

**FUNDING AGREEMENT FOR FISCAL YEAR 2025-2026 BETWEEN THE
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND
DELRAY BEACH COMMUNITY LAND TRUST, INC.**

THIS AGREEMENT is made this ____ day of _____, 2025 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, 2026**, unless terminated by the **CRA**.

3. **FUNDING:** The **CRA** shall provide funding to the **GRANTEE**, for fiscal year 2025-2026, in an amount not to exceed **TWO HUNDRED FORTY-TWO THOUSAND AND 00/100 Dollars (\$242,000.00)** (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 2025-2026 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 2025-2026, 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, 2026, April 30, 2026, July 31, 2026, and October 31, 2026. 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 (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
Delray Beach Community Redevelopment Agency
20 N. Swinton Avenue
Delray Beach, FL 33444
Telephone No.: (561) 276-8640
Facsimile No.: (561) 276-8558

DBCLT: Thais Sullivan, President
141 SW 12th Ave
Delray Beach, Florida 33444
Telephone No.: (561) 243-7500

Copy to: Evelyn S. Dobson, Chief Executive Officer
141 SW 12th 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:**

**CASSIDY HEITMAN
561-276-8640
HEITMANC@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: _____
Angela D. Burns, 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 2025-2026
Funding Cycle Guidelines

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

EXHIBIT "C"
Budget and Narrative Report



**A-GUIDE:
Achieving Goals Using Impact Driven Evaluation**

Fiscal Year 2025-2026 Funding Cycle

Delray Beach Community Redevelopment Agency
A-GUIDE: *Achieving Goals Using Impact Driven Evaluation*

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Delray Beach Community Redevelopment Agency

AGUIDE: *Achieving Goals Using Impact Driven Evaluation*

Fiscal Year 2025-2026

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, encourage economic growth and develop affordable housing, 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's Community Redevelopment Plan lists overall needs within the Community Redevelopment Area as Affordable Housing and Downtown Housing. Local government can have an effect on the housing delivery process in a number of ways, such as by maintaining an adequate supply of buildable land, providing incentives and density bonuses to builders who create affordable housing, participating in the costs of infrastructure, reducing impact and other fees, or by taking an active role through actual construction and sale of housing units. Previously, the CRA, with the help of the City, the Delray Beach Housing Authority and community leaders established the Delray Beach Community Land Trust to provide affordable housing. The role of the CRA in affordable housing has been and will continue to be one of active participation. Through programs that improve the overall area, provide financial opportunities to area residents to improve their living conditions, and by creating incentives for additional investment in the area, the CRA will continue to encourage the improvement of existing housing throughout the district as well as the creation of new affordable units.

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. Additionally, Section 163.387(1)(a), Florida Statutes, states that redevelopment trust funds "shall be used by the agency to finance or refinance any 'community redevelopment' it undertakes pursuant to the approved community redevelopment plan." Specifically Section 163.387(6)(c) lists the development of affordable housing as a proper usage of the annual budget. Toward that end, the CRA has developed the *A-GUIDE: Achieving Goals Using Impact Driven Evaluation*, as an incentive for local affordable housing non-profits to continue to improve local housing stock and create new affordable units.

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**
- **Recreational 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. This program focuses on two areas in particular - *Affordable Housing and Downtown Housing* which have the potential to realize better results through strategic alliances between the CRA and nonprofits that have a demonstrated capacity to address those needs.

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-GUIDE program.

A-GUIDE: Achieving Goals Using Impact Driven Evaluation

The A-GUIDE presents the Community Redevelopment Agency’s (CRA) funding interests and intentions relative to addressing housing needs identified in the CRA Plan, along with practical information for eligible housing 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 two "Overall Needs" identified above (Affordable Housing and Downtown Housing)
- Advise potential applicants for support regarding how they may become partners in accomplishing shorter and longer-term CRA housing 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 two “Overall Needs” the A-GUIDE 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

	Affordable Housing and Downtown Housing
<i>CRA funds these kinds of activities</i>	• Support to implement affordable housing programs, acceptable programs and projects are home building, rehabilitation of homes, demolishing dilapidated homes, and purchase of land for home building
<i>To achieve these (shorter term) outcomes</i>	• 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
<i>With these long-term impacts</i>	• 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
<i>Demonstrated by these kinds of measures of success</i>	• 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

The A-GUIDE 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; Paint-Up & Signage 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 2025-2026.

- CRA support for Nonprofit Partners that have received funding in prior years will not be increased for Fiscal Year 2025-2026, 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 FY2025-2026.
- 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. 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 linked to identifiable organization work units or cost centers.

