



**DELRAY BEACH
COMMUNITY REDEVELOPMENT AGENCY (CRA)**

**REQUEST FOR PROPOSALS (RFP)
CRA NO. 2021-05
PROPERTY MANAGEMENT SERVICES FOR
CRA-OWNED RESIDENTIAL PROPERTIES**

**ISSUE DATE
JULY 19, 2021**

**VOLUNTARY PRE-PROPOSAL MEETING
JULY 28, 2021
10:00AM EST**

**QUESTION SUBMITTAL DEADLINE
AUGUST 6, 2021
5:00PM EST**

**PROPOSAL SUBMISSION DEADLINE
August 19, 2021
2:00PM EST**

CONTACT
CHRISTINE TIBBS, ASSISTANT DIRECTOR
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY
20 NORTH SWINTON AVENUE
DELRAY BEACH, FL 33444
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I. INVITATION

The Delray Beach Community Redevelopment Agency (“CRA”) is seeking proposals from qualified non-profit entities located within the City of Delray Beach specializing in leasing and management of affordable residential rental properties, including single-family homes, multi-family homes, and apartments, to provide property management services for CRA-owned affordable residential rental properties (“Property Management Services”), more specifically described in Article III and Article IV of this RFP.

Interested non-profit entities, hereinafter referred to as Proposers, are invited to submit a complete Proposal for consideration. Any submitted Proposal must clearly address and contain all items and forms requested. The CRA reserves the right to accept any Proposal(s) deemed to be in the best interest of the CRA, to waive any minor irregularities, scrivener’s errors, omissions, deviations, and/or technicalities in any Proposal(s), or to reject any or all Proposal(s), and to re-advertise for new Proposal(s).

Proposers are advised that Proposals submitted with irregularities, omissions, errors, deviations, and/or technicalities that, at the sole discretion of the CRA, do not meet the minimum requirements of the RFP, may result in a non-responsive determination. Proposers will not be given the opportunity to cure any irregularity, omission, error, deviation, and/or technicality. It is at the sole discretion of the CRA to waive or not waive any irregularity, omission, error, deviation, and/or technicality.

The CRA is vested by the State of Florida pursuant to its powers under Florida Statutes, Chapter 163, Part III, the Community Redevelopment Act of 1969 as amended, with the authority to request proposals for the redevelopment of any area within its District in order to effectuate redevelopment pursuant to the goals and objectives of the CRA Redevelopment Plan (<https://delraycra.org/wp-content/uploads/2019/04/Community-Redevelopment-Plan.pdf>).

Proposals will be evaluated based on the procedures and criteria stated within Article VI of this RFP.

The CRA intends to negotiate an Agreement for Property Management Services upon the award of this RFP to Proposer(s) that best satisfies the evaluation criteria, *and* the selection of that Proposer(s) is deemed to serve in the best interest of the CRA.

Proposers are required to submit one (1) original hard copy of their full Proposal in a hard cover binder, and one (1) electronic, searchable .pdf file of the full Proposal on a USB drive in a sealed package with the outside of the package marked “Request for Proposals CRA No. 2021-05, Property Management Services for CRA-Owned Residential Properties”. All Proposals shall be delivered (mailed or hand-delivered) to the CRA at:

**Arts Warehouse - 313 NE 3rd Street, Delray Beach, Florida 33444
on or before 2:00PM EST on August 19, 2021.**

The responsibility for submitting a Proposal at the correct location on or before the stated time and date is solely and strictly that of the Proposer. The CRA is not responsible for any delayed, late, misdelivered, or non-delivered Proposal(s), no matter the cause.

II. RFP OVERVIEW

RFP Issued	July 19, 2021
Pre-Proposal Meeting Date and Location Attendance is VOLUNTARY and is recommended but is not mandatory. If attending, CDC social distancing guidelines will be followed.	July 28, 2021 at 10:00AM EST In person at: Arts Warehouse 313 NE 3 rd Street Delray Beach, FL 33444
Question Submittal Deadline	August 6, 2021 at 5:00PM EST Questions must be submitted in writing via email to: Christine Tibbs, Assistant Director tibbsc@mydelraybeach.com
Proposal Submission Due Date and Location	August 19, 2021 at 2:00PM EST Drop-Off or Mail Proposals to: Arts Warehouse Attention: Christine Tibbs 313 NE 3 rd Street Delray Beach, FL 33444
Evaluation Committee	TBD
CRA Board Meeting	TBD

- The CRA reserves the right to advance or delay the above scheduled dates.
- Mailed Proposals will be considered timely when **received** by the CRA at the stated Location on or before the stated Due Date. All Proposals will be timestamped by the CRA when received. Proposals not received by the CRA by the Due Date at the stated Location shall not be reviewed or considered by the CRA.

BROADCAST

All documents related to this RFP, including any addenda, can be obtained from: (a) BidSync – www.bidsync.com; and (b) the CRA's website: www.delraycra.org.

Proposers who obtain solicitation information from sources other than those named above are cautioned that the RFP package may be incomplete and incomplete Proposal submittals may be deemed non-responsive by the CRA. BidSync is an independent entity and is not an agent or representative of the CRA. Communications to any independent entities does not constitute communications to the CRA. The CRA is not responsible for errors and omissions occurring in the transmission or downloading of any documents, addenda, plans, or specifications from these websites.

CONTACT PERSON

Any questions regarding the RFP documents and/or solicitation process must be submitted in writing to Christine Tibbs, Assistant Director at tibbsc@mydelraybeach.com. Questions must be received prior to the Question Submittal Deadline. Oral explanations, information, and instructions shall not be considered binding on the CRA. All prospective Proposers are encouraged to independently verify the accuracy of any information provided. Neither the CRA nor any of its agents or employees shall be responsible for the accuracy of any oral information provided to any Proposer.

III. PROPERTY INFORMATION

The CRA plays an active role in addressing and meeting the affordable housing needs of the current and projected population within the CRA District. The CRA owns residential rental properties including single-family homes, multi-family homes, and apartments, that are available to individuals, families, and seniors that the CRA aims to keep affordable for the long-term.

The properties for which the Successful Proposer(s) will be providing Property Management Services, hereinafter known as the Subject Properties, are described below, including rental restrictions.

Please refer to **Exhibit A** for location maps and property photos for each of the Subject Properties.

1. **47 SW 8th Avenue** is a three (3) bedroom, two (2) bathroom, single-family residence purchased by the CRA in April 2019. While this residence is not subject to Florida's State Housing Initiatives Program ("SHIP") guidelines, the intent of the CRA is to provide affordable housing with the maximum rent to be established consistent with the Florida Housing Finance Corporation's ("FHFC") income and rent guidelines for Palm Beach County, which will be more specifically stated in the Agreement between the Successful Proposer(s) and the CRA.

PCN: 12-43-46-17-02-005-0200

Legal Description: SUB OF BLK 5 DELRAY BEACH LT 20 BLK 5

2. **121 SW 10th Avenue** is a duplex purchased by the CRA in January 2019. Each of the two (2) units contains three (3) bedrooms and (1) bathroom, a laundry room, and off-street parking. Interior and exterior renovations for both units were completed in January 2020. While this residence is not subject to SHIP guidelines, the intent of the CRA is to provide affordable housing with the maximum rent to be established consistent with the FHFC's income and rent guidelines for Palm Beach County, which will be more specifically stated in the Agreement between the Successful Proposer(s) and the CRA.

PCN: 12-43-46-17-38-000-0060

Legal Description: LINCOLN PARK, DELRAY LT 6

3. **Palm Manor Apartments (31- 45 SW 9th Avenue)** consists of two (2) 10-unit buildings (31 – 39 SW 9th Avenue) with each unit containing two (2) bedrooms and one bath, with associated parking and laundry facilities; and one (1) 5-unit building (45 SW 9th Avenue) with each unit containing two (2) bedrooms and one (1) bath apartment, with associated laundry and parking facilities. While this residence is not subject to SHIP guidelines, the intent of the CRA is to provide affordable housing with the maximum rent to be established consistent with the FHFC's income and rent guidelines for Palm Beach County, which will be more specifically stated in the Agreement between the Successful Proposer(s) and the CRA.

31 SW 9th Avenue

PCN: 12-43-46-17-35-002-0050

Legal Description: BELAIR HEIGHTS LTS 5 & 6 BLK 2

39 SW 9th Avenue

PCN: 12-43-46-17-35-002-0070

Legal Description: BELAIR HEIGHTS LTS 7 & 8 BLK 2

45 SW 9th Avenue

PCN: 12-43-46-17-35-002-0090

Legal Description: BELAIR HEIGHTS LT 9 BLK 2

4. **LaFrance Apartments (140 NW 4th Avenue)** is a senior housing complex with minimum rental qualifications for residents, which include: a minimum age requirement of 60 years of age, and an income requirement not to exceed 80% of the Palm Beach County Adjusted Median Income (as defined by the FHFC), except for the on-site resident manager. The complex consists of eight (8) studio units and six (6) one (1) bedroom units with parking, laundry facilities, and a requirement of an on-site resident manager. Renovations completed in October 2007 utilized SHIP funding for a portion of the costs. The SHIP guidelines require that at least four (4) of the units are rented to Very Low Income households (as defined by the FHFC for Palm Beach County). Additionally, pursuant to the City of Delray Beach's Land Development Regulations, the remaining units are to be rented to Very Low Income or Low Income households (as defined by the FHFC for Palm Beach County).

The one (1) unit leased to the on-site resident manager, shall be leased to an individual who has experience in general building maintenance and repairs.

Rent amounts for the units will be more particularly described within the Agreement between the Successful Proposer and the CRA.

PCN: 12-43-46-17-05-000-0081

Legal Description: DELRAY BCH REPL OF PT OF BLK 27 PT OF LT 8 (LESS W 2 FT ALLEY R/W) & LTS 9 & 10 IN OR4417P1358 (LESS W 2 FT ALLEY R/W)

5. **Carolyn Quince Apartments (133 NW 5th Avenue)** consists of nine (9) one (1) bedroom apartments with associated parking and laundry facilities. Renovations to this apartment complex were completed in December 2007 utilizing SHIP funding for a portion of the costs. The SHIP guidelines require that at least three (3) apartments are rented to Very Low Income households (as defined by the FHFC for Palm Beach County), and at least three (3) apartments are rented to Low Income households (as defined by the FHFC for Palm Beach County). The remaining three (3) apartments can be rented to households with Very Low Income, Low Income, or Moderate Income (as defined by the FHFC for Palm Beach County).

Rent amounts for the apartments will be more particularly described within the Agreement between the Successful Proposer and the CRA.

PCN: 12-43-46-17-05-000-0040

Legal Description: DELRAY BCH REPL OF PT OF BLK 27 LTS 4 & 5 (LESS E 2 FT ALLEY & W 5 FT NW 5TH AVE R/WS)

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IV. PROPERTY MANAGEMENT SERVICES

A. Objective

The CRA intends to enter into a Property Services Management Agreement (Agreement) with at least one (1) non-profit entity based in the City of Delray Beach specializing in the leasing and management of affordable residential rental properties, including single family homes, multi-family homes, and apartments.

The Property Management Services will assist in furthering the goals and objectives of the CRA, particularly the CRA's goals and objectives that support affordable housing initiatives, as contained in the CRA's Redevelopment Plan.

Proposers may propose Property Management Services for all of the Subject Properties or any combination of the Subject Properties. Proposals do not need to include Property Management Services for all of the Subject Properties to be considered responsive by the CRA.

The CRA Board may elect to award one (1) Agreement to one (1) Proposer that covers Property Management Services for all the Subject Properties, or the CRA Board may elect to award multiple Agreements to multiple Proposers so that the combination of Agreements covers Property Management Services for all the Subject Properties. All Proposers shall be non-profit entities based in the City of Delray Beach.

B. Property Services Agreement (Agreement)

The Agreement(s) will be negotiated between the Successful Proposer(s) (a Proposer who is awarded an Agreement by the CRA Board) and the CRA. The specifications, terms, and conditions of the Agreement will be subject to the mutual written agreement of both parties.

Subject to CRA Board approval, the term of the Agreement between the CRA and the Successful Proposer will be for an **initial five (5) year period and may be renewed for up to one (1) additional five (5) period thereafter**, subject to the mutual written agreement of both parties. Expenses incurred by the CRA as the Property Owner during the term of the Agreement, including, but not limited to property insurance, real estate taxes, legal fees, etc., will be paid by the Successful Proposer (Lessee).

C. Lessee's/Successful Proposer's Responsibilities

The responsibilities of the Lessee include, but are not limited to, the following:

To manage and maintain units, advertise units, to lease units, to perform screening of prospective tenants in conformance with CRA policies, to prepare leases, to execute new leases, to renew and/or cancel existing leases, to collect rents and deposits, to institute and prosecute actions and recover possession of leased units and rents due and/or to settle, compromise, or reinstate tenancies when in the best interest of the CRA, to hire, discharge, and pay all administrators, janitors, and other employees, to make all necessary repairs and replacements in a timely manner, to enter in all agreements for utility services, supplies, and maintenance, to pay all related repair, replacement, maintenance, and utility bills, maintain ongoing contracts for security, monthly pest control, landscaping, elevator (if applicable), and fire inspections, to manage and

maintain operating account for expenses and use all funds collected pursuant to the Agreement, to provide quarterly financial and property reports, to pay property taxes and property insurance (the Lessor shall pay as the Property Owner and shall be reimbursed by the Lessee), to have an employee available 24 hours a day, seven (7) days a week during the entirety of the term of the Agreement, to establish procedures for tenant complaints and requests, to notify the CRA of all paid invoices that are paid on behalf of the CRA as the Owner of the Subject Properties.

The Lessee's Responsibilities will be more particularly described within the Agreement between the Successful Proposer and the CRA.

D. Lessor's/Property Owner's/CRA's Responsibilities

The responsibilities of the Lessor include, but are not limited to the following:

To refer prospective tenants who contact the CRA to the Lessee, to provide Lessee with copies of all current lease agreements that will be assigned to the Lessee, to provide Lessee with keys and access to units, to provide Lessee with copies of warranties and contracts related to the Subject Properties, to maintain and pay for property insurance on Subject Properties and pay property taxes for the Subject Properties (which shall be reimbursed to the Lessor by the Lessee).

The Lessor's Responsibilities will be more particularly described within the Agreement between the Successful Proposer and the CRA.

E. Assignment of Existing Leases

The existing lease agreements between the CRA and any current tenants, or between the current property management provider (on behalf of the CRA) and any current tenants, shall be assigned to the Lessee/Successful Proposer during the term of the Agreement.

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V. PROPOSER'S MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS AND PROPOSAL SUBMITTAL REQUIREMENTS

The following information and documents must be submitted with each Proposal. Failure to provide any of the information or documents, or failure to provide the information in the required format, may be cause for determination that the Proposer is non-responsive, at the sole and absolute discretion of the CRA. Proposals deemed non-responsive may be disqualified, rejected, and receive no further consideration at the sole and absolute discretion of the CRA.

Proposers must submit all documents and forms as required- fully completed and signed.

Proposers shall prepare their Proposal utilizing the same format as outlined below in Article V, Section B, Proposal Submission Format. Each Proposal must contain a "Table of Contents" and each item listed within the Table of Contents must be separated by labelled tabbed divider.

The Proposer shall submit one (1) original hard copy of the full Proposal containing in a hard cover binder, and one (1) electronic, searchable .pdf file of the full Proposal on a USB drive. Double-sided printing is permitted, provided that the Proposal complies with the format set forth in Article V, Section B, Proposal Submission Format.

Do not include additional information not requested in this RFP, unless specified in an Addendum. Proposers are not to submit any information in response to this RFP that has not been specifically requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under State of Florida Statutes. The submission of such documentation may adversely affect the evaluation of the Proposal by the Evaluation Committee.

This RFP requires the use and submission of specific CRA forms. The CRA forms shall not be expanded or altered. Failure to utilize the CRA's forms will result in the rejection of the Proposal as non-responsive at the sole and absolute discretion of the CRA.

The CRA reserves the right to validate any and all information submitted by a Proposer. At its sole and absolute discretion, the CRA may disqualify any Proposer if the CRA determines that their Proposal does not sufficiently document qualifications and experience. Further, at its sole and absolute discretion, the CRA may request and require that additional information be provided by a Proposer.

The Proposal must be manually and duly signed by an authorized agent with an original signature in full. Anyone signing the Proposal as an agent, must submit evidence of signature authority with it.

Proposers understand that submitting a Proposal to this RFP does not constitute an agreement between the CRA and the Proposer. Proposer has no contract right or expectation by submitting to the CRA a response to this RFP.

The following describes the information that must be provided to the CRA in order for the CRA to consider a Proposal. Failure of the non-profit entity to provide any of the information or failure to provide the information in the required format may be cause for the CRA to reject the Proposal. The

CRA retains the right at its sole and absolute discretion to reject any Proposal that does not meet the requirements of this RFP.

A. Proposal Requirements

1. Table of Contents:

The Table of Contents should follow in sequential order as specified in in Article V, Section B, Proposal Submission Format. All pages of the Proposal must be consecutively numbered and correspond to the Table of Contents.

2. Proposer's Information:

Proposers shall complete and submit the Proposal Acknowledgment Form provided in Article IX, Required Forms.

3. Narrative:

Proposers shall include a general introduction statement, and a brief overview and description of the non-profit entity. In addition, Proposers shall provide a thorough explanation of its qualifications and experience managing similar affordable residential rental properties and why it is the most qualified to provide the required Property Management Services to the CRA.

4. Proposal:

Proposals shall include a thorough explanation of the Property Management Services that the Proposer will provide to the CRA and for which of the Subject Properties. Proposals shall also include a thorough explanation of how the Proposer intends to provide the Property Management Services and fulfill the Lessee's Responsibilities.

Proposers should include any and all information they believe would be beneficial for the Evaluation Committee to consider when reviewing the Proposer's Proposal.

5. Qualifications of the Proposer:

Proposers shall be non-profit entities located within the City of Delray Beach specializing and experienced in the leasing and management of affordable residential rental properties, including single-family homes, multi-family homes, and apartments.

Proposers shall be licensed and authorized to conduct business in the State of Florida for the last five (5) years under its current business name (current business name means the actual official name on file with the State of Florida of the entity submitting the Proposal). Proposers shall provide the necessary documentation to support the above.

Additionally, Proposers shall provide the following information within their Proposal:

- Description of the Proposer's entity, including the legal organizational structure and copies of appropriate certifications and licenses.
- Provide a copy of its City of Delray Beach Business Tax Receipt.
- A copy of the not-for-profit determination letter, or a copy of the application for 501(c)(3), tax exempt status submitted to the Internal Revenue Service.

- The full name, address, and phone number of the Proposer. Additionally, a complete list of the Proposer's Board of Directors including names, addresses and phone numbers and the name of the Proposer's Executive Director. If the Proposer is affiliated with another entity, please provide a statement representing the nature of the affiliation along with the other entity's name, address, phone number, and a listing of that entity's Board of Directors.
- Proposers must make available for inspection at its place of business, a current (audited, if available) financial statement which includes a balance sheet, a three-year statement of past income, and a projected one-year income statement for the current fiscal year for the Proposer (and its parent entity if it is a subsidiary). Tax returns may be substituted for financial statements. Information regarding any legal or administrative actions, past or pending, that might impact the capacity of the Proposer to provide the required Property Management Services must be disclosed.
- Disclosure of any prior or pending bankruptcies and legal and/or administrative actions which occurred during the past ten (10) years for the Proposer must be submitted with the Proposal.

Note: the Successful Proposer(s) must provide their own work facilities and support staff to provide the required Property Management Services for the term of the Agreement.

Note: the Successful Proposer(s) must have sufficient insurance coverage in types and amounts, as required and approved by the CRA, to be in force at the time the Agreement takes effect, and the Successful Proposer(s) must maintain the insurance for the term of the Agreement. The CRA shall be named as an additional insured on all applicable policies.

6. Experience of the Proposer:

Proposers MUST have a minimum of five (5) years of experience as a Property Manager specializing in the leasing and management of affordable residential rental properties, including single-family homes, multi-family homes, and apartments.

Proposers shall provide the following information concerning the relevant experience of the Proposer as a Property Manager of affordable residential properties, including experience leasing and managing residential properties for seniors and residential properties with leasing restrictions, and the Proposer's Key Employees who will be directly involved in executing the Property Management Services:

- Information on the Proposer's Key Employees, which shall include leasing agents, management personnel, and an onsite resident manager, and what these Key Employees' roles and responsibilities will be as they relate to the Subject Properties. If Key Employees have not been selected, Proposers must describe its method of selection and general approach to the hiring and development of the Key Employees as it relates to the Subject Properties.
- Information on any Sub-Consultants that the Proposer has or will have a contract with, other than the employees of the Proposer, who assist in the performance of the Property Management Services required under this RFP.

- Proposers shall provide a minimum of three (3) examples of existing affordable residential rental properties under their ownership and/or management, similar in size, scope, and complexity as the Subject Properties described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's ownership or management, a brief description of the property, including number of units, number of residents, and any rental restrictions, and a brief description of the services provided by the Proposer.
- Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

7. Financial Information:

Proposers shall provide a preliminary budget and project pro forma for the proposed Property Management Services.

The Proposer must provide a copy of its most recent financial statements, which shall include a current (audited, if available) financial statement, a balance sheet, and a projected one-year income statement for the current fiscal year for of the Proposer and their partner(s), if applicable. The CRA reserves the right to conduct its own research, investigation, background checks, and credit checks on the proposing entity, and its officers, agents, and representatives.

B. Proposal Submission Format

Proposers shall prepare and submit their Proposals in the format below. Failure to comply with this format may result in the Proposal being deemed non-responsive. All original hardcopy Proposal submissions shall be bound in a hard cover binder and tabbed, and all electronic Proposal submissions need to be in bookmarked and searchable .pdf file format on a USB drive. To ensure that all Proposals can be evaluated on an equitable basis, this RFP requires each Proposer to provide the required information in a prescribed format and organization.

Required Proposal Submission Format:

- Table of Contents
- Proposer's Information
 - Proposal Acknowledgement Form
- Narrative
- Proposal
- Qualifications of the Proposer
 - All information requested as listed in Article V, Section A of this RFP.
- Experience of the Proposer
 - All information requested as listed in Article V, Section A of this RFP.
 - Property Reference Forms (minimum of three (3))
 - Proposer Reference Form (minimum of three (3))
- Financial Information
 - Preliminary Budget and Project Pro Forma
 - Requested Financial Information
- RFP Required Forms

- Conflict of Interest Disclosure Form
- Scrutinized Companies Certification Pursuant to Florida Statutes § 287.135
- Notification of Public Entity Crimes Law
- Notification of Public Records Law
- Drug-Free Workplace
- Non-Collusion Affidavit

C. Proposal Submission Due Date and Location

A complete Proposal for this RFP shall be delivered (by hand or via mail) in accordance with the following:

Proposal Submission Due Date: August 19, 2021 by 2:00PM EST.
Proposal Submission Location: Arts Warehouse
 313 NE 3rd Street
 Delray Beach, Florida 33484

Proposals must be submitted in a sealed package and clearly marked on the outside with:

**RFP CRA NO. 2021-05
 PROPERTY MANAGEMENT SERVICES FOR
 CRA-OWNED RESIDENTIAL PROPERTIES**

Proposals received at any other location than the aforementioned, or after the Proposal Submission Due Date, shall be deemed non-responsive, and shall not be considered. The responsibility for submitting a Proposal at the correct location before the stated Due Date is solely and strictly that of the Proposer. The CRA is not responsible for any delayed, late, misdelivered, or non-delivered Proposal(s), no matter the cause. Proposals not received by the CRA by the Due Date at the stated Location shall not be reviewed or considered by the CRA and will be returned to the Proposer unopened.

D. Additional Submittal Guidelines

Only one (1) Proposal from a non-profit entity will be considered in response to this RFP. Sub-consultants/sub-contractors may be included in Proposals, and they may be included in more than one (1) Proposal submitted by more than one (1) Proposer. A non-profit entity that submits a Proposal shall not be a sub-consultant/sub-contractor on another Proposal submitted under this RFP.

It is the policy of the CRA that as a condition of award of an Agreement, the Successful Proposer and all sub-consultants/sub-contractors obtain a City of Delray Beach Business Tax Receipt. It is the sole responsibility of Proposers to supply copies of all required Business Tax Receipts.

E. Changes/Modifications/Alterations to Submitted Proposals

A Proposer may submit a modified Proposal to replace all or any portion of a previously submitted Proposal or withdraw a Proposal at any time prior to the Proposal Submission Due Date. All modifications or withdrawals shall be made in writing, to Christine Tibbs, Assistant

Director, via email at tibbsc@mydelraybeach.com. Oral/Verbal modifications are prohibited, and they will be disregarded. Written modifications will not be accepted after the Proposal Submission Due Date. The CRA will only consider the latest version of the Proposal.

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VI. EVALUATION AND SELECTION

A. Evaluation and Selection Procedures

Sealed proposals may be submitted to the **Arts Warehouse at 313 NE 3rd Street, Delray Beach, Florida, 33444** until **2:00PM EST on August 19, 2021**. CRA Staff will open the Proposals immediately after that time and review them for responsiveness and compliance with submission requirements, including verification that each Proposal includes all information, documentation, and forms required. CRA Staff is responsible for the review of all Proposals for responsiveness before distributing them to the Evaluation Committee. However, responsiveness determinations may be made at any time prior to contract award.

Proposers are advised that Proposals submitted with irregularities, omissions, errors, deviations, and/or technicalities that, at the sole discretion of the CRA, do not meet the minimum requirements of the RFP, may result in a non-responsive determination. Proposers will not be given the opportunity to cure any irregularity, omission, error, deviation, and/or technicality. It is at the sole discretion of the CRA to waive or not waive any irregularity, omission, error, deviation, and/or technicality. At any time during the evaluation process, the CRA may conduct any investigations, inquiries, or any other action it deems necessary to fairly review a Proposal.

The CRA will establish an Evaluation Committee to review and score all responsive Proposals in accordance with the requirements of this RFP and criteria listed below. The Evaluation Committee will determine whether a Proposer is responsible, has the capacity to fully perform the Property Management Services as stated in this RFP, and has the integrity and reliability that will ensure good faith performance. CRA Staff will calculate the total score for each responsive Proposal reviewed and scored by the Evaluation Committee.

The Evaluation Committee may shortlist Proposers deemed the most highly qualified to perform the required Property Management Services and ask those Proposers to hold brief oral presentations at a later date.

Subsequent to oral presentations with the shortlisted Proposers, the Evaluation Committee will re-evaluate and re-score the Proposals, in conjunction with the oral presentations. CRA Staff will calculate the final score for each shortlisted Proposer and finalize the composite scores.

Please note that the Evaluation Committee does not need to request oral presentations. For this reason, each Proposer should ensure that its Proposal contains all the information and documentation requested in this RFP.

The final scores will be forwarded to the CRA Executive Director. After which, the CRA Executive Director will place the RFP onto a CRA Board meeting agenda and the CRA Board will have the following options:

- a) Accept the Evaluation Committee's scores and the CRA Board may elect to award one (1) Agreement to one (1) Proposer that covers Property Management Services for all the Subject Properties (depending on the Proposals received), or the CRA Board may elect to award multiple Agreements to multiple Proposers so that the combination of Agreements covers Property Management Services for all the Subject Properties (depending on the Proposals received); or

- b) Reject the Evaluation Committee's scores and select the Proposer(s) that the CRA Board believes will serve in the CRA's best interests; or
- c) Cancel the RFP at any time, and/or reject all submitted Proposals, and/or direct CRA Staff to re-issue the RFP.

The CRA reserves the right to negotiate such terms and conditions with the Successful Proposer as it is determined to be in the CRA's best interest, which is determined at the CRA's sole and absolute discretion. In the event a contract is not negotiated to the CRA's satisfaction, the CRA may abandon such negotiations, and at its sole and absolute discretion, may commence negotiations with the next ranked Proposer. All Proposers should be familiar with the requirements of Florida Statutes Chapter 163.380 to which this solicitation is subject.

Any and all decisions by the CRA to modify the schedule described herein, to request additional information from Proposers, to reject insufficient or unclear Proposals, to formulate an objective point system for review, to form the Evaluation Committee, to calculate the scores of the proposals, to negotiate an agreement, to abandon negotiations, to approve an agreement, etc., shall be at the CRA's sole and absolute discretion. The CRA reserves its right to cancel this RFP at any time, and/or reject all submitted Proposals, and/or re-issue the RFP. Submittal of a Proposal to this solicitation on the part of any and all Proposers constitutes acceptance of this policy.

B. Evaluation Criteria

Proposals have the possibility to receive a total maximum of 100 points. Proposals will be reviewed and scored by the Evaluation Committee according to the following requirements and respective weight:

REQUIREMENTS	POINTS
Qualifications the Proposer (including References)	25 Points
Experience of the Proposer (including References)	35 Points
Proposer's Narrative	15 Points
Proposer's Proposal	25 Points
	100 Total Points

VII. GENERAL TERMS AND CONDITIONS

A. Inspection of Site

Any interested party may arrange, by appointment, to visit the Subject Properties that will require the Property Management Services that are the subject of this RFP. Please contact Christine Tibbs, Assistant Director, at (561) 276-8640 or via email: tibbsc@mydelraybeach.com to schedule an appointment.

Potential Proposers should carefully examine the Subject Properties before submission of a Proposal and make all necessary investigations to inform themselves thoroughly as to all difficulties involved in the completion of all services required pursuant to the mandates and requirements of this RFP. No plea of ignorance of conditions or difficulties that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the Property Management Services pursuant to the Proposal as a result of failure to make the necessary examinations and investigations, will be accepted as an excuse for a failure or omission on the part of the Successful Proposer to fulfill, in every detail, all of the requirements, as defined in the subsequent Agreement, nor will they be accepted as a basis for any claims whatsoever for extra compensation or for an extension of time.

B. Cone of Silence/No Lobbying

As to any matter relating to this RFP, any Proposer, team member, or anyone representing a Proposer is advised that they are prohibited from contacting or lobbying the CRA Chair, any CRA Commissioner, CRA Staff, or any other person working on behalf of the CRA on any matter related to or involved with this RFP. For purposes of clarification, a Proposer's representatives shall include, but not be limited to, the Proposer's employees, partners, attorneys, officers, directors, consultants, lobbyists, or any actual or potential subcontractor or consultant of the Proposer and the Proposer's team. There will be an opportunity for inquiries to be made of CRA Staff during the scheduled voluntary Pre-Proposal Meeting. All inquiries must be in writing and directed to the CRA (tibbsc@mydelraybeach.com). Any violation of this condition may result in rejection and/or disqualification of the Proposer. This "Cone of Silence/No Lobbying" is in effect from the date of issuance of this RFP and shall terminate at the time the CRA Board selects a Proposer and awards an Agreement, rejects all Proposals, or otherwise takes action which ends the solicitation process.

C. Questions

Questions and inquiries concerning this RFP and the specifications contained herein shall be submitted in writing via email to Christine Tibbs, Assistant Director, at tibbsc@mydelraybeach.com no later than Friday, August 6, 2021, 5:00PM EST. Late or misdelivered questions may not receive a response in a subsequent addendum.

Any discrepancies, errors, or ambiguities in the RFP or addendum (if any) should also be reported in writing. If applicable, the CRA will issue a written addendum to the RFP clarifying such conflicts or ambiguities. It is agreed that any such alleged discrepancies, errors, or omissions will not be construed against the drafting party.

CRA Staff will issue responses to timely received questions and any other clarifications the CRA deems necessary via written addendum prior to the Proposal Submission Due Date. Proposers

should not rely on any representations, statements, or explanations other than those made in this RFP and in any written addendum to this RFP. Oral explanations, information and instructions shall not be considered binding on the CRA. Neither the CRA nor any of its agents or employees shall be responsible for the accuracy of any oral information provided to any Proposer.

Where there appears to be conflict between the RFP and any addendum issued, the last addendum issued shall prevail.

Any issued addendum will only be made available on the CRA webpage, www.delraycra.org, and at www.bidsync.com. It is the Proposer's sole responsibility to ensure its review and receipt of all addendum.

D. Agreement Terms and Conditions

Proposers should note that certain provisions contained within a potential Agreement with the CRA are non-negotiable. These include, without limitation, applicability, and compliance with applicable laws (e.g., Federal Statutes, State Statutes, County and City Codes), venue, hold harmless, duty to defend, indemnity and insurance, and cancellation for convenience or due to lack of funding by the CRA.

E. Award of Agreement

An Agreement may be awarded to the Successful Proposer for the Project by the CRA Board. The CRA reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer, when it is determined to be in the CRA's best interest. The CRA does not represent that any award will be made. The award and execution of an Agreement shall comply with the CRA's Purchasing Policies, and the terms and specifications stated herein.

F. Unauthorized Work

The Successful Proposer shall not begin work until the CRA issues a written Notice to Proceed ("NTP"). Such NTP shall constitute the CRA's authorization to begin work. Any unauthorized work performed by the Successful Proposer, prior to receiving the NTP, or during the term of the Agreement, shall be deemed non-compensable by the CRA. The Successful Proposer shall not have any recourse against the CRA for prematurely performing any unauthorized work.

G. Sub-Contractor(s)/Sub-Consultant(s)

For purposes of this RFP, the terms "Sub-Consultant" and "Sub-Contractor" are used interchangeably. A Sub-Consultant or Sub-Contractor is any individual, firm, entity, or organization, other than the employees of the Proposer, who has or will have a contract with the Proposer to assist in the performance of the Property Management Services required under this RFP. A Sub-Consultant shall be paid directly by the Proposer and shall not be paid directly by the CRA. The Proposer must clearly identify in its Proposal the Sub-Consultants to be utilized to perform the Property Management Services. The CRA retains the right to accept or reject any Sub-Consultant proposed in accordance with Article V, "Proposer's Minimum Qualification and Experience Requirements and Proposal Submittal Requirements," or proposed prior to execution of the Agreement. Any and all liabilities regarding the use of a Sub-Consultant shall be borne solely by the Successful Proposer, and insurance for each Sub-Consultant must be approved by the CRA and maintained in good standing throughout the duration of the Agreement. Neither the

Successful Proposer nor any of its Sub-Consultants are considered employees, partners, affiliates, or agents of the CRA. Failure to list all Sub-Consultants and provide the required information may disqualify any unidentified Sub-Consultants from performing work under this RFP. Proposers shall include in their Proposal the requested Sub-Consultant information.

