

**FUNDING AGREEMENT FOR FISCAL YEAR 2022-2023 BETWEEN THE  
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND  
DELRAY BEACH COMMUNITY LAND TRUST, INC.**

**THIS AGREEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, 2022 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, 2023**, unless terminated by the **CRA**.

3. **FUNDING:** The **CRA** shall provide funding to the **GRANTEE**, for fiscal year 2022-2023, in an amount not to exceed **ONE HUNDRED SIXTY-ONE THOUSAND AND 00/100 Dollars (\$161,000.00)** (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 in an amount not to exceed **FORTY THOUSAND TWO HUNDRED FIFTY AND 00/100 DOLLARS (\$40,250.00)** 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 2022-2023 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 2022-2023, 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, 2023, April 30, 2023, July 31, 2023 and October 31, 2023. In addition, the **CRA** may request that the **GRANTEE** provide any additional information and/or documentation that the **CRA**, in its sole and absolute discretion, deems necessary to fully evaluate the **GRANTEE's** performance and financial status. Such additional information shall be provided, promptly and free of charge, by the **GRANTEE** to the CRA. The quarterly payment will not be released to the **GRANTEE** until the **CRA**

receives the program budget and narrative reports, supporting documentation, Balance Sheet and any additional information and/or documentation requested and not until such information and/or documentation is verified as complete and sufficient by the CRA.

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

11. VARIANCES: Proposed changes to funding-related documents must be approved in advance by the CRA Community Engagement Director, as follows: 1) All

changes to the Logic Model or Evaluation Plan; or 2) Changes of more than ten percent (10%) in any Budget line item.

12. MEDIA/PUBLIC RELATIONS: The **GRANTEE** shall insure that all publicity, public relations, advertisements and signs recognize the **CRA** for the support of all activities conducted with the funds provided by the **CRA**. The use of the **CRA** logo is permissible, but all signs or other advertising materials used to publicize **CRA** funded activities must be approved by the **CRA** prior to being utilized. News releases; print advertising; radio and television advertising must have the **CRA**'s logo clearly recognizable/audible in the advertisement. Upon request by the **CRA**, the **GRANTEE** shall provide proof of the use of the **CRA** logo as required by this paragraph for projects funded pursuant to this Agreement.

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

14. INSPECTION: The **GRANTEE** hereby gives the **CRA**, through any authorized representative, upon reasonable notice, access to and the right to examine all records, books, papers, or documents relating to the funding and financial status provided pursuant to this Agreement. The **GRANTEE** hereby agrees to maintain books,

records and documents in accordance with accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by the **CRA** under this Agreement in accordance with the Florida Public Record Laws as provided in Chapter 119, Florida Statutes, as may be amended from time to time. The **GRANTEE** hereby agrees that if it has caused any funds to be expended in violation of this Agreement, it shall be responsible to refund such monies in full to the **CRA**, including unlawful and/or unauthorized expenditures discovered after the termination of this Agreement, and if this Agreement is still in force, any subsequent request for payment shall be withheld by the **CRA**. The **CRA** shall have sole and absolute discretion with respect to the determination as to whether **GRANTEE** is expending funds in accordance with this Agreement. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand.

15. **AUDIT RIGHTS.** The CRA shall have the right at any time to conduct audits including free access of the **GRANTEE's** records pertaining to the Funding Amount, this Agreement, its financial status, performance, and expenditure of funds in accordance with its approved A-GUIDE funding application and this Agreement. Such records must be maintained by the **GRANTEE** for a period of seven (7) years. The **GRANTEE** agrees to cooperate with the CRA in the performance of these activities. Such audits shall take place at a mutually agreeable date and time. If it is determined, in the CRA's sole and absolute discretion, during the course of the audit that the funding under this Agreement was used for unallowable costs, the **GRANTEE** agrees to promptly reimburse the CRA for such unallowable payments upon request, including



unlawful and/or unauthorized expenditures discovered after the termination of this Agreement. The right of the CRA to conduct audits pursuant to this Agreement shall exist for seven (7) years from the completion and/or termination of this Agreement. This Section shall survive expiration or early termination of this Agreement. Funds which are to be repaid to the CRA pursuant to this Section are to be repaid by delivering to the CRA a certified check for the total amount due within ten (10) days of the CRA's demand.

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

17. TERMINATION FOR CONVENIENCE: The **CRA**, in its sole and absolute discretion, reserves the right to terminate this Agreement without cause upon five (5) business days written notice to GRANTEE. Upon receipt or effectiveness of such notice, pursuant to Section 19 of this Agreement, the GRANTEE shall not receive any additional funds from the Funding Amount from the **CRA**. Furthermore, upon issuing

such notice, the **CRA** may, in its sole and absolute discretion, cease all payments to the GRANTEE. In no way shall the **CRA** be subjected to any liability or exposure for the termination of this Agreement under this Section.

18. **ATTORNEY'S FEES:** If any legal action or other proceeding is brought for the enforcement of this Agreement, compliance, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorneys' fees, court costs and all expenses (including taxes) even if no taxable as court costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled, provided, however, that this clause pertains only to the parties to this Agreement.

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

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

**Email Copy to:** Kim Phan, Esq., Legal Advisor  
Kimp@mydelraybeach.com

**DBCLT:** Evelyn Dobson, Chief Executive Officer  
145 SW 12<sup>th</sup> Ave  
Delray Beach, Florida 33444  
Telephone No.: (561) 243-7500

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:**

**KIM N. PHAN, ESQ.  
561-276-8640  
KIMP@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: \_\_\_\_\_  
Shirley E. Johnson, Chair

ATTEST:

\_\_\_\_\_  
Renée A. Jadusingh, Esq.  
CRA Executive Director

APPROVED AS TO FORM:

\_\_\_\_\_  
CRA Legal Advisor

EXHIBIT “A”  
A-GUIDE: Achieving Goals Using Impact Driven Evaluation Fiscal Year 2022-2023  
Funding Cycle Guidelines



## A-G.U.I.D.E. Nonprofit Partner Application for Funding INSTRUCTIONS

Organizations interested in applying for support from the Delray Beach Community Redevelopment Agency (CRA) are strongly encouraged to review the A-GUIDE: *Achieving Goals Using Impact Driven Evaluation*, to confirm eligibility and obtain complete guidelines. The A-GUIDE, application, and related forms are available online at [www.delraycra.org](http://www.delraycra.org).

### IMPORTANT DATES

#### Fiscal Year 2021-2022 Funding Cycle

|                    |  |
|--------------------|--|
| May 1, 2022        | Application available online                                 |
| July 15, 2022      | Applications due   |
| August 2022        | Evaluation Committee review of applications                  |
| September 1, 2022  | Applicant organization presentations to CRA Board (Workshop) |
| September 29, 2022 | Funding decisions by CRA Board                               |

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

### GENERAL INSTRUCTIONS

Your application must be completed using the format provided by the CRA. The Word Application form uses the Palatino Linotype, 11-point font. Maintain this font and *single spacing* for your responses, if using the Word Application.

#### Before you begin to fill in the application:

- Read all of these application instructions carefully
- Re-name the file using the following format: Application, Name of Organization, Due date.doc (if using Microsoft Word Format)
- Fill in your organization name and the due date in the Footer (if using Microsoft Word Format)

*If requested funding is not linked to a specific named project or program within the organization but rather to an organization-wide activity, administrative function, or other component it must still correlate with a "Key Activity" on the organization's Logic Model. A project/program "title" should be assigned to identify it, and it should be considered Project/Program A or B, accordingly.*

Enter all responses in the spaces provided. Instructions for specific items follow. Enter a response or "Not Applicable" for each item; do not leave any blanks.

Limit your narrative responses to the stated number of words. It is not necessary to use the maximum number of words; respond to each item as succinctly as possible to get your point across. (Use the Word Count feature in Word to check the exact number.)

You may find it helpful to draft your responses on a separate sheet and then copy-and-paste into the application form.

## INDIVIDUAL APPLICATION ITEMS

### SECTION I. ORGANIZATION INFORMATION

- 1 **Organization legal name:** as shown on the 501(c)(3) letter; include dba name (doing business as), if applicable
- 2 **Address:** physical location of main organization office
- 3 **Telephone:** telephone number, including area code, for main organization office
- 4 **Fax:** organization fax number, including area code
- 5 **Website:** organization website address
- 6 **Mission Statement:** Board-approved mission statement
- 7 **Executive Leader:** name of Executive Director or Chief Executive Officer
- 8 **Application Contact:** name of person to contact for questions regarding application
- 9 **Title:** of Application Contact, if applicable
- 10 **Contact Telephone:** phone number for Application Contact, if applicable
- 11 **Email:** e-mail address for Application Contact, if applicable
- 12 **Year Established, Organization History and Growth (maximum 1,000 words):** brief overall history and key events that speak to your organization's strengths and qualifications, especially as they pertain to the proposed services for which you are requesting CRA support; include negative events or challenges you have overcome if you think doing so will strengthen your case
- 13 **Policy on Board Contributions (maximum 250 words):** formal or informal policy on Board member contributions; attach policy if applicable
- 14 **For current fiscal year, number of Board members contributing cash donations, donations raised from others, volunteer hours, in-kind donations:** the unduplicated number of Board members only that have contributed in each category during the current fiscal year
- 15 **For current fiscal year, amount/value of Board member contributions of cash, donations raised from others, volunteer hours, in-kind donations:** the total dollar value for each category of contributions by Board members represented in item #15
- 16 **Oversight/Accreditation/Affiliation**



## **SECTION II. PROJECT/PROGRAM INFORMATION**

### **Program A**

- 17 **Project/Program Title:** specific project or program within the organization or organization-wide activity, administrative function, or other component; must correlate with a “Key Activity” on the Logic Model and be assigned a title
- 18 **New or Existing Project/Program (select Yes or No)**
- 19 **If Existing Project/Program, Year Established**
- 20 **Prior CRA Funding for Same Project/Program (select Yes or No):** has your organization received previous CRA funding for the same type of project or program?
- 21 **Time Period:** indicate the fiscal year(s) if organization has received prior CRA funding for the same project/program
- 22 **Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):** provide a description of the project/program for which CRA funding is being requested

