



**CRA Advisory Board Meeting
Thursday, May 3, 2018 - 6:30 PM
City Commission Chambers
100 E. Boynton Beach Blvd. Boynton Beach, FL 33435
561-737-3256**

ADVISORY BOARD AGENDA

- 1. Call to Order**
- 2. Invocation**
- 3. Roll Call**
- 4. Agenda Approval**
 - A. Additions, Deletions, Corrections to the Agenda
 - B. Adoption of Agenda
- 5. Information Only**
 - A. Financial Report Period Ending April 30, 2018
 - B. Neighborhood Officer Program 2nd Quarter Report for FY 2017 - 2018
- 6. Public Comment**
- 7. Consent**
 - A. Approval of CRA Advisory Board Meeting Minutes - April 05, 2018
- 8. Assignments**
 - A. Pending Assignments:
 1. None
 - B. Reports on Pending Assignments:
 1. None
 - C. New Assignments from CRA Board Meeting April 10, 2018:
 1. None
- 9. CRA Board Items for CRA Advisory Board Review and Recommendations**
 - A. Old Business
 1. None
 - B. New Business

1. Consideration of Grant Funding for the Boynton Beach CRA NonProfit Organization Grant Program

10. Future Agenda Items

11. Adjournment

Notice

THE CRA SHALL FURNISH APPROPRIATE AUXILIARY AIDS AND SERVICES WHERE NECESSARY TO AFFORD AN INDIVIDUAL WITH A DISABILITY AN EQUAL OPPORTUNITY TO PARTICIPATE IN AND ENJOY THE BENEFITS OF A SERVICE, PROGRAM OR ACTIVITY CONDUCTED BY THE CRA. PLEASE CONTACT THE CRA, (561) 737-3256, AT LEAST 48 HOURS PRIOR TO THE PROGRAM OR ACTIVITY IN ORDER FOR THE CRA TO REASONABLY ACCOMMODATE YOUR REQUEST.

ADDITIONAL AGENDA ITEMS MAY BE ADDED SUBSEQUENT TO THE PUBLICATION OF THE AGENDA ON THE CRA'S WEBSITE. INFORMATION REGARDING ITEMS ADDED TO THE AGENDA AFTER IT IS PUBLISHED ON THE CRA'S WEBSITE CAN BE OBTAINED FROM THE CRA OFFICE.



ADVISORY BOARD ITEM 5.A.

INFORMATION ONLY

SUBJECT:

Financial Report Period Ending April 30, 2018

SUMMARY:

Attached is the monthly budget report to the CRA Board representing the revenues and expenses for the preceding month.

CRA PLAN/PROJECT/PROGRAM:

2016 Boynton Beach Community Redevelopment Plan and FY 2017-2018 CRA Budget

CRA BOARD OPTIONS:

Approve the CRA's Financial Report Period Ending April 30, 2018.

ATTACHMENTS:

Description

- ▣ **April 2018 Financial Report**

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
FINANCIAL SUMMARY

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
REVENUE SUMMARY							
T.I.F.INCOME	11,461,518	11,461,518	0.00	11,811,289.00	0.00	(349,771.00)	3.05-
MARINA RENT & GRANT INC	1,000,000	1,000,000	8,620.49	541,107.56	0.00	458,892.44	45.89
INVESTMENT INCOME	0	0	0.00	19,144.10	0.00	(19,144.10)	0.00
MISCELLANEOUS	0	0	239.98	11,253.93	0.00	(11,253.93)	0.00
OTHER FINANCING SOURCES	0	(2,980,000)	0.00	0.00	0.00	(2,980,000.00)	100.00
TOTAL REVENUES	12,461,518	9,481,518	8,860.47	12,382,794.59	0.00	(2,901,276.59)	30.60-
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
LEGISLATIVE	30,500	30,500	2,306.19	6,390.51	1,642.22	22,467.27	73.66
ADMINISTRATIVE	445,240	445,240	31,459.26	216,270.59	0.00	228,969.41	51.43
FINANCE	186,060	186,060	12,960.98	93,527.67	0.00	92,532.33	49.73
INSURANCES	172,500	172,500	612.39	111,935.40	0.00	60,564.60	35.11
PROFESSIONAL SERVICES	274,000	274,000	4,508.00	87,987.30	57,044.50	128,968.20	47.07
PLANNING	115,290	115,290	6,280.88	42,432.43	0.00	72,857.57	63.20
BUILDINGS & PROPERTY	592,770	592,770	18,375.87	228,452.97	27,685.95	336,631.08	56.79
MARINA	1,000,000	1,000,000	50,597.14	502,520.96	0.00	497,479.04	49.75
COMMUNICATIONS & TECHNOLO	80,550	80,550	4,815.96	32,418.96	12,874.47	35,256.57	43.77
CONTINGENCY	100,000	100,000	0.00	0.00	0.00	100,000.00	100.00
MARKETING	167,620	167,620	9,810.25	48,397.91	0.00	119,222.09	71.13
SPECIAL EVENTS	86,870	86,870	4,970.25	35,361.50	0.00	51,508.50	59.29
EMPLOYEE BEBEFITS	367,938	367,938	6,952.87	129,583.53	0.00	238,354.47	64.78
DEBT SERVICE	2,140,955	2,140,955	0.00	2,140,955.00	0.00	0.00	0.00
TRANSFER OUT	6,701,225	9,681,225	2,980,000.00	9,681,225.00	0.00	0.00	0.00
TOTAL EXPENDITURES	12,461,518	15,441,518	3,133,650.04	13,357,459.73	99,247.14	1,984,811.13	12.85
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0	(5,960,000)	(3,124,789.57)	(974,665.14)	(99,247.14)	(4,886,087.72)	81.98

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
T.I.F.INCOME							
01-41000 T.I.F. COLLECTIONS	11,461,518	11,461,518	0.00	11,811,289.00	0.00 (349,771.00)	3.05-
TOTAL T.I.F.INCOME	11,461,518	11,461,518	0.00	11,811,289.00	0.00 (349,771.00)	3.05-
MARINA RENT & GRANT INC							
01-42115 MARINA RENTS	100,000	100,000	10,051.00	66,308.00	0.00	33,692.00	33.69
01-42116 MISCELLANEOUS RENTS FRO PROPE	0	0	1,300.00	8,020.00	0.00 (8,020.00)	0.00
01-42117 MARINA FUEL SALES	900,000	900,000	0.00	467,742.66	0.00	432,257.34	48.03
01-42118 MARINA MISC INCOME	0	0 (2,730.51) (963.10)	0.00	963.10	0.00
TOTAL MARINA RENT & GRANT INC	1,000,000	1,000,000	8,620.49	541,107.56	0.00	458,892.44	45.89
MARKETING INCOME							
FESTIVALS & EVENT INCOME							
INVESTMENT INCOME							
01-46100 INTEREST INCOME	0	0	0.00	19,144.10	0.00 (19,144.10)	0.00
TOTAL INVESTMENT INCOME	0	0	0.00	19,144.10	0.00 (19,144.10)	0.00
CONTRIBUTIONS & DONATION							
MISCELLANEOUS							
01-48100 MISCELLANEOUS INCOME	0	0	239.98	11,253.93	0.00 (11,253.93)	0.00
TOTAL MISCELLANEOUS	0	0	239.98	11,253.93	0.00 (11,253.93)	0.00
OTHER FINANCING SOURCES							
01-49100 OTHER FINANCING SOURCES	0	(2,980,000)	0.00	0.00	0.00 (2,980,000.00)	100.00
TOTAL OTHER FINANCING SOURCES	0	(2,980,000)	0.00	0.00	0.00 (2,980,000.00)	100.00
TOTAL REVENUES	12,461,518	9,481,518	8,860.47	12,382,794.59	0.00 (2,901,276.59)	30.60-

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
LEGISLATIVE

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
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PURCHASED/CONTRACT SERV							
01-51010-200 CONTRACTUAL EXPENSE	7,500	7,500	2,112.03	1,982.73	1,642.22	3,875.05	51.67
01-51010-216 ADVERTISING & PUBLIC NOTI	6,500	6,500	194.16	576.00	0.00	5,924.00	91.14
01-51010-225 ASSOC. MEETINGS & SEMINAR	15,000	15,000	0.00	3,685.02	0.00	11,314.98	75.43
01-51010-227 DELIVERY SERVICES	750	750	0.00	112.68	0.00	637.32	84.98
TOTAL PURCHASED/CONTRACT SERV	29,750	29,750	2,306.19	6,356.43	1,642.22	21,751.35	73.11
SUPPLIES							
01-51010-310 OFFICE SUPPLIES	750	750	0.00	34.08	0.00	715.92	95.46
TOTAL SUPPLIES	750	750	0.00	34.08	0.00	715.92	95.46
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 TOTAL LEGISLATIVE	 30,500	 30,500	 2,306.19	 6,390.51	 1,642.22	 22,467.27	 73.66

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
ADMINISTRATIVE

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
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PERSONNEL SERVICES							
01-51230-100 PERSONNEL SERVICES	384,900	384,900	28,031.38	197,537.46	0.00	187,362.54	48.68
01-51230-115 CAR ALLOWANCE	5,220	5,220	401.52	2,850.76	0.00	2,369.24	45.39
TOTAL PERSONNEL SERVICES	390,120	390,120	28,432.90	200,388.22	0.00	189,731.78	48.63
PURCHASED/CONTRACT SERV							
01-51230-225 ASSOC. MEETINGS & SEMINAR	16,500	16,500 (265.00)	4,322.59	0.00	12,177.41	73.80
01-51230-226 MEMBERSHIP DUES	11,385	11,385	420.00	6,110.12	0.00	5,274.88	46.33
01-51230-227 DELIVERY SERVICES	500	500	60.69	155.88	0.00	344.12	68.82
01-51230-229 CAREER DEVELOPMENT	16,500	16,500	2,500.00	2,500.00	0.00	14,000.00	84.85
TOTAL PURCHASED/CONTRACT SERV	44,885	44,885	2,715.69	13,088.59	0.00	31,796.41	70.84
SUPPLIES							
01-51230-310 OFFICE SUPPLIES	3,000	3,000	99.22	1,286.87	0.00	1,713.13	57.10
01-51230-315 POSTAGE	2,500	2,500	108.99	623.04	0.00	1,876.96	75.08
01-51230-340 CELLULAR PHONES	2,880	2,880	102.46	621.37	0.00	2,258.63	78.42
01-51230-355 SUBSCRIPTIONS	605	605	0.00	262.50	0.00	342.50	56.61
01-51230-360 BOOKS & PUBLICATIONS	250	250	0.00	0.00	0.00	250.00	100.00
TOTAL SUPPLIES	9,235	9,235	310.67	2,793.78	0.00	6,441.22	69.75
CAPITAL EXPENDITURES							
01-51230-400 EQUIPMENT COSTS	1,000	1,000	0.00	0.00	0.00	1,000.00	100.00
TOTAL CAPITAL EXPENDITURES	1,000	1,000	0.00	0.00	0.00	1,000.00	100.00
DEPRECIATION & AMORT							
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TOTAL ADMINISTRATIVE	445,240	445,240	31,459.26	216,270.59	0.00	228,969.41	51.43

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	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
DEPARTMENTAL EXPENDITURES							
PURCHASED/CONTRACT SERV							

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
FINANCE

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
PERSONNEL SERVICES							
01-51325-100 PERSONNEL SERVICES	158,000	158,000	12,566.80	88,910.35	0.00	69,089.65	43.73
TOTAL PERSONNEL SERVICES	158,000	158,000	12,566.80	88,910.35	0.00	69,089.65	43.73
PURCHASED/CONTRACT SERV							
01-51325-200 CONTRACTUAL EXPENSE	250	250	0.00	175.00	0.00	75.00	30.00
01-51325-201 BANK FEES	3,000	3,000	185.08	835.62	0.00	2,164.38	72.15
01-51325-225 ASSOC. MEETINGS & SEMINAR	10,450	10,450	34.88	257.08	0.00	10,192.92	97.54
01-51325-226 MEMBERSHIP DUES	820	820	0.00	359.00	0.00	461.00	56.22
01-51325-227 DELIVERY COSTS	500	500	28.04	231.42	0.00	268.58	53.72
01-51325-229 CAREER DEVELOPMENT	5,000	5,000	0.00	0.00	0.00	5,000.00	100.00
TOTAL PURCHASED/CONTRACT SERV	20,020	20,020	248.00	1,858.12	0.00	18,161.88	90.72
SUPPLIES							
01-51325-310 OFFICE SUPPLIES	2,500	2,500	43.72	920.29	0.00	1,579.71	63.19
01-51325-340 CELLULAR PHONES	1,440	1,440	102.46	672.37	0.00	767.63	53.31
01-51325-355 SUBSCRIPTIONS	1,300	1,300	0.00	1,099.00	0.00	201.00	15.46
01-51325-360 BOOKS & PUBLICATIONS	700	700	0.00	0.00	0.00	700.00	100.00
01-51325-365 OFFICE PRINTING COSTS	600	600	0.00	67.54	0.00	532.46	88.74
TOTAL SUPPLIES	6,540	6,540	146.18	2,759.20	0.00	3,780.80	57.81
CAPITAL EXPENDITURES							
01-51325-400 EQUIPMENT COSTS	1,500	1,500	0.00	0.00	0.00	1,500.00	100.00
TOTAL CAPITAL EXPENDITURES	1,500	1,500	0.00	0.00	0.00	1,500.00	100.00
DEPRECIATION & AMORT							
TOTAL FINANCE	186,060	186,060	12,960.98	93,527.67	0.00	92,532.33	49.73

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 201801 -GENERAL FUND
INSURANCES

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
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PURCHASED/CONTRACT SERV							
01-51410-213 GENERAL PROPERTY COVERAGE	172,500	172,500	612.39	111,935.40	0.00	60,564.60	35.11
TOTAL PURCHASED/CONTRACT SERV	172,500	172,500	612.39	111,935.40	0.00	60,564.60	35.11
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TOTAL INSURANCES	172,500	172,500	612.39	111,935.40	0.00	60,564.60	35.11

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 201801 -GENERAL FUND
PROFESSIONAL SERVICES

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
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PURCHASED/CONTRACT SERV							
01-51420-200 CONTRACTUAL EXPENSE	152,000	152,000	3,720.00	59,338.21	8,092.50	84,569.29	55.64
01-51420-201 CONTRACT LEGAL	100,000	100,000	0.00	26,930.09	36,000.00	37,069.91	37.07
01-51420-204 CITY STAFF COSTS	22,000	22,000	788.00	1,719.00	12,952.00	7,329.00	33.31
TOTAL PURCHASED/CONTRACT SERV	274,000	274,000	4,508.00	87,987.30	57,044.50	128,968.20	47.07
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TOTAL PROFESSIONAL SERVICES	274,000	274,000	4,508.00	87,987.30	57,044.50	128,968.20	47.07