H. Insurance

The CRA reserves the right to ensure and require that the insurance coverages provided by the Successful Proposer are proper and that the insurers are licensed or otherwise qualified to do business in the State of Florida. If at any time during the term of the Agreement, the CRA should determine that it is in its best interests to insist on an alternative insurance provider, it may do so and the Successful Proposer agrees to comply with the CRA's decision. The CRA also reserves the right to review, modify, or amend any required coverages, limits, and endorsements during the life of a contract and any extensions thereof. The CRA further reserves the right, but not the obligation, to review and reject any insurer providing coverage on the firms' behalf because of the insurer's poor financial condition or due to the insurer's failure to operate legally in the State of Florida.

I. Protest

A recommendation for award or rejection of award may be protested by a Proposer through filing a type-written protest with the CRA office. The Proposer shall file its type-written protest with the CRA, Monday through Friday, between the hours of 8:00 AM EST and 5:00 PM EST, excluding legal holidays. Protests shall contain the name, address, and phone number of the petitioner, name of the petitioner's representative (if any), and the title and number of the solicitation. Additionally, the protest shall be signed by an authorized agent of the Proposer and notarized. The protest shall specifically describe the subject matter, facts giving rise to the protest, and the action requested from the CRA. The protest shall be limited to 15 type-written pages. The written protest must be received within three business days from the time of initial posting of the intended award. Notice of Intent to Award shall be posted on the CRA's website, www.delraycra.org, and on BidSync, www.bidsync.com. Failure to file a timely formal written protest within the time period specified shall constitute a waiver by the Proposer of all rights of protest.

The letter of protest shall be accompanied by a non-refundable protest application fee of five thousand dollars (\$5,000). The protest application fee must be a cashier's check, a certified check, or an attorney's trust account check made payable to the Delray Beach Community Redevelopment Agency. Failure to provide the required protest application fee shall deem the protest as incomplete and invalid.

THIS SECTION IS INTENTIONALLY BLANK.

VIII. DISCLOSURE AND DISCLAIMERS

This RFP is being issued by the CRA. As more fully set forth in this RFP, any action taken by the CRA in response to Proposals made pursuant to this RFP, or in making any award or failure or refusal to make any award pursuant to such Proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the CRA.

In its sole and absolute discretion, the CRA may withdraw this RFP either before or after receiving Proposals, may accept or reject Proposals, and may accept Proposals which deviate from this RFP. In its sole discretion, the CRA may determine the qualifications and acceptability of any Proposer submitting Proposals in response to this RFP.

Following submission of a Proposal, the Proposer agrees to promptly deliver such further details, information and assurances including, but not limited to, financial and disclosure data, relating to the Proposal and/or the Proposer, including the Proposer's affiliates, officers, directors, shareholders, partners and employees, as requested by the CRA.

The information contained herein is provided solely for the convenience of Proposers. It is the responsibility of a Proposer to assure itself that information contained herein is accurate and complete. Neither the CRA, nor its representatives, provide any assurances as to the accuracy of any information in this RFP. Any reliance on the contents of this RFP, or on any communications with CRA representatives shall be at each Proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. This RFP is being provided by the CRA without any warranty or representations, express or implied, as to its content, accuracy or completeness, and no Proposer or other party shall have recourse to the CRA if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the CRA that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

The CRA shall have no obligation or liability with respect to this RFP, or the evaluation and selection, and award processes contemplated hereunder. The CRA does not warrant or represent that any award or recommendation will be made as a result of the issuance of this RFP. All costs incurred by a Proposer in preparing and responding to this RFP are the sole responsibility of the Proposer. Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer and agrees to be bound by the terms hereof. Any Proposal submitted pursuant to this RFP is at the sole risk and responsibility of the Proposer by submitting such a Proposal.

This RFP is made subject to correction of errors, omissions, or withdrawal without notice. Information contained in the RFP is for guidance only and each recipient hereof is cautioned and advised to independently verify all of such information. In the event of any differences between this Disclosure and Disclaimers and the balance of the RFP, the provisions of this Disclosure and Disclaimers shall govern.

The CRA reserves the right to select the Proposal which, in the opinion and sole discretion of the CRA, will be in the best interest and/or most advantageous to the CRA. The CRA reserves the right to waive any irregularities and technicalities and may, at its discretion, request re-submittal of Proposals. All expenses in preparing the Proposal and any re-submittals shall be borne by the Proposer.

The CRA and the Proposer will be bound only if and when a Proposal, as it may be modified, is approved and accepted by the CRA, and the applicable agreements pertaining thereto are approved, executed and delivered by the Successful Proposer to the CRA, and then only pursuant to the terms of the agreements executed by the Proposer and the CRA. All or any responses to this RFP may be accepted or rejected by the CRA for any reason, or for no reason, without any resultant liability to the CRA.

The CRA is governed by the Sunshine Law and the Public Records Law of the State of Florida and all Proposals and supporting data shall be subject to disclosure as required by such laws. All Proposals shall be submitted in sealed form and shall remain confidential to the extent permitted by the Public Record Law until the date and time selected for opening responses.

THIS SECTION IS INTENTIONALLY BLANK.

IX. REQUIRED FORMS

The forms listed below must be completed by an official having legal authorization to contractually bind the Proposer and must be submitted with the Proposal. Each signature represents a binding commitment upon the Proposer to provide the goods and/or services stated within this RFP and the Proposer's Proposal to the CRA if the Proposer is awarded an Agreement and an Agreement is successfully negotiated and executed.

- Proposal Acknowledgement Form
- Conflict of Interest Disclosure Form
- Scrutinized Companies Certification Pursuant to Florida Statutes § 287.135
- Notification of Public Entity Crimes Law
- Notification of Public Records Law
- Drug-Free Workplace
- Non-Collusion Affidavit
- Property Reference Form
- Proposer Reference Form

PROPOSAL ACKNOWLEDGEMENT FORM

The Proposer hereby acknowledges and affirms to the contents of this RFP, its response thereto, including without limitation, all addenda have been read, understood, and agreed to by assigning and completing the spaces provided below:

A. RFP Addendum Acknowledgment

Addendum No. 1, Dated _____
Addendum No. 2, Dated _____
Addendum No. 3, Dated _____
Addendum No. 4, Dated _____
Addendum No. 5, Dated _____

B. The undersigned certifies that they are authorized to sign for the Proposer.

C. The undersigned certifies that any and all information contained in response to this RFP is true and correct.

D. THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL, FOR NOT LESS THAN 90 DAYS, AND THE PROPOSER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS SOLICITATION. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED, BY AN AUTHORIZED AGENT, SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE CRA MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOSAL.

RFP CRA NO. 2021-05: PROPERTY MANAGEMENT SERVICES FOR CRA-OWNED RESIDENTIAL PROPERTIES

Proposer's Name: _____

Federal Employer Identification Number: _____

Principal Business Address: _____

Mailing Address: _____

Telephone Number(s): _____

Fax Number(s): _____

Email Address: _____

Authorized Agent Name and Title: _____

(Signature of authorized agent)

Date: _____

CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract is subject to the provisions of Chapter 112, *Florida Statutes*. All Proposers must disclose within their Proposals: the name of any officer, director, or agent who is also an employee of Delray Beach Community Redevelopment Agency ("CRA").

Furthermore, all Proposers must disclose the name of any CRA employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Proposer's entity or any of its branches.

The purpose of this disclosure form is to give the CRA the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any CRA duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

_____ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Proposal.

_____ The undersigned entity, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Proposal.

Acknowledged by:

Proposer Name

Authorized Agent Signature

Authorized Agent Name and Title (Print or Type)

Date

**SCRUTINIZED COMPANIES CERTIFICATION PURSUANT TO
FLORIDA STATUTES § 287.135**

I, _____, on behalf of _____,
Print Name and Title Proposer Name

certify that _____ does not:
Proposer Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List;
and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The Delray Beach Community Redevelopment Agency ("DBCRA") shall provide notice, in writing, to the Proposer of the DBCRA's determination concerning the false certification. The Proposer shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Proposer does not demonstrate that the DBCRA's determination of false certification was made in error then the DBCRA shall have the right to terminate the contract and seek civil remedies pursuant to *Florida Statutes* § 287.135.

Section 287.135, *Florida Statutes*, prohibits the DBCRA from:

- 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and
- 2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Proposer, I hereby certify that the company/entity identified above in the section entitled "Proposer Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the DBCRA for goods or services may be terminated at the option of the DBCRA if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

PROPOSER NAME

AUTHORIZED AGENT SIGNATURE

PRINT NAME

TITLE

Must be executed and returned with the submitted Proposal to be considered.

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Bid/Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid/Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids/Proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-vendor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Proposer/Firm Name

Authorized Agent Signature

Name and Title (Print or Type)

Date

PUBLIC RECORDS LAW

Notification of Public Records Law Pertaining to Public Contracts and Requests for Contractor Records Pursuant to Chapter 119, Florida Statutes

Pursuant to Chapter 119, *Florida Statutes*, Contractor shall comply with the public records law by keeping and maintaining public records required by the Delray Beach Community Redevelopment Agency ("CRA") in order to perform the service. Upon request from the CRA custodian of public records, contract shall 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 Chapter 119, *Florida Statutes* or as otherwise provided by law. Contractor shall 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 contract term and following completion of the contract. If the Contractor does not transfer the records to the CRA, Contractor upon completion of the contract, shall transfer, at no cost, to the CRA all public records in possession of the Contractor or keep and maintain public records required by the CRA in order to perform the service. If the Contractor transfers all public records to the CRA upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA, upon request from the CRA custodian of public records, in a format that is compatible with the information technology systems of the CRA.

IF THE AWARDED PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDED PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, TARA TOTO, AT THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY, 20 N. SWINTON AVE., DELRAY BEACH FLORIDA AND MAY BE CONTACTED BY PHONE AT 561-276-8640 OR VIA EMAIL AT TOTO@MYDELRAYBEACH.COM.

Acknowledged by:

Proposer/Firm Name

Authorized Agent Signature

Name and Title (Print or Type)

Date

DRUG-FREE WORKPLACE

_____ is a drug-free workplace and has
(Proposer/Firm Name)
a substance abuse policy in accordance with and pursuant to Section 440.102, *Florida Statutes*.

Acknowledged by:

Proposer/Firm Name

Authorized Agent Signature

Name and Title (Print or Type)

Date

NON-COLLUSION AFFIDAVIT

STATE OF _____
COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, who, after being by me first duly sworn, deposes and says of his/her personal knowledge that:

- a. He / She is _____ of _____, the Proposer that has submitted a Proposal to perform work for the following:

RFP No.: _____ Title: _____

- b. He / She is fully informed respecting the preparation and contents of the attached Request for Proposals, and of all pertinent circumstances respecting such Solicitation.

Such Proposal is genuine and is not a collusive or sham Proposal.

- c. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Solicitation and contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or any other Proposal, or to fix any overhead, profit, or cost element of the Proposal price or the Proposal price of any other Proposal, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Delray Beach Community Redevelopment Agency or any person interested in the proposed contract.

- d. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Authorized Agent Signature

Subscribed and sworn to (or affirmed) before me this _____ day of _____ 20____, by _____, who is personally known to me or who has produced _____ as identification.

SEAL

Notary Signature _____
Notary Name: _____
Notary Public (State): _____
My Commission No: _____
Expires on: _____

PROPERTY REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) examples of existing affordable residential rental properties under their ownership and/or management, similar in size, scope, and complexity as the Subject Properties described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's ownership or management, a brief description of the property, including number of units, number of residents, and any rental restrictions, and a brief description of the services provided by the Proposer.

The reference provided below should be for one (1) property reference.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Name of Property:
Property Address:
Property Owner/ Contact Information:
Years Under Proposer's Ownership or Management:
Brief Description of the Property:
Brief Description of the Property Management Services Provided by Proposer:
Compensation Received:

Proposer's Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature: _____

Authorized Agent Name and Title: _____

Date: _____

PROPOSER REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

The reference provided below should be for one (1) reference and shall be completed by the reference, not the Proposer.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Reference Name
Reference Address:
Reference Organization/Company:
Reference Title:
Reference Phone Number:
Reference Email:
Comments

Reference Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Signature: _____
Name and Title: _____
Date: _____

X. EXHIBITS

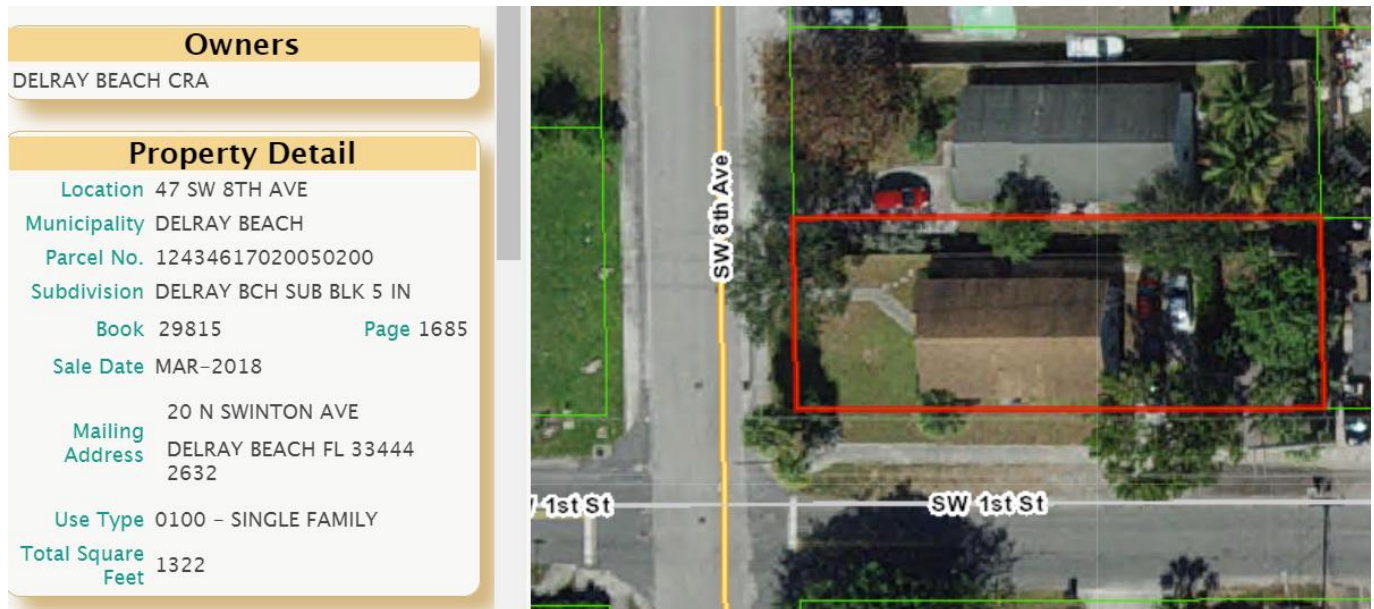
EXHIBIT A

LOCATION MAPS AND PROPERTY PHOTOS

1. **47 SW 8th Avenue** is a three (3) bedroom, two (2) bathroom, single-family residence purchased by the CRA in April 2019. While this residence is not subject to Florida's State Housing Initiatives Program ("SHIP") guidelines, the intent of the CRA is to provide affordable housing with the maximum rent to be established consistent with the Florida Housing Finance Corporation's ("FHFC") income and rent guidelines for Palm Beach County, which will be more specifically stated in the Agreement between the Successful Proposer(s) and the CRA.

PCN: 12-43-46-17-02-005-0200

Legal Description: SUB OF BLK 5 DELRAY BEACH LT 20 BLK 5



View from SW 8th Avenue

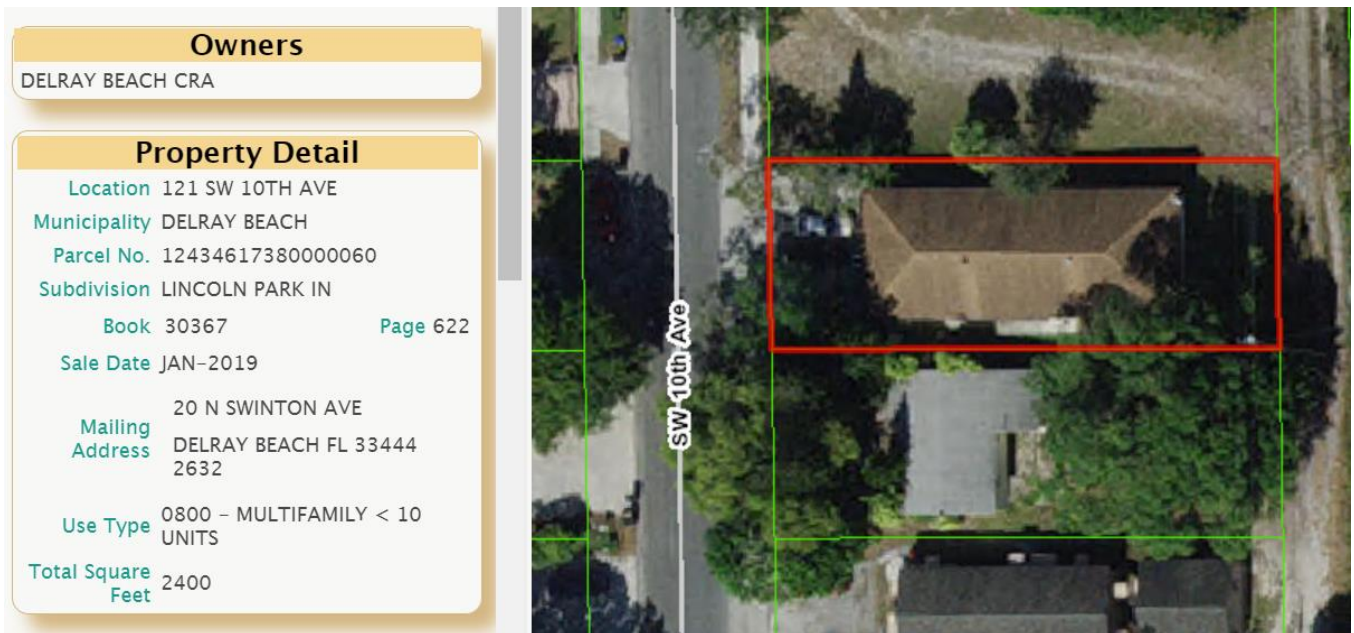


View from SW 1st Street

2. **121 SW 10th Avenue** is a duplex purchased by the CRA in January 2019. Each of the two (2) units contains three (3) bedrooms and (1) bathroom, a laundry room, and off-street parking. Interior and exterior renovations for both units were completed in January 2020. While this residence is not subject to SHIP guidelines, the intent of the CRA is to provide affordable housing with the maximum rent to be established consistent with the FHFC's income and rent guidelines for Palm Beach County, which will be more specifically stated in the Agreement between the Successful Proposer(s) and the CRA.

PCN: 12-43-46-17-38-000-0060

Legal Description: LINCOLN PARK, DELRAY LT 6



View from SW 10th Avenue

3. **Palm Manor Apartments (31- 45 SW 9th Avenue)** consists of two (2) 10-unit buildings (31 – 39 SW 9th Avenue) with each unit containing two (2) bedrooms and one bath, with associated parking and laundry facilities; and one (1) 5-unit building (45 SW 9th Avenue) with each unit containing two (2) bedrooms and one (1) bath apartment, with associated laundry and parking facilities. While this residence is not subject to SHIP guidelines, the intent of the CRA is to provide affordable housing with the maximum rent to be established consistent with the FHFC's income and rent guidelines for Palm Beach County, which will be more specifically stated in the Agreement between the Successful Proposer(s) and the CRA.

31 SW 9th Avenue

PCN: 12-43-46-17-35-002-0050

Legal Description: BELAIR HEIGHTS LTS 5 & 6 BLK 2

39 SW 9th Avenue

PCN: 12-43-46-17-35-002-0070

Legal Description: BELAIR HEIGHTS LTS 7 & 8 BLK 2

45 SW 9th Avenue

PCN: 12-43-46-17-35-002-0090

Legal Description: BELAIR HEIGHTS LT 9 BLK 2



Owners	
DELRAY BEACH CRA	

Property Detail	
Location	31 SW 9TH AVE
Municipality	DELRAY BEACH
Parcel No.	12434617350020050
Subdivision	BELAIR HEIGHTS
Book	15344
Page	1136
Sale Date	MAY-2003
Mailing Address	20 N SWINTON AVE DELRAY BEACH FL 33444 2632
Use Type	0300 – MULTIFAMILY 10 UNITS OR MORE
Total Square Feet	5496



Owners

DELRAY BEACH CRA

Property Detail

Location 39 SW 9TH AVE

Municipality DELRAY BEACH

Parcel No. 12434617350020070

Subdivision BELAIR HEIGHTS

Book 18382

Page 1438

Sale Date JAN-2005

Mailing Address
20 N SWINTON AVE
DELRAY BEACH FL 33444
2632

Use Type 0300 - MULTIFAMILY 10 UNITS
OR MORE

Total Square Feet 6624



Owners

DELRAY BEACH CRA

Property Detail

Location 45 SW 9TH AVE

Municipality DELRAY BEACH

Parcel No. 12434617350020090

Subdivision BELAIR HEIGHTS

Book 15339

Page 996

Sale Date MAY-2003

Mailing Address
20 N SWINTON AVE
DELRAY BEACH FL 33444
2632

Use Type 0800 - MULTIFAMILY < 10
UNITS

Total Square Feet 3680



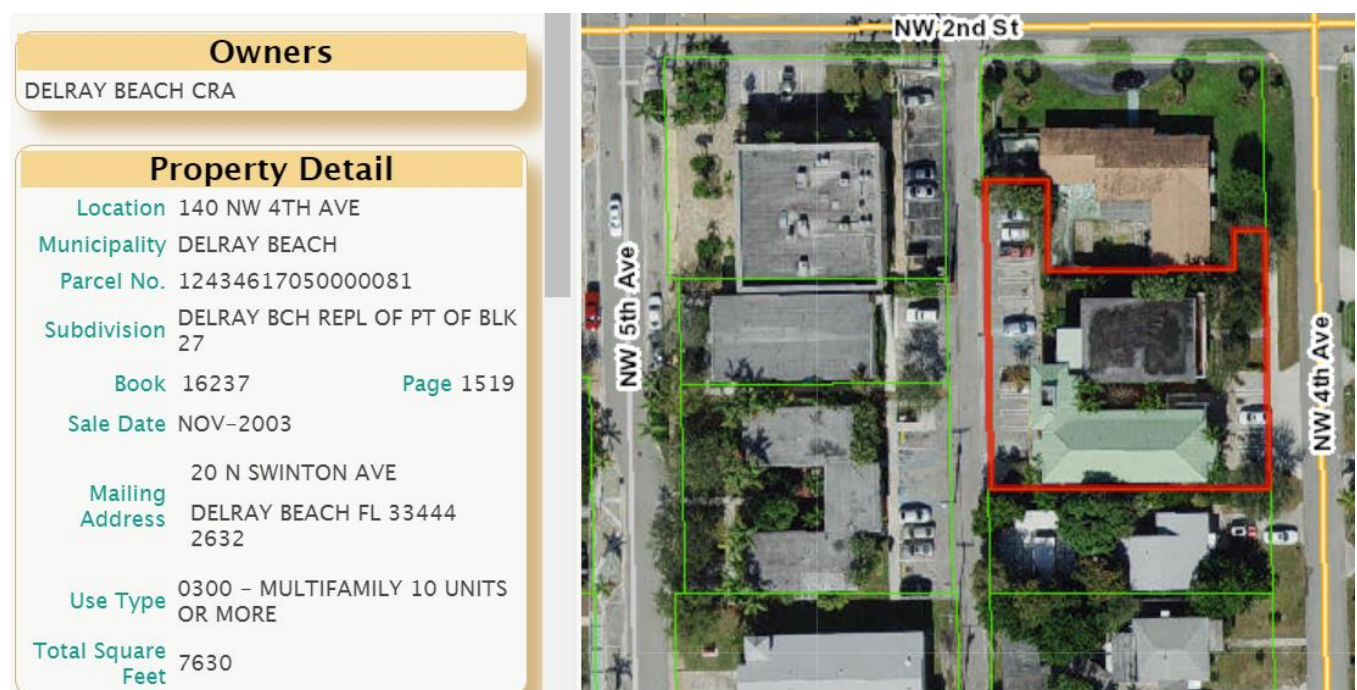
4. **LaFrance Apartments (140 NW 4th Avenue)** is a senior housing complex with minimum rental qualifications for residents, which include: a minimum age requirement of 60 years of age, and an income requirement not to exceed 80% of the Palm Beach County Adjusted Median Income (as defined by the FHFC), except for the on-site resident manager. The complex consists of eight (8) studio units and six (6) one (1) bedroom units with parking, laundry facilities, and a requirement of an on-site resident manager. Renovations completed in October 2007 utilized SHIP funding for a portion of the costs. The SHIP guidelines require that at least four (4) of the units are rented to Very Low Income households (as defined by the FHFC for Palm Beach County). Additionally, pursuant to the City of Delray Beach's Land Development Regulations, the remaining units are to be rented to Very Low Income or Low Income households (as defined by the FHFC for Palm Beach County).

The one (1) unit leased to the on-site resident manager, shall be leased to an individual who has experience in general building maintenance and repairs.

Rent amounts for the units will be more particularly described within the Agreement between the Successful Proposer and the CRA.

PCN: 12-43-46-17-05-000-0081

Legal Description: DELRAY BCH REPL OF PT OF BLK 27 PT OF LT 8 (LESS W 2 FT ALLEY R/W) & LTS 9 & 10 IN OR4417P1358 (LESS W 2 FT ALLEY R/W)





Views from NW 4th Avenue

5. **Carolyn Quince Apartments (133 NW 5th Avenue)** consists of nine (9) one (1) bedroom apartments with associated parking and laundry facilities. Renovations to this apartment complex were completed in December 2007 utilizing SHIP funding for a portion of the costs. The SHIP guidelines require that at least three (3) apartments are rented to Very Low Income households (as defined by the FHFC for Palm Beach County), and a least three (3) apartments are rented to Low Income households (as defined by the FHFC for Palm Beach County). The remaining three (3) apartments can be rented to households with Very Low Income, Low Income, or Moderate Income (as defined by the FHFC for Palm Beach County).


Rent amounts for the apartments will be more particularly described within the Agreement between the Successful Proposer and the CRA.

PCN: 12-43-46-17-05-000-0040

Legal Description: DELRAY BCH REPL OF PT OF BLK 27 LTS 4 & 5 (LESS E 2 FT ALLEY & W 5 FT NW 5TH AVE R/WS)

Owners	
DELRAY BEACH CRA	

Property Detail	
Location	133 NW 5TH AVE
Municipality	DELRAY BEACH
Parcel No.	12434617050000040
Subdivision	DELRAY BCH REPL OF PT OF BLK 27
Book	20530
Page	1033
Sale Date	JUN-2006
Mailing Address	20 N SWINTON AVE DELRAY BEACH FL 33444 2632
Use Type	0300 - MULTIFAMILY 10 UNITS OR MORE
Total Square Feet	4216



View from NW 5th Avenue

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PROPOSAL ACKNOWLEDGEMENT FORM

The Proposer hereby acknowledges and affirms to the contents of this RFP, its response thereto, including without limitation, all addenda have been read, understood, and agreed to by assigning and completing the spaces provided below:

A. RFP Addendum Acknowledgment

Addendum No. 1, Dated _____
Addendum No. 2, Dated _____
Addendum No. 3, Dated _____
Addendum No. 4, Dated _____
Addendum No. 5, Dated _____

B. The undersigned certifies that they are authorized to sign for the Proposer.

C. The undersigned certifies that any and all information contained in response to this RFP is true and correct.

D. THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL, FOR NOT LESS THAN 90 DAYS, AND THE PROPOSER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS SOLICITATION. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED, BY AN AUTHORIZED AGENT, SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE CRA MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOSAL.

RFP CRA NO. 2021-05: PROPERTY MANAGEMENT SERVICES FOR CRA-OWNED RESIDENTIAL PROPERTIES

Proposer's Name: Delray Beach Community Land Trust

Federal Employer Identification Number: 20-4162352

Principal Business Address: 145 SW 12th Avenue

Mailing Address: Delray Beach, FL 33444

Telephone Number(s): 561-243-7500

Fax Number(s): 561-243-7501

Email Address: dobson@mydelraybeach.com

Authorized Agent Name and Title: Evelyn S. Dobson, CEO

Evelyn S. Dobson
(Signature of authorized agent)

Date: 8/19/2021



DELRAY BEACH COMMUNITY LAND TRUST

"OPENING DOORS TO AFFORDABLE HOUSING"

August 19, 2021

Board of Directors

Gary Eliopoulos
President

Herman Stevens, Jr.
Vice President

Shelia Townsend
Treasurer

Diane Colonna
Secretary

Nicole Elinski

Anthony Guy

Vicki Hill

Anthony Holliday, Jr.

Elton McGowan, Jr.

Dysonya Mitchell

Kimberly Morris

Thais Sullivan

Delray Beach Community Redevelopment Agency
Attn: Christine Tibbs, Asst. Director
20 North Swinton Avenue
Delray Beach, FL 33444

Re: Request for Proposals, CRA No. 2021-05
Property Management Services for CRA-Owned Residential Properties

Please acknowledge this letter as confirmation that Evelyn S. Dobson has the authority to sign as Agent on behalf of the Delray beach Community land Trust, all required documents for the response to RFP No. 2021-05.

Sincerely yours,


Gary Eliopoulos
President



INTRODUCTION STATEMENT

RE: Request for Proposals, CRA No. 2021-05
Property Management Services for CRA-Owned Residential Properties


Date: August 19, 2021

It is with great pleasure and interest that we, the Delray Beach Community Land Trust (DBCLT), a 501 (c) (3) nonprofit organization respond to the RFP No. 2021-05, issued on July 19, 2021. We view this as another opportunity to partner with the DBCRA to manage your affordable rental housing units within the CRA target area, which affords us the opportunity to capture earned revenue to sustain our program services.

It is our commitment as a nonprofit organization to minimize slum and blight within the CRA target area and promote affordable housing in all forms while positively impacting the City of Delray Beach.

The DBCLT responsibly adheres to Fair Housing Program regulations, policies, and guidelines. We have successfully managed CRA-Owned properties in the past and currently. In the past, the La France and Carolyn Quince apartments. Currently, the Palm Manor Apartments and the Courtyards at SW 12th. We bring to you experience and no "learning curves" which will expeditiously benefit the lease-up and maintenance of your owned rental properties located at 31, 39 & 45 SW 9th Avenue, 47 SW 8th Avenue and 121 SW 10th Avenue. We hereby through submission of this proposal commit to performing all the work necessary in accomplishing the CRA's goals and objectives with respect to RFP No. 2021-05.

We applaud the DBCRA in addressing the ongoing affordable housing needs within the target areas.


Evelyn Dobson, CEO

Delray Beach Community Land Trust, Inc. (DBCLT)
Scope Of Services For The Management Of
Palm Manor Apartments, 47 SW 8th Avenue and 121 SW 10th Avenue

The Delray Beach Community Land Trust shall provide adequate staff to provide all the services, as outlined in the Scope of Services. All staff shall be employees of the DBCLT. All employees shall be properly insured and all costs relating to their employment shall be the responsibility of the DBCLT.

I. MANAGEMENT, ADMINISTRATIVE, AND CLERICAL

A. Personnel

The DBCLT shall supervise personnel for the management, operations, and maintenance of the CRA Owned Properties in accordance with RFP No. 2021-05; enforce the Rules and Regulations relating to the use of the tenants, their families, and guests, and to arrange for the payment of rents and security deposits as stated in residential lease agreements.

B. On-Site Manager

The properties do not require an on-site manager. The DBCLT will ensure that all services are provided in accordance with an "Agreement".

C. Procurement Procedure

To obtain services for the properties we will secure all maintenance services to be provided at the most reasonable cost through contractual arrangements. All cost incurred will be included in quarterly reports.

D. Service Contracts/Work Orders

All service contracts will be in the name of the DBCLT for furnishing of water, electricity, exterminating, lawn and landscape maintenance, trash collection, rubbish removal, repairs or structural improvements or any other services for which the DBCRA is responsible. The DBCLT will purchase all supplies and equipment reasonably necessary to properly maintain properties. The DBCLT maintains a complete log of all service calls.

E. Enforcement of Regulations

The DBCLT shall establish maximum rents charged for the CRA owned properties pursuant to the fiscal year 2021 fair market rents for the state of Florida. Consider, and when reasonable, attend to complaints of tenants. If the DBCLT shall deem any complaint unreasonable, it shall advise the DBCRA of the nature of the complaint and the reason that, in our opinion, such complaint is unreasonable. The DBCRA shall make all final decision related to unreasonable complaints.

F. On-Site Inspections

The DBCLT will inspect the site as required to ensure all services are provided as contracted for; no less than one inspections per month will be made.

Supervision shall be provided of all service providers by the DBCLT Housing Manager or CEO.

G. Attendance at Board Meetings

The DBCLT shall have a representative attend regularly scheduled meeting of the DBCRA Board of Commissioners as required.

H. Emergency Service

The DBCLT shall provide after hours emergency service for the CRA owned properties; service provided seven (7) days a week.

I. Miscellaneous

All calls made by tenants to the office of the DBCLT are to be returned within twenty-four (24) hours. The Administrative staff may return calls to provide appropriate resolutions.

J. Insurance/Indemnification

The DBCLT will provide confirmation of all insurance coverages as required by DBCRA. The DBCLT agrees to protect, defend, and hold harmless the DBCRA against all lawsuits, penalties, damages, settlements, judgments, decrees, costs, charges and other expenses or cost in connection or arising directly out of the work agreed to be performed, to the extent caused by negligence, recklessness or intentional wrongful misconduct of the Managing Agent, its employees, and subcontractors. The DBCRA shall be named as an additional insured on all applicable policies and the DBCRA as owner of all properties shall add the DBCLT as an additional insured on liability policy.

K. Coordination

The DBCLT shall consult, if necessary, with the DBCRA assigned staff.

