

**FUNDING AGREEMENT FOR FISCAL YEAR 2023-2024 BETWEEN THE
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND
DELRAY BEACH PUBLIC LIBRARY ASSOCIATION, INC.**

THIS AGREEMENT is made this ____ day of _____, 2023 by and between the **DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**, a public body corporate and politic, duly created and operated pursuant to Chapter 163, *Florida Statutes*, (hereinafter referred to as “**CRA**”), and **DELRAY BEACH PUBLIC LIBRARY ASSOCIATION, INC.**, a Florida not-for-profit corporation, (hereinafter referred to as the “**GRANTEE**”).

W I T N E S S E T H:

WHEREAS, increasing economic development through community opportunities within the Delray Beach Community Redevelopment Area is essential to the Community Redevelopment Plan (“Plan”); and

WHEREAS, the **CRA** Board finds that the services and programs provided by the **GRANTEE** further the goals and objectives of the **CRA** as contained in the Plan by attracting visitors to and promoting economic development activity within the CRA district, and are in the best interest of the **CRA**; and

WHEREAS, the **CRA** will provide funding to the **GRANTEE**, pursuant to the terms and conditions of this Agreement and the terms and conditions set forth in the “A-GUIDE: *Achieving Goals Using Impact Driven Evaluation*,” (“A-GUIDE”), in order to assist the **GRANTEE** with activities that address the goals and objectives contained in the **CRA**’s Plan, and the needs and priorities defined by the **CRA** in the **CRA**’s A-GUIDE, for which the **GRANTEE** has applied and which have been awarded according to procedures specified in the A-GUIDE; and

WHEREAS, Florida Statutes states that:

“Community redevelopment” or “redevelopment” means undertakings, activities, or projects of a county, municipality, or community redevelopment agency in a community redevelopment area for the elimination and prevention of the development or spread of slums and blight, or for the reduction or prevention of crime, or for the provision of affordable housing, whether for rent or for sale, to residents of low or moderate income, including the elderly, and may include slum clearance and redevelopment in a community redevelopment area or rehabilitation and revitalization of coastal resort and tourist areas that are deteriorating and economically distressed, or rehabilitation or conservation in a community redevelopment area, or any combination or part thereof, in accordance with a community redevelopment plan and may include the preparation of such a plan.

Section 163.340(9), Florida Statutes, and;

WHEREAS, the Plan states:

The library has become an important anchor to the West Atlantic Avenue Corridor and asset to the community as it provides a variety of valuable community services and programs. . . . In order to continue to promote activity and economic development in the West Atlantic area, the CRA agreed to fund a portion of the operating funds so that the library could continue to be open seven days a week and offer the same range of services and activities. The library is also creating space for small business incubation and support, a much needed service in the area.

The Plan at Part Four, Section II, Subsection 2.4, page 78, and;

WHEREAS, the **CRA** finds that this Agreement serves a municipal and public purpose, is consistent with the Plan, and conforms with the requirements of Florida law.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1. The recitations set forth above are hereby incorporated herein by reference.

2. TERM DATE: The term of this Agreement shall commence upon execution by both parties. The Agreement shall continue in full force and effect until **September 30, 2024**, unless terminated by the **CRA**.

3. FUNDING: The **CRA** shall provide funding to the **GRANTEE**, for fiscal year 2023-2024, in an amount not to exceed **FOUR HUNDRED FORTY-THREE THOUSAND AND 00/100 DOLLARS (\$443,000.00)** (the "Funding Amount"). The Funding Amount funds are to be used by the **GRANTEE** to support its organizational operations for the purpose of providing community and cultural programs in conformance with the programs/projects within the **CRA** district specified in the A-GUIDE documents. Quarterly payments shall be made by the **CRA** to the **GRANTEE**. The **CRA** has the right to withhold quarterly payments until receipt of documentation from the **GRANTEE**, and until the **CRA** receives free access to all additional information and/or documentation from the **GRANTEE** that the **CRA** deems necessary, in its sole and absolute discretion, to analyze the **GRANTEE's** financial position, performance, and expenditure of funds in accordance with its approved A-GUIDE funding application.

4. FUNDING AVAILABILITY: The **CRA's** obligation to pay under this Agreement is contingent upon the **CRA** having received tax increments funds pursuant to Chapter 163, Part III, Florida Statutes and that the Funding Amount has been budgeted and appropriated by the **CRA's** Board of Commissioners.

5. A-GUIDE GUIDELINES: The A-GUIDE: Achieving Goals Using Impact Driven Evaluation Fiscal Year 2023-2024 Funding Cycle Guidelines, attached as **Exhibit "A"**, is incorporated herein by reference and made apart hereof.

6. A-GUIDE NONPROFIT PARTNER APPLICATION: The **GRANTEE's** A-GUIDE Nonprofit Partner Application for Funding and its attachments including budget, attached as **Exhibit "B"**, is incorporated herein by reference and made apart hereof.

7. DUTY TO SUPPLEMENT: The **GRANTEE** shall supplement by providing written notice with supporting documentation to the **CRA** of *any* additions or changes to the information or documents it provided to the **CRA** in its approved A-GUIDE Nonprofit Partner Application for Funding and its attachments within thirty (30) days of learning of the aforementioned addition or change. Failure to comply with this provision is deemed a material breach of this Agreement and may be grounds for termination. Furthermore, the **CRA** may, in its sole and absolute discretion, cease and recoup all payments to the **GRANTEE** and the **GRANTEE** shall promptly refund all funding received under this Agreement to the **CRA**. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand. In no way shall the **CRA** be subjected to any liability or exposure for the termination of this Agreement under this Section.

8. FACILITIES: The **GRANTEE** must be housed in a City or **CRA** owned facilities located in the **CRA** district as defined in the **CRA's** Plan with a lease, revocable license or similar agreement or management agreement with the City or CRA.

9. QUARTERLY REPORTS: Prior to the issuance of quarterly payments by the **CRA** for Fiscal Year 2023-2024, as specified in this Agreement, **GRANTEE** shall provide quarterly program budget and narrative reports to the **CRA**. **GRANTEE** shall use the form, attached as **Exhibit "C"**, in order to document the **GRANTEE's**

expenditure of funds and the **GRANTEE's** progress towards outcomes projected in the Goals & Outcomes Report and Budget. Supporting documentation including but not limited to invoices and cancelled checks, etc. to justify the expense of **CRA** funds for each expense over Two Thousand Five Hundred and 00/100 Dollars (\$2,500.00) shall be submitted to the CRA each quarter along with the quarterly budget and narrative reports ("Supporting Documentation"). The CRA's Executive Director may approve and accept alternative forms or information as Supporting Documentation at her sole and absolute discretion. The **GRANTEE** will also be required to submit a Quarterly Balance Sheet. In addition, the **GRANTEE** may be required to present a quarterly update to the **CRA** Board upon request. The program budget and narrative reports, supporting documentation, and Balance Sheet shall be provided to the **CRA** no later than January 31, 2024, April 30, 2024, July 31, 2024 and October 31, 2024. In addition, the **CRA** may request that the **GRANTEE** provide any additional information and/or documentation that the **CRA**, in its sole and absolute discretion, deems necessary to fully evaluate the **GRANTEE's** performance and financial status. Such additional information shall be provided, promptly and free of charge, by the **GRANTEE** to the CRA. The quarterly payment will not be released to the **GRANTEE** until the **CRA** receives the program budget and narrative reports, supporting documentation, Balance Sheet and any additional information and/or documentation requested and not until such information and/or documentation is verified as complete and sufficient by the CRA.

10. GOALS AND OBJECTIVES: If the **CRA** determines pursuant to the A-GUIDE Logic Model and Evaluation Plan that the **GRANTEE** is not achieving the stated

impacts and outcomes, or is otherwise not furthering the **CRA's** goals and objectives, the **CRA** shall provide written notice to the **GRANTEE** of such deficiency(ies), and the **GRANTEE** shall have fourteen (14) days from the effective date of the notice, pursuant to Section 19 of this Agreement, to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **GRANTEE** fail to cure such deficiency(ies) to the satisfaction of the **CRA**, the **CRA** Board has the right to terminate the Agreement immediately after delivery of written notice, pursuant to Section 19 of this Agreement, to **GRANTEE**. Furthermore, the **CRA** may, in its sole and absolute discretion, cease and recoup all payments to the **GRANTEE**. The **CRA's** Board shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is filling the **CRA's** goals and objectives. Funds which are to be repaid to the **CRA** pursuant to this Section are to be repaid by delivering to the **CRA** a certified check for the total amount due within ten (10) days of the **CRA's** demand. In no way shall the **CRA** be subjected to any liability or exposure for the termination of this Agreement under this Section.

11. VARIANCES: Proposed changes to funding-related documents must be approved in advance by the **CRA** Community Engagement Director, as follows: 1) All changes to the Logic Model or Evaluation Plan; or 2) Changes of more than ten percent (10%) in any Budget line item.

12. MEDIA/PUBLIC RELATIONS: The **GRANTEE** shall insure that all publicity, public relations, advertisements and signs recognize the **CRA** for the support of all activities conducted with the funds provided by the **CRA**. The use of the **CRA** logo is permissible, but all signs or other advertising materials used to publicize **CRA** funded activities must be approved by the **CRA** prior to being utilized. News releases; print

advertising; radio and television advertising must have the CRA's logo clearly recognizable/audible in the advertisement. Upon request by the **CRA**, the **GRANTEE** shall provide proof of the use of the **CRA** logo as required by this paragraph for projects funded pursuant to this Agreement.

13. INDEPENDENT CONTRACTOR: Both the **CRA** and the **GRANTEE** agree that the **GRANTEE** shall at all times act as an independent contractor in the performance of its duties under this Agreement. Accordingly, the **GRANTEE** shall be responsible for the payment of all taxes including Federal and State taxes arising out of the **GRANTEE's** activities in accordance with this Agreement including by way of illustration but not limitation, Federal income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as may be lawfully required.