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
PLANNING

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
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PERSONNEL SERVICES							
01-51440-100 PERSONNEL SERVICES	75,000	75,000	5,896.20	39,820.79	0.00	35,179.21	46.91
TOTAL PERSONNEL SERVICES	75,000	75,000	5,896.20	39,820.79	0.00	35,179.21	46.91
PURCHASED/CONTRACT SERV							
01-51440-225 ASSOC. MEETINGS & SEMINAR	29,820	29,820	73.52	342.63	0.00	29,477.37	98.85
01-51440-226 MEMBERSHIP DUES	350	350	0.00	0.00	0.00	350.00	100.00
01-51440-227 DELIVERY SERVICES	300	300	66.07	179.54	0.00	120.46	40.15
01-51440-229 CAREER DEVELOPMENT	4,300	4,300	0.00	0.00	0.00	4,300.00	100.00
TOTAL PURCHASED/CONTRACT SERV	34,770	34,770	139.59	522.17	0.00	34,247.83	98.50
SUPPLIES							
01-51440-310 OFFICE SUPPLIES	1,500	1,500	59.86	725.66	0.00	774.34	51.62
01-51440-340 CELLULAR PHONES	720	720	97.28	681.11	0.00	38.89	5.40
01-51440-355 SUBSCRIPTIONS	1,500	1,500	87.95	527.70	0.00	972.30	64.82
01-51440-360 BOOKS & PUBLICATIONS	300	300	0.00	0.00	0.00	300.00	100.00
01-51440-365 OFFICE PRINTING COSTS	1,500	1,500	0.00	155.00	0.00	1,345.00	89.67
TOTAL SUPPLIES	5,520	5,520	245.09	2,089.47	0.00	3,430.53	62.15
CAPITAL EXPENDITURES	_____	_____	_____	_____	_____	_____	_____
DEPRECIATION & AMORT	_____	_____	_____	_____	_____	_____	_____
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TOTAL PLANNING	115,290	115,290	6,280.88	42,432.43	0.00	72,857.57	63.20

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
BUILDINGS & PROPERTY

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
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PURCHASED/CONTRACT SERV							
01-51620-200 CONTRACTUAL EXPENSE	3,045	3,045	0.00	1,799.82	0.00	1,245.18	40.89
01-51620-201 PROPERTY TAXES & ASSOC. D	75,000	75,000	2,253.49	15,040.75	0.00	59,959.25	79.95
01-51620-205 RENTAL OF OFFICES	100,725	100,725	7,842.88	62,496.16	0.00	38,228.84	37.95
01-51620-208 EQUIPMENT LEASES	20,000	20,000	472.69	16,185.42	3,814.58	0.00	0.00
01-51620-209 PROPERTY MAINTENENCE COST	355,000	355,000	6,152.47	117,762.42	23,871.37	213,366.21	60.10
01-51620-224 SIGNAGE	15,000	15,000	0.00	3,174.00	0.00	11,826.00	78.84
TOTAL PURCHASED/CONTRACT SERV	568,770	568,770	16,721.53	216,458.57	27,685.95	324,625.48	57.08
SUPPLIES							
01-51620-325 ELECTRICITY COSTS	12,000	12,000	1,123.36	6,698.35	0.00	5,301.65	44.18
01-51620-326 WATER CHARGES	12,000	12,000	530.98	5,296.05	0.00	6,703.95	55.87
TOTAL SUPPLIES	24,000	24,000	1,654.34	11,994.40	0.00	12,005.60	50.02
CAPITAL EXPENDITURES	_____	_____	_____	_____	_____	_____	_____
DEPRECIATION & AMORT	_____	_____	_____	_____	_____	_____	_____
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TOTAL BUILDINGS & PROPERTY	592,770	592,770	18,375.87	228,452.97	27,685.95	336,631.08	56.79

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
MARINA

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
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PURCHASED/CONTRACT SERV							
01-51630-200 CONTRACTUAL	500	500	0.00	450.00	0.00	50.00	10.00
01-51630-209 PROPERTY MAINTENENCE	25,000	25,000	1,320.25	6,611.46	0.00	18,388.54	73.55
01-51630-241 MARINA FUEL MANAGEMENT	181,435	181,435	15,119.60	105,837.20	0.00	75,597.80	41.67
01-51630-242 MARINE FUEL STATION OVERH	29,500	29,500	2,545.91	13,514.84	0.00	15,985.16	54.19
TOTAL PURCHASED/CONTRACT SERV	236,435	236,435	18,985.76	126,413.50	0.00	110,021.50	46.53
 SUPPLIES							
01-51630-310 OFFICE SUPPLIES	1,000	1,000	0.00	600.82	0.00	399.18	39.92
01-51630-325 ELECTRIC COSTS	8,100	8,100	396.88	2,960.19	0.00	5,139.81	63.45
01-51630-326 WATER COSTS	15,000	15,000	1,271.39	5,244.26	0.00	9,755.74	65.04
01-51630-327 GASOLINE & DEISEL FUEL PU	727,465	727,465	28,658.96	360,354.13	0.00	367,110.87	50.46
01-51630-328 MARINA DIESEL SALES TAX	12,000	12,000	1,284.15	6,948.06	0.00	5,051.94	42.10
TOTAL SUPPLIES	763,565	763,565	31,611.38	376,107.46	0.00	387,457.54	50.74
 CAPITAL EXPENDITURES							
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TOTAL MARINA	1,000,000	1,000,000	50,597.14	502,520.96	0.00	497,479.04	49.75

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
COMMUNICATIONS & TECHNOLO

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
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PURCHASED/CONTRACT SERV							
01-51650-200 CONTRACTUAL EXPENSE	3,000	3,000	0.00	0.00	0.00	3,000.00	100.00
01-51650-210 CITY IT SUPPORT	27,000	27,000	4,235.84	12,541.20	12,874.47	1,584.33	5.87
01-51650-211 COMPUTER SOFTWARE & LICEN	4,550	4,550	0.00	599.99	0.00	3,950.01	86.81
01-51650-212 FINANCIAL SOFTWARE MAINTEN	29,000	29,000	0.00	10,325.31	0.00	18,674.69	64.40
TOTAL PURCHASED/CONTRACT SERV	63,550	63,550	4,235.84	23,466.50	12,874.47	27,209.03	42.82
SUPPLIES							
01-51650-330 TELEPHONE LINES	8,000	8,000	580.12	4,340.93	0.00	3,659.07	45.74
TOTAL SUPPLIES	8,000	8,000	580.12	4,340.93	0.00	3,659.07	45.74
CAPITAL EXPENDITURES							
01-51650-400 EQUIPMENT COSTS	9,000	9,000	0.00	4,611.53	0.00	4,388.47	48.76
TOTAL CAPITAL EXPENDITURES	9,000	9,000	0.00	4,611.53	0.00	4,388.47	48.76
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TOTAL COMMUNICATIONS & TECHNOLO	80,550	80,550	4,815.96	32,418.96	12,874.47	35,256.57	43.77

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 201801 -GENERAL FUND
CONTINGENCY

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
<hr/>							
PURCHASED/CONTRACT SERV							
01-51990-200 CONTRACTUAL EXPENSE	100,000	100,000	0.00	0.00	0.00	100,000.00	100.00
TOTAL PURCHASED/CONTRACT SERV	100,000	100,000	0.00	0.00	0.00	100,000.00	100.00
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TOTAL CONTINGENCY	100,000	100,000	0.00	0.00	0.00	100,000.00	100.00

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	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
DEPARTMENTAL EXPENDITURES							
PURCHASED/CONTRACT SERV							

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
MARKETING

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
<hr/>							
PERSONNEL SERVICES							
01-57400-100 PERSONNEL SERVICES	61,035	61,035	4,824.00	34,501.68	0.00	26,533.32	43.47
TOTAL PERSONNEL SERVICES	61,035	61,035	4,824.00	34,501.68	0.00	26,533.32	43.47
PURCHASED/CONTRACT SERV							
01-57400-216 ADVERTISING & PUBLIC NOTI	58,540	58,540	0.00	0.00	0.00	58,540.00	100.00
01-57400-218 ANNUAL REPORT & BROCHURES	5,000	5,000	0.00	354.96	0.00	4,645.04	92.90
01-57400-225 ASSOC. MEETINGS & SEMINAR	5,900	5,900	0.00	356.58	0.00	5,543.42	93.96
01-57400-226 MEMBERSHIP DUES	5,800	5,800	450.00	2,420.00	0.00	3,380.00	58.28
01-57400-227 DELIVERY SERVICES	4,000	4,000	0.00	0.00	0.00	4,000.00	100.00
01-57400-229 CAREER DEVELOPMENT	2,500	2,500	0.00	0.00	0.00	2,500.00	100.00
01-57400-236 PHOTOGRAPHY / VIDEOS	15,000	15,000	3,800.00	8,228.95	0.00	6,771.05	45.14
TOTAL PURCHASED/CONTRACT SERV	96,740	96,740	4,250.00	11,360.49	0.00	85,379.51	88.26
SUPPLIES							
01-57400-310 OFFICE SUPPLIES	1,500	1,500	43.72	717.08	0.00	782.92	52.19
01-57400-340 CELLULAR PHONES	720	720	105.46	705.37	0.00	14.63	2.03
01-57400-355 SUBSCRIPTIONS	1,425	1,425	587.07	1,113.29	0.00	311.71	21.87
01-57400-360 BOOKS & PUBLICATIONS	200	200	0.00	0.00	0.00	200.00	100.00
01-57400-365 OFFICE PRINTING COSTS	6,000	6,000	0.00	0.00	0.00	6,000.00	100.00
TOTAL SUPPLIES	9,845	9,845	736.25	2,535.74	0.00	7,309.26	74.24
DEPRECIATION & AMORT							
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TOTAL MARKETING	167,620	167,620	9,810.25	48,397.91	0.00	119,222.09	71.13

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
SPECIAL EVENTS

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
<hr/>							
PERSONNEL SERVICES							
01-57500-100 PERSONNEL SERVICES	55,000	55,000	4,336.60	31,124.32	0.00	23,875.68	43.41
TOTAL PERSONNEL SERVICES	55,000	55,000	4,336.60	31,124.32	0.00	23,875.68	43.41
PURCHASED/CONTRACT SERV							
01-57500-225 ASSOC. MEETINGS & SEMINAR	6,100	6,100	44.96	87.82	0.00	6,012.18	98.56
01-57500-226 MEMBERSHIP DUES	500	500	0.00	0.00	0.00	500.00	100.00
01-57500-229 CAREER DEVELOPMENT	2,500	2,500	0.00	50.00	0.00	2,450.00	98.00
TOTAL PURCHASED/CONTRACT SERV	9,100	9,100	44.96	137.82	0.00	8,962.18	98.49
SUPPLIES							
01-57500-310 OFFICE SUPPLIES	1,500	1,500	43.69	855.62	0.00	644.38	42.96
01-57500-340 CELLULAR PHONES	720	720	45.00	267.00	0.00	453.00	62.92
01-57500-355 SUBSCRIPTIONS	250	250	0.00	0.00	0.00	250.00	100.00
01-57500-360 BOOKS & PUBLICATIONS	300	300	0.00	0.00	0.00	300.00	100.00
TOTAL SUPPLIES	2,770	2,770	88.69	1,122.62	0.00	1,647.38	59.47
CAPITAL EXPENDITURES							
01-57500-400 EQUIPMENT & EVENTS SUPPOR	20,000	20,000	500.00	2,976.74	0.00	17,023.26	85.12
TOTAL CAPITAL EXPENDITURES	20,000	20,000	500.00	2,976.74	0.00	17,023.26	85.12
DEPRECIATION & AMORT							
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TOTAL SPECIAL EVENTS	86,870	86,870	4,970.25	35,361.50	0.00	51,508.50	59.29

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	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
DEPARTMENTAL EXPENDITURES							
INTERFUND/INTERDEPTMENTL							

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
EMPLOYEE BEBEBITS

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
PERSONNEL SERVICES							
01-59000-151 F.I.C.A.	46,558	46,558	3,423.53	24,140.12	0.00	22,417.88	48.15
01-59000-152 MEDICARE	10,889	10,889	800.65	5,654.98	0.00	5,234.02	48.07
01-59000-153 RETIREMENT PLAN 401(a)	142,907	142,907	250.00	75,958.00	0.00	66,949.00	46.85
01-59000-154 WORKERS COMP INSURANCE	2,500	2,500	0.00	1,791.46	0.00	708.54	28.34
01-59000-155 HEALTH INSURANCE	99,000	99,000	1,702.15	17,554.31	0.00	81,445.69	82.27
01-59000-156 DENTAL INSURANCE	4,050	4,050	377.58	1,898.38	0.00	2,151.62	53.13
01-59000-157 LIFE INSURANCE	1,350	1,350	135.00	945.00	0.00	405.00	30.00
01-59000-158 SHORT / LONG TERM DISABIL	3,144	3,144	230.37	1,489.47	0.00	1,654.53	52.63
01-59000-159 UNEMPLOYMENT CHARGES	5,000	5,000	0.00	0.00	0.00	5,000.00	100.00
01-59000-160 VISION INSURANCE	540	540	33.59	151.81	0.00	388.19	71.89
01-59000-161 COMPENSATED ABSENSES	52,000	52,000	0.00	0.00	0.00	52,000.00	100.00
TOTAL PERSONNEL SERVICES	367,938	367,938	6,952.87	129,583.53	0.00	238,354.47	64.78
TOTAL EMPLOYEE BEBEBITS	367,938	367,938	6,952.87	129,583.53	0.00	238,354.47	64.78

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BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
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01 -GENERAL FUND
DEBT SERVICE

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
<hr/>							
DEBT SERVICE							
<hr/>							
OTHER FINANCING USES							
01-59800-990 TRANS OUT TO DEBT SERVICE	2,140,955	2,140,955	0.00	2,140,955.00	0.00	0.00	0.00
TOTAL OTHER FINANCING USES	2,140,955	2,140,955	0.00	2,140,955.00	0.00	0.00	0.00
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TOTAL DEBT SERVICE	2,140,955	2,140,955	0.00	2,140,955.00	0.00	0.00	0.00

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

01 -GENERAL FUND
TRANSFER OUT

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
<hr/>							
OTHER FINANCING USES							
01-59999-990 INTERFUND TRANSFERS OUT	6,701,225	9,681,225	2,980,000.00	9,681,225.00	0.00	0.00	0.00
TOTAL OTHER FINANCING USES	6,701,225	9,681,225	2,980,000.00	9,681,225.00	0.00	0.00	0.00
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TOTAL TRANSFER OUT	6,701,225	9,681,225	2,980,000.00	9,681,225.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	12,461,518	15,441,518	3,133,650.04	13,357,459.73	99,247.14	1,984,811.13	12.85
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0	(5,960,000)	(3,124,789.57)	(974,665.14)	(99,247.14)	(4,886,087.72)	81.98

