

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		<b>Delray Beach CLT - ACTIVITY # <u>A</u> : Affordable Housing</b>		<b>Yearly Goal</b>		<b>Qtr 1 Ending 12/31/18</b>		<b>Qtr 2 Ending 3/31/19</b>		<b>Qtr 3 Ending 6/30/19</b>		<b>Qtr 4 Ending 9/30/19</b>		<b>TOTAL</b>		<b>% Annual Goal Achieved</b>
2		<b>OUTPUTS</b>														
3		<b>Homeownership Services</b>														
4	1	Homeownership pool increase		7		4		1		0		0		5		71%
5	2	Intake Homebuyer applications processed		20		5		9		0		0		14		70%
6	3	Execute purchase & sale contracts		7		1		4		0		0		5		71%
7	4	New Work Assignments		5		2		2		0		0		4		80%
8	5	Certificate of Occupancies		5		0		2		0		0		2		40%
9	6	New Acquisitions		3		0		0		0		0		0		0%
10	7	Pre-Post Purchase Workshops		4		1		1		0		0		2		50%
11	8	Community event participation		4		5		2		0		0		7		175%
12		<b>Rental Housing</b>														
13	9	Applications processed for rental housing		44		20		10		0		0		30		68%
14	10	Screening- background checks		70		30		19		0		0		49		70%
15	11	Screening-employment verifications		60		20		10		0		0		30		50%
16	12	Screening-Landlord verifications		10		4		3		0		0		7		70%
17		<b>**Amend from 60 to 10, should only reflect new applicants</b>														
18	13	Quarterly reporting for non-owned units		8		2		2		0		0		4		50%
19	14	Executed lease agreements		40		17		8		0		0		25		63%
20	15	Landlord license renewals processed		30		32		3		0		0		35		117%
21		<b>OUTCOMES</b>														
22		<b>Sustainable Homeownership Services</b>														
23	16	Number of new household members served		28		15		4						19		68%
24	17	Expand homeownership pipeline		10		5		9						14		140%

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
25	18	Expand number of single family units for sale		7		0		2		0		0		2		29%
26	19	Program earned revenue generated		\$ 190,250.00		\$ 68,648.76		\$22,611		\$ -		\$ -		\$ 91,259.76		48%
27		<b>*Amend \$625,000 should not have included rental program revenue</b>														
28	20	Recipients of Pre-Post Purchase education		50		13		10		0		0		23		46%
29		<b>Rental Housing</b>														
30	21	Households approved for affordable rental housing		44		17		10		0		0		27		61%
31	22	Rental Revenue		\$ 434,750.00		\$ 121,010.00		\$119,431		0		0		\$ 240,441.00		55%
32	23	Individuals provided access to rental housing		80		28		14		0		0		42		53%
33	24	Quarterly reporting for non-owned units		8		2		2		0		0		4		50%
34																
35		<b>IMPACTS:</b>														
36		<b>Sustainable Homeownership Services</b>														
37	25	Increased supply of affordable housing units														
38	26	Enhanced Quality of Life														
39	27	Care of land and preserved affordability														
40	28	Long -term use of public investments														
41	29	Elimination of slum and blight														
42	30	Cost burden households reduction														
43	31	Economic boost through the creation of jobs & tax base														
44	32	Financial growth-tools and resources														
45		Sustained housing programs														
46		<b>Rental Housing</b>														
47	33	Preserving access to rental housing program services														
48	34	Reduce the number of individuals experiencing housing cost burden														
49	35	Decent, sustainable living environment expansion														
50	36	Sustain rental housing program services														
51																
52																
53																
54																
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56																
57																
58																
59																
60																