14. INSPECTION: The **GRANTEE** hereby gives the **CRA**, through any authorized representative, upon reasonable notice, access to and the right to examine all records, books, papers, or documents relating to the funding and financial status provided pursuant to this Agreement. The **GRANTEE** hereby agrees to maintain books, records and documents in accordance with accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by the **CRA** under this Agreement in accordance with the Florida Public Record Laws as provided in Chapter 119, Florida Statutes, as may be amended from time to time. The **GRANTEE** hereby agrees that if it has caused any funds to be expended in violation of this Agreement, it shall be responsible to refund such monies in full to the **CRA**, including unlawful and/or unauthorized expenditures discovered after the termination of this Agreement, and if

this Agreement is still in force, any subsequent request for payment shall be withheld by the **CRA**. The **CRA** shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is expending funds in accordance with this Agreement. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand.

15. **AUDIT RIGHTS.** The CRA shall have the right at any time to conduct audits including free access of the **GRANTEE's** records pertaining to the Funding Amount, this Agreement, its financial status, performance, and expenditure of funds in accordance with its approved A-GUIDE funding application and this Agreement. Such records must be maintained by the **GRANTEE** for a period of seven (7) years. The **GRANTEE** agrees to cooperate with the CRA in the performance of these activities. Such audits shall take place at a mutually agreeable date and time. If it is determined, in the CRA's sole and absolute discretion, during the course of the audit that the funding under this Agreement was used for unallowable costs, the **GRANTEE** agrees to promptly reimburse the CRA for such unallowable payments upon request, including unlawful and/or unauthorized expenditures discovered after the termination of this Agreement. The right of the CRA to conduct audits pursuant to this Agreement shall exist for seven (7) years from the completion and/or termination of this Agreement. This Section shall survive expiration or early termination of this Agreement. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand.

16. IMPROPER EXPENDITURE: In the event the **GRANTEE** does not expend funds in accordance with its approved A-GUIDE funding application and budget, attached as **Exhibit “B”**, the **CRA** shall provide written notice, pursuant to Section 19 of this Agreement, to the **GRANTEE** of such deficiency(ies), and the **GRANTEE** shall have fourteen (14) days from date of return receipt to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **GRANTEE** fail to cure such deficiency(ies) to the satisfaction of the **CRA**, the **CRA** shall be entitled to recoup the portion of the Funding Amount allocated and/or already disbursed to the **GRANTEE**, under the terms of this Agreement. The **CRA** shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is expending funds in accordance with its approved A-GUIDE funding application.

17. TERMINATION FOR CONVENIENCE: The **CRA**, in its sole and absolute discretion, reserves the right to terminate this Agreement without cause upon five (5) days written notice to GRANTEE. Upon receipt or effectiveness of such notice, pursuant to Section 19 of this Agreement, the GRANTEE shall not receive any additional funds from the Funding Amount from the CRA. Furthermore, upon issuing such notice, the **CRA** may, in its sole and absolute discretion, cease all payments to the GRANTEE. In no way shall the **CRA** be subjected to any liability or exposure for the termination of this Agreement under this Section.

18. ATTORNEY’S FEES: If any legal action or other proceeding is brought for the enforcement of this Agreement, compliance, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover

reasonable attorneys' fees, court costs and all expenses (including taxes) even if no taxable as court costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled, provided, however, that this clause pertains only to the parties to this Agreement.

19. NOTICE. All notices, requests, and responses provided for herein shall be in writing. Such documents shall be given by deposit in the custody of the United States Postal Service, by registered or certified mail (postage prepaid), return receipt requested, and notice shall be deemed effective on the third (3rd) business day after mailing. The **CRA** and **GRANTEE** designate the following as the appropriate people and places for delivering notices and other documents:

CRA: Renée A. Jadusingh, Esq., Executive Director
The Delray Beach Community Redevelopment Agency
20 N. Swinton Avenue
Delray Beach, FL 33444
Telephone No.: (561) 276-8640
Facsimile No.: (561) 276-8558

LIBRARY: Mykal Banta, Executive Director
100 West Atlantic Ave
Delray Beach, Florida 33444
Telephone No.: (561) 266-9488

Both parties reserve the right to designate a different representative in the future, or to change the address for notice, by providing written notice to the other party of such change.

20. PUBLIC RECORDS. **GRANTEE** shall comply with the applicable provisions of Chapter 119, Florida Statutes. Specifically, **GRANTEE** shall:

- (a) Keep and maintain public records required by the **CRA** to perform under this Agreement.
- (b) Upon request from the **CRA**'s custodian of public records, provide the **CRA** with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the **GRANTEE** does not transfer the records to the **CRA**.
- (d) Upon completion of this Agreement, transfer, at no cost, to the public agency all public records in possession of the **GRANTEE** or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the **CRA** upon completion of the Agreement, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the **GRANTEE** keeps and maintains public records upon completion of the Agreement, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the **CRA**'s custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CHAMBER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CHRISTINE TIBBS
561-276-8640
TIBBSC@MYDELRAYBEACH.COM
20 NORTH SWINTON AVENUE
DELRAY BEACH, FLORIDA 33444**

21. ASSIGNMENT: Neither the **CRA** nor the **GRANTEE** shall assign or transfer any rights or interest in this Agreement.

22. GOVERNING LAW AND VENUE: This Agreement shall be governed by and in accordance with the Laws of Florida. At all times, **GRANTEE** shall comply with all applicable federal, state and local laws and regulations and failure to do so is deemed a material breach of this Agreement. The venue for any action arising from this Agreement shall be in Palm Beach County, Florida.

23. SEVERABILITY: The invalidity of any portion, article, paragraph, provision, clause, or any portion thereof of this Agreement shall have no force and effect upon the validity of any other part of portion hereof.

24. ENTIRE AGREEMENT: This Agreement shall not be valid until signed by the **CRA** Chair. No prior or present agreements or representations with regard to any subject matter contained within this Agreement shall be binding on any party unless included expressly in this Agreement. Any modification to this Agreement shall be in writing and executed by the parties.

[Space Left Intentionally Blank; Signature Page to Follow]

IN WITNESS WHEREOF, the DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY and GRANTEE have made and executed this Agreement and have hereunto set its hand the day and year written above.

ATTEST:

DELRAY BEACH PUBLIC LIBRARY
ASSOCIATION, INC., a Florida Not-for-
profit Corporation

By: _____

Print Name: _____

Print Name: _____

Title: _____

DELRAY BEACH COMMUNITY
REDEVELOPMENT AGENCY

By: _____
Adam Frankel, Chair

ATTEST:

Renée A. Jadusingh, Esq.
CRA Executive Director

APPROVED AS TO FORM:

CRA Legal Counsel

EXHIBIT “A”
A-GUIDE: Achieving Goals Using Impact Driven Evaluation Fiscal Year 2023-2024
Funding Cycle Guidelines



A.-G.U.I.D.E.:
Achieving Goals Using Impact Driven Evaluation

Fiscal Year 2023-2024 Funding Cycle

Delray Beach Community Redevelopment Agency
A.-G.U.I.D.E.: *Achieving Goals Using Impact Driven Evaluation*

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Delray Beach Community Redevelopment Agency

A.-G.U.I.D.E.: *Achieving Goals Using Impact Driven Evaluation*

Fiscal Year 2023-2024

Funding Framework

The mission of the Delray Beach Community Redevelopment Agency (CRA) is to foster and directly assist in the redevelopment of the Community Redevelopment Area in order to eliminate blight, create a sustainable downtown, and encourage economic growth, thus improving the attractiveness and quality of life of the CRA District and the City of Delray Beach as a whole. The City's Community Redevelopment Plan 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. In addition, the Community Redevelopment Plan must be consistent with the City of Delray Beach's Comprehensive Plan. In order to remain current in the fast-paced, highly volatile economy of South Florida, both the Community Redevelopment Plan and City of Delray Beach Comprehensive Plan must be reviewed and updated on a regular basis in order to accurately reflect changing conditions and community objectives.

The CRA cannot possibly fund the immense task of redevelopment on its own and must therefore structure its programs to act as catalysts for redevelopment efforts by individual residents and businesses within the CRA and to leverage investment by private enterprise. With limited resources available for redevelopment efforts, the Agency must allocate funding to projects and programs that will provide the most benefit for the dollars expended. To assure the CRA is receiving the intended results from its projects and programs it is important that funding decisions are based on expectations of specific, measurable outcomes. Also, since the implementation of a few strategically placed well-funded programs may have a much greater impact on the overall area than many inadequately funded ones, programs must be evaluated in the context of the agency's overall goals, and implemented accordingly.

Relevant to those activities, state law requires that all public redevelopment activities expressly authorized by the Community Redevelopment Act and funded by tax increment financing must be in accordance with a redevelopment plan which has been approved by the City Commission. The CRA's funding activities must, therefore, align with the Delray Beach Community Redevelopment Plan. Toward that end, the CRA has developed the A.-G.U.I.D.E.: *Achieving Goals Using Impact Driven Evaluation*, as a methodology for verifying alignment and effectiveness of the programs and activities it supports.

Needs and Priorities for Funding

The CRA provides funding to address "Overall Needs" within the Community Redevelopment Area as defined in the Community Redevelopment Plan. Different from the specific needs identified within the various sub-areas of the Community Redevelopment Area, the following "Overall Needs" are area wide in scope and encompass some of the more serious problems that are prevalent throughout the area and contribute to the overall state of decline. These needs, which are described in more detail in Section II of the CRA Plan, are listed below.

