



DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY
A-GUIDE FUNDING REQUESTS FOR FY2020-2021

August 18, 2020



DELRAY BEACH COMMUNITY LAND TRUST

“PEOPLE & PLACE”



We are commissioned to provide a continuum of affordable housing that is accessible for very-low to moderate income households. Our program services are inclusive of homeownership, lease purchase and rental housing options that meet the needs of very-low to moderate income households. Our service area is within the city limits, primarily the CRA target area. Keeping in mind that housing and economic opportunity is interconnected.

Affordable housing promotes healthy stable living and a chance at creating individual wealth and Upward Mobility. Without affordable housing households are weakened, disrupted, and communities deteriorate. Wage inequality, racial inequities and a shortage of affordable housing leaves many individuals in despair and or homeless.

Households paying over 50% of their annual household income are considered severely cost-burdened.

With the Covid-19 Pandemic we are committed to keeping our Staff, team members and clients safe. The DBCLT continues to work diligently to assist individuals, families and the community with resources, services and support. We have taken strict measures to limit traffic in and out of the office, services are provided remotely and in office as needed.

Our earned income revenue has not been severely impacted due to the pandemic. We received the PPP Loan in the amount of \$56,000 that is designed to provide a direct incentive for businesses to keep employees on the payroll.

Currently the rules have shifted to make mortgage financing easier and more affordable for many according to the June 2020 Mortgage Report.



DELRAY BEACH COMMUNITY LAND TRUST

“PEOPLE & PLACE”

PORTFOLIO-94 Properties

Eighty-One (81) Units - owner occupied

One (1) New Single Family Unit – Pending sale

Four (4) - single family home rentals

One (1) duplex – two (2) rental units

Five (5) vacant lots - dedicated for the development of single family units, one (1) Southridge lot not buildable due to needed infrastructure improvements

Pending Acquisitions:

Corey Isles Project, 10 lots

102 and 1311 NW 14th Ave, 2 lots

HOMEOWNERSHIP HOUSING DEVELOPMENT

129 NW 4th Ave – working with Historic Preservation Board

215 NW 8th Ave – new construction not yet assigned

246 NW 8th Ave (2 lots) – new construction not yet assigned

21 SW 13th Ave- new construction not yet assigned

Southbridge/Zeder – 1 vacant lot, infrastructure improvements needed

Pending:

Corey Isles Project 10 new single family units

102 and 1311 NW 14th Ave– one (1) new single family unit

RENTAL HOUSING

Palm Manor Apartments:

Twenty-five (25) units, 2BR-1Bath units monthly rent start at \$825.00 with water included, two laundry rooms on site.

The Courtyards at SW 12th Ave:

Twelve (12) units, 2BR-1Bath monthly rent start at \$925.00 with water included

DBCLT Rentals:

Six (6) units, 2, 3 & 4BRs monthly rent start at \$975.00



AFFORDABLE HOUSING GOALS & OUTCOMES

ACTIVITIES WHAT WE DO	 OUTPUTS WHAT WE PRODUCE/ ACCOMPLISH (WITH YEARLY GOAL)	 OUTCOMES WHAT SHORT-TERM CHANGE WE ARE MAKING (WITH YEARLY GOAL)	 IMPACT IN THE LONG-TERM, OUR PROJECT/ PROGRAM WILL REALIZE THESE RESULTS (LONG- TERM)	EVALUATION PLAN HOW
<p>HOMEOWNERSHIP The continued delivery of quality, affordable housing choices (homeownership/rentals) and support for very low to moderate income households within the DBCRA target area and city limits.</p>	<ul style="list-style-type: none"> *New homebuyer applications processed (10) *Certificate of Occupancies received for the completion of newly constructed single family units (6) *Executed Purchase & Sales Contracts (6) *Closings/Sale of newly constructed and/or existing units (7) *Acquisition or conveyance of new properties (2) * Homeownership Introduction and Orientations (20) *Screening (credit/background checks) off all household members 18yrs and older (75) *Employment verification of new rental applicants and existing tenants (50) *Landlord verifications of new rental applicants (8) *Execute lease agreements (40) * Landlord license renewals excluding subsidized units (30) 	<ul style="list-style-type: none"> *Increase number of household members provide access to homeownership (24) *Expand mortgage ready homebuyer pipeline (5) *Expand availability of single family units for purchase (6) *Expand homeownership pool from 80 to 86 units *Program revenue generated from developer fees and proceeds from sales \$150,000 *Expand the number of available properties for future development (2) *Educate homebuyers and homeowners (20) *Number of households approved for rental housing (47) *Number of households' members provided access to rental housing (126) *Rental housing revenue generated approximately \$400,000 *Required reports submitted for non-owned rental units (8) 	<ul style="list-style-type: none"> *Increased availability of affordable housing stock within the target area and city limits *Preserve the use of public investment (land and purchase assistance) long-term *Enhanced standard of living for the populations served, creating a "Sense of Place and "social Connection" *Increase local tax base and job creation *Ability to create individual wealth, pursue higher education/advance employment and decrease health disparities *Ongoing support services to reduce the risk of foreclosures and homelessness *Vitality of neighborhoods minimizing slum and blight *Minimize number of cost burden households vulnerable to homelessness by maintaining and 	<p>Board of Directors review and approve all homebuyer candidates, construction work assignments, policies and procedures, annual budget, annual audit and all other reports to ensure compliance.</p> <p>Chief Executive Officer manage and monitor the development of housing projects, review and approve all lease applications prior to execution of lease agreements, and quarterly property management reports. Reviews all outreach material.</p> <p>Administrative Assistant handles front office activities, the distribution and receipt of homebuyer and rental applications to assure receipt of required documents, assist with screening process, maintain files electronically, and assemble all documents for approval by CEO and assemble board meeting packets.</p> <p>Housing Coordinator process all completed housing and rental applications to determine qualification status, pull all credit and background reports, confirm accuracy of employment and landlord verifications in accordance</p>

Delray Beach Community Land Trust

October 1, 2020 through September 30, 2021 Approved Annual Budget

Account Description	Proposed Annual Budget (Oct. 1, 2020-Sept. 30, 2021)	%	Monthly Budget	Budget Narrative
Program Revenue				
Grants & Donations:				
C.R.A. Grant	229,615.00	25%	19,134.58	Affordable Housing Program Funding
Other Grant Funds	17,500.00	2%	1,458.33	Grant funds captured
Scholarship Grants	-	0%	-	Grants captured to offset professional training and conference participation
Member Donations/Other	-	0%	-	Donations from membership/non-members
Total Grants and Donations	247,115.00		20,592.92	
Program Fees:				
Application Fees	3,000.00	0%	250.00	Revenue captured specific to applications processed
Ground Lease Fees	39,360.00	4%	3,280.00	Ground Lease fees captured at \$40.00 monthly per owner, number base on 82
Legal Fees	750.00	0%	62.50	Revenue recaptured from homeowners & renters
Developer Fees	120,000.00	13%	10,000.00	Revenue captured from six (6) sales averaged at \$200,000 x 10%
Membership Fees/Donations	200.00	0%	16.67	Nominal membership fees \$1.00
Proceeds from Sales	30,000.00	3%	2,500.00	Reimbursable expenses captured from the sales of single family units
313 SE 5th Street	9,800.00	1%	816.67	Annual gross potential rent \$11,700-basis 2 months vacant
208 SW 15th Avenue	14,800.00	2%	1,233.33	Annual gross potential rent \$16,800-basis 2 months vacant
115 SW 9th Avenue	11,000.00	1%	916.67	Annual gross potential rent \$13,200-basis 2 months vacant
808 SW 3rd Ct-Restricted	10,000.00	1%	833.33	Annual gross potential rent \$12,000-basis 2 months vacant
36 NW 13th Ave Duplex (2)	20,000.00	2%	1,666.67	Annual gross potential rent \$24,000-basis 2 months vacant (2 units)
Late Fees/Other	200.00	0%	16.67	Late fees assessed to DBCLT homeowners and renters
Palm Manor Apts/Rent	236,250.00	26%	19,687.50	Annual gross potential rent \$256,500.00-basis 10 units turnover
Palm Manor Apts/Late Fees	2,000.00	0%	166.67	Late fees assessed after the 5th day of each month
Palm Manor Apts/Laundry	3,000.00	0%	250.00	Revenue captured to offset cost of utilities and equipment maintenance or replacement
Palm Manor Apts Forfeitures	1,600.00	0%	133.33	Security deposits forfeited
SW 12th Avenue Apts	123,950.00	14%	10,329.17	Annual gross potential rent \$133,200.00-basis 5 units turnover
SW 12th Apts/Late Fees	275.00	0%	22.92	Late fees assessed after the 5th day of each month
Total Program Fees Earned	626,185.00		52,182.08	
In-Kind:				
In-Kind	24,000.00	3%	2,000.00	Dollar factor assigned to contributions from the City of Delray Beach
Total In-Kind	24,000.00		2,000.00	
Other Income:				
Investment Income/Interest	5,000.00	1%	416.67	Return captured from funds held in money market accounts
Miscellaneous	200.00	0%	16.67	Non-specific
Total Other Income	5,200.00		433.33	
TOTAL REVENUE	902,500.00	100%	75,208.33	