I attest that data included in document is true and accurate



	A	B	C	D	E	F	G	H
1	Quarterly Budget Report "A"							
2	ORGANIZATION NAME: Delray Beach Community Land Trust			FY 2018-2019 Budget			Quarter: 2nd	
3								
4	INCOME		FY 2018-19 Quarter 01/01/2019 - 03/31/2019	FY 2018-2019 Actual Year-to-Date 10/01/2018- 03/31/2019		FY Budget 2018-19		Variance Favorable (Unfavorable)
5	C.R.A. Grant		65,388	130,775		261,550		(130,775)
6	Foundation/Bank Grants		-	5,000		10,000		(5,000)
7	Land/Gifts-Acquisitions		-	-				
8	Scholarship Grants		-	-		1,000		(1,000)
9	Member Donations		-	500		-		500
10	Application Fees		1,260	2,670		2,000		670
11	Ground Lease Fees		8,800	17,418		36,000		(18,582)
12	Legal Fees		-	55		-		55
13	Developer Fees		-	34,800		60,000		(25,200)
14	Membership Fees		18	233		800		(567)
15	Proceeds from Sales		11,146	34,752		25,000		9,752
16	Rental Income/DBCLT		22,315	46,460		74,000		(27,540)
17	Rental Income/Palm Manor		63,991	127,621		244,050		(116,429)
18	Rental Income/SW 12th Duplexes		33,125	66,305		123,500		(57,195)
19	Office Rent-In Kind		6,000	12,000		24,000		(12,000)
20	Interest Income		1,388	2,579		3,500		(921)
21	Other: Miscellaneous		20	179		500		(321)
22								
23	Total Income		213,450	481,346		865,900		(384,554)
24	CRA % of Total Income		31%	27%		30%		
25								
26								
27	Expense		FY 2018-19 Quarter 01/01/2019 - 03/31/2019	FY 2018-2019 Actual Year-to-Date 10/01/2018- 03/31/2019		FY Budget 2018-19		Variance Favorable (Unfavorable)
28	Office Operating Expenses		1,065	2,688		5,000		(2,312)
29	Bank Charges		363	787		3,000		(2,213)
30	Printing and Copying		1,431	3,304		7,000		(3,696)
31	Postage and Delivery		918	1,681		3,500		(1,819)
32	License/Permits/Fees		-	-		750		(750)
33	Dues/Subscriptions		1,029	1,779		3,000		(1,221)
34	Training/Conference/Workshops		421	6,570		9,000		(2,430)
35	Office Equipment/Furniture		3,188	4,182		10,000		(5,818)
36	Miscellaneous		-	-		500		(500)
37	Loan Interest		1,581	3,139		6,300		(3,161)
38	Travel/Mileage		198	1,093		4,000		(2,907)
39	Meals		266	1,036		2,500		(1,464)
40	Salaries/Wages		69,598	131,742		256,200		(124,458)
41	Payroll Taxes		5,283	9,712		23,500		(13,788)
42	Employee Benefits		11,097	23,823		50,300		(26,477)
43	Employee Benefits/Retirement		5,933	17,005		32,000		(14,995)
44	Insurance-Workers Compensation		1,204	3,358		5,000		(1,642)
45	Rent-Ground Lease		-	-		-		-
46	Rent-InKind		6,000	12,000		24,000		(12,000)
47	Website Services		297	816		5,000		(4,184)
48	Appraisal Fees		-	350		2,250		(1,900)
49	Marketing/Advertising		721	1,807		5,700		(3,893)
50	Legal Services		1,833	2,299		7,000		(4,701)
51	Consultant Services		-	-		2,000		(2,000)
52	Professional Services		3,092	5,849		12,000		(6,151)
53	Accounting/Audit Fees		3,000	6,000		12,000		(6,000)
54	Insurance - Liability		595	1,099		5,500		(4,401)
55	Insurance - Errors & Omissions		1,323	2,646		6,000		(3,354)

