

**FUNDING AGREEMENT FOR FISCAL YEAR 2023-2024 BETWEEN THE  
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND  
DELRAY BEACH COMMUNITY LAND TRUST, 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 COMMUNITY LAND TRUST, 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 affordable housing 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**, Part Three, Section II, Subsection D, page 32-33 of the Plan identifies a major problem for local government in providing sufficient affordable housing to meet the needs of its current and projected population and the Plan states that the role of the CRA in providing affordable housing will be through programs that improve the overall area, provide financial opportunities to area residents to improve their living conditions, or by creating incentives for additional private investment in the area, the CRA has encouraged the improvement of existing housing throughout the CRA Redevelopment Area as well as the creation of new affordable units; and

**WHEREAS**, Part Four, Section II, Subsection 2.9, page 84 of the Plan recognizes that community land development trusts ensure long term affordability by continuing to own the land that the housing units are built on, thereby taking escalating land costs out of the equation, 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 **TWO HUNDRED THIRTEEN THOUSAND SEVEN HUNDRED AND TEN AND 00/100 Dollars (\$213,710.00)** (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) business 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 (3<sup>rd</sup>) 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  
Delray Beach Community Redevelopment Agency  
20 N. Swinton Avenue  
Delray Beach, FL 33444  
Telephone No.: (561) 276-8640  
Facsimile No.: (561) 276-8558

**DBCLT:** Herman Stevens, Jr., President  
141 SW 12<sup>th</sup> Ave  
Delray Beach, Florida 33444  
Telephone No.: (561) 243-7500

**Copy to:** Evelyn S. Dobson, Chief Executive Officer  
141 SW 12<sup>th</sup> Ave  
Delray Beach, Florida 33444

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  
TIBBS@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.

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

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.

<b>Program/project support</b>	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.
<b>Matching funds</b>	Contributions provided by another donor or grants awarded that will be paid only if the donor organization raises additional funds from another source.
<b>Program evaluation</b>	Evaluation of a specific project or program; may include support for direct evaluation costs or for technical assistance or outside evaluation.
<b>Public relations services</b>	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.
<b>Technical assistance</b>	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 <b>ONLINE ONLY</b>
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 Community Land Trust Inc

**Organization's dba, if applicable:**

DBCLT

**2) Address:**

141 SW 12TH AVENUE  
DELRAY BEACH, Florida, 33444

**3) Phone Number:**

(561) 243-7500

**4) Fax:**

(561) 243-7501

**5) Website:**

[www.delraybeachlandtrust.org](http://www.delraybeachlandtrust.org)

**6) Organization's Executive Leader:**

Evelyn S Dobson

**7) Application Contact Name if different from Organization Executive:**

Gerecia Edmond

**8) Application Contact Title**

Housing Manager

**9) Contact Telephone:**

(561) 243-7500

**11) Mission Statement:**

Mission Statement

To create healthy communities through the provision and preservation of affordable housing for very low- to moderate-income households.

Our core values are: (a) to provide opportunities for very low to moderate income households to secure housing that is decent and affordable and that is controlled by the residents long term (b) to preserve

the quality and affordability of housing for future very low – moderate income residents of the community (c) to combat community deterioration in economically disadvantaged neighborhoods by promoting the development, rehabilitation, and maintenance of decent housing in these neighborhoods; by making land available for projects and activities that improve the quality of life in these neighborhoods

**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):**

**Year Established**

-The

Delray Beach Community Land Trust, Inc. (DBCLT) was incorporated on January 17, 2006, under the laws of the State of Florida for the sole purpose of owning land and providing affordable housing opportunities for very low to moderate income households within the Delray Beach CRA target area and City limits.

**History**

-We

operate as an independent 501 (c) (3) nonprofit organization. By design and intent, the DBCLT is committed to preserving the affordability of housing, one generation after another in perpetuity. Lasting affordability is achieved through legal restrictions on land or property that guarantee affordable rents and home prices for low to moderate income households. Our Affordable Housing Program achieves lasting, perpetual, or permanent affordability. Inclusionary housing

policies, and deed restricted housing programs.

Quality affordable housing is proven to change the lives of underserved individuals. Our program services remove housing from the speculative market to provide households with stability through economic upswings and downturns.

Tenants and owners housed with lasting affordability gain resilience to personal health problems or income hits when stewardship support is provided to them.