Program/project support	Direct costs to develop and/or implement specific projects or programs as described in the CRA funding Framework above. Any direct costs related to operation of the program, including but not limited to staffing, equipment, promotions, supplies, and materials. If staffing costs are sought, the Nonprofit Partner must demonstrate how staff directly assisted in the creation of affordable housing and the number of units.
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

Eligibility for Funding

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

- Mission consistent with the mission of the CRA, specifically including affordable housing as its main objective
- 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 2025-2026

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 2025-2026 are as follows:

August 4, 2025	Application available online
	Applications due
September 2025	Evaluation Committee review of applications
TBD	Applicant organization presentations to CRA Board (Workshop) (if needed)
September 2025	Funding decisions by CRA Board

The CRA has the right to adjust the dates 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.

- ***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***
- ***Application for Funding*** – includes organization information, a comprehensive narrative description of the proposed project/program including number of units of affordable housing projected to be created and budget data
- ***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
- ***Budget and Budget Narrative*** - past, current, and proposed organization budget figures and line item budget with justification for the proposed project/program
- ***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 affordable housing and downtown housing 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. The Evaluation Plan shall include the number of projected units, the organization plans on constructing and/or rehabilitating and how their personnel directly assist in the construction, rehabilitation, demolition of homes or purchase of land.
- ***Organization financial information*** – most recent Financial Statement, IRS Form 990, and Independent Financial Audit/Review/Compilation Report according to your organization's bylaws
- ***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 and how that proposed project/program will result in increased affordable housing units.

- **Current Balance Sheet** – As of 3/31/2025 or more recent.

*****The CRA has the right to determine what documents included on the list are n/a and 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 in hard copy at the CRA office and by email on request.
3. Applications delivered to the CRA office in person by an organization representative, U.S. Mail, or courier service will be accepted from the opening of the funding cycle until the due date and time.
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 Finance and Operations Director will recommend applications for review to the Funding Evaluation Committee, comprised of the CRA Executive Director or CRA Assistant Director, CRA Finance & Operations Director, and representative(s) of the City of Delray Beach.
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, including number of affordable housing units already created/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 Need of Affordable Housing or Downtown Housing
- 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 including number of affordable housing units projected to be created.
- 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 Affordable Housing and Downtown Housing Need
- Clear relationship between activities, outputs, and outcomes
- Activities appropriate to program/project goal
- Realistic outputs and outcomes relative to organization capacity and personnel

- Clear, measurable outputs, including number of affordable housing units created
- Clear, measurable outcomes, including number of affordable housing units created
- Program/project results likely to lead to stated Impacts

EVALUATION PLAN

- All CRA-funded activities addressed
- Outputs presented with measurable indicators, including with number of projected affordable housing units created
- 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, specifically, discrepancies in the projected number of affordable housing units created must be addressed. 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 Renee Jadusingh, CRA Executive 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
- 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, 2026
- April 30, 2026
- July 31, 2026
- October 31, 2026

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.



FY2024-2025 A.-G.U.I.D.E. Funding Cycle Timeline

June 13, 2024	Application available online
	Application deadline
August 5, 2024	(ONLINE AND EMAIL SUBMISSIONS ONLY - PLEASE CONTACT 561-276-8640 WITH QUESTIONS ABOUT EMAIL SUBMISSIONS)
August/September 2024	Staff technical review of applications
August/September 2024	Evaluation Committee review of applications
TBD	Applicant organization presentations to CRA Board
September 2024	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
Organization's dba, if applicable:	DBCLT
2) Address:	141 SW 12TH AVE 33444, Delray Beach, FL, Florida, 33444
3) Phone Number:	(561) 243-7500
4) Fax:	(561) 243-7501
5) Website:	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:

Our mission is “To create healthy communities through the provision and preservation of affordable housing for very-low to moderate income households”

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; 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. Its sole purpose is to own land and provide affordable housing opportunities for very low- to moderate-income households within the Delray Beach CRA target area and city limits.

History

DBCLT operates as an independent 501(c)(3) nonprofit organization. By design and intent, the organization is committed to preserving housing affordability for generations to come. Lasting affordability is achieved through legal restrictions on land or property that guarantee affordable rents and home prices for low- to moderate-income households for at least 99 years.

The community land trust (CLT) model is central to this mission, but DBCLT also draws on complementary approaches such as inclusionary housing policies and deed-restricted housing programs. Together, these tools ensure that affordable housing remains accessible in perpetuity, strengthening neighborhoods and stabilizing communities.

Growth

Since inception, DBCLT’s growth has been made possible through the financial support of the Delray Beach CRA and the in-kind support of the City of Delray Beach. The organization’s mission and goals are closely aligned with the CRA’s affordable housing objectives, as reflected in the CRA Community Redevelopment Plan and the City’s Comprehensive Plan. This strong partnership has been recognized nationally; at the Grounded Solutions Network Annual Conference in Washington, D.C., on May 9, 2022, DBCLT was highlighted as a “Champion of Affordable Housing.”