	A	B	C	D	E	F	G	H
56	Insurance-Directors & Officers		702		1,404		3,000	(1,596)
57	Insurance-Surety Bond		-		-		400	(400)
58	Write Off's(Ground Lease Fees)		-		-		750	(750)
59	License/Permits/Fees		300		300		1,500	(1,200)
60	Insurance-Homes		1,965		3,412		12,000	(8,588)
61	Property Taxes		330		2,649		10,000	(7,351)
62	Closing Cost		1,597		11,819		21,000	(9,181)
63	Landscape Maintenance		4,704		10,004		24,000	(13,997)
64	Pest Control		390		900		3,000	(2,100)
65	Repairs/Maintenance/Equipment		849		3,534		10,000	(6,466)
66	Storage Fees		495		989		2,000	(1,011)
67	Development Cost		15,324		19,439		48,500	(29,061)
68	Improvements		1,058		1,228		10,000	(8,772)
69	Electric		165		487		2,000	(1,513)
70	Water & Sewer		372		987		4,000	(3,013)
71	Palm Manor Expense		27,727		56,437		140,950	(84,513)
72	SW 12th Ave Expense		13,602		30,965		62,500	(31,535)
73	808 SW 3rd Ct-Restricted		902		1,795		7,300	(5,505)
74	Total Expense		190,917		391,114		865,900	(474,786)
75								
76	NET INCOME		22,534		90,232		-	
77								
78								
79	CRA Budget Narrative Report "A"							
80	ORGANIZATION NAME: Delray Beach Community Land Trust			FY 2018-2019 Budget		Quarter: 2nd		
81	Exceeding Projection    X    On Target			Below Projection				
82	INCOME: Explanation of Variances							
83	C.R.A. Grant	2nd Quarter Funding						
84	Foundation/Bank Grants	Community Reinvestment Grants from BankUnited Bank						
85	Scholarship Grants							
86	Member Donations							
87	Application Fees	Application fees captured to offset intake processing						
88	Ground Lease Fees	Ground Lease fees at \$40.00 monthly per owner, 74						
89	Developer Fees	Fees captured from three (3) closings ytd						
90	Membership Dues	New and annual membership fees						
91	Proceeds from Sales	Proceeds captured from 4 sales						
92	Rental Income/DBCLT	Rental revenue captured from (7) owned units						
93	Rental Income/Palm Manor	Rental revenue captured from (25) DBCRA owned units						
94	Rental Income/SW 12th Duplexes	Rental revenue captured from (12) DBCRA owned units						
95	Office Rent-In Kind	City of Delray Beach dollar factor for monthly services						
96	Interest Income	Funds captured from money market accounts						
97	Other: Miscellaneous							
98								
99								
100	X Lower than Projection    On Target			Exceeding Projection				
101	EXPENSES: Explanation of Variances							
102	Office Operating Expenses	Day-to-day operating cost						
103	Bank Charges	Service fees incurred						
104	Printing and Copying	Leased copier and associated cost						
105	Postage and Delivery	Leased postage meter and associated cost						
106	License/Permits/Fees	Required fees for operations						
107	Dues/Subscriptions	Annual affiliates membership fees and other						
108	Training/Conference/Workshops	Professional capacity building related to program services						
109	Office Equipment/Furniture	Accounting software annual maintenance/upgrades						
110	Miscellaneous							
111	Loan Interest	PNC line of credit interest expense						
112	Travel/Mileage	Professional capacity building and program services						
113	Meals	Professional capacity building and program services						
114	Salaries/Wages	Seven (7) payroll periods for four (4) full-time employees						

	A	B	C	D	E	F	G	H
115	Payroll Taxes		Employer overhead cost incurred with (7) payroll periods					
116	Employee Benefits		Overhead cost (health/life/disability/allowances/other)					
117	Employee Benefits/Retirement		Employer expense					
118	Insurance-Workers Compensation		Employer overhead cost					
119	Rent-Ground Lease							
120	Rent-InKind		City of Delray Beach dollar factor for monthly services					
121	Website Services		Website maintenance and other associated cost					
122	Appraisal Fees		Cost for appraisals of resales and acquisitions					
123	Marketing/Advertising		Program marketing materials, ads, newsletters, events, etc.					
124	Legal Services		Legal program oversight cost					
125	Consultant Services		Program refinement, organizational efficiency and growth					
126	Professional Services		Payroll services and other cost					
127	Accounting/Audit Fees		Completion of 2017/2018 Audit and 990 Return					
128	Insurance - Liability		Commercial/Professional coverage					
129	Insurance - Errors & Omissions		Business services and management coverage					
130	Insurance-Directors & Officers		Business and management indemnity coverage					
131	Insurance-Surety Bond		Employee dishonesty bond					
132	Write Off's(Ground Lease Fees)		Uncollected fees					
133	License/Permits/Fees		Landlord license fees					
134	Insurance-Homes		Dwelling and windstorm coverage on all owned rental units					
135	Property Taxes		Taxes incurred on properties owned and sales					
136	Closing Cost		Cost incurred for acquisitions and sales					
137	Landscape Maintenance		Maintenance service cost-owned properties and vacant lots					
138	Pest Control		Maintenance cost incurred for owned rentals					
139	Repairs/Maintenance/Equipment		Maintenance cost incurred for owned rentals					
140	Storage Fees		Storage space for files and etc.					
141	Development Cost		Cost associated with new construction					
142	Improvements		Improvements for owned properties for resale and rental					
143	Electric		Cost during the vacancy of owned rental units and other					
144	Water & Sewer		Cost during the vacancy of owned rental units and other					
145	Palm Manor Expense		Total management cost for maintenance/services/etc.					
146	SW 12th Ave Expense		Total management cost for maintenance/services/etc.					
147	808 SW 3rd Ct-Restricted		Total management cost for maintenance/services/etc.					
148								
149								