Expenses				
Operations:				
Office Operating Expenses	7,000.00	1%	583.33	Cost for day-to-day operating supplies
Bank Charges	3,000.00	0%	250.00	Monthly bank service fees incurred
Printing & Copying	6,000.00	1%	500.00	Cost associated with day-to-day operations and etc.
Postage & Delivery	3,500.00	0%	291.67	US postage and meter lease cost
Licenses/Permits/Fees	900.00	0%	75.00	Annual Corporate fee, Landlord Permits and other fees associated with the operations
Dues/Subscriptions	4,000.00	0%	333.33	Cost incurred for connections with housing affiliates and other entities
Training/Conferences/Workshops	5,000.00	1%	416.67	Capacity building, Professional and organizational enhancement cost (staff and board members)
Office Equipment/Furniture	12,000.00	1%	1,000.00	Accounting software upgrades, leased equipment, replacement cost office furniture
Telephone	4,200.00		350.00	Electronic devices
Miscellaneous	500.00	0%	41.67	Non-specific cost incurred
Total Operating Cost	46,100.00		3,841.67	
Interest:				
Loan Interest	9,000.00	1%	750.00	Interest incurred on line of credit with PNC Bank
Total Interest Expense	9,000.00		750.00	
Travel:				
Travel/Mileage	3,000.00	0%	250.00	Cost associated with training/workshops/conferences outside of local area
Meals	1,250.00	0%	104.17	Cost associated with training/workshops/conferences outside of local area
Total Travel Expense	4,250.00		354.17	
Personnel:				
Salaries/Wages	283,000.00	31%	23,583.33	Annual gross salaries (4FT employees), 3-5% increases during the fiscal year
				Staff team - CEO, Housing Manager, Housing Coordinator & Full Time Admin. Asst. Two staff members with at least 13yrs of service
Payroll Taxes	24,500.00	3%	2,041.67	Employer overhead cost, FICA-6.2%, SS/ Medicare 1.45%, and State Unemployment Tax
Employee Benefits	52,000.00	6%	4,333.33	Employer overhead cost (health/dental/life and disability, allowances, merit)
Employee Benefits/Retirement Plan	28,000.00	3%	2,333.33	Overhead cost for employer matching 401K contributions and qualified non-elected contributions
Insurance-Workers Comp	6,000.00	1%	500.00	Employer overhead cost associated with employees and independent labor services
Total Personnel Cost	393,500.00		32,791.67	
Occupancy:				
Rent-Ground Lease	-	0%	-	Property Management/Ground Lease annual fees
Rent-InKind	24,000.00	3%	2,000.00	Support from the City of Delray Beach dollar factor (rent, utilities, maintenance, etc.)
Total Occupancy	24,000.00		2,000.00	
Professional Services:				
Website Services	4,500.00	0%	375.00	Cost incurred for website maintenance
Appraisal	1,500.00	0%	125.00	Cost associated with services for appraisals of vacant land and acquisitions
Marketing/Advertising	5,000.00	1%	416.67	Cost incurred for all marketing materials, ads, quarterly newsletters, etc.
Legal	6,000.00	1%	500.00	Cost associated with protecting and defending practices and procedures, Ground Lease compliance
Consultant	2,000.00	0%	166.67	Cost associated with program refinement, organizational efficiency and growth
Professional	12,000.00	1%	1,000.00	Cost associated with payroll services, screening/background checks, program refinement, etc.
Accounting/Audit	15,000.00	2%	1,250.00	Cost associated with the draft/final preparation of financial audit and 990 Return
Total Professional Services	46,000.00		3,833.33	
Insurance:				
Insurance-Liability	4,000.00	0%	333.33	Commercial Liability Coverage
Insurance-Errors & Omissions	6,000.00	1%	500.00	Insurance coverage that provides protection for our business services
Insurance-D & O	3,500.00	0%	291.67	Directors & Officers protection coverage
Insurance-Surety Bond	400.00	0%	33.33	Dishonesty coverage protection
Total Insurance Cost	13,900.00		1,158.33	