L. Compliance with laws

The DBCLT shall take such action as may be necessary to comply promptly with all orders or requirements of any federal, state, county, city, district, or other authority, having jurisdiction over the properties and the DBCRA, however, we shall not take any action without consulting the DBCRA.

M. Lease UP

The DBCLT shall make know availability of vacancies as needed and update information on website (www.delraylandtrust.org). In addition, we will:

- Screen applicants, which will consist of obtaining and reviewing credit reports and background checks
- Ensure files for the are reviewed prior to execution by the CEO
- Provide procedures for collecting rents and all other receipts according to the terms of management agreement and tenant leases
- Will maintain a current roster of all residents and provide a quarterly rent roll on each property managed

II. FINANCIAL RESPONSIBILITIES

A. Accounting of Books

The DBCLT record accurately all revenues earned and other funds received, expenses incurred, and disbursements made for the CRA owned properties. Bill rents and all other charges to tenants and collect all rents and other charges which may be due. If the payment of any rents or charges due for the CRA owned properties may be in default, the DBCLT will arrange for such legal action as may be required in accordance with the lease agreements and enforce all rights against the tenant who is delinquent in payment of rents or charges. All books and records will be made available for examination by the DBCRA during reasonable business hours upon advance notice. Security deposit cash accounts will be set-up in the name of the CRA owned properties in care of the Delray Beach Community Land Trust.

B. Verification

CEO will review all bills received for services, work, supplies, equipment, tools, appliances, materials, and similar items ordered in connection with maintaining and operating the CRA owned properties.

C. Disbursement of Funds

The DBCLT will prepare all checks for payment of expenses semi-monthly and cause to be paid all such bills as they become due for the CRA owned properties. The DBCLT CEO will authorize payment of all expenses. In the absence of CEO, the DBCLT Treasurer, President or Vice President will authorize payment of expenses.

D. Reporting

The DBCLT will prepare and render quarterly reports separately for Palm Manor Apartments, 47 SW 8th Avenue and 121 SW 10th Avenue. Financial statements will include a balance sheet, quarterly statement of revenue and expenses including budget vs. actual income and expenses on a monthly, quarter-to-date and annual basis. All accounting and controls will conform to the standard industry guidelines and to General Accepted Accounting Principles (GAAP) and in accord with any other requirements of agreement.

145 SW 12th Avenue
Delray Beach, FL 33444
Tel. (561) 243-7500 Fax (561) 243-7501
www.delraylandtrust.org



DELRAY BEACH COMMUNITY LAND TRUST (DBCLT) LEGAL ORGANIZATIONAL STRUCTURE

In accordance to the Articles of Incorporation filed and approved by the Secretary of State on January 17th, 2006, the Delray Beach Community Land Trust formed a not-for-profit pursuant to and under the provisions of Chapter 617, Florida Statutes.

The DBCLT is exclusively a charitable corporation with the primary purpose to:

- a) To provide opportunities for low-and moderate income individuals to secure housing that is decent and affordable and that is controlled by the residents on a long-term basis
- b) To preserve the quality and affordability of housing for future low and moderate income residents of the community
- c) To combat community deterioration in economically disadvantaged neighborhoods by promoting the development, rehabilitation, and maintenance of decent housing in neighborhoods, by promoting economic opportunities for low income residents of these neighborhoods; and by assisting residents of these neighborhoods in improving safety and well being of their community
- d) To protect the natural environment and to promote the ecologically sound use of land and natural resources and the long-term health and safety of the community

Notwithstanding any other provisions of the articles, the DBCLT is organized exclusively for one or more of the purposes as specified in the Internal Revenue Codes of 1954 for a 501 (c) (3). The governance consist of no more than 12 board of directors.

Our Powers in furtherance, but not in limitation are:

- a) To purchase, receive, take by grant, gift, devise, bequest or otherwise acquire, own, hold, improve, employ, use and otherwise deal in and with real or personal property, or any interest therein, wherever situated
- b) To sell, convey, lease, exchange, transfer, or otherwise dispose of, or mortgage or pledge, or create a security interest in, all or any of its property, or any interest therein, wherever situated
- c) To raise or solicit funds for the furtherance of its charitable purposes
- d) To do such things as are incidental to the foregoing purposes and powers
- e) The Corporation shall have all of the powers of a not-for-profit corporation under Chapter 617 and 607 of the Florida Statutes, as amended from time to time

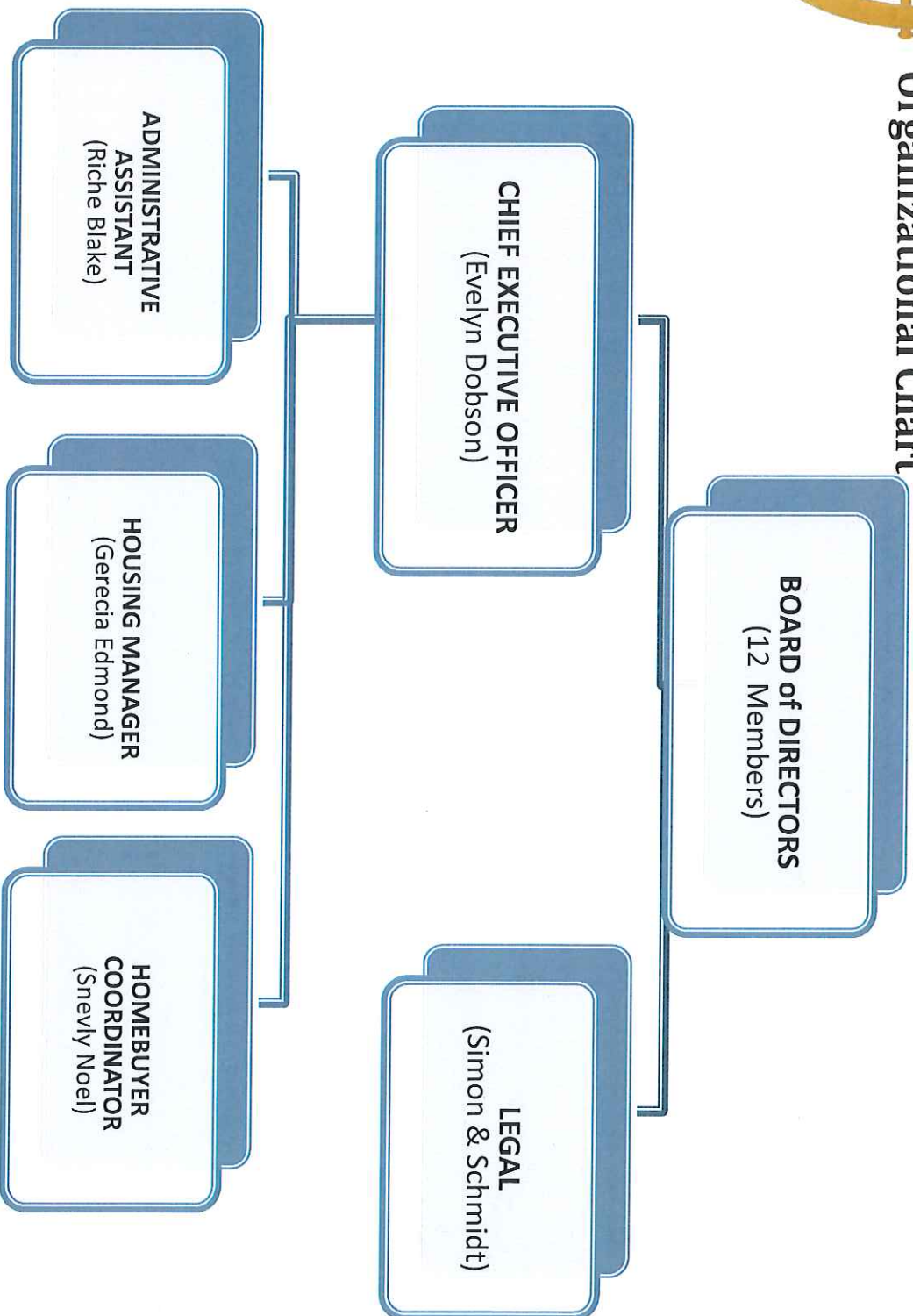
The DBCLT as a corporation shall have perpetual existence unless dissolved according to law.

Attached: State of Florida Certificate of Status
Florida Solicitation of Contributions Act



Delray Beach Community Land Trust

Organizational Chart



State of Florida

Department of State

I certify from the records of this office that DELRAY BEACH COMMUNITY LAND TRUST, INC. is a corporation organized under the laws of the State of Florida, filed on January 17, 2006.

The document number of this corporation is N06000000620.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on March 12, 2021, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twelfth day of March, 2021*



Randy R. Lee
Secretary of State

Tracking Number: 4137015422CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

DIVISION OF CONSUMER SERVICES
(850) 410-3800



THE RHODES BUILDING
2005 APALACHE PARKWAY
TALLAHASSEE, FLORIDA 32399-6500

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER NICOLE "NIKKI" FRIED

April 2, 2021

Refer To: CH34233

DELRAY BEACH COMMUNITY LAND TRUST, INC.
145 SW 12TH AVE
DELRAY BEACH, FL 33444-1533

RE: DELRAY BEACH COMMUNITY LAND TRUST, INC.
REGISTRATION#: CH34233
EXPIRATION DATE: April 5, 2022

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 30 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Kayla Creech
Regulatory Consultant
850-410-3769
Fax: 850-410-3804
E-mail: kayla.creech@fdacs.gov

CITY OF DELRAY BEACH

145682

BUSINESS TAX RECEIPT & CONTRACTOR REGISTRATION

RESTRICTION: **AFFORDABLE HOUSING DEVELOPMENT OFFICE**

OWNER/QUALIFIER:

BUSINESS NAME: DELRAY BEACH COMMUNITY LAND TR

LOCATION: 145 SW 12TH AVE

CLASSIFICATION: HOME OCCUPATION

RECEIPT NO 22 00041366
CONTROL NO 127368

DATE ISSUED: 8/17/21

BUSINESS TAX FEE: .00

DELINQUENT FEE: .00

TRANSFER FEE: .00

TOTAL AMOUNT PAID: .00

DELRAY BEACH COMMUNITY LAND TR
145 SW 12TH AVE
DELRAY BEACH FL 33444-1533

BUSINESS TAX RECEIPT ISSUED FOR THE PERIOD
OCTOBER 1 2021 TO SEPTEMBER 30 2022

**BUSINESS TAX RECEIPT MUST BE
CONSPICUOUSLY DISPLAYED TO
PUBLIC VIEW AT BUSINESS LOCATION**

Notice: This business tax receipt becomes NULL and VOID if ownership, business name, or address is changed. Applicant must apply for Transfer.

CITY OF DELRAY BEACH

BUSINESS TAX RECEIPT INFORMATION

DATE ISSUED: 8/17/21

BUSINESS TAX RECEIPT ISSUED FOR THE PERIOD
OCTOBER 1 2021 TO SEPTEMBER 30 2022

- Please conspicuously post this current business tax receipt so that it is able to be viewed by anyone upon entering your place of business.
- This business tax receipt represents proof of payment of your business tax fee for the period October 1 to September 30. Continuous licensure can be an important asset for certain business users; please exercise diligence in maintaining this business tax receipt.
- Once you have obtained a Delray Beach business tax receipt, you will be sent a renewal notice each year 30 to 60 days before expiration to the address indicated on the face of the receipt. Please check all business tax receipt information and if there is an error, report it to us immediately. The City may impose fines and penalties for failure to renew this business tax receipt.
- If you change your business name, ownership or location, you must make a new application for the change and pay a \$16.75 transfer fee. The business tax receipt must be surrendered prior to issuance of the new receipt. The back of the receipt must be signed and dated by the previous owner and indicated that all rights, interest, and title of the business is assigned to the new owner.
- If you have more than one business location, you must obtain a business tax receipt for each location.
- A separate business tax receipt is issued for each use performed within your business. Please check with us if you have any questions regarding the classification of your business by visiting us at 100 NW 1st Avenue, our website at MyDelrayBeach.com, or calling us at (561) 243-7203 ext.4.



Notice: The issuance of this business tax receipt is a result of a payment of the business tax and shall not be interpreted as: permitting the business to supercede the zoning code of the City, an endorsement by the City of a business, nor certification by the City of the competence of a business.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 4520

DEPARTMENT OF THE TREASURY

17 2008

Date: NOV 22 2008

DELRAY BEACH FL 33444

Employer Identification Number:

99-4362352

DBN:

17053172022006

Contact Person:

DAVID A DOEKER

ID# 31168

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

September 30

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

January 17, 2006

Contribution Deductibility:

Yes

Advance Ruling Ending Date:

September 30, 2010

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.


Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.


Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to other organizations, your records must show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence the funds will be used for section 501(c)(3) purposes.

Letter 1045 (DO/CG)

 **IRS** Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248556166
Aug. 11, 2010 LTR 4168C E0
20-4162352 000000 00
00015698
BODC: TE

 DELRAY BEACH COMMUNITY LAND TRUST
INC
145 SW 12TH AVE
DELRAY BEACH FL 33444

003300

Employer Identification Number: 20-4162352
Person to Contact: Mr Galluppi
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 02, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in November 2006.

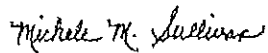
Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file.


If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,




Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

RECEIVED AUG 16 2010

 **IRS** Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201


003300.737122.0016.001 1 AT 0.357 532



 DELRAY BEACH COMMUNITY LAND TRUST
INC
145 SW 12TH AVE
DELRAY BEACH FL 33444

23300

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,
EVEN IF YOU ALSO HAVE AN INQUIRY.

 The IRS address must appear in the window.

BODCD-TE


0248556166

Use for payments

Letter Number: LTR4168C
Letter Date : 2010-08-11
Tax Period : 000000



204162352

INTERNAL REVENUE SERVICE
P.O. Box 2508
Cincinnati OH 45201


DELRAY BEACH COMMUNITY LAND TRUST
INC
145 SW 12TH AVE
DELRAY BEACH FL 33444

204162352 FJ DELR 00 2 000000 670 000000000000

State of Florida

Department of State

I certify from the records of this office that DELRAY BEACH COMMUNITY LAND TRUST, INC. is a corporation organized under the laws of the State of Florida, filed on January 17, 2006.

The document number of this corporation is N06000000620.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on April 26, 2018, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-sixth day of April,
2018*



Ken DeFina
Secretary of State

Tracking Number: CU9731500737

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**BOARD of DIRECTORS and CEO**

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Email gary@eliarch.com
Phone 561-276-6011

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Delray Beach, FL 33446
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Elton McGowan
Palm Beach County/Technician
214 NW 8th Avenue
Delray Beach, FL 33444
Email alljive175@gmail.com
Phone 561-860-4302

Nicole Elinski
Real Estate Sales
2015 N. Federal Hwy #305
Delray Beach, FL 33483
Email nicole.sellssouthflorida@gmail.com
Phone 702-378-3297

Dysonya Mitchell
PBC School District Teacher
225 SW 7th Avenue
Delray Beach, FL 33444
Email dmitch2222@fau.edu
Phone 561-306-9671

Evelyn S. Dobson, CEO
130 NW 3rd Ave
Delray Beach, FL 33444
Email dobson@mydelraybeach.com
Phone 561-243-7500

145 SW 12TH AVENUE DELRAY BEACH, FL 33444 · TEL: 561.243.7500 · FAX: 561.243.7501
WWW.DELRAYLANDTRUST.ORG

SIMON AND SCHMIDT, P.A.

ATTORNEYS AT LAW
766 SE 5TH AVENUE
DELRAY BEACH, FLORIDA 33483

DAVID W. SCHMIDT
ERNEST G. SIMON (1925 - 2020)

TELEPHONE (561) 278-2601
FAX (561) 265-0286

August 11, 2021

Delray Beach Community Redevelopment Agency
20 North Swinton Avenue
Delray Beach, FL 33444

Re: RFP No. 2021-05 Property Management Services for
CRA-owned Residential Properties

Dear Ladies and Gentlemen:

Our office represents Delray Beach Community Land Trust, Inc. (the "DBCLT"). This letter is submitted to supplement our client's response to the above-referenced RFP.

In response to Section V.A. of the RFP, DBCLT is a party to one lawsuit and has never filed for bankruptcy.

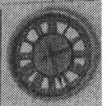
I have attached a copy of the page from the Palm Beach County Clerk's website listing the 12 lawsuits the DBCLT has been involved in during the past 10 years. All the cases have been resolved although one is still pending.

Should you have any questions or require any further information, please do not hesitate to contact me.

Sincerely yours



David W. Schmidt



[Search Criteria](#)

[Search Results](#)

Search Criteria

Name Search Type: Exact Name Search
Last Name / Company Name: Delray Beach Community Land Trust Inc
Court Type: All - Court Types
Case Type: All - Case Types
One Row Per Case: True

If you see a case that is highlighted in yellow, there may be an open warrant.

Search Results

16 records returned. Click on a column name to sort the results by that column's data.

[Download Page Results](#)

Page Size:
25 ▾

Case Number	Court Type	Case Type	Arrest Date	File Date	Case Style	Status
50-2020-CC-000561-XXXX-SB	County Civil	EVICTON RESIDENTIAL \$1-\$2500		01/14/2020	DELRAY BEACH COMMUNITY LAND TRUST INC V PARRISH, CAROL	Open
50-2019-CC-013132-XXXX-SB	County Civil	EVICTON RESIDENTIAL NON-MONETARY		10/02/2019	DELRAY BEACH COMMUNITY LAND TRUST INC V DORSONNE, MONISE	Closed
50-2019-CC-006775-XXXX-SB	County Civil	EVICTON RESIDENTIAL NON-MONETARY		05/24/2019	DELRAY BEACH COMMUNITY LAND TRUST INC V THOMAS, JENNIE	Closed
50-2018-CC-016130-XXXX-SB	County Civil	EVICTON RESIDENTIAL NON-MONETARY		12/21/2018	DELRAY BEACH COMMUNITY LAND TRUST INC V DUPERVIL, MIRLENE	Closed
50-2017-CC-013862-XXXX-SB	County Civil	EVICTON RESIDENTIAL NON-MONETARY		12/20/2017	DELRAY BEACH COMMUNITY LAND TRUST INC V KNIGHT, BESSIE	Closed
50-2017-CA-013592-XXXX-MB	Circuit Civil	HR FORECLOSURE = < \$50K		12/14/2017	WILMINGTON SAVINGS FUND SOCIETY FSB V CITY OF DELRAY BEACH FLORIDA	Closed
50-2015-CC-010315-XXXX-SB	County Civil	EVICTON RESIDENTIAL NON-MONETARY		10/02/2015	DELRAY BEACH COMMUNITY LAND TRUST INC V MALAVE, ZELDA	Closed
50-2015-CC-007938-XXXX-SB	County Civil	EVICTON RESIDENTIAL NON-MONETARY		07/29/2015	DELRAY BEACH COMMUNITY LAND TRUST INC V SIMS, CHELSY	Closed
50-2015-CA-008428-XXXX-MB	Circuit Civil	HR FORECLOSURE > \$50K, < \$250K		07/24/2015	CITY NATIONAL BANK OF FLORIDA V ROBINSON, JOE L	Closed
50-2013-CC-013769-XXXX-SB	County Civil	EVICTON RESIDENTIAL NON-MONETARY		11/06/2013	DELRAY BEACH COMMUNITY LAND TRUST INC V XAVIER, MICHELLE	Closed

<u>50-2012-CC-010388-XXXX-SB</u>	County Civil	EVICTON RESIDENTIAL NON-MONETARY	08/03/2012	DELRAY BEACH COMMUNITY LAND TRUST INC V CESAR, PEGGY	Closed
<u>50-2011-CC-017657-XXXX-SB</u>	County Civil	EVICTON RESIDENTIAL NON-MONETARY	11/22/2011	DELRAY BEACH COMMUNITY LAND TRUST INC V OWENS, THOMAS	Closed
<u>50-2010-CA-021788-XXXX-MB</u>	Circuit Civil	HR FORECLOSURE > \$50K, < \$250K	08/24/2010	FIFTH THIRD MORTGAGE COMPANY V PHILLIPS, LINDA	Closed
<u>50-2010-CA-006829-XXXX-MB</u>	Circuit Civil	HR FORECLOSURE > \$50K, < \$250K	03/11/2010	TD BANK NA AS SUCCESSOR BY MERGER TO COMMERCE BANK NA V BARNES, SHERRIL	Closed
<u>50-2008-CA-010012-XXXX-MB</u>	Circuit Civil	OTHER REAL PROPERTY	04/09/2008	DELRAY BEACH COMMUNITY LAND TRUST INC V KEMP, DAVID R	Closed
<u>50-2007-CC-002741-XXXX-MB</u>	County Civil	EVICTON RESIDENTIAL NON-MONETARY	02/26/2007	LOWE, PATRICK L V EDMOND, GUY	Closed

DELRAY BEACH COMMUNITY LAND TRUST, INC.

Property Management Experience

The DBCLT commits itself not only to acquiring significant real estate holdings for infill development on behalf of the residents but is obligated to delivery long-term affordable housing options that includes Property Management. We currently manage 37 CRA owned rental units and 6 owned.

313 SE 5th Street (since 2007)

Single family home

115 SW 9th Avenue (since 2015)

Single family home

208 SW 15th Avenue (since 2008)

Single family home

808 SW 3rd Ct (since 2014)

Single family home

36 NW 13th Avenue Duplex (since 2015)

The Delray Beach CLT manage the 2 units with the responsibilities of; maintenance, screening applicants, completing files for review and approval, executing leases, collecting rents, security deposits

CRA OWNED CAROLYN QUINCE COURT AND LaFrance APARTMENTS (in 2008)

The Delray Beach CLT managed the Carolyn Quince Court and LaFrance Apartments from January through June 2008 with the responsibilities of; maintenance, screening applicants, completing files for review and approval, executing leases, collecting rents, security deposits and preparing quarterly reports as required by DBCRA.

CRA OWNED PALM MANOR APRTMENTS 31, 39, 45 SW 9th Avenue (since 2011)

The Delray Beach CLT currently manage the 25 units with the responsibilities of handling all issues inclusive of maintenance; screening applicants, completing files for review and approval, executing leases, collecting rents, security deposits and preparing quarterly reports as required by DBCRA.

CRA OWNED COURTYARDS at SW 12th 213-215, 217-219, 221-223, 225-227, 229-231, 233-235 (since 2013)

The Delray Beach CLT currently manage the 12 units with the responsibilities of handling all issues inclusive of maintenance; screening applicants, completing files for review and approval, executing leases, collecting rents, security deposits and preparing quarterly reports as required by DBCRA.



DELRAY BEACH COMMUNITY LAND TRUST

KEY EMPLOYEES

Evelyn S. Dobson
Chief Executive Officer
dobson@mydelraybeach.com

Gerecia Jackson-Edmond
Housing Manager
edmond@mydelraybeach.com

Snevly Noel
Housing Coordinator
noels@mydelraybeach.com

Riche Blake
Administrative Assistant
blaker@mydelraybeach.com

Qualifications - The success of any entity and its operations requires a staff that possess sufficient professional skill sets, knowledge, shared core values, discipline, self-motivation, a window, and mirror maturity (not solely interested in credit for success-more focused on being accountable and responsible to the individuals served) and the commitment to carrying out the program services defined by the organizations mission and goals.

The DBCLT 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. Most of the staff team has more than 10 years' experience with the organization and combined experience of over 25 plus years in industries related to housing development, property management, mortgage processing, banking, and other.

Chief Executive Officer – 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, appointed as Executive Director in March of 2009, and currently holds the position as Chief Executive Officer. Evelyn wears multiple hats, she exercises independent judgment in the completion of assignments, comply to partners requirements, and work with housing affiliates. Holding multiple industry specific certifications as well as college courses, she is accountable for the management of day-to-day operations with a staff team of 3 full time employees, ensuring quality programming in tune with current housing trends, and achieving the goals necessary for fulfilling the mission of the organization within budget constraints, manages the organizations assets of more than \$6,000,000.00, and implements program projects and plans as directed by the board of directors.

Prior to her start with the DBCT her professional career includes over sixteen (16) years of residential and commercial property management experience, four (4) years private for-profit development, and eight (8) years in banking.

PROFESSIONAL TRAINING:

Nuts and Bolts of Asset Management	NeighborWorks Training Institute
Acquiring and Managing Scattered Site Rental Housing	Florida Housing Coalition
Project Management for Nonprofits	Yazdani Consultants

CERTIFICATES OF COMPLETION AND HONORS:

Rental Housing Development Finance	NeighborWorks Training Institute
Planning for your Community's Affordable Housing Needs	Florida Housing Coalition
Creating and Sustaining Affordable Housing For Long Term Affordability	Florida Housing Coalition

DELRAY BEACH COMMUNITY LAND TRUST

KEY EMPLOYEES

Housing Manager – Gerecia Edmond began her tenure as a leased employee by the DBCRA on behalf of the DBCLT in March of 2006 and officially began employment with the DBCLT in July of 2007. She is result oriented, dependable, diligent, and professionally experienced. Excels in a fast-paced environment, possess excellent communication skills, works very well with the DBCLT team, and supervise in the absence of the CEO. Responsibilities related to housing program services are:

- Prepare compliant rental applications and leases for CEO approval
- Confirm move-ins and move-outs
- Coordinate rental inspections
- Prepare all lease agreements (new and renewals)
- Coordinate demand payment notices and evictions with legal

EDUCATION and TRAINING:

Certified Nurse's Aide	Kentucky Tech, Louisville KY
General Studies	PBCC, Boca Raton FL
Nuts and Bolts of Asset Management	NeighborWorks Training Institute
Counseling Clients Seeking Rental Housing	NeighborWorks Training Institute
Acquiring and Managing Scattered Site Rental Housing	Florida Housing Coalition

CERTIFICATES OF COMPLETION and HONORS:

Planning for Your Community's Affordable Housing Needs	Florida Housing Coalition
Enhancing Your Housing Strategies	Florida Housing Coalition
Creating and Sustaining Affordable Housing for Long Term Affordability	Florida Housing Coalition

Housing Coordinator – Snevly Noel began her career with the DBCLT in April of 2016. She is bilingual, accountable, accessible to clients, detailed oriented, computer literate, team player, supports the CEO, Housing Manager and has assumed specific accounting task. She has taken advantage of numerous training opportunities to enhance professional skill sets.

Responsibilities related to housing program services are to:

- Evaluate and mange client files for rental approvals
- Credit and background screenings
- Employment verifications
- Landlord Verifications
- Record all account receivables
- Prepare quarterly reports for review by CEO

CERTIFICATES OF COMPLETION and HONORS:

Proficiency with Income Qualifications	Florida Housing Coalition
Pre-Purchase Stewardship	Grounded Solutions Network

Administrative Assistant – Riche Blake- possess an Associate degree in Business Management. She is a self-starter, detailed oriented, accountable, computer literate, and demonstrates a strong commitment to the organization. As a member of the staff team, she independently manages the front desk activities, ensures the completion of all rental and homebuyer applications, handles all service calls, and all other duties as assigned.

DELRAY BEACH COMMUNITY LAND TRUST

KEY EMPLOYEES

Responsibilities related to housing program services are to:

- Carry out the day-to-day administration of the front desk
- Ensure completion of Rental applications for processing
- Answer and respond to queries from tenants
- Record and schedule service
- Receive and prepare cash receipts for deposit
- Establishes and maintains filing systems
- Maintains office supply inventory

DELRAY BEACH COMMUNITY LAND TRUST, INC.

Current Property Management Experience

The DBCLT commits itself not only to acquiring significant real estate holdings for infill development on behalf of the residents but is obligated to delivery long-term affordable housing options that includes Property Management. We currently manage 37 CRA owned rental units and 6 owned.

313 SE 5th Street (since 2007)

Single family home 2BR, 1Bath \$1,000.00 monthly

115 SW 9th Avenue (since 2015)

Single family home 3BR, 1 Bath \$1,200.00 monthly

208 SW 15th Avenue (since 2008)

Single family home 4BR, 2Bath \$1,400.00 monthly

808 SW 3rd Ct (since 2014)

Single family home 4BR, 2Bath \$1,100.00 monthly

36 NW 13th Avenue Duplex (since 2015)

Two (2) units:

3BR, 1 Bath \$1,100.00

2BR, 1Bath \$1,000.00

CRA Owned-PALM MANOR APRTMENTS 31, 39, 45 SW 9th Avenue (since 2011)

The Delray Beach CLT currently manage the 25 units with the responsibilities of handling all issues inclusive of maintenance; screening applicants, completing files for review and approval, executing leases, collecting rents, security deposits and preparing quarterly reports as required by DBCRABCRA.

Rents range \$875.00-\$900.00 monthly with water/sewer paid by landlord.

CRA Owned-Courtyards at SW 12th 213-215, 217-219, 221-223, 225-227, 229-231, 233-235 (since 2013)

The Delray Beach CLT currently manage the 12 units with the responsibilities of handling all issues inclusive of maintenance; screening applicants, completing files for review and approval, executing leases, collecting rents, security deposits and preparing quarterly reports as required by DBCRA.

Rents at \$950.00 monthly with water/sewer paid by landlord.

PROPERTY REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) examples of existing affordable residential rental properties under their ownership and/or management, similar in size, scope, and complexity as the Subject Properties described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's ownership or management, a brief description of the property, including number of units, number of residents, and any rental restrictions, and a brief description of the services provided by the Proposer.

The reference provided below should be for one (1) property reference.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Name of Property:	Palm Manor Apartments
Property Address:	31, 39 and 45 SW 9th Avenue
Property Owner/ Contact Information:	Delray Beach CRA 561-276-8601
Years Under Proposer's Ownership or Management:	since 2011
Brief Description of the Property:	25 multifamily units consist of 2BR's and 1Bath. Average household size 4, income restriction capped at no more than 50% of net monthly income, generate background and credit checks with attention to collections, evictions and criminal history. Additional process includes employment and landlord verifications.
Brief Description of the Property Management Services Provided by Proposer:	The DBCLT handle all issues inclusive of screening of applicants, maintenance, collection of rents and security deposits, accounts payables, leases, and quarterly reports required by DBCRA.
Compensation Received:	Net of revenue less expenses paid.

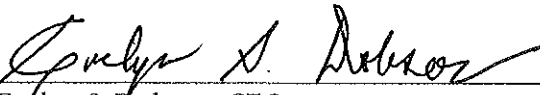
Proposer's Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature:

Authorized Agent Name and Title:

Date:


Evelyn S. Dobson, CEO
08/19/2021

PROPERTY REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) examples of existing affordable residential rental properties under their ownership and/or management, similar in size, scope, and complexity as the Subject Properties described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's ownership or management, a brief description of the property, including number of units, number of residents, and any rental restrictions, and a brief description of the services provided by the Proposer.

The reference provided below should be for one (1) property reference.

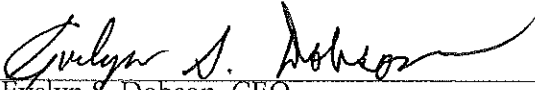
FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Name of Property:	Courtyards at SW 12th
Property Address:	213-235 SW 12th Ave
Property Owner/ Contact Information:	Delray Beach CRA 561-243-7500
Years Under Proposer's Ownership or Management:	since 2013
Brief Description of the Property:	6 duplexes, 12 units that consist of 2BR's and 1Bath. Average household size 4, income restriction capped at no more than 50% of net monthly income, generate background and credit checks with attention to collections, evictions and criminal history. Additional process includes employment and landlord verifications.
Brief Description of the Property Management Services Provided by Proposer:	The DBCLT handle all issues inclusive of screening of applicants, maintenance, collection of rents and security deposits, accounts payables, leases, and quarterly reports required by DBCRA.
Compensation Received:	Net of revenue less all expenses paid

Proposer's Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature:
Authorized Agent Name and Title:
Date:


Evelyn S. Dobson, CEO
08/19/2021

PROPERTY REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) examples of existing affordable residential rental properties under their ownership and/or management, similar in size, scope, and complexity as the Subject Properties described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's ownership or management, a brief description of the property, including number of units, number of residents, and any rental restrictions, and a brief description of the services provided by the Proposer.

The reference provided below should be for one (1) property reference.


FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Name of Property:	DBCLT Owned Single Family/Duplex
Property Address:	see below under description of property
Property Owner/ Contact Information:	Delray Beach CLT 561-243-7500
Years Under Proposer's Ownership or Management:	since 2007
Brief Description of the Property:	6 units located at 313 SE b5th St, 808 SW 3rd CT, 115 SW 9th Ave, 208 SW 15th Ave and 36 NW 13th Ave duplex, that consist of 2, 3 & 4BR's and 1and 2Baths. Average household size 4, income restriction capped at no more than 50% of net monthly income, generate background and credit checks with attention to collections, evictions and criminal history. Additional process includes employment and landlord verifications.
Brief Description of the Property Management Services Provided by Proposer:	The DBCLT handle all issues inclusive of screening of applicants, maintenance, collection of rents and security deposits, accounts payables, and leases.
Compensation Received:	Rental revenue captured

Proposer's Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature:
Authorized Agent Name and Title:
Date:



Evelyn S. Dobson, CEO

08/19/2021

PROPOSER REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

The reference provided below should be for one (1) reference and shall be completed by the reference, not the Proposer.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Reference Name
Jaimie Ross
Reference Address:
1311 N. Paul Russell Rd. Ste. B-201 Tallahassee, FL 32301
Reference Organization/Company:
Florida Housing Coalition
Reference Title:
President/CEO
Reference Phone Number:
850-878-4219
Reference Email:
ross@flhousing.org
Comments
As the President and CEO of the Florida Housing Coalition, I am extremely familiar with the great work done by Evelyn Dobson and the Delray Beach CLT. In fact, the Delray Beach CLT is one of only six community land trusts in the state of Florida to receive the Florida Community Land Trust Certification. This certification means that the Delray Beach CLT uses best practices that can be relied upon by lenders, local governments, and prospective home buyers or renters. One of the areas that we address in our certification program is stewardship. I have no doubt that the Delray Beach CLT would excel at property management and stewardship for all the multifamily and single family rentals in your portfolio.