### **Program B, if applicable**

- 23 **Project/Program Title:** specific project or program within the organization or organization-wide activity, administrative function, or other component; must correlate with a “Key Activity” on the Logic Model and be assigned a title
- 24 **New or Existing Project/Program (select Yes or No)**
- 25 **If Existing Project/Program, Year Established**
- 26 **Prior CRA Funding for Same Project/Program (Yes/No):** has your organization received previous CRA funding for the same type of project or program?
- 27 **Time Period:** indicate the fiscal year(s) if organization has received prior CRA funding for the same project/program
- 28 **Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):** provide a description of the project/program for which CRA funding is being requested
- 29 **Delray CRA Overall Need Addressed and Description:** select and describe program’s alignment to an Overall Need – “Economic/Business Development” OR “Affordable Housing” OR “Recreation & Cultural Facilities” as defined in the CRA Plan and the A-GUIDE Funding Framework
- 30 **Key Staff and Qualifications (maximum 500 words):** staff directly responsible for implementing, managing, and evaluating the project/program and brief summary of their relevant credentials and experience
- 31 **Potential Challenges and Strategies to Address Them (maximum 500 words)**

### **Section III. FINANCIAL INFORMATION**

#### **Enter budget amounts for the Organization:**

- 32 **Total Organization Budget for Previous FY 2020-2021:** Final audited Total Organization budget for the previous Fiscal Year
- 33 **Total Organization Budget for Current FY 2021-2022:** Board-approved Total Organization Budget for the current Fiscal Year; most recent figure if the budget has been revised during the year
- 34 **Total Organization Budget for Proposed 2022-2023:** Proposed Total Organization Budget for the fiscal year for which the request is being submitted; if the request is made for the current Fiscal Year, enter that amount again

#### **Enter budget amounts for the Project/Program:**

##### **Program A:**

- 35 **Project/Program A Budget:** total budget amount for the project/program included in this CRA application
- 36 **Amount Requested**
- 37 **Project/Program A Percent of Organization Budget:** percent of Amount Requested of the *Total Organization Budget* (not the Total Project/Program Budget); this amount may not exceed 25%

##### **Program B:**

- 38 **Project/Program B Budget:** total budget amount for the project/program included in this CRA application
- 39 **Amount Requested**
- 40 **Project/Program B Percent of Organization Budget:** percent of Amount Requested of the *Total Organization Budget* (not the Total Project/Program Budget); this amount may not exceed 25%
- 41 **Total funding being requested from the CRA:** total Project/Program Budget for A + B being requested from the CRA; total should match the Budget Form (Attachment J); refer to separate budget instructions
- 42 **Total Percent of Organization Budget:** percent of the total Amount Requested of the *Total Organization (item #37 plus #40)*; this amount may not exceed 25%
- 43 **Type(s) of Support Requested:** list one or more types of support as defined in the A-GUIDE Guidelines
- 44 **Other Support/Status and Plans for Sustainability (maximum 500 words):** 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

#### **SECTION IV. APPLICATION CHECKLIST**

- A. Cover Letter signed by Board President/Chair stating: (1) the application package was endorsed by a majority vote of the board; include the date of the meeting in which the vote was taken and the vote (e.g., 5-2, 7-0); (2) the board understands that the CRA funding is to be utilized in conjunction with programs and operations that are consistent with the CRA's mission, and (3) board members are committed to assisting the organization in working to achieve the measurable outcomes identified in the funding application. *If the Board meeting schedule precludes a review/vote prior to submitting the application, indicate in the letter the date that meeting will take place and send the full commitment letter before the CRA Board presentation*
- B. 501(c)(3) Letter
- C. Board of Directors/Officers list
- D. Policy on Board contributions, if applicable
- E. Strategic Plan or other long-term planning document
- F. Logic Model – *refer to separate instructions*
- G. Goals and Outcomes Report
- H. Evaluation Plan - *refer to separate instructions*
- I. Combined Budget Form
- J. Project/Program Budget & Narrative Form - *refer to separate instructions*
- K. Most recent Financial Statement – current fiscal year-to-date through April
- L. Most recent Form 990
- M. Most recent Independent Financial Audit/Review/Compilation Report According to organization's bylaws
- N. Affiliation Agreements, if applicable
- O. Current Balance Sheet – As of 3/31/2022 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.***

The checklist is provided to assure that the application is complete. Applicants will be advised of missing components and given a time-limited opportunity to add them. If the time frame passes and missing components are not provided, incomplete applications will not be given further consideration.

- Enter ✓(provided), X (not provided), or leave unchecked if not applicable, for each item on the checklist
- Enter titles and/or dates as requested for various documents

#### **SECTION V. CERTIFICATION STATEMENT AND SIGNATURE**

The name and title of the chief executive of the organization must be typed in and he or she must sign and date the certification statement in blue ink.

## **ASSEMBLING THE APPLICATION**

Print the original document and mark it "ORIGINAL" at the top of the first page. Assemble the complete application document in the following order:

### **Cover Letter**

#### **1. Application for Funding**

#### **2. Organization Information:**

- 501(c)(3) Letter
- Board of Directors list
- Policy on Board roles & responsibilities, if applicable
- Policy on Board contributions, if applicable
- Strategic Plan or other long term planning document
- Policy on strategic/long term planning, if applicable

#### **3. Project/Program Documents:**

- Logic Model
- Goals and Outcomes Report
- Evaluation Plan

#### **4. Financial Information:**

- CRA Project/Program Budget Request
- CRA Project/Program Budget Narrative
- Most recent Financial Statement
- Most recent Form 990
- Most recent Independent Financial Audit/Review/Compilation according to your organization's bylaws

#### **5. Affiliation Agreements, if applicable**

Make Five (5) copies of the complete document, including the cover letter and all attachments. (Printing on three-hole-punch paper will preclude having to punch holes in all of the sheets.) Do not staple any of the pages together.

Place the original and each of the four copies in a three-ring loose-leaf binder. Place the cover letter on top and enter the remaining pages in order as instructed above behind the following five tabs:

- 1. Application Form**
- 2. Organization Information**
- 3. Project/Program Documents**
- 4. Financial Information**
- 5. Affiliation Agreements**

Save your completed Application for Funding and CRA Combined Budget, including Project/Program Budget Narrative(s) as .pdf files. Copy these files *and all other application attachments* onto a flash drive. It is *NOT* necessary to convert all other attachments to .pdf files if they are not already saved in that format.

Label the flash drive with your organization name and the submission due date.

## **SUBMISSION OF THE APPLICATION**

Place the original application, plus Four copies, and the flash drive in a sealed box and deliver to the CRA office at the following address by hand, US mail, or courier service. Proof of delivery is recommended.

ATTENTION: Alexina Jeannite, Community Engagement Director  
Delray Beach Community Redevelopment Agency  
20 North Swinton Avenue  
Delray Beach, FL 33444  
(561) 276-8640

The application package must be received at the CRA office on the due date. *Late applications will not be accepted.* Applications will not be accepted by fax or email.

## **QUESTIONS / TECHNICAL ASSISTANCE**

You may submit questions by e-mail to [jeannitea@mydelraybeach.com](mailto:jeannitea@mydelraybeach.com) until two weeks before the application deadline. You will receive a response within two business days and answers relevant to all applicants will be posted on the CRA website, [www.delraycra.org](http://www.delraycra.org).

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



## A-G.U.I.D.E. Nonprofit Partner Application for Funding

| SECTION I. ORGANIZATION INFORMATION  |   |   |
|--|---|---|
| 1 <b>Organization Legal Name:</b> Delray Beach Community Land Trust Inc.   |   |   |
| <i>dba</i> , if applicable: DBCLT  |   |   |
| 2 <b>Address:</b> 141 SW 12 <sup>th</sup> Avenue Delray Beach, FL 33444  |   |   |
| 3 <b>Telephone:</b> 561-243-7500   | 4 <b>Fax:</b> 561-243-7501                | 5 <b>Website:</b><br>www.delraybeachlandtrust.org |
| 6 <b>Mission Statement:</b><br>Our mission is "To create healthy communities through the provision and preservation of affordable housing for very-low to moderate income households"  |   |   |
| 7 <b>Executive Leader:</b> Evelyn S. Dobson  |   |   |
| 8 <b>Application Contact:</b> Evelyn S. Dobson   | 9 <b>Title:</b> CEO                       |   |
| 10 <b>Contact Telephone:</b> 561-243-7500  | 11 <b>Email:</b> dobson@mydelraybeach.com |   |
| <b>12 Year Established, Organization History and Growth (maximum 1,000 words):</b><br><b>Year Established-</b> The Delray Beach Community Land Trust, Inc. (DBCLT) was incorporated on January 17, 2006, under the laws of the State of Florida for the sole purpose of owning land and providing affordable housing opportunities for very low to moderate income households within the Delray Beach CRA target area and City limits.<br><b>History-</b> We operate as an independent 501 (c) (3) nonprofit organization. By design and intent, the DBCLT is committed to preserving the affordability of housing, one generation after another in perpetuity. Lasting affordability is achieved through legal restrictions on land or property that guarantee affordable rents and home prices for low to moderate income households for at least 40 years. Models to achieve lasting, perpetual, or permanent affordability includes community land trust (CLT's), inclusionary housing policies, and deed restricted housing programs.<br><b>Growth-</b> From inception, our growth is largely due to the financial support of the DBCRA in addition to the in-kind support by the City of Delray Beach. The organization's mission and goals are consistent with the DBCRA's affordable housing goals, as outlined in the DBCRA Community Redevelopment Plan, in addition to the City's Comprehensive Plan. The relationship between the DBCRA and City is recognized nationally, and at the annual Grounded Solution Network annual conference held May 9 <sup>th</sup> , 2022, in Washington, DC the DBCLT was highlighted as a "Champion" of affordable housing. We believe, to best serve the target population it is necessary to be a resilient, assertive organization that resolves tough challenges during difficult times.<br>Our operations and program services remain effective and efficient, essentially by means of the board governance and current staff team of 4 employees. We strive for excellence, setting a high standard for the services we provide to our clients, the quality of our products, our professionalism and competence through inclusiveness, transparency, and honesty. We provide housing opportunities for the local workforce and lower wage earners, revitalize areas with infill and project housing development, promote economic and social integration by directing economic benefits to the local community. |   |   |

The DBCLT has grown in stature and complexity since inception. We have achieved statewide and national recognition for our efforts to develop and sustain permanent affordable housing for the underserved population.