- **Removal of Slum and Blight**
- **Land Use**
- **Economic Development**
- **Affordable Housing**
- **Downtown Housing**
- **Infrastructure**
- **Recreation and Cultural Facilities**

While the CRA and City are the primary entities responsible for implementing the Redevelopment Plan, several of the Overall Needs identified in the plan can more effectively be addressed through partnerships with other organizations. Three areas in particular - *Affordable Housing, Recreation and Cultural Facilities*, and *Economic/Business Development* - have the potential to realize better results through strategic alliances between the CRA and nonprofits that have a demonstrated capacity to address those needs. Over the years the CRA has provided significant funding, both for capital projects and operations, to seven "Nonprofit Partners": the Delray Beach Library, Creative City Collaborative (Arts Garage), Delray Beach Historical Society, EPOCH (Expanding and Preserving Our Cultural Heritage, Inc./Spady Museum), the Delray Beach Community Land Trust, and previously Old School Square Center for the Arts and the Greater Delray Beach Chamber of Commerce. All A.-G.U.I.D.E. Non-Profit Partners are located on City-owned property, have received City funding or other assistance, and are identified in the CRA Plan as a program or project that addresses the needs of the CRA district.

In order to better evaluate funding requests from those organizations and potential new "Partners," and measure the results of activities supported by CRA funds relative to the CRA's goals and objectives, the CRA developed the A.-G.U.I.D.E. program.

A.-G.U.I.D.E.: Achieving Goals Using Impact Driven Evaluation

The A.-G.U.I.D.E. presents the Community Redevelopment Agency's (CRA) funding interests and intentions relative to addressing needs identified in the CRA Plan, along with practical information for eligible nonprofit organizations that wish to seek significant CRA funding. Within a strategic framework for awarding and evaluating funding, specific guidelines provide clear and consistent means for the CRA to:

- Inform the community about CRA funding interests and intentions
- Identify funding in each fiscal year that is eligible for strategic partnerships based on the three "Overall Needs" identified above (Affordable Housing, Economic Development, Recreation and Cultural Facilities)
- Advise potential applicants for support regarding how they may become partners in accomplishing shorter and longer-term CRA goals
- Consider and compare funding applications and make funding decisions
- Measure and evaluate organization performance relative to projections once funding is awarded

For each of the three "Overall Needs" the A.-G.U.I.D.E. describes the kinds of activities the CRA will fund; the shorter-term outcomes and longer-term impacts the CRA hopes to achieve in collaboration with its nonprofit partners; and measures by which levels of success in those efforts may be assessed. **Funding applications must demonstrate alignment with these guidelines and the CRA Redevelopment Plan.**

Delray Beach Community Redevelopment Agency (CRA) Funding Framework

	1. Affordable Housing	2. Recreation & Cultural Facilities	3. Economic/Business Development
<i>CRA funds these kinds of activities</i>	<ul style="list-style-type: none"> • Support to implement affordable housing programs 	<ul style="list-style-type: none"> • Performing/visual arts programs/ events • Museum exhibits • Library programs • Education in arts, culture, heritage 	<ul style="list-style-type: none"> • Support for businesses with emphasis on small businesses.
<i>To achieve these (shorter term) outcomes</i>	<ul style="list-style-type: none"> • Increased supply of affordable housing in the CRA District • More opportunities for home ownership • Development of infill housing • Upgraded housing conditions • Increased private investment in residential areas and commercial areas surrounding residential neighborhoods 	<ul style="list-style-type: none"> • More visitors to downtown Delray Beach and the CRA District • Increased economic activity downtown • More and higher quality cultural & educational opportunities • Increased knowledge about local arts, cultural heritage • Programs that engage the residents of the CRA District 	<ul style="list-style-type: none"> • More visitors to downtown Delray Beach and the CRA District • Increased economic activity downtown • More and higher quality cultural & educational opportunities • Increased knowledge about local arts, cultural heritage • Programs that engage the residents of the CRA District
<i>With these long-term impacts</i>	<ul style="list-style-type: none"> • Stabilization of neighborhoods • Improved quality of life • Higher tax base • Improved safety; reduction of crime • Increased property values relative to other areas of the City 	<ul style="list-style-type: none"> • Delray Beach as a nationally recognized arts & culture destination • Higher tax base • More arts related businesses 	<ul style="list-style-type: none"> • National recognition of Delray Beach as a City where companies want to be • Higher tax base • Increase small businesses
<i>Demonstrated by these kinds of measures of success</i>	<ul style="list-style-type: none"> • Number of affordable housing units (new and renovated) • Number of new homeowners • Decrease number of substandard units • Dollars invested • Reduced crime rates • Increase in assessed value 	<ul style="list-style-type: none"> • Number and types of arts, leisure, and educational programs, events, and businesses • Revenue generated by tickets, food & drink, other purchases for partners and community • Numbers of attendees, members, volunteers • Level of private financial support • Level of customer satisfaction 	<ul style="list-style-type: none"> • Number of businesses relocating to or expanding in Delray Beach • Dollars invested/capital raised • Increases in assessed values • Occupancy rates • Number of businesses served and their location

The A.-G.U.I.D.E. framework applies to the major support provided by the CRA to specific Nonprofit Partners and does not replace guidelines for various other CRA funding assistance programs such as: Project Consultancy & Design Services Program; Site Development Assistance Program; Paint-Up & Signage Program; Rent Subsidy Program; Historic Façade Improvement Program; Development Infrastructure Assistance Program; Land Value Investment Program; Job Creation Bonus Program; Community Sponsorship Program, and Curb Appeal Residential Improvement Program.

Amount of Funding

The following guidelines regarding the amount of funding for which a Nonprofit Partner may apply are effective for Fiscal Year 2023-2024.

- CRA support for Nonprofit Partners that have received funding in prior years will not be increased for Fiscal Year 2023-2024, and in fact may be decreased, according to availability of funds and the quality of their applications relative to these guidelines. Funding availability is based on annually approved budget.
- CRA support may not exceed 25% of an organization's total operating budget for the year in which the grant is requested, unless otherwise approved by the CRA Board. A transition plan has been established for each Nonprofit Partner that has received support in excess of 25% in prior years, to reduce CRA funding to not more than 25% of their total budgets. As long as funding of their applications is approved each year, the transition periods may extend through Fiscal Year 2023-2024.
- An organization may request support for *up to two programs or projects*.
- CRA support *may* exceed 25% of the budget for a specific program or project.
- Funding may be requested for a maximum one-year period in any application, though applications may be submitted for the same project/program in more than one consecutive year.
- The inclusion of in-kind cash value and/or services as projected and/or current revenue will be given careful review by the CRA. The value of in-kind revenue must be thoroughly documented and in general should not exceed ten percent (10%) of the total project/program budget. For Affordable Housing programs, real estate donations will not be included in the 10% calculation.
- Nonprofit Partners that have received funding in prior years must submit applications for future funding; no assumption of future funding will be made based on past support.
- Funds will be disbursed quarterly in accordance with the "Funding Agreement" executed by each Nonprofit Partner upon approval of funding.

Along with organizational and programmatic considerations, the CRA will include financial factors in its review of funding proposals to determine whether or not and how much funding will be awarded to each applicant. Financial considerations may include projected and actual revenue and expenses for prior years, financial statements, the proposed program/project budget, committed and potential support from other funders, financial sustainability, and the CRA's own budget and available resources.

Types of Support

The CRA may provide the following types of support for Nonprofit Partners' projects and programs. Generally speaking, a project is defined as a set of activities that has definite start and end points and is relatively short in term (a year or less); the scope is clearly defined and somewhat narrow and not likely to change significantly during the life of the project. A program is longer in term or ongoing and may involve multiple related projects; the scope is broad and activities and objectives must be managed over time as the organization environment changes. Projects and programs are usually linked to identifiable organization work units or cost centers.

Program/project support	Direct costs to develop and/or implement specific projects or programs. Any direct costs related to operation of the program, including but not limited to staffing, equipment, promotions, supplies, and materials.
Matching funds	Contributions provided by another donor or grants awarded that will be paid only if the donor organization raises additional funds from another source.
Program evaluation	Evaluation of a specific project or program; may include support for direct evaluation costs or for technical assistance or outside evaluation.
Public relations services	Printing and duplicating, audio-visual and graphic arts production, assistance in planning special events, public service announcements, and other activities to increase public awareness and promote the organization to the community and other stakeholders. Must be related to a specific program.
Technical assistance	Operational or management assistance which may include financial or program planning, legal advice, marketing, information systems, and other aids to management or program staff; assistance might be offered directly by a staff member or in the form of funding to pay for the services of an outside consultant. Must be related to a specific program.

Eligibility for Funding

Organizations meeting the following criteria are eligible to apply for Nonprofit Partner funding:

- Mission consistent with the mission of the CRA
- Classified as tax-exempt under IRS 501(c)(3)
- In good standing with the State of Florida
- Housed in City- or CRA-owned facilities located in the CRA district with a lease agreement or management agreement with the City of Delray Beach or CRA
- Serves residents of the CRA district and/or visitors that come to the district to participate in funded programs, projects, and events
- Demonstrated commitment by Board of Directors to purpose and accountability for CRA funds

Funding Cycle, Fiscal Year 2023-2024

CRA support for Nonprofit Partners will be allocated in an annual cycle, with specific dates and instructions published prior to the beginning of each cycle. Dates for Fiscal Year 2023-2024 are as follows:

May 1, 2023	Application available online
July 14, 2023	Applications due ONLINE ONLY
August 2023	Staff technical review of applications
August 2023	Evaluation Committee review of applications
August 22, 2023	Applicant organization presentations to CRA Board (Workshop)
September 28, 2023	Funding decisions by CRA Board

The CRA has the right to adjust the dated as necessary. All applicants would be notified of any changes.

In addition, from time to time the CRA may offer special funding initiatives for community partners to provide services in response to emerging/changing community needs and resources.

Application Components

To request CRA support, interested organizations must submit an *Application for Funding*. The application, related forms, and instructions to complete and submit the application package are available on the CRA website. The application package is comprised of the following components, which are described in detail in the instructions.