	A	B	C	D	E	F	G	H
1	FY 17-18 Exhibit "B"							
2	CRA Combined Quarterly Budget Report							
3	ORGANIZATION NAME: <u>Delray Beach Community Land Trust</u>			FY 2018-2019 Budget				Quarter: 2nd
4								
5	INCOME	FY 2018-19   Quarter 01/01/2019 - 03/31/2019		FY 2018-2019 Actual Year-to-Date 10/01/2018- 03/31/2019		FY Budget 2018-19		Variance Favorable (Unfavorable)
6	C.R.A. Grant	65,388		130,775		261,550		(130,775)
7	Foundation/Bank Grants	-		5,000		10,000		(5,000)
8	Land/Gifts-Acquisitions	-		-				
9	Scholarship Grants	-		-		1,000		(1,000)
10	Member Donations	-		500		-		500
11	Application Fees	1,260		2,670		2,000		670
12	Ground Lease Fees	8,800		17,418		36,000		(18,582)
13	Legal Fees	-		55		-		55
14	Developer Fees	-		34,800		60,000		(25,200)
15	Membership Fees	18		233		800		(567)
16	Proceeds from Sales	11,146		34,752		25,000		9,752
17	Rental Income/DBCLT	22,315		46,460		74,000		(27,540)
18	Rental Income/Palm Manor	63,991		127,621		244,050		(116,429)
19	Rental Income/SW 12th Duplexes	33,125		66,305		123,500		(57,195)
20	Office Rent-In Kind	6,000		12,000		24,000		(12,000)
21	Interest Income	1,388		2,579		3,500		(921)
22	Other: Miscellaneous	20		179		500		(321)
23	Total Income	213,450		481,346		865,900		(384,554)
24								
25	CRA % of Total Income	31%		27%		30%		
26								
27	Expense	FY 2018-19   Quarter 01/01/2019 - 03/31/2019		FY 2018-2019 Actual Year-to-Date 10/01/2018- 03/31/2019		FY Budget 2018-19		Variance Favorable (Unfavorable)
28	Office Operating Expenses	1,065		2,688		5,000		(2,312)
29	Bank Charges	363		787		3,000		(2,213)
30	Printing and Copying	1,431		3,304		7,000		(3,696)
31	Postage and Delivery	918		1,681		3,500		(1,819)
32	License/Permits/Fees	-		-		750		(750)
33	Dues/Subscriptions	1,029		1,779		3,000		(1,221)
34	Training/Conference/Workshops	421		6,570		9,000		(2,430)
35	Office Equipment/Furniture	3,188		4,182		10,000		(5,818)
36	Miscellaneous	-		-		500		(500)
37	Loan Interest	1,581		3,139		6,300		(3,161)
38	Travel/Mileage	198		1,093		4,000		(2,907)
39	Meals	266		1,036		2,500		(1,464)
40	Salaries/Wages	69,598		131,742		256,200		(124,458)
41	Payroll Taxes	5,283		9,712		23,500		(13,788)
42	Employee Benefits	11,097		23,823		50,300		(26,477)
43	Employee Benefits/Retirement	5,933		17,005		32,000		(14,995)
44	Insurance-Workers Compensation	1,204		3,358		5,000		(1,642)
45	Rent-Ground Lease	-		-		-		-
46	Rent-InKind	6,000		12,000		24,000		(12,000)
47	Website Services	297		816		5,000		(4,184)
48	Appraisal Fees	-		350		2,250		(1,900)
49	Marketing/Advertising	721		1,807		5,700		(3,893)
50	Legal Services	1,833		2,299		7,000		(4,701)



	A	B	C	D	E	F	G	H
51	Consultant Services		-		-		2,000	(2,000)
52	Professional Services		3,092		5,849		12,000	(6,151)
53	Accounting/Audit Fees		3,000		6,000		12,000	(6,000)
54	Insurance - Liability		595		1,099		5,500	(4,401)
55	Insurance - Errors & Omissions		1,323		2,646		6,000	(3,354)
56	Insurance-Directors & Officers		702		1,404		3,000	(1,596)
57	Insurance-Surety Bond		-		-		400	(400)
58	Write Off's(Ground Lease Fees)		-		-		750	(750)
59	License/Permits/Fees		300		300		1,500	(1,200)
60	Insurance-Homes		1,965		3,412		12,000	(8,588)
61	Property Taxes		330		2,649		10,000	(7,351)
62	Closing Cost		1,597		11,819		21,000	(9,181)
63	Landscape Maintenance		4,704		10,004		24,000	(13,997)
64	Pest Control		390		900		3,000	(2,100)
65	Repairs/Maintenance/Equipment		849		3,534		10,000	(6,466)
66	Storage Fees		495		989		2,000	(1,011)
67	Development Cost		15,324		19,439		48,500	(29,061)
68	Improvements		1,058		1,228		10,000	(8,772)
69	Electric		165		487		2,000	(1,513)
70	Water & Sewer		372		987		4,000	(3,013)
71	Palm Manor Expense		27,727		56,437		140,950	(84,513)
72	SW 12th Ave Expense		13,602		30,965		62,500	(31,535)
73	808 SW 3rd Ct-Restricted		902		1,795		7,300	(5,505)
74	<b>Sub-Total Expenses</b>		<b>190,917</b>		<b>391,114</b>		<b>865,900</b>	<b>(474,786)</b>
75	<b>Total Expense</b>		<b>190,917</b>		<b>200,196</b>		<b>865,900</b>	<b>(665,704)</b>
76								
77	<b>NET INCOME</b>		<b>22,534</b>		<b>281,150</b>		<b>-</b>	<b>90,232</b>
78								
79								

