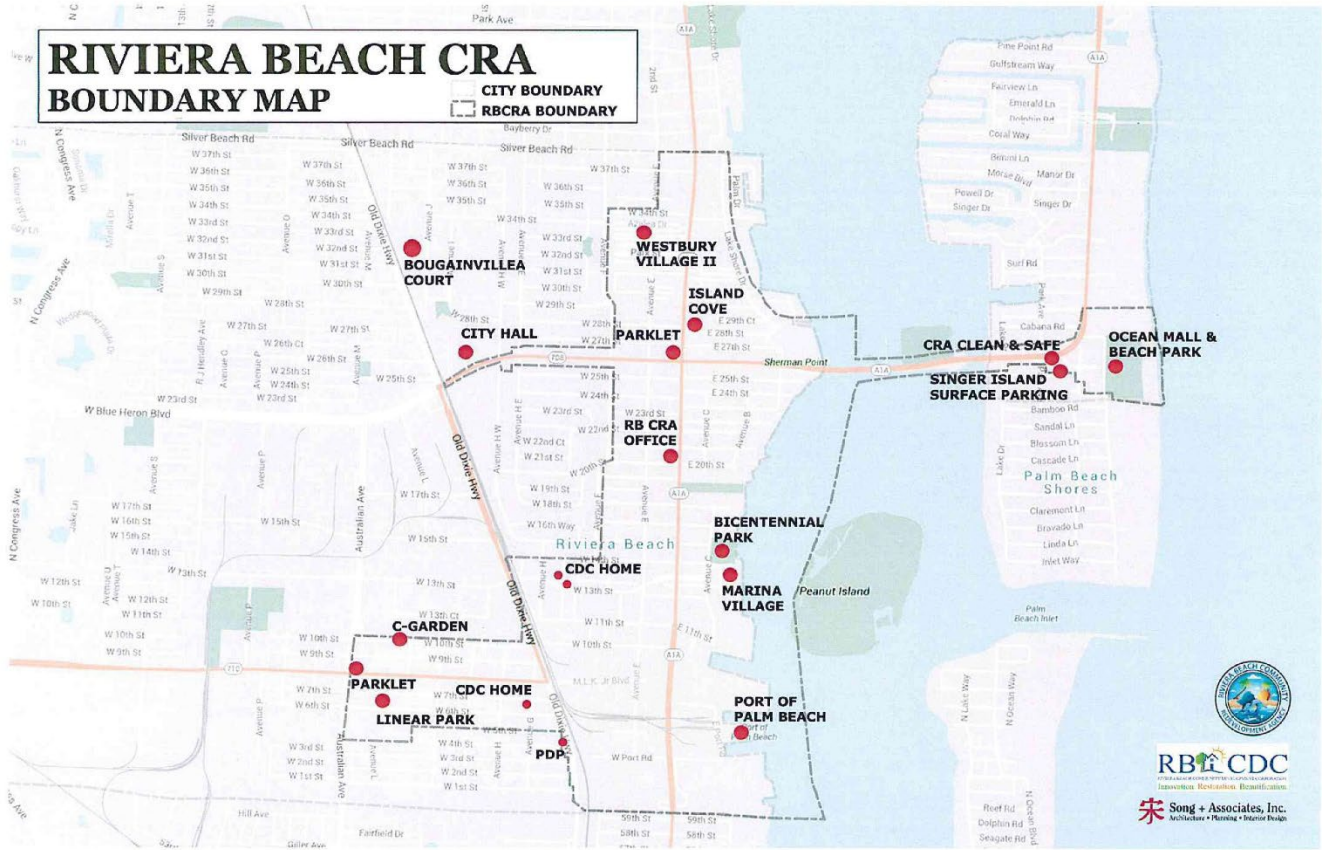
Afore said on this \_\_\_\_\_ day of \_\_\_\_\_, 20

NOTARY PUBLIC \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

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# RBCRA BOUNDARY MAP



**BUSINESS READINESS/BOOT CAMP CERTIFICATION  
ATTACHMENT A**

I, \_\_\_\_\_, sole proprietor/principal/director, of \_\_\_\_\_, hereby state that I have attended the Riviera Beach Business Readiness/Boot Camp Program (or similar) from \_\_\_\_\_ to \_\_\_\_\_ or I intend to enroll in the session scheduled for \_\_\_\_\_ to \_\_\_\_\_, covering at a minimum, the following subject areas: marketing strategies, accounting, insurances and licensing, and credit used as an asset. My certificate is attached.

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Name/Company

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Date