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

02 -PROJECTS FUND
FINANCIAL SUMMARY

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
REVENUE SUMMARY							
FESTIVALS & EVENT INCOME	0	0	2,675.85	54,388.43	0.00 (54,388.43)	0.00
INVESTMENT INCOME	0	0	0.00	35,155.16	0.00 (35,155.16)	0.00
MISCELLANEOUS	0	0	400.00	1,043,170.26	0.00 (1,043,170.26)	0.00
OTHER FINANCING SOURCES	10,006,620	7,026,620	2,980,000.00	9,681,225.00	0.00 (2,654,605.00)	37.78-
TOTAL REVENUES	10,006,620	7,026,620	2,983,075.85	10,813,938.85	0.00 (3,787,318.85)	53.90-
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
OPERATING EXPENSES	564,400	514,400	0.00	23,924.96	124,000.00	366,475.04	71.24
CAPITAL OUTLAY	6,447,062	9,527,062	34,600.00	265,217.59	6,135,892.56	3,125,951.85	32.81
AFFORDABLE HOUSING	50,000	0	0.00	0.00	0.00	0.00	0.00
ECONOMIC DEVELOPMENT	1,870,158	1,870,158	21,691.79	619,781.10	264,404.50	985,972.40	52.72
PROJECTS AND PROGRAMS	1,075,000	1,075,000	6,922.32	593,970.59	301,370.74	179,658.67	16.71
TOTAL EXPENDITURES	10,006,620	12,986,620	63,214.11	1,502,894.24	6,825,667.80	4,658,057.96	35.87
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0	(5,960,000)	2,919,861.74	9,311,044.61	(6,825,667.80)	(8,445,376.81)	141.70

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
FESTIVALS & EVENT INCOME							
02-44100 FESTIVAL & EVENT INCOME	0	0	2,675.85	54,388.43	0.00 (54,388.43)	0.00
TOTAL FESTIVALS & EVENT INCOME	0	0	2,675.85	54,388.43	0.00 (54,388.43)	0.00
INTERGOVERNMENTAL REV							
INVESTMENT INCOME							
02-46100 INTEREST INCOME	0	0	0.00	35,155.16	0.00 (35,155.16)	0.00
TOTAL INVESTMENT INCOME	0	0	0.00	35,155.16	0.00 (35,155.16)	0.00
MISCELLANEOUS							
02-48100 MISCELLANEOUS INCOME	0	0	400.00	1,043,170.26	0.00 (1,043,170.26)	0.00
TOTAL MISCELLANEOUS	0	0	400.00	1,043,170.26	0.00 (1,043,170.26)	0.00
OTHER FINANCING SOURCES							
02-49100 OTHER FINANCING SOURCES	3,305,395	325,395	0.00	0.00	0.00	325,395.00	100.00
02-49900 TRANSFERS IN	6,701,225	6,701,225	2,980,000.00	9,681,225.00	0.00 (2,980,000.00)	44.47-
TOTAL OTHER FINANCING SOURCES	10,006,620	7,026,620	2,980,000.00	9,681,225.00	0.00 (2,654,605.00)	37.78-
TOTAL REVENUES	10,006,620	7,026,620	2,983,075.85	10,813,938.85	0.00 (3,787,318.85)	53.90-

02 -PROJECTS FUND
BOND #2 ISSUE COST

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
DEPARTMENTAL EXPENDITURES							
CAPITAL EXPENDITURES							

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
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02 -PROJECTS FUND
OPERATING EXPENSES

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
<hr/>							
PURCHASED/CONTRACT SERV							
02-58100-202 CONTINGENCY EXPENSE	100,000	100,000	0.00	0.00	0.00	100,000.00	100.00
02-58100-203 CONTRACTUAL EXPENSE	325,000	275,000	0.00 (32,229.04)	115,600.00	191,629.04	69.68
02-58100-207 RENT EXPENSE	14,400	14,400	0.00	6,000.00	8,400.00	0.00	0.00
02-58100-213 LEGAL FEES	125,000	125,000	0.00	50,154.00	0.00	74,846.00	59.88
TOTAL PURCHASED/CONTRACT SERV	564,400	514,400	0.00	23,924.96	124,000.00	366,475.04	71.24
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TOTAL OPERATING EXPENSES	564,400	514,400	0.00	23,924.96	124,000.00	366,475.04	71.24

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
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02 -PROJECTS FUND
CAPITAL OUTLAY

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
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CAPITAL EXPENDITURES							
02-58200-401 BUILDINGS	766,435	3,724,935	33,150.00	275,040.24	3,035,892.56	414,002.20	11.11
02-58200-404 CONSTRUCTION IN PROGRESS	200,000	200,000	0.00 (18,680.99)	0.00	218,680.99	109.34
02-58200-405 SITE WORK AND DEMOLITION	73,957	73,957	1,450.00	1,450.00	0.00	72,507.00	98.04
02-58200-406 INFRASTRUCTURE AND STREET	5,406,670	5,528,170	0.00	7,408.34	3,100,000.00	2,420,761.66	43.79
TOTAL CAPITAL EXPENDITURES	6,447,062	9,527,062	34,600.00	265,217.59	6,135,892.56	3,125,951.85	32.81
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TOTAL CAPITAL OUTLAY	6,447,062	9,527,062	34,600.00	265,217.59	6,135,892.56	3,125,951.85	32.81

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REVENUE & EXPENDITURES REPORT (UNAUDITED)
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02 -PROJECTS FUND
AFFORDABLE HOUSING

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
<hr/>							
CAPITAL EXPENDITURES							
02-58300-420 RESIDENTIAL IMPROVEMENT P	50,000	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES	50,000	0	0.00	0.00	0.00	0.00	0.00
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TOTAL AFFORDABLE HOUSING	50,000	0	0.00	0.00	0.00	0.00	0.00

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
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02 -PROJECTS FUND
ECONOMIC DEVELOPMENT

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
DEPARTMENTAL EXPENDITURES							
CAPITAL EXPENDITURES							
02-58400-443 DIFA-ECONOMIC DEVELOPMENT	1,230,000	1,230,000	0.00	545,783.00	0.00	684,217.00	55.63
02-58400-444 ECONOMIC DEVELOPMENT GRAN	519,158	519,158	15,389.79	27,379.22	264,404.50	227,374.28	43.80
02-58400-445 MARKETING INCENTIVES	121,000	121,000	6,302.00	46,618.88	0.00	74,381.12	61.47
TOTAL CAPITAL EXPENDITURES	1,870,158	1,870,158	21,691.79	619,781.10	264,404.50	985,972.40	52.72
TOTAL ECONOMIC DEVELOPMENT	1,870,158	1,870,158	21,691.79	619,781.10	264,404.50	985,972.40	52.72

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

02 -PROJECTS FUND
PROJECTS AND PROGRAMS

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
DEPARTMENTAL EXPENDITURES							
CAPITAL EXPENDITURES							
02-58500-460 COMMUNITY POLICING INNOVA	372,000	372,000	0.00	103,488.23	268,763.74 (251.97)	0.07-
02-58500-470 COMMUNITY SUPPORT PROJECT	125,000	125,000	0.00	0.00	32,077.00	92,923.00	74.34
02-58500-480 COMMUNITY SPECIAL EVENTS	578,000	578,000	6,922.32	490,482.36	530.00	86,987.64	15.05
TOTAL CAPITAL EXPENDITURES	1,075,000	1,075,000	6,922.32	593,970.59	301,370.74	179,658.67	16.71
TOTAL PROJECTS AND PROGRAMS	1,075,000	1,075,000	6,922.32	593,970.59	301,370.74	179,658.67	16.71

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REVENUE & EXPENDITURES REPORT (UNAUDITED)
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02 -PROJECTS FUND
TRANSFER OUT - ASSET TRA

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
DEPARTMENTAL EXPENDITURES							
OTHER FINANCING USES							
TOTAL EXPENDITURES	10,006,620	12,986,620	63,214.11	1,502,894.24	6,825,667.80	4,658,057.96	35.87
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0	(5,960,000)	2,919,861.74	9,311,044.61	(6,825,667.80)	(8,445,376.81)	141.70

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
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03 -DEBT SERVICE
FINANCIAL SUMMARY

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
REVENUE SUMMARY							
INVESTMENT INCOME	0	0	0.00	2,546.04	0.00	(2,546.04)	0.00
OTHER FINANCING SOURCES	2,140,955	2,140,955	0.00	2,140,955.00	0.00	0.00	0.00
TOTAL REVENUES	2,140,955	2,140,955	0.00	2,143,501.04	0.00	(2,546.04)	0.12-
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
DEBT SERVICES	2,140,955	2,140,955	0.00	233,808.27	0.00	1,907,146.73	89.08
TOTAL EXPENDITURES	2,140,955	2,140,955	0.00	233,808.27	0.00	1,907,146.73	89.08
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0	0	0.00	1,909,692.77	0.00	(1,909,692.77)	0.00

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

03 -DEBT SERVICE

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
INVESTMENT INCOME							
03-46100 INTEREST INCOME	0	0	0.00	2,546.04	0.00 (2,546.04)	0.00
TOTAL INVESTMENT INCOME	0	0	0.00	2,546.04	0.00 (2,546.04)	0.00
OTHER FINANCING SOURCES							
03-49900 TRANSFERS IN	2,140,955	2,140,955	0.00	2,140,955.00	0.00	0.00	0.00
TOTAL OTHER FINANCING SOURCES	2,140,955	2,140,955	0.00	2,140,955.00	0.00	0.00	0.00
TOTAL REVENUES	2,140,955	2,140,955	0.00	2,143,501.04	0.00 (2,546.04)	0.12-

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

03 -DEBT SERVICE
DEBT SERVICES

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
<hr/>							
PURCHASED/CONTRACT SERV	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
DEBT SERVICE							
03-59800-814 BOND 2012 PRINCIPAL	1,300,000	1,300,000	0.00	0.00	0.00	1,300,000.00	100.00
03-59800-815 BOND 2015 PRINCIPAL	370,000	370,000	0.00	0.00	0.00	370,000.00	100.00
03-59800-824 BOND 2012 INTEREST	328,550	328,550	0.00	163,105.77	0.00	165,444.23	50.36
03-59800-826 BOND 2015 INTEREST	141,405	141,405	0.00	70,702.50	0.00	70,702.50	50.00
03-59800-830 FINANCIAL AGENT FEES	1,000	1,000	0.00	0.00	0.00	1,000.00	100.00
TOTAL DEBT SERVICE	2,140,955	2,140,955	0.00	233,808.27	0.00	1,907,146.73	89.08
<hr/>							
OTHER FINANCING USES	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL DEBT SERVICES	2,140,955	2,140,955	0.00	233,808.27	0.00	1,907,146.73	89.08

4-25-2018 10:16 AM

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2018

PAGE: 4

03 -DEBT SERVICE
TRANSFER OUT

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
DEPARTMENTAL EXPENDITURES							
OTHER FINANCING USES							
TOTAL EXPENDITURES	2,140,955	2,140,955	0.00	233,808.27	0.00	1,907,146.73	89.08
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0	0	0.00	1,909,692.77	0.00	(1,909,692.77)	0.00



ADVISORY BOARD ITEM 5.B.

INFORMATION ONLY

SUBJECT:

Neighborhood Officer Program 2nd Quarter Report for FY 2017 - 2018

SUMMARY:

Attached is the second quarter activity report (January 1st - March 31st) for Fiscal Year 2017-2018, for the CRA funded Neighborhood Officer Program as required in the Interlocal Agreement between the CRA and the City of Boynton Beach dated December 7, 2015 (see Attachment I & II).

Regarding the status of the structural and plumbing repairs being done to the interior of the NOP office located at 404 MLK Jr. Boulevard, the CRA has withheld rent payments for the months of March, April and May 2018 pending completion of the repairs. The NOP officers are currently operating out of the Carolyn Sims Center.

FISCAL IMPACT:

FY 2017- 2018 Budget, Project Fund - Line Item 02-58500-460 - \$372,000 (see Attachment III).

CRA PLAN/PROJECT/PROGRAM:

2016 Boynton Beach Community Redevelopment Plan, Heart of Boynton District (pages 105-118)

CRA BOARD OPTIONS:

No action required at this time unless otherwise determined by the Board

ATTACHMENTS:

Description

- ▣ **Attachment I - 2nd Quarter Report**
- ▣ **Attachment II - Heart of Boynton Crime Stats**
- ▣ **Attachment III - FY 17/18 NOP Budget**

NEIGHBORHOOD OFFICER PROGRAM

QUARTERLY REPORT



January 1 – March 31, 2018

Sergeant Henry Diehl
Boynton Beach Police Department

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	• Essential Program Criteria;	
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Appendix A

Heart of Boynton Crime Statistics

page 100



COMMUNITY REDEVELOPMENT AGENCY

BACKGROUND

The Boynton Beach City Commission established its Community Redevelopment Agency (CRA) in August, 1981, in accordance with guidelines of State Statute Chapter 163 Part III.

The Boynton Beach CRA is funded through Tax Increment Financing (TIF). TIF utilizes the increases in tax revenue generated as a result of increases in property values within CRA District boundaries for development efforts without raising taxes.

Authorities of the CRA are contained in Section 163.370, Florida Statutes. Redevelopment activities include, but are not limited to:

- Adopt a community redevelopment plan or plans that outline projects and programs that will be undertaken by the CRA;
- Secure finances to further redevelopment efforts and projects;
- Acquire and hold property in the redevelopment district;
- Demolish buildings;
- Dispose of property;
- Installation, construction, improvement and repair of streets, utilities, parks, infrastructure in accordance with the community redevelopment plan(s);
- Create and implement development incentive strategies and other unique public-private partnerships to stimulate redevelopment activity within the CRA district facade and residential improvement grants;
- Market the CRA;

- Implement community policing innovations;
- Solicit proposals for redevelopment and enter into contracts; AND
- Appropriate funds and make expenditures as necessary to carry out the purpose of the Community Redevelopment Act of 1969.



NEIGHBORHOOD OFFICER PROGRAM

PROGRAM OUTLINE

Community policing definitions typically focus on three components that characterize many programs: some level of community involvement and consultation; decentralization, often increasing discretion to line-level officers; and problem solving. Because community policing is focused on close collaboration with the community and addressing community problems, it has often been seen as an effective way to increase citizen satisfaction and enhance the legitimacy of the police and the evidence is supportive in this regard.

A major goal of this proposed neighborhood officer program is to cultivate high levels of mutual trust, understanding and respect between police the residents of the neighborhoods they patrol. In order to achieve this, it is necessary that these stakeholders develop relationships which transformed the confines of ordinary community policing activities and instead focuses upon building sustainable problem solving partnerships.

Additionally, the building of problem solving partnerships and substantive relationships with invested members of the community will lead to a greater understanding of some of the challenge members of the public face and help the police department garner unique insights which might aid in addressing these challenges. This program helps effectively integrate police personnel into the fabric of our community.

Reducing crime and disorder and improving the quality of life within historically plighted neighborhood requires the development of these types of productive and meaningful relationship between citizens and representatives of their local government.

As the most visible and accessible municipal agency, police personnel are uniquely postured to serve as a catalyst to an array of city services, community resources and organizations which can aid those in need as they work to better their circumstances and work in concert with other stakeholders to confront the challenges they identify within the community.