### CRA Budget Narrative Form

81	<b>ORGANIZATION NAME:</b> <u>Delray Beach Community Land Trust</u>			<b>FY 2018-2019 Budget</b>		<b>Quarter:</b> 2nd
82	<u>Exceeding Projection</u> <u>X</u> <u>On Target</u>			<u>Below Projection</u>		

83	<b>INCOME:</b>	<b>Explanation of Variances</b>
84	<b>C.R.A. Grant</b>	2nd Quarter Funding
85	Foundation/Bank Grants	Community Reinvestment Grants from BankUnited Bank
86	Scholarship Grants	
87	Member Donations	
88	Application Fees	Application fees captured to offset intake processing
89	Ground Lease Fees	Ground Lease fees at \$40.00 monthly per owner, 74
90	Developer Fees	Fees captured from three (3) closings ytd
91	Membership Fees	New and annual membership fees
92	Proceeds from Sales	Proceeds captured from 4 sales
93	Rental Income/DBCLT	Rental revenue captured from (7) owned units
94	Rental Income/Palm Manor	Rental revenue captured from (25) DBCRA owned units
95	Rental Income/SW 12th Duplexes	Rental revenue captured from (12) DBCRA owned units
96	Office Rent-In Kind	City of Delray Beach dollar factor for monthly services
97	Interest Income	Funds captured from money market accounts
98	Other: Miscellaneous	
99		

100		
101	<u>X</u> <u>Lower than Projection</u>	<u>On Target</u> <u>Exceeding Projection</u>

102	<b>EXPENSES:</b>	<b>Explanation of Variances</b>
103	Office Operating Expenses	Day-to-day operating cost
104	Bank Charges	Service fees incurred
105	Printing and Copying	Leased copier and associated cost
106	Postage and Delivery	Leased postage meter and associated cost

	A	B	C	D	E	F	G	H
107	License/Permits/Fees		Required fees for operations					
108	Dues/Subscriptions		Annual affiliates membership fees and other					
109	Training/Conference/Workshops		Professional capacity building related to program services					
110	Office Equipment/Furniture		Accounting software annual maintenance/upgrades					
111	Miscellaneous							
112	Loan Interest		PNC line of credit interest expense					
113	Travel/Mileage		Professional capacity building and program services					
114	Meals		Professional capacity building and program services					
115	Salaries/Wages		Seven (7) payroll periods for four (4) full-time employees					
116	Payroll Taxes		Employer overhead cost incurred with (7) payroll periods					
117	Employee Benefits		Overhead cost (health/life/disability/allowances/other)					
118	Employee Benefits/Retirement		Employer expense					
119	Insurance-Workers Compensation		Employer overhead cost					
120	Rent-Ground Lease							
121	Rent-InKind		City of Delray Beach dollar factor for monthly services					
122	Website Services		Website maintenance and other associated cost					
123	Appraisal Fees		Cost for appraisals of resales and acquisitions					
124	Marketing/Advertising		Program marketing materials, ads, newsletters, events, etc.					
125	Legal Services		Legal program oversite cost					
126	Consultant Services		Program refinement, organizational efficiency and growth					
127	Professional Services		Payroll services and other cost					
128	Accounting/Audit Fees		Completion of 2017/2018 Audit and 990 Return					
129	Insurance - Liability		Commercial/Professional coverage					
130	Insurance - Errors & Omissions		Business services and management coverage					
131	Insurance-Directors & Officers		Business and management indemnity coverage					
132	Insurance-Surety Bond		Employee dishonesty bond					
133	Write Off's(Ground Lease Fees)		Uncollected fees					
134	License/Permits/Fees		Landlord license fees					
135	Insurance-Homes		Dwelling and windstorm coverage on all owned rental units					
136	Property Taxes		Taxes incurred on properties owned and sales					
137	Closing Cost		Cost incurred for acquisitions and sales					
138	Landscape Maintenance		Maintenance service cost-owned properties and vacant lots					
139	Pest Control		Maintenance cost incurred for owned rentals					
140	Repairs/Maintenance/Equipment		Maintenance cost incurred for owned rentals					
141	Storage Fees		Storage space for files and etc.					
142	Development Cost		Cost associated with new construction					
143	Improvements		Improvements for owned properties for resale and rental					
144	Electric		Cost during the vacancy of owned rental units and other					
145	Water & Sewer		Cost during the vacancy of owned rental units and other					
146	Palm Manor Expense		Total management cost for maintenance/services/etc.					
147	SW 12th Ave Expense		Total management cost for maintenance/services/etc.					
148	808 SW 3rd Ct-Restricted		Total management cost for maintenance/services/etc.					
149								
150								