- *Application for Funding* – includes organization information, a comprehensive narrative description of the proposed project/program, and budget data
- *Cover Letter* - signed by the Chair of the organization's Board of Directors to demonstrate Board commitment to the purpose of and accountability for the proposed project or program
- *501(c)(3) IRS Determination Letter*
- *Evidence of good standing with the State of Florida*
- *Board of Directors* - List of Board members and officers, and, if available, policies on Board roles & responsibilities and Board contributions
- *Strategic Plan* – Strategic Plan or other long-term planning document and, if available, policy on long term planning (must be current)
- *Logic Model* – graphic presentation to demonstrate how project/program activities deliver immediate products and services (outputs), which result in short term changes (outcomes), that in the long-term address Overall Needs identified in the CRA Plan (impacts)
- *Evaluation Plan* – a written plan to translate outputs and outcomes defined on the Logic Model to measurable indicators and identify specific procedures, personnel, schedule, and tools/instruments to collect, analyze, and report data on performance

- *Combined Budget & Narrative Form for Organization and Project/Program* - past, current, and proposed organization budget figures and line-item budget with justification for the proposed project/program
- *Organization financial information* – most recent Financial Statement, IRS Form 990, and Independent Financial Audit/Review/Compilation Report according to your organization’s bylaws
- *Current Balance Sheet* – As of 3/31/2023 or more recent
- *Affiliation Agreements* - if applicable, documents describing current or planned collaborative partnerships with specific roles or resources that each partner will provide relative to the proposed project/program

***The CRA has the right to determine what documents included on the list are not applicable and may request any additional information as necessary.*

Application and Review Process

1. Previously funded Nonprofit Partners will be notified by email of the new funding cycle and public notice will be published on the CRA website.
2. Application and related forms and detailed instructions will be available on the CRA website at <https://delraycra.org/A.-G.U.I.D.E./>.
3. Applications will only be accepted **online** from the opening of the funding cycle until the due date and time. **Link:** [FY2023-2024 A.-G.U.I.D.E. Online Application Form](#).
4. CRA staff will conduct a preliminary review of each application to confirm that the organization is eligible to apply and determine whether application components are present and complete.
5. The Community Engagement Director will recommend applications for review to the Funding Evaluation Committee.
6. The Funding Evaluation Committee will review each application according to established criteria and make preliminary funding recommendations to the CRA Board of Commissioners.
7. Applicant organizations will make presentations based on the Logic Models and Evaluation Plans included as part of their funding applications to the CRA Board.
8. The CRA Board will consider and make final decisions regarding funding requests.

Application Review Criteria

Criteria to be used by the CRA's Funding Evaluation Committee in reviewing applications for funding are grouped into six categories weighted as follows:

Organization Capacity	20%
Need for Project/Program	20%
Project/Program Description	10%
Logic Model	20%
Evaluation Plan	10%
Budget & Sustainability	20%

Specific items will be rated by each member of the Funding Evaluation Committee on a scale of 1 to 5, worst to best possible response: (1) Unacceptable, (2) Minimal, (3) Satisfactory, (4) Good, (5) Excellent.

Specific criteria to be used by the committee to evaluate funding applications are as follows:

ORGANIZATION CAPACITY

- Length of time established, overall growth/stability
- Stability/growth of organization funding
- Board composition, role, commitment to program/project
- Demonstrated experience/success with similar program/project
- Program/project leadership and staff qualifications
- Collaborative relationships/affiliations relative to program/project
- Prior CRA funding experience with similar program/project
- External oversight/accreditation/affiliation
- Long term/strategic planning process
- Current strategic plan and status

NEED FOR PROGRAM/PROJECT

- Program/project need consistent with CRA Overall Need
- Program/project need consistent with organization mission
- Documentation of program/project need
- Uniqueness / lack of duplication, or affiliation with similar resources

PROJECT/PROGRAM DESCRIPTION

- Innovative or proven approach and justification
- Target population(s) clearly defined and within guidelines
- Activities clearly described and consistent with logic model
- Staff and resources adequate to implement activities
- Activities likely to result in stated outputs/outcomes
- Realistic time frame to implement program/project

LOGIC MODEL / PROJECTED RESULTS

- Stated program/project goal clear and relevant to CRA Overall Need
- Clear relationship between activities, outputs, and outcomes
- Activities appropriate to program/project goal
- Realistic outputs and outcomes relative to organization capacity
- Clear, measurable outputs
- Clear, measurable outcomes
- Program/project results likely to lead to stated Impacts

EVALUATION PLAN

- All CRA-funded activities addressed
- Outputs presented with measurable indicators
- Outcomes presented with measurable indicators
- Evaluation processes clearly described (who, how/tools, when)
- Evaluation processes reasonable, appropriate
- Implementation responsibility/process clearly defined
- Application/usefulness of evaluation results

BUDGET & SUSTAINABILITY

- Adequate, appropriate expense budget to implement program/project
- Line-item costs explained/justified in narrative
- Use of CRA funds clearly identified, may be tracked
- Sufficient mix of funding secured to implement program/project
- Non-CRA funding solicited / pending
- Financial documents demonstrate responsible financial management
- Realistic plans to sustain program/project

Accountability for Use of CRA Funds

Nonprofit Partners will be required to submit quarterly and annual evaluation and financial reports to provide data to support progress toward projected outcomes and to account for use of CRA funds. Report forms and instructions will be provided to organizations upon execution of Funding Agreements and will also be available at the CRA office and by email upon request.

Discrepancies in meeting projections included in final funding documents, whether performance fails to meet or exceeds those projections, must be addressed in the organization's Quarterly Evaluation Report. At its discretion the CRA will work with Community Partners to address discrepancies, adjust projections, and/or improve performance.

Proposed changes to funding-related documents must be approved *in advance* by the CRA Community Engagement Director, as follows:

- All changes to the Logic Model or Evaluation Plan
- Changes of *more than 10%* in any Budget line item

Reporting Requirements

Prior to the issuance of quarterly payments by the CRA, quarterly reports should be submitted according to the quarterly deadlines, and reports shall include the following:

- Goals & Outcomes Form
- Combined Budget Form and Narrative
- Quarterly Balance Sheet
- Programmatic Visual Highlights
- Additional supporting documentation to justify the expense of CRA funds for each expense over \$2,500 such as bank statements, receipts, cancelled checks, paid invoices, etc.

In addition, the CRA may request any additional information that the CRA deems necessary in order to fully evaluate A-G.U.I.D.E. Nonprofit Partners' performance and financial status. Organizations may be required to present a quarterly update to the CRA Board upon request.

Quarterly reports shall be submitted to the CRA no later than:

- January 31, 2024
- April 30, 2024
- July 31, 2024
- October 31, 2024

Quarterly payments will not be released until the CRA receives the report and any additional information requested and information is verified as complete and sufficient.

EXHIBIT "B"
A-GUIDE Nonprofit Partner Application for Funding and its Attachments



FY2023-2024 A.-G.U.I.D.E. Funding Cycle Timeline

May 1, 2023	Application available online
July 14, 2023	Application deadline ONLINE ONLY
August 2023	Staff technical review of applications
August 2023	Evaluation Committee review of applications
August 22, 2023	Applicant organization presentations to CRA Board (Workshop)
September 28, 2023	Funding decisions by CRA Board

The CRA has the right to adjust the dates as necessary. All applicants would be notified of any change.

SECTION I. ORGANIZATION INFORMATION

- 1) Which organization are you submitting this application for:** Delray Beach Library Association, Inc.
- 2) Address:** Delray Beach Public Library, 100 W. Atlantic Avenue
Delray Beach, Florida, 33444-3662
- 3) Phone Number:** (561) 266-0798
- 5) Website:** www.delraylibrary.org
- 6) Organization's Executive Leader:** Mykal Banta
- 7) Application Contact Name if different from Organization Executive:** Kae Jonsons
- 8) Application Contact Title** Director of Development and Community Relations
- 9) Contact Telephone:** (561) 266-0798

11) Mission Statement:

We
*ignite curiosity, fuel discovery, and encourage creativity through access to
trusted information, resources,
and community connections.*

12) Year Established, Organization History and Growth (brief overall history and key events that speak to your organization's strengths and qualifications, especially as they pertain to the proposed services for which you are requesting CRA support; include negative events or challenges you have overcome if you think doing so will strengthen your case):

1913 The Ladies Improvement Association founded
the Library.

1939 The Library Association incorporates and agrees to manage library operations.

1942 City funds first operating grant for \$800.

1950 The Library opens at SE Fourth Avenue with unfinished sections.

1968 New two-story addition adding 7,500 square feet is dedicated.

1994 Library's Volunteer Program began with 8 volunteers.

1998 Awarded Enhanced Connectivity Grant; bringing Internet access to the library

2003 Tripartite Agreement between City of Delray Beach, Community Redevelopment Association and the Library signed for land swap, new building construction and parking lot.

2004 Groundbreaking ceremony held at new location.

2006 Over 2,000 citizens celebrate the Public Grand Opening of new building with symbolic Book Passing Brigade and ribbon cutting ceremony.

2008 City reduces funding from \$1.8 million to \$1.53 million.

CRA awards operating grant= \$270,000 for cataloger staff salary & benefits and purchase of library materials.

2009 City reduces funding to \$1,453,500; CRA funds CRA Sundays (additional \$38K for 38 Sundays) plus operating costs above = \$308K.

2011 The new Children's Services department computer center is funded by a private donation and opens with 12 computer workstations.

2013 Delray Beach Public Library celebrates its 100th birthday on April 11, 2013.

2016 Children's Services Department expansion completed and opens to the public. New technology, makerspace, recording studio, and larger area for

library materials and patron use.

CRA funding increased = \$418K (Keep Library open on Mondays=\$48,000)

2018 Library makes \$156,000 investment in technology infrastructure resulting in 44 new computers (including adding 4 computers in Teen Room), 16 tablets, charging stations, one smart board, and mobile hot spots.