PROGRAM GOALS AND SCOPE

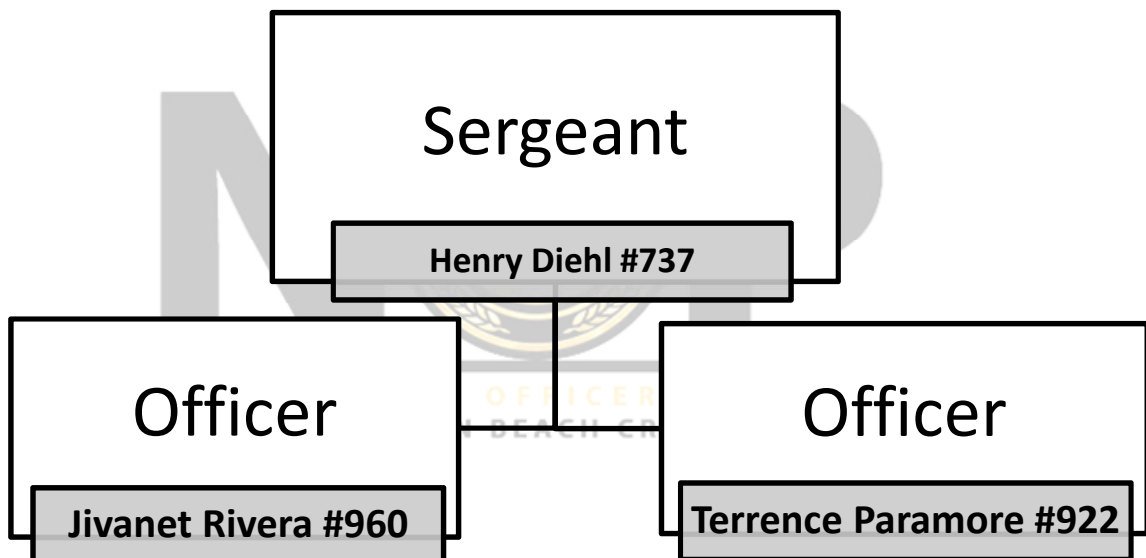
The scope of this quarterly report is to fulfill the Program requirements set forth in the Inter-Local Agreement (ILA) between the City of Boynton Beach and the Boynton Beach Community Redevelopment Agency (CRA); whereas the CRA shall be provided a written report outlining the following:

- Hours worked by the Program Officer;
- Name, rank and badge number of Program officers who have worked the Program during the reporting period;
- Activities undertaken to achieve the goals of the Program; and
- Crime statistics for the reporting period.

The Boynton Beach Police Department shall make all necessary efforts to achieve the aforementioned Program Goals.

ESSENTIAL PROGRAM CRITERIA

Neighborhood Officer Program Organizational Chart during Rating Period



Neighborhood Officer Program Hours Worked during Rating Period

The following Program Officers' scheduling was gleaned from the Boynton Beach Police Department electronic database that monitors staffing needs; entitled KRONOS® – TeleStaff.

Below is the reference guide to decipher the color and numeric codes

Boynton Beach Police Department's TeleStaff Phone System Cheat Sheet (Phone Number 742.6129)

Court Codes:

Court – Standby	11
Court / Time Extended Hours While Off Duty	12

Denial Codes:

Denied – Leave Request	21
Denied – Overtime / Comp Request	22

Not Working Codes:

Not Working – A.W.O.I.	31
Not Working – Admin Leave w/o Pay	32
Not Working – Admin Leave w/ Pay	33
Not Working – Authorized Dr's Visit	34
Not Working – Authorized Leave w/o Pay	35
Not Working – Authorized Leave w/ Pay	36
Not Working – Authorized Therapy	37
Not Working – Bonus Day	38
Not Working – Comp Time Off, Ofc / Det	39
Not Working – Comp Time Off, Sergeant	310
Not Working – Compensatory Leave	311
Not Working – Excused Absence w/o Pay	312
Not Working – Family Sick	313
Not Working – Leave w/o Pay "EAR"	314
Not Working – LA CRA 3.5 hr Differential	315
Not Working – LA Flex Time Off	316
Not Working – LA Holiday	317
Not Working – Personal Time	318
Not Working – Personal Time - Exempt	319
Not Working – Shift Swap	320
Not Working – Sick	321
Not Working – Sick Using Vacation	322
Not Working – Sick – FMLA	323
Not Working – Suspended w/o Pay	324
Not Working – Suspended w/ Pay	325
Not Working – Vacation	326
Not Working – Vacation – Exempt	327
Not Working – Vacation – 11.5 hr Shift – Exempt	328
Not Working – Workers Comp < 40 hours	329

Request Codes:

Request – Comp Time – Call Back, Ofc / Det	41
Request – Comp Time – Call Back, Sgt	42
Request – Comp Time – On Call, Ofc / Det	43
Request – Comp Time – On Call, Sgt	44
Request – Comp Time – Past Occurrence, Ofc / Det	45
Request – Comp Time – Past Occurrence, Sgt	46
Request – Comp Time, Ofc / Det	47
Request – Comp Time, Sgt	48
Request – Holiday Pay @ 150%	51
Request – Overtime	52
Request – Overtime – Call Back OT	53
Request – Overtime – Court / Off-Duty	54
Request – Overtime – K-9 RDO Maintenance	55
Request – Overtime – K-9 Training	56
Request – Overtime – On Call	57
Request – Overtime – Past Occurrence – Call Back	58
Request – Overtime – Past Occurrence	59
Request – Overtime – SWAT Call Back	510
Request – Overtime – SWAT Continuation of Shift	511
Request – Standby Pay – Court, Ofc / Det	61
Request – Standby Pay – Court, Sgt	62

TDY Codes:

TDY – Jury Duty	71
TDY – Light Duty	72
TDY – Military Leave	73
TDY – Other	74
TDY – SWAT Duty 10% / OT Rate	75
TDY – SWAT Duty 10%	76
TDY – Training	77
TDY – Training on RDO	78
TDY – Union Business	79

Working As (Special Classification) Codes:

Working As – Acting [7% Add'l]	81
Working As – Acting Watch Commander	82
Working As – Admin Duty	83
Working As – Admin Sgt Pay [at 150%]	84
Working As – Court Time / While On-Duty	85
Working As – Detail	91
Working As – Detail – City OT	92
Working As – Detail – CRA OT	93
Working As – Detail – Excl Hester	94
Working As – Detail – Library	95
Working As – E-9 Maintenance – Reg Pay	96
Working As – Light Duty	961
Working As – Officer-in-Charge	97
Working As – On-Call TTS Bumper Pay \$75	98
Working As – Regular Duty / Pay	99
Working As – Shift Trade	991

Telephone Keypad Alphanumeric Reference

1	ABC	DEF
2		
GHI	JKL	MNO
4	5	6
PQRS	TUV	WXYZ
7	8	9
*	0	#

Code Classifications:

Court	1
Denied Request	2
Not Working	3
Requests (Comp)	4
Requests (Overtime)	5
Requests (Standby)	6
TDY	7
Working As	8
Details	9

Updated: 07.16.08

Updated: 07.16.08

Officer Paramore's Schedule during Rating Period – January 2018

https://telestaff.bbfl.us/calendar/20180101

Personal Calendar

File Edit View Favorites Tools Help

DAVID Sign-In Suggested Sites Booking Blotter Decipher VIN numbers Department of Corrections FDLE Florida Sexual Offen...

KRONOS

DashboardCalendarRosterMy InfoPeopleReports

DIEHL III, HENRY G
Sign Out

CalendarPersonalAdvanced List

January 2018

*DIEHL III, HENRY G.

Weeks (5-53) 7

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	Jan 1	21//CRA/S 89 /.../C...	31//CRA/S 89 /.../C...	41//CRA/S 89 /.../C...	5	6
NEW YEAR'S DAY - 2016 NEW Y...						
7	81//CRA/S 89 /.../C...	91//CRA/S 89 /.../C...	101//CRA/S 89 /.../C...	111//CRA/S 89 /.../C...	12	13
14	15	161//CRA/S 89 /.../C...	171//CRA/S 89 /.../C...	181//CRA/S 89 /.../C...	19	20
MARTIN L KING DAY - 2018						
21	221//CRA/S 89 /.../C...	231//CRA/S 89 /.../C...	241//CRA/S 89 /.../C...	251//CRA/S 89 /.../C...	26	27
28	291//CRA/S 89 /.../C...	301//CRA/S 89 /.../C...	311//CRA/S 89 /.../C...	Feb 11//CRA/S 89 /.../C... *326 12...	2	3

6:58 PM
2/5/2018

The screenshot shows a web-based Kronos calendar application. The browser address bar displays the URL <https://teststaff.bbfl.us/calendar/20180402/520>. The page title is "Personal Calendar". The application interface includes a navigation bar with tabs for "Calendar", "Personal", "Advanced", and "List". The "Calendar" tab is selected, showing a monthly view for March 2018. The calendar displays shifts for Terrence A. Paramore, with various shift types like 1//CRA/ and 89 /.../C... visible. The interface also includes a "My Calendar" link and a "PARAMORE, TERENCE A." label. The top of the browser window shows the page title "Personal Calendar" and the user "DIEHL III, HENRY G." with a "Sign Out" link. The bottom of the browser window shows the system clock as 2:48 PM on 4/2/2018.

The screenshot shows a web browser window with the address bar displaying <https://teststaff.bbfi.us/calendar/20180205/604>. The browser's address bar also shows a tab titled "Personal Calendar".

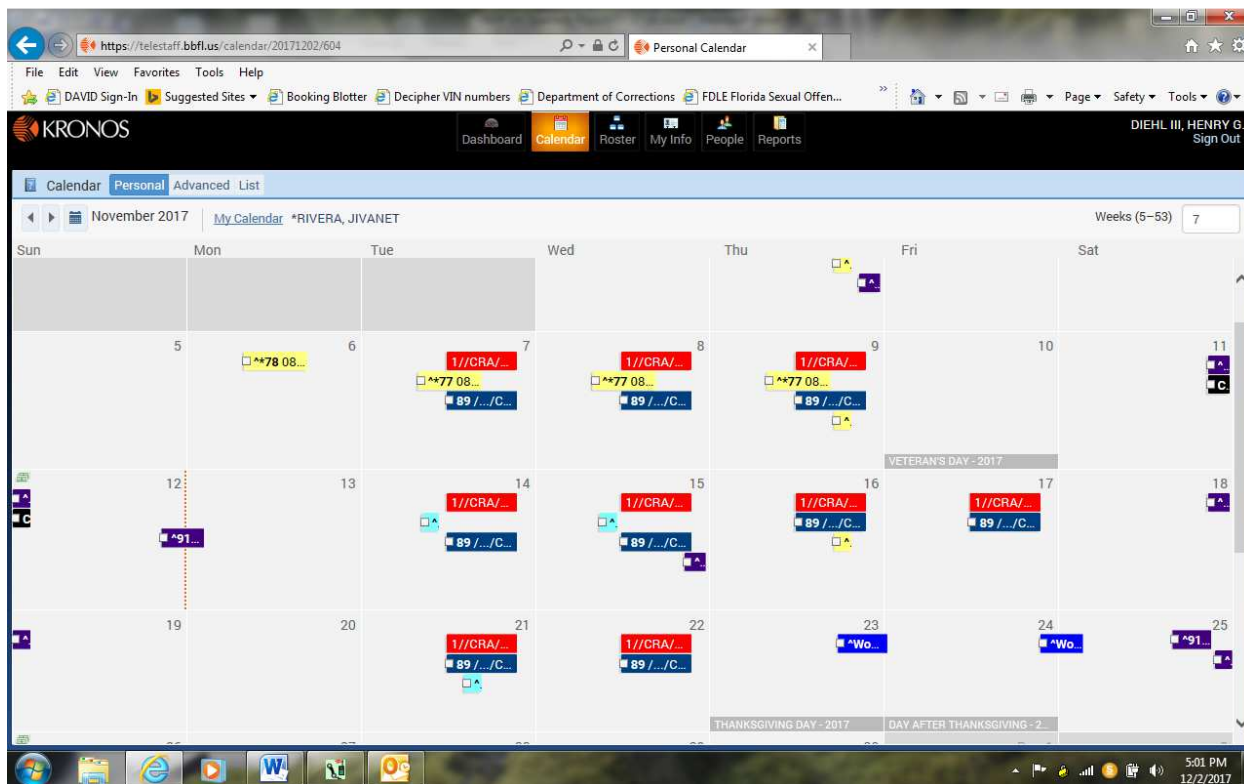
The main content area displays the Kronos application interface. At the top, there is a navigation bar with the following links: [Dashboard](#), [Calendar](#) (highlighted), [Roster](#), [My Info](#), [People](#), and [Reports](#). The user's name, **DIEHL III, HENRY G.**, and a [Sign Out](#) link are visible in the top right corner.

The calendar view is for January 2018. The left sidebar shows the month navigation and the current date, **January 2018**. The main calendar grid displays the following information:

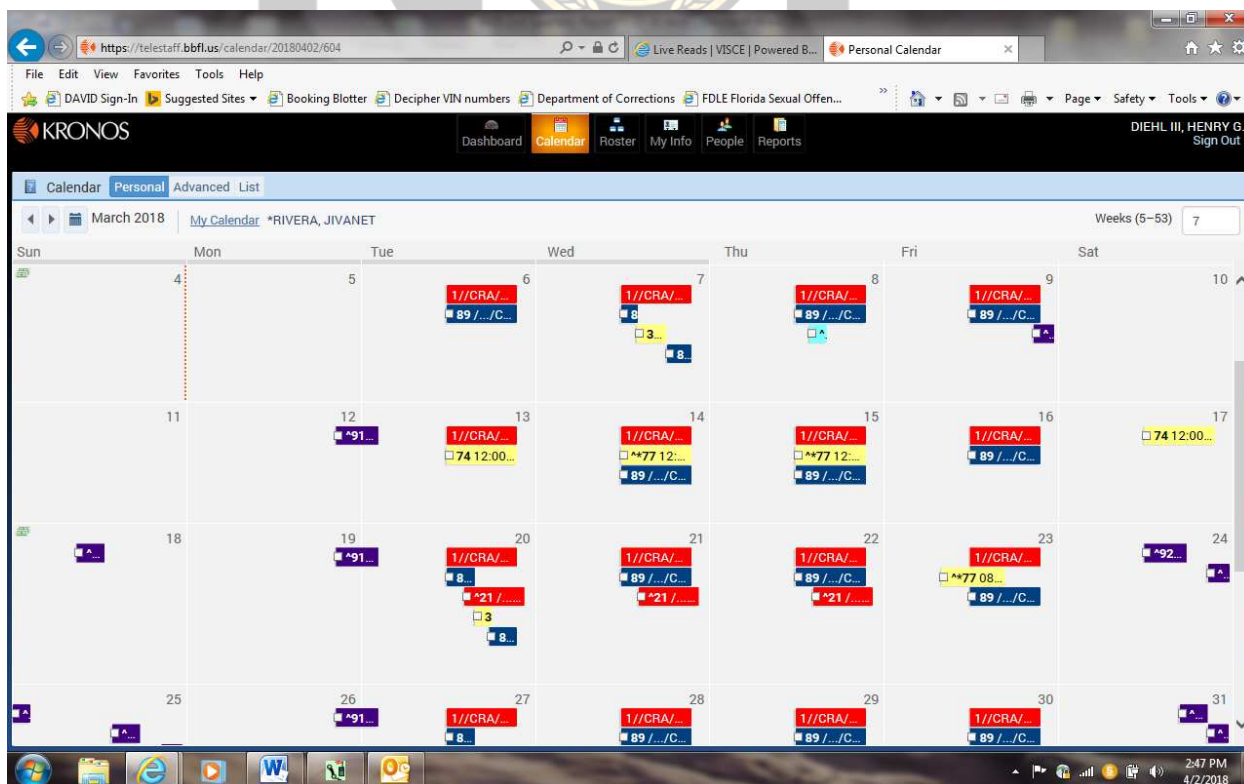
- Days of the Week:** Sun, Mon, Tue, Wed, Thu, Fri, Sat.
- Holidays:**
 - NEW YEAR'S DAY - 2016 NEW Y.
 - MARTIN L KING DAY - 2018
- Shift Indicators:**
 - Red boxes: 1//CRA/...
 - Blue boxes: 89 /.../C...
 - Purple boxes: *91, *85, *W, *S.
- Weeks:** The calendar shows weeks 5 through 13.

