

Application Evaluation Form

Project/Program:

| | | | | |
|--|---|-----------------------|-----|-----|
| Program Name: | | A: Affordable Housing | | |
| Amount Requested: | | \$231,550 | | |
| Total Amount Recommended: | | | | |
| | | 86% | | |
| | | 1 | 2 | 3 |
| ORGANIZATION CAPACITY (20%) | | | | |
| 1 | Length of time established, overall growth/stability | 3 | 4 | 4 |
| 2 | Stability/growth of organization funding | 3 | 4 | 3 |
| 3 | Board composition, role, commitment to program/project | 5 | 5 | 5 |
| 4 | Demonstrated experience/success with similar program/project | 14 | 14 | 14 |
| 5 | Program/project leadership and staff qualifications | 4 | 5 | 4 |
| 6 | Collaborative relationships/affiliations relative to program/project | 4 | 5 | 4 |
| 7 | Strategic planning process / current plan | 4 | 4 | 4 |
| Organization Capacity Subtotal | | 37 | 41 | 38 |
| | | 16% | 18% | 17% |
| NEED FOR PROGRAM/PROJECT (20%) | | | | |
| 8 | Program/project need consistent with CRA Overall Need | 5 | 5 | 5 |
| 9 | Program/project need consistent with organization mission | 5 | 5 | 5 |
| 10 | Documentation of program/project need | 4 | 4 | 5 |
| 11 | Uniqueness / lack of duplication, or affiliation with similar resources | 4 | 4 | 4 |
| Need for Program/Project Subtotal | | 18 | 18 | 19 |
| | | 18% | 18% | 19% |
| PROJECT/PROGRAM DESCRIPTION (10%) | | | | |
| 12 | Innovative vs proven approach and justification | 4 | 4 | 4 |
| 13 | Target population(s) clearly defined and within guidelines | 5 | 5 | 5 |
| 14 | Activities clearly described and consistent with logic model | 4 | 5 | 4 |
| 15 | Staff and resources adequate to implement activities | 4 | 4 | 4 |
| 16 | Activities likely to result in stated outputs/outcomes | 4 | 4 | 4 |
| 17 | Realistic time frame to implement program/project | 4 | 4 | 4 |
| Program/Project Description Subtotal | | 25 | 26 | 25 |
| | | 8% | 9% | 8% |
| LOGIC MODEL / PROJECTED RESULTS (20%) | | | | |
| 18 | Stated program/project goal clear and relevant to CRA Overall Need | 10 | 10 | 10 |
| 19 | Clear relationship between activities, outputs, and outcomes | 4 | 4 | 4 |
| 20 | Activities appropriate to program/project goal | 4 | 5 | 5 |
| 21 | Clear, measurable outputs | 5 | 4 | 4 |

Application Evaluation Form
Project/Program:

| | | 1 | 2 | 3 | |
|----|---|------------|------------|------------|--|
| 22 | Clear, measurable outcomes | 4 | 4 | 4 | |
| 23 | Program/project results likely to lead to stated Impacts | 4 | 4 | 4 | |
| | Logic Model/Projected Results Subtotal | 31 | 31 | 31 | |
| | | 18% | 18% | 18% | |
| | EVALUATION PLAN (10%) | | | | |
| 24 | All CRA-funded activities addressed | 4 | 4 | 4 | |
| 25 | Outputs presented with measurable indicators | 5 | 5 | 5 | |
| 26 | Outcomes presented with measurable indicators | 4 | 4 | 5 | |
| 27 | Evaluation processes clearly described (who, how/tools, when) | 4 | 5 | 4 | |
| 28 | Evaluation processes reasonable, appropriate | 4 | 4 | 4 | |
| 29 | Implementation responsibility/process clearly defined | 4 | 4 | 4 | |
| 30 | Application/usefulness of evaluation results | 4 | 4 | 4 | |
| | Evaluation Plan Subtotal | 29 | 30 | 30 | |
| | | 8% | 9% | 9% | |
| | BUDGET & SUSTAINABILITY (20%) | | | | |
| 31 | Adequate, appropriate expense budget to implement program/project | 4 | 5 | 4 | |
| 32 | Line item costs explained/justified in narrative | 4 | 5 | 4 | |
| 33 | Use of CRA funds clearly identified, may be tracked | 4 | 4 | 4 | |
| 34 | Sufficient mix of funding secured to implement program/project | 3 | 4 | 3 | |
| 35 | Mix & status of non-CRA funding solicited / pending | 3 | 3 | 3 | |
| 36 | Financial documents demonstrate responsible financial management | 5 | 5 | 4 | |
| 37 | Realistic plans to sustain program/project | 4 | 4 | 4 | |
| | Budget & Sustainability Subtotal | 27 | 30 | 26 | |
| | | 15% | 17% | 15% | |
| | TOTAL | 167 | 176 | 169 | |
| | | 84% | 88% | 85% | |
| | | | | | |
| | | | | | |
| | NOTES AND COMMENTS | | | | |
| | | | | | |
| | | | | | |
| | Committee Chair: | | | | |
| | | | | | |

ORIGINAL

Delray Beach CRA – Program/Project Logic Model A

Organization Delray Beach Community Land Trust Inc Contact Person Evelyn S. Dobson (Chief Executive Officer)

Program/Project Name Affordable Housing Funding Period 10/1/2018-09/30/2019

Program/Project Budget \$857,300.00 Request \$231,550.00 CRA Need Area Affordable Housing within CRA Target Area and City Limits