2019 400 computer classes were attended by over 1600 adults and teens. STEM-focused classes expanded to include preschoolers.

2020 16 new Technology, Training and Innovation Lab classes offered from Jan-Mar. Library closed on 03.17 due to COVID-19. Within three days the library pivoted to virtual services and programs. Virtual cards were created to allow patrons to access 100,000+ digital resources and research databases providing online tutors, test prep for students and resume help/interview/job information for job seekers, and market research data for businesses. Online reference service continued 7 days a week remotely via Ask Us/Chat with Us service.

The Library was the first public library to re-open in Palm Beach County.

2021 Awarded funding for a Mobile Express Vehicle, a technology enabled golf cart to become a satellite/branch library on wheels to narrow the literacy and digital divide in high-need neighborhoods in Delray.

In October the Library welcomed the traveling exhibition from the ALA and US Holocaust Museum entitled Americans and the Holocaust. The Library produced 20 programs attended by 800 people and the exhibition was attended by 15,500 which included 150 high school students.

2022 The library received two program grants one from the American Rescue Plan to provide humanities programming for Libraries. Library received a grant from the State of Florida to provide direct tech to the most vulnerable. The project provided for a pilot program of 55 Grandpad devices for seniors selected through the Delray Beach Housing Authority. It also provided for an upgrade of computers in our Children's Maker Lab and TTIL Lab.

2023 Program attendance levels for Library programming returns to and starts to exceed pre-Covid levels. Adult program attendance more than doubles and requests for one-to one technology help and training increases.

Funds raised from private donations allow the Library to renovate the Teen Room and add comfortable seating and increased shelving to the main floor.

13) Policy on Board Contributions (formal or informal policy on Board member contributions; attach policy if applicable):

In March 2019 the Library Board approved a gift acceptance policy which is included in this application. All Library Board members annually sign a conflict-of-interest policy.

UPLOAD: Policy on Board Contributions



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<u>9</u>	<u>9</u>
Cash donations	Donations raised from others
<u>9</u>	<u>9</u>
Volunteer hours	In-kind donations

16) Oversight/ Accreditation/ Affiliations

None

SECTION II. PROJECT/PROGRAM INFORMATION

Program A

17) Project/Program Title:

CRA Sundays and Mondays

18) Select one:

Existing Program

19) If existing program, year established:

2009

20) Has your organization received prior CRA Funding for the same Project/Program?:

Yes

21) Time Period(s) of previous CRA Funding (enter N/A if not applicable):

Annual funding for this program began in 2009 and been continuous.

22) Project/Program Description (if previously funded for the same project or program, also include BRIEF summary of key accomplishments):

For over seventy-five years the city has provided an annual operating grant to the library, while the CRA began financial support in fiscal year 2007/2008. The Delray Beach Public Library Association, Inc. has raised additional operating and capital funds. Each year the library submits a funding request to the City of Delray Beach. A \$1,633,152 budget request will be submitted for FY 2023/2024. The library receives operating funds from the State Aid to Libraries Grant program. These grants provide a match of up to \$0.25 on local funds expended centrally by the library during the second preceding fiscal year. The Florida

Legislature determines the amount appropriated annually for the program. The grant amount is prorated if the legislative appropriation does not fully fund all components of the grant program. Grant amounts are based largely on local funds invested in library service. Thus, more local money spent on library services means more potential for State Aid. The grant amount for FY 2023/2024 was \$44,000.

The library participates in several cooperative arrangements with neighboring libraries to obtain otherwise cost prohibitive services including the establishment and operation of automated library services. The library actively seeks grant opportunities where available. For the past 6 years PNC Bank Foundation has also supported several educational programs throughout the year for outreach, for early literacy, and Kindergarten Readiness. The Community Foundation of Palm Beach and Martin County has awarded the Library a grant for the past 3 years for an expanded summer outreach program. These programs target Delray Beach's youth and are attended by local school, after-school, church, and city summer camp programs. Other local private foundations have contributed over \$240,000+ in funding initiatives supporting teen, tween, adult, and community outreach.

The library continues to participate in partnerships with more than 135+ local community, civic, not-for-profit, and businesses to bring relevant programs and services to our patrons.

The Library's experienced program coordinator along with library staff continued to conduct needs assessments to respond to the needs of the community as they returned to in-person activities. Last year we executed 1,687 programs for children, tweens, teens and adults reaching 12,000+ people, The Library has increased and continues to grow our social media presences and following and

engagement over the last year to over 7,200 followers on 4 main platforms- Facebook, Instagram, Twitter and LinkedIn with total engagement of 600,000+ averaging with reach averaging close to 50,000 a month. Having an engaging and active social media presence continues to be a key way the library interacts with the community as well as through our weekly e-newsletter which reaches just over 7,300 patrons.

Another way the

Library supports the community is through an expanded social service network. Post Covid many of these organizations lost their locations in the City although need for the services remained strong. CareerSource, Family Promise, Palm Beach County Food Bank, Palm Health Care Mobile Clinic and the Caring Kitchen among other are some of those who hold regular hours at the Library.

23) New Project/Program Elements

With the rise in program attendance and interest in quality free programming, educational classes, and outreach, the Library is a hub for community connection for all age groups. In 2022 the Library underwent a year long strategic planning program culminating in a new 5-year plan. Among the goals stated was to do more to access current user/resident needs and follow trends as indicated by library use statistics and annual surveys through our weekly newsletter.

Adult library uses of all ages see the Library as a path forward. Use of adult computers, and log ins on public computers continue to increase to 35,901 (14% increase) as does the number of research assists 38,738 (4% increase). The increase in programming has been achieved even with the loss of 4 FTE (23 to 19 FTE). These staff were not replaced due to rising costs and the need to raise other positions closer to market value.

Among new adult programs added are ESOL for Families focused on middle school children and their parents and Adult Conversational Classes. This is a growing area for the Library. In the fall we are hoping to start additional classes in Spanish-English Cultural Exchange programs where native speakers can practice skills and expand our foreign language business resource materials. Cultural programming will be expanded through a grant in support of Stories of Exile- reading groups that focus on Yiddish culture and a new partnership with the University of Miami Medical School to provide Brain Health workshops. We will also have take-home kits to improve brain health. We also plan to start a large-print book club.

Children, tween and teen programming remain the heart of library services. We plan to continue programming with the Spady Museum, DBHS, Children's Garden, EJS, KOP Mentoring, Milagro Center, DB Parks & Recreation, Achievement Center, Boys & Girls Club, Community Policing, Sandoway Discovery Center. Through our outreach with our Library on the Go golfcart we will continue to provide monthly programming at Catherine Strong for ages 1-4 and visits to 16 preschools in the SET to provide programming and maintain library services. We will also participate in outreach such as the "Back to School Bash" and "National Night Out".

This fall the Library will debut a renovated Teen Room with flexible and collaborative spaces, upgraded technology, and new flooring. This space will help reinvigorate our already growing teen population as a space they can call their own.

The Library has started to produce quarterly program brochures that are distributed throughout downtown and the SET to reach more residents with our programs.

24) CRA Overall Need being addressed through Program A:

Recreation & Cultural Facilities

25) Description of how programs and activities (for Program A) align with the selected Overall Need and how they meet the goals and objectives of the CRA Redevelopment Plan:

The Delray Beach Public Library is a 501c3 organization that has consistently served the residents of Delray Beach and specifically those housed in the CRA designated

district. The Library consistently targets programming and events to better serve the residents. Library programming and activities specifically target two focus areas – Recreation and Culture for funding for Sundays and Mondays and Economic/Business Development for the TTIL programming that promotes the expansion of technology- based businesses, and creative industries through educational training and support.

UPLOAD: Program A Documents (Logic Model):



Delray CRA A-GUIDE Logic M... .pdf

UPLOAD: Program A Documents (Evaluation Plan):



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Program B

26) Project/Program Title:

Technology, Training and Innovation Lab

27) Select one:

Existing Program

28) If existing program, year established:

2019

29) Have you received prior CRA Funding for the same Project/Program?:

Yes

30) Time Period(s) of previous CRA Funding (enter N/A if not applicable):

Funding for this program began in 2019 and has been continuous.

31) Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):

During 2022-2023, the Library saw an influx of patrons returning to seek in-person assistance for social services, career assistance, and help with technology. The resources provided through the Technology, Training, and Innovation Lab have proved valuable assets to those seeking to build new skills, develop a business, find a creative outlet, or access technologies otherwise unavailable to them. Class attendance has experienced a resurgence, particularly with those classes involving innovative maker tools such as the Glowforge laser cutter, Cricut Machines, and 3D printers. Partnering with local community organizations such as the KOP Mentoring Network, the Tech Sandbox program for teens has given opportunities for youth to gain hands-on experience with video production equipment, virtual reality, and programmable microcontrollers. Furthermore, the availability of the Instruction and Innovation Librarian for one-on-one sessions has given patrons opportunities to ask more in-depth questions, learn advanced skills beyond what is covered in class, and find solutions for business and entrepreneurial pursuits.

The Library's open computers were busy from the time the doors opened till evening close, and virtual questions and research requests were answered seven days a week. Our business library and research staff responded to 38,738 research requests. The Library saw a rise in students, job seekers, employees, and seniors who wanted to upgrade their skills. General computer classes that include introduction to and use of technology applications, word, excel and other STEM related topics totaled 841 programs that reached 2,240 people and use of our information rich databases such as Brain Fuse and Statista for small business development remained steady.

The reference team of four professionals continue their work assisting job seekers with resume, career and job search information. Access to social services has become among the ways the Library has been of service to the community. The impact of Covid 19 affected all in the community and no one more than the most vulnerable. This year the Library entered into partnerships with Social Service agencies including CareerSource, Palm Beach County Food Bank, Family Promise, the Caring Kitchen, Rebel Recovery. These agencies are available on-site at the Library, weekly providing access to services that many would have to travel to West Palm Beach for.