To best serve its target population, DBCLT has remained a resilient and proactive organization, addressing complex challenges during difficult times while continuing to provide effective, efficient, and sustainable services. With guidance from a dedicated Board of Directors and a staff team of three, DBCLT strives for excellence, setting high standards in client services, program quality, professionalism, and organizational transparency.

Mission in Action

DBCLT advances affordable housing in ways that strengthen both families and the broader community:

1.
Minimizing
the number of cost-burdened households and supporting families in securing safe, suitable housing.
2.
Developing
a diverse stock of affordably priced homes, varied in size and design.
3.
Creating
clear pathways from renting to sustainable homeownership.
4.
Expanding
both rental and ownership opportunities to promote economic growth within the city.
5.
Enhancing
organizational infrastructure and capacity to ensure long-term sustainability.
- 6.

Providing
and securing ongoing support services for DBCLT homeowners and renters.

**Impact &
Recognition**

Over the past nineteen years, DBCLT has steadily grown in both capacity and reputation, earning recognition at the state and national levels for its leadership in developing and sustaining permanently affordable housing. The organization plays a critical role in supporting the local workforce and lower-wage earners, individuals who provide the essential services that strengthen neighborhoods and drive the city’s economic vitality.

**Current
Portfolio**

DBCLT’s portfolio now includes 108 properties, reflecting steady growth and impact:

.
97
owner-occupied units

.
1
single-family homes in permitting

.
5
single-family home rentals

.
2
duplexes (2 rental units)

.
3
vacant lots designated for future single-family home development

new single-family units coming soon

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

At the Delray Beach

Community Land Trust (DBCLT), we value the dedication of individuals who devote their time, expertise, and energy to advancing our mission. Our board members contribute a wide range of non-monetary attributes—such as professional skills, community connections, and leadership—that are essential to the growth and sustainability of the organization.

To be an effective and valued board member requires integrity, a strong commitment to DBCLT's mission, the gift of time, and a willingness to use both personal and professional resources to support the organization. Board members are expected to actively engage in governance, provide guidance, and contribute their knowledge and skills to strengthen DBCLT's programs and services.

While financial giving is one way to demonstrate commitment, DBCLT places higher value on consistent engagement and active participation. In recognition of this, we require each board member to become a **Lifetime Member** with a one-time contribution of \$100. Beyond this, board members are encouraged—but not mandated—to give financially according to their capacity, with the understanding that their service, expertise, and advocacy are the most important contributions they can make.

UPLOAD: Policy on Board Contributions



IVE Policy on Board Contributions.pdf

0.00	2	288	2
Cash donations	Donations raised from others	Volunteer hours	In-kind donations

16) Oversight/ Accreditation/ Affiliations (If not applicable, enter N/A)

The Delray Beach Community Land Trust (DBCLT) operates in compliance with the State of Florida Sunshine Laws and is governed by a Board of Directors. The Board is responsible for:

1.

Carrying out the purposes of the Corporation, adopting policies and procedures, and selecting officers in accordance with the Bylaws.

2.
Approving
the annual operating budget prior to the start of each fiscal year.

3.
Appointing
all officers.

4.
Adopting
personnel policies implemented by executive staff.

5.
Ensuring
sound management of resources.

6.
Determining
authorization and signatories for deeds, leases, contracts, checks, drafts,
notes, and other instruments executed on behalf of the Corporation.

7.
Conveying
rights to use land through leases or other limited conveyances.

8.
Exercising
the Corporation's option to repurchase (or arrange resale of) housing and other
improvements in accordance with ground lease provisions.

DBCLT is audited annually by a certified public accountant, with financial statements and IRS Form 990 prepared each year. To date, audits have shown no material weaknesses or negative internal findings.

Certifications and Accreditations

- State CHDO Certification – State of Florida
Affordable Housing Initiative

- Fannie Mae Approved Certification – Duty to
Serve

- Certified Community Land Trust – Florida
Community Land Trust Institute

- Certificate in Community Land Trust Best
Practices – Florida Community Land Trust Institute

Affiliations

DBCLT is actively engaged with organizations that advocate for affordable housing, provide supportive services, and deliver training, including:

- Palm Beach County Nonprofit Housing Developer
Forum

- Palm Beach County Affordable Housing
Collaborative

- Partners4Housing PBC

- Grounded Solutions Network (National CLT)

Florida Housing Coalition

Florida Community Land Trust Institute

National Low Income Housing Coalition

Florida Association for Community Action

Urban Land Institute

NeighborWorks America Training Institute

Nonprofits First

SECTION II. PROJECT/PROGRAM INFORMATION

Program A

17) Project/Program Title:

Affordable Housing

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, to September 30, 2017

October 1, 2017, to September 30, 2018
October 1, 2018, to September 30, 2019
October 1, 2019, to September 30, 2020
October 1, 2020, to September 30, 2021
October 1, 2021, to September 30, 2022
October 1, 2022, to September 31, 2023
October 1, 2023, to September 31, 2024
October 1, 2024, to September 31, 2025 current

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

The DBCRA funds are being requested to sustain and expand the Delray Beach Community Land Trust's (DBCLT) affordable housing program services within the target area. Our program serves as an extension of both DBCRA and the City of Delray Beach housing initiatives, working to eliminate deteriorating neighborhoods, prevent displacement, and reduce conditions that foster hopelessness, homelessness, and loss of community pride.