# **DELRAY BEACH COMMUNITY LAND TRUST**

**PRE/POST PURCHASE WORKSHOP**

**TOPIC: HOMEBUYER PURCHASE  
ASSISTANCE, 2<sup>ND</sup> MORTGAGES AND  
REFINANCING**



## **SPEAKERS:**

*Ellen DeLima*, Housing Partner Coordinator  
City of Delray Beach

*Jeff Costello*, Executive Director  
Delray Beach Community Redevelopment  
Agency

- Purchase Assistance Qualifications
- Available Funding
- Terms and Conditions:  
S.H.I.P.  
2<sup>nd</sup> Mortgages

***Light refreshments will be provided***

**Date: Wednesday, February 27<sup>th</sup>, 2019**

**Time: 6:00PM to 7:30PM**

**Location: 1101 NW 2<sup>nd</sup> St. – Pompey Park**

**Telephone: (561) 243-7500, Please RSVP**



# **DELRAY BEACH COMMUNITY LAND TRUST**

## **Homebuyer Workshop**

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**HOMEBUYER WORKSHOP AGENDA**  
**Wednesday, February 27, 2019 6:00 P.M.**  
**Pompey Park**  
**1101 NW 2<sup>nd</sup> Street**  
**Delray Beach, FL 33444**

### **1. Introductions**

### **2. Speakers: Jeff Costello, Executive Director, Delray Beach Community Redevelopment Agency**

**Ellen DeLima, Housing Property Coordinator,  
City of Delray Beach**

### **3. Understanding Homebuyer Purchase Assistance**

- a) Soft 2<sup>nd</sup> Mortgages**
- b) State Housing Initiative Partnership (SHIP)**
- c) Workforce Housing Program**
- d) Additional Neighborhood & Community Services Dept.  
Housing Programs**
- e) Neighborhood Resource Center**

### **4. Questions and Answers**

### **5. Survey**



# DBCLT PRE PURCHASE WORKSHOP SURVEY

December 12, 2018

1. When will the Soft 2<sup>nd</sup> Mortgage provided by the Delray Beach CRA be forgiven?  
☐ Never  
☐ 10 Years  
☐ 15 Years  
☐ 30 Years
2. Refinancing is not allowed if I receive down payment assistants?  
☐ True  
☐ False
3. If I receive \$30,000 from the State Housing Initiative Partnership (SHIP) it will be forgiven in?  
☐ 5 Years  
☐ 10 Years  
☐ 15 Years  
☐ 30 Years
4. I did not have to put any money down to receive down payment assistants?  
☐ True  
☐ False
5. If I receive \$50,000 from the SHIP Program it will be forgiven in?  
☐ 5 Years  
☐ 10 Years  
☐ 30 Years  
☐ Never
6. The SHIP Program allows my monthly mortgage payment to exceed 40% of my monthly income?  
☐ True  
☐ False
7. What other topics/issues would you like the DBCLT to cover in future workshops?

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## DELRAY BEACH COMMUNITY LAND TRUST OTHER PARTNERS AND AFFILIATES



Delray Beach Community Land Trust  
145 SW 12th Avenue  
Delray Beach, FL 33444

Phone 561.243.7500 Fax 561.243.7501  
[www.delraylandtrust.org](http://www.delraylandtrust.org)