These agencies have service more than 2,000 individuals on a yearly basis. Our librarians continue to be available for socially distant in-person orientations and consultation during all library hours for individual and collaborative group learning. As we look toward 2023/2024 we expect a continued growth to programming and consultation in person at the library. We expect numbers to grow as students, individuals, businesses and entrepreneurs look for expanded free resources in this challenging economy.

32) New Project/Program Elements

Based on response to new classes and individual sessions added during the previous year, we see a demand for skill development opportunities in computer programming, web development, manufacturing, and related technical areas. As such, new class offerings for the coming year will expand on those already being offered to include topics such as: artificial intelligence, domain registration and hosting for Wordpress websites, cybersecurity, and programming languages. Additional support will be provided to encourage those seeking technical certifications, with a focus on bringing awareness to opportunities in industries experiencing a shortage of skilled workers, for example the One Million Certified in Cybersecurity program through (ISC)

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, providing entry-level certifications free of charge. Teens will continue to explore new technologies in the Tech Sandbox program. Internet of Things projects present an opportunity to combine artistic talent with technical ability while developing teamwork and project management skills. Game development and digital media production continue to engage students. Now, with generative AI beginning to enter the mainstream, the available tools and requisite skills needed to succeed in a world of rapid-fire content creation have changed again, placing increased demands on future generations, but also opening up opportunities for those exposed to new technologies at early stages.

33) Overall Need being addressed through Program B:

Economic/Business Development

34) Description of how programs and activities (for Program B) align with the selected Overall Need and how they meet the goals and objectives of the CRA Redevelopment Plan:

The Delray Beach

Public Library is a 501c3 organization that has consistently served the residents of Delray Beach and specifically those housed in the CRA designated district. The Library consistently targets programming and events to better serve the residents. Library programming and activities specifically target two focus areas – Recreation and Culture for funding for Sundays and Mondays and Economic/Business Development for the TTIL programming that promotes the expansion of technology- based businesses, and creative industries through educational training and support.

UPLOAD: Program B Documents (Logic Model):



Delray CRA A-GUIDE Logic M... .pdf

UPLOAD: Program B Documents (Evaluation Plan):



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35) Key Staff and Qualifications (staff directly responsible for implementing, managing, and evaluating the project/program and brief summary of their relevant credentials and experience):

Mykal Banta,

Library Executive Director, MLS,
has 29 years of increasingly responsible experience at the Delray Beach Public Library and is the former Head of Reference.

Loanis Menendez-Cuesta,

Assistant Director, MLS, has 28 years of library
experience and is a graduate of the prestigious Florida Sunshine State Library Leadership Institute.

Kae Jonsons,

Development and Community Relations Director, MBA in
International Marketing, has 20+ years' experience in Non-Profit management and development.

Mary Kyle

, Finance Manager, is a licensed CAM, and has 12 years' experience in property management and book-keeping

Alyson Walzer-Grammatico

, Head of Reference Services, MLS, has 9 years of library experience and is a graduate of the prestigious Florida Sunshine State Library Leadership Institute.

Isabella Rowan

, Program Manager and Volunteer Services, MLS, 13 years of library experience in adult services and programming.

Ben Kon

, Instruction and Innovation Librarian, MLS, 10 years of library experience, instrumental in the development of the incorporation of STEM technologies in Children's Services, enhancing the scope of the recording studio, and the foundation of the Technology, Training and Innovation Lab as a certified Adobe Education Trainer and Cyber Security for (ISC)

2

Tammeric Itson-

Scurry

– Children's Librarian,
MLS, is an ALA Spectrum Scholar and has over 16 years of library experience.

36) Potential Challenges and Strategies to Address Them

Potential**Challenges and Strategies to Address Them (maximum 500 words)**

:

Throughout history

public libraries have been beacons of hope pillars of education and gathering places for their communities. And they've done this by continuing to adapt to their communities' ever-changing needs. Post COVID-19, libraries were once again forced to transform their services to meet the changing needs of the community. They have risen to the task, but it hasn't been easy. Just as needs rose so did the cost of materials, infrastructure, maintenance, and health benefits rose. 12 years of flat funding from the City of Delray Beach and the CRA have had their impact on the salaries paid to Library staff. On average they are paid 30% less than other local Library professionals. DBPL

is also significantly understaffed as compared to both national and local libraries- almost 34% less. The salary deficit has created difficulties for the Library to retain or recruit staff and several staff have had to move out of area or pursue other careers. Reduced staff numbers makes it difficult for the Library to meet the increased need for outreach and community programming.

Lending of adult

fiction and non-fiction materials remained on the decline as they are at all libraries. However, the circulation of large-print books remains strong and the Library received a bequest from a long-time patron last year to enhance our collection. Dedicated additional resources to accessing digital materials for patrons remained even more critical this year. Digital resources, services and programs were expanded and updated regularly to inform and assist patrons quickly and accurately.

The Library continued to provide free digital cards to patrons. During the school year the use of the library by children and teens remained an on-going challenge as this group continued to suffer the greatest from learning loss but remained the most disengaged. Through expanded outreach and extended summer programming, we continue to raise awareness and increasing use in this important demographic.

Audience building for programming remains a challenge on the limited marketing budget of the library. We expanded our presence across all social media platforms and more frequent posting to our audience to over 7,200 followers on 4 main platforms- Facebook, Instagram, X and LinkedIn with total engagement of 600,000+. We also use numerous free methods of programming and community partner

distribution, building word of mouth and awareness.

Classes for the TTIL Lab returned to in-person led by our Instruction and Innovation Development Librarian and the request for one-to-one instructional sessions has grown by 181% over the past year. The Library continues to face challenges to stay current with technology and continues to seek outside funding and grants in this area.

The Library

continues to seek grants and donations to enhance Library services. This year we received grants for summer

programming from the Community Foundation of Palm Beach and Martin Counties, Another grant from PNC Foundation

allowed children's librarians to provide books and programming to 16 day-care centers in the SET.

SECTION III. FINANCIAL INFORMATION

Organization Budget Details

37) Total Organization Budget for Previous Fiscal Year (FY 2021-2022): \$2,415,500

38) Total Organization Budget for Current Fiscal Year (FY 2022-2023): \$2,662,710

39) Total Organization Budget for Proposed Fiscal Year (FY 2023-2024): 2,680,152

Program Budget Details (Program A)

40) Project/Program Budget (\$) (Program A): \$418,000

41) Amount Requested (\$) (Program A): \$418,000

42) Percent (%) of Org Budget (Program A): 16%

Program Budget Details (Program B)

43) Project/Program Budget (\$) (Program B): \$80,000

44) Amount Requested (\$) (Program B): \$25,000

45) Percent (%) of Org Budget (Program B): 1%

Funding Request Details

46) Total Funding Requested from CRA (Program A+B):
\$443,000

47) Percent (%) of Org Budget:

16%

48) Type(s) of Support Requested
(select one or more types of support
as defined in the A.-G.U.I.D.E.
guidelines):

Program/project support

49) Other Support/Status and Plans for Sustainability: (planned and committed financial support including status of funds requested but not confirmed, as well as other factors expected to assure sustainability of the program; for time-limited projects, mix of funding and other support expected to make it possible to complete the project within the anticipated time frame)

For over seventy-five years

the city has provided an annual operating grant to the library, while the CRA began financial support in fiscal year 2007/2008. The Delray Beach Public Library Association, Inc. has raised additional operating and capital funds. Each year the library submits a funding request to the City of Delray Beach. A \$1,633,152 budget request will be submitted for FY 2023/2024.

The library receives

operating funds from the State Aid to Libraries Grant program. These grants provide a match of up to \$0.25 on local funds expended centrally by the library during the second preceding fiscal year. The Florida Legislature determines the amount appropriated annually for the program. The grant amount is prorated if the legislative appropriation does not fully fund all components of the grant program. Grant amounts are based largely on local funds invested in library service. Thus, more local money spent on library services means more potential for State Aid. The grant amount for FY 2022/2023 was \$44,000.

The library participates in

several cooperative arrangements with neighboring libraries to obtain otherwise cost prohibitive services including the establishment and operation of automated library services and digital resources. For the past 5 years PNC Bank has also supported several educational programs throughout the year for outreach, for early literacy, and Kindergarten Readiness. The Library was also recently awarded a grant from the Community Foundation of Palm Beach and Martin County for an expanded summer outreach program. These programs target Delray Beach's youth and are attended by local school, after-school, church, and city summer camp programs. Other local private foundations have contributed over \$400,000 in funding initiatives supporting teen, tween, adult, and community outreach.

The library has an

experienced Program and Volunteer Manager who has enhanced and expanded current programs, piloted new ones, and continues to grow attendance and awareness within the community.

The Library has over 135+

active community partners and continues to seek additional collaboration to support our drive for excellence and outreach in Delray Beach.