Program Services:					
Write Off's (Ground Lease Fees & Rent)	5,000.00		1%	416.67	Cost projected for unpaid ground lease fees
License/Permits/Fees	300.00		0%	25.00	Cost associated with landlord licenses and fees
Insurance-Homes	14,500.00		2%	1,208.33	Liability and Windstorm Coverage on leased properties (single family and duplex)
Property Taxes	4,000.00		0%	333.33	Taxes incurred on properties owned and sales
Closing Cost	28,000.00		3%	2,333.33	Cost incurred for acquisitions and sales
Landscape Maintenance	18,000.00		2%	1,500.00	Maintenance of all rental properties, vacant lots and Atlantic Park Square common area
Pest Control	3,000.00		0%	250.00	Maintenance cost of leased single family homes and duplex
Repairs/Maintenance	5,000.00		1%	416.67	Maintenance cost of leased single family homes and duplex
Storage Fees	2,700.00		0%	225.00	Cost incurred for files stored, etc.
Development Cost	30,000.00		3%	2,500.00	Cost associated with the development of single family homes, demolitions, impact fees, water line connections, etc.
Improvements	10,000.00		1%	833.33	Cost associated with owned rental properties (Roofing, A/C, Electrical, Plumbing, Painting, Termite Treatment, etc.)
Electric	3,000.00		0%	250.00	Cost subject to be incurred during the vacancy of owned rental units
Water & Sewer	4,000.00		0%	333.33	Cost subject to be incurred during the vacancy of owned rental units
Total Program Services	127,500.00			10,625.00	
Program Services-Palm Manor:					
License/Permits/Fees		3,000.00	0%	250.00	Business related licenses, permits and fees
Telephone	1,100.00		0%	91.67	After hours emergency service telephone line
Insurance-Multi peril	16,000.00		2%	1,333.33	Liability and windstorm coverage
Property Taxes	3,000.00		0%	250.00	Cost associated with tenant issues
Legal Services	2,000.00		0%	166.67	Fees incurred for services rendered relative to inspections and other
Professional Services	1,500.00		0%	125.00	Common ground maintenance and replacement cost
Landscape Maintenance	12,000.00		1%	1,000.00	Common ground maintenance, tree trimming/replacement, sod and other cost
Pest Control	4,500.00		0%	375.00	Annual maintenance cost (12 months)
Repair & Maint-Bldg 31	15,000.00		2%	1,250.00	Maintenance and repair cost associated with (interior, plumbing, electrical, etc.)
Repair & Maint-Bldg 39	18,000.00		2%	1,500.00	Maintenance and repair cost associated with (interior, plumbing, electrical, etc.)
Repair & Maint-Bldg 45	7,000.00		1%	583.33	Maintenance and repair cost associated with (interior, plumbing, electrical, etc.)
Water/Sewer-Bldg 31	9,000.00		1%	750.00	Water and sewer cost incurred by landlord for 10 units and laundry machines
Water/Sewer-Bldg 39	13,000.00		1%	1,083.33	Water and sewer cost incurred by landlord for 10 units and laundry machines
Water/Sewer-Bldg 45	4,500.00		0%	375.00	Water and sewer cost incurred by landlord for 5 units
FPL-Bldg 31	1,200.00		0%	100.00	Cost incurred on laundry, irrigation, electrical rooms and potential vacancies