Realizing that the working class in our city provide essential services that are vital to the growth of our economy:

- 1) We continuously strive to minimize the number of households that are cost burdened and for those who are struggling to provide suitable housing for themselves and their families
- 2) Create a varied stock of housing affordably priced housing by size and design
- 3) Create a path from renting to homeownership
- 4) Expand rental housing and the ownership base of the city, that promotes economic growth
- 5) Enhance/improve our organizations infrastructure and capacity to facilitate long term sustainability
- 6) Provide/secure ongoing support services for the DBCLT owners and renters

The DBCLT portfolio currently consists of one hundred six (106) properties:

- **Ninety-three (93)** - owner occupied units
- **Two (2)** – under construction and under contract for purchase
- **Four (4)** single family home rentals
- **One (1) duplex** – two (2) rental units
- **Six (6)** – vacant lots dedicated for the future development of single-family homes

**13 Policy on Board Contributions (maximum 250 words):**

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

**14 For current fiscal year, number of Board Members contributing:**

0 Cash donations 0 Donations raised from others 288 Volunteer hours 0 In-kind donations

**15 For current fiscal year, amount/value of Board member contributions:**

|                      |                 |                |                              |
|----------------------|-----------------|----------------|------------------------------|
| \$ <u>0.00</u>       | Cash donations  | \$ <u>0.00</u> | Donations raised from others |
| \$ <u>\$5,760.00</u> | Volunteer hours | \$ <u>0.00</u> | In-kind donations            |

**16 Oversight/Accreditation/Affiliation:**

The organization abides by the State of Florida Sunshine Laws. The DBCLT is governed by the Board of Directors-they shall carry out:

- 1) The purposes of the Corporation, adopt policies and procedures, and select the officers, in accordance with the Bylaws
- 2) Adopt an annual operating budget prior to the beginning of each fiscal year, and approve any expenditure not included in the budget
- 3) Appoint all officers
- 4) Adopt personnel policies implemented by executive staff
- 5) Assure the sound management of resources
- 6) Determine by whom and in what manner deeds, leases, contracts, checks, drafts, endorsements, notes, and other instruments shall be signed on behalf of the Corporation
- 7) Convey the right to use land, through leases or other limited conveyances



8) Exercise, as appropriate, the Corporation's option to repurchase (or arrange for the resale of) housing and other improvements belonging to ground lessees in accordance with the terms of the ground lease

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

\*State CHDO Certification-State of Florida affordable housing initiative

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

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

\*Certificate In Community Land Trust Best Practices – August 5<sup>th</sup>, 2021, by the Florida Community Land Trust Institute

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

- Palm Beach County Nonprofit Housing Developer Forum
- Palm Beach County Affordable Housing Collaborative
- The Grounded Solutions Network (National CLT)
- The Florida Housing Coalition
- The Florida Community Land Trust
- The National Low Income Housing Coalition
- The Florida Association for Community Action
- The Urban Land Institute
- Neighbor Works America Training Institute
- NonprofitsFirst

## SECTION II. PROJECT/PROGRAM INFORMATION

### Program A

17 Project/Program Title: Affordable Housing

|   |   |   |  |
|---|---|---|--|
| 18 Check one:<br><input type="checkbox"/> New<br><input checked="" type="checkbox"/> Existing | 19 If existing Program, year established:<br>2006 | 20 Prior CRA Funding for Same Project/ Program?<br><input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | 21 Time Period(s):<br>October 1, 2016, to September 30, 2017<br>October 1, 2017, to September 30, 2018<br>October 1, 2018, to September 30, 2019<br>October 1, 2019, to September 30, 2020<br>October 1, 2020, to September 30, 2021<br>October 1, 2021, to September 30, 2022 |
|---|---|---|--|

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

The DBCRA funds are requested to expand the DBCLT's affordable housing program services within the target area. No matter how the ideal of equality of opportunity is defined, countless studies provide data and statistics that reflect just how far we are from achieving equal housing opportunities for underserved populations.

"Place" is important when there is adequate housing, infrastructure improvements, facilities, goods, and services for the residents.

Listed below are projects in place that support our overall mission of providing long term, quality, affordable housing:

**COREY JONES ISLE**-Our newest project in partnership with the DBCRA and City. Has made provision for 10 for sale single family units, Nine (9) within the 300 block of SW 7<sup>th</sup> Ave and one (1) at

238 SW 6<sup>th</sup> Ave. This project created significant changes to the character of this block and consist of five (5) single story and five (5) two story units ranging from 1833 to 2300 square feet. The alleyway improvements and streetscape added to the beauty of the project.

**Atlantic Park Square Project:**

With the expansion of the project there are twenty-five (25) three- and four-bedroom single family homes, in the "Floribbean Village" architecturally traditional neighborhood style with rear and side loaded garages, porches and in partnership with the Delray Beach CRA and the City of Delray Beach. The project location is two blocks from Atlantic Avenue on SW 14<sup>th</sup> Avenue. In addition to the homes, the streetscape beautification project and alleyway improvements has earned the DBCRA, City of Delray Beach and the Delray Beach CLT accolades from residents, community interest groups, Florida Housing Coalition, Grounded Solutions Network, and other housing affiliates.

**CODA-NEW URBAN-Work Force Housing Project-PHASE I**

Provided the opportunity for three (3) moderate income households to purchase the 2100 square feet townhomes.

**CODA-NEW URBAN-Work Force Housing Project-PHASE II**

Provided the development of 2 new off-site 1800 square feet single family homes on NW 5<sup>th</sup> Avenue, targeting very-low-income households.

**The METROPOLITAN AT DELRAY, LLC-Work Force Housing Project**

Provide partial funding for the development of 5 scattered off-site single-family homes that range from 1700-1950 square feet.

**HABITAT Blitz Project:**

Partnered in 2008 to develop three single family homes.

**Property Management of DBCRA owned properties:**

Since January of 2022, the DBCLT is the ground lease-property management agent for 47 SW 8<sup>th</sup> Ave, 121 A & B SW 10<sup>th</sup> Ave.

Since 2010, Delray Beach CLT is the ground lease-property management agent holder of the Palm Manor Apartments (25 units).

Since 2013 to present, the DBCLT is the ground lease-property management agent of the 6 duplexes (12 units) owned by the DBCRA.

**Property Management of DBCLT owned properties:**

Four (4) single family units and one (1) duplex.

|   |   |   |                    |
|---|---|---|--------------------|
| <b>Program B (if applicable)</b>  |   |   |                    |
| 23 Project/Program Title: N/A   |   |   |                    |
| 24 Check one:<br><input type="checkbox"/> New<br><input type="checkbox"/> Existing  | 25 If existing Program, year established: | 26 Prior CRA Funding for Same Project/Program?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | 27 Time Period(s): |
| 28 Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments): Not Applicable |   |   |                    |



29 Delray CRA Overall Need Addressed and Description:

☐ Economic/Business Development ☒ Affordable Housing ☐ Recreation & Cultural Facilities

Description of how programs and activities align with and/or meet the goals and objectives of the CRA Redevelopment Plan:

Our program serves as an extension of the DBCRA "Overall Needs" within the target area, addressing Affordable, Housing, Removal of Slum & Blight, and Land Use. Without the ongoing support from the DBCRA and its partnership with the City of Delray Beach the housing stock within the target area will result in additional deterioration, slummed, blighted areas, displacement, hopelessness, homelessness, lack of pride and a no sense of community. Due to the increased cost of housing, the need to provide sustainable, affordable housing options within the CRA target area and city limits is ongoing. Our housing program revitalizes distressed neighborhoods and promotes economic and social integration while building a better community.

The DBCLT affordable housing program services aligns with the CRA goals to:

- Increase the supply of affordable housing units within the target area
- Upgrade existing housing conditions, minimizing slum and blight, decreasing number of sub-standard units within the DBCRA target
- Development of housing to scale
- Increase investment in residential areas
- Improve quality of life
- Secure land to develop affordable housing units, improving quality of life and existing infrastructure
- Protect the long-term use of public funds
- Protect land use

We echo these factors associated with Upward Mobility.

- 1) Less segregation by income and race
- 2) Lower levels of income inequality
- 3) Ability to build individual wealth
- 3) Better schools
- 4) Lower rates of violent crimes

The benefits of the DBCLT are:

- 1) Community land trusts keep housing affordable in the long term, allowing lower-income households to continue to have access to neighborhoods that are increasing in price.
- 2) Community land trusts recycle a single public investment in affordability. The resale restrictions mean one initial subsidy that made a home affordable stays with the home, keeping it affordable in perpetuity, as opposed to being lost once affordability restrictions lift.
- 3) Community land trusts support their residents, and CLT homeowners have much lower rates of delinquency and foreclosure than homeowners in the regular market. The terms of the ground lease allow CLTs to intervene if a homeowner is struggling with their mortgage.
- 4) Community land trusts insulate land from speculation and provide a mechanism for ensuring a community voice in the use of land.
- 5) As questions are being raised about how well the open market can advance racial equity, community land trusts are increasingly serving homebuyers of color. Leaders of color have been at the forefront of starting new land trusts to preserve affordable housing.

Our community is an important source of cultural, social, and civic identity. Quality affordable housing influences how residents interact with and influence one another. A sense of "place" and "change" provide an opportunity for individuals and their families within a community to develop a

sense of belonging and connection. Across the country, researchers found that the location that you live in matters and plays a big role in quality of life. Also shows that families who are given better housing opportunities, on average are more inclined to thrive. By means of the DBCRA support the DBCLT program services provide more than bricks and mortar, we provide a sense of identity, belonging, and shared commitment. "Place" is important when there is adequate housing, infrastructure improvements, facilities, goods, and services for residents. We continue to embrace a "comprehensive community development" framework, in which we focus both on People and Place to ensure that an adequate supply of quality housing is available in an array of designs and price levels to meet the needs of the very low to moderate income populations. The DBCLT affordable housing program services aligns with the CRA goals to:

- Increase the supply of affordable housing units within the target area
- Upgrade existing housing conditions, minimizing slum and blight, decreasing number of sub-standard units within the DBCRA target
- Development of housing to scale
- Increase investment in residential areas
- Improve quality of life
- Secure land to develop affordable housing units, improving quality of life and existing infrastructure
- Protect the long-term use of public funds
- Protect land use

We echo these factors associated with Upward Mobility.