Brief Description The DBCLT program services provides an alternative to meet the needs of very-low, low and moderate income households through the expansion of moderately priced quality housing by: a) creating healthy communities through the development and preservation of quality affordable housing for very-low to moderate income households b) minimizing slum-blight combating community deterioration c) to improve upon the quality of life of families and the community d) and to manage affordable housing inclusive of rental units

GOALS: To assure the nature and scope of affordable housing needs are addressed; increase affordable housing portfolio, and to add non-traditional housing opportunities to the CLT program services

| Key Activities | Outputs | Outcomes | Impact(s) |
|---|--|---|---|
| 1. <u>HOMEOWNERSHIP</u> Delivery of single family units new and or existing for very-low to moderate income households within the CRA target area and city limits | *Increase homeowner pool from 73 to 80 *Process twenty (20) homebuyer applications *Executed Purchase & Sales Contracts seven (7) *New Work Assignments approved and executed five (5) *Certificate of Occupancies for newly constructed single family units five (5) *Acquisition or conveyance of properties for development three (3) *Pre-Post Purchase workshops four (4) *Newsletter prepared quarterly four (4) *Community Event participation four (4) | * Increase number of household members provided access to housing through Homeownership twenty -eight (28) *Increase homebuyer pipeline from target populations-very-low, low and moderate income households ten (10) *Expand the number of available single family homes for purchase seven (7) *Generate program earned revenue \$625,000.00 *Provide ongoing pre-post homebuyer education, support services and other information fifty (50) | *Increased supply of affordable housing units within the target area and city limits *Enhanced quality of life, creating "Change" and a "Sense of Place" through homeownership *Responsible to the community for care of land and preserving affordability *Protect the use of public investments long-term *Eliminating slum and blight by returning deteriorated homes and or vacant sites to productive use *Reduced number of cost burdened households *Economic boost through creation of jobs (new construction) *Provide tools and resources to achieve housing goals and financial growth *Sustainable housing program services |

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Delray Beach CRA – Program/Project Logic Model A

| Key Activities | Outputs | Outcomes | Impact(s) |
|---|--|---|---|
| 2. RENTAL HOUSING Manage and maintain affordable rental housing within the DBCRA target area and city limits. | *Manage all aspects of owned/non-owned rental units to ensure compliance forty-four (44) *Screening of all household members 18yrs and older- credit, background checks seventy (70) *Employment Verifications of all rental applicants sixty (60) *Landlord verification of all rental applicants sixty (60) *Quarterly Reporting in Accordance to Property Management Agreements (8) *Prepare and Execute lease agreements forty (40) *Landlord License renewals processed thirty (30) excludes subsidized units | *Households approved for rental housing forty-four (44) *Rental housing revenue generated annually (\$434,750.00): \$800 – 10 units \$850.00 – 15 units \$925.00 – 12 units \$950.00 – 2 units \$1,000.00 – 3 units \$1,050.00 – 1 unit \$1400.00 – 1 unit *Household members provided access to rental housing eighty (80) *Reports prepared and submitted for non-owned units eight (8) | *Addressing rental affordability within the target area and city limits *Preserving access to affordable rental housing *Maintain supply of affordable rental housing units *Decent, sustainable living environment provided |

ORIGINAL
Funding Evaluation Plan
Delray Beach Community Redevelopment Agency (CRA)

Organization Delray Beach Community Land Trust Contact Person CEO-Evelyn S. Dobson

Project/Program A Name Affordable Housing Funding Period 10/1/2018-09/30/2019

| PROGRAM/PROJECT <u>A</u> AFFORDABLE HOUSING To assure the nature and scope of affordable housing needs are addressed; increase affordable housing portfolio, and to add non-traditional housing opportunities to the CLT program services | Activity # <u>1</u> : Homeownership Delivery of single family units new and or existing for very-low to moderate income households within the CRA target area and city limits |
|--|---|
| OUTPUTS / Measurable Indicators → | Evaluation Process - Outputs: Who, Tools, When |
| <ul style="list-style-type: none"> *Increase homeowner pool from 73 to 80 *Process twenty (20) homebuyer applications *Executed Purchase & Sales Contracts seven (7) *New Work Assignments approved and executed five (5) *Certificate of Occupancies for newly constructed single family units five (5) *Acquisition or conveyance of properties for development three (3) *Pre-Post Purchase workshops four (4) *Newsletter prepared quarterly four (4) *Community Event participation four (4) | <ul style="list-style-type: none"> -Board of Directors review and approve all homebuyer candidates, construction work assignments, policies and procedures, annual budget, annual audit and all other reports to ensure compliance. -Chief Executive Officer manage and monitor the development of housing projects -Seeks opportunities to increase housing portfolio through various sources -Administrative Assistant handles front office, the distribution and receipt of homebuyer applications, maintain files electronically, and assemble all documents for approval by CEO and board. -Housing Coordinator process all completed housing applications to determine qualification status -Housing Manager prepares all Purchase and Sales Contracts prior to execution for review by CEO -CEO schedule event participation and review outreach materials -Staff Team schedule and facilitate pre-post purchase and prepare quarterly Newsletters |