The bottom of the screen shows the Windows taskbar with various application icons and the system clock displaying 6:59 PM on 2/5/2018.

Officer Rivera's Schedule during Rating Period – February 2018



Officer Rivera's Schedule during Rating Period – March 2018



Sergeant Diehl's Schedule during Rating Period – January 2018

The screenshot shows the Kronos Personal Calendar for January 2018. The calendar is displayed in a grid format with days of the week as columns and dates as rows. The user is logged in as DIEHL III, HENRY G. The calendar shows various shifts and holidays. Red boxes indicate shifts, and blue boxes indicate specific times or events. Holidays like NEW YEAR'S DAY - 2018 and MARTIN L. KING DAY - 2018 are marked.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	Jan 1	2	3	4	5	6
	NEW YEAR'S DAY - 2018 NEW Y...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...		
7	8	9	10	11	12	13
	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...		
14	15	16	17	18	19	20
		1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...		
21	22	23	24	25	26	27
	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...		
28	29	30	31	Feb 1	2	3
	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C... *326 12:...		

Sergeant Diehl's Schedule during Rating Period – February 2018

The screenshot shows the Kronos Personal Calendar for November 2017. The calendar is displayed in a grid format with days of the week as columns and dates as rows. The user is logged in as DIEHL III, HENRY G. The calendar shows various shifts and holidays. Red boxes indicate shifts, and blue boxes indicate specific times or events. Holidays like VETERAN'S DAY - 2017 and THANKSGIVING DAY - 2017 are marked.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	Nov 1	2	3	4
	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...		
5	6	7	8	9	10	11
	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...		
12	13	14	15	16	17	18
	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	VETERAN'S DAY - 2017	
19	20	21	22	23	24	25
	1//CRA/S... 326 12:0... 89 /.../C...	1//CRA/S... 326 12:0... 89 /.../C...	1//CRA/S... 326 12:0... 89 /.../C...			
26	27	28	29	30	Dec 1	2
	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	1//CRA/S... 89 /.../C...	DAY AFTER THANKSGIVING - 2	

Sergeant Diehl's Schedule during Rating Period – March 2018

The screenshot shows a web browser window with the URL <https://telestaff.bbfl.us/calendar/20180402>. The application is titled "KRONOS" and shows the user "DIEHL III, HENRY G." with a "Sign Out" link. The calendar is for March 2018, showing weeks 5-53. The calendar grid displays the following shift assignments:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26 1//CRA/S 89 /.../C...	27 1//CRA/S 89 /.../C...	28 1//CRA/S 89 /.../C...	Mar 1 1//CRA/S 89 /.../C...	2	3
4	5 1//CRA/S 89 /.../C...	6 1//CRA/S 89 /.../C...	7 1//CRA/S 89 /.../C...	8 1//CRA/S 89 /.../C... N...	9	10
11	12 1//CRA/S 89 /.../C...	13 1//CRA/S 89 /.../C...	14 1//CRA/S 89 /.../C...	15 1//CRA/S 74 12:00...	16	17 74 12:00...
18	19 1//CRA/S 89 /.../C...	20 1//CRA/S 326 12:00...	21 1//CRA/S 326 12:00...	22 1//CRA/S 326 12:00...	23	24
25	26 1//CRA/S 326 12:00...	27 1//CRA/S 326 12:00...	28 1//CRA/S 318 12:00...	29 1//CRA/S 318 12:00...	30	31

NEIGHBORHOOD OFFICER PROGRAM
BOYNTON BEACH CRA

Heart of Boynton Criminal Statistics for Rating Period

The following criminal statistics was gleaned from the Boynton Beach Police Department Records Management System (RMS); entitled Acuity/QED - *Web/Partner™*.

APPENDIX A



Neighborhood Officer Program S.M.A.R.T. Goals

When setting goals it is very important to remember that the goals must be consistent with the mission statement of both the Boynton Beach Community Redevelopment Agency (CRA) and the Boynton Beach Police Department. As part of the essential criteria for the Neighborhood Officer Program is to create a **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**imely goal that the program wants to accomplish. The purpose of distributing CSI – SmartWater(R) is to reduce burglaries and associated thefts, while simultaneously distracting trespassers and vandals from committing crimes.

During this quarter, the Neighborhood Officer Program collaborated with the Boynton Beach Police Department's Crime Prevention Unit to provide CSI - SmartWater® to the residents and business owners of the Heart of Boynton. The distribution of FREE CSI – SmartWater® Forensic Coding System/Packets was provided at community meetings and displayed at the Neighborhood Officer Program Office.

Our S.M.A.R.T. goal was to **increase** CSI – SmartWater® presence in the Heart of Boynton in the 2nd Quarter of Fiscal Year 2017/18.

We successfully provided **22** FREE CSI – SmartWater® Forensic Coding Packets to residents in the community – This is an increase of **3** over last quarter. The slight increase is contributed on the lack of full-time office for a 1/3 of this rating cycle.

Neighborhood Officer Program Activity Log

We continued our partnerships with our other community stakeholders – Heart of Boynton Association, Habitat for Humanity, Cub Scout – Pack #243, Boynton Beach Pathways to Prosperity, and the Boynton Beach Coalition of Clergy and the Boynton Beach Community Redevelopment Agency (CRA).

January 2018

January 2nd – The Neighborhood Officer Program met with **CRA Staff** for an operational readiness meeting for the up-coming “**MLK Celebration of Unity**” at Carolyn Sims Center.

January 2nd – Sergeant Diehl logged in and monitored the **License Plate Reader/Speed Measurement Trailer**; however, the both were off-line.

January 2nd – The Neighborhood Officer Program met with Willie Aikens, President of the **Heart of Boynton Homeowner’s Association** – he dropped off bread/etc. to be donated to local families in need of food.

January 2nd – The Neighborhood Officer Program donated children books/movies the City of Boynton Library.

January 2nd – Sergeant Diehl worked on **1st Quarterly Report (FY 2017/18) for the Neighborhood Officer Program.**

January 2nd – Officer Rivera met with **Santana Hall (1050 NW 4th Street)**, who expressed her thanks for the donation of bread and pastries (that were earlier donated by Willie Aikens.) It should be noted that the Hall family is the same family that we “adopted” for Christmas.

January 2nd – The Neighborhood Officer Program attended the **City Commission Meeting** at City Hall – Chambers.

January 3rd – Sergeant Diehl logged in and monitored the **License Plate Reader/Speed Measurement Trailer**; however, the both were off-line.

January 3rd – **Sergeant Diehl worked on 1st Quarterly Report (FY 2017/18) for the Neighborhood Officer Program.**

January 3rd – Officer Paramore attended a SWAT Operation.

January 3rd – Sergeant Diehl went to Third Street Signs regarding the decals/indicia for the Segways™ – still not available.

January 3rd – The Neighborhood Officer Program met with Brent Lapoint, who requested that we speak with his 11 year old daughter. Mr. Lapoint was concerned that his daughter's recent argumentative behavior needed some modification and sought the assistance of the NOP officers to offer mentoring advice.

January 4th – Sergeant Diehl logged in and monitored the **License Plate Reader/Speed Measurement Trailer**; however, the both were off-line.

January 4th – The Neighborhood Officer Program attended the **Community Redevelopment Agency – Advisory Board (CRAAB)** meeting at City Hall – Chambers.

January 4th – **Sergeant Diehl completed the 1st Quarterly Report (FY 2017/18) for the Neighborhood Officer Program and sent to CRA Staff and Police Administration.**

January 5th – Officer Paramore attended CRA sponsored **“Movies in the Park”** at the CRA Amphitheater (129 E. Ocean Avenue, Boynton Beach, FL) – our attendance was requested by **CRA Executive Director Mike Simon.**

January 6th – Sergeant Diehl, Officer Paramore, and Officer Rivera attended CRA sponsored **“2018 MLK Celebration of Unity”** at the Carolyn Sims Center (225 NW 12th Avenue, Boynton Beach, FL) – our attendance was requested by **CRA Staff**.

January 8th – Sergeant Diehl attended the **Heart of Boynton – Homeowner’s Association Meeting** at Carolyn Sims Center.

January 8th – Sergeant Diehl conversed with **Lisa Steele**, Principal at **Galaxy Elementary School**. We spoke about officers from the **Neighborhood Officer Program** and the Boynton Beach Police Department attending their **“Law Enforcement Day Luncheon”** on January 19, 2018.

January 8th – Sergeant Diehl logged in and monitored the **License Plate Reader/Speed Measurement Trailer**; however, the both were off-line.

January 9th – Sergeant Diehl facilitated children at the **Galaxy Elementary** (morning) cross-walk. The extra police presence was at the request of CRA Board Member Mack McCray.

January 9th – The Neighborhood Officer Program provided the **Boy Scouts – Pack #100** a tour of the police department and forensic demonstration – our assistance was requested by **Police Administration**.

January 9th – Sergeant Diehl logged in and monitored the **License Plate Reader/Speed Measurement Trailer**; however, the both were off-line.

January 9th – Sergeant Diehl and Officer Rivera attended mandatory **“Firearms Training Modules”** at the Police Department Range. It should be noted that Officer Paramore will conduct this training during SWAT training in the coming days/weeks.

January 9th – Sergeant Diehl met with Willie Aikens, President of the **Heart of Boynton Homeowner’s Association**, at the NOP office. Mr. Aikens provided perishable food to be distributed to families’ in-need in the Heart of Boynton.

January 9th – The Neighborhood Officer Program distributed bread and pastries (that were earlier donated by Willie Aikens) within the Heart of Boynton.

January 10th – Sergeant Diehl logged in and monitored the **License Plate Reader/Speed Measurement Trailer**; however, the both were off-line.

January 10th – Sergeant Diehl assisted children at **Galaxy Elementary** (before school) traffic and school bus loop. The extra police presence was at the request of crossing guard Ernest; who relayed earlier in the week that several drivers were making illegal U-Turns in the middle of the road causing a hazardous situation for the children in the cross-walk.

January 10th – Sergeant Diehl conversed with Frank Danysh, representing “**Adopt-A-Cop USA®**”, to discuss restarting our partnership in February 2018.

January 10th – Officer Rivera conversed with **Ms. A. Johnson**, Special Needs Teacher at Congress Middle School – regarding the “**Boys in Blue Mentoring Program.**” Spoke about continuing our partnership in 2018.

January 10th – Officer Paramore assisted patrol operations by searching/identifying a suspect.

January 11th – Officer Rivera facilitated/mentored children at Congress Middle School – **Boys in Blue Mentoring Program.**

January 12th – The Neighborhood Officer Program mentored one (1) child at **Poinciana Elementary School.**

January 12rd – Officer Paramore attended SWAT training (i.e. physical assessment.)

January 12th – Officer Rivera facilitated/mentored children at Congress Middle School – **Boys in Blue Mentoring Program.**

January 16th – Sergeant Diehl met with Willie Aikens, President of the **Heart of Boynton Homeowner’s Association**, at the NOP office. Mr. Aikens provided perishable food to be distributed to families’ in-need in the Heart of Boynton.

January 16th – The Neighborhood Officer Program distributed bread and pastries (that were earlier donated by Willie Aikens) within the Heart of Boynton.

January 16th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer** as it monitored southbound traffic in the 1300 block of N. Seacrest Blvd.

January 16th – The Neighborhood Officer Program attended the **Cub Scout Pack #243** meeting at Poinciana Elementary School.

January 16th – The Neighborhood Officer Program attended the **City Commission Meeting** at City Hall – Chambers.

January 16th – Officer Paramore attended mandatory SWAT training, at the Palm Beach County Sheriff's Office (PBSO) Firearms facility (20 Mile Bend.)

January 16th – Sergeant Diehl conversed with **Lyndell Thomas**, a community organizer, who requested funding to take children with a passion in the entertainment industry to a movie at the Boynton Beach Cinemark.

January 16th – Sergeant Diehl and Officer Rivera met with Joseph Cassello, CRA Board Member, at the NOP office. Mr. Cassello discussed his displeasure of the Neighborhood Officer Program and his thoughts that the program is not having a tangible effect.

January 16th – Sergeant Diehl met with **Police Administration** after CRA Board Member/Commissioner Cassello's visit to the NOP office.

January 16th – Sergeant Diehl met with **CRA Staff (Executive Director Mike Simon)** after CRA Board Member/Commissioner Cassello's visit to the NOP office.

January 16th – Officer Paramore attended a meeting with the **Boynton Beach Traffic Unit** – the objective of the meeting was to discuss increasing selective enforcements and saturation patrols within the city.

January 17th – Officer Rivera conducted extra patrol at the **Palmetto Greens Park** – during this extra patrol several community interactions.

January 17th – Officer Rivera conducted extra patrol at the **Carolyn Sims Center** – during this extra patrol several community interactions.

January 17th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer** as it monitored southbound traffic in the 1300 block of N. Seacrest Blvd.

January 17th – Officer Paramore attended “**Police Chief Discussion Group D**” in the West Wing of City Hall.

January 17th – Officer Paramore conducted extra patrol of the **Family Dollar** – during this extra patrol several community interactions.

January 17th – Sergeant Diehl met with Willie Aikens, President of the **Heart of Boynton Homeowner’s Association**, at the NOP office. Mr. Aikens spoke about having a carnival-like event in the Heart of Boynton.

January 17th – The Neighborhood Officer Program met with **Reverend Richard Dames, President of the Boynton Beach Coalition of Clergy and Willie Aikens**; after CRA Board Member/Commissioner Cassello’s visit to the NOP office on January 16th.

January 17th – Sergeant Diehl attended “**Police Chief Discussion Group B**” in the West Wing of City Hall.

January 18th – The Neighborhood Officer Program facilitated “**Sweat with a COP**” at Carolyn Sims Center. This program is in collaboration with **Frank Ireland, Carolyn Sims Center Supervisor**; and is designed as a community outreach program to directly have an impact between Law Enforcement and children who reside in the community.

January 18th – The Neighborhood Officer Program attended the **CRA Board Meeting** at City Hall – Chambers.

January 18th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer** as it monitored southbound traffic in the 1300 block of N. Seacrest Blvd.

January 18th – Officer Rivera facilitated/mentored children at Congress Middle School – **Boys in Blue Mentoring Program**.

January 19th – The Neighborhood Officer Program distributed bread and pastries (that were earlier donated by Willie Aikens) within the Heart of Boynton.

January 19th – Officers from the **Neighborhood Officer Program** attended Galaxy Elementary School's "**Law Enforcement Day Luncheon**."

January 19th – Officer Rivera facilitated/mentored one (1) child in the Heart of Boynton – a subsidy of **Boys in Blue Mentoring Program**.

January 19th – Officer Paramore logged in and monitored the **Speed Measurement Trailer** as it monitored southbound traffic in the 1300 block of N. Seacrest Blvd.