- 1) Less segregation by income and race
- 2) Lower levels of income inequality
- 3) Ability to build individual wealth
- 3) Better schools
- 4) Lower rates of violent crimes

### 30 Key Staff and Qualifications (maximum 500 words):

The success of any entity requires a staff that possess sufficient professional skill sets, knowledge, shared core values, discipline, self-motivation, along with the commitment to carrying out the program services defined by the mission and goals.

The entire Staff Team consist of individuals that possess all the above and the collective skills, knowledge and other tangible assets used to effectively operate and grow our housing program services, with multiple years of experience with the organization and combined experience of years in industries related to housing development, property management, mortgage processing, banking, and management.

**Chief Executive Director** – Evelyn Dobson is a Founder of the DBCLT, which started during her service as a CRA Commissioner. She was employed by the DBCLT in January of 2007 as Operations Manager, appointed as Interim Executive Director in November 2008, and appointed as Executive Director in March of 2009, since 2010 serves as the Chief Executive Officer. Evelyn wears multiple hats, she exercises independent judgment in the completion of assignments from the board, and interacts positively with the board, partners, and affiliates. Holding multiple industry specific certifications, she is accountable for the management of day-to-day operations, planning effectively for the future, ensuring quality programming is in tune with current housing trends, and achieving the goals necessary for fulfilling the mission of the organization within budget constraints.



Prior to her start with the DBCT, she had more than eighteen years of property management and private development experience, and eight years in banking. She has supervised more than 27 employees in the past and currently supervises a staff of 3 fulltime employees.

**Housing Manager – Gerecia Edmond** was a leased employee by the DBCRA on behalf of the DBCLT in 2006. Officially employed by the DBCLT in 2007. She is result oriented, dependable, and professionally experienced. She excels in the housing field, is diligent; possess excellent communication skills, and works very well with the DBCLT team and affiliates. Responsibilities related to housing program services include communicating with the DBCRA and City of Delray Community Improvement Department staff to ensure compliance with requirements and all other duties assigned. Gerecia possess several certificates of completion related to mortgage lending and housing from NeighborWorks Training Institute and The Florida Housing Coalition.

**Housing Coordinator – Snevly Noel** employed in April 2016, transitioned from Administrative Assistant in 2019. Snevly is an added asset to the staff team. She is bi-lingual, professionally ethical, detail oriented, possesses excellent analytical skills, computer literate, team player, dependable, and has assumed specific accounting tasks. Responsibilities related to housing program services are managing client files, communicating with the lenders and City of Delray Community Improvement Department staff to ensure compliance.

**Riche Blake, Administrative Assistant**-employed in July of 2019 and possess an Associate degree in Business Management. As a valued member of the staff team, she possesses excellent communication skills, independently manages the front desk activities, ensures the completion of rental and homebuyer applications, respond to service calls, and handles scheduling of services, and all other duties as assigned.

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

In South Florida, the combined burden of renters and homeowners cost remains a challenge, with a decline in homeownership opportunities for very low-, and low-income households.

Challenges are areas that may harm or hinder growth of program services. During our most recent planning sessions it has been determined that the following are our major challenges:

- Slowing acquisition of land and existing structures, due to housing market appreciation values and cost to purchase
- Availability of vacant land to expand homeownership program services
- Land costs
- New construction supply and demand costs
- Purchase assistance for households at 121-140% of AMI
- Zoning and Land Development Regulations

Our strategies are to:

- Acquire vacant land and/or existing units to provide future affordable housing opportunities.
- Develop multi-family rental units
- Diversify housing stock and sale options to include 40yr. deed restricted purchase with owning the land and improvement
- Increase number of rental units owned and/or managed by DBCLT
- Expand lease-purchase options
- Explore strategies other than new construction to provide affordable housing units

## **SECTION III. FINANCIAL INFORMATION**

### **ORGANIZATION BUDGET**


|   |   |   |
|---|---|---|
| 32 Total Organization Budget for Previous FY 2020-2021:<br>\$902,500.00   | 33 Total Organization Budget for Current FY 2021-2022:<br>\$923,905 | 34 Total Organization Budget for Proposed 2022-2023:<br>\$956,830 |
| <b>PROGRAM BUDGET</b>   |   |   |
| 35 Project/Program Budget (A):<br>\$956,830   | 36 Amount Requested (A):<br>\$161,000.00                            | 37 % of Org Budget<br>17 %  |
| 38 Project/Program Budget (B):<br>\$0.00  | 39 Amount Requested (B):<br>\$0.00                                  | 40 % of Org Budget<br>0 %   |
| 41 Total CRA Request (Program A+B):<br>\$161,000.00   |   | 42 % of Org Budget<br>17 %  |
| <p>43 Type(s) of Support Requested (refer to A-G.U.I.D.E. guidelines):<br/>Affordable Housing Program support that encompasses:</p> <ul style="list-style-type: none"> <li>▪ Administrative/overhead cost</li> <li>▪ Building/renovation</li> <li>▪ Conferences/seminars</li> <li>▪ Consulting services</li> <li>▪ Equipment</li> <li>▪ Land acquisitions</li> <li>▪ Loaned talent</li> <li>▪ Management/capacity building</li> <li>▪ Affordable housing program support</li> </ul>   |   |   |
| <p>44 Other Support/Status and Plans for Sustainability (maximum 500 words):<br/>Support the DBCLT Model Program is essential with households facing the high cost of living, higher rates of inequality, high-poverty neighborhoods, and gentrification. The long-term goal of the DBCLT is to utilize the financial support and other resources to afford sustainable operations and services for low to moderate income households. To sustain our affordable housing program services, the organizational long-term plans are:</p> <ul style="list-style-type: none"> <li>▪ To become self-sufficient and to lessen the dependence on other agencies</li> <li>▪ To continue to address and meet urgent affordable housing needs within the city by increasing local supply of permanent affordable housing</li> <li>▪ To adopt additional stewardship policies that assist homeowners and renters faced with financial challenges</li> <li>▪ To strengthen communities, minimizing slum and blight</li> <li>▪ To create more affordable homeownership opportunities</li> <li>▪ To acquire more properties for affordable rental housing</li> <li>▪ To offer more lease-purchase options for clients that are not mortgage ready</li> <li>▪ To diversify current funding sources that may afford expansion of program services and project development</li> <li>▪ To expand affordable housing options with acquisition/rehabilitation (turnkey properties)</li> <li>▪ To expand affordable housing footprint of the DBCLT Model Program outside of the immediate service area</li> <li>▪ To maintain existing relationships and build new relationships that support our affordable housing program services</li> </ul> |   |   |

**SECTION IV. APPLICATION CHECKLIST**

|    |  |                            |
|----|--|----------------------------|
| A. | Cover Letter Signed by Board Chair   | ✓ <input type="checkbox"/> |
| B. | 501(C)(3) IRS Determination Letter   | ✓ <input type="checkbox"/> |
| C. | Board of Directors List  | ✓ <input type="checkbox"/> |
| D. | Policy on Board Contributions, If Applicable   | <input type="checkbox"/>   |
| E. | Strategic Plan or Other Long-Term Planning Document  | ✓ <input type="checkbox"/> |
| F. | Logic Model  | ✓ <input type="checkbox"/> |
| G. | Evaluation Plan  | ✓ <input type="checkbox"/> |
| H. | Combined Budget Form   | ✓ <input type="checkbox"/> |
| I. | Project/Program Budget & Narrative Form  | ✓ <input type="checkbox"/> |
| J. | Most Recent Financial Statement<br>Time Period: <u>05/31/2022</u>                            | ✓ <input type="checkbox"/> |
| K. | Most Recent Form 990<br>Time Period: <u>09/30/2021</u>                                       | ✓ <input type="checkbox"/> |
| L. | Most Recent Independent Financial Audit/Review/Compilation<br>Time Period: <u>09/30/2021</u> | ✓ <input type="checkbox"/> |
| M. | Affiliation Agreements, If Applicable<br>Time Period: _____                                  | ✓ <input type="checkbox"/> |
| N. | Current Balance Sheet as of 3/31/2021  | ✓ <input type="checkbox"/> |