The DBCLT affordable housing program specifically addresses the needs of very low- to moderate-income households. Our work goes beyond providing "bricks and mortar." We strive to create and preserve housing that fosters identity, belonging, shared circumstances, and common purpose among residents. The Community Land Trust (CLT) model we employ is increasingly recognized across the country as an effective strategy both to preserve long-term housing affordability and to prevent the displacement of lower-income households.

We believe that "place" matters. Thriving communities are built not only on adequate housing but also on access to infrastructure, services, and opportunities that improve quality of life. DBCLT's work ensures that residents can remain rooted in neighborhoods where they have social ties, support networks, and opportunities to grow.

The need for this work is underscored by a growing body of research documenting the persistent inequities in housing opportunities for underserved populations. Numerous studies reveal a lack of social mobility in the United States, a widening achievement gap, and systemic differences in opportunity structures between White households and African American/Black, Latino, and Native American households. These disparities reinforce the importance of targeted affordable housing interventions such as DBCLT's, which directly address inequities while fostering community stability and resilience.

In partnership with DBCRA, we remain committed to ensuring that Delray Beach is a place where every

resident—regardless of income—has access to safe, stable, and affordable housing, and the opportunity to thrive.

Key Projects:

**Atlantic
Park Square Project:**

The Atlantic Park Square Project began with the development of three (3) single-family homes on lots conveyed by the City of Delray Beach. The second phase added seventeen (17) single-family homes on lots provided by the DBCRA and was later expanded to include an additional five (5) units. With this expansion, the project now features twenty-five (25) three- and four-bedroom single-family homes designed in the “Floribbean Village” architectural style, characterized by traditional neighborhood elements such as rear- and side-loaded garages and inviting porches.

Developed in partnership with the Delray Beach CRA and the City of Delray Beach, the project is located just two blocks from Atlantic Avenue along SW 14th Avenue. Beyond the homes themselves, the project includes streetscape beautification and alleyway improvements, earning recognition for the DBCRA, City of Delray Beach, and Delray Beach CLT from residents, community organizations, the Florida Housing Coalition, Grounded Solutions Network, and other housing industry partners.

**COREY
JONES ISLE
-Workforce Housing Project-**

Our most recently completed project,
Corey Jones Isle

, represents a \$2.5 million investment in workforce housing, funded by the Delray Beach Community Redevelopment Agency (DBCRA) and reimbursed through sales proceeds. The development provided
10 for-sale single-family homes
—nine located within the 300 block of SW 7th Avenue and one at 238 SW 6th Avenue.

This project transformed the character of the surrounding block, introducing a balanced mix of
five single-story homes and five two-story homes

ranging from
1,833
to 2,300 square feet

In addition to high-quality housing, the project incorporated
alleyway upgrades and streetscape
enhancements

further contributing to the beauty, functionality, and long-term value of the neighborhood.

CODA
– New Urban Workforce Housing Project

Phase
I

In partnership with [insert partner name if applicable], Phase I delivered
three for-sale townhomes, each approximately **2,100 square feet**
, made available to
moderate-income households.

Phase
II

Building on the success of Phase I, Phase II provided the development of
two new off-site single-family homes, each approximately **1,800 square feet**
, located on NW 5th Avenue. These
homes were specifically targeted to serve very low-income households, further
advancing our mission to create equitable housing opportunities.

The
Metropolitan at Delray, LLC – Workforce Housing Project

This
partnership provided partial funding support for the development of
five scattered-site single-family homes, ranging in size from **1,700 to 1,950 square feet**
. These homes were strategically
located throughout the community at:

200
NW 5th Avenue, Unit A

111
NW 12th Avenue

.
706
SW 2nd Street

.
710
SW 2nd Street

.
309
SW 5th Avenue

This project expanded quality workforce housing opportunities within established neighborhoods, contributing to both housing affordability and community stability.

INFILL/SCATTERED SITE AFFORDABLE HOUSING DEVELOPMENT

-
we have made available more than fifty-two (52) homes to homebuyer applicants.

AFFORDABLE RENTALS

-with
restricted funds grant by the CRA we have added three (3) rental units to our housing portfolio.