January 19th – Officer Paramore and Officer Rivera attended CRA sponsored "**Music on the Rocks**" at the CRA Amphitheater (129 E. Ocean Avenue, Boynton Beach, FL) – our attendance was requested by **CRA Executive Director Mike Simon**.

January 19th – The Neighborhood Officer Program attended **Habitat for Humanity** sponsored "**Ribbon Cutting – Home Dedication Event**" at 235 SW 6th Avenue, Boynton Beach, FL. Our attendance was requested by the **Police Administration**.

January 22nd – Sergeant Diehl met with **Willie Aikens**, President of the **Heart of Boynton Association**; regarding Robert E. Wells Day, CRA Board Members/Commissioner Cassello's remarks at the latest CRA Board Meeting and dropping off office supplies on January 24, 2018.

January 22nd – Sergeant Diehl attended the **Healthier of Boynton Beach – "Community Conversation"** at Carolyn Sims Center.

January 22nd – Sergeant Diehl logged in and monitored the **License Plate Reader/Speed Measurement Trailer**; however, the both were off-line.

January 22nd – Sergeant Diehl attended the **Heart of Boynton – Homeowner’s Association Meeting** at Carolyn Sims Center.

January 22nd – Sergeant Diehl met with **Police Administration** regarding CRA Board Members’ Cassello recent NOP disparaging comments and Segway® usage.

January 23rd – The Neighborhood Officer Program had a meeting with **CRA Staff** regarding marketing the **Neighborhood Officer Program** in future “**Movies in the Park.**”

January 23rd – The Neighborhood Officer Program attended the **Cub Scout Pack #243** meeting at Poinciana Elementary School.

January 23rd – The Neighborhood Officer Program met with **Willie Aikens**, President of the **Heart of Boynton Homeowner’s Association**, at the NOP office. Mr. Aikens provided perishable food to be distributed to families’ in-need in the Heart of Boynton.

January 23rd – Sergeant Diehl logged in and monitored the **License Plate Reader/Speed Measurement Trailer**; however, the both were off-line.

January 23rd – Officer Paramore assisted patrol operations regarding case number 18-004842.

January 23rd – The **Neighborhood Officer Program** distributed bread, pastries, and vegetables (that were earlier donated by Willie Aikens) within the **Heart of Boynton**.

January 23rd – Officer Rivera met w/ **Bernard Wright**, Community Organizer and pastor, regarding the up-coming event – dubbed “**Robert E. Wells Day.**” It should be noted that Officer Rivera was riding the Segway® during this interaction with Mr. Wright.

January 23rd – The Neighborhood Officer Program met with **Mack McCray, Commissioner/CRA Board Member**, regarding CRA Board Member/Commissioner Cassello’s visit to the NOP office.

January 23rd – Officer Paramore went to **Third Street Signs™** regarding the decals/indicia for the Segways® – still not available.

January 23rd – Officer Rivera assisted patrol operations regarding case number 18-004872.

January 23rd – The Neighborhood Officer Program met with **owner/operator and staff of Burk’s Early Learning Center**, following-up from our previous events at this facility and to introduce Officer Rivera as the new NOP officer.

January 24th – The Neighborhood Officer Program attended the “**Early Childhood Leadership Collaborative Meeting**” – hosted by **Bridges of Boynton Beach** located at *Forest Park Elementary School*.

January 24th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 2000 block of NE 1st Lane, Boynton Beach, FL.

January 24th – Sergeant Diehl met with Willie Aikens, President of the **Heart of Boynton Homeowner’s Association**, at the NOP office. Mr. Aikens needed assistance on moving furniture and in-doing so donated office furniture to the Neighborhood Officer Program.

January 24th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored eastbound traffic in the 300 block of SE 23rd Avenue, Boynton Beach, FL.

January 24th – Building Management replaced the toilet in the office after several documented back-ups and plumbing problems in the 2 years of occupancy.

January 24th – Officer Rivera mentored one (1) child at the Boynton Beach City Library.

January 24th – Sergeant Diehl and Officer Paramore facilitated “**Sweat with a COP**” at Carolyn Sims Center. This program is in collaboration with **Frank Ireland, Carolyn Sims Center Supervisor**; and is designed as a community outreach program to directly have an impact between Law Enforcement and children who reside in the community.

January 24th – The Neighborhood Officer Program had a meeting with **CRA Staff** regarding marketing the “**Holiday Tree Lighting Operational Plan – RECAP**” at the CRA office.

January 24th – Officer Paramore met w/ **Bernard Wright**, Community Organizer and Pastor, regarding the up-coming event – dubbed “Robert E. Wells Day.”

January 24th – The Neighborhood Officer Program met with OJ, representing “**Circles of Palm Beach County**” – at *Forest Park Elementary School*. The meeting was to form a partnership between Circles and the Neighborhood Officer Program. Circles of Palm Beach teams volunteer business owners/operators with individuals wanting to achieve life skills/knowledge to better the community.

January 24th – The Neighborhood Officer Program met with CRA Staff and representatives with **VUP Media, Inc.**, regarding scheduling filming a marketing video for the Neighborhood Officer Program. We agreed to schedule interviews in the up-coming week(s).

January 24th – Sergeant Diehl and Officer Paramore assisted patrol operations regarding case number 18-005082.

January 25th – The Neighborhood Officer Program had a meeting with **CRA Staff** regarding marketing the “**Blarney Bash – Operational Plan**” at the CRA office.

January 25th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored eastbound traffic in the 300 block of SE 23rd Avenue, Boynton Beach, FL.

January 25th – Officer Rivera mentored one (1) child at the Boynton Beach City Library.

January 25th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 2000 block of NE 1st Lane, Boynton Beach, FL.

January 25th – Officer Paramore assisted patrol operations regarding case number 18-005232.

January 25th – Officer Rivera facilitated/mentored children at Congress Middle School – **Boys in Blue Mentoring Program**.

January 25th – The Neighborhood Officer Program met with, **Niala Charles**, representing the **Channel 12 News**, at the NOP office. Ms. Charles requested that we provide an interview about the recent shootings and the program; however, **Stephanie Slater-Goldfuss** (Boynton Beach Police Department – Office of Media Relations) declined the interview as it pertains to an on-going criminal investigation. In lieu of interview – **video was taken of officers interacting with children in the community.**

January 26th – Officer Rivera met w/ **Bernard Wright**, Community Organizer and Pastor, regarding the up-coming event – dubbed “Robert E. Wells Day.” It should be noted that during this interaction; Officer Rivera was riding the Segway®.

January 26th – The Neighborhood Officer Program attended **Habitat for Humanity** sponsored “**Home Dedication Event – Women Build**” at 607 SW 1st Street, Boynton Beach, FL.

January 26th – Officer Rivera facilitated/mentored children at Congress Middle School – **Boys in Blue Mentoring Program.**

January 26th – Officer Rivera met w/ **Mack McCray**, CRA Board Member/Commissioner, regarding the up-coming event – dubbed “Robert E. Wells Day.” It should be noted that during this interaction; Officer Rivera was riding the Segway®.

January 26th – Officer Rivera assisted support services after receiving an anonymous tip regarding a vehicle that potentially had firearms therein – reference our case number 18-005232.

January 29th – Sergeant Diehl logged in and monitored the **License Plate Reader/Speed Measurement Trailer**; however, the both were off-line.

January 29th – Sergeant Diehl conversed w/ Sandra DoVale – Fogell, **with VUP Media, Inc.**, regarding scheduling filming a marketing video for the Neighborhood Officer Program. We scheduled interviews for Wednesday, January 31, 2018 at 3:00 p.m.

January 29th – Sergeant Diehl attended the **Quarterly Coalition of Clergy Meeting** at New Disciples Church (223 NE 12th Avenue, Boynton Beach, FL.); however, the meeting was canceled/postponed until Tuesday, January 30, 2018.

January 29th – At the request of **CRA Staff**, Sergeant Diehl compiled a list of deficiencies' that the Neighborhood Officer Office has experienced since February 9, 2016 – a list was created and sent electronically to CRA Staff.

January 29th – Sergeant Diehl attended the **Heart of Boynton – Homeowner's Association Meeting** at Carolyn Sims Center.

January 29th – Sergeant Diehl met with a **walk-in citizen/complainant ("Desiree")**, who resides in the cottages behind the NOP office. The concerned mother wanted information how to report an incident between her son (Reese) and another student which occurred at Freedom Shores Elementary School.

January 29th – The Officer Rivera attended the **Girl Scouts - Troop #20736** meeting at Poinciana Elementary School.

January 29th – Sergeant Diehl met with **Tyrone Harvey**, with the **Heart of Boynton Homeowner's Association**, at the NOP office. Tyrone was reminded to provide an estimate for having an up-coming "pop-up BBQ" – tentatively scheduled for February 10th during the Robert E. Wells Day.

January 29th – Sergeant Diehl assisted patrol operations regarding case number 18-006138.

January 30th – The Neighborhood Officer Program met with **Willie Aikens**, President of the **Heart of Boynton Homeowner's Association**, at the NOP office. Mr. Aikens provided perishable food to be distributed to families' in-need in the Heart of Boynton.

January 30th – The Neighborhood Officer Program attended the **Coalition of Clergy** hosted a Community Meeting at Carolyn Sims Center.

January 30th – Sergeant Diehl had a meeting with **CRA Staff** regarding resident “**Sandra Hoggins** – who resides near/at Cherry Hill Mini-Mart” at the CRA office. The meeting was focused on the crime occurring near/at her residence; but, also sought information about refinancing her home loan. I invited Ms. Hoggins to the Community Meeting at Carolyn Sims Center.

January 30th – Sergeant Diehl facilitated children at the **Galaxy Elementary** (morning) cross-walk. The extra police presence was at the request of CRA Board Member Mack McCray.

January 30th – Sergeant Diehl logged in and monitored the **License Plate Reader/Speed Measurement Trailer**; however, the both were off-line.

January 30th – Sergeant Diehl met with **the walk-in citizen/complainant**, who resides in the cottages behind the NOP office – as follow-up to yesterday’s conversation.

January 30th – The **Neighborhood Officer Program** distributed bread, pastries, and vegetables (that were earlier donated by Willie Aikens) within the **Heart of Boynton** – **four (4) families served**.

January 30th – Officer Paramore went to **Third Street Signs™** regarding the decals/indicia for both Segways’™ – the decals were installed.

January 30th – Officer Rivera mentored one (1) child at the Boynton Beach City Library.

January 31st – Officer Paramore met w/ **Mack McCray**, CRA Board Member/Commissioner, regarding the last evenings **Community Meeting** hosted by **Coalition of Clergy**.

January 31st – The Neighborhood Officer Program Officers met with **VUP Media, Inc.**, regarding scheduling filming a marketing video. We provided three (3) separate interviews for to be used for marketing the Neighborhood Officer Program.

January 31st – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1**; however, the trailer was off-line due to being vandalized – reference our case 18-005154.

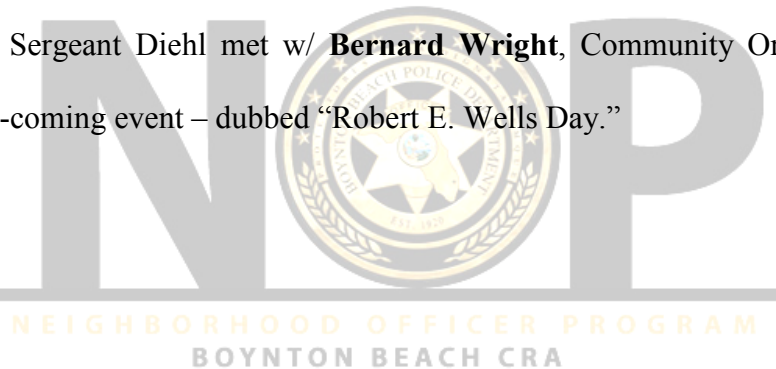
January 31st – The Neighborhood Officer Program facilitated “**Sweat with a COP**” at Carolyn Sims Center. This program is in collaboration with **Frank Ireland, Carolyn Sims Center Supervisor**; and is designed as a community outreach program to directly have an impact between Law Enforcement and children who reside in the community.

January 31st – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored southbound traffic in the 821 NW 4th Street, Boynton Beach, FL.

January 31st – At the request of **Police Administration**; Sergeant Diehl compiled a list of activities that the **Neighborhood Officer Program** conducts. This summary is in preparation for an up-coming meeting with CRA Board Member/Commissioner Cassello, City Manager Lori LaVerriere and Acting Police Chief Kelly Harris.

January 31st – Sergeant Diehl met w/ **Bernard Wright**, Community Organizer and Pastor, regarding the up-coming event – dubbed “Robert E. Wells Day.”

February 2018



February 1st – The Neighborhood Officer Program attended the **Community Redevelopment Agency – Advisory Board (CRAAB)** Meeting at City Chambers; however, after our arrival we learned the meeting was canceled.

February 1st – The Neighborhood Officer Program had a meeting with **CRA Staff** regarding marketing the “**Blarney Bash – Operational Plan**” at the CRA office.

February 1st – Sergeant Diehl conversed with **Willie Aikens**, President of the **Heart of Boynton Homeowner’s Association**, whilst on vacation. Mr. Aikens was coordinating the up-coming “Robert E. Wells Day” and the NOP “pop-up” BBQ.

February 1st – Officer Rivera facilitated/mentored children at Congress Middle School – **Boys in Blue Mentoring Program.**

February 1st – Officer Paramore logged in and monitored the **Speed Measurement Trailer #2** as it monitored southbound traffic in the 821 NW 4th Street, Boynton Beach, FL.

February 1st – Officer Rivera met w/ individuals from the **Heart of Boynton** at Carolyn Sims Center and Cherry Hill Mini-Mart while riding the Segway™.

February 1st – Sergeant Diehl conversed with **Tyrone Harvey**, Member of the **Heart of Boynton Homeowner's Association**, whilst on vacation. Mr. Harvey was coordinating the upcoming “Robert E. Wells Day” and the NOP “pop-up” BBQ.

February 1st – At the request of **Police Administration**; Sergeant Diehl completed and sent a list of activities that the **Neighborhood Officer Program** conducts. This summary is in preparation for an up-coming meeting with CRA Board Member/Commissioner Cassello, City Manager Lori LaVerriere and Acting Police Chief Kelly Harris.

February 1st – Sergeant Diehl and Officer Rivera completed mandatory “**Prisoner Holding Facility**” training via PowerDMS®.

February 2nd – Officer Paramore logged in and monitored the **Speed Measurement Trailer #2** as it monitored southbound traffic in the 821 NW 4th Street, Boynton Beach, FL.

February 2nd – Officer Rivera facilitated/mentored children at Congress Middle School – **Boys in Blue Mentoring Program.**

February 2nd – Officer Paramore attended CRA sponsored “**Movies in the Park**” at the CRA Amphitheater (129 E. Ocean Avenue, Boynton Beach, FL) – our attendance was requested by **CRA Executive Director Mike Simon.**

February 2nd – Officer Rivera assisted patrol operations regarding CAD number 18-009961.

February 2nd – Sergeant Diehl and Officer Rivera attended **“100 days of Dad”** at Poinciana Elementary School. In addition, made available CSI-SmartWater® - **5 kits distributed.**

February 2nd – Officer Paramore completed mandatory **“Prisoner Holding Facility”** training via PowerDMS®.