Reference Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Signature:

Name and Title:

Date:


Jaimie Ross, President and CEO

8/11/2021

PROPOSER REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

The reference provided below should be for one (1) reference and shall be completed by the reference, not the Proposer.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Reference Name	Jon R. Levinson
Reference Address:	200 Lindell Blvd. Suite 920, Delray Beach, FL 33483
Reference Organization/Company:	REL Enterprises, Inc
Reference Title:	President
Reference Phone Number:	561-243-2690
Reference Email:	Jon@RELEnterprises.com
Comments	See attached letter

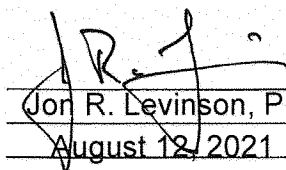
Reference Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Signature:

Name and Title:

Date:


Jon R. Levinson, President
August 12, 2021

REL

ENTERPRISES, INC.

Consulting and Business Development Services

Thursday August 12, 2021

Board Members
Delray Beach Community Redevelopment Agency
20 North Swinton
Delray Beach, FL 33444

RE: Reference on behalf of the Delray Beach Community Land Trust (DBCLT)

This letter shall serve as a professional reference for the DBCLT and its RFP response for RFP 2021-05.

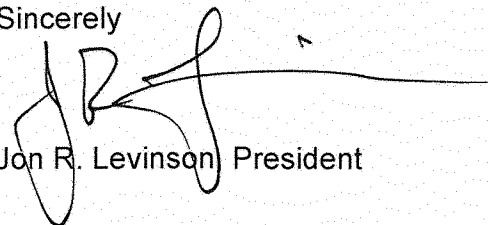
We in Delray Beach are fortunate to have the DBCLT here providing affordable workforce housing to our Community. Since its inception they have developed and control nearly 100 units as well as providing property management of nearly 40 units for others (including managing Delray CRA properties for over 10 years). They have created a constant pipeline of interested buyers for their units and have provided education and training to them in anticipation of their purchase. They are unique in Delray Beach and have garnered experience in the entire development process.

Financially the DBCLT is on firm footing. As they grow larger they are able to generate fees to grow the organization. They have worked hard to achieve cost effective programs and have been able to deliver homes at below market prices.

As a Founder and the Founding Board Chairman of the DBCLT I couldn't be more proud of its accomplishments. (And, by the way, the Delray Beach CRA should also feel proud as a founding Partner). DBCLT is recognized as a leader not only in Florida but Nationally. They have received awards and accolades from their peers. They have built a solid staff of professionals who are capable of maintaining the growth and quality of the organization.

To achieve its goal on this RFP the CRA could find no better organization than the Delray Beach Community Land Trust !

Sincerely



Jon R. Levinson President

200 Lindell Blvd. Suite 920 - Delray Beach, Florida 33483
(561) 243-2690 - Fax (561) 243-9242
Jon@REEnterprises.com
www.REEnterprises.com

PROPOSER REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

The reference provided below should be for one (1) reference and shall be completed by the reference, not the Proposer.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Reference Name	Annetta Jenkins
Reference Address:	2001 Broadway, Ste 300, Riviera Beach, FL 33404
Reference Organization/Company:	Riviera Beach Community Development Corporation
Reference Title:	Executive Director
Reference Phone Number:	561-844-3408
Reference Email:	ajenkins@rbcr.com
Comments:	See Attached Letter

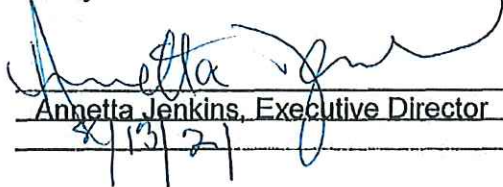
Reference Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Signature:

Name and Title:

Date:


Annetta Jenkins, Executive Director
8/13/21



August 13, 2021

Delray Beach Community Redevelopment Agency (DBCRA)
20 N. Swinton Ave
Delray Beach, FL 33444

Re: Request for Proposal 2021-05, Property Management Services for CRA-Owned Residential Properties

DBCRA Board:

It is my pleasure to offer our support for the Delray Beach Community Land Trust (DBCLT) in its response to the RFP 2021-05. The Delray Beach Community Land Trust affordable housing program services include Property Management. They continue to do a great job with managing CRA owned properties. The organization is committed to preserving and providing housing opportunities for very-low to moderate income households. As it stands, a severe cost burden affects a large percentage of households in the county.

I consider the DBCLT to be a common partner in addressing the need to improve neighborhoods through the management and development of quality, affordable housing units. The DBCLT is strong organizationally and I am confident of the organizations ability to perform with the established RFP guidelines. It is without hesitation that I submit this letter of support.

Sincerely,



Annetta Jenkins
Executive Director

561-385-3029

Cc: Darryl Leonard, Chairperson

Annetta Jenkins, Executive Director

RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION

2001 Broadway
Suite 300
Riviera Beach, FL 33404

☎ 561.844.3408
☎ 855.300.7611 Toll Free
☎ 561.881.8043

www.rivierabeachcdc.org • www.rivierabeachcommunitygardens.org

Preliminary Annual Budget and Proforma
DBCRA-Owned Rental Properties-Palm Manor Apartments
October 1, 2021 through September 30, 2022

Rental revenue projection based on 92% occupancy. Property insurance, taxes and landlord license reimbursed to CRA.
Property tax exemption submitted to PBC Property Appraiser by DBCRA as owner.

Projected Revenue:

Rents (Bldg. 31 \$850,00, Bldg. 39 & 45 \$900.00)

Late Fees (\$50.00 on the 6th day and \$5.00 each day thereafter)

Application Fees (\$75.00 for new applications and renewals)

Laundry (washers and dryers)

Other Income (mailbox keys and other)

Total Projected Revenue

Projected Operating Expenses

Licenses/Permits/Fees

Telephone (emergency service)

Insurance (Property)

Property Taxes (non ad valorem reimbursed to CRA)

Legal Services (demand payments notice and/or evictions)

Professional Services (MAF credit/background checks and The Work Number for employment verifications)

Landscape Maintenance

Pest Control (all units monthly)

Repairs/Maintenance/Bldg. 31 (cost incurred for handyman services, Electrical, A/C, Plumbing repairs, etc.)

Repairs/Maintenance/Bldg. 39 (cost incurred for handyman services, Electrical, A/C, Plumbing repairs, etc.)

Repairs/Maintenance/Bldg. 45 (cost incurred for handyman services, Electrical, A/C, Plumbing repairs, etc.)

Water and Sewer/Bldg. 31 (all units, laundry room and irrigation)

Water and Sewer/Bldg. 39 (all units, laundry room and irrigation)

Water and Sewer/Bldg. 45 (all units and irrigation)

FPL/Bldg. 31 (exterior lighting, vacancies, electrical and laundry rooms)

FPL/Bldg. 39 (exterior lighting, vacancies and laundry room)

FPL/Bldg. 45 (exterior lighting and vacancies)

Replacement Cost/Bldg. 31 (appliances, window treatment, windows/doors, bathroom fixtures, etc.)

Replacement Cost/Bldg. 39 (appliances, window treatment, windows/doors, bathroom fixtures, etc.)

Replacement Cost/Bldg.45 (appliances, window treatment, windows/doors, bathroom fixtures, etc.)

Total Projected Operating Expenses

Projected Net Surplus/Loss

	242,500.00
	2,000.00
	1,875.00
	4,200.00
	300.00
\$	250,875.00
	1,600.00
	1,000.00
	16,000.00
	1,700.00
	500.00
	1,500.00
	13,000.00
	4,500.00
	16,000.00
	18,000.00
	9,000.00
	10,000.00
	14,000.00
	5,000.00
	1,200.00
	1,400.00
	450.00
	17,000.00
	20,000.00
	12,000.00
	163,850.00
\$	149,885.00
\$	87,025.00

Preliminary Annual Budget and Proforma
DBCRA-Owned Rental Properties-47 SW 8th Ave, Single family unit-3BR's, 2Baths
October 1, 2021 through September 30, 2022

**Rental revenue projection based on 92% occupancy. Property insurance, taxes and landlord license reimbursed to CRA.
Property tax exemption submitted to PBC Property Appraiser by DBCRA as owner.**

Projected Revenue:

Rent (\$1,200.00 monthly)

Late Fees (\$50.00 on the 6th day and \$5.00 each day thereafter)

Application Fees (\$75.00 for new applications and renewals)

Other Income (mailbox keys and other)

Total Projected Revenue

Projected Operating Expenses

License/Permits/Fees (landlord license)

Legal (demand payment notice and/or eviction)

Insurance (property and windstorm coverage secured by CRA and reimbursed)

Property Taxes (non ad valorem reimbursed to CRA)

Repairs/Maintenance (electrical, A/C, plumbing, etc.)

Replacement Cost (appliances, windows/doors, bathroom fixtures, etc.)

Landscaping (monthly maintenance)

Pest Control (semi-monthly maintenance)

Water and Sewer (paid by tenant, agency during vacancy)

FPL (paid by tenant, agency during vacancy)

Total Projected Expenses

Projected Net Surplus/Loss

	13,200.00
	50.00
	75.00
	-
	13,325.00
	75.00
	250.00
	2,300.00
	300.00
	2,000.00
	1,500.00
	2,000.00
	500.00
	-
	-
	8,925.00
\$	4,400.00

Preliminary Annual Budget and Proforma
DBCRA-Owned Rental Properties-121 SW 10th Ave, each unit 3BR's and 1Bath
October 1, 2021 through September 30, 2022

Rental revenue projection based on 92% occupancy. Property insurance, taxes and landlord license reimbursed to CRA.
Property tax exemption submitted to PBC Property Appraiser by DBCRA as owner.

Projected Revenue:

Rents (two units each at \$1,100.00 monthly)
Late Fees (\$50.00 on the 6th day and \$5.00 each day thereafter)
Application Fees (\$75.00 for new applications and renewals)
Other Income (keys and other)

Total Projected Revenue

Projected Operating Expenses

License/Permits/Fees (landlord license)
Legal (demand payment notice and/or eviction)
Insurance (coverage secured by CRA and reimbursed)
Property Taxes (non ad valorem reimbursed to CRA)
Repairs/Maintenance (electrical, A/C, plumbing, etc.)
Replacement Cost (appliances, windows/doors, bathroom fixtures, etc.)
Landscaping (monthly maintenance)
Pest Control (semi-monthly maintenance)
Water and Sewer (paid by tenant, agency during vacancy)
FPL (paid by tenant, agency during vacancy)

Total Projected Expenses

Projected Net Surplus/Loss

	24,200.00
	100.00
	150.00
	-
	<hr/>
	24,450.00
	150.00
	500.00
	5,000.00
	600.00
	4,000.00
	3,000.00
	2,500.00
	1,000.00
	-
	-
	<hr/>
	16,750.00
\$	7,700.00

DELRAY BEACH COMMUNITY LAND TRUST

Balance Sheet
As of July 31, 2021

ASSETS

Current Assets:	
Operating Funds:	
City National Bnk-Oper.	66,476.72
Reserve & Mkt. Funds:	
BankUnited - Mkt.	229,193.55
Valley National Bank-Mkt	266,387.04
FineMark Bank - Mkt	236,032.23
PNC Bank - Mkt.**	147,565.02
City National-Mkt	175,883.97
Restricted Funds:	
BankUnited-Graham	5,330.29
BankUnited-Sec Dep DBCLT	5,875.00
City National-PM Sec Dep	21,362.00
City National-SW 12th Dp	8,500.00

Total Current Assets	1,162,605.82
Other Assets:	
Cash-To Be Allocated	250.56
Petty Cash	250.00
Accounts Receivable	123,547.69
Due fr Amer Express	518.96
Due from Noel	610.58
Due from BankUnited	1,750.00
Prepaid Exp-Palm Manor	2,313.75
Prepaid Exp-SW 12th Duple	1,110.66
Prepaid Exp-DBCLT Units	619.58
Prepaid Ins-Liability	2,318.33
Prepaid Errors & Omission	2,635.36
Prepaid Ins-Multi/P.M.	4,707.64
Prepaid Ins-Multi/SW12th	3,681.64
Prepaid Ins-D & O	1,876.59
Prepaid Ins-Homes	9,302.14
Prepaid Exp-Postage	89.00
Prepaid Expenses	1,722.94

Total Other Assets	157,305.42
RESALES/DEVELOPMENT PROJE	
203 NW 5th Ave-Resale	2,931.00
203 NW 5th Ave-Resale	201,334.64
246 NW 8th Ave/A	4,330.00
246 NW 8th Ave/B	4,467.04
COREY JONES ISLE PROJECT:	
326 SW 7th Ave-CJI	262,206.47
320 SW 7th Ave-CJI	229,785.03
316 SW 7th Ave-CJI	230,348.29

For additional information please call (561) 243-7500

DELRAY BEACH COMMUNITY LAND TRUST

Balance Sheet
As of July 31, 2021

314 SW 7th Ave-CJI	\$ 261,084.40
312 SW 7th Ave-CJI	262,394.10
238 SW 6th Ave-CJI	226,469.60

Total Resales/Development	1,685,350.57
Leased Properties:	
313 SE 5th Street	196,618.00
208 SW 15th Ave	276,883.94
115 SW 9th Ave	110,216.93
808 SW 3rd Ct	119,222.96
36 NW 13th Ave Duplex	215,549.74

Total Leased Properties	918,491.57
Land/Other:	
208 SW 15th Ave-L	93,694.88
313 SE 5th Street-L	90,821.00
115 SW 9th Ave-L	25,000.00
Southridge/Zeder Ave-V	20,000.00
129 NW 4th Ave-V	104,000.00
NW 8th Ave-V	1,000.00
21 SW 13th Ave-V	1,000.00
246 NW 8th Ave-V	1,000.00
102 NW 14th Ave-V	5,000.00
1311 NW 14th Ave-V	5,000.00
312 SW 7th Ave-Corey Isle	500.00
314 SW 7th Ave-Corey Isle	500.00
316 SW 7th Ave-Corey Isle	500.00
320 SW 7th Ave-Corey Isle	500.00
326 SW 7th Ave-Corey Isle	500.00
238 SW 6th Ave-Corey Isle	500.00
308 SW 3rd Street-V	70,000.00
203 NW 5th Ave-Resale	45,000.00

Total Land/Other	464,515.88
Land/Leased:	
214 NW 8th Ave/McGowan	68,688.00
33 SW 13th Ave/Therreciel	85,860.00
40 SW 13th Ave/Hazel	87,132.00
119 SW 9th Ave/Strowbridg	91,012.00
37 NW 10th Ave/E. Rosy	85,860.00
202 SW 15th Ave/Appplewhit	89,422.00
225 SW 7th Ave/Mitchell	85,860.00
320 NW 4th Ave/Acelouis	85,860.00
347 SW 5th Ave/Anderson	57,240.00
220 SW 4th Ave/Saunders	68,688.00

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DELRAY BEACH COMMUNITY LAND TRUST

Balance Sheet
As of July 31, 2021

29 SW 13th Ave/Stephens	\$	85,860.00
1012 NE 3rd Ave/Barnes		65,508.00
245 NW 5th Ave/C. Rosy		102,062.95
317 SE 5th St/MacIntosh		90,821.00
413 SW 6th Ave/Mathis		60,000.00
352 NW 7th Ave/Matthews		98,152.55
17 SW 13th Ave/Graham		87,132.00
46 NW 11th Ave/Bienaima		46,528.00
241 NW 5th Ave/Banks		101,792.00
231 NW 5th Ave/Miller		80,000.00
322 NW 5th Ave/Coleman		80,000.00
641 SW 6th Ave/Bland		36,333.33
643 SW 6th Ave/Correa		36,333.33
346 NW 7th Ave/Straghn		91,012.00
47 NW 10th Ave/Laze		82,000.00
303 SW 2nd St/Hickman		57,240.00
202 SW 12th Ave/Rawlins		85,860.00
115 SW 2nd Ave/Singer		110,000.00
645 SW 6th Ave/Green		36,333.34
42 SW 14th Ave/Campbell		172,331.00
46 SW 14th Ave/Casseus		74,160.00
47 SW 14th Ave/Blake		81,700.00
243 SW 4th Ave/Thomas		56,512.50
101 SW 14th Ave/Strowbri		35,000.00
105 SW 14th Ave/San&Nels		35,000.00
105 SW 2nd Ave/Ferrer		110,000.00
107 SW 2nd Ave/Tessino		110,000.00
113 SW 14th Ave/Ogenor		35,000.00
114 SW 14th Ave/Penn		35,000.00
117 SW 14th Ave/Smith		35,000.00
118 SW 14th Avenue/Jean		40,000.00
122 SW 14th Ave/McKennon		35,000.00
137 SW 14th Ave/Cadet		48,000.00
140 SW 14th Ave/Marc		40,000.00
141 SW 14th Ave/Brown		35,000.00
144 SW 14th Ave/Obee		35,000.00
1023 Mango Drive/Hill		65,508.00
1025 Mango Drive/Cotton		65,727.00
321 SW 7th Ave/YME		85,000.00
3619 Ave Montessor/Dest		25,000.00
48 NW 11th Ave/Civil		46,528.00
2216 NE 3rd Ave-Julien		54,000.00
310 Southridge Rd-Eugene		20,000.00
110 SW 14th Ave/Succes		500.00
40 NW 12th Ave/Lewis		85,860.00
127 SW 14th Ave/Dorsina		43,000.00
202 SW 14th Ave/Arne		500.00
145 SW 14th Ave/Emilcar's		40,000.00

For additional information please call (561) 243-7500

DELRAY BEACH COMMUNITY LAND TRUST

Balance Sheet
As of July 31, 2021

232 NW 8th Ave/Leonard	\$	21,000.00
129 SW 14th Ave/Philistin		48,000.00
131 SW 14th Ave/Mincey		48,000.00
132 SW 14th Ave/Auguste		48,043.74
200 NW 5th Ave B/Guervil		1,189.95
200 NW 5th Ave C/Townsend		1,189.96
35 NW 13th Ave/Saintfort		87,847.00
126 SW 124th Ave/Valery		48,727.73
200 NW 5th Ave A/Labbe		1,000.00
706 SW 2nd St/Guy 10/2018		500.00
710 SW 2nd St/Garcon 11/2		500.00
111 NW 12th Ave/Wimberly		500.00
49 NW 13th Ave/Edmond 11/		87,132.00
103 SW 14th Ave/Maceus 02		35,000.00
27 SW 14th Ave/Pryor 04/2		1,000.00
23 SW 14th Ave/Gordon 05/		1,000.00
108 NW 14th Ave/Cadet 6/1		20,500.00
106 SW 14th Ave/Edmond		1,000.00
309 SW 5th Ave-WFH/Dortil		50,000.00
237 NW 5th Ave-WFH/Demps		1,000.00
109 SW 14th Ave/Joseph Re		35,000.00
229 SW 14th Ave/Paul 6/25		1,000.00
233 SW 14th Ave-DeLeon		1,000.00
328 SW 7th Ave/Henrius		500.00
324 SW 7th Ave/Rollins		500.00
322 SW 7th Ave/Williams		500.00
318 SW 7th Ave/Philistine		500.00

Total Land/Leased 4,325,047.38

Deposits:

Utility Deposits 301.00

Total Deposits 301.00

TOTAL ASSETS 8,713,617.64

LIABILITIES

Current Liabilities:

Accounts Payable 15,781.78
A/Payable-Accrued PTO 27,097.49
Due to DBCRA/Reimb 4,331.38
Graham-Taxes/Insurance 5,330.29

Total Accounts Payables 52,540.94

Other Liabilities:

Prepaid Ground Lease/Rent 7,372.38

For additional information please call (561) 243-7500

DELRAY BEACH COMMUNITY LAND TRUST

Balance Sheet
As of July 31, 2021

Deferred Revenue	38,269.14
Refundable Dep-PM	21,837.00
Refundable Dep-SW 12th	7,575.00
Deposits/Last Rnt - DBCLT	5,575.00

Total Other Liabilities	80,628.52

DEBT

Long Term-Unrestricted:	
Notes/DBCRA Construction	325,249.47
Note/Mortgage Corey Jones	
Note-326 SW 7th Ave	260,414.40
Note-320 SW 7th Ave	229,445.60
Note-316 SW 7th Ave	229,442.60
Note-314 SW 7th Ave	260,414.40
Note-312 SW 7th Ave	260,414.10
Note-238 SW 6th Ave	226,469.60
PNC SBA PPP Loan 1 & 2	110,184.00

Ttl Restricted/Unrestrict	1,902,034.17

Line of Credit:	
Note/PNC Credit Line	99,849.70

Total-Line of Credit	99,849.70

Equity:	
Without Donor Restriction	921,496.77
With Donor Restrictions	5,699,685.00
Net Assets	\$ (42,617.46)

TOTAL EQUITY BALANCE	6,578,564.31

TOTAL LIABILITIES AND EQUITY BALANCE	8,713,617.64
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DELRAY BEACH COMMUNITY LAND TRUST

Revenue and Expense Statement

As of July 31, 2021

	Current Month	Current Budget	Y.T.D. Actual	Y.T.D. Budget	Annual Budget	Variance
Grants, Support & Revenue						
Public Support:						
C.R.A. Grant	\$ 19,134.61	\$ 19,134.58	\$ 191,345.86	\$ 191,345.84	\$ 229,615	\$ 0.02
Other Grant Funds	0.00	1,458.33	5,000.00	14,583.34	17,500	(9,583.34)
Member Donations	12.00	0.00	29.00	0.00	0	29.00
Total Public Support	19,146.61	20,592.91	196,374.86	205,929.18	247,115	(9,554.32)
Program Earned Revenue:						
Earned Revenue:						
Application Fees	745.00	250.00	5,590.00	2,500.00	3,000	3,090.00
Ground Lease Fees	3,318.71	3,280.00	32,547.00	32,800.00	39,360	(253.00)
Legal Fees	0.00	62.50	0.00	625.00	750	(625.00)
Developer Fees	31,512.00	10,000.00	76,224.00	100,000.00	120,000	(23,776.00)
Membership Fees	10.00	16.67	95.00	166.66	200	(71.66)
Proceeds From Sales	1,510.53	2,500.00	13,412.66	25,000.00	30,000	(11,587.34)
313 SE 5th Street	1,000.00	816.67	8,875.00	8,166.66	9,800	708.34
208 SW 15th Ave	886.00	1,233.33	14,649.00	12,333.34	14,800	2,315.66
115 SW 9th Avenue	0.00	916.67	7,700.00	9,166.66	11,000	(1,466.66)
808 SW 3rd Ct	0.00	833.33	2,050.00	8,333.30	10,000	(6,283.30)
36 NW 13th Ave Duplex	2,000.00	1,666.67	20,300.00	16,666.70	20,000	3,633.30
Late Fees/Other	20.00	16.67	650.00	166.66	200	483.34
DBCLT-Forfeits	0.00	0.00	1,100.00	0.00	0	1,100.00
Palm Manor-Rent	21,775.00	19,687.50	188,263.57	196,875.00	236,250	(8,611.43)
Palm Manor-Late Fees	75.00	166.67	995.00	1,666.66	2,000	(671.66)
Palm Manor-Laundry	0.00	250.00	1,948.97	2,500.00	3,000	(551.03)
Palm Manor-Forfeitures	0.00	133.33	2,824.00	1,333.34	1,600	1,490.66
SW 12th-Rents	8,450.00	10,329.17	78,873.65	103,291.66	123,950	(24,418.01)
SW 12th-Late Fees/Other	50.00	22.92	180.00	229.16	275	(49.16)
SW 12th-Forfeitures	0.00	0.00	2,325.39	0.00	0	2,325.39
Ttl Program Earned Rev.	71,352.24	52,182.10	458,603.24	521,820.80	626,185	(63,217.56)
In-Kind:						
Office Rent/Utilities	2,000.00	2,000.00	20,000.00	20,000.00	24,000	0.00
Total In-Kind	2,000.00	2,000.00	20,000.00	20,000.00	24,000	0.00
Other Revenue:						
Investmnt Income/Interest	126.63	416.67	1,714.25	4,166.66	5,000	(2,452.41)
Miscellaneous	0.00	16.67	2,808.77	166.66	200	2,642.11
Total Other Revenue	126.63	433.34	4,523.02	4,333.32	5,200	189.70
Total Revenue & Support	92,625.48	75,208.35	679,501.12	752,083.30	902,500	(72,582.18)

PROGRAM SERVICE EXPENSES

For additional information please call (561) 243-7500

Skyline for Windows Accounting System

DELRAY BEACH COMMUNITY LAND TRUST

Revenue and Expense Statement
As of July 31, 2021

	Current Month	Current Budget	Y.T.D. Actual	Y.T.D. Budget	Annual Budget	Variance
Operations:						
Office Operating Expense	896.86	583.33	4,491.25	5,833.34	7,000	1,342.09
Bank Charges	62.50	250.00	1,700.88	2,500.00	3,000	799.12
Printing & Copying	140.91	500.00	1,934.43	5,000.00	6,000	3,065.57
Postage & Delivery	715.67	291.67	2,739.16	2,916.70	3,500	177.54
License/Permits/Fees	0.00	75.00	195.00	750.00	900	555.00
Dues/Subscriptions	0.00	333.33	2,388.85	3,333.34	4,000	944.49
Training/Conferences/Wrks	150.00	416.67	1,787.53	4,166.66	5,000	2,379.13
Office Equip/Software/Fur	406.73	1,000.00	4,608.93	10,000.00	12,000	5,391.07
Telephone	433.94	350.00	3,458.98	3,500.00	4,200	41.02
Miscellaneous	0.00	41.67	380.05	416.66	500	36.61
Total Operating Expense	\$ 2,806.61	\$ 3,841.67	\$ 23,685.06	\$ 38,416.70	\$ 46,100	\$ 14,731.64
Interest:						
Loan Interest	277.13	750.00	2,968.34	7,500.00	9,000	4,531.66
Total Interest Expense	\$ 277.13	\$ 750.00	\$ 2,968.34	\$ 7,500.00	\$ 9,000	\$ 4,531.66
Travel:						
Travel/Mileage	0.00	250.00	0.00	2,500.00	3,000	2,500.00
Meals	0.00	104.17	0.00	1,041.66	1,250	1,041.66
Total Travel Expense	0.00	354.17	0.00	3,541.66	4,250	3,541.66
Personnel:						
Salaries/Wages	31,506.25	23,583.33	230,466.58	235,833.34	283,000	5,366.76
Payroll Taxes	2,226.00	2,041.67	15,637.73	20,416.66	24,500	4,778.93
Employee Benefits	4,975.75	4,333.33	44,444.73	43,333.30	52,000	(1,111.43)
Employee Benefits/Retirem	1,881.38	2,333.33	30,894.31	23,333.34	28,000	(7,560.97)
Insurance-Workers Comp	437.82	500.00	5,869.12	5,000.00	6,000	(869.12)
Total Personnel Expense	41,027.20	32,791.66	327,312.47	327,916.64	393,500	604.17
Occupancy:						
Rent-InKind	2,000.00	2,000.00	20,000.00	20,000.00	24,000	0.00
Total Occupancy Expense	2,000.00	2,000.00	20,000.00	20,000.00	24,000	0.00
Professional Fees & Serv:						
Website Services	125.40	375.00	3,138.85	3,750.00	4,500	611.15
Appraisal Fees	0.00	125.00	700.00	1,250.00	1,500	550.00
Marketing/Advertising/Eve	952.39	416.67	2,753.63	4,166.66	5,000	1,413.03
Legal Services	(350.00)	500.00	3,344.70	5,000.00	6,000	1,655.30
Consultant Services	0.00	166.67	0.00	1,666.70	2,000	1,666.70
Professional Services	1,600.51	1,000.00	13,903.83	10,000.00	12,000	(3,903.83)
Accounting/Audit Fees	0.00	1,250.00	13,000.00	12,500.00	15,000	(500.00)

For additional information please call (561) 243-7500
Skyline for Windows Accounting System

DELRAY BEACH COMMUNITY LAND TRUST

Revenue and Expense Statement
As of July 31, 2021

	Current Month	Current Budget	Y.T.D. Actual	Y.T.D. Budget	Annual Budget	Variance
Ttl Professional Fees/Ser	\$ 2,328.30	\$ 3,833.34	\$ 36,841.01	\$ 38,333.36	\$ 46,000	\$ 1,492.35
Insurance:						
Insurance-Liability	155.11	333.33	1,551.10	3,333.34	4,000	1,782.24
Insurance-Errors & Omissi	329.42	500.00	3,899.66	5,000.00	6,000	1,100.34
Insurance-Directors & Off	263.75	291.67	2,424.14	2,916.66	3,500	492.52
Insurance-Surety Bond	0.00	33.33	359.00	333.30	400	(25.70)
Total Insurance Expense	748.28	1,158.33	8,233.90	11,583.30	13,900	3,349.40
Program Services:						
Write Off's(Grnd Lease)	0.00	416.67	0.00	4,166.66	5,000	4,166.66
License/Permits/Fees	0.00	25.00	300.00	250.00	300	(50.00)
Insurance-Homes/Duplex	965.16	1,208.33	7,493.08	12,083.34	14,500	4,590.26
Property Taxes	6.25	333.33	3,907.74	3,333.34	4,000	(574.40)
Closing Cost	8,286.50	2,333.33	24,056.92	23,333.34	28,000	(723.58)
Landscape Maintenance	2,773.76	1,500.00	16,729.76	15,000.00	18,000	(1,729.76)
Pest Control	30.00	250.00	840.00	2,500.00	3,000	1,660.00
Repairs/Maintenance	3,428.63	416.67	11,887.44	4,166.66	5,000	(7,720.78)
Storage Fees	0.00	225.00	2,380.68	2,250.00	2,700	(130.68)
Development Cost	1,725.00	2,500.00	6,267.07	25,000.00	30,000	18,732.93
Improvements	3,479.55	833.33	6,428.35	8,333.30	10,000	1,904.95
FPL-Electric	797.28	250.00	1,786.89	2,500.00	3,000	713.11
Water & Sewer	1,499.61	333.33	1,966.50	3,333.30	4,000	1,366.80
Total Program Expense	22,991.74	10,624.99	84,044.43	106,249.94	127,500	22,205.51
Program Expense-Palm Mano						
License/Permits/Fees	0.00	250.00	1,600.00	2,500.00	3,000	900.00
Telephone	100.00	91.67	657.50	916.66	1,100	259.16
Insurance (multi-peril)	1,176.92	1,333.33	11,590.16	13,333.34	16,000	1,743.18
Property/Business Taxes	0.00	250.00	1,565.82	2,500.00	3,000	934.18
Legal Services	0.00	166.67	0.00	1,666.70	2,000	1,666.70
Professional Services	272.25	125.00	1,089.00	1,250.00	1,500	161.00
Landscape Maintenance	585.00	1,000.00	7,200.00	10,000.00	12,000	2,800.00
Pest Control	425.00	375.00	4,250.00	3,750.00	4,500	(500.00)
Repairs/Maintenance-31	845.78	1,250.00	10,625.20	12,500.00	15,000	1,874.80
Repairs/Maintenance-39	722.78	1,500.00	12,971.11	15,000.00	18,000	2,028.89
Repairs/Maintenance-45	361.39	583.33	6,330.90	5,833.34	7,000	(497.56)
Water/Sewer-Bldg 31	669.13	750.00	8,077.72	7,500.00	9,000	(577.72)
Water/Sewer-Bldg 39	762.05	1,083.33	7,373.57	10,833.34	13,000	3,459.77
Water/Sewer-Bldg 45	349.96	375.00	3,400.83	3,750.00	4,500	349.17
FPL-Bldg 31	138.27	100.00	834.06	1,000.00	1,200	165.94
FPL-Bldg 39	88.84	116.67	1,065.87	1,166.70	1,400	100.83
FPL-Bldg 45	(41.22)	37.50	273.25	375.00	450	101.75
Replacement/Impr-Bldg 31	1,010.00	1,083.33	14,459.88	10,833.34	13,000	(3,626.54)
Replacement/Impr-Bldg 39	0.00	1,083.33	20,810.57	10,833.34	13,000	(9,977.23)
Replacement/Impr-Bldg 45	0.00	583.33	14,903.85	5,833.34	7,000	(9,070.51)

For additional information please call (561) 243-7500
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DELRAY BEACH COMMUNITY LAND TRUST

Revenue and Expense Statement

As of July 31, 2021

	Current Month	Current Budget	Y.T.D. Actual	Y.T.D. Budget	Annual Budget	Variance
Total Expenses--Palm Manor	7,466.15	12,137.49	129,079.29	121,375.10	145,650	(7,704.19)
Program Expense-SW 12th A						
Telephone	50.00	50.00	557.50	500.00	600	(57.50)
Professional Services	49.50	50.00	742.50	500.00	600	(242.50)
License/Permits/Fees	0.00	50.00	525.00	500.00	600	(25.00)
Legal	0.00	41.67	0.00	416.66	500	416.66
Insurance	920.42	916.67	9,046.86	9,166.66	11,000	119.80
Property Taxes	0.00	208.33	0.00	2,083.34	2,500	2,083.34
Repairs/Maintenance	7,194.33	833.33	23,362.05	8,333.34	10,000	(15,028.71)
Replacement/Imprvmnt Cost	6,190.00	1,333.33	30,068.14	13,333.34	16,000	(16,734.80)
Landscape Maintenance	635.00	1,000.00	6,725.00	10,000.00	12,000	3,275.00
Pest Control	180.00	375.00	2,603.00	3,750.00	4,500	1,147.00
Water & Sewer	735.95	1,416.67	8,666.04	14,166.66	17,000	5,500.62
FPL-Electric	330.16	250.00	4,048.53	2,500.00	3,000	(1,548.53)
Total Expense SW 12th Ave	16,285.36	6,525.00	86,344.62	65,250.00	78,300	(21,094.62)
Program-808 SW 3rd Ct:						
Professional Services	0.00	16.67	0.00	166.70	200	166.70
Insurance	0.00	100.00	0.00	1,000.00	1,200	1,000.00
Repairs/Maintenance	154.30	83.33	860.40	833.30	1,000	(27.10)
Replacement Cost	0.00	83.33	0.00	833.30	1,000	833.30
Landscape Maintenance	100.00	166.67	2,075.00	1,666.66	2,000	(408.34)
Pest Control	0.00	41.67	210.00	416.70	500	206.70
Water & Sewer-Irrigation	44.53	16.67	156.44	166.66	200	10.22
FPL-Electric	13.45	16.67	65.16	166.66	200	101.50
Improvements	0.00	166.67	0.00	1,666.66	2,000	1,666.66
Total Expense 808 SW 3rd	312.28	691.68	3,367.00	6,916.64	8,300	3,549.64
TTL PROGRAM SERVICE COST	96,243.05	74,708.33	721,876.12	747,083.34	896,500	25,207.22
Other Expenses:						
Contingency (unanticipate)	0.00	500.00	0.00	5,000.00	6,000	5,000.00
Total Other Expenses	0.00	500.00	0.00	5,000.00	6,000	5,000.00
Repairs & Maintenance	242.46	0.00	242.46	0.00	0	(242.46)
TOTAL ALL EXPENSES	96,485.51	75,208.33	722,118.58	752,083.34	902,500	29,964.76
Net Revenue/Expenses	(3,860.03)	0.02	(42,617.46)	(0.04)	0	(42,617.42)

For additional information please call (561) 243-7500

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Delray Beach Community Land Trust, Inc.
Audited Financial Statements

For the Year Ended September 30, 2020

**Delray Beach Community Land Trust, Inc.
Audited Financial Statements**

For the Year Ended September 30, 2020

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Delray Beach Community Land Trust, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of Delray Beach Community Land Trust, Inc. (a non-profit organization) ("the Organization") which comprise the statement of financial position as of September 30, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Delray Beach Community Land Trust, Inc. as of September 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Member of:

Florida Institute of Certified Public Accountants
American Institute of Certified Public Accountants
AICPA Employee Benefit Plan Audit Quality Center
AICPA Government Audit Quality Center

Mailing Address:
P.O. Box 820297
Pembroke Pines, FL 33082

Office Address:
3600 Red Road, Suite 407
Miramar, FL 33025

Other Matters

In accordance with *Government Auditing Standards*, we have also issued our report dated April 14, 2021 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Cassells & Associates, CPA, P.A.