23) New Project/Program Elements (enter N/A if not applicable)

Summary of the
**land trust affordable housing
programmatic elements**

based on the context of our projects:

.
**Long-Term
Affordability:**

Homes are preserved as permanently affordable through the community land trust (CLT) model.

.
Homeownership Opportunities:

Provides low- to moderate-income households with access to sustainable homeownership.

.
Partnership Development:

Collaborates with local government (CRA) and private parties to acquire land and support development.

.
Architectural & Community Design:

Homes are designed to reflect traditional neighborhood aesthetics while integrating functional features like garages and porches.

.
Neighborhood & Infrastructure Enhancements:

Includes streetscape beautification, alleyway improvements, and overall community revitalization.

.
Recognition & Capacity Building:

Projects demonstrate measurable impact, earning acknowledgment from residents, housing networks, and advocacy organizations.

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 Land Trust's affordable housing program directly

supports the objectives of the Delray Beach Community Redevelopment Agency (CRA) by:

1.

Promoting

Long-Term Affordable Housing:

The CLT model preserves home affordability permanently, aligning with the CRA’s goal of maintaining diverse, stable housing options for low- and moderate-income residents.
2.

Revitalizing

Neighborhoods:

Through new construction, streetscape beautification, and alleyway improvements, the program enhances the physical environment and overall livability of targeted redevelopment areas by minimizing slum and blight.
3.

Encouraging

Sustainable Homeownership:

By providing structured, accessible pathways to homeownership, the program fosters resident stability and community investment, supporting the CRA’s economic and social development objectives.
4.

Leveraging

Public-Private Partnerships:

Collaborating with the CRA, City of Delray Beach, and other stakeholders maximize resources and align with the agency’s strategy of using partnerships to advance community redevelopment goals.
5.

Strengthening

Community Engagement:

Projects under the CLT model promote resident involvement and attract recognition from community groups and housing networks, reinforcing the CRA’s objective of building inclusive, engaged neighborhoods.

UPLOAD: Program A Documents (Logic Model):

 PDF

3.1-Delray-CRA-A-GUIDE-Logic-Model-... .pdf

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

 4.0-Delray-CRA-A-GUIDE-Evaluation-Pl... .pdf

Program B

26) Project/Program Title (enter N/A if not applicable)::

N/A

27) Select one:

N/A - No Program B

28) If existing program, year established (enter 0 if not applicable):

0

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

N/A - No Program B

30) Time Period(s) of previous CRA Funding C

N/A

31) Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments). (Enter N/A if not applicable):

N/A

32) New Project/Program Elements (enter N/A if not applicable)

N/A

33) Overall Need being addressed through Program B:

N/A - No Program B

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:

N/A

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):

The strength of any organization lies in its team, individuals who bring professional expertise, shared values, discipline, motivation, and an unwavering commitment to the mission. Our staff embodies these qualities, drawing on extensive experience in housing development, property management, banking, mortgage processing, and organizational management. Together, they drive the effective operation and ongoing growth of our affordable housing program.

1. Chief Executive Officer – Evelyn Dobson

Evelyn

Dobson is a founding member of the Delray Beach Community Land Trust (DBCLT), established during her tenure as a CRA Commissioner. She joined DBCLT in 2007 as Operations Manager, later serving as Interim Executive Director in 2008 before being appointed Executive Director in 2009. Since 2010, she has served as Chief Executive Officer.

With more than 18 years of experience in property management and private development, and 8 years in banking, Evelyn brings extensive expertise in affordable housing and nonprofit leadership. She holds multiple industry certifications and oversees the organization's daily operations, strategic initiatives, partnerships, and program delivery to ensure alignment with DBCLT's mission and evolving housing needs. She currently leads a dedicated team of three full-time staff members.

2. Housing Manager – Gerecia Edmond

Gerecia

Edmond began her work with DBCLT in 2006 through a leasing agreement with the DBCRA and officially joined the organization in 2007. Recognized for her reliability, diligence, and professionalism, she has become an integral part of delivering DBCLT's Affordable Housing Program Services.

Her responsibilities include managing rental properties, supporting homebuyers, and coordinating with the DBCRA, the City of Delray Beach Neighborhood Services Department, and lending institutions to ensure full program compliance. She also holds multiple certifications in mortgage lending and housing from the NeighborWorks Training Institute and the Florida Housing Coalition.

3. Housing Coordinator – Snevly Noel

Snevly

Noel joined DBCLT in April 2016 and advanced from Administrative Assistant to Housing Coordinator in 2019. As a bilingual team member, she brings a strong ethical foundation, attention to detail, and a diverse set of technical and analytical skills to her role.

Her responsibilities include managing rental and homebuyer client files, coordinating with lenders and city staff to ensure compliance, and supporting accounting functions. Dependable and adaptable, Snevly is a key contributor to both the organization's daily operations and its long-term initiatives.