**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

7/15/2022  
\_\_\_\_\_  
Date Submitted



FY 2022-2023 A-GUIDE COMBINED BUDGET

|   |                                       |
|---|---------------------------------------|
| Organization Name:                              | Delray Beach Community Land Trust Inc |
| Executive Leader:                               | Evelyn S Dobson                       |
| Key Financial Manager:                          | Evelyn S Dobson                       |
| Current FY 2022-2023 Total Organization Budget: | \$956,830.00                          |
| Program/Project A:                              | Affordable Housing                    |
| Program/Project B:                              | N/A                                   |

| INCOME                                   | ORGANIZATION                                 |   |   | APPLICATION<br>PROGRAM A                                 |  |
|--|--|---|---|--|--|
|  | FY 2021-2022<br>TOTAL ORGANIZATION<br>BUDGET | FY 2021-2022<br>ORGANIZATION<br>BUDGET YEAR-TO-DATE<br>(THRU 3/31/2022) | FY 2022-2023<br>PROJECTED<br>ORGANIZATION<br>BUDGET | FY 2022-2023<br>PROJECTED TOTAL<br>PROGRAM BUDGET<br>(A) | FY 2022-2023<br>PROJECTED TOTAL<br>PROGRAM BUDGET<br>CRA FUNDS ONLY<br>(A) |
| Fees, Tickets, Registration, etc.        |  |   |   |  |  |
| Corporate Grants/Contributions           |  |   |   |  |  |
| Individual Donations                     |  |   |   |  |  |
| Foundation Grants                        |  |   |   |  |  |
| Government - Federal                     |  |   |   |  |  |
| Government- Local/County                 |  |   |   |  |  |
| Government- State                        |  |   |   |  |  |
| In-Kind                                  | \$ 24,000.00                                 | \$ 12,000.00  | \$ 36,000.00  | \$ 36,000.00   |  |
| Interest Income                          | \$ 2,400.00                                  | \$ 878.03   | \$ 1,500.00   | \$ 1,500.00  |  |
| Membership                               |  |   |   | \$ -   |  |
| <b>CRA Actual or Requested</b>           | <b>\$ 192,815.00</b>                         | <b>\$ 96,407.50</b>   | <b>\$ 161,000.00</b>                                | <b>\$ 161,000.00</b>                                     | <b>\$ 161,000.00</b>   |
| Other Grant Funds                        | \$ 15,000.00                                 | \$ 8,500.00   | \$ 15,000.00  | \$ 15,000.00   |  |
| Member/Donations                         | \$ 300.00                                    | \$ 60.00  | \$ 300.00   | \$ 300.00  |  |
| Application Fees                         | \$ 4,000.00                                  | \$ 1,785.00   | \$ 4,500.00   | \$ 4,500.00  |  |
| Ground Lease Fees                        | \$ 43,680.00                                 | \$ 21,825.81  | \$ 46,080.00  | \$ 46,080.00   |  |
| Legal Fees                               | \$ 300.00                                    | \$ 375.00   | \$ 300.00   | \$ 300.00  |  |
| Developer Fees                           | \$ 135,000.00                                | \$ 29,580.00  | \$ 145,000.00                                       | \$ 145,000.00  |  |
| Proceeds From Sales                      | \$ 24,000.00                                 | \$ 3,527.22   | \$ 25,000.00  | \$ 25,000.00   |  |
| Forgiveness of Debt-PPP Loan             | \$ -   | \$ 33,170.00  | \$ -  | \$ -   |  |
| DBCLT Rentals-Owned                      | \$ 69,400.00                                 | \$ 42,048.00  | \$ 76,600.00  | \$ 76,600.00   |  |
| Palm Manor Apt Rentals Rentals-CRA Owned | \$ 251,360.00                                | \$ 135,796.75   | \$ 275,000.00                                       | \$ 275,000.00  |  |
| SW 12th Ave Duplexes Rentals -CRA Owned  | \$ 131,500.00                                | \$ 67,465.00  | \$ 133,500.00                                       | \$ 133,500.00  |  |
| 121 SW 10thAve Rentals-CRA Owned         | \$ 18,800.00                                 | \$ -  | \$ 24,400.00  | \$ 24,400.00   |  |
| 47 SW 8th Ave Rental-CRA Owned           | \$ 10,850.00                                 | \$ -  | \$ 12,150.00  | \$ 12,150.00   |  |
| Miscellaneous                            | \$ 500.00                                    | \$ 234.00   | \$ 500.00   | \$ 500.00  |  |
| <b>TOTAL INCOME</b>                      | <b>\$ 923,905.00</b>                         | <b>\$ 453,652.31</b>  | <b>\$ 956,830.00</b>                                | <b>\$ 956,830.00</b>                                     | <b>\$ 161,000.00</b>   |
| <b>CRA % of Total Income</b>             | <b>21%</b>                                   | <b>21%</b>  | <b>17%</b>  | <b>17%</b>   |  |

NOTES:

CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA

For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$1,000 such as bank statements, receipts, cancelled checks, paid invoices, etc.



FY 2022-2023 A-GUIDE COMBINED BUDGET

|   |                                       |
|---|---------------------------------------|
| Organization Name:                              | Delray Beach Community Land Trust Inc |
| Executive Leader:                               | Evelyn S Dobson                       |
| Key Financial Manager:                          | Evelyn S Dobson                       |
| Current FY 2022-2023 Total Organization Budget: | \$956,830.00                          |
| Program/Project A:                              | Affordable Housing                    |
| Program/Project B:                              | N/A                                   |

| EXPENSES   | ORGANIZATION                                 |   |   | APPLICATION<br>PROGRAM A                                 |  |
|--|--|---|---|--|--|
|  | FY 2021-2022<br>TOTAL ORGANIZATION<br>BUDGET | FY 2021-2022<br>ORGANIZATION<br>BUDGET YEAR-TO-DATE<br>(THRU 3/31/2022) | FY 2022-2023<br>PROJECTED<br>ORGANIZATION<br>BUDGET | FY 2022-2023<br>PROJECTED TOTAL<br>PROGRAM BUDGET<br>(A) | FY 2022-2023<br>PROJECTED TOTAL<br>PROGRAM BUDGET<br>CRA FUNDS ONLY<br>(A) |
| Salaries & Related Taxes (list each position/title seperately) |  |   |   |  |  |
| CEO  |  |   |   |  |  |
| Housing Manager  |  |   |   |  |  |
| Housing Coordinator  |  |   |   |  |  |
| Admistrative Assistant   |  |   |   |  |  |
| Salaries/Wages   | \$ 297,150.00                                | \$ 137,902  | \$ 293,000.00                                       | \$ 293,000.00  |  |
| Payroll Taxes  | \$ 25,980.00                                 | \$ 11,674   | \$ 24,000.00  | \$ 24,000.00   |  |
| Insurance-Workers Comp   | \$ 8,000.00                                  | \$ (3,642)  | \$ 6,000.00   | \$ 6,000.00  | \$ 6,000.00  |
| SUB-TOTAL SALARIES   | \$ 331,130.00                                | \$ 145,933.84   | \$ 323,000.00                                       | \$ 323,000.00  | \$ 6,000.00  |
| Fringe Benefits (list each position/title)                     |  |   |   |  |  |
| Employee Benefits  | \$ 49,000.00                                 | \$ 36,942   | \$ 52,000.00  | \$ 52,000.00   |  |
| Employee Benefits/Retirement                                   | \$ 36,000.00                                 | \$ 28,601   | \$ 41,000.00  | \$ 41,000.00   |  |
| SUB-TOTAL FRINGE BENEFITS                                      | \$ 85,000.00                                 | \$ 65,543.11  | \$ 93,000.00  | \$ 93,000.00   | \$ -   |
| Capital Expenditures (list each seperately)                    |  |   |   |  |  |
|  |  |   |   |  |  |
| SUB-TOTAL CAPITAL EXPENDITURES                                 | \$ -   | \$ -  | \$ -  | \$ -   | \$ -   |
| Conferences & Meetings (list each seperately)                  |  |   |   |  |  |
| NeighborWorks  |  |   |   |  |  |
| Florida Housing Coalition                                      |  |   |   |  |  |
| Florida Community Development                                  |  |   |   |  |  |
| Florida Redevelopment Association                              |  |   |   |  |  |
| Grounded Solutions Network (NCLT)                              |  |   |   |  |  |
| Training/Conference/Workshops                                  | \$ 5,000.00                                  | \$ 1,154.41   | \$ 7,000.00   | \$ 7,000.00  | \$ 7,000.00  |
| SUB-TOTAL CONFERENCES & MEETINGS                               | \$ 5,000.00                                  | \$ 1,154.41   | \$ 7,000.00   | \$ 7,000.00  | \$ 7,000.00  |
| Copying & Printing (list each seperately)                      |  |   |   |  |  |
| Printing/Copying   | \$ 5,000.00                                  | \$ 978.00   | \$ 3,500.00   | \$ 3,500.00  | \$ 3,500.00  |
| SUB-TOTAL COPYING & PRINTING                                   | \$ 5,000.00                                  | \$ 978.00   | \$ 3,500.00   | \$ 3,500.00  | \$ 3,500.00  |
| Equipment Rental/Maintenance (list each seperately)            |  |   |   |  |  |
|  |  |   |   |  |  |
| SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE                         | \$ -   | \$ -  | \$ -  | \$ -   | \$ -   |

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name: Delray Beach Community Land Trust Inc  
 Executive Leader: Evelyn S Dobson  
 Key Financial Manager: Evelyn S Dobson  
 Current FY 2022-2023 Total Organization Budget: \$956,830.00