Cassells & Associates, CPA, P.A.

Certified Public Accountants

Miramar, Florida

April 14, 2021

Delray Beach Community Land Trust, Inc.
Statement of Financial Position
For the Year Ended September 30, 2020

[illegible]

The Accompanying Notes Are an Integral Part of These Financial Statements

Delray Beach Community Land Trust, Inc.
Statement of Activities
For the Year Ended September 30, 2020

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
GRANTS, GAINS AND OTHER SUPPORT			
Public Support			
Grants (Note 4)	\$ 299,696	\$ -	\$ 299,696
Contributions & Donations	489		489
Revenues:			
Management Fee & Rental Income (Palm Manor)	235,622		235,622
Management Fee & Rental Income (SW 12th)	146,583		146,583
Leased Property Rental Income	74,500		74,500
Ground Lease Fees	37,693		37,693
Donated Facility	24,000		24,000
Developer Fees	49,620		49,620
Other Income	10,086		10,086
Proceeds from Sale	141,213		141,213
Interest Income	4,049		4,049
	<u> </u>	<u> </u>	<u> </u>
TOTAL REVENUE, GAINS, AND OTHER SUPPORT WITHOUT (WITH) DONOR RESTRICTION	<u>\$ 1,023,551</u>	<u>\$ -</u>	<u>\$ 1,023,551</u>
EXPENSE			
Program Services	\$ 849,321		\$ 849,321
Support Services	73,016		73,016
	<u> </u>	<u> </u>	<u> </u>
TOTAL EXPENSES	<u>\$ 922,337</u>	<u>\$ -</u>	<u>\$ 922,337</u>
INCREASE IN NET ASSETS WITHOUT (WITH) DONOR RESTRICTIONS	\$ 101,214	\$ -	\$ 101,214
NET ASSETS AT BEGINNING OF YEAR	<u>820,284</u>	<u>5,699,685</u>	<u>6,519,969</u>
NET ASSETS AT END OF YEAR	<u><u>\$ 921,498</u></u>	<u><u>\$ 5,699,685</u></u>	<u><u>\$ 6,621,183</u></u>

The Accompanying Notes Are an Integral Part of These Financial Statements

Delray Beach Community Land Trust, Inc.
Schedule of Functional Expense
For the Year Ended September 30, 2020

	PROGRAM SERVICES	SUPPORT SERVICES	TOTAL
Personnel Cost	\$ 353,705	\$ 39,301	393,006
Program Services	245,547	-	245,547
Repairs & Maintenance	79,270	8,808	88,078
Administrative Expense	87,800	9,756	97,556
Professional Service	30,659	3,407	34,066
Insurance	21,028	2,336	23,364
Rent	22,376	2,486	24,862
Other Taxes	4,207	467	4,674
Travel & Meals	706	78	784
Interest Expense	-	6,282	6,282
Telephone	3,172	-	3,172
Advertising Expense	851	95	946
	<hr/>	<hr/>	<hr/>
TOTAL EXPENSES	\$ 849,321	\$ 73,016	\$ 922,337

The Accompanying Notes Are an Integral Part of These Financial Statements

Delray Beach Community Land Trust, Inc.
Statement of Cash Flows
For the Year Ended September 30, 2020

CASH FLOWS FROM OPERATING ACTIVITIES:

Increase (Decrease) in Net Assets	\$ 101,214
Adjustments to Reconcile Increase in Net Assets to Net Cash Provided by Operating Activities:	
(Increase) Decrease in Operating Activities:	
Grant & Accounts Receivable	(1,965)
Prepaid and Other Assets	4,206
Increase (Decrease) in Operating Liabilities:	
Accounts Payable & Accrued Expense	(104,973)
Security Deposit	(10,233)

NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>\$ (11,751)</u>
--	--------------------

CASH FLOWS FROM INVESTING ACTIVITIES:

Increase in Leased Land	\$ (87,999)
Decrease in Work in Progress	374,246
Decrease in Land Held for Sale	200,966
Decrease to Other Land	133,055
Increase in Leased Property Improvements	(11,378)

NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES:	<u>\$ 608,890</u>
---	-------------------

CASH FLOWS FROM FINANCING ACTIVITIES:

Proceeds from Note Payable	\$ 54,900
Repayment of Line of Credit	(23,684)

NET CASH FINANCING PROVIDED (USED) BY INVESTING ACTIVITIES:	<u>\$ 31,216</u>
---	------------------

NET INCREASE (DECREASE) IN CASH & CASH EQUIVALENTS	\$ 628,355
--	------------

CASH & CASH EQUIVALENTS AT THE BEGINNING OF YEAR	<u>726,721</u>
--	----------------

CASH & CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 1,355,076</u></u>
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SUPPLEMENTAL DISCLOSURES

Interest Paid	<u><u>\$ 6,282</u></u>
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The Accompanying Notes Are an Integral Part of These Financial Statements

Delray Beach Community Land Trust, Inc.
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 1 - NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities: Delray Beach Community Land Trust, Inc. (the "Organization") is a not-for-profit corporation organized in January 2006 under the laws of the State of Florida for the general purpose of to create healthy communities through the provision and preservation of affordable housing for very low to moderate income households.

Support and revenue are obtained primarily from local government grants, contributions from local governments and other private developers, memberships, and the sale and leasing of property. Property consists of land and property improvements (homes).

Since January 1, 2006, the Delray Beach Community Land Trust, Inc. operated as an independent private not-for-profit Organization and was not considered a component of the Delray Beach Community Redevelopment Agency (CRA) relative to the issuance of financial statements. Prior to that period, the Organization was considered a component unit of the CRA. The financial statements for the period from inception to September 30, 2006 of the Organization were included in the CRA's financial statements.

Appropriations of Net Assets without Donor Restrictions: The Board of Directors voted to designate \$328,745 of net assets without donor restrictions to provide capital for unexpected needs in the future.

Real Estate Property Sales: The difference between the proceeds received and the carrying value of property improvements is recognized as a gain or loss at the time the home is sold. In addition, at the time of sales, the Organization receives a 6% developer fee which is separately recorded as revenue by the Organization.

Use of Estimates in the Preparation of Financial Statements: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, support, and expenses during the period.

Promises to Give: Contributions are recognized when the donor makes a promise to give; that is, in substance, unconditional. Contributions that are received subject to certain donor stipulations are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Other Assets: Other assets which are principally land, homes, and other assets held by the Organization for future sales are recorded at cost, if purchased by the Organization or at fair value at the date of the gift, if received as a donation. Constructed assets are recorded at cost, including all project costs for construction and development. Donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire assets are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restricted assets when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to net assets without donor restriction at that time.

Delray Beach Community Land Trust, Inc.
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 1 - NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Donated Use of Assets and Donated Services: The estimated fair value of the free use of assets owned by others, and the estimated fair value of contributed services of individuals with special skills over which the Organization exercises control, and which constitute a part of the normal program or services that would otherwise be performed by paid personnel, the amount of which is clearly measurable, are also recorded and reflected in the accompanying financial statements.

Income Taxes: The Organization is exempt from federal income taxes under the provisions of the Internal Revenue Code Section 501(c)(3).

Cash and Cash Equivalents: For purposes of reporting cash flows, the Organization considers all money market funds with an original maturity of three months or less to be cash equivalents.

Concentration of Credit Risk: The Organization occasionally maintains deposits in excess of federally insured limits. Statement of Financial Accounting Standards No. 105 identifies these items as a concentration of credit risk requiring disclosure, regardless of the degree of risk. The risk is managed by maintaining all deposits in high quality financial institutions.

Compensated Absences: The Organization permits employees to accumulate earned but unused personal time off (PTO) benefits. All PTO is accrued when earned. Any PTO unused at the end of the fiscal year is shown as a liability and is reported in the statement of financial position as an accrued expense. Any amounts unused when an employee is terminated or retires is paid out of operating funds.

Held for Sale Assets: The Organization holds assets for sale. These assets are to be sold to low to moderate income households. The assets include land and improvements upon the land (houses) which are recorded at historical cost. Once the assets are sold the improvements are no longer recorded; however, the land which is subject to a 99-year ground lease is held by the organization. The leased land is shown as permanently restricted assets, while the improvements are unrestricted upon sale.

NOTE 2 - OTHER ASSETS

The Organization maintains ownership of the land for which the homes have been sold to individual homeowners. Individual homeowners are required to enter 99-year ground leases on the land to ensure that the property is retained for affordable housing purposes. These lands have been classified as leased land and are considered permanently restricted.

A portion of the land acquired was donated by the City of Delray Beach (the "City") and the Delray Beach Community Redevelopment Agency. All land acquired is considered permanently restricted.

Land contributed by the City of Delray Beach and the Delray Beach Community Redevelopment Agency are to be used for affordable housing programs in accordance with the Delray Beach Master Plan. The value of these lands is shown as permanently restricted net assets on the statement of financial position.

Delray Beach Community Land Trust, Inc.
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 2 - OTHER ASSETS (continued)

Improvements property for sale and leased buildings represent homes that are being held by the Organization for sale/resale to very-low, low, and moderate-income individuals.

Other assets activities as of September 30, 2020 are as follows:

Description	September 30, 2019	Addition	Sold	Land Leased	September 30, 2020
Leased Land – Restricted	\$ 4,279,048	\$ 87,999	\$		\$ 4,367,047
Other Land – Restricted	466,907		(133,055)		333,852
Land Held for Sale – Restricted	201,966	1,000	(201,966)		1,000
Work in Progress – Restricted	590,543	143,671	(517,917)		216,297
Leased Property Improvement	877,478	11,378			888,856
Total Other Assets	\$ 6,415,942	\$ 244,048	\$ (852,938)		\$ 5,807,052

Conditions in the real estate market in Florida fluctuates and may result in potential declines in the value of property held by the Organization.

NOTE 3 - NET ASSETS WITH DONOR RESTRICTIONS

Land purchased or donated with donor restrictions requiring the land to be used for the general purpose of providing affordable housing opportunities for low and moderate-income individuals in Delray Beach, Florida has been reported as Net Assets with Donor Restrictions.

NOTE 4 - GRANTS

Grants are subject to annual renewal and periodic amendments and require the fulfillment of certain conditions as set forth in the instrument of the grant. Failure to fulfill the conditions could result in the return of the funds to grantors. Although that is a possibility, the Organization deems the contingency remote, since by accepting the contracts and their terms it has accommodated the objectives of the grantors to the provisions of these contracts.

For the year ended September 30, 2020, the Organization received an operating grant of \$273,696 from the Delray Beach Community Redevelopment Agency.

NOTE 5 - ADVANCE & LOAN PAYABLE

Acquisition and Construction Advance: The Organization obtained various loans from the Delray Beach Community Redevelopment Agency. The advances are non-interest bearing and are repayable at the time the property improvements are sold to qualified individuals. The advance terms require repayment of the proceeds from the sale of property improvements, less closing costs, and a developer's fee. Generally, the land acquisition advances are considered a contribution at the time it is made as repayment is not expected and the amount of the repayment cannot be determined at the time of the advance. The loan agreements restrict the use of the real property acquired by the organization to be used for affordable housing programs in perpetuity.

Delray Beach Community Land Trust, Inc.
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 5 - ADVANCE & LOAN PAYABLE (continued)

	September 30, 2019	Addition	Repayment	Write off	September 30, 2020
<u>Advance Payable:</u>					
DBCRA	\$ 325,249	\$ -	\$ -	\$ -	\$ 325,249
Total Advance Payable	\$ 325,249	\$ -	\$ -	\$ -	\$ 325,249

NOTE 6 - EMPLOYEE BENEFIT PLAN

Employees of the Organization are eligible to participate in a 401(K) plan. In order to be eligible, the employee must have obtained the age of 21 and have completed three months of service with the Organization. The plan establishes 100% matching contribution up to 7% of eligible salaries and was approximately \$9,207 for the year ended September 30, 2020. Employees may contribute up to the maximum established by law. The plan vests as follows:

<u>Years of Service</u>	<u>Percent Vested</u>
0-1	0%
1-2	20%
2-3	40%
3-4	60%
4-5	80%
5+	100%

Employees additionally received a qualified non-elected contribution of 3% or 10% of gross salaries.

NOTE 7 - IN-KIND CONTRIBUTIONS

During the year ended September 30, 2020, the City provided the Organization with office space for use in its programs. The Organization recognized revenue and expense in the amount of \$24,000 in conjunction with the donation.

The City also provides certain computer services to the Organization. These services are considered non-professional and as such are not recorded in the financial statements.

NOTE 8 - CONCENTRATIONS

To date, the Organization obtains a substantial portion of its advances and operating grant from the Delray Beach Community Redevelopment Agency (CRA). Loss of funding from the CRA could significantly affect the Organization's operating ability. During the year ended September 30, 2020 the Organization through its efforts has increased its revenue from the properties under management, therefore reducing the extent of the revenue concentration.

Delray Beach Community Land Trust, Inc.
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 9 - COMMITMENTS

Lease of Properties Owned by the Organization: The Organization has entered into several lease agreements whereby the Organization has leased several properties to individuals under 1-year renewable leases. Total rental income for the year ended September 30, 2020 was approximately \$74,500.

Ground Lease Fees: The Organization also leases residential housing and land to various individuals to further its mission of providing low-cost housing. The leases are made for varying periods. The ground leases include use restrictions. Due to the uncertainty of future rental collections, no amounts are disclosed for future rental income. For the most recent fiscal year the Organization had ground lease revenues of approximately \$37,693.

Atlantic Park Square Project: The Organization had an agreement with the CRA to acquire and develop improvements on 17 vacant lots located on the east and west side of SW 14th Avenue within the 100 block. Under the agreement, the Organization was required to manage and finance the development of the project. The project has expanded to 25 lots through Letters of Request with the Intent to Develop the conveyance of additional lots at a price ranging from \$500.00 to \$1,000 each with a commitment to develop within two years. Three (3) of the 25 lots were donated by the City of Delray Beach. As of September 30, 2020, all 25 lots have been developed.

NOTE 10 - LINE OF CREDITS

The Organization has a \$225,000 unsecured bank line of credit which matures on June 5, 2021. Amounts borrowed under this agreement bear interest at the bank's prime rate (3.25% at September 30, 2020). At September 30, 2020, \$114,850 was outstanding on this line.

NOTE 11 - CONTINGENCIES

Land Mortgage Loans: The Organization has recognized contributions of various land mortgage advances that are not expected to be repaid. In the event that property improvements on the lands are sold at a price exceeding any associated construction obligation, a portion of this balance may be subject to repayment to the Delray Beach Community Redevelopment Agency. Management believes that this event is unlikely given the restriction of property improvement sales too low to moderate income individuals.

State Initiatives Housing Program (SHIP) Loans: The Organization has received certain subsidy funds from the City of Delray Beach which are considered non-interest-bearing loans. The loans require no principal or interest payment unless a qualifying event occurs. Qualifying events include: a) sale or transfer of the property in such a manner that it is no longer held in trust for affordable housing programs; b) the Organization dissolves and/or ceases to exist as a 501(c)(3) not-for-profit corporation; c) the unit is rented without prior authorization from the grantor; d) the unit is refinanced with prior authorization from the grantor; e) failure to follow guidelines of the Community Land Trust and the Local Housing Assistance Plan; f) failure to follow guidelines of the sub-recipient agreement; and g) failure to follow the requirements of the City. If a qualifying event occurs, the loans will become due and payable on the demand of the City. The total SHIP funds received through September 30, 2010 by the Organization is approximately \$1.85 million, with \$0.00 received as of September 30, 2020.

Delray Beach Community Land Trust, Inc.
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 12 - GROUND LEASE-PROPERTY MANAGEMENT AGREEMENT

On September 22, 2011, The Organization entered into a 5-year Ground Lease-Property Management Agreement with the Delray Beach Community Land Trust to manage a 25-unit apartment complex located in the City of Delray (Palm Manor Apartments) with the option to renew. On July 14, 2016, The Organization exercised its option to renew for one (1) additional five (5) year term up to and including September 22, 2021. For the year ended September 30, 2020 total revenue recognized in the accompanying financial statements was \$235,622.

On June 27, 2013, The Organization entered into a 5-year Ground Lease-Property Management Agreement with the Delray Beach Community Redevelopment Agency to manage five (5) Duplexes located in the City of Delray (SW 12th Avenue Duplexes). The Delray Beach Community Redevelopment Agency may renew the lease for up to one (1) five (5) year term. On May 7, 2018, The Organization exercise its option to renew the management agreement for an additional five (5) year term expiring on June 27, 2023.

On August 25, 2016, The Organization entered into a second Ground Lease-Property Management Agreement with the Delray Beach Community Redevelopment Agency to manage an additional Duplex located in the City of Delray on SW 12th Avenue. The lease expires on June 27, 2018 and the Delray Beach Community Redevelopment Agency may renew the lease for up to one (1) five (5) year term. The Organization exercises its option to renew the management agreement for an additional five (5) year term expiring on June 27, 2023.

For the year ended September 30, 2020 a total of 12 units on SW 12th Avenue are under management by the Organization. Total revenue recognized in the accompanying financial statements was \$146,583.

NOTE 13 - UNCERTAIN TAX POSITIONS

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Organization believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.

NOTE 14 - PAYCHECK PROTECTION PROGRAM NOTE PAYABLE

On May 11, 2020, The Organization (the "Borrower"), was granted a loan (the "Loan") from a bank in the aggregate amount of \$54,900, pursuant to the Paycheck Protection Program (the "PPP") under Division A, Title I of the CARES Act, which was enacted March 27, 2020.

The Loan, which was in the form of a note dated May 11, 2020, matures on May 11, 2022, and bears interest at a rate of 1.00% per annum. The Note may be prepaid by the Borrower at any time prior to maturity with no prepayment penalties. Funds from the Loan may only be used for payroll costs, costs used to continue group health care benefits, mortgage interest, rent, utilities, and interest on other debt obligations incurred before February 15, 2020. Under the terms of the PPP, certain amounts of the Loan may be forgiven if they are used for qualifying expenses as described in the CARES Act. The Organization intends to use the entire loan amount for qualifying expenses and requests full forgiveness of the note. The total outstanding at September 30, 2020 was \$54,900.

NOTE 15 - SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through April 14, 2021, the date which the financial statements were available to be issued, noting no significant events that did not exists as of the date of the statements of financial position, but arose after that date.



CASSELLS & ASSOCIATES, C.P.A., P.A.

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Delray Beach Community Land Trust, Inc.

We have audited the financial statements of Delray Beach Community Land Trust, Inc. (a non-profit organization) (the "Organization") as of and for the year ended September 30, 2020 and have issued our report thereon dated April 14, 2021. We have conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Delray Beach Community Land Trust, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Directors, management and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Cassells & Associates, CPA, P.A.

Cassells & Associates, CPA, P.A.

Certified Public Accountants

Miramar, Florida

April 14, 2021

Member of:

Florida Institute of Certified Public Accountants

American Institute of Certified Public Accountants

AICPA Employee Benefit Plan Audit Quality Center

AICPA Government Audit Quality Center

Mailing Address:

P.O. Box 820297

Pembroke Pines, FL 33082

Office Address:

3600 Red Road, Suite 407

Miramar, FL 33025

CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract is subject to the provisions of Chapter 112, *Florida Statutes*. All Proposers must disclose within their Proposals: the name of any officer, director, or agent who is also an employee of Delray Beach Community Redevelopment Agency ("CRA").

Furthermore, all Proposers must disclose the name of any CRA employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Proposer's entity or any of its branches.

The purpose of this disclosure form is to give the CRA the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any CRA duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

☒ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Proposal.

☐ The undersigned entity, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Proposal.

Acknowledged by:

Delray Beach Community Land Trust
Proposer Name

Evelyn S. Dobson
Authorized Agent Signature

Evelyn S. Dobson, CEO
Authorized Agent Name and Title (Print or Type)

8/19/2021
Date

**SCRUTINIZED COMPANIES CERTIFICATION PURSUANT TO
FLORIDA STATUTES § 287.135**

I, Evelyn S. Dobson, on behalf of Delray Beach Community Land Trust
Print Name and Title Proposer Name

certify that Delray Beach Community Land Trust does not:
Proposer Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List;
and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The Delray Beach Community Redevelopment Agency ("DBCRA") shall provide notice, in writing, to the Proposer of the DBCRA's determination concerning the false certification. The Proposer shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Proposer does not demonstrate that the DBCRA's determination of false certification was made in error then the DBCRA shall have the right to terminate the contract and seek civil remedies pursuant to *Florida Statutes* § 287.135.

Section 287.135, *Florida Statutes*, prohibits the DBCRA from:

- 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and
- 2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Proposer, I hereby certify that the company/entity identified above in the section entitled "Proposer Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the DBCRA for goods or services may be terminated at the option of the DBCRA if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Delray Beach Community Land Trust
PROPOSER NAME

Evelyn S. Dobson
AUTHORIZED AGENT SIGNATURE

Evelyn S. Dobson
PRINT NAME

CEO
TITLE

Must be executed and returned with the submitted Proposal to be considered.

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Bid/Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid/Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids/Proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-vendor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Delray Beach Community Land Trust
Proposer/Firm Name

Evelyn S. Dobson
Authorized Agent Signature

Evelyn S. Dobson, CEO
Name and Title (Print or Type)

8/19/2021
Date

PUBLIC RECORDS LAW

Notification of Public Records Law Pertaining to Public Contracts and Requests for Contractor Records Pursuant to Chapter 119, Florida Statutes

Pursuant to Chapter 119, *Florida Statutes*, Contractor shall comply with the public records law by keeping and maintaining public records required by the Delray Beach Community Redevelopment Agency ("CRA") in order to perform the service. Upon request from the CRA custodian of public records, contract shall 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 Chapter 119, *Florida Statutes* or as otherwise provided by law. Contractor shall 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 contract term and following completion of the contract. If the Contractor does not transfer the records to the CRA, Contractor upon completion of the contract, shall transfer, at no cost, to the CRA all public records in possession of the Contractor or keep and maintain public records required by the CRA in order to perform the service. If the Contractor transfers all public records to the CRA upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA, upon request from the CRA custodian of public records, in a format that is compatible with the information technology systems of the CRA.

IF THE AWARDED PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDED PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, TARA TOTO, AT THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY, 20 N. SWINTON AVE., DELRAY BEACH FLORIDA AND MAY BE CONTACTED BY PHONE AT 561-276-8640 OR VIA EMAIL AT TOTO@MYDELRAYBEACH.COM.

Acknowledged by:

Delray Beach Community Land Trust
Proposer/Firm Name

Evelyn S. Dobson
Authorized Agent Signature

Evelyn S. Dobson, CEO
Name and Title (Print or Type)

8/19/2021
Date

DRUG-FREE WORKPLACE

Delray Beach Community Land Trust is a drug-free workplace and has
(Proposer/Firm Name)
a substance abuse policy in accordance with and pursuant to Section 440.102, *Florida Statutes*.

Acknowledged by:

Delray Beach Community Land Trust
Proposer/Firm Name

Evelyn S. Dobson
Authorized Agent Signature

Evelyn S. Dobson, CEO
Name and Title (Print or Type)

8/19/2021
Date

NON-COLLUSION AFFIDAVIT

STATE OF Florida
COUNTY OF Palm Beach

Before me, the undersigned authority, personally appeared Evelyn S. Dobson who, after being by me first duly sworn, deposes and says of his/her personal knowledge that:

- a. He / She is _____ of _____, the Proposer that has submitted a Proposal to perform work for the following:

RFP No.: 2021-05

Title: Property Management Services for CRA-Owned Residential Properties

- b. He / She is fully informed respecting the preparation and contents of the attached Request for Proposals, and of all pertinent circumstances respecting such Solicitation.

Such Proposal is genuine and is not a collusive or sham Proposal.

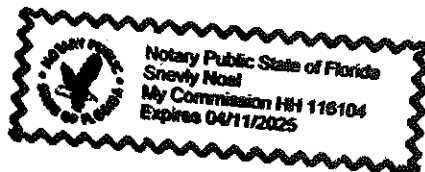
- c. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Solicitation and contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or any other Proposal, or to fix any overhead, profit, or cost element of the Proposal price or the Proposal price of any other Proposal, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Delray Beach Community Redevelopment Agency or any person interested in the proposed contract.
- d. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Evelyn S. Dobson
Authorized Agent Signature

Subscribed and sworn to (or affirmed) before me this 16th day of August 2021, by Evelyn Dobson, who is personally known to me or who has produced _____ as identification.

SEAL

Notary Signature: Sneely Noel
Notary Name: Sneely Noel
Notary Public (State): Florida
My Commission No.: _____
Expires on: _____





**RFP CRA NO. 2021-05
PROPERTY MANAGEMENT
PROPOSAL FOR CRA OWNED
PROPERTIES**

Submitted By: Delray Housing Group, Inc.
82 NW 5th Ave
Delray Beach, FL. 33444

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PROPOSAL ACKNOWLEDGMENT FORM

PROPOSAL ACKNOWLEDGEMENT FORM

The Proposer hereby acknowledges and affirms to the contents of this RFP, its response thereto, including without limitation, all addenda have been read, understood, and agreed to by assigning and completing the spaces provided below:

A. RFP Addendum Acknowledgment

Addendum No. 1, Dated _____
Addendum No. 2, Dated _____
Addendum No. 3, Dated _____
Addendum No. 4, Dated _____
Addendum No. 5, Dated _____

B. The undersigned certifies that they are authorized to sign for the Proposer.

C. The undersigned certifies that any and all information contained in response to this RFP is true and correct.

D. THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL, FOR NOT LESS THAN 90 DAYS, AND THE PROPOSER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS SOLICITATION. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED, BY AN AUTHORIZED AGENT, SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE CRA MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOSAL.

RFP CRA NO. 2021-05: PROPERTY MANAGEMENT SERVICES FOR CRA-OWNED RESIDENTIAL PROPERTIES

Proposer's Name: Delray Housing Group Inc.

Federal Employer Identification Number: 03-0526635

Principal Business Address: 82 NW 5th Ave. Delray Beach, FL 33444

Mailing Address: Same as above

Telephone Number(s): 561-272-6766

Fax Number(s): 561-272-7352

Email Address: serazo@dbha.org

Authorized Agent Name and Title: Shirley Erazo

Shirley Erazo
(Signature of authorized agent)

Date: 8-16-2021

August 19, 2021

Ms. Christine Tibbs, Assistant Director
20 North Swinton Avenue
Delray Beach, Florida 33444

Subject: Property Management Services for CRA-Owned Residential Properties

Dear Ms. Tibbs,

We are pleased to submit this proposal to provide property management services for LaFrance and Carolyn Quince Apartments, a total of 24 units. For the past ten (10) years the Delray Housing Group, Inc. has had the pleasure of serving as the Property Management Company for the LaFrance and Carolyn Quince Apartments. We are grateful for the opportunity granted to us by the Community Redevelopment Agency (CRA) and we are committed to providing quality property management services throughout the Delray Beach area. We propose the following: to provide competent, customer service-oriented management for you and your residents for the entire term of the agreement.

The Delray Housing Group Inc. (DHG), a 501(c)(3) organization incorporated by the Florida Department of State in May 2003, with a final Letter of Determination from the U. S. Internal Revenue Service in July 2008 was established by the Delray Beach Housing Authority (DBHA) to serve as its Development and Property Management Arm with the DBHA Board of Commissioners serving as the DHG Board of Directors.

DHG secured its first property management agreement in January 2004 and purchased its first property in April 2004 as well. Currently DHG owns or manages 704 units total, and we are currently in the process of developing a new project Island Cove, which is a 60-unit SAIL rental project in partnership with the CRA. We have successfully managed the LaFrance Apartments and Carolyn Quince Apartments for the past ten (10) years, and we are confident that we have a proven track record to satisfy and exceed your expectations. In addition, we have managed to keep the vacancy rate to a minimum and handled all resident complaints and building equipment repairs in a prompt and cost-effective manner.

We have the experience and knowledge in affordable housing rules and regulations from the U. S. Department of Housing and Urban Development's (HUD's) Section 8 Housing Choice Voucher Program as well as first-hand knowledge of the SHIP Guidelines pertaining to resident eligibility and rental determination as required for occupancy at the LaFrance and Carolyn Quince Apartments. The DHG President, Shirley Erazo who has over 25 years of housing experience will continue to provide the leadership necessary to respond to the needs of the CRA and its residents.

We are excited and appreciative for your consideration to allow us the opportunity to continue to provide property management services, since inception this is what we were created to do, and we are committed in providing quality Property Management Services throughout our community.

Sincerely,

Delray Housing Group

QUALIFICATIONS

THE ORGANIZATION

The Delray Housing Group, Inc. (DHG) is a 501 (c) (3) organization and is the property management and development arm of the Delray Beach Housing Authority. DHG was organized in May 2003 as a non-profit real estate development subsidiary. Creation of the Delray Housing Group development subsidiary was designed to provide another resource for the property management and development of affordable housing, neighborhood, community, and economic development. Its creation was also encouraged by HUD to serve as a flexible tool to engage in real estate development activities utilizing existing assets and to acquire others, to further its mission to provide decent, safe, and affordable housing for low- and moderate-income citizens. Articles of Incorporation and 501(c)(3) status documentation are included in the Appendix section of this proposal.

DHG served as the developer for the West Settler's Office Building, the Housing Authority's permanent office space, a mixed-use building containing office and residential units. We also served as Co-Developer of Village Square, a 228-unit mixed income property. Moreover, as the management arm of the Housing Authority, DHG will also serve as Co-Developer for Island Cove, a 60-unit SAIL project. We regularly seek opportunities for property management, while DHG has primarily served governmental property owners we do provide these services for private owners of both residential and commercial properties.



STAFFING

The Delray Housing Group is staffed by experienced professionals who are serious about providing exceptional customer service. The degree of success for any organization depends on how well trained the staff is to perform their jobs. DHG is pleased with the level of training attained by its staff and continues to offer additional opportunities for staff development when such opportunities become available.

- **Jakeleen Fernandez, Vice President of Operations**

Mrs. Fernandez is responsible for directing all aspects of operations as well as supervising all staff, she has 18 years of Project Management, Property Management Administration, Accounting and Development experience, Ms. Fernandez is well equipped to continue the oversight of this engagement.

- **Maggie Perez, Finance Director**

Mrs. Perez joined the team in May of this year. She has over 15 years in accounting and is responsible for maintaining the agency's financial records. She oversees payroll, accounts payables, accounts receivables, and bank/GL reconciliations, and prepares all financial reports as well as oversees the yearly audit. The department is currently comprised of Ms. Perez, Miguela Nurse, Accounting Clerk I and Lisa Ramcharan, Accounting Clerk II, we are proud of our accounting team and confident that we will continue to provide accurate and timely reports.

- **Marimer Marquez, Property Manager**

Ms. Marquez is the Property Manager for LaFrance and Carolyn Quince. Mari joined the team in 2016, she is responsible for rent collections, Resident Screening, including criminal background and credit checks, Lease Enforcement and all Resident Services and processing work orders. Mari will also continue to be responsible for the application processing and lease up duties.

- **Jeffrey Graeve, Maintenance/Modernization Manager**

has served as the organization's Maintenance/Modernization Manager since 2019. Mr. Graeve will provide on-call and routine repairs for all of its managed properties. He is trained in Air Conditioning and Refrigeration, Housing Quality Standards Inspections and simple plumbing and brings a level of customer service that is courteous and dependable.

- **Charles Wilson, On-Site Manager**

Mr. Wilson has been the On-Site Manager at the LaFrance Apartments for the past two years; in addition, he's been a LaFrance resident for many years and reports all resident complaints and building repairs to the Property Manager. Mr. Wilson currently maintains the day-to-day cleanliness for both LaFrance and Carolyn Quince Apartments and is responsible to respond and report all after hours emergency work orders.