36) Potential Challenges and Strategies to Address Them

In South Florida, both renters and homeowners face significant cost burdens, and opportunities for homeownership among very low- and low-income households continue to decline. These challenges can hinder the growth and effectiveness of affordable housing programs. Through recent strategic planning sessions, DBCLT has identified the following key challenges:

Major Challenges:

- .
Slowing acquisition of land and existing structures due to rising housing market values and purchase costs
- .
Limited availability of vacant land to expand homeownership program services
- .
High land costs
- .
Escalating costs of new construction and supply-demand pressures
- .
Limited purchase assistance for households earning 50–140% of Area Median Income (AMI)
- .
Navigating zoning and land development regulations

Strategies to Address Challenges:

Acquire
buildable vacant land and/or existing units to create future affordable housing opportunities

Develop
multi-family rental units to expand housing options and generate a sustainable revenue stream

Diversify
housing stock and purchase options, including 40-year deed-restricted homes with ownership of land and improvements

Increase
the number of rental units owned and/or managed by DBCLT

Expand
lease-purchase programs to support pathways to homeownership

Explore
alternative strategies beyond new construction to provide affordable housing units, including rehabilitation and adaptive reuse

Through these strategies, DBCLT aims to ensure a sustainable, resilient supply of affordable housing that meets the needs of very low- to moderate-income households, while strengthening neighborhoods and supporting long-term community development.

SECTION III. FINANCIAL INFORMATION

Organization Budget Details

37) Total Organization Budget for Previous Fiscal Year (FY 2022-2023):	1,097,640.00
38) Total Organization Budget for Current Fiscal Year (FY 2023-2024):	1,075,900.00
39) Total Organization Budget for Proposed Fiscal Year (FY 2024-2025):	1,213,200.00

Program Budget Details (Program A)

40) Project/Program Budget (\$) (Program A):	1,213,200.00
41) Amount Requested (\$) (Program A):	307,000.00
42) Percent (%) of Org Budget (Program A):	25%

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):	\$307,000.00
47) Percent (%) of Org Budget:	25%
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)

Support for the DBCLT model is essential in addressing the challenges faced by households contending with high living costs, income inequality, high-poverty neighborhoods, and the pressures of gentrification. The long-term goal of DBCLT is to leverage financial

support and other resources to sustain operations and services for low- to moderate-income households over time.

To ensure the ongoing sustainability of its affordable housing program services, DBCLT has established the following long-term plans:

- Achieve organizational sustainability and minimize dependence on external agencies.

- Continue to address urgent affordable housing needs by increasing the local supply of permanent affordable housing.

- Adopt enhanced stewardship policies to support homeowners and renters experiencing financial challenges.

- Strengthening communities by continued efforts to minimize slum and blight.

- Expand affordable homeownership opportunities.

- Acquire additional properties for affordable rental housing.

- Offer more lease-purchase options for clients not yet ready for mortgage financing.

Diversify
funding sources to support program expansion and new project development.

Expand
affordable housing options through acquisition and rehabilitation of turnkey
properties.

Extend
the DBCLT model program’s footprint beyond the immediate service area.

Maintain
existing partnerships and build new collaborations that advance the
organization’s mission and affordable housing goals.

Through these
strategies, DBCLT aims to ensure the long-term viability of its programs,
provide stable housing opportunities, and promote stronger, more inclusive
communities. By combining prudent resource management, strategic partnerships,
and innovative program delivery, the organization seeks to create a sustainable
model of affordable housing that can adapt to evolving community needs and
economic conditions.

**UPLOAD: Combined Budget &
Narrative Form**

 5.1-Delray-CRA-A-GUIDE-Combined-B... .xlsx

SECTION IV. APPLICATION CHECKLIST

**Required Attachments (refer to
guidelines for instructions pertaining
to each attachment):**

- 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 5/31/2025)

K. Most Recent Form 990 (2024 or if unavailable 2023)

L. Most Recent Independent Financial Audit/Review/Compilation according to organization's bylaws (for most recently completed fiscal year - period ending 9/30/2024)

M. Current Balance Sheet (as of 5/31/2025)

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



IVB Cover Letter.pdf



IVC 501 (c) (3) IRS Determination Letter.pdf



IVE Policy on Board Contributions_2146.pdf



IVD Board of Directors-Officers List.pdf



IVF Strategic Plan 2021-2026_1388.pdf

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



3.1-Delray-CRA-A-GUIDE-Logic-Model-... .pdf



4.0-Delray-CRA-A-GUIDE-Evaluation-Pl... .pdf



5.1-Delray-CRA-A-GUIDE-Combined-B... .xlsx

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

 IVJ Most Recent Financial Statement-... .pdf

 IVK DBCLT 990 Tax Return 9.30.pdf

 IVL Final Audit Report 09.30.2024.pdf

 IVM Current Balance Sheet-As of 07-3... .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"