Program/Project A: Affordable Housing  
 Program/Project B: N/A

|   | ORGANIZATION        |                     |                     | APPLICATION         |                     |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
|   |                     |                     |                     | PROGRAM A           |                     |
| <b>Insurance (list each seperately)</b>                       |                     |                     |                     |                     |                     |
| Liability   | \$ 4,000.00         | \$ 2,331            | \$ 4,500.00         | \$ 4,500.00         | \$ 4,500.00         |
| Errors & Omissions  | \$ 6,500.00         | \$ 1,977            | \$ 6,700.00         | \$ 6,700.00         | \$ 6,700.00         |
| Directors & Officers  | \$ 3,500.00         | \$ 1,613            | \$ 3,700.00         | \$ 3,700.00         | \$ 3,700.00         |
| Surety Bond   | \$ 400.00           | \$ -                | \$ 400.00           | \$ 400.00           | \$ 400.00           |
| Homes-DBCLT   | \$ 10,000.00        | \$ 4,298            | \$ 12,000.00        | \$ 12,000.00        |                     |
| <b>SUB-TOTAL INSURANCE</b>                                    | <b>\$ 24,400.00</b> | <b>\$ 10,218.22</b> | <b>\$ 27,300.00</b> | <b>\$ 27,300.00</b> | <b>\$ 15,300.00</b> |
| <b>Licenses, Registration, Permits (list each seperately)</b> |                     |                     |                     |                     |                     |
| Licenses/Permits/Fees-DBCLT                                   | \$ 750.00           | \$ 250.00           | \$ 825.00           | \$ 825.00           | \$ 675.00           |
| *State of Florida Corporation                                 |                     |                     |                     |                     |                     |
| *FL Solicitation  |                     |                     |                     |                     |                     |
| *Landlord-DBCLT   |                     |                     |                     |                     |                     |
| <b>SUB-TOTAL LICENSES, REGISTRATION, PERMITS</b>              | <b>\$ 750.00</b>    | <b>\$ 250.00</b>    | <b>\$ 825.00</b>    | <b>\$ 825.00</b>    | <b>\$ 675.00</b>    |
| <b>Local Travel (list each seperately)</b>                    |                     |                     |                     |                     |                     |
|   |                     |                     |                     |                     |                     |
|   |                     |                     |                     |                     |                     |
| <b>SUB-TOTAL LOCAL TRAVEL</b>                                 | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Office &amp; Program Supplies (list each seperately)</b>   |                     |                     |                     |                     |                     |
| Office Supplies & Operations                                  | \$ 7,500.00         | \$ 3,777.92         | \$ 7,500.00         | \$ 7,500.00         | \$ 7,500.00         |
| Bank Charges  | \$ 3,000.00         | \$ 406.00           | \$ 2,000.00         | \$ 2,000.00         | \$ 2,000.00         |
| Dues/Subscriptions  | \$ 4,500.00         | \$ 1,795.00         | \$ 4,000.00         | \$ 4,000.00         | \$ 4,000.00         |
| Office Equipment/Furniture                                    | \$ 9,000.00         | \$ 5,602.80         | \$ 12,000.00        | \$ 12,000.00        | \$ 12,000.00        |
| Telephone   | \$ 4,500.00         | \$ 2,189.03         | \$ 5,000.00         | \$ 5,000.00         | \$ 5,000.00         |
| Miscellaneous   | \$ 500.00           | \$ 75.01            | \$ 500.00           | \$ 500.00           |                     |
| <b>SUB-TOTAL OFFICE &amp; PROGRAM SUPPLIES</b>                | <b>\$ 29,000.00</b> | <b>\$ 13,845.76</b> | <b>\$ 31,000.00</b> | <b>\$ 31,000.00</b> | <b>\$ 30,500.00</b> |
| <b>Postage &amp; Delivery (list each seperately)</b>          |                     |                     |                     |                     |                     |
| Postage & Delivery  | \$ 3,500.00         | \$ 1,536.57         | \$ 3,500.00         | \$ 3,500.00         | \$ 3,500.00         |
|   |                     |                     |                     |                     |                     |
| <b>SUB-TOTAL POSTAGE &amp; DELIVERY</b>                       | <b>\$ 3,500.00</b>  | <b>\$ 1,536.57</b>  | <b>\$ 3,500.00</b>  | <b>\$ 3,500.00</b>  | <b>\$ 3,500.00</b>  |
| <b>Professional Svcs/Consulting (list each seperately)</b>    |                     |                     |                     |                     |                     |
| Website Services  | \$ 5,000.00         | \$ 1,291.94         | \$ 5,000.00         | \$ 5,000.00         | \$ 5,000.00         |
| Appraisals  | \$ 1,500.00         | \$ -                | \$ 1,500.00         | \$ 1,500.00         | \$ 1,500.00         |
| Marketing/Advertising   | \$ 5,000.00         | \$ 2,105.85         | \$ 5,000.00         | \$ 5,000.00         | \$ 5,000.00         |
| Legal   | \$ 6,000.00         | \$ 2,292.73         | \$ 5,000.00         | \$ 5,000.00         | \$ 5,000.00         |
| Professional/Consulting                                       | \$ 12,000.00        | \$ 5,757.76         | \$ 11,000.00        | \$ 11,000.00        | \$ 11,000.00        |
| Accounting/Audit  | \$ 15,000.00        | \$ 7,500.00         | \$ 15,000.00        | \$ 15,000.00        | \$ 15,000.00        |
| <b>SUB-TOTAL PROFESSIONAL SVCS/CONSULTING</b>                 | <b>\$ 44,500.00</b> | <b>\$ 18,948.28</b> | <b>\$ 42,500.00</b> | <b>\$ 42,500.00</b> | <b>\$ 42,500.00</b> |

FY 2022-2023 A-GUIDE COMBINED BUDGET

|   |                                       |
|---|---------------------------------------|
| Organization Name:                              | Delray Beach Community Land Trust Inc |
| Executive Leader:                               | Evelyn S Dobson                       |
| Key Financial Manager:                          | Evelyn S Dobson                       |
| Current FY 2022-2023 Total Organization Budget: | \$956,830.00                          |
| Program/Project A:                              | Affordable Housing                    |
| Program/Project B:                              | N/A                                   |

|  | ORGANIZATION         |                      |                      | APPLICATION          |                      |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
|  |                      |                      |                      | PROGRAM A            |                      |
| Rent/Mortgage & Maintenance (list each seperately) |                      |                      |                      |                      |                      |
| InKind   | \$ 24,000.00         | \$ 12,000.00         | \$ 36,000.00         | \$ 36,000.00         |                      |
|  |                      |                      |                      |                      |                      |
| <b>SUB-TOTAL RENT/MORTGAGE &amp; MAINTENANCE</b>   | <b>\$ 24,000.00</b>  | <b>\$ 12,000.00</b>  | <b>\$ 36,000.00</b>  | <b>\$ 36,000.00</b>  | <b>\$ -</b>          |
| Telecommunication (list each seperately)           |                      |                      |                      |                      |                      |
|  |                      |                      |                      |                      |                      |
|  |                      |                      |                      |                      |                      |
| <b>SUB-TOTAL TELECOMMUNICATION</b>                 | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          |
| Utilities (list each seperately)                   |                      |                      |                      |                      |                      |
| FPL Electric                                       | \$ 1,200.00          | \$ (45.74)           | \$ 800.00            | \$ 800.00            |                      |
| Water & Sewer                                      | \$ 2,500.00          | \$ (25.28)           | \$ 1,250.00          | \$ 1,250.00          |                      |
|  |                      |                      |                      |                      |                      |
| <b>SUB-TOTAL UTILITIES</b>                         | <b>\$ 3,700.00</b>   | <b>\$ (71.02)</b>    | <b>\$ 2,050.00</b>   | <b>\$ 2,050.00</b>   | <b>\$ -</b>          |
| Other: (list each seperately)                      |                      |                      |                      |                      |                      |
| Travel/Mileage                                     | \$ 3,000.00          | \$ 1,082.24          | \$ 4,000.00          | \$ 4,000.00          | \$ 4,000.00          |
| Meals  | \$ 1,250.00          | \$ -                 | \$ 1,250.00          | \$ 1,250.00          | \$ 1,250.00          |
| Loan Interest                                      | \$ 9,000.00          | \$ 2,763.75          | \$ 5,000.00          | \$ 5,000.00          |                      |
| Property Taxes                                     | \$ 4,000.00          | \$ 2,276.04          | \$ 5,000.00          | \$ 5,000.00          | \$ 5,000.00          |
| Closing Cost                                       | \$ 24,000.00         | \$ 7,858.60          | \$ 20,000.00         | \$ 20,000.00         |                      |
| Landscape Maintenance                              | \$ 19,000.00         | \$ 8,450.00          | \$ 21,000.00         | \$ 21,000.00         |                      |
| Pest Control                                       | \$ 1,500.00          | \$ 420.00            | \$ 3,000.00          | \$ 3,000.00          |                      |
| Repairs/Maintenance                                | \$ 8,000.00          | \$ 2,851.01          | \$ 11,000.00         | \$ 11,000.00         |                      |
| Storage Fees                                       | \$ 3,000.00          | \$ 1,687.49          | \$ 5,500.00          | \$ 5,500.00          | \$ 5,500.00          |
| Development Cost                                   | \$ 30,000.00         | \$ 1,128.47          | \$ 35,000.00         | \$ 35,000.00         | \$ 35,000.00         |
| Improvements                                       | \$ 10,000.00         | \$ -                 | \$ 7,000.00          | \$ 7,000.00          |                      |
| Contingency  | \$ 6,000.00          | \$ 4,380.19          | \$ 6,000.00          | \$ 6,000.00          | \$ 1,275.00          |
| Program Services-Palm Manor                        | \$ 136,750.00        | \$ 50,123.62         | \$ 137,550.00        | \$ 137,550.00        |                      |
| Program Services-SW 12th Ave Duplexes              | \$ 78,800.00         | \$ 29,568.04         | \$ 84,800.00         | \$ 84,800.00         |                      |
| Program Services-808 SW 3rd Ct                     | \$ 10,000.00         | \$ 3,860.54          | \$ 14,500.00         | \$ 14,500.00         |                      |
| Program Services-121 SW 10th Ave                   | \$ 14,650.00         |                      | \$ 16,600.00         | \$ 16,600.00         |                      |
| Program Services-47 SW 8th Ave                     | \$ 8,975.00          |                      | \$ 9,955.00          | \$ 9,955.00          |                      |
| <b>SUB-TOTAL OTHER</b>                             | <b>\$ 367,925.00</b> | <b>\$ 116,449.99</b> | <b>\$ 387,155.00</b> | <b>\$ 387,155.00</b> | <b>\$ 52,025.00</b>  |
| <b>SUB-TOTAL EXPENSES</b>                          | <b>\$ 923,905.00</b> | <b>\$ 386,787.16</b> | <b>\$ 956,830.00</b> | <b>\$ 956,830.00</b> | <b>\$ 161,000.00</b> |
|  | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL EXPENSES</b>                              | <b>\$ 923,905.00</b> | <b>\$ 386,787.16</b> | <b>\$ 956,830.00</b> | <b>\$ 956,830.00</b> | <b>\$ 161,000.00</b> |
| <b>NET INCOME</b>                                  | <b>\$ -</b>          | <b>\$ 66,865.15</b>  | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          |

Organization Name:

Delray Beach Community Land Trust Inc

Program/Project A:

Affordable Housing

APPLICATION

| INCOME                                   | AMOUNT               | PROGRAM A<br>Justification/Narrative for CRA Funded Program | *C (confirmed)<br>or P (pending) | **Date of Funding<br>Decision (for P) or<br>Start Date (for C) |
|--|----------------------|---|----------------------------------|--|
| Fees, Tickets, Registration, etc.        | \$ -                 |   |                                  |  |
| Corporate Grants/Contributions           | \$ -                 |   |                                  |  |
| Individual Donations                     | \$ -                 |   |                                  |  |
| Foundation Grants                        | \$ -                 |   |                                  |  |
| Government - Federal                     | \$ -                 |   |                                  |  |
| Government- Local/County                 | \$ -                 |   |                                  |  |
| Government- State                        | \$ -                 |   |                                  |  |
| In-Kind                                  | \$ -                 |   |                                  |  |
| Interest Income                          | \$ -                 |   |                                  |  |
| Membership                               | \$ -                 |   |                                  |  |
| <b>CRA Actual or Requested</b>           | <b>\$ 161,000.00</b> | <b>Affordable Housing Program Funding</b>                   |                                  |  |
| Other Grant Funds                        | \$ -                 |   |                                  |  |
| Member/Donations                         | \$ -                 |   |                                  |  |
| Application Fees                         | \$ -                 |   |                                  |  |
| Ground Lease Fees                        | \$ -                 |   |                                  |  |
| Legal Fees                               | \$ -                 |   |                                  |  |
| Developer Fees                           | \$ -                 |   |                                  |  |
| Proceeds From Sales                      | \$ -                 |   |                                  |  |
| Forgiveness of Debt-PPP Loan             | \$ -                 |   |                                  |  |
| DBCLT Rentals-Owned                      | \$ -                 |   |                                  |  |
| Palm Manor Apt Rentals Rentals-CRA Owned | \$ -                 |   |                                  |  |
| SW 12th Ave Duplexes Rentals -CRA Owned  | \$ -                 |   |                                  |  |
| 121 SW 10thAve Rentals-CRA Owned         | \$ -                 |   |                                  |  |
| 47 SW 8th Ave Rental-CRA Owned           | \$ -                 |   |                                  |  |
| Miscellaneous                            | \$ -                 |   |                                  |  |
| <b>TOTAL INCOME</b>                      | <b>\$ 161,000.00</b> |   |                                  |  |

**NOTES:**

CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA

For quarterly reporting, additional supporting documentation required to justify expense of CRA funds, for \$1,000 or more, for the quarter such as receipts, cancelled checks, paid invoices, etc.

Organization Name:

Delray Beach Community Land Trust Inc

Program/Project A:

Affordable Housing

| APPLICATION  |             |  |
|--|-------------|--|
| EXPENSES   | AMOUNT      | PROGRAM A<br>Justification/Narrative for How CRA Funds Will be Used          |
| Salaries & Related Taxes (list each position/title seperately) |             |  |
| CEO  | \$ -        |  |
| Housing Manager  | \$ -        |  |
| Housing Coordinator  | \$ -        |  |
| Admistrative Assistant   | \$ -        |  |
| Salaries/Wages   | \$ -        |  |
| Payroll Taxes  | \$ -        |  |
| Insurance-Workers Comp   | \$ 6,000.00 | Employer cost associated with coverage for employees/independent labor       |
| SUB-TOTAL SALARIES   | \$ 6,000.00 | Total Salaries & Related Taxes   |
| Fringe Benefits (list each position/title)                     |             |  |
| Employee Benefits  | \$ -        |  |
| Employee Benefits/Retirement                                   | \$ -        |  |
| SUB-TOTAL FRINGE BENEFITS                                      | \$ -        | Total Fringe Benefits  |
| Capital Expenditures (list each seperately)                    |             |  |
| 0  | \$ -        |  |
| 0  | \$ -        |  |
| SUB-TOTAL CAPITAL EXPENDITURES                                 | \$ -        | Total Capital Expenditures   |
| Conferences & Meetings (list each seperately)                  |             |  |
| NeighborWorks  | \$ -        |  |
| Florida Housing Coalition                                      | \$ -        |  |
| Florida Community Development                                  | \$ -        |  |
| Florida Redevelopment Association                              | \$ -        |  |
| Grounded Solutions Network (NCLT)                              | \$ -        |  |
| Training/Conference/Workshops                                  | \$ 7,000.00 | Capacity building, organizational enhancement cost (staff and board members) |
| SUB-TOTAL CONFERENCES & MEETINGS                               | \$ 7,000.00 | Total Conferences & Meetings   |
| Copying & Printing (list each seperately)                      |             |  |
| Printing/Copying   | \$ 3,500.00 | Cost associated with day-to-day operations                                   |
| 0  | \$ -        |  |
| 0  | \$ -        |  |
| SUB-TOTAL COPYING & PRINTING                                   | \$ 3,500.00 | Total Copying & Printing   |
| Equipment Rental/Maintenance (list each seperately)            |             |  |
| 0  | \$ -        |  |
| 0  | \$ -        |  |
| SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE                         | \$ -        | Total Equipment Rental/Maintenance   |

Organization Name:

Delray Beach Community Land Trust Inc

Program/Project A:

Affordable Housing

APPLICATION

|   |                     |  |
|---|---------------------|--|
| <b>Insurance (list each seperately)</b>                       |                     |  |
| Liability   | \$ 4,500.00         | Commercial Liability Coverage  |
| Errors & Omissions  | \$ 6,700.00         | Insurance coverage that provides protection for our business services              |
| Directors & Officers  | \$ 3,700.00         | Directors & Officers protection coverage   |
| Surety Bond   | \$ 400.00           | Dishonesty coverage protection   |
| Homes-DBCLT   | \$ -                |  |
| <i>SUB-TOTAL INSURANCE</i>                                    | <b>\$ 15,300.00</b> | <b>Total Insurance</b>   |
| <b>Licenses, Registration, Permits (list each seperately)</b> |                     |  |
| Licenses/Permits/Fees-DBCLT                                   | \$ 675.00           | Annual required fees to remain compliant   |
| *State of Florida Corporation                                 | \$ -                |  |
| *FL Solicitation  | \$ -                |  |
| <i>SUB-TOTAL LICENSES, REGISTRATION, PERMITS</i>              | <b>\$ 675.00</b>    | <b>Total Licenses, Registration, Permits</b>                                       |
| <b>Local Travel (list each seperately)</b>                    |                     |  |
| 0   | \$ -                |  |
| 0   | \$ -                |  |
| <i>SUB-TOTAL LOCAL TRAVEL</i>                                 | <b>\$ -</b>         | <b>Total Local Travel</b>  |
| <b>Office &amp; Program Supplies (list each seperately)</b>   |                     |  |
| Office Supplies & Operations                                  | \$ 7,500.00         | Cost for day-to-day operating supplies   |
| Bank Charges  | \$ 2,000.00         | Monthly bank service fees incurred   |
| Dues/Subscriptions  | \$ 4,000.00         | Cost incurred for connections with housing affiliates and other entities           |
| Office Equipment/Furniture                                    | \$ 12,000.00        | Software upgrades, leased equipment, replacement cost office furniture             |
| Telephone   | \$ 5,000.00         | Devices utilized for operations  |
| Miscellaneous   | \$ -                |  |
| <i>SUB-TOTAL OFFICE &amp; PROGRAM SUPPLIES</i>                | <b>\$ 30,500.00</b> | <b>Total Office &amp; Program Supplies</b>   |
| <b>Postage &amp; Delivery (list each seperately)</b>          |                     |  |
| Postage & Delivery  | \$ 3,500.00         | US postage and meter lease   |
| 0   | \$ -                |  |
| <i>SUB-TOTAL POSTAGE &amp; DELIVERY</i>                       | <b>\$ 3,500.00</b>  | <b>Total Postage &amp; Delivery</b>  |
| <b>Professional Svcs/Consulting (list each seperately)</b>    |                     |  |
| Website Services  | \$ 5,000.00         | Cost incurred for website maintenance  |
| Appraisals  | \$ 1,500.00         | Cost associated with services for appraisals of vacant land and acquisitions       |
| Marketing/Advertising   | \$ 5,000.00         | Cost incurred for all marketing materials, ads, quarterly newsletters, etc.        |
| Legal   | \$ 5,000.00         | Cost associated with protecting and defending practices and procedures, compliance |
| Professional/Consulting                                       | \$ 11,000.00        | Cost associated with program refinement, organizational efficiency and growth      |
| Accounting/Audit  | \$ 15,000.00        | Cost associated with the draft/final preparation of financial audit and 990 Return |
| <i>SUB-TOTAL PROFESSIONAL SVCS/CONSULTING</i>                 | <b>\$ 42,500.00</b> | <b>Total Professional Svcs/Consulting</b>  |

Organization Name:

Delray Beach Community Land Trust Inc

Program/Project A:

Affordable Housing

| APPLICATION  |               |   |
|--|---------------|---|
| Rent/Mortgage & Maintenance (list each seperately) |               |   |
| InKind   | \$ -          |   |
| 0  | \$ -          |   |
| SUB-TOTAL RENT/MORTGAGE & MAINTENANCE              | \$ -          | Total Rent/Mortgage & Maintenance   |
| Telecommunication (list each seperately)           |               |   |
| 0  | \$ -          |   |
| SUB-TOTAL TELECOMMUNICATION                        | \$ -          | Total Telecommunication   |
| Utilities (list each seperately)                   |               |   |
| FPL Electric                                       | \$ -          |   |
| Water & Sewer                                      | \$ -          |   |
| SUB-TOTAL UTILITIES                                | \$ -          | Total Utilities   |
| Other: (list each seperately)                      |               |   |
| Travel/Mileage                                     | \$ 4,000.00   | Cost associated with training/workshops/conferences outside of local area   |
| Meals  | \$ 1,250.00   | Cost associated with training/workshops/conferences outside of local area   |
| Loan Interest                                      | \$ -          |   |
| Property Taxes                                     | \$ 5,000.00   | Taxes incurred on properties owned and other                                |
| Closing Cost                                       | \$ -          |   |
| Landscape Maintenance                              | \$ -          |   |
| Pest Control                                       | \$ -          |   |
| Repairs/Maintenance                                | \$ -          |   |
| Storage Fees                                       | \$ 5,500.00   | Cost incurred for files stored, etc.  |
| Development Cost                                   | \$ 35,000.00  | Cost associated with new construction, impact fees, water line connections, |
| Improvements                                       | \$ -          |   |
| Contingency  | \$ 1,275.00   | Set aside to cover the cost of acquisitions, rehab and new construction     |
| Program Services-Palm Manor                        | \$ -          |   |
| Program Services-SW 12th Ave Duplexes              | \$ -          |   |
| Program Services-808 SW 3rd Ct                     | \$ -          |   |
| Program Services-121 SW 10th Ave                   | \$ -          |   |
| Program Services-47 SW 8th Ave                     | \$ -          |   |
| SUB-TOTAL OTHER                                    | \$ 52,025.00  | Total Other   |
|  |               |   |
| SUB-TOTAL EXPENSES                                 | \$ 161,000.00 | Sub-Total Expenses  |
|  | \$ -          | Administrative Expenses   |
| TOTAL EXPENSES                                     | \$ 161,000.00 | Total Expenses  |
|  |               |   |