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Funding Evaluation Plan
Delray Beach Community Redevelopment Agency (CRA)

| OUTCOMES / Measurable Indicators → | Evaluation Process - Outcomes: Who, Tools, When |
|--|---|
| <p>*Increased number of household members provided access to quality housing through homeownership twenty-eight (28)</p> <p>*Increase homebuyer pipeline from target populations ten (10)</p> <p>*Expand the number of available single family homes for purchase (7)</p> <p>*Generate program earned revenue (\$625,000.00)</p> <p>*Provide ongoing pre-post homebuyer education, support services and other information fifty (50)</p> | <p>-Board of Directors review and approve all homebuyer candidates, construction work assignments, policies and procedures, annual budget, annual audit and all other reports to ensure compliance.</p> <p>-Chief Executive Director assigns all task from intake to closing for all homebuyer applicants</p> <p>-Manage and monitor all assets holdings, prepares all construction work assignments, review homebuyer prequals prior to presentations to board of directors, and prepares purchase assistance request to DBCRA</p> <p>-Coordinate collaboration and participation in community events that best serves the needs of households served</p> <p>-Seek opportunities to increase housing portfolio</p> <p>-Administrative Assistant manages front office, the distribution and receipt of homebuyer applications, schedule meetings</p> <p>-Housing Coordinator and Housing Manager Prepare homebuyer candidates agenda items for approval by board of directors, prepare income certifications for City approval, track and monitor the homebuyers progress</p> <p>-Facilitate orientations and pre-post purchase homebuyer workshops</p> |
| <p>PROGRAM/PROJECT <u>A</u> AFFORDABLE HOUSING To assure the nature and scope of affordable housing needs are addressed; increase affordable housing portfolio, and to add non-traditional housing opportunities to the CLT program services</p> | <p>Activity # <u>2</u> : Rental Housing Manage and maintain affordable rental housing within the DBCRA target area and city limits.</p> |
| OUTPUTS / Measurable Indicators → | Evaluation Process - Outputs: Who, Tools, When |
| <p>*Manage all aspects of owned/non-owned rental units to ensure compliance forty-four (44)</p> | <p>-Chief Executive Director review and approve all lease applications, residential lease agreements prior to execution and all reporting</p> |

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Funding Evaluation Plan
Delray Beach Community Redevelopment Agency (CRA)

| <p>*Screening of all household members 18yrs and older- credit, background checks seventy (70)</p> <p>*Employment Verifications of all rental applicants sixty (60)</p> <p>*Landlord verification of all rental applicants sixty (60)</p> <p>*Quarterly Reporting in Accordance to Property Management Agreements (8)</p> <p>*Prepare and Execute lease agreements forty (40)</p> <p>*Landlord License renewals processed thirty (30) excludes subsidized units</p> | <p>-Administrative Assistant distributes and receives rental applications to assure receipt of all required documents, logs all service calls, schedule service repairs and etc.</p> <p>-Coordinate electronic filing of all lease documents</p> <p>-Housing Coordinator process all rental applications</p> <p>-Pull all credit and background reports, confirm accuracy of employment and landlord verifications in accordance to management requirements</p> <p>-Process all rental payments</p> <p>-Prepare quarterly management reports for non-owned properties for review by CEO</p> <p>-Housing Manager review processed applications to determine that all requirements are met and then submit to CEO for approval</p> <p>-Prepares all residential lease agreements for execution by tenants and CEO</p> |
|---|--|
| OUTCOMES / Measurable Indicators → | Evaluation Process - Outcomes: Who, Tools, When |
| <p>*Households approved for rental housing (44)</p> <p>*Rental housing revenue generated annually (\$434,750.00):</p> <p>\$800 – 10 units</p> <p>\$850.00 – 15 units</p> <p>\$925.00 – 12 units</p> <p>\$950.00 – 2 units</p> <p>#1,000.00 – 3 unit</p> <p>\$1,050.00 – 1 unit</p> <p>\$1,400.00 – 1 unit</p> <p>*Household members provided access to rental housing (80)</p> <p>*Reports prepared and submitted for non-owned units eight (8)</p> | <p>-Chief Executive Officer approve all leases, landlord permits, quarterly reports in compliance to management agreements</p> <p>-Housing Coordinator and Housing Manager Handle processing of all applicants for approval</p> <p>-Housing Coordinator prepares quarterly management reports for non-owned properties for review by CEO</p> <p>-Housing Manager prepares all residential lease agreements for execution, lease renewals, demand payment notices and eviction process</p> |

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Funding Evaluation Plan
Delray Beach Community Redevelopment Agency (CRA)

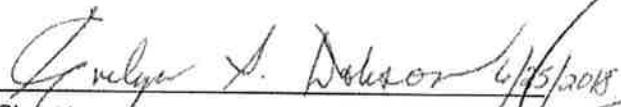
Narrative response:

1. **Describe input, if any, to this Evaluation Plan, or the Logic Model(s) on which it is based, from outside consultants, staff, Board, funders, clients, or other organization stakeholders.**
Housing reports, surveys, data analysis provided by the National Association of Home Builders, National Realtors Association, National CLT (Grounded Solutions Network), Florida Housing Coalition, Shelter Force and other entities.
2. **Does the organization engage in other evaluation activities and reporting? If so, describe briefly.**
Engage in housing surveys, workshops, planning and evaluations of program services, and serve on committees relative to housing program services, policies, practices and procedures.
3. **Will any additional cost be incurred to implement this Evaluation Plan? ☒ Yes ☐ No If yes, describe specific items and amounts.**
Acquisition and other new development cost may be incurred by the DBCLT.
4. **If applicable, have additional costs been included in the project/program budget?**
Some soft development cost for new construction is included in the projected budget.
5. **Who will be responsible for coordinating the evaluation process and preparing quarterly/annual reports?**
The DBCLT CEO is responsible for the coordination and completion of all reporting.
6. **How will evaluation data be used for internal performance improvement?**
The evaluation data acts as a tool to measure our success based upon housing goals. Also acts as a tool to address and assess successes, failures and programmatic issues related to our affordable housing program model.
7. **Will evaluation data/reports be shared with organization staff?**
Yes, organizational housing policies, practices and changes are regularly shared and reviewed with staff team.
8. **Will evaluation data/reports be shared with the organization's Board of Directors?**
The Funding Application, Logic Model, Evaluation Plan, Budget Request and Narrative are presented to the board of directors as required.
9. **The Delray Beach CRA requires that evaluation data relative to CRA support be reported quarterly and at the end of the year. Will the data/reports be shared with other funders?**
All reports are available to the public and all partners.
10. **Who are other organization stakeholders? Will evaluation data/reports be shared with them?**
DBCLT Members, Homeowners, City of Delray Beach and Community are our stakeholders.