## The Delray Beach Community Land Trust Quarterly Newsletter "Opening Doors To Affordable Housing"

March 31, 2019

### SEE THE BIGGER PICTURE



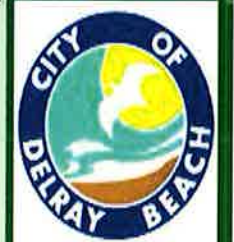
EMPLOYMENT



WAGES




CREATING HEALTHY  
COMMUNITIES THROUGH THE  
PROVISION AND PRESERVATION  
OF AFFORDABLE HOUSING





BOARD OF DIRECTORS	PRESERVING AFFORDABLE HOUSING
<p>Gary Eliopoulos <i>President</i></p> <p>Anthony Holliday, Jr <i>Vice President</i></p> <p>Kimberly Morris <i>Treasurer</i></p> <p>Vicki Hill <i>Secretary</i></p> <p>Arthur Brown</p> <p>Diane Colonna</p> <p>Nicole Elinski</p> <p>Cheryl Haywood</p> <p>Elton McGowan, Jr.</p> <p>Dysonya Mitchell</p> <p>Herman Stevens Jr.</p> <p>Sheila Townsend</p>	<p><i>Community Friends, Members, Partners and Affiliates</i></p> <p>The Delray Beach Community Land Trust (DBCLT) sincerely values the ongoing support of our clients, partners and affiliates. The DBCLT is commissioned to provide quality, long term affordable housing for very-low to moderate income households within the city limits of Delray Beach. The road to attaining quality affordable housing can become very rocky and over-whelming for individuals. The South Florida area has become an increasingly popular destination and the strong demand for housing has driven prices significantly upward, and lack of equitable wages result in households struggling with the issue of affordability.</p>
STAFF	
<p>Evelyn S Dobson <i>CEO</i></p> <p>Gerecia Edmond <i>Housing Manager</i></p> <p>Ahmed Burton <i>Homebuyer Coordinator</i></p> <p>Snevly Noel <i>Administrative Asst.</i></p>	<p>We have completed the development of two new for sale single family units with Hatcher Construction &amp; Development (see picture on page 3). Both units are under contract and will close in April. The board of directors continue to expand our affordable housing program services. We continue to:</p> <p><b>DELIVER</b> affordable housing opportunities for very-low to moderate income households through ownership/lease purchase and rentals</p> <p><b>SUSTAIN</b> program services to ensure access to quality housing options by expanding and retaining existing housing pool, leveraging public/private subsidies and preventing displacement due to hardships or other economic events</p>
Attorney	
<p>David Schmidt <i>Board Attorney</i></p>	<p><b>CULTIVATE</b> affordable housing stability and Upward Mobility for the households we serve</p>



## GROUND LEASE AGREEMENT REQUIREMENTS TO IMPROVE YOUR HOME?

**Article 7.-THE HOME**

**Section 7.3 CONSTRUCTION CARRIED OUT BY HOMEOWNER MUST COMPLY WITH CERTAIN REQUIREMENTS:**

Any construction in connection with the Home is permitted only if the following requirements are met: (a) all costs shall be paid for by the Homeowner; (b) all construction shall be performed in a professional manner and shall comply with all applicable laws and regulations; (c) all changes in the Home shall be consistent with the permitted uses described in Article 4; (d) the footprint, square-footage, or height of the house shall not be increased and new structures shall not be built or installed on the Leased Land without the prior written consent of CLT; (e) No building, outbuilding, garage, fence, wall, retaining wall, pool, spa, porch, or other structure or improvement of any kind shall be erected, constructed, placed or maintained on the Leased Premises, nor shall any landscaping, dwelling (including the roof) or other improvements on the Leased Premises or color scheme thereof, be altered, changed, repaired or modified without the prior written consent of Lessor. The foregoing prior approval is intended to specifically apply to the painting of the exterior of a dwelling, the installation of a pool or spa, or any other maintenance or repair which alters the exterior appearance of a dwelling or other improvements on the leased Premises .

For any construction requiring CLT’s prior written consent, Homeowner shall submit a written request to the CLT. Such request shall include:

- a written statement of the reasons for undertaking the construction;
- a set of drawings (floor plan and elevations) showing the dimensions of the proposed construction;
- a list of the necessary materials, with quantities needed;
- a statement of who will do the work;

If the CLT finds it needs additional information it shall request such information from Homeowner within two weeks of receipt of Homeowner’s request. The CLT then, within two weeks of receiving all necessary information (including any additional information it may have requested) shall give Homeowner either its written consent or a written statement of its reasons for not consenting. Before construction can begin, Homeowner shall provide CLT with copies of all necessary building permits, if not previously provided.





# COMMUNITY MEETINGS

(MEETINGS ARE SUBJECT TO CHANGE)

<p><b>May 7th</b> City Commission Meeting 6:00pm</p> <p><b>May 13th</b> Police Advisory Board Meeting 5:30pm</p>	<p><b>May 14th</b> CRA Workshop and Board Meeting 1:30pm</p> <p><b>May 21st</b> City Commission Meeting 6:00pm</p>	<p><b>June 3rd</b> Education Board Meeting 5:30pm</p> <p><b>June 11th</b> CRA Workshop and Board Meeting 1:30pm</p>
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# ACTIVITIES IN DELRAY BEACH