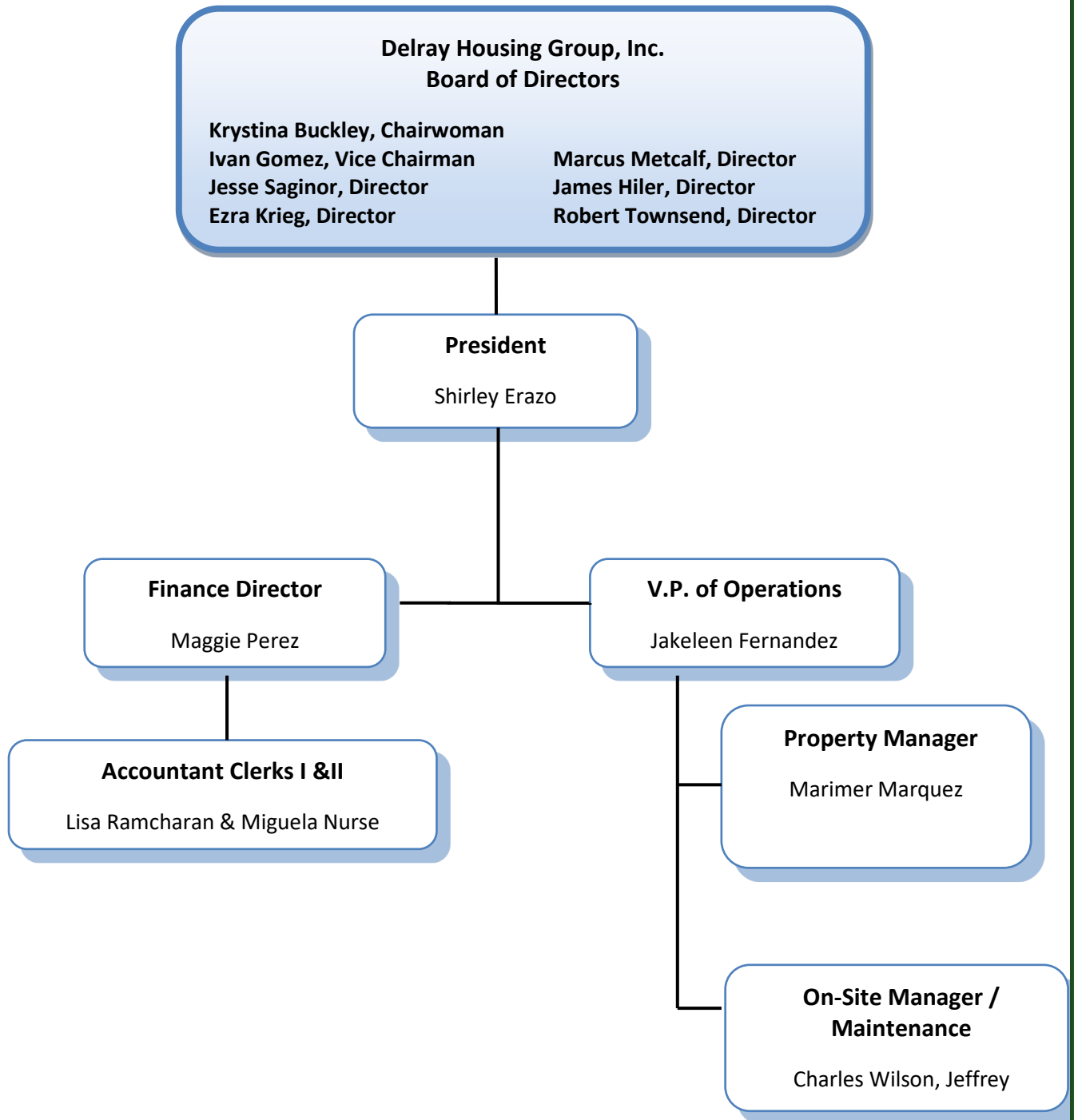
GOVERNANCE

The Delray Housing Group is governed by a Board of Directors, representing various professions, whose members are also members of the Delray Beach Housing Authority Board. They are as follows:

- **Kristina Buckley**, Chairwoman
250 Congress Park Drive, #306
Delray Beach, FL 33445
561-361-0977
- **Ivan Gomez**, Vice Chairman
1416 Beta Circle
WPB, FL 33406
586-337-5799
- **Jesse Saginor**, Director
899 NW 37th Avenue
Delray Beach, FL 33445
216-702-4074
- **Ezra Krieg**, Director
2984 Needham Court
Delray Beach, FL 33445
954-260-8838
- **Marcus Metcalf**, Director
82 NW 5th Avenue Apt A
Delray Beach, FL 33444
561-271-1460
- **James Hiler**, Director
4364 Maurice Drive
Delray Beach, FL 33445
646-509-6498
- **Robert Townsend**, Director
801 Meadowlark Lane
Delray Beach, FL 33445
216-288-8104

- **Shirley Erazo, President**, serves as staff liaison to the Board of Directors and is ultimately responsible for its activities. Mrs. Erazo came to us from West Palm Beach Housing Authority 25 years ago and served as the Chief Operations Officer before she began her tenure as President/CEO of the DBHA/DHG in 2019. She provides guidance, direction, and supervision to all executive staff of both Delray Housing Group, Inc., and the Delray Beach Housing Authority. She is currently a member of the Board of Directors of CareerSource of Palm Beach County and Community Land Trust of the Palm Beach County and the Treasure Coast.

ORGANIZATIONAL CHART



The Address and Contact Information for DHG is as follows:

Delray Housing Group, Inc.
Atten: Shirley Erazo, President
82 NW 5th Avenue
Delray Beach, Florida 33444
Telephone: (561)272-6766
Fax: (561)278-4937
Email: serazo@dbha.org
Website: www.delrayhousinggroup.com

Please See Appendix for Financial information to include Audited Financials year ended March 31, 2021, Insurance Certificates and RFP required forms.

PROPERTY MANAGEMENT EXPERIENCE

The Delray Housing Group has successfully owned and managed affordable housing units since March 2004 when it entered a contract to manage 15 units owned by the Community Redevelopment Agency. Currently the agency owns 7 properties containing 9 units leased to low-income individuals and families, the units were conveyed to /DHG through the City of Delray Beach Neighborhood Stabilization Program (NSP) and have completed rehabilitation of 3 properties. DHG developed a mixed-use property and the home of the Delray Beach Housing Authority's administrative offices to include three LEED Certified affordable housing units and the DHG serves as the property manager.



134 SW 9th Avenue (2 Units)
Delray Beach, Florida
Own and Managed since April 2004



554 Piedmont L, Kings Point (1 Condominium)
Delray Beach, Florida
Own and Managed since January 2009



1212/1214 SW 2nd Street (2 Units)
Delray Beach, Florida
Own and Managed since March 2011



140 NW 4th Avenue (14 units)
Delray Beach, FL 33444
Owned by the CRA and Managed by DHG



133 Sw 5th Ave (9 units)
Delray Beach, FL 33444
Owned by the CRA and managed by DHG



The Villas at Village Square 144 LIHTC
737 Village Square Circle
Delray Beach, FL 33444
Owned and Managed by DHG



Lake Delray Apartments 404 LIHTC for Seniors 62 and over
700 Lindell Blvd
Delray Beach, FL 33444
Owned by Simth & Henzy and Managed by DHG



102 SW 2nd Ct (4 Unit)
 Delray Beach, Florida
 Developed and Managed since November of 2019



518 SW 9th Court 3bedroom single family house
 Delray Beach, Florida
 Own and Managed since March 2011



82 NW 5th Avenue
Delray Beach, Florida
(DHG served as Developer of this Mixed-Use Building and currently serves as property manager.)

MANAGEMENT SERVICES

Scott Accounting and Computer Services, Inc. (SACS) is a Windows based computer application currently used to perform all functions of the Delray Housing Group. The software is a management tool that integrates the Resident Accounts Receivable, Maintenance Work Orders, Resident Data Applications/Resident Eligibility Certifications, Accounts Payable, Personnel/Payroll and other functions not essential to this property management engagement. DHG has used this software since its beginning with great satisfaction. This tool will be used for this engagement.

Resident Management Services

The Delray Housing Group, Inc. is committed in providing good customer service and we plan to continue to ensure owner satisfaction by timely addressing owner and resident concerns as we have done for the past 10 years during our management contract for the LaFrance and Carolyn Quince Apartments. To that end, we will continue to provide 24 hour on-call service by utilizing our very experienced maintenance personnel to include the Resident Manager for the LaFrance Apartments.

Property Manager/Leasing Agent/Rent Collection Duties

Jakeleen Fernandez, VP of Operations is responsible for the oversight of the day-to-day operations. As noted, prior Marimer Marquez, Property Manager will be responsible for rent collections, Resident Screening, including criminal background and credit checks, Lease Enforcement, and all Resident Services, including handling complaints and processing work orders. Her hours will be 7:30 a.m. to 6:00 p.m., Monday thru Thursday

and may be reached via cell phone in an afterhours emergency. She will also continue to be responsible for the application processing and lease up duties.

- Rent Collections - Current procedures require residents to mail or hand deliver rents to the DHG office. However, given the fact that the LaFrance Apartments are occupied by Senior Citizens, drop boxes located in the laundry rooms of both the LaFrance and Carolyn Quince Apartments are utilized and frequently visited during rent collection weeks. Rents are entered into our SACS accounting system immediately upon receipt and are deposited within 48 hours according to the CRA's *Rental Specific Criteria*.
- Resident Screening – We currently use Lexis Nexus, for all credit, evictions, and criminal background checks. Resident screenings will be performed for all new residents as well as all lease renewals and pursuant to the CRA's *Rental Specific Criteria*.
- Occupancy Standards – Although not defined in the CRA's *Rental Specific Criteria*, HUD standards will be used in determining Maximum Occupancy based upon unit size (Efficiency: 1 person; 1 Bedroom: 2 Persons Maximum).
- Resident Services – DHG staff are knowledgeable concerning services offered by various organizations focused on Senior Citizens. An assessment of the needs of the residents will be done determine how we may best serve the residents by property.

Rental Determination Currently

Carolyn Quince (9 One Bedroom units)

Pursuant to SHIP requirements, three (3) units must be leased to Very Low-Income households (not to exceed 50% AMI) and maximum rent has been set for these units at \$603. In addition, three (3) units can be leased to Low Income households (not to exceed 80% AMI), and the remaining three (3) units can be leased to Moderate Income households (not to exceed 100% AMI) for which the maximum rent has been set at \$750.

If the above-mentioned rent exceeds 50% of the residents' gross monthly income, the following formula will be used to calculate a resident's rent:

$$\text{\$ (Total Monthly Income)} \times 0.50 = \text{\$ (Monthly Rent)}$$

LaFrance Apartments (8 Efficiencies; 6 One-Bedroom units)

Pursuant to SHIP requirements, four (4) units must be leased to Very Low-Income households (not to exceed 50% AMI) and the remaining units can be leased to Very Low- or Low-Income households (not to exceed 80% AMI). One of the units will be leased to the On-Site Manager. The following rent is applicable to Very Low- and Low-Income households:

Efficiency: \$450/mo.

One-Bedroom: \$603/mo.

Work Order Procedures

All maintenance work shall be assigned through our Scott Accounting Computer Services, a fully integrated system that includes rent collections, accounts payable, accounts receivable and maintenance work order data. Residents requiring repairs will be instructed to call the DHG office to report needed repairs during normal office hours and will have 24-hour emergency access to the on-site manager. Having an on-site manager at the LaFrance has been advantageous for not only the senior citizens at the LaFrance Apartments, but also for the Carolyn Quince residents in that a maintenance personnel is always available to them.

To effectively maintain the physical condition of CRA-owned properties, it is necessary to set certain priorities so that more urgent requirements can take precedence over routine needs. Maintenance work shall be performed according to the following priorities:

1. Emergency – Life-threatening or extreme property damage. These include loss of power, broken water lines, fires, exposed electrical lines loose ceilings, no heat when outside temperature is less than 45 degrees, broken door locks, or other conditions that may cause harm to residents or property. Emergency work will be accomplished within 24 hours.
2. Urgent—Major inconvenience to resident, property damage. These are majorly inconvenient but not life threatening nor will cause serious property damage. These may include sink or toilet stoppage, refrigerator not running (except on Fridays, then it becomes an emergency). These work orders will be performed within two working days.
3. Routine—Resident or management request. Included in this category are all work items initiated by resident or DHG staff. These may include non-life threatening electrical or plumbing repairs, broken window panes and floor tiles or the like. Routine maintenance is to be performed within three working days.
4. Vacancy Prep—Prepare Unit for Occupancy. All vacant units requiring only minor rehabilitation shall be made ready within 10 working days or less. There may be circumstances that will require major rehabilitation of the unit requiring more time for unit turnaround. These would most often require outside contract work and may involve repairs to fire damaged units, more than three units requiring prep work, replacing major systems, i.e., plumbing, electrical, bathtub/toilet replacement, replacing doors, windows, or the like.
5. After Hours Service – As stated by the initiator of the service. These are received directly by the on-call maintenance employee and will be performed as necessary or as classified by emergency/urgent/routine.
6. Planned/Seasonal – These would include janitorial work (trash pick-up daily/as needed), painting and other scheduled maintenance tasks.
7. Special Projects/Periodic – Any type of deferred maintenance as determined by owner.

Extermination - In order to provide a safe and sanitary environment for all residents, extermination is performed monthly.

Lawn/Landscaping – Hedges, shrubs are trimmed on a regular basis. Lawns will be mowed bi-weekly. Additional landscaping will include mulching and fertilizing twice a year.

PROPERTY REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) examples of existing affordable residential rental properties under their ownership and/or management, similar in size, scope, and complexity as the Subject Properties described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's ownership or management, a brief description of the property, including number of units, number of residents, and any rental restrictions, and a brief description of the services provided by the Proposer.

The reference provided below should be for one (1) property reference.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Name of Property:	Lake Delray Apartments
Property Address:	700 Lindell Blvd, Delray Beach FL 33444
Property Owner/ Contact Information:	Timothy Denzy 917-664-7320
Years Under Proposer's Ownership or Management:	Nov 2014
Brief Description of the Property:	This is a LIHTC Property consisting of 404 Senior Units.
Brief Description of the Property Management Services Provided by Proposer:	DH6 provides all aspects of Property Management Services. from Screening, leasing to Producing all financials.
Compensation Received:	6% property management fee

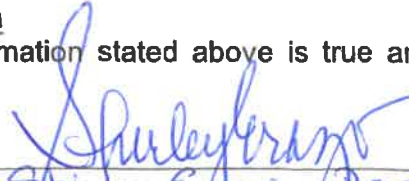
Proposer's Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature:

Authorized Agent Name and Title:

Date:


Shirley Enzo, President/CEO
8-13-2021

PROPERTY REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) examples of existing affordable residential rental properties under their ownership and/or management, similar in size, scope, and complexity as the Subject Properties described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's ownership or management, a brief description of the property, including number of units, number of residents, and any rental restrictions, and a brief description of the services provided by the Proposer.

The reference provided below should be for one (1) property reference.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Name of Property:	Lake Delray Apartments
Property Address:	700 Lindell Blvd
Property Owner/ Contact Information:	Darren Smith 561-561-6174
Years Under Proposer's Ownership or Management:	Nov 2016
Brief Description of the Property:	This is a LIHTC Property consisting of 404 Senior units
Brief Description of the Property Management Services Provided by Proposer:	DT6 provides all aspects of Property management Services from Screening, Leasing to Producing monthly financials.
Compensation Received:	6% property management fee.

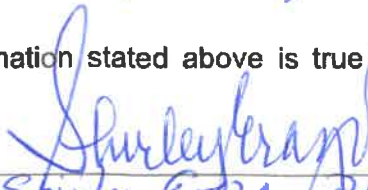
Proposer's Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature:

Authorized Agent Name and Title:

Date:


Shirley Eraso, President / CEO
8/8/2021

PROPERTY REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) examples of existing affordable residential rental properties under their ownership and/or management, similar in size, scope, and complexity as the Subject Properties described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's ownership or management, a brief description of the property, including number of units, number of residents, and any rental restrictions, and a brief description of the services provided by the Proposer.

The reference provided below should be for one (1) property reference.

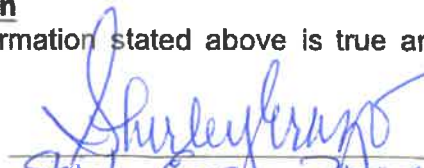
FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Name of Property:	105
Property Address:	105 NW 5th Ave
Property Owner/ Contact Information:	Elie Johnson for Kurt Jetta
Years Under Proposer's Ownership or Management:	Since April 2021
Brief Description of the Property:	This property consists of 7 room + 3 unit and 1 commercial space.
Brief Description of the Property Management Services Provided by Proposer:	DH6 provides, screening, leasing and accounting services
Compensation Received:	6% property management fee

Proposer's Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature:
Authorized Agent Name and Title:
Date:


Shirley Cruz, President ICEO
8-18-2021

PROPOSER REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

The reference provided below should be for one (1) reference and shall be completed by the reference, not the Proposer.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Reference Name	Darren Smith
Reference Address:	1100 NW 4th Avenue Delray Beach, FL 33444
Reference Organization/Company:	Smith & Henzy
Reference Title:	Principal
Reference Phone Number:	561-501-6174
Reference Email:	dsmith@smithhenzy.com
Comments	

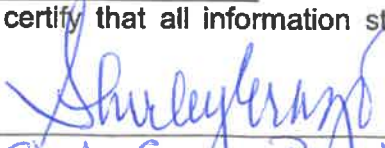
Reference Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Signature:

Name and Title:

Date:


Shirley Ennis, President/CEO
8-16-2021

PROPOSER REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

The reference provided below should be for one (1) reference and shall be completed by the reference, not the Proposer.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Reference Name	Ferline Mesident, Designee for Sammie L. Walther, Director
Reference Address:	100 NW 1 st Avenue
Reference Organization/Company:	City of Delray Beach
Reference Title:	Neighborhood Services Administrator
Reference Phone Number:	561-243-7282
Reference Email:	mesident@mydelraybeach.com
Comments	

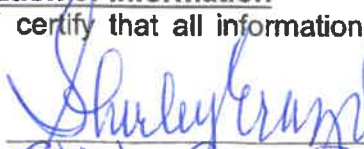
Reference Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Signature:

Name and Title:

Date:


Shirley Grasso, President/CEO
8-16-2021

PROPOSER REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

The reference provided below should be for one (1) reference and shall be completed by the reference, not the Proposer.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Reference Name	Clifton Phillips
Reference Address:	1603 LBJ Freeway
Reference Organization/Company:	Roundstone Development
Reference Title:	President
Reference Phone Number:	972-243-4205 x 2
Reference Email:	cphillips@rstdev.com
Comments	

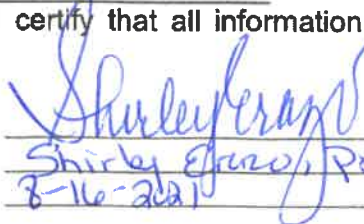
Reference Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Signature:

Name and Title:

Date:


Shirley Erazo, President / CEO
8-16-2021

FILING STATUS – DIVISION OF CORPORATIONS

2021 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# N03000004115

Entity Name: DELRAY HOUSING GROUP, INC.**Current Principal Place of Business:**82 NW 5TH AVENUE
DELRAY BEACH, FL 33444**Current Mailing Address:**82 NW 5TH AVENUE
DELRAY BEACH, FL 33444 US**FEI Number:** 03-0526635**Certificate of Status Desired:** No**Name and Address of Current Registered Agent:**ERAZO, SHIRLEY PRES.
82 NW 5TH AVENUE
DELRAY BEACH, FL 33444 US*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.***SIGNATURE:** SHIRLEY ERAZO

01/13/2021

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title	PRESIDENT
Name	ERAZO, SHIRLEY
Address	82 NW 5TH AVENUE
City-State-Zip:	DELRAY BEACH FL 33444
Title	MR
Name	GOMEZ, IVAN
Address	1416 BETA CIRCLE
City-State-Zip:	LAKE CLARKE SHORES FL 33406
Title	MR.
Name	METCALF, MARCUS
Address	82 NW 5TH AVENUE A
City-State-Zip:	DELRAY BEACH FL 33444
Title	MR
Name	KRIEG, EZRA
Address	82 NW 5TH AVENUE
City-State-Zip:	DELRAY BEACH FL 33444

Title	CHAIRMAN
Name	SAGINOR, JESSE
Address	899 NW 37TH AVENUE
City-State-Zip:	DELRAY BEACH FL 33445
Title	MS
Name	BUCKLEY, KRYSTINA
Address	250 CONGRESS PARK DRIVE 306
City-State-Zip:	DELRAY BEACH FL 33445
Title	MR.
Name	HILER, JAMES W JR.
Address	4364 MAURICE DRIVE
City-State-Zip:	DELRAY BEACH FL 33445
Title	COMMISSIONER
Name	TOWNSEND, ROBERT
Address	801 MEDOWLARK LANE
City-State-Zip:	DELRAY BEACH FL 33445

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: SHIRLEY ERAZO

PRESIDENT

01/13/2021

Electronic Signature of Signing Officer/Director Detail

Date

IRS LETTER OF DETERMINATION

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

MAY 20 2004

DELRAY HOUSING GROUP INC
C/O DOROTHY ELLINGTON
770 SW 12TH TERR
DELRAY BEACH, FL 33444

Employer Identification Number:
03-0526635

DLN:

17053318000033

Contact Person:

JOHN J MCGEE

ID# 31169

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
March 31

Foundation Status Classification:
509(a)(1)

Advance Ruling Period Begins:
September 11, 2003

Advance Ruling Period Ends:
March 31, 2008

Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

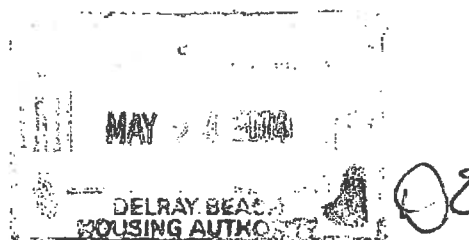
Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)



DELRAY HOUSING GROUP INC

a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period.

Letter 1045 (DO/CG)

DELRAY HOUSING GROUP INC

that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.


Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

Letter 1045 (DO/CG)

DELRAY HOUSING GROUP INC

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,


Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosure(s):
Form 872-C

Letter 1045 (DO/CG)

TAX EXEMPT STATUS



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

85-8013840104C-6	03/31/2017	03/31/2022	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

DELRAY HOUSING GROUP INC
82 NW 5TH AVE
DELRAY BEACH FL 33444-2679

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

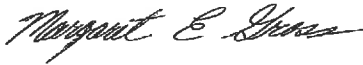


Important Information for Exempt Organizations

DR-14
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

INSURANCE CERTIFICATES

CERTIFICATE OF COVERAGE		ISSUED ON: 05/05/2020	
COVERAGE PROVIDED BY: PREFERRED GOVERNMENTAL INSURANCE TRUST			
PACKAGE AGREEMENT NUMBER: PK2FL5 0505979 19-08		COVERAGE PERIOD: 10/01/2019 TO 10/01/2021 12:01 AM	
COVERAGES: This is to certify that the agreement below has been issued to the designated member for the coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the agreement described herein subject to all the terms, exclusions and conditions of such agreement.			
Mail to: Certificate Holder LaFrance Apartments 140 NW 4th Ave Delray Beach, FL 33444		Designated Member Delray Beach Housing Authority / Delray Housing Group 82 NW 5th Ave. Delray Beach, FL 33444	
LIABILITY COVERAGE X Comprehensive General Liability, Bodily Injury, Property Damage and Personal Injury: Limit \$2,000,000 \$2,500 Deductible X Employee Benefits Liability Limit \$2,000,000 \$2,500 Deductible X Employment Practices Liability Limit \$1,000,000 \$2,500 Deductible X Public Officials Liability Limit \$1,000,000 \$2,500 Deductible Law Enforcement Liability Limit Deductible		WORKERS' COMPENSATION COVERAGE WC AGREEMENT NUMBER: Self Insured Workers' Compensation Statutory Workers' Compensation Employers Liability \$ Each Accident \$ By Disease \$ Aggregate Disease	
PROPERTY COVERAGE X Buildings & Personal Property Limit: Per schedule on file with Trust \$2,500 Deductible <i>Note: See coverage agreement for wind, flood, and other deductibles.</i> Rented, Borrowed and Leased Equipment Limit: \$ 0 TIV See Schedule for Deductible Total All other Inland Marine Limit: \$ 0 TIV See Schedule for Deductible CRIME COVERAGE X Employee Dishonesty Limit \$25,000 \$1,000 Deductible X Forgery or Alteration Limit \$25,000 \$1,000 Deductible X Theft Disappearance & Destruction Limit \$25,000 \$1,000 Deductible X Computer Fraud Limit \$25,000 \$1,000 Deductible		AUTOMOBILE COVERAGE X Automobile Liability Limit \$1,000,000 \$0 Deductible All Owned X Specifically Described Autos X Hired Autos X Non-Owned Autos X Automobile Physical Damage X Comprehensive See Schedule for Deductible X Collision See Schedule for Deductible Hired Auto with limit of Garage Keepers Liability Limit Liability Deductible Comprehensive Deductible Collision Deductible	
NOTE: Additional Covered Party status is excluded for non-governmental entities. The most we will pay is further limited by the limitations set forth in Section 768.28(5), Florida Statutes (2010) or the equivalent limitations of successor law which are applicable at the time of loss.			
Description of Operations/ Locations/ Vehicles/Special items-(This section completed by member's agent, who bears complete responsibility and liability for its accuracy):			
This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the agreement above.			
Administrator Public Risk Underwriters® P.O. Box 958455 Lake Mary, FL 32795-8455		CANCELLATIONS SHOULD ANY OF THE ABOVE DESCRIBED AGREEMENT BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE COVERAGE AGREEMENT PROVISIONS.	
Producer Brown & Brown of Florida, Inc.-Leesburg 1300 Citizens Blvd, Suite 100 Leesburg, FL 34748			
		AUTHORIZED REPRESENTATIVE	
PGIT-CERT (1/19) PRINT FORM		05/05/2020	



05/05/2020

**LaFrance Apartments
140 NW 4th Ave
Delray Beach , FL , 33444**

**Re: Coverage Agreement - PK2FL5 0505979 19-08
Delray Beach Housing Authority / Delray Housing Gr
Effective Date: 10/01/2019 TO 10/01/2021**

To Whom It May Concern:

Preferred Governmental Insurance Trust is unable to name non-governmental entities as an additional covered party due to Florida Statute 768.28.

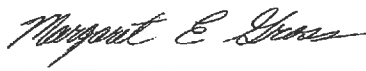
Non-governmental entities do not enjoy sovereign immunity protection under Florida law. Coverage through the Preferred Governmental Insurance Trust is predicated upon the concept of sovereign immunity among all its members. Accordingly, entities which are not eligible for sovereign immunity protection under F.S. 768.28 may not be an additional covered party under the Preferred coverage agreement.

We appreciate your understanding.

**Margaret E. Gross, CPCU
Director of Underwriting**

*****If Additional Covered Party status was not requested on the attached certificate, the provisions in this letter do not apply.*****

Administered by PUBLIC RISK UNDERWRITERS
P.O. Box 958455 ♦Lake Mary, FL 32795-8455 ♦Phone: 321-832-1450♦Fax: 321-832-1489

CERTIFICATE OF COVERAGE		ISSUED ON: 05/05/2020	
COVERAGE PROVIDED BY: PREFERRED GOVERNMENTAL INSURANCE TRUST			
PACKAGE AGREEMENT NUMBER: PK2FL5 0505979 19-08		COVERAGE PERIOD: 10/01/2019 TO 10/01/2021 12:01 AM	
COVERAGES: This is to certify that the agreement below has been issued to the designated member for the coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the agreement described herein subject to all the terms, exclusions and conditions of such agreement.			
Mail to: Certificate Holder Carolyn Quince Apartments 133 NW 5th Ave Delray Beach, FL 33444		Designated Member Delray Beach Housing Authority / Delray Housing Group 82 NW 5th Ave. Delray Beach, FL 33444	
LIABILITY COVERAGE X Comprehensive General Liability, Bodily Injury, Property Damage and Personal Injury: Limit \$2,000,000 \$2,500 Deductible X Employee Benefits Liability Limit \$2,000,000 \$2,500 Deductible X Employment Practices Liability Limit \$1,000,000 \$2,500 Deductible X Public Officials Liability Limit \$1,000,000 \$2,500 Deductible Law Enforcement Liability Limit Deductible		WORKERS' COMPENSATION COVERAGE WC AGREEMENT NUMBER: Self Insured Workers' Compensation Statutory Workers' Compensation Employers Liability \$ Each Accident \$ By Disease \$ Aggregate Disease	
PROPERTY COVERAGE X Buildings & Personal Property Limit: Per schedule on file with Trust \$2,500 Deductible <i>Note: See coverage agreement for wind, flood, and other deductibles.</i> Rented, Borrowed and Leased Equipment Limit: \$ 0 TIV See Schedule for Deductible Total All other Inland Marine Limit: \$ 0 TIV See Schedule for Deductible CRIME COVERAGE X Employee Dishonesty Limit \$25,000 \$1,000 Deductible X Forgery or Alteration Limit \$25,000 \$1,000 Deductible X Theft Disappearance & Destruction Limit \$25,000 \$1,000 Deductible X Computer Fraud Limit \$25,000 \$1,000 Deductible		AUTOMOBILE COVERAGE X Automobile Liability Limit \$1,000,000 \$0 Deductible All Owned X Specifically Described Autos X Hired Autos X Non-Owned Autos X Automobile Physical Damage X Comprehensive See Schedule for Deductible X Collision See Schedule for Deductible Hired Auto with limit of Garage Keepers Liability Limit Liability Deductible Comprehensive Deductible Collision Deductible	
NOTE: Additional Covered Party status is excluded for non-governmental entities. The most we will pay is further limited by the limitations set forth in Section 768.28(5), Florida Statutes (2010) or the equivalent limitations of successor law which are applicable at the time of loss.			
Description of Operations/ Locations/ Vehicles/Special Items-(This section completed by member's agent, who bears complete responsibility and liability for its accuracy):			
This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the agreement above.			
Administrator Public Risk Underwriters® P.O. Box 958455 Lake Mary, FL 32795-8455		CANCELLATIONS SHOULD ANY OF THE ABOVE DESCRIBED AGREEMENT BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE COVERAGE AGREEMENT PROVISIONS. 	
Producer Brown & Brown of Florida, Inc.-Leesburg 1300 Citizens Blvd, Suite 100 Leesburg, FL 34748			
PGIT-CERT (1/19) PRINT FORM		05/05/2020	



05/05/2020

Carolyn Quince Apartments
133 NW 5th Ave
Delray Beach , FL , 33444

Re: Coverage Agreement - PK2FL5 0505979 19-08
Delray Beach Housing Authority / Delray Housing Gr
Effective Date: 10/01/2019 TO 10/01/2021

To Whom It May Concern:

Preferred Governmental Insurance Trust is unable to name non-governmental entities as an additional covered party due to Florida Statute 768.28.

Non-governmental entities do not enjoy sovereign immunity protection under Florida law. Coverage through the Preferred Governmental Insurance Trust is predicated upon the concept of sovereign immunity among all its members. Accordingly, entities which are not eligible for sovereign immunity protection under F.S. 768.28 may not be an additional covered party under the Preferred coverage agreement.

We appreciate your understanding.