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Funding Evaluation Plan
Delray Beach Community Redevelopment Agency (CRA)

Quarterly data reports are available to the public and updates reflected in Quarterly Newsletters.

Signatures below indicate approval of and commitment to this Evaluation Plan and the Logic Model on which it is based:


Signature _____ Date 06/25/2018

Printed Name-Evelyn S. Dobson
Chief Executive Officer


Signature _____ Date 06/25/2018

Printed Name-Gary Eliopoulos
Chairperson/President, Board of Directors

Attachment: Logic Model

| | A | C | E | G | I |
|----|-------------------------------------|------------------------|--|---|--|
| 9 | INCOME | FY 2017-2018 Budget | FY 2017-2018 Organization Fiscal YTD thru 5/30/18 | Projected FY 2018-19 Organization Total Budget | FY 2018-19 Projected Total Program/Project A |
| 10 | Other Grant Funds | 1,000 | 12,750 | 10,000 | 10,000 |
| 11 | Scholarship Grants | - | 1,335 | 1,000 | 1,000 |
| 12 | Charitable Donations | 3,000 | - | - | - |
| 13 | Application Fees | 2,000 | 2,303 | 2,000 | 2,000 |
| 14 | Ground Lease Fees | 33,600 | 22,134 | 36,000 | 36,000 |
| 15 | Developer Fees | 49,500 | 20,277 | 60,000 | 60,000 |
| 16 | Member Donations/Dues | 900 | 151 | 800 | 800 |
| 17 | Proceeds from Sales | 15,000 | 14,484 | 25,000 | 25,000 |
| 18 | Rental Income/DBCLT | 79,250 | 69,865 | 74,250 | 74,250 |
| 19 | Rental Income/Palm Manor | 249,950 | 158,918 | 234,500 | 234,500 |
| 20 | Rental Income/SW 12th Duplexes | 126,200 | 86,770 | 126,000 | 126,000 |
| 21 | Office Rent-In Kind | 24,000 | 16,000 | 24,000 | 24,000 |
| 22 | Interest Income | 1,500 | 2,275 | 2,000 | 2,000 |
| 23 | Other: Miscellaneous | 500 | 135 | 200 | 200 |
| 24 | CRA Actual or Requested | 194,700 | 129,800 | 261,550 | 261,550 |
| 25 | Sub-Total Income | 781,100 | 537,197 | 857,300 | 857,300 |
| 26 | Land/Gifts - Acquisition | | 114,210 | | |
| 27 | Total Income | 781,100 | 651,407 | | |
| 28 | | | | | |
| 29 | CRA % of Total Income | 25% | 24% | 31% | 31% |
| 30 | | | | | |
| 31 | EXPENSES | FY 2017-2018 Budget | FY 2017-2018 Organization Fiscal YTD thru 5/30/18 | Projected FY 2018-19 Organization Total Budget | FY 2018-19 Projected Total Program/Project A |
| 32 | Office Operating Expenses | 5,000.00 | 2,648 | 7,000.00 | 7,000.00 |
| 33 | Bank Charges | 1,400.00 | 1,151 | 3,000.00 | 3,000.00 |
| 34 | Printing & Copying | 7,000.00 | 4,040 | 7,000.00 | 7,000.00 |
| 35 | Postage & Delivery | 2,400.00 | 2,304 | 3,500.00 | 3,500.00 |
| 36 | Licenses/Permits/Fees | 540.00 | 431 | 750.00 | 750.00 |
| 37 | Dues/Subscriptions | 3,000.00 | 1,882 | 3,000.00 | 3,000.00 |
| 38 | Training/Conferences/Workshops | 7,200.00 | 4,953 | 9,000.00 | 9,000.00 |
| 39 | Office Equipment/Software/Furniture | 5,000.00 | 7,761 | 8,000.00 | 8,000.00 |
| 40 | Miscellaneous | 500.00 | - | 500.00 | 500.00 |
| 41 | Loan Interest | 4,000 | 2,856 | 2,500 | 2,500 |
| 42 | Travel/Mileage | 4,000 | 2,336 | 4,500 | 4,500 |
| 43 | Meals | 2,500 | 1,297 | 2,500 | 2,500 |
| 44 | Salaries/Wages | 244,000 | 159,243 | 256,200 | 256,200 |
| 45 | Payroll Taxes | 22,950 | 12,081 | 23,500 | 23,500 |
| 46 | Employee Benefits | 45,000 | 29,585 | 45,000 | 45,000 |
| 47 | Employee Benefits/Retirement | 29,000 | 17,414 | 32,000 | 32,000 |
| 48 | Insurance-Workers Comp | 8,100 | 3,215 | 5,000 | 5,000 |
| 49 | Rent/Ground Lease | 5 | - | - | - |
| 50 | Rent-InKind | 24,000 | 16,000 | 24,000 | 24,000 |
| 51 | Website Services | 6,600 | 1,199 | 5,000 | 5,000 |
| 52 | Appraisal Fees | 2,250 | - | 2,250 | 2,250 |
| 53 | Inspections/Environmentals | 2,250 | - | - | - |
| 54 | Marketing/Advertising | 5,700 | 1,633 | 5,700 | 5,700 |