<p><b>May 15th</b> Arts Garage Ribbon Cutting: New Box Office Call (561) 450-6357 5:00pm - 7:00pm</p> <p><b>May 24th</b> The Motowners Call (561) 450-657 8:00pm - 10:00pm</p> <p><b>May 29th</b> 2nd Annual Luna Fest Film Festival Old School Square 7:30am - 10:00pm</p>	<p><b>June 20th</b> Arts Meets Music Call (561) 450-6357 7:00pm - 11:00pm</p> <p><b>June 24th</b> Set the Stage Summer Theatre Camp Call (561) 450-6357 9:00am - 4:00pm</p> <p><b>July 13th</b> Street Photography: Candid Workshop Old School Square 10:00am - 1:00pm</p>	<p><b>July 15th to July 19th</b> Youth Art Lab: Kids Comic Studio Call (561) 330-9614 9:00am - 12:00pm</p> <p><b>August 12th</b> Mix Master: A Color Mixing Workshop Call (561) 403-2958 9:30am - 4:30pm</p>
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# DBCLT PORTFOLIO

74	Owned single family units and Townhomes
5	New single family homes COMING SOON
2	Closings Pending
7	Vacant Lots For Future Development
5	Owned Rental properties- 5 units ( 100% occupancy)
37	Non-owned Rental units managed (100% occupancy)

# PROPERTIES



ATLANTIC PARK SQUARE  
SW 14TH AVENUE



HATCHER CONSTRUCTION & DEVELOPMENT



PALM MANOR APARTMENTS



# HOME BUYER CORNER

## HOME BUYER QUALIFICATIONS:

- ◆ Must be a 1st time Homebuyer or have not owned a home in three years
- ◆ Must meet mortgage lenders credit criteria and score (600 or better)
- ◆ Require available funds equal to 5% of purchase price
- ◆ Must be a US citizen or Permanent Resident
- ◆ Must attend a 6 hour first time homebuyer course

Income caps for purchase based upon AMI (Area Median Income Limits):

- ◆ **140% High Moderate** (household size of 4, \$107,660)
- ◆ **120% Moderate** (household size of 4 \$92,280)
- ◆ **80% Low** (household size of 4 \$61,500)
- ◆ **50% Very Low** (household size of 4 \$38,450)

First Time Homebuyer Course Urban League of Palm Beach, [www.ulpbc.org](http://www.ulpbc.org)

Telephone number: (561) 833-1461

**When:** Saturdays (Call to confirm date)

**Where:** 1700 N. Australian Ave.,  
West Palm Beach, FL 33407

**Time:** 8:30AM – 3:30PM

Debthelper.com or Urban League ulpbc.org

Assist families and individuals by providing financial solutions through counseling in the areas of budgeting, credit and debt management.



Equal Housing  
Opportunity

# AFFORDABLE HOUSING PROGRAM UPDATE

## HOUSING DEVELOPMENT PROGRAM UPDATE:

### New Purchase & Sales Contracts:

- ◆ 129 NW 4<sup>th</sup> Ave – Vacant lot, pending historic preservation board approval
- ◆ 237 NW 5<sup>th</sup> Ave – Work Assignment Approved, permit pending
- ◆ 309 SW 5<sup>th</sup> Ave – Work Assignment Approved, permit pending
- ◆ NW 8<sup>th</sup> Ave – Vacant lot
- ◆ 23 SW 14<sup>th</sup> Ave-Closing Pending
- ◆ 27 SW 14<sup>th</sup> Ave-Closing Pending
- ◆ 106 SW 14<sup>th</sup> Ave – Work Assignment Approved, permit pending
- ◆ 229-231 SW 14<sup>th</sup> Ave – Work Assignment Approved
- ◆ 233 SW 14<sup>th</sup> Ave – Work Assignment Approved
- ◆ Zeder, lot 24 and 25 (not buildable)
- ◆ Southridge Rd., Zeder (not buildable)

Housing program includes the management of 37 non-owned rental units:

- ◆ Palm Manor Apartments 31, 39 & 45 SW 9TH Ave (25 units)
- ◆ The Courtyards at SW 12<sup>th</sup> Ave (12 units)



## HOME DEPOT WORKSHOPS

*Thursday*  
*May 16th*  
6:00PM - 8:30PM  
LEARN HOW  
TO ASSEMBLE  
PEGBBOARD SHELVES

*Saturday*  
*May 18th*  
10:00AM - 11:30AM  
LEARN INTERIOR  
PAINTING AND  
DRYWALL REPAIR

*Saturday*  
*May 25th*  
10:00AM - 11:30AM  
LEARN HOW TO  
INSTALL TILE BACKSLASH

IF YOU ARE INTERESTED IN  
ATTENDING A FREE HOME  
DEPOT WORKSHOP YOU CAN  
REGISTER AT:  
[HOMEDEPOT.COM/WORKSHOP](http://HOMEDEPOT.COM/WORKSHOP)