UPLOAD: Combined Budget & Narrative Form



5.1-Delray-CRA-A-GUIDE-Co... .xlsx

SECTION IV. APPLICATION CHECKLIST

Required Attachments:

A. This online application, submitted by the deadline

B. Cover Letter Signed by Board Chair

C. 501(C3) IRS Determination Letter

D. Board of Directors/Officers List

E. Policy on Board Contributions, if applicable

F. Strategic Plan or Other Long-Term Planning Document

G. Logic Model

H. Evaluation Plan

I. Combined Budget & Narrative Form for Organization and Project/Program

J. Most Recent Financial Statements (as of 6/30/2023)

K. Most Recent Form 990 (for period ending 9/30/2022)

L. Most Recent Independent Financial Audit/Review/Compilation according to organization's bylaws (for most recently completed fiscal year - period ending 9/30/2022)

M. Current Balance Sheet (as of 6/30/2023)

N. Affiliation Agreements, if applicable

UPLOAD: Organization Documents (Cover Letter, 501c3 Letter, Board List, Policy on Board Contributions, Strategic Plan, Affiliation Agreements)



image_20230805_135143.pdf

UPLOAD: Program Documents (Logic Model, Evaluation Plan, Combined Budget Form)



image_20230807_120304.pdf

UPLOAD: Financial Documents (Financial Statements, 990, Audit, Balance Sheet)



image_20230805_134809.pdf

SECTION V. CERTIFICATION STATEMENT AND SIGNATURE

As Chief Executive of the applicant organization I certify that (1) I was provided, read, and understand the A. G.U.I.D.E. Guidelines, (2) the information provided in this application is correct and complete to the best of my knowledge; (3) I am committed to the purpose of the proposed project or program and will work with Board and staff members to accomplish its stated outcomes; and (4) I will be accountable for compliance with all CRA requirements for operation, evaluation, and reporting.

Executive Leader Name and Title:

Mykal Banta, Executive Director

Signature:



Date Submitted"

Monday, August 7, 2023



Delray Beach Public Library Association

Mykal Banta

Mary Kyle

\$2,680,152.00

CRA Sundays and Mondays

Technology, Training and Innovation Lab

NOTES:

Program budget changes of more than 10% in any Budget line item must be approved in advance.



Organization Name:

Delray Beach Public Library Association

Executive Leader:

Mykal Banta

Key Financial Manager:

Mary Kyle

FY 2023-2024 Total Organization Budget:

\$2,680,152.00

Program/Project A:

CRA Sundays and Mondays

Program/Project B:

Technology, Training and Innovation Lab

ORGANIZATION

APPLICATION

PROGRAM A

APPLICATION

PROGRAM B

For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$2,500 such as bank statements, receipts, cancelled checks, paid invoices, etc.



FY 2023-2024 A.-G.U.I.D.E. COMBINED BUDGET NARRATIVE FORM

Organization Name:

Delray Beach Public Library Association

Executive Leader:

Mykal Banta

Key Financial Manager:

Mary Kyle

FY 2023-2024 Total Organization Budget:

\$2,680,152.00

Program/Project A:

CRA Sundays and Mondays

Program/Project B:

Technology, Training and Innovation Lab

EXPENSES	ORGANIZATION			APPLICATION PROGRAM A		APPLICATION PROGRAM B	
	FY 2022-2023 TOTAL ORGANIZATION BUDGET	FY 2022-2023 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2023)	FY 2023-2024 PROJECTED ORGANIZATION BUDGET	FY 2023-2024 PROJECTED TOTAL PROGRAM BUDGET (A)	FY 2023-2024 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)	FY 2023-2024 PROJECTED TOTAL PROGRAM BUDGET (B)	FY 2023-2024 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (B)
Salaries & Related Taxes (list each position/title separately)							
Position:	\$ 1,490,708.00	\$ 614,610.00	\$ 1,531,150.00	\$ 275,941.00	\$ 275,941.00		
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
SUB-TOTAL SALARIES	\$ 1,490,708.00	\$ 614,610.00	\$ 1,531,150.00	\$ 275,941.00	\$ 275,941.00	\$ -	\$ -
Fringe Benefits (list each position/title)							
Position:	\$ 280,500.00	\$ 147,504.00	\$ 297,330.00	\$ 53,519.00	\$ 53,519.00		
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
SUB-TOTAL FRINGE BENEFITS	\$ 280,500.00	\$ 147,504.00	\$ 297,330.00	\$ 53,519.00	\$ 53,519.00	\$ -	\$ -
Capital Expenditures (list each separately)							
	\$ -						
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Delray Beach Public Library Association

Mykal Banta

Mary Kyle

\$2,680,152.00

CRA Sundays and Mondays

Technology, Training and Innovation Lab

4 of 8



Delray Beach Public Library Association

Mykal Banta

Mary Kyle

\$2,680,152.00

CRA Sundays and Mondays

Technology, Training and Innovation Lab

[illegible]



Delray Beach Public Library Association

CRA Sundays and Mondays

NOTES:

CRA support may not exceed 25% of an organization's total operating budget for the year in which the grant is requested

NARRATIVE A



Organization Name:

Delray Beach Public Library Association

Program/Project A:

CRA Sundays and Mondays

APPLICATION

Program budget changes of more than 10% in any Budget line item must be approved in advance.

For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$2,500 such as bank statements, receipts, cancelled checks, paid invoices, etc.



Organization Name:

Delray Beach Public Library Association

Program/Project A:

CRA Sundays and Mondays

APPLICATION

EXPENSES		AMOUNT	PROGRAM A Justification/Narrative for How CRA Funds Will be Used
Salaries & Related Taxes (list each position/title separately)			
Position:		\$ 275,941.00	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
SUB-TOTAL SALARIES		\$ 275,941.00	Total Salaries & Related Taxes
Fringe Benefits (list each position/title)			
Position:		\$ 53,519.00	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
Position:		\$ -	
SUB-TOTAL FRINGE BENEFITS		\$ 53,519.00	Total Fringe Benefits
Capital Expenditures (list each separately)			
	0	\$ -	
	0	\$ -	
	0	\$ -	
	0	\$ -	
	0	\$ -	
	0	\$ -	
	0	\$ -	
	0	\$ -	
	0	\$ -	
	0	\$ -	
	0	\$ -	
	0	\$ -	
	0	\$ -	
SUB-TOTAL CAPITAL EXPENDITURES		\$ -	Total Capital Expenditures



Organization Name:

Delray Beach Public Library Association

Program/Project A:

CRA Sundays and Mondays

APPLICATION

Conferences & Meetings (list each separately)		
administrative expenses	\$	1,260.00
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
SUB-TOTAL CONFERENCES & MEETINGS		\$ 1,260.00
Total Conferences & Meetings		
Copying & Printing (list each separately)		
Copying & Printing	\$	400.00
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
SUB-TOTAL COPYING & PRINTING		\$ 400.00
Total Copying & Printing		
Equipment Rental/Maintenance (list each separately)		
IT maintenance	\$	8,550.00
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE		\$ 8,550.00
Total Equipment Rental/Maintenance		



Organization Name:

Delray Beach Public Library Association

Program/Project A:

CRA Sundays and Mondays

APPLICATION

Insurance (list each separately)			
D&O	\$	8,550.00	
Liability	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
SUB-TOTAL INSURANCE		\$ 8,550.00	Total Insurance
Licenses, Registration, Permits (list each separately)			
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
SUB-TOTAL LICENSES, REGISTRATION, PERMITS		\$ -	Total Licenses, Registration, Permits
Local Travel (list each separately)			
Training and Travel	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
SUB-TOTAL LOCAL TRAVEL		\$ -	Total Local Travel



Organization Name:

Delray Beach Public Library Association

Program/Project A:

CRA Sundays and Mondays

APPLICATION

Office & Program Supplies (list each separately)		
Program Expenses	\$	2,800.00
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
SUB-TOTAL OFFICE & PROGRAM SUPPLIES		\$ 2,800.00
Postage & Delivery (list each separately)		
Postage & Delivery	\$	500.00
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
SUB-TOTAL POSTAGE & DELIVERY		\$ 500.00
Professional Svcs/Consulting (list each separately)		
Audit Exp,	\$	-
Accounting Exp	\$	-
Pension Admin	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING		\$ -

Total Office & Program Supplies

Total Postage & Delivery

Total Professional Svcs/Consulting



Organization Name:

Delray Beach Public Library Association

Program/Project A:

CRA Sundays and Mondays

APPLICATION

Rent/Mortgage & Maintenance (list each separately)		
Building Maintenance	\$ -	
0	\$ 28,480.00	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE		
	\$ 28,480.00	Total Rent/Mortgage & Maintenance
Telecommunication (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL TELECOMMUNICATION		
	\$ -	Total Telecommunication
Utilities (list each separately)		
Electric	\$ 12,000.00	
DSL/Cable	\$ -	
Water/Sewer	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL UTILITIES		
	\$ 12,000.00	Total Utilities



Organization Name:

Delray Beach Public Library Association

Program/Project A:

CRA Sundays and Mondays

EXPENSES	AMOUNT	PROGRAM B
		Justification/Narrative for How CRA Funds Will be Used
Salaries & Related Taxes (list each position/title separately)		
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
<i>SUB-TOTAL SALARIES</i>	\$ -	<i>Total Salaries & Related Taxes</i>
Fringe Benefits (list each position/title)		
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
<i>SUB-TOTAL FRINGE BENEFITS</i>	\$ -	<i>Total Fringe Benefits</i>



Organization Name:

Delray Beach Public Library Association

Program/Project A:

CRA Sundays and Mondays

Copying & Printing (list each separately)		
Copying & Printing	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
SUB-TOTAL COPYING & PRINTING		\$ -
Equipment Rental/Maintenance (list each separately)		
IT maintenance	\$	20,000.00
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE		\$ 20,000.00
Total Copying & Printing		
Total Equipment Rental/Maintenance		



Organization Name:

Delray Beach Public Library Association

Program/Project A:

CRA Sundays and Mondays

Local Travel (list each separately)		
Training and Travel	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
SUB-TOTAL LOCAL TRAVEL		\$ -
Office & Program Supplies (list each separately)		
Program Expenses	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
0	\$	-
SUB-TOTAL OFFICE & PROGRAM SUPPLIES		\$ -
		Total Local Travel
		Total Office & Program Supplies



Organization Name:

Delray Beach Public Library Association

Program/Project A:

CRA Sundays and Mondays

Rent/Mortgage & Maintenance (list each separately)		
Building Maintenance	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ -	Total Rent/Mortgage & Maintenance
Telecommunication (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL TELECOMMUNICATION	\$ -	Total Telecommunication



Organization Name:

Delray Beach Public Library Association

Program/Project A:

CRA Sundays and Mondays

Other:	\$	-	
Other:	\$	-	
Other:	\$	-	
Other:	\$	-	
Other:	\$	-	
Other:	\$	-	
Other:	\$	-	
Other:	\$	-	
Other:	\$	-	
Other:	\$	-	
SUB-TOTAL OTHER	\$	5,000.00	Total Other
SUB-TOTAL EXPENSES	\$	25,000.00	Sub-Total Expenses
	\$	-	Administrative Expenses
TOTAL EXPENSES	\$	25,000.00	Total Expenses

EXHIBIT "C"
Budget and Narrative Report

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2023-2024 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD: Q1

INCOME	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING				PROGRAM B			
	FY 2022-2023 TOTAL ORGANIZATION BUDGET	FY 2022-2023 ORGANIZATION BUDGET YEAR-TO-DATE ACTUALS	VARIANCE [FAVORABLE OR (UNFAVORABLE)]	PERCENT- AGE	FY 2022-2023 TOTAL PROGRAM BUDGET (A)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDING ONLY	FY 2022-2023 PROGRAM YEAR-TO- DATE ACTUALS CRA FUNDING ONLY	FY 2022-2023 CURRENT QUARTER TO-DATE ACTUALS CRA FUNDING ONLY	FY 2022-2023 TOTAL PROGRAM BUDGET (B)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDING ONLY	FY 2022-2023 PROGRAM YEAR-TO- DATE ACTUALS CRA FUNDING ONLY	FY 2022-2023 CURRENT QUARTER TO-DATE ACTUALS CRA FUNDING ONLY
Fees, Tickets, Registration, etc.			\$ -	0%	\$ -				\$ -			
Corporate Grants/Contributions			\$ -	0%	\$ -				\$ -			
Individual Donations			\$ -	0%	\$ -				\$ -			
Foundation Grants			\$ -	0%	\$ -				\$ -			
Government - Federal			\$ -	0%	\$ -				\$ -			
Government- Local/County			\$ -	0%	\$ -				\$ -			
Government- State			\$ -	0%	\$ -				\$ -			
In-Kind			\$ -	0%	\$ -				\$ -			
Interest Income			\$ -	0%	\$ -				\$ -			
Membership			\$ -	0%	\$ -				\$ -			
CRA Actual or Requested			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
Other:			\$ -	0%	\$ -				\$ -			
TOTAL INCOME	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CRA % of Total Income	0%	0%			0%	0%	0%	0%	0%	0%	0%	0%

NOTES:

CRA support may not exceed 25% of an organization’s total operating budget for the year in which the grant is requested

Program budget changes of more than 10% in any Budget line item must be approved in advance.

For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$2,500 such as bank statements, receipts, cancelled checks, paid invoices, etc.

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2023-2024 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD: Q1

EXPENSES	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING				PROGRAM B			
	FY 2022-2023 TOTAL ORGANIZATION BUDGET	FY 2022-2023 ORGANIZATION BUDGET YEAR-TO-DATE ACTUALS	VARIANCE [FAVORABLE OR (UNFAVORABLE)]	PERCENT- AGE	FY 2022-2023 TOTAL PROGRAM BUDGET (A)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)	FY 2022-2023 PROGRAM YEAR-TO- DATE ACTUALS CRA FUNDING ONLY	FY 2022-2023 CURRENT QUARTER TO-DATE ACTUALS CRA FUNDING ONLY	FY 2022-2023 TOTAL PROGRAM BUDGET (B)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDING ONLY	FY 2022-2023 PROGRAM YEAR-TO- DATE ACTUALS CRA FUNDING ONLY	FY 2022-2023 CURRENT QUARTER TO-DATE ACTUALS CRA FUNDING ONLY
Salaries & Related Taxes (list each position/title seperately)												
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL SALARIES	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits (list each position/title)												
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
Position:	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL FRINGE BENEFITS	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences & Meetings (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL CONFERENCES & MEETINGS	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copying & Printing (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL COPYING & PRINTING	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2023-2024 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD: Q1

	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING				PROGRAM B			
Equipment Rental/Maintenance (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL INSURANCE	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses, Registration, Permits (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Travel (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL LOCAL TRAVEL	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office & Program Supplies (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2023-2024 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD: Q1

	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING				PROGRAM B			
Postage & Delivery (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL POSTAGE & DELIVERY	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Svcs/Consulting (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent/Mortgage & Maintenance (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunication (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL TELECOMMUNICATION	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities (list each seperately)												
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL UTILITIES	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2023-2024 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD: Q1

	ORGANIZATION BUDGET REPORTING				PROGRAM (A) REPORTING				PROGRAM B			
Other: (list each seperately)												
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
Other:	\$ -		\$ -	0%	\$ -				\$ -			
SUB-TOTAL OTHER	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTAL EXPENSES	\$ -	\$ -	\$ -	50%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET INCOME	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Organization Name:

Program/Project A:

Current FY 2023-2024 Total Organization Budget:

REPORT PERIOD:

INCOME	Quarter-to-date amount for CRA Funds ONLY	PROGRAM A Narrative for CRA Funds Only	Quarter-to-date amount for CRA Funds ONLY	PROGRAM B Narrative for CRA Funds Only
REPORT PERIOD:			Q1	
Corporate Grants/Contributions	1100	12000	0	0
Individual Donations	\$ -		\$ -	
Foundation Grants	\$ -		\$ -	
Government - Federal	\$ -		\$ -	
Government- Local/County	\$ -		\$ -	
Government- State	\$ -		\$ -	
In-Kind	\$ -		\$ -	
Interest Income	\$ -		\$ -	
Membership	\$ -		\$ -	
CRA Actual or Requested	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	

NOTES:

CRA support may not exceed 25% of an organization’s total operating budget for the year in which the grant is requested

Program budget changes of more than 10% in any Budget line item must be approved in advance.

For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$2,500 such as bank statements, receipts, cancelled checks, paid invoices, etc.

Organization Name:

Program/Project A:

Current FY 2023-2024 Total Organization Budget:

REPORT PERIOD:

EXPENSES	AMOUNT	PROGRAM A Justification/Narrative for How CRA Funds Are Used	AMOUNT	PROGRAM B Justification/Narrative for How CRA Funds Are Used
Salaries & Related Taxes (list each position/title seperately)				
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -	\$ -	\$ -	\$ -
SUB-TOTAL SALARIES	\$ -	Total Salaries & Related Taxes	\$ -	Total Salaries & Related Taxes
Fringe Benefits (list each position/title)				
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
Position:	\$ -		\$ -	
SUB-TOTAL FRINGE BENEFITS	\$ -	Total Fringe Benefits	\$ -	Total Fringe Benefits
Capital Expenditures (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	Total Capital Expenditures	\$ -	Total Capital Expenditures
Conferences & Meetings (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL CONFERENCES & MEETINGS	\$ -	Total Conferences & Meetings	\$ -	Total Conferences & Meetings
Copying & Printing (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
SUB-TOTAL COPYING & PRINTING	\$ -	Total Copying & Printing	\$ -	Total Copying & Printing

Organization Name:

Program/Project A:

Current FY 2023-2024 Total Organization Budget:

REPORT PERIOD:

Equipment Rental/Maintenance (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
<i>SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE</i>	<i>\$ -</i>	<i>Total Equipment Rental/Maintenance</i>	<i>\$ -</i>	<i>Total Equipment Rental/Maintenance</i>
Insurance (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
<i>SUB-TOTAL INSURANCE</i>	<i>\$ -</i>	<i>Total Insurance</i>	<i>\$ -</i>	<i>Total Insurance</i>
Licenses, Registration, Permits (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
<i>SUB-TOTAL LICENSES, REGISTRATION, PERMITS</i>	<i>\$ -</i>	<i>Total Licenses, Registration, Permits</i>	<i>\$ -</i>	<i>Total Licenses, Registration, Permits</i>
Local Travel (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
<i>SUB-TOTAL LOCAL TRAVEL</i>	<i>\$ -</i>	<i>Total Local Travel</i>	<i>\$ -</i>	<i>Total Local Travel</i>
Office & Program Supplies (list each seperately)				
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
0	\$ -		\$ -	
<i>SUB-TOTAL OFFICE & PROGRAM SUPPLIES</i>	<i>\$ -</i>	<i>Total Office & Program Supplies</i>	<i>\$ -</i>	<i>Total Office & Program Supplies</i>

Organization Name:

Program/Project A:

Current FY 2023-2024 Total Organization Budget:

REPORT PERIOD:

Postage & Delivery (list each seperately)				
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
SUB-TOTAL POSTAGE & DELIVERY	\$	-	Total Postage & Delivery	\$
Professional Svcs/Consulting (list each seperately)				
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$	-	Total Professional Svcs/Consulting	\$
Rent/Mortgage & Maintenance (list each seperately)				
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$	-	Total Rent/Mortgage & Maintenance	\$
Telecommunication (list each seperately)				
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
SUB-TOTAL TELECOMMUNICATION	\$	-	Total Telecommunication	\$
Utilities (list each seperately)				
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
0	\$	-		\$
SUB-TOTAL UTILITIES	\$	-	Total Utilities	\$

Organization Name:

Program/Project A:

Current FY 2023-2024 Total Organization Budget:

REPORT PERIOD:

Other: (list each seperately)				
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
Other:	\$ -		\$ -	
<i>SUB-TOTAL OTHER</i>	\$ -	<i>Total Other</i>	\$ -	<i>Total Other</i>
SUB-TOTAL EXPENSES	\$ -	<i>Sub-Total Expenses</i>	\$ -	<i>Sub-Total Expenses</i>
	\$ -	<i>Administrative Expenses</i>	\$ -	<i>Administrative Expenses</i>
TOTAL EXPENSES	\$ -	<i>Total Expenses</i>	\$ -	<i>Total Expenses</i>