| | A | B | C | D | E | F | G | H | I |
|----|--|---|---------|---|---------|---|---------|---|---------|
| 55 | Legal | | 6,000 | | 6,805 | | 7,000 | | 7,000 |
| 56 | Consultant | | 1,585 | | - | | 2,000 | | 2,000 |
| 57 | Professional | | 12,800 | | 7,781 | | 12,000 | | 12,000 |
| 58 | Accounting/Audit | | 12,000 | | 11,000 | | 12,000 | | 12,000 |
| 59 | Insurance-Liability | | 5,400 | | 1,436 | | 5,500 | | 5,500 |
| 60 | Insurance-Errors & Omissions | | 6,000 | | 3,528 | | 6,000 | | 6,000 |
| 61 | Insurance-D & O | | 2,700 | | 1,873 | | 3,000 | | 3,000 |
| 62 | Insurance-Surety Bond | | 375 | | - | | 400 | | 400 |
| 63 | Write-Off's (Ground Lease Fees) | | 750 | | - | | 750 | | 750 |
| 64 | License/Permits/Fees | | 1,050 | | 375 | | 1,500 | | 1,500 |
| 65 | Insurance-Homes | | 10,500 | | 6,922 | | 12,000 | | 12,000 |
| 66 | Property Taxes | | 10,200 | | 6,677 | | 10,000 | | 10,000 |
| 67 | Closing Cost | | 14,000 | | 9,385 | | 14,000 | | 14,000 |
| 68 | Landscape Maintenance | | 20,400 | | 13,380 | | 22,000 | | 22,000 |
| 69 | Pest Control | | 3,300 | | 1,110 | | 4,000 | | 4,000 |
| 70 | Repairs/Maintenance | | 13,000 | | 2,533 | | 10,000 | | 10,000 |
| 71 | Storage Fees | | 2,100 | | 1,168 | | 2,000 | | 2,000 |
| 72 | Sidewalks | | 5,700 | | - | | - | | - |
| 73 | Development Cost | | 25,000 | | 16,097 | | 60,000 | | 60,000 |
| 74 | Improvements | | 9,600 | | 3,701 | | 10,000 | | 10,000 |
| 75 | Electric | | 2,100 | | 216 | | 2,000 | | 2,000 |
| 76 | Water & Sewer | | 4,200 | | 989 | | 4,000 | | 4,000 |
| 77 | Program Services-Palm Manor Apartments | | 111,945 | | 86,294 | | 136,000 | | 136,000 |
| 78 | Program Services-SW 12th Ave Duplexes | | 59,500 | | 36,464 | | 62,500 | | 62,500 |
| 79 | Program Services-808 SW 3rd Court | | 8,500 | | 2,478 | | 8,750 | | 8,750 |
| 80 | Contingency Reserves | | - | | 775 | | - | | - |
| 81 | Sub-Total Expenses | | 781,100 | | 493,014 | | 857,300 | | 857,300 |
| 82 | % Admin/Indirect Expense | | | | | | | | |
| 83 | Total Expense | | 781,100 | | 493,014 | | 857,300 | | 857,300 |
| 84 | | | | | | | | | |
| 85 | NET INCOME | | - | | 158,393 | | - | | - |
| 86 | | | | | | | | | |
| 87 | Total Expenses Project A + B | | | | | | 857,300 | | |
| 88 | CRA Request | | | | | | - | | - |

| | A | B | C | D |
|----|---|---|-----------------------------------|--|
| 1 | | | | |
| 2 | | | | CRA Program/Project A Budget Narrative Form |
| 3 | Organization Name | | | |
| 4 | Program/Project A Name | | Delray Beach Community Land Trust | |
| 5 | | | Affordable Housing | |
| 6 | PROGRAM/PROJECT A INCOME NARRATIVE | | Amount | Justification / basis for budgeted amount |
| 8 | Other Grant Funds | | 10,000 | Grant funds captured from the lenders Community Reinvestment Act |
| 9 | Scholarship Grants | | 1,000 | Grants to cover the cost for conference participation and housing professional training specific to affordable housing |
| 10 | Application Fees | | 2,000 | Revenue captured specific from homebuyer and rental applications processed |
| 11 | Ground Lease Fees | | 36,000 | Ground Lease fees captured at \$40.00 monthly based upon 75 homeowners |
| 12 | Developer Fees | | 60,000 | Revenue captured from five (5) sales at 6% of the purchase price of each unit |
| 13 | Member Donations/Dues | | 800 | Nominal fee \$1, up to \$100.00 |
| 14 | Proceeds from Sales | | 25,000 | Cost recaptured from development |
| 15 | Rental Income/DBCLT | | 74,250 | Annual gross potential rent equated to \$88,200,000 captured at 95% occupancy for 7 rentals |
| 16 | Rental Income/Palm Manor | | 234,500 | Annual gross potential rent equated to \$249,000 captured at 95% occupancy basis on 25 units |
| 17 | Rental Income/SW 12th Duplexes | | 126,000 | Annual gross potential rent equated to \$133,200 captured at 95% occupancy basis on 12 units |
| 18 | Office Rent-In Kind | | 24,000 | Dollar factor assigned to contributions from the City of Delray Beach |
| 19 | Interest Income | | 2,000 | Return captured from funds held in money market accounts |
| 20 | Other: Miscellaneous | | 200 | |
| 21 | CRA Request | | 261,550 | See Combined Budget, Revenue Section |
| 22 | | | | |
| 23 | Total Income | | 857,300 | Equals Total Income, Program/Project A, Combined Budget (Column I) |
| 24 | | | | |
| 25 | NOTES: | | | |
| 26 | | | | |
| 27 | COMMENTS: | | | |