February 2nd – Officer Rivera mentored one (1) child at the Neighborhood Officer Program Office; as the Boynton Beach City Library was closed.

February 2nd – Officer Paramore partnered with Willie Aikens to post/distribute flyers for the upcoming **“Robert E. Wells Day – Love Festival”** – many of the residents/businesses was accommodating on receiving and posting the flyers.

February 2nd – Officer Paramore met w/ **Frank Ireland** regarding having a community meeting to address the violence occurring in the **Heart of Boynton**. The meeting resulted in having a **“Stop the Violence Forum”** for the youth.

February 5th – Sergeant Diehl compiled **January 2018 notes and photos for the 2nd Quarterly Report (FY 2017/18) for the Neighborhood Officer Program.**

February 5th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored southbound traffic in the 821 NW 4th Street, Boynton Beach, FL.

February 5th – Sergeant Diehl conducted three (3) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

February 5th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 5th – Sergeant Diehl attended the **Heart of Boynton – Homeowner’s Association Meeting** at Carolyn Sims Center.

February 6th – The Neighborhood Officer Program attended the **Cub Scout Pack #243** meeting at Poinciana Elementary School.

February 6th – Officer Rivera attended “**Autism for Law Enforcement**” training at the Davie campus at Broward State Campus.

February 6th – The Neighborhood Officer Program met with **Willie Aikens**, President of the **Heart of Boynton Homeowner’s Association**, at the NOP office. Mr. Aikens provided perishable food to be distributed to families’ in-need in the Heart of Boynton.

February 6th – Officer Paramore met w/ **Bernard Wright**, Community Organizer and Pastor, regarding the up-coming event – dubbed “Robert E. Wells Day.”

February 6th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader/Speed Measurement Trailers #1 and #2**; however, all three were off-line.

February 6th – Sergeant Diehl conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

February 6th – The **Neighborhood Officer Program** distributed bread, pastries, and vegetables (that were earlier donated by Willie Aikens) within the **Heart of Boynton** – **four (4) families** served.

February 6th – Sergeant Diehl and Officer Paramore attended the “**Early Childhood Leadership – Kindergarten Jump Start**” – hosted by **Bridges of Boynton Beach** located at **Forest Park Elementary School**.

February 6th – Sergeant Diehl sent **CRA Staff** a quote for the up-coming “**pop-up**” **BBQ** that is scheduled for February 10th – dubbed “**Robert E. Wells Day**.” The BBQ is scheduled to occur at Carolyn Sims Center.

February 6th – The Officer Paramore attended the “**Crime Prevention Meeting**” – hosted by **Boynton Beach Police Department** located at *Royal Manor*.

February 6th – Officer Paramore mentored “Reese” (6 YOA), who resides in the cottages behind the NOP office. It should be noted that the school bus driver received instructions from Reese’s mother to drop the child at the NOP office if she is running late.

February 6th – Sergeant Diehl and Officer Paramore conversed with Rhonda Holder, representing “**Pathways to Prosperity.**” Pathways to Prosperity requested the NOP to facilitate a community forum that they are hosting – **topic of discussion:** Dialogue to Change – Town Hall Meeting. The meeting was scheduled for February 21, 2018.

February 7th – Officer Rivera assisted patrol operations regarding case number 18-007851.

February 7th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 7th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration.**

February 7th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader/Speed Measurement Trailer #2**; however, these two were off-line.

February 7th – Officer Rivera facilitated/mentored children at Congress Middle School – **Boys in Blue Mentoring Program.**

February 7th – The Neighborhood Officer Program facilitated “**Sweat with a COP**” at Carolyn Sims Center. This program is in collaboration with **Frank Ireland, Carolyn Sims Center Supervisor**; and is designed as a community outreach program to directly have an impact between Law Enforcement and children who reside in the community.

February 7th – The Neighborhood Officer Program met with **Tyrone Harvey and Willie Aikens**, from the **Heart of Boynton Homeowner’s Association**, at the NOP office. Mr. Aikens and Mr. Harvey wanted to speak regarding the “pop-up” BBQ.

February 7th – Sergeant Diehl mentored “Reese” (6 YOA) (with homework), who resides in the cottages behind the NOP office. It should be noted that the school bus driver received instructions from Reese’s mother to drop the child at the NOP office if she is running late.

February 7th – Sergeant Diehl and Officer Paramore conversed with **Frank Ireland**, Carolyn Sims Center, regarding his efforts to organize a **Youth Symposium**. We reiterated our support for any event/meeting that will have an impact between Law Enforcement and children who reside in the community.

February 8th – Officer Rivera mentored one (1) child at the Boynton Beach City Library.

February 8th – Officer Paramore attended **Motorcycle Training** hosted by the Palm Beach County Sheriff’s Office.

February 8th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration**.

February 8th – Officer Rivera conversed with Phil Dailly, **Director of Shot Spotter®**, regarding coordinating a demonstration of their equipment at Riviera Beach Police Department. The demonstration was set for Wednesday, February 14, 2018.

February 8th – The **Neighborhood Officer Program** distributed bread, pastries, and vegetables (that were earlier donated by Willie Aikens) within the **Heart of Boynton** – **one (1) family served**.

February 8th – Officer Rivera attended the “**Fearless Caregiver Conference**” – hosted by **Healthier of Boynton Beach** located at *Carolyn Sims Center*.

February 9th – Officer Rivera facilitated/mentored children at Congress Middle School – **Boys in Blue Mentoring Program.**

February 9th – Sergeant Diehl conversed with **Tyrone Harvey and Willie Aikens**, from the **Heart of Boynton Homeowner's Association**, regarding postponing the “pop-up” BBQ” to another date/time.

February 9th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

February 9th – Officer Rivera facilitated/mentored one (1) child at the Neighborhood Officer Program Office.

February 9th – Sergeant Diehl conversed with Frank Danysh, President of **Adopt-A-Cop USA™**, regarding his efforts to re-organize Adopt-A-Cop USA™. We reiterated our support for the Adopt-A-Cop USA™ program.

February 10th – Sergeant Diehl, Officer Paramore, and Officer Rivera attended the **“Robert E. Wells Day – Love Festival** at Carolyn Sims Center. **It should be noted;** during this event the Neighborhood Officer Program facilitated the event by providing seventy-five (75) individual bags of chips to compliment FREE hamburgers, hotdogs, snow-cones, cotton-candy, and drinks to festival goers. The funding for the hamburger, hotdogs, and drinks was from a private entity.

February 11th – Officer Paramore attended **“3rd Annual Heroes Bowl”** hosted by the Broward Sheriff's Office – located ***Tamarac Sports Complex.***

February 12th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader/Speed Measurement Trailer #2**; however, these two were off-line.

February 12th – Sergeant Diehl attended the **Heart of Boynton – Homeowner's Association Meeting** at Carolyn Sims Center.

February 12th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 12th – Sergeant Diehl and Officer Rivera attended the **Girl Scouts - Troop #20736** meeting at Poinciana Elementary School.

February 12th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

February 12th – Officer Rivera mentored one (1) child at the Boynton Beach City Library.

February 13th – Sergeant Diehl and Officer Rivera met with **Willie Aikens**, President of the **Heart of Boynton Homeowner's Association**, at the NOP office. Mr. Aikens provided perishable food to be distributed to families' in-need in the Heart of Boynton.

February 13th – The Neighborhood Officer Program provided the **Boy Scouts – Pack #224** a tour of the police department and forensic demonstration – our assistance was requested by **Police Administration**.

February 13th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader/Speed Measurement Trailer #2**; however, these two were off-line.

February 13th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

February 13th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 13th – Officer Paramore attended a SWAT Training at 20 mile bend.

February 13th – The **Neighborhood Officer Program** distributed bread, pastries, and vegetables (that were earlier donated by Willie Aikens) within the **Heart of Boynton – four (4) families served.**

February 13th – The Neighborhood Officer Program attended the **CRA Board Meeting** at City Hall – Chambers.

February 14th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader/Speed Measurement Trailer #2**; however, these two were off-line.

February 14th – The Neighborhood Officer Program conducted three (3) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

February 14th – Officer Rivera attended the “**Early Childhood Leadership – Kindergarten Jump Start**” – hosted by **Bridges of Boynton Beach** located at *Forest Park Elementary School.*

February 14th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 14th – The Neighborhood Officer Program Officers met with **VUP Media, Inc.,** regarding scheduling filming a marketing video. Additional footage was taken of the Neighborhood Officer Program and our daily activities.

February 14th – Officer Rivera facilitated children at the **Galaxy Elementary** (morning) cross-walk. The extra police presence was at the request of CRA Board Member Mack McCray.

February 14th – The Neighborhood Officer Program attended an **Adopt-A-Cop USA®** meeting, hosted by Frank Danysh – the meeting was held at Dean Anthony’s Pizzeria (357 N. Congress Avenue, Boynton Beach, FL.)

February 14th – The Neighborhood Officer Program facilitated “**Sweat with a COP**” at Carolyn Sims Center. This program is in collaboration with **Frank Ireland, Carolyn Sims Center Supervisor**; and is designed as a community outreach program to directly have an impact between Law Enforcement and children who reside in the community.

February 14th – Officer Rivera conversed with **Mack McCray, Commissioner/CRA Board Member**, regarding the CRA Board Meeting on February 13, 2018.

February 14th – Officer Paramore met with **Willie Aikens** and **Tyrone Harvey**, members of the **Heart of Boynton Homeowner’s Association**, whilst riding the Segway™. Mr. Aikens and Mr. Harvey spoke highly about the Neighborhood Officer Program and were happy to see officers patrolling the area.

February 14th – Sergeant Diehl and Officer Paramore met w/ **Bernard Wright**, Community Organizer and Pastor, regarding the success of “Robert E. Wells Day.”

February 15th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 15th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

February 15th – Officer Paramore attended a deposition – our case number 17-048523.

February 15th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader/Speed Measurement Trailer #2**; however, these two were off-line.

February 15th – Sergeant Diehl met with **Willie Aikens**, President of the **Heart of Boynton Homeowner’s Association**, at the NOP Office. Mr. Aikens spoke highly about the Neighborhood Officer Program and was wondering ways to add personnel to the successful program.

February 16th – Officer Paramore attended CRA sponsored “**Music on the Rocks**” at the CRA Amphitheater (129 E. Ocean Avenue, Boynton Beach, FL) – our attendance was requested by **CRA Executive Director Mike Simon.**

February 16th – Officer Paramore logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 16th – The Neighborhood Officer Program conducted one (1) extra patrol of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration.**

February 14th – The Neighborhood Officer Program Officers met with **VUP Media, Inc.,** regarding scheduling filming a marketing video. Additional footage was taken of the Neighborhood Officer Program and our daily activities.

February 17th – Sergeant Diehl, Officer Paramore, and Officer Rivera attended the “**Galaxy Elementary STEM Open House**” event. In addition, during this interaction we endeavored to build bridges of cooperation and trust between law enforcement and our next generation of leaders. Moreover, we distributed CSI-SmartWater® - **3 kits distributed.**

February 19th – Sergeant Diehl conversed with **Rhonda Holder**, of **Bridges of Boynton Beach**, regarding the up-coming meeting dubbed “**Dialogue to Change – Town Hall Meeting**” forum. Ms. Holder advised the venue was likely to change to the **Carolyn Sims Center.**

February 20th – Sergeant Diehl facilitated children at the **Galaxy Elementary** (morning) cross-walk. The extra police presence was at the request of CRA Board Member **Mack McCray.**

February 20th – Officer Rivera attended “**First Responders Suicide Prevention**” hosted by the Broward Sheriff’s Office – located in Fort Lauderdale, FL.

February 20th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 20th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

February 20th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

February 20th – Sergeant Diehl and Officer Paramore met with **Willie Aikens**, President of the **Heart of Boynton Homeowner's Association**, at the NOP office. Mr. Aikens provided perishable food to be distributed to families' in-need in the Heart of Boynton.

February 20th – Sergeant Diehl logged in and monitored **Speed Measurement Trailer #2** as it monitored southbound traffic in the 800 block of NW 4th Street, Boynton Beach, FL.

February 20th – Sergeant Diehl and Officer Paramore met with **Leon Jenkins**, Community Organizer, at the NOP Office. Mr. Jenkins expressed interest on partnering with the **Neighborhood Officer Program** on Wednesday's during "Sweat w/ a COP." His goal is to offer FREE mentoring (i.e. academic skills, life skills, and research trips.)

February 20th – The **Neighborhood Officer Program** distributed bread, pastries, and vegetables (that were earlier donated by Willie Aikens) within the **Heart of Boynton – three (3) families served**.

February 20th – The Neighborhood Officer Program attended the **Cub Scout Pack #243** meeting at Poinciana Elementary School.

February 21st – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader/Speed Measurement Trailer #1 & #2**; however, all three LPR's were off-line.

February 21st – The **Neighborhood Officer Program** facilitated a "Dialogue to Change – Town Hall Meeting" forum – hosted by **Bridges of Boynton Beach**. The event was located at *Carolyn Sims Center*.

February 21st – Sergeant Diehl attended a deposition – regarding our case number 17-068708.

February 21st – Officer Rivera attended **“First Responders Suicide Prevention”** hosted by the Broward Sheriff’s Office – located in Fort Lauderdale, FL.

February 21st – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

February 21st – Officer Paramore attended a deposition – reference our case number 17-068708.

February 22nd – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

February 22nd – Officer Rivera attended **“First Responders Suicide Prevention”** hosted by the Broward Sheriff’s Office – located in Fort Lauderdale, FL.

February 22nd – Sergeant Diehl electronically sent the upcoming **“MLK Jr. Boulevard Corridor Community Input Meeting”** to the Heart of Boynton Association.

February 22nd – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 22nd – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

February 22nd – Sergeant Diehl logged in and monitored **Speed Measurement Trailer #2**; however, this LPR was off-line.

February 22nd – Officer Paramore electronically sent the upcoming **“MLK Jr. Boulevard Corridor Community Input Meeting”** to Pastor Richard Dames (**President of the Boynton Beach Coalition of Clergy.**)

February 22nd – Neighborhood Officer Program attended the “**Early Childhood Leadership Committee – Ice Cream for Good Attendance**” – hosted by **Bridges of Boynton Beach** located at *Forest Park Elementary School*.

February 26th – Sergeant Diehl met with Clifford Bell (**Owner/Operator of Bell’s Market**) regarding the upcoming “**MLK Jr. Boulevard Corridor Community Input Meeting**” – Mr. Bell was accommodating on posting the flyers and leaving the handouts on the counter (near/at the cash register.)

February 26th – Sergeant Diehl met with a **walk-in citizen (“Desiree”)**, who resides in the cottages behind the NOP office. The concerned mother (Desiree) wanted to give me a status of her son (“Reese”) who has corrected his behavior issues at school and is doing better. I explained to Desiree and Reese that if his good conduct continues both at home and in school, that I will reward him with a toy or something of the like.

February 26th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

February 26th – Sergeant Diehl met with the manager (**of Z Mart**) regarding the upcoming “**MLK Jr. Boulevard Corridor Community Input Meeting**” – The manager was accommodating on posting the flyers and leaving the handouts on the counter (near/at the cash register.)

February 26th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

February 26th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored northbound traffic in the 3600 S. Seacrest Blvd., Boynton Beach, FL.