**Growth-Key Events**

-Since

2006 our housing services offer the provision for homeownership, lease purchase and rental opportunities ensuring long-term affordability. We are resilient, an organization that adapts to changing trends and resolves tough challenges through collaboration. Our housing portfolio currently consists of 106 properties.

**Strengths-**

We

are:

Accountable

(with

*viable well-managed assets)*

Adaptable

(to

*market conditions, and community needs)*

Accessible

(to

*the community we serve with location of office)*

Capable

(professionally

*skilled, well-respected board members and staff)*

Resilient

*(manage*

*and responsive through different housing cycles)*

Diverse

*(provide*

*varied housing options and opportunities to diversify portfolio)*

Innovative

*(venture outside of the norm for program expansion)*

Leaders

*(strong relationships/partnerships with*

*lenders, developers, City, DBCRA,*

*affiliates, other)*

Stewards

*(address the ongoing needs of the populations served)*

Production

*(quality products that our households are proud to call HOME)*

Growth

*(consistent*

*and continuous)*

We are certified as a

Community Land Trust and Best Practices through the Florida Community Land

Trust Institute.

**Challenges to Overcome:**

Availability of enough affordable rental housing units to meet needs, due to rising cost of market rate rentals

Cost

to acquire vacant land and existing structures, challenged by current market

Availability

of vacant land to expand affordable housing program services

New

construction costs

CLT Model itself

*(continue to overcome misconceptions, stigma of owning the land, and limited wealth building)*

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

The DBCLT value individuals who devote their time and energy to our program over money. Our board members offer an array of non-monetary attributes and potential. To truly be a valued nonprofit board member requires having good character, a strong commitment to our mission, the gift of time, and a willingness to use personal and professional resources to advance the organization's growth. All board members are required to be engaged and contribute their time and expertise in support of all services provided by the organization. Although financial giving demonstrates by some more of a commitment, we ask that all board members be a Lifetime Member at \$100.00.

**UPLOAD: Policy on Board Contributions**



Policy on Board Contributions.pdf

1	0
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<b>Cash donations</b>	<b>Donations raised from others</b>
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350	0
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<b>Volunteer hours</b>	<b>In-kind donations</b>
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**16) Oversight/ Accreditation/ Affiliations**

It is required that the DBCLT be audited annually and 990 Return completed. The audit over the past years has been prepared and presented by a certified public accountant with no negative material or internal findings.

**Accreditations:**

\*

State

CHDO Certification-State of Florida affordable housing initiative

\*

Fannie

Mae Approved Certification-Duty to Serve Plan-as of 02/27/2019

\*

Certified

Community Land Trust – August 5, 2021, by the Florida Community Land Trust Institute

\*

Certificate

In Community Land Trust Best Practices – August 5<sup>th</sup>

, 2021, by the

Florida Community Land Trust Institute

\*Certificate of Recognition by Governor Desantis - Governor's Faith and Community Based Initiative

**Affiliations:**

The

organization is aligned with multiple affiliates that serve as Affordable Housing advocates, provide supportive services and Training such as:

- Palm Beach County Nonprofit Housing Developer Forum
- Palm Beach County Affordable Housing Collaborative
- Partners for Housing
- The Grounded Solutions Network (National CLT)
- The Florida Community Land Trust Institute
- Florida Housing Coalition
- Neighbor Works America Training Institute
- Nonprofits First
- Housing Leadership Council
- The Florida Housing Coalition
- Partners for Housing Palm Beach County



## SECTION II. PROJECT/PROGRAM INFORMATION

### Program A

**17) Project/Program Title:**

Affordable Housing Program

**18) Select one:**

Existing Program

**19) If existing program, year established:**

2006

**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):**

October 1, 2016-September 30, 2017 FY, 2017-2018 FY, 2018-2019 FY, 2019-2020 FY, 2020-2021 FY, 2021-2022 FY, 2022-2023 FY

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

DBCRA funds assist with sustaining operations, so that we can provide a continuum of affordable housing units, for homeownership and rentals. Over the years we have successfully created change with infill/scattered site development, project base development, and the management of owned/non-owned rental units.

Most Recent Project:

**23) New Project/Program Elements**

With limited access to available land and/or existing properties, we are committed to providing a continuum of affordable housing units. We apply our experience and expertise to get the job done, assisting individuals we serve, to achieve Upward Mobility.

**Program Elements**

**Stewardship:**

Includes the ongoing cost of managing/monitoring affordable housing program services. The DBCLT fundraising reduces dependency on a single source of revenue to maintain operations. We continue to seek diversified resources to sustain our affordable housing program services to engage and meet the needs of more individuals.