| | A | B | C | D |
|----|--|---|----------------|--|
| 28 | PROGRAM/PROJECT A EXPENSE NARRATIVE | | Amount | Item Detail/Description |
| 30 | <i>Operations:</i> | | | |
| 31 | Office Operating Expenses | | 7,000.00 | Cost for day-to-day operations |
| 32 | Bank Charges | | 3,000.00 | Monthly bank service fees incurred |
| 33 | Printing & Copying | | 7,000.00 | Cost associated with day-to-day operations-leased copier and etc. |
| 34 | Postage & Delivery | | 3,500.00 | US postage and meter lease cost |
| 35 | Licenses/Permits/Fees | | 750.00 | Annual Corporate fee and other occupational licenses |
| 36 | Dues/Subscriptions | | 3,000.00 | Cost incurred for connections with housing affiliates and other entities |
| 37 | Training/Conferences/Workshops | | 9,000.00 | Capacity building, professional and organizational enhancement cost (staff and board) |
| 38 | Office Equipment/Furniture | | 8,000.00 | Accounting software upgrades, leased equipment, replacement cost for office furniture and equipment |
| 39 | Miscellaneous | | 500.00 | Non-specific cost incurred |
| 40 | TOTAL OPERATING EXPENSE | | 41,750 | |
| 42 | <i>Interest:</i> | | | |
| 43 | Loan Interest | | 2,500 | Interest incurred on line of credit |
| 44 | TOTAL INTEREST EXPENSE | | 2,500 | |
| 46 | <i>Travel:</i> | | | |
| 47 | Travel/Mileage | | 2,500 | Cost associated with training/workshops/conferences outside of local area |
| 48 | Meals | | 4,500 | Cost associated with training/workshops/conferences |
| 49 | TOTAL TRAVEL EXPENSE | | 7,000 | |
| 51 | <i>Personnel:</i> | | | |
| 52 | Salaries/Wages | | 256,200 | Annual gross salaries (4FT employees) Staff team Chief Executive Director, Housing Manager, Housing Coordinator with more than 11yrs of employment and Administrative Assistant at 2yrs. |
| 53 | | | | |
| 54 | Payroll Taxes | | 23,500 | Employer overhead cost, FICA and SUI |
| 55 | Employee Benefits | | 45,000 | Employer overhead cost (health/dental/life and disability) |
| 56 | Employee Benefits/Retirement | | 32,000 | Overhead cost for employer matching 401K contributions and qualified non-elected |
| 57 | Insurance-Workers Comp | | 5,000 | Employer overhead cost associated with employees and independent labor services |
| 58 | TOTAL PERSONNEL EXPENSES | | 361,700 | |
| 60 | <i>Occupancy:</i> | | | |
| 61 | Rent-In-kind | | 24,000 | Support from the City of Delray Beach dollar factor (rent, utilities, maintenance, etc.) |
| 62 | TOTAL OCCUPANCY | | 24,000 | |
| 64 | <i>Professional Services:</i> | | | |
| 65 | Website Services | | 5,000 | Cost incurred for website maintenance and enhancements |
| 66 | Appraisal Fees | | 2,250 | Cost associated with acquisitions and resales |
| 67 | Marketing/Advertising | | 5,700 | Cost incurred for all marketing materials, ads, and production of quarterly reports, etc. |
| 68 | Legal | | 7,000 | Cost associated with legal issues that protect and defend practices and procedures of the organization |
| 69 | Consultant | | 2,000 | Cost of services secured relative to program enhancements |