FPL-Bldg 39	1,400.00		0%	116.67	Cost incurred on laundry, irrigation, electrical rooms and potential vacancies
FPL-Bldg 45	450.00		0%	37.50	Cost incurred on potential vacancies
Replacement/Improve Cost-Bldg 31	13,000.00		1%	1,083.33	Replacement/Improvement cost (HW heaters, appliances, A/C, gutters, roofing, etc.)
Replacement/Improve Cost-Bldg 39	13,000.00		1%	1,083.33	Replacement/Improvement cost (HW heaters, appliances, A/C, gutters, roofing, etc.)
Replacement/Improve Cost-Bldg 45	7,000.00		1%	583.33	Replacement/Improvement cost (HW, appliances, A/C, gutters, roofing, etc.)
Total Services Palm Manor	145,650.00			11,554.17	
Program Services-SW 12th Avenue:					
Telephone	600.00		0%	50.00	After hour service call coverage
Professional Services	600.00		0%	50.00	Fees incurred for services rendered relative to inspections and other
License/Permits/Fees	600.00		0%	50.00	Business related licenses, permits and fees
Legal	500.00		0%	41.67	Cost associated with tenant issues
Insurance	11,000.00		1%	916.67	Property and hazard insurance coverage
Property Taxes	2,500.00		0%	208.33	Maintenance and repair cost associated with (interior, plumbing, electrical, etc.)
Repairs/Maintenance	10,000.00		1%	833.33	Replacement cost (structural/electrical/mechanical etc.)
Replacement/Improvement Cost	16,000.00		2%	1,333.33	Replacement/Improvement cost (hot water heaters, appliances, A/C, gutters, roofing, etc.)
Landscape Maintenance	12,000.00		1%	1,000.00	Common ground maintenance, tree trimming/replacement, sod and other cost
Pest Control	4,500.00		0%	375.00	Annual maintenance cost (12 months)
Water and Sewer (8 Bldgs.)	17,000.00		2%	1,416.67	Water and sewer cost incurred by landlord for 12 units
FPL (8 Bldgs.)	3,000.00		0%	250.00	Cost incurred on unoccupied units and poles
Total Services-SW 12th Avenue	78,300.00			6,525.00	
Program Services-808 SW 3rd Ct:					
Professional Services	200.00		0%	16.67	Fees incurred for services rendered relative to inspections and other
Insurance	1,200.00		0%	100.00	Property and hazard insurance coverage
Repairs/Maintenance	1,000.00		0%	83.33	Maintenance and repair cost associated with (interior, plumbing, electrical, etc.)
Replacement Cost	1,000.00		0%	83.33	Replacement cost (structural/electrical/mechanical etc.)
Landscaping	2,000.00		0%	166.67	Common ground maintenance, tree trimming/replacement, sod and other cost
Pest Control	500.00		0%	41.67	Monthly maintenance cost
Water and Sewer	200.00		0%	16.67	Water and sewer cost incurred during vacancy
FPL	200.00		0%	16.67	Cost incurred during vacancy
Improvements	2,000.00		0%	166.67	Cost to cover unanticipated repairs/improvements
Total Services-SW 12th Avenue	8,300.00			691.67	
Other Expenses:					
Contingency	6,000.00		1%	500.00	Set aside to cover the cost of acquisitions, rehab and new construction
Total Other Expenses	6,000.00			500.00	
Total Expenses	902,500.00		100%	74,625.00	Annual Budget 4% increase
Total Expenses	100%		1.00		Annual Budget 4% increase