**Development:**

Within the next fiscal year, it is our goal to add 4-10 for sale units to our portfolio and expand rental housing availability.

**Budget:**

Our budget provides the foundation to ensure adequate funds to cover direct cost of operations and program services. Understanding that we are in an environment to anticipate an increase of cost specific to development, repairs/maintenance, and insurance.

**24) CRA Overall Need being addressed through Program A:**

Affordable Housing

**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 Community Redevelopment Agency is commissioned to foster and directly assist in the redevelopment of the target area to eliminate slum and blight, improving the attractiveness and quality of life within the district and city. Addressing the "Overall Need" of Affordable Housing has great results through alliances with nonprofits who demonstrate the capacity to deliver.

In line with the DBCRA's mission, the mission is shared by the DBCLT through the creation of lasting affordability with a permanent stock of affordable housing, focusing on People and Place, minimizing blight within the target area, creating change for the greater good, maximizing the use of public funds, and preserving land use.

During this housing crisis within our city, individuals could benefit from having a larger stock of shared-equity homes. Since shared-equity homes remain affordable in perpetuity, the housing stock is not lost over time. In fact, it advances integration by ensuring that affordable homes and rentals remain in communities that are experiencing a need.

We continue to embrace a "comprehensive community development" framework, in which we focus both on **People and Place** to ensure that an adequate supply of quality housing is available in an array of designs and price levels to meet the needs of the very low to moderate income populations.

Without affordable housing, households are weakened, disrupted, and communities deteriorate. A shortage of affordable housing leaves household members in despair and or homeless.

**UPLOAD: Program A Documents (Logic Model):**

Logic Model A, Delray Beach ... .pdf

**UPLOAD: Program A Documents  
(Evaluation Plan):**



157\_Eval Plan, Delray Beach ... .pdf

## Program B

**26) Project/Program Title:**

Not Applicable

**27) Select one:**

N/A - No Program B

**28) If existing program, year established:**

0

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

No

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

Not Applicable

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

Not Applicable

**32) New Project/Program Elements**

Not Applicable

**33) Overall Need being addressed through Program B:**

Affordable Housing

**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:**

Not Applicable

**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):**

**Chief Executive Director (directly responsible for implementing, managing, and evaluating Affordable Housing Program Services) –**

Evelyn Dobson is a Founder of the DBCLT, which started during her service as a CRA Commissioner, ended 2005. January 7, she began employment as DBCLT Operations Manager, appointed as Interim Executive Director in November 2008, and appointed as Executive Director in March of 2009, since 2010 serves as the Chief Executive Officer. Evelyn wears multiple hats, she exercises independent judgment in the completion of assignments from the board, and interacts positively with the board, partners, affiliates. Holding multiple industry specific certifications, she is accountable for the management of day-to-day operations, planning effectively the future, ensuring quality programming that is in tune with current housing trends, and achieving the goals necessary for fulfilling the mission of the organization within budget constraints. Prior to her start with the DBCLT, she has more than eighteen years of property management and private development experience, and eight years in banking.

### **Housing Manager – Gerecia Edmond**

a  
ed employee by the DBCRA on behalf of the DBCLT in 2006. Officially  
loyed by the DBCLT in 2007. She is result oriented, dependable, and  
essionally experienced. She excels in the housing field, is diligent, and  
ks very well with the DBCLT team and affiliates. Responsibilities are  
cific to Affordable Housing Program Services, which include property  
agement of rental housing, and homebuyer/homeowner services. She  
municates effectively with the DBCRA and City of Delray Neighborhood  
ices Department staff to ensure compliance with requirements and  
elines, in addition to all other duties as assigned. Gerecia  
esses several certificates of completion related to mortgage lending and housing  
1 NeighborWorks Training Institute and The Florida Housing Coalition.

### **Housing Coordinator-Snevely Noel**

loyed in April  
6, transitioned from Administrative Assistant in 2019. Snevely is an added  
et to the staff team. She is bi-lingual, professionally ethical, detail  
nted, analytical, computer literate, team player, dependable, and has  
umed specific accounting tasks. Responsibilities related to housing program  
ices are managing rental and homebuyer client files, communicating with the  
lers and City of Delray Neighborhood  
ices Department staff to ensure compliance, and all other duties as  
igned.