| | A | B | C | D |
|-----|-------------------------------------|---|----------------|---|
| 70 | Professional | | 12,000 | Cost associated with services for appraisals, engineering, surveying, program refinement and payroll services, etc. |
| 71 | Accounting/Audit | | 12,000 | Cost associated for the completion of the 2017/2018 fiscal year end financial audit and 990 Return |
| 72 | TOTAL PROFESSIONAL SERVICES | | 45,950 | |
| 74 | Insurance: | | | |
| 75 | Insurance-Liability | | 5,500 | Commercial Liability Coverage and Errors & Omissions |
| 76 | Insurance-Errors & Omissions | | 6,000 | Insurance coverage that provides protection for our business services |
| 77 | Insurance-D & O | | 3,000 | Directors & Officers coverage |
| 78 | Insurance-Surety Bond | | 400 | Employees Dishonesty coverage |
| 79 | TOTAL INSURANCE | | 14,900 | |
| 81 | Program Services: | | | |
| 82 | Write-Off's (Ground Lease Fees) | | 750 | Cost projected for unpaid ground lease fees |
| 83 | License/Permits/Fees | | 1,500 | Cost associated with landlord licenses and fees |
| 84 | Insurance-Homes | | 12,000 | Liability and Windstorm Coverage on leased properties (single family and duplex) |
| 85 | Property Taxes | | 10,000 | Non-Advalorem taxes cost incurred on properties owned and seller's tax cost from sales |
| 86 | Closing Cost | | 14,000 | Cost incurred for acquisitions and sales |
| 87 | Landscape Maintenance | | 22,000 | Maintenance of all rental properties, vacant lots and Atlantic Park Square common area |
| 88 | Pest Control | | 4,000 | Maintenance cost incurred from leased single family homes and duplex (pest-rodent control and termite treatment) |
| 89 | Repairs/Maintenance | | 10,000 | Maintenance cost incurred from leased single family homes and duplex |
| 90 | Storage Fees | | 2,000 | Cost incurred for storage of files and etc. |
| 91 | Development Cost | | 60,000 | Cost associated with the development of single family homes, demolitions, impact fees-3 homes, |
| 92 | | | | 7 new water line connections, environmental and architectural designs, etc. |
| 93 | Improvements | | 10,000 | Cost incurred associated to owned rental properties (Roofing, A/C, Electrical, Plumbing, Painting, etc..) |
| 94 | Electric | | 2,000 | Cost incurred during the vacancy of owned rental units |
| 95 | Water & Sewer | | 4,000 | Cost incurred during the vacancy of owned rental units |
| 96 | TOTAL PROGRAM SERVICES | | 152,250 | |
| 98 | Program Services-Palm Manor: | | | |
| 99 | Licenses/Permits/Fees | | 2,200.00 | Business related licenses, permits and fees |
| 100 | Telephone | | 750.00 | After hours emergency service telephone line |
| 101 | Insurance-Multiperil | | 12,700.00 | Liability and windstorm coverage |
| 102 | Property/Business Taxes | | 5,000.00 | Non-Advalorem Tax Assessments |
| 103 | Legal | | 2,000.00 | Cost associated with tenant issues |
| 104 | Professional Services | | 1,500.00 | Fees incurred for services rendered relative to inspections and other |
| 105 | Landscaping | | 14,000.00 | Common ground maintenance and replacement cost |
| 106 | Pest Control | | 4,500.00 | Monthly maintenance cost |
| 107 | Repair & Maint-Bldg 31 | | 15,000.00 | Maintenance cost (structural, electrical, plumbing, painting, mold etc.) |
| 108 | Repair & Maint-Bldg 39 | | 17,000.00 | Maintenance cost (structural, electrical, plumbing, painting, mold etc.) |
| 109 | Repair & Maint-Bldg 45 | | 4,000.00 | Maintenance cost (structural, electrical, plumbing, painting, mold etc.) |
| 110 | Water/Sewer-Bldg. 31 | | 10,000.00 | Water and sewer cost incurred by landlord |
| 111 | Water/Sewer-Bldg. 39 | | 11,000.00 | Water and sewer cost incurred by landlord |
| 112 | Water/Sewer-Bldg. 45 | | 4,500.00 | Water and sewer cost incurred by landlord |
| 113 | FPL-Bldg. 31 | | 1,300.00 | Cost incurred for laundry-electrical rooms and potential vacancies |

| | A | B | C | D |
|-----|--|---|----------------|---|
| 114 | FPL-Bldg. 39 | | 1,400.00 | Cost incurred for laundry-electrical rooms and potential vacancies |
| 115 | FPL-Bldg. 45 | | 500.00 | Cost incurred for laundry-electrical rooms and potential vacancies |
| 116 | Replacement/Improv Cost-Bldg. 31 | | 14,500.00 | Replacement cost (hot water heaters, appliances, A/C, gutters, etc.) |
| 117 | Replacement/Improv Cost-Bldg. 39 | | 10,150.00 | Replacement cost (hot water heaters, appliances, A/C, gutters, etc.) |
| 118 | Replacement/Improv Cost-Bldg. 45 | | 4,000.00 | Replacement cost (hot water heaters, appliances, A/C, gutters, etc.) |
| 119 | TOTAL PROGRAM SERVICES-PALM MANOR | | 136,000 | |
| 121 | <i>Program Services-SW 12th Avenue:</i> | | | |
| 122 | Telephone | | 400.00 | After hour service call coverage |
| 123 | Professional Services | | 600.00 | Fees incurred for services rendered relative to inspections and other |
| 124 | Licenses/Permits/Fees | | 800.00 | Business related licenses, permits and fees |
| 125 | Legal | | 300.00 | Cost associated with tenant issues |
| 126 | Insurance | | 9,800.00 | Property and hazard insurance coverage |
| 127 | Repairs/Maintenance | | 3,000.00 | Maintenance cost (exterior/interior, plumbing, electrical, etc.) |
| 128 | Replacement/Improvement Cost | | 11,000.00 | Replacement cost (structural/electrical/mechanical etc.) |
| 129 | Property/Business Taxes | | 4,000.00 | Non-Advalorem Tax Assessments |
| 130 | Landscaping | | 10,000.00 | Common ground maintenance and replacement cost |
| 131 | Pest Control | | 3,600.00 | Monthly maintenance cost |
| 132 | Water and Sewer (5 Bldgs.) | | 16,000.00 | Water and sewer reimbursement cost to 5 units incurred from irrigation tie-in and potential vacancies |
| 133 | FPL (5 Bldgs.) | | 3,000.00 | Cost incurred on unoccupied units and poles |
| 134 | TOTAL PROGRAM SERVICES-SW 12th AVE DUPLEXES | | 62,500 | |
| 136 | <i>Program Services-808 SW 3rd Court:</i> | | | |
| 137 | Professional Services | | 200.00 | Fees incurred for services rendered relative to inspections and other |
| 138 | Legal | | 250.00 | Cost associated with tenant issues |
| 139 | Insurance | | 1,200.00 | Property and hazard insurance coverage |
| 140 | Repairs/Maintenance | | 1,200.00 | Maintenance cost (exterior/interior, plumbing, electrical, etc.) |
| 141 | Replacement Cost | | 1,000.00 | Replacement cost (structural/electrical/mechanical etc.) |
| 142 | Landscaping | | 2,000.00 | Lawn maintenance cost |
| 143 | Pest Control | | 500.00 | Monthly maintenance cost |
| 144 | Water and Sewer | | 200.00 | Water and sewer cost incurred during vacancy |
| 145 | FPL | | 200.00 | Cost incurred during vacancy |
| 146 | Improvements | | 2,000.00 | Cost to cover unanticipated repairs/improvements |
| 147 | TOTAL PROGRAM SERVICES-808 SW 3rd CT | | 8,750 | |
| 149 | Other: Contingency | | - | Set aside for other cost associated with housing development |
| 151 | Other: | | - | |
| 153 | % Admin/Indirect Expense | | - | |
| 155 | TOTAL EXPENSES | | 857,300 | Equals Total Expense, Program/Project A, Combined Budget (Column I) |
| 156 | | | | |
| 157 | | | | |