Margaret E. Gross, CPCU
Director of Underwriting

*****If Additional Covered Party status was not requested on the attached certificate, the provisions in this letter do not apply.*****

Administered by PUBLIC RISK UNDERWRITERS
P.O. Box 958455 ♦Lake Mary, FL 32795-8455 ♦Phone: 321-832-1450♦Fax: 321-832-1489

PRELIMINARY BUDGET

	Preliminary Budget 2022		
	Expense Categories	La France Apts.	Carolyn Quince Apts.
	Revenue	\$ 73,200.00	\$ 52,056.00
Property / Asset Management	Management Fee	\$ 4,392.00	\$ 3,123.36
	Maintenance		
	Materials		
	Property	\$ 4,600.00	\$ 2,125.00
	Labor Charge		
	Property (Lawn)	\$ 4,200.00	\$ 3,650.00
	Building Interior	\$ 4,700.00	\$ 2,500.00
	Building Exterior	\$ 17,200.00	\$ 10,000.00
	Total	\$ 35,092.00	\$ 21,398.36
Administrative	Office Expenses	\$ 4,000.00	\$ 2,100.00
	Total	\$ 4,000.00	\$ 2,100.00
	Administration	\$ 1,200.00	\$ -
	Total	\$ 1,200.00	\$ -
	Operating Expenses		
	Utilities	\$ 19,200.00	\$ 4,800.00
	Insurance	\$ 9,800.00	\$ 5,150.00
	Total	\$ 29,000.00	\$ 9,950.00
	Subtotal	\$ 69,292.00	\$ 33,448.36
	Miscellaneous	\$ 3,464.60	\$ 1,672.42
	Total Yearly Expenses	\$ 72,756.60	\$ 35,120.78
	NET Total	\$ 443.40	\$ 16,935.22

PROJECT 5 YRS PRO FORMA

Property Management Five Years Pro Forma										
Revenue Category	La France Apts.					Carolyn Quince Apts.				
	2022	2023	2024	2025	2026	2022	2023	2024	2025	2026
Units										
Efficiency	8									
1-bedroom	6					9				
2-bedroom										
Total Units	14					9				
Rents										
Efficiency	\$ 43,200.00	\$ 44,496.00	\$ 45,830.88	\$ 47,205.81	\$ 48,621.98					
1-bedroom	\$ 30,000.00	\$ 30,900.00	\$ 31,827.00	\$ 32,781.81	\$ 33,765.26	\$ 52,056.00	\$ 53,617.68	\$ 55,226.21	\$ 56,883.00	\$ 58,589.49
2-bedroom										
3 bedroom										
Total	\$ 73,200.00	\$ 75,396.00	\$ 77,657.88	\$ 79,987.62	\$ 82,387.24	\$ 52,056.00	\$ 53,617.68	\$ 55,226.21	\$ 56,883.00	\$ 58,589.49
Expense Category	LaFrance					Carolyn Quince Apts.				
Management Fee 6%	\$ 4,392.00	\$ 4,523.76	\$ 4,659.47	\$ 4,799.26	\$ 4,943.23	\$ 3,123.36	\$ 3,217.06	\$ 3,313.57	\$ 3,412.98	\$ 3,515.37
Maintenance										
Materials	\$ 4,600.00	\$ 4,738.00	\$ 4,880.14	\$ 5,026.54	\$ 5,177.34	\$ 2,125.00	\$ 2,188.75	\$ 2,254.41	\$ 2,322.04	\$ 2,391.71
Labor Charge										
Property (Lawn)	\$ 4,200.00	\$ 4,326.00	\$ 4,455.78	\$ 4,589.45	\$ 4,727.14	\$ 3,650.00	\$ 3,759.50	\$ 3,872.29	\$ 3,988.45	\$ 4,108.11
Building Interior	\$ 4,700.00	\$ 4,841.00	\$ 4,986.23	\$ 5,135.82	\$ 5,289.89	\$ 2,500.00	\$ 2,575.00	\$ 2,652.25	\$ 2,731.82	\$ 2,813.77
Building Exterior	\$ 17,200.00	\$ 17,716.00	\$ 18,247.48	\$ 18,794.90	\$ 19,358.75	\$ 10,000.00	\$ 10,300.00	\$ 10,609.00	\$ 10,927.27	\$ 11,255.09
Total	\$ 35,092.00	\$ 36,144.76	\$ 37,229.10	\$ 38,345.98	\$ 39,496.36	\$ 21,398.36	\$ 22,040.31	\$ 22,701.52	\$ 23,382.57	\$ 24,084.04
Office Expenses	\$ 4,000.00	\$ 4,120.00	\$ 4,243.60	\$ 4,370.91	\$ 4,502.04	\$ 2,100.00	\$ 2,163.00	\$ 2,227.89	\$ 2,294.73	\$ 2,363.57
Total	\$ 4,000.00	\$ 4,120.00	\$ 4,243.60	\$ 4,370.91	\$ 4,502.04	\$ 2,100.00	\$ 2,163.00	\$ 2,227.89	\$ 2,294.73	\$ 2,363.57
Administrative Expenses	\$ 1,200.00	\$ 1,236.00	\$ 1,273.08	\$ 1,311.27	\$ 1,350.61	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,200.00	\$ 1,236.00	\$ 1,273.08	\$ 1,311.27	\$ 1,350.61	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses										
Utilities	\$ 19,200.00	\$ 19,776.00	\$ 20,369.28	\$ 20,980.36	\$ 21,609.77	\$ 4,800.00	\$ 4,944.00	\$ 5,092.32	\$ 5,245.09	\$ 5,402.44
Insurance	\$ 9,800.00	\$ 10,094.00	\$ 10,396.82	\$ 10,708.72	\$ 11,029.99	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	\$ 5,796.37
Total	\$ 29,000.00	\$ 29,870.00	\$ 30,766.10	\$ 31,689.08	\$ 32,639.76	\$ 9,950.00	\$ 10,248.50	\$ 10,555.96	\$ 10,872.63	\$ 11,198.81
Subtotal	\$ 69,292.00	\$ 71,370.76	\$ 73,511.88	\$ 75,717.24	\$ 77,988.76	\$ 33,448.36	\$ 34,451.81	\$ 35,485.37	\$ 36,549.93	\$ 37,646.42
Replacement Reserve	\$ 3,464.60	\$ 3,568.54	\$ 3,675.59	\$ 3,785.86	\$ 3,899.44	\$ 1,672.42	\$ 1,722.59	\$ 1,774.27	\$ 1,827.50	\$ 1,882.32
Total Expenses	\$ 72,756.60	\$ 74,939.30	\$ 77,187.48	\$ 79,503.10	\$ 81,888.19	\$ 35,120.78	\$ 36,174.40	\$ 37,259.63	\$ 38,377.42	\$ 39,528.75
Net Earnings	\$ 443.40	\$ 456.70	\$ 470.40	\$ 484.52	\$ 499.05	\$ 16,935.22	\$ 17,443.28	\$ 17,966.58	\$ 18,505.57	\$ 19,060.74

FINANCIAL INFORMATION
Audited Financials for year ended 3/31/2020

DELRAY BEACH HOUSING AUTHORITY

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED MARCH 31, 2020



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WEALTH ADVISORY
OUTSOURCING
AUDIT, TAX, AND
CONSULTING

**DELRAY BEACH HOUSING AUTHORITY
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YEAR ENDED MARCH 31, 2020**

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INDEPENDENT AUDITORS' REPORT

Board of Commissioners
Delray Beach Housing Authority
Delray Beach, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the Delray Beach Housing Authority (the Authority), as of and for the year ended March 31, 2020, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority as of March 31, 2020, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management Discussion and Analysis on pages 4 to 9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying supplementary financial data schedules are presented for purposes of additional analysis as required by the U.S. Department of Housing and Urban Development and are not a required part of the basic financial statements. The schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is also presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary financial data schedule and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Board of Commissioners
Delray Beach Housing Authority

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 18, 2020, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP

Lakeland, Florida
November 18, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

**DELRAY BEACH HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
YEAR ENDED MARCH 31, 2020**

Our discussion and analysis of Delray Beach Housing Authority's (DBHA or the Authority) financial accomplishments provides a synopsis of the Authority's financial activities for the fiscal year ended March 31, 2020. Please read it in conjunction with DBHA's Independent Auditors' Report, financial statements, accompanying notes, and supplementary information to the basic financial statements themselves.

This information is being presented to provide additional information regarding the activities of the Authority and to meet the disclosure requirements promulgated by the Government Accounting Standards Board (GASB). Comparative information between the current year and the prior year is required to be presented and is included in the MD&A.

Questions concerning any of the information provided in this report or requests for additional information should be addressed to the President/CEO, Delray Beach Housing Authority, 82 NW 5th Ave, Delray Beach, Florida 33444.

FINANCIAL HIGHLIGHTS

- The assets of the Authority exceeded its liabilities at March 31, 2020 fiscal year-end by \$6,116,878. Net position at March 31, 2020 consisted of \$5,774,689 net investment in capital assets, \$20,264 HUD uses, and \$321,925 which is unrestricted.
- Total operating revenue was \$14,491,095. HUD and other government operating grants of \$13,444,729, tenant revenue of \$256,481, and \$790,197 in other revenues, make up the operating revenue total.
- Total operating expenses were \$14,986,714, comprised of \$12,859,907 in Housing Assistance Payments, \$173,386 in depreciation expense, and \$1,953,421 in other operating expenses which cover administration, tenant services, utilities, ordinary and extraordinary maintenance and operations, protective services, and insurance and other general expenses.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private-sector business (enterprise fund), which uses the accrual basis of accounting. Revenues are recorded when they are earned, assets when acquired, and expenses and liabilities are recorded when incurred, regardless of the timing of cash receipts and payments.

The financial statements report on the function of the Authority, which is principally supported by federal revenues. The Authority's function is to provide decent, safe, and sanitary housing to low income and special needs populations, which is funded primarily with grant revenue received from the U.S. Department of Housing and Urban Development.

**DELRAY BEACH HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
YEAR ENDED MARCH 31, 2020**

Program accounting groups related accounts that are used to maintain control over resources that have been segregated for specific purposes, in more detail than the Authority's basic financial statements. The Authority, like other state and local governments, in addition to enterprise fund accounting, uses program accounting to show compliance with finance-related legal requirements. The Authority's annual report consists of enterprise fund type financial statements that show information about the Authority's most significant activities such as:

- Section 8 Housing Choice Vouchers
- Public and Indian Housing (Low-Rent Public Housing)
- Tenant Based Rental Assistance (TBRA) (funded by HOME)
- Delray Housing Group, Inc. (DHG), our nonprofit organized under Section 501(c)(3) of the Internal Revenue Code

Our analysis focuses on net position of the Authority as a whole, including our nonprofit organization, which we have included as a component unit following GASB guidelines. Eliminations have been made to remove the double counting of internal activities. The following basic financial statements are included in this annual report:

- **Statement of Net Position** – reports the Authority's assets and liabilities at the end of the fiscal year, and provides information about the nature and amounts of resource investment and obligations to creditors.
- **Statement of Revenue, Expenses, and Changes in Net Position** – reports the results of activity over the course of the fiscal year. It details costs associated with operating the Authority and how those costs were financed. It also provides an explanation (net income or loss for the year) of the change in net position from the previous fiscal year-end to the current fiscal year-end.
- **Statement of Cash Flows** – reports the Authority's flow of cash, detailing sources of cash (cash receipts) and what it was used for (disbursements), showing how the cash balance changed over the course of the year.
- The financial statements also include notes that provide required disclosures and other information necessary to gather the full meaning of the material presented in the statements.

The following analysis of net position, revenue, and expenses are detailed and provide a comprehensive portrayal of financial conditions and related trends. The analysis includes all assets and liabilities using the accrual basis of accounting.

**DELRAY BEACH HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
YEAR ENDED MARCH 31, 2020**

**Statement of Net Position
Condensed Financial Information**

	March 31, 2020	March 31, 2019	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Cash, Unrestricted	\$ 560,304	\$ 1,067,263	\$ (506,959)	(47.5)%
Cash, Restricted - HAP Equity, FSS Escrow, Tenant Security Deposits, Other	147,790	361,263	(213,473)	(59.1)
Receivables, Net	111,462	111,558	(96)	(0.1)
Prepaid Expenses and Other Current Assets	46,919	43,925	2,994	6.8
Total Current Assets	<u>866,475</u>	<u>1,584,009</u>	<u>(717,534)</u>	<u>(45.3)</u>
NON-CURRENT ASSETS				
Capital Assets:				
Capital Assets Not Being Depreciated	1,773,926	1,773,926	-	-
Capital Assets Being Depreciated, Net	4,095,763	3,899,785	195,978	5.0
Net Capital Assets	<u>5,869,689</u>	<u>5,673,711</u>	<u>195,978</u>	<u>3.5</u>
Total Assets	<u>\$ 6,736,164</u>	<u>\$ 7,257,720</u>	<u>\$ (521,556)</u>	<u>(7.2)%</u>
LIABILITIES AND NET POSITION				
CURRENT LIABILITIES				
Accounts Payable	\$ 19,323	\$ 57,146	\$ (37,823)	(66.2)%
Accounts Payable - HUD PHA Programs	5,131	-	5,131	100.0
Accounts Payable - Other Government	2,757	2,757	-	-
Accrued Liabilities	26,992	35,548	(8,556)	(24.1)
Unearned Revenue	698	438,262	(437,564)	(99.8)
Accrued Compensated Absences	22,209	22,209	-	-
Tenant Deposits (Payable from Restricted Assets)	22,896	22,061	835	3.8
Total Current Liabilities	<u>100,006</u>	<u>577,983</u>	<u>(477,977)</u>	<u>(82.7)</u>
NON-CURRENT LIABILITIES				
Long-Term Debt	344,415	95,000	249,415	262.5
Other Noncurrent Liabilities (Payable from Restricted Assets)	104,630	141,225	(36,595)	(25.9)
Accrued Compensated Absences	70,235	88,836	(18,601)	(20.9)
Total Noncurrent Liabilities	<u>519,280</u>	<u>325,061</u>	<u>194,219</u>	<u>59.7</u>
Total Liabilities	619,286	903,044	(283,758)	(31.4)
NET POSITION				
Net Investment In Capital Assets	5,774,689	5,578,711	195,978	3.5
Restricted	20,264	197,977	(177,713)	(89.8)
Unrestricted	321,925	577,988	(256,063)	(44.3)
Total Net Position	<u>6,116,878</u>	<u>6,354,676</u>	<u>(237,798)</u>	<u>(3.7)</u>
Total Liabilities and Net Position	<u>\$ 6,736,164</u>	<u>\$ 7,257,720</u>	<u>\$ (521,556)</u>	<u>(7.2)%</u>

**DELRAY BEACH HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
YEAR ENDED MARCH 31, 2020**

Current Assets decreased by \$717,534. This was primarily due decreases in other revenue received during the fiscal year and significant increases in expenses for Public Housing related to building additions and increases in operational expenses for the Delray Housing Group. There was also a decrease in Restricted Cash of \$213,473 related to a decrease in cash restricted for Housing Assistance Payments.

Capital Assets net of depreciation increased by \$195,878. This increase was due to current year additions of \$369,364. This was off-set by current year depreciation expense of \$173,386.

As of March 31, 2020, the Authority's net investment in capital assets is \$5,525,274 (net of accumulated depreciation and debt). This investment in capital assets includes the 18 acres of land developed as Delray Village Square; the 82 NW 5th Ave parcel for the administrative offices/service center and dwelling rental spaces; the 226-228 SW 12th Ave duplex donated by the CRA; 133 SW 7th Ave, 704 SW 9th Ave, and 1518 SW 3rd St purchased and renovated with a Replacement Housing Factor grant; a four-unit property located at 702 SW 2nd Ct with the Replacement Housing Factor grant and was rehabilitated during the fiscal year; the Delray Housing Group owned duplex at 134 SW 9th Ave (land, building, and improvements to the duplex); a privately donated one-bedroom condominium at Kings Point development; and the following properties acquired from the City of Delray Beach through the NSP program: 614 SW 6th Ave, 616 SW 9th St, and 1212-1214 SW 2nd St., 1505 SW 3rd Ct., 518 SW 9th Ct., 102 SE 8th St., and 417 SW 15th Terrace which was donated by the City. It also includes leased office improvements, furniture and equipment, automobiles, and computer software used for the administration of the Authority.

Current Liabilities decreased by \$477,977. This decrease is primarily due to the recognition of \$438,262 Capital Fund grant revenue that was received and recorded as deferred revenue in the prior year.

Long-Term Liabilities consist of \$104,630 in FSS escrow balances on deposit; \$70,235 in noncurrent compensated absences; a \$95,000 mortgage on a duplex purchased by Delray Housing Group in April 2004 from the CRA; and a \$249,415 pre-development line of credit for soft costs related to the 3 Acre Site Property.

**DELRAY BEACH HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
YEAR ENDED MARCH 31, 2020**

Condensed Statement of Revenues, Expenses, and Changes in Net Position

	Year Ended			
	March 31, 2020	March 31, 2019	\$ Change	% Change
OPERATING REVENUE				
Net Tenant Revenue	\$ 256,169	\$ 262,029	\$ (5,860)	(2.2)%
Operating Grants and Subsidies - HUD	13,444,729	13,651,781	(207,052)	(1.5)
Other Revenue	790,197	1,021,249	(231,052)	(22.6)
Total Operating Revenue	14,491,095	14,935,059	(443,964)	(3.0)
OPERATING EXPENSES				
Administrative	1,236,373	1,161,725	74,648	6.4
Tenant Services	57,634	54,997	2,637	4.8
Utilities	48,186	54,760	(6,574)	(12.0)
Ordinary Maintenance and Operations	202,725	141,016	61,709	43.8
Protective Services	7,657	3,516	4,141	117.8
Insurance Expenses	100,362	93,038	7,324	7.9
General Expenses	282,238	279,597	2,641	0.9
Housing Assistance Payments	12,859,907	12,692,925	166,982	1.3
Depreciation Expense	173,386	164,074	9,312	5.7
Extraordinary Maintenance	18,246	135,992	(117,746)	(86.6)
Total Operating Expenses	14,986,714	14,781,640	205,074	1.4
INCOME (LOSS) FROM OPERATIONS	(495,619)	153,419	(649,038)	(423.0)
NONOPERATING REVENUES (EXPENSES)				
Gain on Sale of Capital Assets	600	500	100	20.0
Interest Expense	(1,566)	-	(1,566)	100.0
Total Nonoperating Revenues (Expenses)	(966)	500	(1,466)	(293.2)
CHANGE IN NET POSITION BEFORE CAPITAL CONTRIBUTIONS	(496,585)	153,919	(650,504)	(422.6)
CAPITAL CONTRIBUTIONS				
Capital Grants	258,787	4,169	254,618	6107.4
CHANGE IN NET POSITION	(237,798)	158,088	(395,886)	(250.4)
Net Position - Beginning of Year	6,354,676	6,196,588	158,088	2.6
NET POSITION - END OF YEAR	\$ 6,116,878	\$ 6,354,676	\$ (237,798)	(3.7)%

Operating Revenue decreased \$443,964 over the previous year.

This decrease was caused by a decrease of \$207,052 in Operating Grants & Subsidies, and a \$231,052 decrease in Other Revenue. The \$207,052 decrease was caused primarily by a decrease in Capital Project operational funding during the fiscal year. The \$231,052 decrease was caused primarily by a decrease in Section 8 portability revenue during the fiscal year.

**DELRAY BEACH HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
YEAR ENDED MARCH 31, 2020**

Operating Expenses increased \$205,074 over the previous year. This increase is primarily due to an increase in Housing Assistance Payments of \$166,982 and an increase of \$74,648 in Administrative related to an increase in Office Expenses.

Capital Contributions increased \$254,618 over the previous year, due to an increase in Capital Project funding.

Future Events that will Financially Impact the Authority

The DBHA will continue with its redevelopment efforts by completing the development of the final of three Phases of Village Square. The Board of DBHA directed the CEO to explore additional options for Island Cove as the agency faced the challenge to secure the financing for the development of the for-sale Townhomes. An opportunity was made available to apply for the competitive application to Florida Housing Finance Corporation for the 9% Low Income Housing Tax Credits to develop 54-60 affordable rental apartments at Island Cove. The Delray Beach Community Redevelopment Agency has committed a local government contribution of \$1M towards the Island Cove rental project. If the 9% is awarded the DBHA will move forward with the development of the project with an expected date to be completed by the end of 2023.

The Delray Housing Group Inc. secured the Management Agreement of the 144 multifamily project known as the Villas at Village Square effective February 1, 2021.

FINANCIAL STATEMENTS

DELRAY BEACH HOUSING AUTHORITY
STATEMENT OF NET POSITION
MARCH 31, 2020

ASSETS

CURRENT ASSETS

Cash, Unrestricted	\$ 560,304
Cash, Restricted for Family Self Sufficiency	104,630
Cash, Restricted for Development	20,264
Cash, Restricted for Tenant Deposits	22,896
Receivables, Net	111,462
Prepaid Expenses and Other Current Assets	46,919
Total Current Assets	<u>866,475</u>

NONCURRENT ASSETS

Capital Assets:	
Capital Assets Not Being Depreciated	1,773,926
Capital Assets Being Depreciated, Net	4,095,763
Net Capital Assets	<u>5,869,689</u>
Total Assets	<u><u>\$ 6,736,164</u></u>

LIABILITIES AND NET POSITION

CURRENT LIABILITIES

Accounts Payable	\$ 19,323
Accounts Payable - HUD PHA Programs	5,131
Accounts Payable - Other Governments	2,757
Accrued Liabilities	26,992
Unearned Revenue	698
Accrued Compensated Absences	22,209
Tenant Security Deposits (Payable from Restricted Assets)	22,896
Total Current Liabilities	<u>100,006</u>

NONCURRENT LIABILITIES

Long-Term Debt	344,415
Family Self Sufficiency Liability (Payable from Restricted Assets)	104,630
Accrued Compensated Absences, Net of Current Portion	70,235
Total Noncurrent Liabilities	<u>519,280</u>
Total Liabilities	619,286

NET POSITION

Net Investment in Capital Assets	5,774,689
Restricted	20,264
Unrestricted	321,925
Total Net Position	<u>6,116,878</u>
Total Liabilities and Net Position	<u><u>\$ 6,736,164</u></u>

See accompanying Notes to Financial Statements.

DELRAY BEACH HOUSING AUTHORITY
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION
YEAR ENDED MARCH 31, 2020

OPERATING REVENUE

Net Tenant Revenue	\$ 256,169
Operating Grants and Subsidies - HUD	13,444,729
Other Revenue	790,197
Total Operating Revenue	<u>14,491,095</u>

OPERATING EXPENSES

Administrative	1,236,373
Tenant Services	57,634
Utilities	48,186
Maintenance and Operations	202,725
Protective Services	7,657
Insurance Expenses	100,362
General Expenses	282,238
Housing Assistance Payments	12,859,907
Depreciation Expense	173,386
Extraordinary Maintenance	18,246
Total Operating Expenses	<u>14,986,714</u>

LOSS FROM OPERATIONS (495,619)

NONOPERATING REVENUES (EXPENSES)

Gain on Sale of Capital Assets	600
Interest Expense	<u>(1,566)</u>
Total Nonoperating Revenues (Expenses)	<u>(966)</u>

CHANGE IN NET POSITION BEFORE CAPITAL CONTRIBUTIONS (496,585)

CAPITAL CONTRIBUTIONS

HUD Capital Grants	<u>258,787</u>
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CHANGE IN NET POSITION (237,798)

Net Position - Beginning of Year 6,354,676

NET POSITION - END OF YEAR \$ 6,116,878

See accompanying Notes to Financial Statements.

**DELRAY BEACH HOUSING AUTHORITY
STATEMENTS OF CASH FLOWS
YEAR ENDED MARCH 31, 2020**

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts:

Dwelling Rent Receipts	\$ 262,590
Operating Subsidy and Grant Receipts	13,265,952
Other Income Receipts	784,707
Total Receipts	<u>14,313,249</u>

Disbursements:

Payments to and Benefits for Employees	1,129,813
Payments to Suppliers	944,228
Payments to Landlords	12,854,776
Total Disbursements	<u>14,928,817</u>
Net Cash Used by Operating Activities	(615,568)

**CASH FLOWS FROM CAPITAL AND RELATED FINANCING
ACTIVITIES**

Proceeds from Issuance of Debt	249,415
Interest Paid on Capital Debt	(1,566)
Proceeds from Sale of Capital Assets	600
Purchase of Capital Assets	(353,313)
Net Cash Provided by Capital and Related Financing Activities	<u>(104,864)</u>

NET DECREASE IN CASH (720,432)

Cash - Beginning of Year 1,428,526

CASH - END OF YEAR \$ 708,094

Reported as:

Cash, Unrestricted	\$ 560,304
Cash, Restricted for Family Self Sufficiency	104,630
Cash, Restricted for Development	20,264
Cash, Restricted for Tenant Deposits	22,896
Total	<u><u>\$ 708,094</u></u>

See accompanying Notes to Financial Statements.

**DELRAY BEACH HOUSING AUTHORITY
STATEMENTS OF CASH FLOWS (CONTINUED)
YEAR ENDED MARCH 31, 2020**

**RECONCILIATION OF LOSS FROM OPERATIONS
TO NET CASH FROM OPERATING ACTIVITIES**

Loss from Operations	\$ (495,619)
Adjustments to Reconcile Loss from Operations to Net Cash Used by Operating Activities:	
Depreciation Expense	173,386
Allowance for Doubtful Accounts	6,378
(Increase) Decrease in Assets:	
Accounts Receivable - PHA Projects	8,456
Accounts Receivable - HUD Other Projects	(18,860)
Accounts Receivable - Miscellaneous	10,500
Accounts Receivable - Tenants	(3,926)
Accounts Receivable - Fraud Recovery	(2,452)
Prepaid Expenses and Other Current Assets	(2,994)
Increase (Decrease) in Liabilities:	
Accounts Payable	(53,874)
Accounts Payable - HUD PHA Programs	5,131
Accrued Liabilities	3,200
Accrued Compensated Absences	(18,601)
Tenant Security Deposits	835
Unearned Revenue	(178,777)
Other Current Liabilities	(11,756)
Family Self Sufficiency Liability	(36,595)
Net Cash Used by Operating Activities	<u>\$ (615,568)</u>

See accompanying Notes to Financial Statements.

DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Delray Beach Housing Authority (the Authority) is a public body corporate and politic organized under Chapter 421 of the Florida State Statutes to provide low-rent and subsidized housing for qualified individuals in accordance with laws, rules, and regulations prescribed by the United States Department of Housing and Urban Development (HUD). The primary purpose of the Authority is to provide decent, safe, sanitary, and affordable housing to low income, elderly, and disabled families within Delray Beach, Florida. The Authority operates all of its programs within Delray Beach, Florida.

Where HUD subsidizes housing, total rent is determined by the Authority within guidelines established by HUD. The tenants' portion of the rent and the housing assistance provided by HUD are also determined using HUD's guidelines.

Reporting Entity

The Governmental Accounting Standards Board has established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under these criteria, the Authority is considered to be a primary government, since it is a special purpose government that has a separate governing body, is legally separate and is fiscally independent of other state or local governments.

The Authority is a related organization of the City of Delray Beach, Florida, since the members of its board of commissioners are appointed by the Mayor with the approval of the City Commission. The City of Delray Beach, Florida, is not financially accountable for the Authority as it cannot impose its will on the Authority and there is no potential for the Authority to provide financial benefit to, or impose financial burdens on the City of Delray Beach, Florida. Accordingly, the Authority is not a component unit of the City of Delray Beach, Florida.

In determining how to define the reporting entity, management has considered all potential component units. The determination to include a component unit in the reporting entity was made by applying criteria established by the Governmental Accounting Standards Board Statement. These criteria include manifestation of oversight responsibility; including financial accountability, appointment of a voting majority, imposition of will, financial benefit to or burden on a primary organization, financial accountability as a result of fiscal dependency, potential dual inclusion and organizations included in the reporting entity although the primary organization is not financially accountable.

DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity (Continued)

Based on the application of these criteria, the Authority has the following component unit which is described below:

Delray Housing Group, Inc.

Delray Housing Group, Inc. is a nonprofit organization established by the Authority for the purposes of providing affordable housing opportunities, promoting neighborhood and community development and providing for economic development. Delray Housing Group, Inc. is governed by an eight-member board comprised principally of the board members of the Authority. Therefore, Delray Housing Group is considered to be a blended component unit of the Authority.

Basis of Presentation and Accounting

In accordance with uniform financial reporting standards for HUD programs, the financial statements of the Authority and its blended component unit are prepared in accordance with accounting principles generally accepted in the United States of America.

Based on compelling reasons offered by HUD, the Authority reports its operations under the proprietary fund type (enterprise fund), which uses the accrual basis of accounting. The enterprise fund emphasizes the flow of economic resources measurement focus. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements.

Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. Revenues are recorded when they are earned and expenses are recorded at the time liabilities are incurred.

Enterprise Fund

The enterprise fund is used to account for those operations that are financed and operated in a manner similar to private business or where the board of commissioners has decided that the determination of revenues earned, costs incurred, and or net income necessary for management accountability is appropriate. The intent of the governing body is that the costs (expenses including depreciation) of providing services to the public on a continuing basis be financed or recovered primarily through user charges.

Program/Activity Accounting

The accounting records are established in a manner which enables the Authority to ensure observance of limitations and restrictions placed on the use of resources available to it. The accounting records are also maintained in a manner that provides the Authority with the ability to monitor the financial results associated with certain other activities or otherwise provide for management accountability.

**DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Program/Activity Accounting (Continued)

Separate identifiable accounts are maintained within the accounting records for each program/activity operated by the Authority. However, all of the programs/activities of the Authority are part of a single enterprise fund for financial reporting purposes.

The programs/activities included in the accompanying financial statements include all programs/activities of the Authority that relate to providing housing assistance to lower income families and all other programs, functions and activities over which the board has oversight responsibility and financial accountability. These programs/activities are as follows:

HOME Investments Partnerships Program (CFDA 14.239)

The HOME Investments Partnership Program accounts for the Tenant Based Rental Assistance (TBRA) program. The TBRA program provides security deposit assistance to low-income families affected by natural disasters.

Public and Indian Housing (CFDA 14.850)

This program accounts for the housing units owned by the Authority that is subsidized by HUD under an Annual Contributions Contract.

Section 8 Housing Choice Vouchers (CFDA 14.871)

This program accounts for the activity associated with the projects and other facilities that are not owned by the Authority but are subsidized by HUD under an Annual Contributions Contract.

Public Housing Capital Fund (CFDA 14.872)

This program accounts for the activity associated with the Capital Fund Program grants received by the Authority.

PIH Family Self-Sufficiency Program (FSS) (CFDA 14.896)

This program assists the authority in the development of local strategies to coordinate the use of the Housing Choice Voucher Program and the Public Housing program to enable participating families increase earned income and financial literacy.

Delray Housing Group, Inc.

Separate identifiable accounts are also maintained within the accounting records for the activities of Delray Housing Group, Inc., which is a blended component unit of the Authority as described above.

Budgets

Budgets are prepared on an annual basis for each program/activity and are used as a management tool throughout the accounting cycle. The budgets for the Capital Fund Program and certain other multi-year grant programs are adopted on a "project length" basis. Budgets are not, however, legally adopted nor legally required for financial statement presentation.

DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Taxes

The Authority is a governmental entity exempt from federal and state income taxes. Delray Housing Group, Inc. (a blended component unit) is a nonprofit organization and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code (IRC). Federal law imposes tax on income that is not related to an organization's tax-exempt purposes or otherwise excluded under the IRC.

Cash and Cash Equivalents

The Authority considers all highly liquid, short-term investment instruments with an original maturity of three months or less, to be cash equivalents. At March 31, 2020, the Authority did not have any cash equivalents.

Restricted Assets

Certain assets are classified as restricted assets in the accompanying statement of net position when constraints are placed on their use by external parties or law. The assets that are classified as restricted include the following:

Restricted Cash

Restricted cash consists of bank accounts that have been established in order to ensure the availability of funds to pay family self-sufficiency program participants, to repay tenant security deposits and to pay housing assistance payments to landlords. In addition, development rights and service fees received for the rights to develop the Village Square Revitalization project (formerly Carver Estates) are currently treated as restricted by HUD to be spent in accordance with the approved budget.

Capital Assets

All purchased capital assets are valued at cost when historical records are available. When no historical records are available, capital assets are valued at estimated historical cost. Starting with the fiscal year March 31, 2006, betterments and additions in excess of \$2,000 are capitalized and prior to March 31, 2006 betterments in excess of \$500 were capitalized. Minor betterments to structures or sites involving a total expenditure of less than \$5,000 are not considered property betterments. Routine repair and maintenance is expensed as incurred. Donated assets are recorded at their acquisition value at the date of donation.

Depreciation is calculated using the straight-line method over the useful life of the related asset. As of the fiscal year March 31, 2006, the useful lives are three years for computers and EDP equipment, five years for autos and maintenance equipment, seven years for office furniture, 10 years for land and leasehold improvements, 27.5 years for residential real estate, and 39 years for commercial real estate. Prior to March 31, 2006, the useful lives range from 15 to 40 years for buildings and improvements and from five to seven years for equipment. When assets are disposed of, the related cost and accumulated depreciation are relieved, and any gain or loss is included in the change in net position.

DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Compensated Absences

The Authority's policy allows employees to accumulate unused vacation time and sick time up to a maximum of 30 days for vacation time and 180 days for sick time. Upon separation, employees are paid for their unused accumulated vacation time off, if they have completed at least six months of continuous service. No accrued sick time will be paid upon separation unless the employee has completed 10 years of service and within 6 months of termination, qualifies for, applies for, and commences to receive benefits under the Authority's retirement plan. Payment under these terms will be made at 50% of accrued leave. The Authority allows compensatory time to be earned for exempt salaried employees, however, the compensatory time shall not be allowed to accumulate more than 5 working days and must be used within 90 days of the period in which it was earned. Compensatory time is not payable upon termination.

Unearned Revenue

Unearned revenue consists of capital project funding, that where received in advance of the expenditures.

Net Position

Net position represents the difference between assets and liabilities. Net investment in capital assets consist of capital assets, net of related accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net investment in capital assets excludes unspent debt proceeds.

Net position is reported as restricted when there are limitations imposed on their use either through laws or regulations or through external restrictions imposed by creditors or grantors.

The Authority applies restricted resources first when an expense or expenditure is incurred for the purpose for which both restricted and unrestricted net positions are available.

Operating and Nonoperating Revenue and Expenses

The Authority recognizes operating revenue and expenses as a result of providing low rent housing and other services. The principal operating revenues of the Authority consist of tenant rental charges, operating subsidies and fees received from the federal government and other grantor organizations and other revenue received from ancillary operations. Operating expenses include the costs of operating the Authority owned housing units, housing assistance payments to landlords, administrative expenses, and costs associated with providing program services, and depreciation on fixed assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Government Operating Grants and Subsidies

The subsidies and grants received by the Authority from HUD under Annual Contributions Contracts and other grant agreements are recorded as revenue in the period earned in accordance with accounting principles generally accepted in the United States of America.

**DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government Operating Grants and Subsidies (Continued)

The Section 8 Housing Choice Vouchers Program Annual Contributions Contract with HUD provides for housing assistance payments to private owners of residential units on behalf of eligible low or very low-income families. The program provides for such payments covering the difference between the maximum rental on a dwelling unit and the amount of rent contribution by the participating family plus related administrative expenses.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and other general liability issues. The Authority obtained commercial insurance coverage for all programs/activities. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

NOTE 2 CASH AND INVESTMENTS

Custodial Credit Risk

Custodial credit risk is defined as the risk that, in the event of failure of the counterparty, the Authority will not be able to recover the value of its securities that are in the possession of an outside party.

Deposits

All cash deposits are carried at cost and are in financial institutions whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC) and collateralized. Florida Statutes Chapter 280 sets forth the qualifications and requirements that a financial institution must meet in order to become a qualified public depository. The Statute also defines the amount and type of collateral that must be pledged in order to remain qualified.

Florida Statute 218.45 requires deposits of governmental entities be made only with Qualified Public Depositories (QPD's). Public fund on deposit in QPD's are protected against loss due to insolvency by: (1) federal deposit insurance; (2) the pledge of securities as collateral; and (3) a contingent liability agreement that allows the Chief Financial Officer of the state of Florida to assess QPD's if the securities pledged by an insolvent QPD are insufficient. The agreement for collateralization of public funds is with the state of Florida and not with the Authority. Similar to FDIC, the state of Florida is guaranteeing the deposit.

DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

NOTE 2 CASH AND INVESTMENTS (CONTINUED)

At March 31, 2020, the Authority's total bank balances were \$735,016 and the total book balance was \$708,094, of which the Authority maintains a petty cash fund in the amount of \$250.

The Authority's investment policy requires that a register shall be maintained and an investment strategy be developed as a part of the budget process. Periodic reviews are made considering anticipated revenues and expenditures to determine the amount of investments to be made.