Friday, September 5, 2025

A.-G.U.I.D.E. NON-PROFIT PARTNER APPLICATION FOR FUNDING FOR FISCAL YEAR 2024-2025

10) Email: edmond@mydelraybeach.com

0.00	0.00	5,760	5000
Cash donations	Donations raised from others	Volunteer hours	In-kind donations



DELRAY BEACH CRA COMMUNITY REDEVELOPMENT AGENCY

A.-G.U.I.D.E. - Achieving Goals Using Impact Driven Evaluation FY2025-2026 Combined Budget & Narrative Report

DEADLINES:

Qtr 1 January 31, 2026

Qtr 2 April 30, 2026

Qtr 3 July 31, 2026

Qtr 4 October 31, 2026

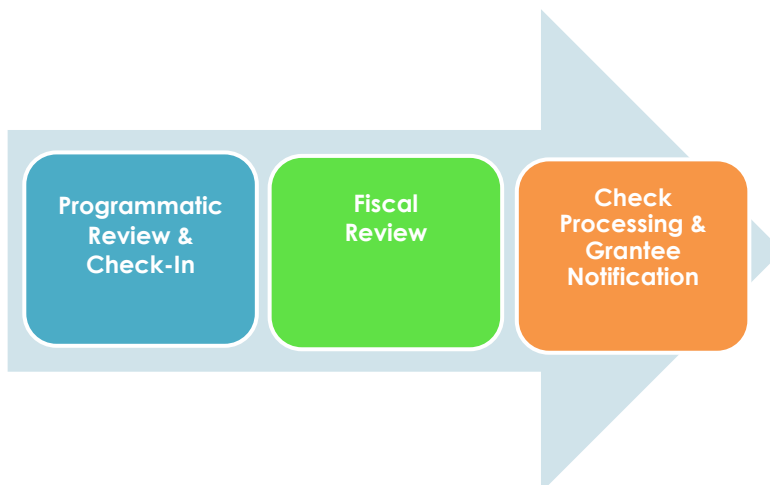
QUARTERLY REPORT SUBMISSION CHECKLIST:

- ☐ Goals & Outcomes Report Data **and** Narrative (**submit BOTH the signed PDF AND excel versions**). Complete all fields in entirety. Reports will be returned if pertinent sections are left blank.
- ☐ Combined Budget & Narrative Report Form showing **organization, program(s), and CRA expenses** for the quarter being reported. Narrative explanations **MUST** be provided. Complete in entirety. Reports will be returned if pertinent sections are left blank. **Take note that changes of more than 10% in any Budget line item must be approved in advance.**
- ☐ For quarterly reporting, provide the organization's quarterly detailed general ledger of expenses indicating items requested for reimbursement and tie back amounts to the budget line item requested. 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.
- ☐ Balance Sheet as of the last day of the quarter for which you are reporting.
- ☐ Two-page program highlights visual for the quarter you are reporting. Feel free to include quick blurbs, captions, or a short anecdotal on program impact. Please note that this is not intended to be a full narrative, just a quick visual of activities that took place during the quarter being reported.

***Note: (1) The Goals & Outcomes Report is intended to evaluate programmatic activities of CRA Funded A.-G.U.I.D.E. Program(s) only. Goals are evaluated on a quarterly basis based on data provided in the A-GUIDE Program Logic Model Form, which complements this Form. (2) The CRA's A.-G.U.I.D.E. Program reporting structure and forms are not intended as a tool to inform other/external grant programs.**

Reimbursement requests will not be reviewed/processed until all attachments or additional requests for information are received. Email reports to: claytong@mydelraybeach.com

Please allow a sufficient amount of time for a thorough review process, including communication regarding additional, missing, or incomplete information.





Organization Name:

Executive Leader:

Key Financial Manager:

FY 2025-2026 Total Organization Budget:

\$0.00

Program/Project A:

Program/Project B:

EXPENSES	ORGANIZATION			APPLICATION PROGRAM A		APPLICATION PROGRAM B	
	FY 2024-2025 TOTAL ORGANIZATION BUDGET	FY 2024-2025 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 5/31/2025)	FY 2025-2026 PROJECTED ORGANIZATION BUDGET	FY 2025-2026 PROJECTED TOTAL PROGRAM BUDGET (A)	FY 2025-2026 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)	FY 2025-2025 PROJECTED TOTAL PROGRAM BUDGET (B)	FY 2024-2026 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (B)
Salaries & Related Taxes (list each position/title separately)							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
SUB-TOTAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits (list each position/title)							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
Position:							
SUB-TOTAL FRINGE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures (list each separately)							
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Organization Name:

Executive Leader:

Key Financial Manager:

FY 2025-2026 Total Organization Budget:

\$0.00

Program/Project A:

Program/Project B:

	ORGANIZATION			APPLICATION PROGRAM A		APPLICATION PROGRAM B	
Conferences & Meetings (list each separately)							
SUB-TOTAL CONFERENCES & MEETINGS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copying & Printing (list each separately)							
SUB-TOTAL COPYING & PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Rental/Maintenance (list each separately)							
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Organization Name:

Executive Leader:

Key Financial Manager:

FY 2025-2026 Total Organization Budget:

\$0.00

Program/Project A:

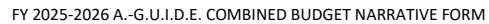
Program/Project B:

	ORGANIZATION			APPLICATION PROGRAM A		APPLICATION PROGRAM B	
Insurance (list each separately)							
SUB-TOTAL INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses, Registration, Permits (list each separately)							
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Travel (list each separately)							
SUB-TOTAL LOCAL TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Program/Project B:

6 of 26



Program/Project B:

7 of 26



Program/Project B:

8 of 26

****Date of Funding Decision (for P) or Start Date (for C)**

Fees	\$ -			
Corporate Grants/Contributions	\$ -			
Individual Donations	\$ -			
Foundation Grants	\$ -			
Government - Federal	\$ -			
Government- Local/County	\$ -			
Government- State	\$ -			
In-Kind	\$ -			
Interest Income	\$ -			
0	\$ -			
CRA Actual or Requested	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
Other:	\$ -			
TOTAL INCOME	\$ -			



FY 2025-2026 A.-G.U.I.D.E. COMBINED BUDGET NARRATIVE FORM

Organization Name:

0

Program/Project A:

0

APPLICATION

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:

0

Program/Project A:

0

APPLICATION

EXPENSES	AMOUNT	PROGRAM A 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:	\$ -	
SUB-TOTAL SALARIES	\$ -	Total Salaries & Related Taxes
Fringe Benefits (list each position/title)		
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
SUB-TOTAL FRINGE BENEFITS	\$ -	Total Fringe Benefits
Capital Expenditures (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	Total Capital Expenditures

Organization Name:

Program/Project A:

FY 2025-2026 A.-G.U.I.D.E. COMBINED BUDGET NARRATIVE FORM

0

0

APPLICATION

CONFERENCES & MEETINGS		COPYING & PRINTING		EQUIPMENT RENTAL/MAINTENANCE	
Conferences & Meetings (list each separately)					
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
SUB-TOTAL CONFERENCES & MEETINGS	\$ -				
				Total Conferences & Meetings	
Copying & Printing (list each separately)					
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
SUB-TOTAL COPYING & PRINTING	\$ -				
				Total Copying & Printing	
Equipment Rental/Maintenance (list each separately)					
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
0	\$ -				
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ -				
				Total Equipment Rental/Maintenance	



Organization Name:

0

Program/Project A:

0

APPLICATION

Insurance (list each separately)			
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
SUB-TOTAL INSURANCE		\$ -	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)			
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
0	\$	-	
SUB-TOTAL LOCAL TRAVEL		\$ -	Total Local Travel



Organization Name:

0

Program/Project A:

0

APPLICATION

Office & Program Supplies (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ -	Total Office & Program Supplies
Postage & Delivery (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL POSTAGE & DELIVERY	\$ -	Total Postage & Delivery
Professional Svcs/Consulting (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ -	Total Professional Svcs/Consulting

Organization Name:

Program/Project A:

0

0

APPLICATION

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





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:

0

Program/Project A:

0

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:

0

Program/Project A:

0

Copying & Printing (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
<i>SUB-TOTAL COPYING & PRINTING</i>	<i>\$ -</i>	<i>Total Copying & Printing</i>
Equipment Rental/Maintenance (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
<i>SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE</i>	<i>\$ -</i>	<i>Total Equipment Rental/Maintenance</i>



0

0

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Organization Name:

0

Program/Project A:

0

Postage & Delivery (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
<i>SUB-TOTAL POSTAGE & DELIVERY</i>	<i>\$ -</i>	<i>Total Postage & Delivery</i>
Professional Svcs/Consulting (list each separately)		
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
0	\$ -	
<i>SUB-TOTAL PROFESSIONAL SVCS/CONSULTING</i>	<i>\$ -</i>	<i>Total Professional Svcs/Consulting</i>



Organization Name:

0

Program/Project A:

0

Other:	\$ -	
Other:	\$ -	
Other:	\$ -	
Other:	\$ -	
Other:	\$ -	
Other:	\$ -	
Other:	\$ -	
Other:	\$ -	
Other:	\$ -	
Other:	\$ -	
<i>SUB-TOTAL OTHER</i>	<i>\$ -</i>	<i>Total Other</i>
SUB-TOTAL EXPENSES	\$ -	<i>Sub-Total Expenses</i>
	\$ -	<i>Administrative Expenses</i>
TOTAL EXPENSES	\$ -	<i>Total Expenses</i>