EXHIBIT "C"  
Budget and Narrative Report



Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2022-2023 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

NOTES:

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

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

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

Organization Name:

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Key Financial Manager:

Current FY 2022-2023 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

Executive Leader:

Key Financial Manager:

Current FY 2022-2023 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

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Current FY 2022-2023 Total Organization Budget:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

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Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

| INCOME                            | Quarter-to-date<br>amount for CRA<br>Funds ONLY | PROGRAM A<br>Narrative for CRA Funds Only | Quarter-to-date<br>amount for CRA<br>Funds ONLY | PROGRAM B<br>Narrative for CRA Funds Only |
|-----------------------------------|---|---|---|---|
| Fees, Tickets, Registration, etc. | \$ -  |   | \$ -  |   |
| Corporate Grants/Contributions    | \$ -  |   | \$ -  |   |
| Individual Donations              | \$ -  |   | \$ -  |   |
| Foundation Grants                 | \$ -  |   | \$ -  |   |
| Government - Federal              | \$ -  |   | \$ -  |   |
| Government- Local/County          | \$ -  |   | \$ -  |   |
| Government- State                 | \$ -  |   | \$ -  |   |
| In-Kind                           | \$ -  |   | \$ -  |   |
| Interest Income                   | \$ -  |   | \$ -  |   |
| Membership                        | \$ -  |   | \$ -  |   |
| CRA Actual or Requested           | \$ -  |   | \$ -  |   |
| Other:                            | \$ -  |   | \$ -  |   |
| Other:                            | \$ -  |   | \$ -  |   |
| Other:                            | \$ -  |   | \$ -  |   |
| Other:                            | \$ -  |   | \$ -  |   |
| Other:                            | \$ -  |   | \$ -  |   |
| Other:                            | \$ -  |   | \$ -  |   |
| Other:                            | \$ -  |   | \$ -  |   |
| Other:                            | \$ -  |   | \$ -  |   |
| Other:                            | \$ -  |   | \$ -  |   |
| Other:                            | \$ -  |   | \$ -  |   |
| Other:                            | \$ -  |   | \$ -  |   |
| TOTAL INCOME                      | \$ -  |   | \$ -  |   |
|                                   |   |   |   |   |

NOTES:

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

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

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

Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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



Organization Name:

Program/Project A:

Program/Project B:

REPORT PERIOD:

Q1: OCTOBER 2022 - DECEMBER 2022

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

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**Q1: OCTOBER 2022 - DECEMBER 2022**

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

FY 2022-2023  
A-GUIDE Goals and Outcomes Report

| <b>DELRAY BEACH COMMUNITY LAND TRUST (CLT) -<br/>Program A: Affordable Housing : To provide and expand affordable housing opportunities within the DBCRA target area and city limits. Sustain the organizations capacity to provide permanent affordable housing for very low to moderate income households.</b> |   | <b>Yearly Goal</b> | <b>Qtr 1<br/>Ending<br/>12/31/2022</b> | <b>Qtr 2<br/>Ending<br/>3/31/2023</b> | <b>Qtr 3<br/>Ending<br/>6/30/2023</b> | <b>Qtr 4<br/>Ending<br/>9/30/2023</b> | <b>TOTAL</b> | <b>% Annual Goal Achieved<br/>(*See Note)</b> |
|--|---|--------------------|--|---------------------------------------|---------------------------------------|---------------------------------------|--------------|---|
| <b>OUTPUTS</b>   |   |                    |  |                                       |                                       |                                       |              |   |
| <b>Sustainable Homeownership Services</b>  |   |                    |  |                                       |                                       |                                       |              |   |
| 1  | Expand homeowner pool (from 93 to 98)   | 5                  |  |                                       |                                       |                                       | 0            | 0%  |
| 2  | New Homebuyer applications processed  | 10                 |  |                                       |                                       |                                       | 0            | 0%  |
| 3  | New construction work assignments executed  | 5                  |  |                                       |                                       |                                       | 0            | 0%  |
| 4  | Facilitate development of and Certificate of Occupancies for newly constructed single family units  | 5                  |  |                                       |                                       |                                       | 0            | 0%  |
| 5  | Executed purchase & sale contracts  | 5                  |  |                                       |                                       |                                       | 0            | 0%  |
| 6  | Acquisition or conveyance of properties for development   | 2                  |  |                                       |                                       |                                       | 0            | 0%  |
| 7  | One-on-One Homeownership Orientations   | 10                 |  |                                       |                                       |                                       | 0            | 0%  |
| 8  | Quarterly Newsletters   | 4                  |  |                                       |                                       |                                       | 0            | 0%  |
| <b>Rental Housing</b>  |   |                    |  |                                       |                                       |                                       |              |   |
| 9  | New rental applications processed   | 5                  |  |                                       |                                       |                                       | 0            | 0%  |
| 10   | Screening of all household members 18 yrs and older- in come/employment verifications of all rental applicants and existing tenants credit, background checks | 75                 |  |                                       |                                       |                                       | 0            | 0%  |
| 11   | Executed lease agreements   | 45                 |  |                                       |                                       |                                       | 0            | 0%  |
| 12   | Orientations  | 10                 |  |                                       |                                       |                                       |              | 0%  |
| 13   | Rproperty mangement quarterly reporting   | 4                  |  |                                       |                                       |                                       | 0            | 0%  |
| 14   | DBCLT quarterly reports   | 4                  |  |                                       |                                       |                                       |              |   |
| <b>OUTCOMES</b>  |   |                    |  |                                       |                                       |                                       |              |   |
| <b>Sustainable Homeownership Services</b>  |   |                    |  |                                       |                                       |                                       |              |   |
| 1  | Expand homeowner pool   | 5                  |  |                                       |                                       |                                       | 0            | 0%  |
| 2  | Increase housing applications received from target populations  | 10                 |  |                                       |                                       |                                       | 0            | 0%  |
| 3  | Expand the number of available properties for future development  | 2                  |  |                                       |                                       |                                       | 0            | 0%  |
| 4  | Expand number of available single family homes for purchase   | 5                  |  |                                       |                                       |                                       | 0            | 0%  |
| 5  | Program revenue generated from developer fees and proceeds from sales   | \$145,000          |  |                                       |                                       |                                       | \$ -         | 0%  |
| 6  | Provide education relative to homeowner expectations, and support services  | 40                 |  |                                       |                                       |                                       | 0            | 0%  |
| <b>Rental Housing</b>  |   |                    |  |                                       |                                       |                                       |              |   |
| 7  | Households approved for affordable rental housing   | 45                 |  |                                       |                                       |                                       | 0            | 0%  |
| 8  | Household members provided access to rental housing   | 75                 |  |                                       |                                       |                                       | 0            | 0%  |
| 9  | Rental housing revenue generated  | \$520,000          |  |                                       |                                       |                                       | \$ -         | 0%  |
| 10   | Reports prepared & submitted for non-owned units  | 16                 |  |                                       |                                       |                                       | 0            | 0%  |

FY 2022-2023  
A-GUIDE Goals and Outcomes Report

| <b>DELRAY BEACH COMMUNITY LAND TRUST (CLT) -<br/>Program A: Affordable Housing : To provide and expand affordable housing opportunities within the DBCRA target area and city limits. Sustain the organizations capacity to provide permanent affordable housing for very low to moderate income households.</b> | <b>Yearly Goal</b> | <b>Qtr 1<br/>Ending<br/>12/31/2022</b> | <b>Qtr 2<br/>Ending<br/>3/31/2023</b> | <b>Qtr 3<br/>Ending<br/>6/30/2023</b> | <b>Qtr 4<br/>Ending<br/>9/30/2023</b> | <b>TOTAL</b> | <b>% Annual Goal Achieved<br/>(*See Note)</b> |
|--|--------------------|--|---------------------------------------|---------------------------------------|---------------------------------------|--------------|---|
| <b>OTHER ACTIVITIES</b>  |                    |  |                                       |                                       |                                       |              |   |
| <b>Activity/Program/Project 1:</b>   |                    |  |                                       |                                       |                                       |              |   |
| <i>Shows/Exhibits/Programs</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Attendees</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Revenue</i>   |                    |  |                                       |                                       |                                       | \$0          |   |
| <b>Activity/Program/Project 2:</b>   |                    |  |                                       |                                       |                                       |              |   |
| <i>Shows/Exhibits/Programs</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Attendees</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Revenue</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <b>Activity/Program/Project 3:</b>   |                    |  |                                       |                                       |                                       |              |   |
| <i>Shows/Exhibits/Programs</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Attendees</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Revenue</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <b>Activity/Program/Project 4:</b>   |                    |  |                                       |                                       |                                       |              |   |
| <i>Shows/Exhibits/Programs</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Attendees</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Revenue</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <b>Activity/Program/Project 5:</b>   |                    |  |                                       |                                       |                                       |              |   |
| <i>Shows/Exhibits/Programs</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Attendees</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Revenue</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <b>Activity/Program/Project 6:</b>   |                    |  |                                       |                                       |                                       |              |   |
| <i>Shows/Exhibits/Programs</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Attendees</i>   |                    |  |                                       |                                       |                                       | 0            |   |
| <i>Revenue</i>   |                    |  |                                       |                                       |                                       | 0            |   |

\_\_\_\_\_  
Signature of Executive Director

I attest that data included in document is true and accurate

**\*NOTE:**

(1) Goals & Outcomes Report is intended to evaluate programmatic activities of CRA Funded A-GUIDE 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) Please note that the CRA's A-GUIDE Program reporting structure and forms are not intended as a tool to inform other/external grant programs.