### **re ce, Administrative Assistant-**

loyed in July of 2019 and  
sess an associate degree in business management. As a valued team member,  
possesses excellent people skills, independently manages front desk  
ities, ensures the completion of rental and homebuyer applications,  
ond to service calls, prepares correspondences, manages scheduling of  
ices, and all other duties as assigned.

## **36) Potential Challenges and Strategies to Address Them**

Our  
Affordable Housing Program services are dedicated to increasing the quantity  
and quality of housing. Factors that shape the happiness of a city are  
income and quality affordable housing for all.

The  
DBCRA has invested funds to reshape housing within the target area, with more  
needed.

The

market creates challenges for nonprofits within the target area to meet the housing needs of low to moderate income households, to acquire land parcels and/or existing units. We will seek all available sources of funds, land donated and purchased, and leverage existing funds to expand affordable rental housing opportunities, to achieve goals with addressing affordable housing needs in the DBCRA target area and city limits.

According to a study by the University of Washington, 43% of CLTs have at least one (1) owned rental unit. About half of CLTs manage their rental properties, with a wide variation in terms.

A total of 19,545 rentals units (44% of all units) as of 2022. A significant rental growth is projected from 2023 to 2026, a 34% increase.

71% of CLTs reported the affordability term for rental units is in perpetuity or life of building.

Our ongoing focus will be development and design, property and asset management, human capital, and resident services.

## SECTION III. FINANCIAL INFORMATION

### Organization Budget Details

37) Total Organization Budget for Previous Fiscal Year (FY 2021-2022):	\$923,905.00
38) Total Organization Budget for Current Fiscal Year (FY 2022-2023):	\$956,850.00
39) Total Organization Budget for Proposed Fiscal Year (FY 2023-2024):	\$1,046,500.00

### Program Budget Details (Program A)

40) Project/Program Budget (\$) (Program A):	\$1,046,500.00
--	----------------

**41) Amount Requested (\$) (Program A):** \$213,710.00

**42) Percent (%) of Org Budget (Program A):** 20%

## Program Budget Details (Program B)

**43) Project/Program Budget (\$) (Program B):** 0

**44) Amount Requested (\$) (Program B):** 0

**45) Percent (%) of Org Budget (Program B):** 0

## Funding Request Details

**46) Total Funding Requested from CRA (Program A+B):**  
\$213,710.00

**47) Percent (%) of Org Budget:** 20%

**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)**

The DBCLT works in partnership with local government and financial institutions to create and preserve affordable housing within our communities for very low to moderate income households. Funding resources strengthen the organization's capacity to address and meet long term affordable housing needs.

Sustainability in affordable housing equates to cost and time, to meet the needs of low to moderate income households we are commissioned to serve. We have received approximately \$1,000,000.00 of restricted funds that have been expended for development/new construction and to acquire existing units for rental housing. We have requested an increase in our line of credit from \$225,000 to \$500,000 to be in the financial position to acquire, develop and rehab existing properties.

Expanding our rental housing portfolio is a necessity, which will provide a revolving pool of funds to sustain long-term operations, with less reliance on other sources.

It is our plan to:

1. Preserve at-risk affordable housing as an asset for today's households and for future generations

2. Build and rehab for long-term sustainability, both financial and environmental
3. Overcome challenges by applying the expertise to get the job done, and deliver value for the end users
4. Leverage existing funds to expand new development, acquire and rehab existing units
5. Review fee structure annually
6. Collaborate and partner with other housing affiliates for opportunity to build to scale

**UPLOAD: Combined Budget & Narrative Form**



151\_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)

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



501 (c) (3) Letter.pdf



Board of Directors List.pdf



Cover Letter.pdf



137\_Policy on Board Contrib... .pdf



Strategic Plan 2021-2026.pdf

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



Delray-CRA-A-GUIDE-Combin... .xlsx



Eval Plan, Delray Beach CLT, ... .pdf



138\_Logic Model A, Delray B... .pdf

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



990 Return Delray Beach Co... .pdf



Current Balance Sheet 06-30-... .pdf



Final Audit Report 09.30.pdf





Most Recent Financial State... .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:**

Evelyn S. Dobson, CEO

**Signature:**

**Date Submitted"**

Thursday, August 31, 2023



## Delray Beach Community Land Trust Inc

## Evelyn S Dobson-CEO

## Evelyn S. Dobson

**\$1,046,500.00**

## Affordable Housing

N/A

## BUDGET

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