NOTE 3 ACCOUNTS RECEIVABLE

Accounts receivable as of March 31, 2020, consisted of the following:

HUD Other Projects	\$ 33,247
Miscellaneous	72,135
Tenants	34,913
Allowance for Doubtful Accounts - Tenants	(34,913)
Fraud Recovery	26,030
Allowance for Doubtful Accounts - Fraud	(19,950)
Total	<u>\$ 111,462</u>

NOTE 4 CAPITAL ASSETS

The changes in capital assets for the year ended March 31, 2020, were as follows:

	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Nondepreciable Capital Assets:					
Land	\$ 1,773,926	\$ -	\$ -	\$ -	\$ 1,773,926
Total Nondepreciable Capital Assets	1,773,926	-	-	-	1,773,926
Depreciable Capital Assets:					
Buildings and Improvements	4,374,509	329,370	-	-	4,703,879
Leasehold Improvements	73,164	-	-	-	73,164
Furniture and Equipment	104,308	39,994	(32,788)	-	111,514
Total Depreciable Capital Assets	4,551,981	369,364	(32,788)	-	4,888,557
Less Accumulated Depreciation:					
Buildings and Improvements	(540,147)	(7,792)	-	-	(547,939)
Leasehold Improvements	(22,986)	(148,471)	-	-	(171,457)
Furniture and Equipment	(89,063)	(17,123)	32,788	-	(73,398)
Total Depreciable Capital Assets, Net	(652,196)	(173,386)	32,788	-	(792,794)
Capital Assets, Net	<u>\$ 5,673,711</u>	<u>\$ 195,978</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,869,689</u>

DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

NOTE 4 CAPITAL ASSETS (CONTINUED)

The Authority has made certain commitments related to residential properties donated by the City of Delray Beach. There are covenants related to the Authority's use of the acquired properties. The contracts for sale and purchase state that the Authority is required to rent the residential properties to low-income families that have income at or below 50% of the area median income. In addition, the Authority is required to lease the units at no more than 35% of the tenant's gross income. These restrictions apply for 20 years from the dates of acquisition. As of March 31, 2020, the Authority was in compliance with these covenants.

NOTE 5 CHANGES IN NONCURRENT LIABILITIES

The changes in noncurrent liabilities for the year ended March 31, 2020 were as follows:

	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Note Payable	\$ 95,000	\$ -	\$ -	\$ 95,000	\$ -
Pre-Development Note	-	249,415	-	249,415	-
Other Noncurrent Liabilities					
Payable from Restricted Assets	141,225	57,141	(93,736)	104,630	-
Compensated Absences	111,045	93,312	(111,913)	92,444	22,209
Total	<u>\$ 347,270</u>	<u>\$ 399,868</u>	<u>\$ (205,649)</u>	<u>\$ 541,489</u>	<u>\$ 22,209</u>

The other noncurrent liabilities payable from restricted assets relates to the restricted assets that are being held to ensure the availability of funds to pay family self-sufficiency program participants.

NOTE 6 LONG-TERM DEBT

On April 23, 2004, a \$95,000 note payable was issued to Community Redevelopment Agency of Delray Beach, in order for the Delray Housing Group to acquire property that is to be used for affordable housing. The note does not bear interest and principal is not due until 20 years from the date of the note (April 23, 2024). If Delray Housing Group, Inc. continues to operate the property as affordable housing for that period of time, the note will be forgiven. The balance as of March 31, 2020 is \$95,000.

On June 27, 2019, a \$2,450,000 revolving pre-development note agreement was entered into by the Authority and the Housing Finance Authority of Palm Beach County, Florida, in order for the Authority to finance the soft costs related to the development of the 3 Acre Site Property, whose plan consists of 54 townhomes. The principal amount was amended to \$4,150,000 and accrues interest at 1% annually until the date of maturity, which is June 27, 2022. The balance as of March 31, 2020 is \$249,415.

DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

NOTE 7 DEFINED CONTRIBUTION PLAN

The Authority maintains a defined contribution plan for all eligible employees and serves as the trustee. The plan is administered by International City Management Association Retirement Corporation (ICMA).

The Authority is responsible for establishing and/or amending the provisions of the plan. The Authority is also responsible for establishing and/or amending the required contributions to the plan.

Employees are immediately eligible to participate in the plan upon hire. Participants become 100% vested after six years of continuous service in accordance with the following schedule:

<u>Years of Service Completed</u>	<u>Percent Vesting</u>
0	- %
1	-
2	20
3	40
4	60
5	80
6	100

The normal retirement age under the terms of the plan is 59.5 years.

The participant contributes 3% of their earnings to the plan; the Authority contributes 3% to the plan.

Benefits are paid based on the amounts available in the participants account with ICMA.

NOTE 8 COMPONENTS OF NET POSITION

Net position represents the difference between assets and liabilities.

Net investment in capital assets consist of capital assets, net of related accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net investment in capital assets excludes unspent debt proceeds. The table below provides a reconciliation of the Authority's Net Investment in Capital Assets.

Capital Assets, Net	\$ 5,869,689
Less: Debt Financing Capital Assets, Long-term	(95,000)
Net Investment in Capital Assets	<u>\$ 5,774,689</u>

**DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020**

NOTE 8 COMPONENTS OF NET POSITION (CONTINUED)

Restricted net position as of March 31, 2020, consists of the following:

Restricted for HUD Approved Uses (Development)	\$ 20,264
Total Restricted Net Position	<u>\$ 20,264</u>

NOTE 9 LEASES AND COMMITMENTS

For the year ended March 31, 2020, the Authority had a lease for a copier and a phone system. The rent expense for the year was \$6,255.

Future minimum payments under the operating leases are as follows:

<u>Year Ending March 31,</u>	<u>Amount</u>
2021	\$ 3,780
2022	3,780
2023	345
Total	<u>\$ 7,905</u>

NOTE 10 ECONOMIC DEPENDENCE

Federal Subsidies and Grants

Government grants require the fulfillment of certain conditions as set forth in laws, rules, regulations, and grant agreements. Failure to fulfill the conditions could result in the return of funds to grantors. The Authority's management believes that disallowances, if any, would be immaterial.

DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

NOTE 10 ECONOMIC DEPENDENCE (CONTINUED)

The Authority receives a substantial amount of its support from the federal government in the form of subsidies and grants. If a significant reduction in the level of this support were to occur, it may have an effect on the Authority's programs and activities. Revenue for the year ended March 31, 2020, was as follows:

	<u>Total Revenue</u>	<u>Revenue as a Percentage of Total Revenue</u>
Revenue from HUD :		
Section 8 Housing Choice Voucher - HAP	\$ 12,333,680	83.5 %
Section 8 Housing Choice Voucher - Administrative	858,827	5.8
Section 8 Housing Choice Voucher - FSS	51,812	0.4
Section 8 Housing Choice Voucher - Port-In HAP	273,860	1.9
Section 8 Housing Choice Voucher - Port-In Administrative	12,923	0.1
Low-Rent Public Housing - Operating Subsidy	7,734	0.1
Low-Rent Public Housing - Capital Grant	451,463	3.1
Total HUD Funding	<u>13,990,299</u>	<u>94.9</u>
Non-HUD Funding:		
Affordable Housing - Tenant Revenue, Net of Bad Debt	213,881	1.4
Low-Rent Public Housing - Tenant Revenue, Net of Bad Debt	42,288	0.3
Fraud Recovery	5,586	0.1
Other Revenue	497,828	3.2
Gain on Sale of Capital Assets	600	0.1
Total Non-HUD Funding	<u>760,183</u>	<u>5.1</u>
Total Revenue	<u><u>\$ 14,750,482</u></u>	<u><u>100.0%</u></u>

DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

NOTE 11 CONDENSED COMBINING FINANCIAL INFORMATION

The following condensed financial information is presented to provide additional information on the Authority and Delray Housing Group, a blended component unit of the Authority.

Condensed Combining Statement of Net Position

	Primary Government	Delray Housing Group	Eliminations	Total Housing Authority
ASSETS				
CURRENT ASSETS				
Current Assets	\$ 700,239	\$ 166,236	\$ -	\$ 866,475
Due From Other Programs	35,279	-	(35,279)	-
Net Capital Assets	5,100,251	769,438	-	5,869,689
Total Assets	<u>\$ 5,835,769</u>	<u>\$ 935,674</u>	<u>\$ (35,279)</u>	<u>\$ 6,736,164</u>
LIABILITIES AND NET POSITION				
LIABILITIES				
Current Liabilities	\$ 60,533	\$ 39,473	\$ -	\$ 100,006
Due To Other Programs	35,279	-	(35,279)	-
Noncurrent Liabilities	401,353	117,927	-	519,280
Total Liabilities	497,165	157,400	(35,279)	619,286
NET POSITION				
Net Investment in Capital Assets	5,100,251	674,438	-	5,774,689
Restricted	20,264	-	-	20,264
Unrestricted	218,089	103,836	-	321,925
Total Net Position	<u>5,338,604</u>	<u>778,274</u>	<u>-</u>	<u>6,116,878</u>
Total Liabilities and Net Position	<u>\$ 5,835,769</u>	<u>\$ 935,674</u>	<u>\$ (35,279)</u>	<u>\$ 6,736,164</u>

DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

NOTE 11 CONDENSED COMBINING FINANCIAL INFORMATION (CONTINUED)

Condensed Combining Statement of Revenues, Expense, and Changes in Net Position

	Primary Government	Delray Housing Group	Eliminations	Total Housing Authority
OPERATING REVENUE				
Net Tenant Revenue	\$ 37,719	\$ 218,450	\$ -	\$ 256,169
Operating Grants and Subsidies - HUD	13,444,729	-	-	13,444,729
Other Revenue	356,090	434,107	(24,003)	766,194
Total Operating Revenue	13,838,538	652,557	(24,003)	14,467,092
OPERATING EXPENSES				
Administrative	775,513	460,860	(24,003)	1,212,370
Tenant Services	56,518	1,116	-	57,634
Utilities	14,122	34,064	-	48,186
Maintenance and Operation	65,186	137,539	-	202,725
Protective Services	3,323	4,334	-	7,657
Insurance Expenses	61,871	38,491	-	100,362
General Expenses	268,793	13,445	-	282,238
Housing Assistance Payments	12,859,907	-	-	12,859,907
Depreciation Expense	141,414	31,972	-	173,386
Extraordinary Maintenance	1,549	16,697	-	18,246
Total Operating Expenses	14,248,196	738,518	(24,003)	14,962,711
LOSS FROM OPERATIONS	(409,658)	(85,961)	-	(495,619)
NONOPERATING REVENUES (EXPENSES)				
Gain on Sale of Capital Assets	600	-	-	600
Interest Expense	-	(1,566)	-	(1,566)
Total Nonoperating Revenues (Expenses)	600	(1,566)	-	(966)
CHANGE IN NET POSITION BEFORE CAPITAL CONTRIBUTIONS	(409,058)	(87,527)	-	(496,585)
CAPITAL CONTRIBUTIONS				
HUD Capital Grants	258,787	-	-	258,787
CHANGE IN NET POSITION	(150,271)	(87,527)	-	(237,798)
Net Position - Beginning of Year	5,488,875	865,801	-	6,354,676
NET POSITION - END OF YEAR	<u>\$ 5,338,604</u>	<u>\$ 778,274</u>	<u>\$ -</u>	<u>\$ 6,116,878</u>

DELRAY BEACH HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2020

NOTE 11 CONDENSED COMBINING FINANCIAL INFORMATION (CONTINUED)

Condensed Combining Statement of Cash Flows

	Primary Government	Delray Housing Group	Total Housing Authority
Net Cash from Operating Activities	\$ (547,020)	\$ (68,548)	\$ (615,568)
Net Cash from Capital and Related Financing Activities	<u>(83,354)</u>	<u>(21,510)</u>	<u>(104,864)</u>
NET DECREASE IN CASH	(630,374)	(90,058)	(720,432)
Cash - Beginning of Year	<u>1,200,288</u>	<u>228,238</u>	<u>1,428,526</u>
CASH - END OF YEAR	<u><u>\$ 569,914</u></u>	<u><u>\$ 138,180</u></u>	<u><u>\$ 708,094</u></u>

NOTE 12 SUBSEQUENT EVENT

Subsequent to year-end, the World Health Organization declared the spread of Coronavirus Disease (COVID-19) a worldwide pandemic. The COVID-19 pandemic is having significant effects on global markets, supply chains, businesses, and communities. Specific to the Authority, COVID-19 may impact various parts of its 2020 operations and financial results. Management believes the Authority is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 is unknown and cannot be reasonably estimated as these events occurred subsequent to year-end and are still developing.

On May 4, 2020, subsequent to year-end, the Authority was awarded \$171,000 of CARES Act funding from HUD, to be used for operations and COVID-19 related expenses for the Section 8 Housing Choice Voucher Program.

SUPPLEMENTARY INFORMATION

DELRAY BEACH HOUSING AUTHORITY
SUPPLEMENTARY FINANCIAL DATA SCHEDULE
STATEMENT OF NET POSITION
MARCH 31, 2020

Line Item No.	Account Description	Project Totals	HOME Program	Housing Choice Vouchers	PIH Family Self-Sufficiency Program	Blended Component Unit	Eliminations	Total
ASSETS								
CURRENT ASSETS								
Cash:								
111	Unrestricted	\$ 101,459	\$ 4,066	\$ 333,748	\$ -	\$ 121,031	\$ -	\$ 560,304
113	Other Restricted	20,264	-	104,630	-	-	-	124,894
114	Tenant Security Deposits	5,747	-	-	-	17,149	-	22,896
100	Total Cash	127,470	4,066	438,378	-	138,180	-	708,094
Accounts and Notes Receivable:								
122	Accounts Receivable - HUD Other Projects	143	-	19,862	13,242	-	-	33,247
125	Accounts Receivable - Miscellaneous	4,844	56,563	1,422	-	9,306	-	72,135
126	Accounts Receivable - Tenants	12,629	-	-	-	22,284	-	34,913
126.1	Allowance for Doubtful Accounts - Tenants	(12,629)	-	-	-	(22,284)	-	(34,913)
128	Fraud Recovery	-	-	26,030	-	-	-	26,030
128.1	Allowance for Doubtful Accounts - Fraud	-	-	(19,950)	-	-	-	(19,950)
120	Total Receivables - Net	4,987	56,563	27,364	13,242	9,306	-	111,462
Other Current Assets:								
142	Prepaid Expenses and Other Assets	19,056	-	9,113	-	18,750	-	46,919
144	Inter-Program - Due from Other Funds	-	-	35,279	-	-	(35,279)	-
	Total Other Current Assets	19,056	-	44,392	-	18,750	(35,279)	46,919
150	Total Current Assets	151,513	60,629	510,134	13,242	166,236	(35,279)	866,475
NONCURRENT ASSETS								
Capital Assets:								
161	Land	1,580,433	-	-	-	193,493	-	1,773,926
162	Buildings	3,920,785	-	-	-	783,094	-	4,703,879
164	Furniture and Equipment - Administration	62,218	-	26,054	-	23,242	-	111,514
165	Leasehold Improvements	-	-	48,656	-	24,508	-	73,164
166	Accumulated Depreciation	(507,815)	-	(30,080)	-	(254,899)	-	(792,794)
160	Capital Assets - Net	5,055,621	-	44,630	-	769,438	-	5,869,689
180	Total Noncurrent Assets	5,055,621	-	44,630	-	769,438	-	5,869,689
190	Total Assets	\$ 5,207,134	\$ 60,629	\$ 554,764	\$ 13,242	\$ 935,674	\$ (35,279)	\$ 6,736,164

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DELRAY BEACH HOUSING AUTHORITY
SUPPLEMENTARY FINANCIAL DATA SCHEDULE
STATEMENT OF NET POSITION (CONTINUED)
MARCH 31, 2020

Line Item No.	Account Description	Project Totals	HOME Program	Housing Choice Vouchers	PIH Family Self-Sufficiency Program	Blended Component Unit	Eliminations	Total
LIABILITIES AND NET POSITION								
CURRENT LIABILITIES								
312	Accounts Payable ≤ 90 Days	\$ 3,311	\$ -	\$ 16,012	\$ -	\$ -	\$ -	\$ 19,323
321	Accrued Wages/Payroll	164	-	13,101	-	11,167	-	24,432
322	Accrued Compensated Absences - Current	-	-	13,612	-	8,597	-	22,209
331	Accounts Payable - HUD PHA Programs	-	-	5,131	-	-	-	5,131
333	Accounts Payable - Other Government	-	2,757	-	-	-	-	2,757
341	Tenant Security Deposits	5,747	-	-	-	17,149	-	22,896
342	Unearned Revenue	698	-	-	-	-	-	698
345	Other Current Liabilities	-	-	-	-	2,560	-	2,560
347	Inter-Program - Due to Other Funds	-	-	-	35,279	-	(35,279)	-
310	Total Current Liabilities	9,920	2,757	47,856	35,279	39,473	(35,279)	100,006
NONCURRENT LIABILITIES								
351	Long-Term Debt, Net of Current - Capital Projects	-	-	-	-	95,000	-	95,000
352	Long-Term Debt, Net of Current - Operating Borrowings	249,415	-	-	-	-	-	249,415
353	Noncurrent Liabilities - Other	-	-	104,630	-	-	-	104,630
* 354	Accrued Compensated Absences - Noncurrent	-	-	47,308	-	22,927	-	70,235
350	Total Noncurrent Liabilities	249,415	-	151,938	-	117,927	-	519,280
300	Total Liabilities	259,335	2,757	199,794	35,279	157,400	(35,279)	619,286
NET POSITION								
508.4	Invested in Capital Assets, Net of Related Debt	5,055,621	-	44,630	-	674,438	-	5,774,689
511.4	Restricted Net Position	20,264	-	-	-	-	-	20,264
512.4	Unrestricted Net Position	(128,086)	57,872	310,340	(22,037)	103,836	-	321,925
513	Total Net Position	4,947,799	57,872	354,970	(22,037)	778,274	-	6,116,878
600	Total Liabilities and Net Position	\$ 5,207,134	\$ 60,629	\$ 554,764	\$ 13,242	\$ 935,674	\$ (35,279)	\$ 6,736,164

DELRAY BEACH HOUSING AUTHORITY
SUPPLEMENTARY FINANCIAL DATA SCHEDULE
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION
YEAR ENDED MARCH 31, 2020

Line Item No.	Account Description	Project Totals	HOME Program	Housing Choice Vouchers	PIH Family Self-Sufficiency Program	Blended Component Unit	Eliminations	Total
REVENUE								
70300	Net Tenant Rental Revenue	\$ 42,288	\$ -	\$ -	\$ -	\$ 217,720	\$ -	\$ 260,008
70400	Tenant Revenue - Other	-	-	-	-	730	-	730
70500	Total Tenant Revenue	42,288	-	-	-	218,450	-	260,738
70600	HUD PHA Operating Grants	200,410	-	13,192,507	51,812	-	-	13,444,729
70610	Capital Grants	258,787	-	-	-	-	-	258,787
71400	Fraud Recovery	-	-	5,586	-	-	-	5,586
71500	Other Revenue	19,427	-	355,080	-	434,107	(24,003)	784,611
71600	Gain or Loss on Sale of Capital Assets	-	-	600	-	-	-	600
70000	Total Revenue	520,912	-	13,553,773	51,812	652,557	(24,003)	14,755,051
EXPENSES								
Administrative:								
91100	Administrative Salaries	-	-	475,624	-	311,839	-	787,463
91200	Auditing Fees	-	-	5,400	-	8,150	-	13,550
91300	Management Fees	24,003	-	-	-	-	(24,003)	-
91400	Advertising and Marketing	1,788	-	370	-	1,668	-	3,826
91500	Employee Benefits - Administrative	-	-	133,036	-	69,124	-	202,160
91600	Office Expenses	83,847	334	16,182	-	36,156	-	136,519
91700	Legal Expenses	9,599	-	3,150	-	4,077	-	16,826
91800	Travel	553	-	1,307	-	4,332	-	6,192
91810	Allocated Overhead	-	-	43,900	-	23,413	-	67,313
91900	Other	92	-	331	-	2,101	-	2,524
91000	Total Administrative	119,882	334	679,300	-	460,860	(24,003)	1,236,373
Tenant Services:								
92100	Tenant Services - Salaries	-	-	-	44,157	1,116	-	45,273
92300	Employee Benefits - Tenant Services	-	-	-	11,493	-	-	11,493
92400	Tenant Services - Other	368	500	-	-	-	-	868
92500	Total Tenant Services	368	500	-	55,650	1,116	-	57,634
Utilities:								
93100	Water	5,761	-	-	-	26,239	-	32,000
93200	Electricity	4,931	-	-	-	3,037	-	7,968
93300	Gas	27	-	-	-	1,884	-	1,911
93600	Sewer	-	-	-	-	2,904	-	2,904
93800	Other Utilities	3,403	-	-	-	-	-	3,403
93000	Total Utilities	14,122	-	-	-	34,064	-	48,186
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DELRAY BEACH HOUSING AUTHORITY
SUPPLEMENTARY FINANCIAL DATA SCHEDULE
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION (CONTINUED)
YEAR ENDED MARCH 31, 2020

Line Item No.	Account Description	Project Totals	HOME Program	Housing Choice Vouchers	PIH Family Self-Sufficiency Program	Blended Component Unit	Eliminations	Total
	Ordinary Maintenance and Operation:							
94100	Maintenance Salaries	\$ -	\$ -	\$ -	\$ -	\$ 56,377	\$ -	\$ 56,377
94200	Materials and Other	10,439	-	68	-	20,703	-	31,210
94300	Contracts	27,214	-	27,465	-	49,681	-	104,360
94500	Employee Benefits - Maintenance	-	-	-	-	10,778	-	10,778
94000	Total Maintenance and Operation	37,653	-	27,533	-	137,539	-	202,725
	Protective Services:							
95200	Protective Services - Other	3,323	-	-	-	4,334	-	7,657
95000	Total Protective Services	3,323	-	-	-	4,334	-	7,657
	Insurance Premiums:							
96110	Property Insurance	37,132	-	-	-	18,567	-	55,699
96120	Liability Insurance	-	-	-	-	3,542	-	3,542
96130	Worker's Compensation	109	-	13,429	-	7,046	-	20,584
96140	All Other Insurance	-	-	11,201	-	9,336	-	20,537
96100	Total Insurance Premiums	37,241	-	24,630	-	38,491	-	100,362
	Other General Expenses:							
96200	Other General Expenses	262,299	-	9,725	-	5,312	-	277,336
96300	Payments in Lieu of Taxes	1,338	-	-	-	3,564	-	4,902
96400	Bad Debt - Tenant Rents	-	-	-	-	4,569	-	4,569
96000	Total Other General Expenses	263,637	-	9,725	-	13,445	-	286,807
	Interest Expense and Amortization:							
96710	Interest of Mortgage (or Bonds) Payable	-	-	-	-	1,566	-	1,566
96700	Total Interest Expense and Amortization	-	-	-	-	1,566	-	1,566
96900	Total Operating Expenses	476,226	834	741,188	55,650	691,415	(24,003)	1,941,310
97000	Excess (Deficiency) of Operating Revenue Over (Under) Operating Expenses	44,686	(834)	12,812,585	(3,838)	(38,858)	-	12,813,741

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DELRAY BEACH HOUSING AUTHORITY
SUPPLEMENTARY FINANCIAL DATA SCHEDULE
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION (CONTINUED)
YEAR ENDED MARCH 31, 2020

Line Item No.	Account Description	Project Totals	HOME Program	Housing Choice Vouchers	PIH Family Self-Sufficiency Program	Blended Component Unit	Eliminations	Total
	Other Expenses:							
97100	Extraordinary Maintenance	\$ 1,549	\$ -	\$ -	\$ -	\$ 16,697	\$ -	\$ 18,246
97300	Housing Assistance Payments	-	-	12,586,047	-	-	-	12,586,047
97350	HAP Portability-In	-	-	273,860	-	-	-	273,860
97400	Depreciation Expense	138,342	-	3,072	-	31,972	-	173,386
	Total Other Expenses	139,891	-	12,862,979	-	48,669	-	13,051,539
90000	Total Expenses	616,117	834	13,604,167	55,650	740,084	(24,003)	14,992,849
	OTHER FINANCING SOURCES (USES)							
10010	Transfers In	192,676	-	-	-	3,720	(196,396)	-
10020	Transfers Out	(192,676)	-	-	-	(3,720)	196,396	-
10100	Total Other Financing Sources (Uses)	-	-	-	-	-	-	-
10000	Excess (Deficiency) of Revenue Over (Under) Expenses	(95,205)	(834)	(50,394)	(3,838)	(87,527)	-	(237,798)
11030	Total Net Position - Beginning of Year	5,043,004	58,706	405,364	(18,199)	865,801	-	6,354,676
	TOTAL NET POSITION - END OF YEAR	\$ 4,947,799	\$ 57,872	\$ 354,970	\$ (22,037)	\$ 778,274	\$ -	\$ 6,116,878
11170	Administrative Fee Equity	\$ -	\$ -	\$ 354,970	\$ -	\$ -	\$ -	\$ 354,970
11180	Housing Assistance Payments Equity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11190	Unit Months Available	124	-	13,332	-	399	-	13,855
11210	Number of Units Months Leased	124	-	12,992	-	399	-	13,515
11270	Excess Cash	\$ 85,927	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,927



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INDEPENDENT AUDITORS' REPORT ON SCHEDULE AND CERTIFICATION OF CAPITAL FUND PROGRAM COSTS

Board of Commissioners
Delray Beach Housing Authority
Delray Beach, Florida

We have audited the accompanying schedule of closed grants of the Delray Beach Housing Authority, (the Authority) for the year ended March 31, 2020.

Management's Responsibility for the Schedule

Management is responsible for the preparation and fair presentation of this schedule in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the schedule that is free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the schedule based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the schedule is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the schedule. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the schedule, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the schedule in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the schedule.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the schedule of closed grants referred to above presents fairly, in all material respects the funds approved, advanced, and expended for Capital Fund Program grant number FL14R083501-15 of the Authority for the year ended March 31, 2020, in accordance with accounting principles generally accepted in the United States of America.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Lakeland, Florida
November 18, 2020

**DELRAY BEACH HOUSING AUTHORITY
SUPPLEMENTARY SCHEDULE OF CLOSED GRANTS
YEAR ENDED MARCH 31, 2020**

Capital Fund Program

	FL14R083501-15 CFDA 14.872
Funds Approved	\$ 245,613
Funds Advanced	245,613
Difference	<u>\$ -</u>
Funds Advanced	\$ 245,613
Funds Expended	245,613
Difference	<u>\$ -</u>

DELRAY BEACH HOUSING AUTHORITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED MARCH 31, 2020

Federal Grantor/Pass through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Federal Expenditures
DIRECT FEDERAL ASSISTANCE:				
United States Department of Housing and Urban Development				
Public and Indian Housing	14.850	N/A	N/A	\$ 7,734
Section 8 Housing Choice Vouchers Housing Voucher Cluster	14.871	N/A	N/A	13,192,507
				<u>13,192,507</u>
PIH Family Self-Sufficiency Program	14.896	N/A	N/A	51,812
Capital Fund Program:				
Public Housing Capital Fund	14.872	N/A	N/A	451,463
Total Capital Fund Program				<u>451,463</u>
Total Department of Housing and Urban Development Direct Program				<u>13,703,516</u>
Total Federal Assistance				<u><u>\$ 13,703,516</u></u>

See accompanying Notes to Schedule of Expenditures of Federal Awards.

DELRAY BEACH HOUSING AUTHORITY
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
MARCH 31, 2020

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Authority under programs of the federal government for the year ended March 31, 2020. The information in this Schedule is presented in accordance with the requirements of 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Authority.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Authority has not elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

SUPPLEMENTARY REPORTS



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners
Delray Beach Housing Authority
Delray Beach, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Delray Beach Housing Authority (the Authority), as of and for the year ended March 31, 2020, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated November 18, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

Lakeland, Florida
November 18, 2020



CliftonLarsonAllen LLP
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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Commissioners
Delray Beach Housing Authority
Delray Beach, Florida

Report on Compliance for Each Major Federal Program

We have audited Delray Beach Housing Authority's (the Authority) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended March 31, 2020. The Authority's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Authority's compliance.

Opinion on the Major Federal Program

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2020.

Report on Internal Control Over Compliance

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered The Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



CliftonLarsonAllen LLP

Lakeland, Florida
November 18, 2020

**DELRAY BEACH HOUSING AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED MARCH 31, 2020**

Section I – Summary of Auditors’ Results

Financial Statements

1. Type of auditors’ report issued: Unmodified
2. Internal control over financial reporting:
 - Material weakness identified? Yes X No
 - Significant deficiency identified? Yes X None Reported
3. Noncompliance material to financial statements noted? Yes X No

Federal Awards

1. Internal control over major federal programs:
 - Material weakness identified? Yes X No
 - Significant deficiency identified? Yes X None Reported
2. Type of auditors’ report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with
 - 2 CFR 200.516(a)? Yes X No

Identification of major federal programs:

CFDA Number(s)	Name of Federal Program or Cluster
14.871	Section 8 Housing Choice Vouchers
Dollar threshold used to determine Type A projects:	<u>\$750,000</u>
Auditee qualify as low-risk auditee?	<u> X </u> Yes <u> </u> No

**DELRAY BEACH HOUSING AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED MARCH 31, 2020**

Section II – Financial Statement Findings

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

Section III – Findings and Questioned Costs – Major Federal Programs

Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).

Section IV – Prior Year Findings

There were no findings in the prior year that were required to be reported.

RFP REQUIRED FORMS

- **Conflict of Interest Disclosure Form**
- **Scrutinized Companies Certification Pursuant to Florida Statutes s267.135**
- **Notification of Public Records Law**
- **Drug Free Workplace**
- **Non-Collusion Affidavit**

CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract is subject to the provisions of Chapter 112, *Florida Statutes*. All Proposers must disclose within their Proposals: the name of any officer, director, or agent who is also an employee of Delray Beach Community Redevelopment Agency ("CRA").

Furthermore, all Proposers must disclose the name of any CRA employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Proposer's entity or any of its branches.

The purpose of this disclosure form is to give the CRA the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any CRA duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

☒

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Proposal.

☐

The undersigned entity, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Proposal.

Acknowledged by:

Delray Housing Group Inc.
Proposer Name

Shirley Erazo
Authorized Agent Signature

Shirley Erazo, President/CEO
Authorized Agent Name and Title (Print or Type)

8-16-2021
Date

**SCRUTINIZED COMPANIES CERTIFICATION PURSUANT TO
FLORIDA STATUTES § 287.135**

I, Shirley Enno, President, on behalf of Delray Housing Group, Inc.,
Print Name and Title Proposer Name

certify that Delray Housing Group, Inc. does not:
Proposer Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List;
and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The Delray Beach Community Redevelopment Agency ("DBCRA") shall provide notice, in writing, to the Proposer of the DBCRA's determination concerning the false certification. The Proposer shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Proposer does not demonstrate that the DBCRA's determination of false certification was made in error then the DBCRA shall have the right to terminate the contract and seek civil remedies pursuant to *Florida Statutes* § 287.135.

Section 287.135, *Florida Statutes*, prohibits the DBCRA from:

- 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and
- 2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Proposer, I hereby certify that the company/entity identified above in the section entitled "Proposer Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the DBCRA for goods or services may be terminated at the option of the DBCRA if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Debra Housing Group, Inc.
PROPOSER NAME


AUTHORIZED AGENT SIGNATURE

Shirley Enazo
PRINT NAME

President/CEO
TITLE

Must be executed and returned with the submitted Proposal to be considered.

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Bid/Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid/Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids/Proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-vendor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Delray Housing Group, Inc.
Proposer/Firm Name

Shirley Enrzo
Authorized Agent Signature

Shirley Enrzo, President/CEO
Name and Title (Print or Type)

8-16-2021
Date

PUBLIC RECORDS LAW

Notification of Public Records Law Pertaining to Public Contracts and Requests for Contractor Records Pursuant to Chapter 119, Florida Statutes

Pursuant to Chapter 119, *Florida Statutes*, Contractor shall comply with the public records law by keeping and maintaining public records required by the Delray Beach Community Redevelopment Agency ("CRA") in order to perform the service. Upon request from the CRA custodian of public records, contract shall 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 Chapter 119, *Florida Statutes* or as otherwise provided by law. Contractor shall 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 contract term and following completion of the contract. If the Contractor does not transfer the records to the CRA. Contractor upon completion of the contract, shall transfer, at no cost, to the CRA all public records in possession of the Contractor or keep and maintain public records required by the CRA in order to perform the service. If the Contractor transfers all public records to the CRA upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA, upon request from the CRA custodian of public records, in a format that is compatible with the information technology systems of the CRA.

IF THE AWARDED PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDED PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, TARA TOTO, AT THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY, 20 N. SWINTON AVE., DELRAY BEACH FLORIDA AND MAY BE CONTACTED BY PHONE AT 561-276-8640 OR VIA EMAIL AT TOTO@MYDELRAYBEACH.COM.

Acknowledged by:

Delray Housing Group, Inc.
Proposer/Firm Name

Shirley Frazo
Authorized Agent Signature

Shirley Frazo, President/CEO
Name and Title (Print or Type)

8-16-2021
Date

DRUG-FREE WORKPLACE

Delray Housing Group, Inc. is a drug-free workplace and has
(Proposer/Firm Name)
a substance abuse policy in accordance with and pursuant to Section 440.102, *Florida Statutes*.

Acknowledged by:

Delray Housing Group, Inc.
Proposer/Firm Name

Shirley Erno
Authorized Agent Signature

Shirley Erno, President / CEO
Name and Title (Print or Type)

8-16-2021
Date

NON-COLLUSION AFFIDAVIT

STATE OF Florida
COUNTY OF Palm Beach

Before me, the undersigned authority, personally appeared Shirley Erazo, who, after being by me first duly sworn, deposes and says of his/her personal knowledge that:

- a. He / She is President / CEO of Delray Housing Group Inc. the Proposer that has submitted a Proposal to perform work for the following:

RFP No.: 2021-05 Title: Property Management Services For CRA-ached Residential Properties.

- b. He / She is fully informed respecting the preparation and contents of the attached Request for Proposals, and of all pertinent circumstances respecting such Solicitation.

Such Proposal is genuine and is not a collusive or sham Proposal.

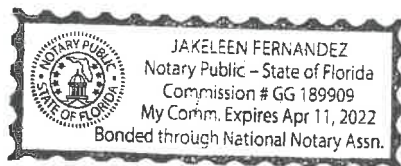
- c. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Solicitation and contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Delray Beach Community Redevelopment Agency or any person interested in the proposed contract.

- d. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Shirley Erazo
Authorized Agent Signature

Subscribed and sworn to (or affirmed) before me this 18th day of August 2021 by Shirley Erazo, who is personally known to me or who has produced _____ as identification.

SEAL



Notary Signature Jakeleen Fernandez
Notary Name: Jakeleen Fernandez
Notary Public (State): Florida
My Commission No: 66-189919 @
Expires on: April 11, 2022