| Delray Beach CLT - ACTIVITY # <u>A</u> : Affordable Housing | | Yearly Goal | Qtr 1 Ending 12/31/18 | Qtr 2 Ending 3/31/19 | Qtr 3 Ending 6/30/19 | Qtr 4 Ending 9/30/19 | TOTAL | % Annual Goal Achieved | On target | Below expected goal |
|--|--|--------------------|--------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------|---------------------------------------|------------------|------------------------------------|
| OUTPUTS | | | | | | | | | | |
| Sustainable Homeownership Services | | | | | | | | | | |
| 1 | Intake Homebuyer applications processed | 10 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 2 | Execute purchase & sale contracts | 5 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 3 | Certificate of Occupancies for newly constructed Workforce Housing units | 5 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 4 | New Work Assignments for the development of single family units | 3 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 5 | Certificate of Occupancy for new construction of scattered site single family home development | 3 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 6 | Vacant lots aquired or conveyed for the devlopment of new single family homes | 3 | | | | | | | | |
| 7 | Pre-Post Purchase workshops | 4 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 8 | Community Events participation | 4 | | | | | | | | |
| 9 | Newsletters prepared quarterly | 4 | | | | | | | | |
| Rental Housing | | | | | | | | | | |
| 10 | Rental housing turnover | 5 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 11 | Manage all aspects of owned/mom-owned rental units | 42 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 12 | Execute lease agreements | 42 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 13 | Landlord Licenses processed | 30 | \$0 | \$0 | \$0 | \$0 | \$0 | 0% | | |
| 14 | Screening employment, credit, background checks & landlord verificatoins | 70 | | | | | | | | |
| 15 | Quarterly reporting | 8 | | | | | | | | |
| OUTCOMES | | | | | | | | | | |
| Sustainable Homeownership Services | | | | | | | | | | |

| | | | | | | | | | | |
|----|--|----------|-----|-----|-----|-----|-----|----|--|--|
| 11 | Increased housing applications | 10 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 12 | Increase homeownership pool (66 to 73) | 7 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 13 | Increased number of household members provided access to quality affordable housing | 30 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 14 | Expand the number of available single family homes for purchase | 8 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 15 | Provide ongoing education | 50 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 16 | Generate developer fees | \$49,500 | \$0 | \$0 | \$0 | \$0 | \$0 | 0% | | |
| | Rental Housing | | | | | | | | | |
| 17 | Household members provided access to rental housing | 84 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 18 | Households approved for affordable rental housing | 42 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 19 | Reports prepared & submitted for non-owned units | 8 | 0 | 0 | 0 | 0 | 0 | 0% | | |
| 20 | Rental housing generated monthly | \$37,615 | \$0 | \$0 | \$0 | \$0 | \$0 | 0% | | |
| | | | | | | | | | | |
| | IMPACTS: Not Measured | | | | | | | | | |
| | Sustainable Homeownership Services | | | | | | | | | |
| 21 | Increase homeownership opportunities for population that cannot afford market rate housing | | | | | | | | | |
| 22 | Increase number of affordable units in market rate neighborhoods | | | | | | | | | |
| 23 | Improve housing stock within neighborhoods | | | | | | | | | |
| 24 | Housing cost burden decrease | | | | | | | | | |
| 25 | Ensure long term affordability of housing & stabilization of neighborhoods | | | | | | | | | |
| 26 | Increase community stakeholders | | | | | | | | | |
| 27 | Newsletters ensures transparency of services | | | | | | | | | |
| 28 | Participation & collaboration ensures long-term support & awareness | | | | | | | | | |
| | | | | | | | | | | |
| | Rental Housing | | | | | | | | | |
| 29 | Preserving access to affordable rental housing | | | | | | | | | |
| 30 | Maintain supply of affordable rental housing units | | | | | | | | | |
| 31 | Decent, sustainable living environment provided | | | | | | | | | |
| 32 | Reduce the number of households experiencing homelessness | | | | | | | | | |
| | | | | | | | | | | |