February 26th – I logged in and checked the Boynton Beach Police Department **INFORMATIONAL TIP LINE** for any messages pertaining to any **criminal activity**; there were 1 (one) message e.g. a complaint about money missing from a subjects wallet – this was at the request by the **Police Administration**.

February 26th – Sergeant Diehl attended the **Heart of Boynton – Homeowner’s Association Meeting** at Carolyn Sims Center.

February 26th – Sergeant Diehl met with the sales clerk (**at Family Dollar**) regarding the upcoming **“MLK Jr. Boulevard Corridor Community Input Meeting”** – The sales clerk was accommodating on posting the flyers and leaving the handouts on the counter (near/at the cash register.)

February 26th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 26nd – Officer Paramore conversed with Rae Whitley, **Boynton Beach Coalition of Clergy**, regarding partnering with Adopt-A-COP USA to have a Fishing Expedition.

February 26th – Sergeant Diehl distributed fliers for the upcoming **“MLK Jr. Boulevard Corridor Community Input Meeting”** to the citizenry in the Heart of Boynton – our assistance was requested by **CRA Staff** and **CRA Board Chair Grant**.

February 27th – Sergeant Diehl facilitated children at the **Galaxy Elementary** (morning) cross-walk. The extra police presence was at the request of CRA Board Member Mack McCray.

February 27th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

February 27th – Sergeant Diehl and Officer Paramore met with **Willie Aikens**, President of the **Heart of Boynton Homeowner’s Association**, at the NOP office. Mr. Aikens provided perishable food to be distributed to families’ in-need in the Heart of Boynton.

January 27th – The **Neighborhood Officer Program** facilitated the “**Construction/Trades Hiring Event**” at Carolyn Sims Center.

February 27th – Sergeant Diehl and Officer Rivera attended “**Shot Spotter Demonstration**” at the Riviera Beach Police Department – This was part of Officer Rivera’s SMART Goals.

February 27th – The **Neighborhood Officer Program** distributed fliers for the upcoming “**MLK Jr. Boulevard Corridor Community Input Meeting**” to the citizenry of the Heart of Boynton and Cherry Hill Mini-Mart – our assistance was requested by **CRA Staff** and **CRA Board Chair Grant**.

February 27th – The Neighborhood Officer Program conducted three (3) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

February 27th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored northbound traffic in the 3600 S. Seacrest Blvd., Boynton Beach, FL.

February 27th – The **Neighborhood Officer Program** distributed bread, pastries, and vegetables (that were earlier donated by Willie Aikens) within the **Heart of Boynton** – **five (5) families served**.

February 27th – The **Neighborhood Officer Program** donated clothes to the **VetsVille Cease Fire House Inc.** – located at 291 NE 19th Avenue, Boynton Beach, FL.

February 27th – Officer Rivera met with Ms. Bell (**Owner/Operator of Cherry Hill Mini-Mart**) regarding the upcoming “**MLK Jr. Boulevard Corridor Community Input Meeting**” – The owner/operator was accommodating on posting the flyers and leaving the handouts on the counter (near/at the cash register.)

February 27th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 27th – Sergeant Diehl conversed with **Steven Grant, Mayor/CRA Board Chair**, regarding the condition of the NOP office.

February 27th – Officer Rivera mentored one (1) child at the Boynton Beach City Library.

February 27th – The Neighborhood Officer Program attended the **Cub Scout Pack #243** meeting at Poinciana Elementary School.

February 27th – The Neighborhood Officer Program had a meeting with **CRA Staff** regarding up-coming event dubbed **“Blarney Bash.”**

February 28th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored northbound traffic in the 3600 S. Seacrest Blvd., Boynton Beach, FL.

February 28th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

February 28th – Officer Rivera conducted extra patrol at the **Palmetto Greens Park** – during this extra patrol several community interactions.

February 28th – The **Neighborhood Officer Program** attended the **“Early Childhood Leadership Committee – Congratulatory Video Production”** – hosted by **Bridges of Boynton Beach** located at **Forest Park Elementary School.**

February 28th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

February 28th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

February 28th – Officer Rivera conducted extra patrol at the **Family Dollar** – during this extra patrol several community interactions.

February 28th – I logged in and checked the Boynton Beach Police Department **INFORMATIONAL TIP LINE** for any messages pertaining to any **criminal activity**; there were 0 (zero) messages – this was at the request by the **Police Administration**.

February 28th – Sergeant Diehl completed annual evaluations for Officers Paramore and Rivera for term of March 1, 2017 through February 28, 2018.

March 2018

March 1st – The Neighborhood Officer Program attended the **Community Redevelopment Agency – Advisory Board (CRAAB) Meeting** at City Hall – Chambers.

March 1st – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

March 1st – The Neighborhood Officer Program conducted three (3) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration**.

March 1st – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 1st – The Neighborhood Officer Program attended the “**MLK Jr. Boulevard Corridor Community Input Meeting**” at City Hall – Chambers.

March 1st – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored northbound traffic in the 3600 S. Seacrest Blvd., Boynton Beach, FL.

March 1st – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration**.

March 2nd – Sergeant Diehl attended the **Heart of Boynton – Fish Fry Fundraiser** at 201 NE 6th Avenue, Boynton Beach, FL.

March 2nd – Officer Paramore logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 2nd – Officer Paramore attended CRA sponsored “**Movies in the Park**” at the CRA Amphitheater (129 E. Ocean Avenue, Boynton Beach, FL) – our attendance was requested by **CRA Executive Director Mike Simon.**

March 2nd – Officer Paramore logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

March 2nd – The Neighborhood Officer Program conducted one (1) extra patrol of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration.**

March 2nd – Officer Paramore logged in and monitored the **Speed Measurement Trailer #2** as it monitored northbound traffic in the 3600 S. Seacrest Blvd., Boynton Beach, FL.

March 2nd – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration.**

March 5th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration.**

March 5th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader and Speed Measurement Trailer #2**; however, both LPR’s were off-line.

March 5th – Sergeant Diehl attended the **Heart of Boynton – Homeowner’s Association Meeting** at Carolyn Sims Center.

March 5th – I logged in and checked the Boynton Beach Police Department **INFORMATIONAL TIP LINE** for any messages pertaining to the **Heart of Boynton**; there were 0 (zero) messages – this was at the request by the **Police Administration**.

March 5th – Sergeant Diehl conversed with **Willie Aikens**, President of the **Heart of Boynton Homeowner's Association**, regarding the status of the NOP office repairs.

March 5th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 5th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 5th – Sergeant Diehl assisted children at **Galaxy Elementary** (after school) traffic and school bus loop. The extra police presence was at the request of crossing guard Ernest; who relayed earlier in the week that several drivers were making illegal U-Turns in the middle of the road causing a hazardous situation for the children in the cross-walk.

March 6th – Officer Rivera and Officer Paramore met with **Willie Aikens**, President of the **Heart of Boynton Homeowner's Association**, at the NOP office. Mr. Aikens provided perishable food to be distributed to families' in-need in the Heart of Boynton.

March 6th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 6th – The Neighborhood Officer Program conducted three (3) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 6th – Officer Rivera assisted patrol operations regarding case number 18-013320 – recovery of a stolen vehicle at Palmetto Greens Park.

March 6th – The **Neighborhood Officer Program** distributed bread, pastries, and vegetables (that were earlier donated by Willie Aikens) within the **Heart of Boynton – two (2) families served.**

March 6th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

March 6th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader and Speed Measurement Trailer #2**; however, both LPR's were off-line.

March 6th – The Neighborhood Officer Program attended the **Cub Scout Pack #243** meeting at Poinciana Elementary School.

March 6th – Officer Paramore assisted patrol operations regarding case number 18-013324 – recovery of a stolen vehicle on NE 12th Avenue, Boynton Beach, FL.

March 7th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

March 7th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 7th – Sergeant Diehl assisted children at **Poinciana Elementary** (after school) traffic pick-up loop – I positioned myself at Carolyn Sims Center to review the exiting vehicles.

March 7th – The Neighborhood Officer Program facilitated “**Sweat with a COP**” at Carolyn Sims Center. This program is in collaboration with **Frank Ireland, Carolyn Sims Center Supervisor**; and is designed as a community outreach program to directly have an impact between Law Enforcement and children who reside in the community.

March 7th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader and Speed Measurement Trailer #2**; however, both LPR's were off-line.

March 7th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 7th – Officer Paramore attended the mandatory Annual Physical – located at the City Clinic on E. Woolbright Road, Boynton Beach, FL.

March 7th – Officer Paramore assisted patrol operations regarding case number 18-013471 – home invasion and robbery at 3461 Ocean Parkway, Boynton Beach, FL.

March 7th – The Neighborhood Officer Program mentored children at the **Burk's Early Center** located at 510 SE 2nd Street, Boynton Beach, FL.

March 7th – Sergeant Diehl assisted children at **Galaxy Elementary** (after school) traffic and school bus loop. The extra police presence was at the request of crossing guard Ernest; who relayed earlier in the week that several drivers were making illegal U-Turns in the middle of the road causing a hazardous situation for the children in the cross-walk.

March 7th – Sergeant Diehl assisted patrol operations regarding case number 18-013539 – suspicious person at 217 N. Federal Highway, Boynton Beach, FL.

March 8th – The Neighborhood Officer Program conducted three (3) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 8th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 8th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

March 8th – I logged in and checked the Boynton Beach Police Department **INFORMATIONAL TIP LINE** for any messages pertaining to the **Heart of Boynton**; there were 0 (zero) messages – this was at the request by the **Police Administration**.

March 8th – Officer Paramore attended SWAT training.

March 8th – The Neighborhood Officer Program conducted three (3) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 8th – Officer Rivera attended a deposition – reference our case number 17-068708.

March 8th – The **Neighborhood Officer Program** attended the “**Early Childhood Leadership Committee Meeting**” – hosted by **Bridges of Boynton Beach** located at *Forest Park Elementary School*.

March 8th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored southbound traffic in the 3600 S. Seacrest Blvd., Boynton Beach, FL.

March 8th – At the request of **CRA Staff**; Sergeant Diehl compiled a list of activities and SMART Goals that the **Neighborhood Officer Program** conducted for CY 2017 – this is for the CRA Annual Report.

March 8th – Officer Rivera mentored one (1) child at the Boynton Beach City Library.

March 9th – Officer Rivera conducted extra patrol at the **Palmetto Greens Park** – during this extra patrol several community interactions.

March 9th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 9th – Officer Rivera attended a meeting with **City of Boynton Beach Human Resources** – for some type of investigation.

March 9th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 9th – The Neighborhood Officer Program facilitated and assisted with traffic control for **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **Crystal Spears of Habitat for Humanity**.

March 9th – Officer Rivera assisted patrol operations regarding case number 18-013881 – suspicious person at 119 NW 10th Avenue, Boynton Beach, FL.

March 12th – Sergeant Diehl assisted children at **Galaxy Elementary** (after school) traffic and school bus loop. The extra police presence was at the request of crossing guard Ernest; who relayed earlier in the week that several drivers were making illegal U-Turns in the middle of the road causing a hazardous situation for the children in the cross-walk.

March 12th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 12th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 12th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

March 12th – Sergeant Diehl assisted children at **Poinciana Elementary** (after school) traffic pick-up loop – I positioned myself in the parent pick-up/drop-off loop to review the vehicles.

March 12th – Sergeant Diehl attended the **Boynton Beach Coalition of Clergy Community Meeting** at Carolyn Sims Center.

March 12th – Officer Rivera attended the **Girl Scouts - Troop #20736** meeting at Poinciana Elementary School.

March 12th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored northbound traffic in the 3600 S. Seacrest Blvd., Boynton Beach, FL.

March 12th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 13th – Officer Paramore attended SWAT training.

March 13th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 13th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 13th – The Neighborhood Officer Program attended the **CRA Board Meeting** at City Hall – Chambers.

March 13th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 13th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

March 13th – Sergeant Diehl assisted children at **Poinciana Elementary** (after school) traffic pick-up loop – I positioned myself in the parent pick-up/drop-off loop to review the vehicles.

March 13th – Sergeant Diehl and Officer Paramore attended the **Community Redevelopment Agency Meeting** at City Hall – Chambers.

March 13th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored northbound traffic in the 3600 S. Seacrest Blvd., Boynton Beach, FL.

March 13th – Sergeant Diehl attended the **Cub Scout Pack #243** meeting at Poinciana Elementary School.

March 13th – Sergeant Diehl assisted children at **Galaxy Elementary** (after school) traffic and school bus loop. The extra police presence was at the request of crossing guard Ernest; who relayed earlier in the week that several drivers were making illegal U-Turns in the middle of the road causing a hazardous situation for the children in the cross-walk.

March 14th – Officer Rivera attended “**Effective Strategies for Communicating with People Who are Deaf or Hard of Hearing and Others with Access and Functional Needs**” hosted by Saint Petersburg College – located at Fire Station 5 (2080 High Ridge Road, Boynton Beach, FL).

March 14th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration.**

March 14th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 14th – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration.**

March 14th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

March 14th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored northbound traffic in the 3600 S. Seacrest Blvd., Boynton Beach, FL.

March 14th – The Neighborhood Officer Program facilitated “**Sweat with a COP**” at Carolyn Sims Center. This program is in collaboration with **Frank Ireland, Carolyn Sims Center Supervisor**; and is designed as a community outreach program to directly have an impact between Law Enforcement and children who reside in the community.

March 15th – Officer Rivera attended “**Effective Strategies for Communicating with People Who are Deaf or Hard of Hearing and Others with Access and Functional Needs**” hosted by Saint Petersburg College – located at Fire Station 5 (2080 High Ridge Road, Boynton Beach, FL).

March 15th – Officer Paramore conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 15th – Officer Paramore logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 15th – Officer Paramore conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 15th – Officer Paramore logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

March 15th – Officer Paramore attended **Galaxy Elementary School – Field Day** event – our attendance was requested by **Police Administration**.

March 15th – Officer Paramore logged in and monitored the **Speed Measurement Trailer #2** as it monitored northbound traffic in the 3600 S. Seacrest Blvd., Boynton Beach, FL.

March 16th – The “**Music on the Rocks**” event at the CRA Amphitheater (129 E. Ocean Avenue, Boynton Beach, FL) – was canceled in preparation for Blarney Bash.

March 16th – Officer Rivera conducted one (1) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 16th – Officer Rivera attended **Galaxy Elementary School – Field Day** event – our attendance was requested by **Police Administration**.

March 16th – Officer Rivera mentored children at Congress Middle School – **“Boys in Blue Mentoring Program.”**

March 16th – Officer Rivera conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 16th – Officer Rivera visited the children at **Burk’s Early Learning Center**.

March 16th – Officer Rivera mentored one (1) child at the child’s home – typically mentors at City Library; however, the library was closed.

March 16th – Officer Rivera assisted patrol operations regarding case number 18-015121 – suspicious incident.

March 17th – Sergeant Diehl, Officer Paramore, and Officer Rivera attended the City of Boynton Beach – **4th Annual Blarney Bash**. **It should be noted**, that due to manpower shortage – Sergeant Diehl, Officer Paramore and Officer Rivera were mandated/re-assigned to festival security.

March 17th – Sergeant Diehl assisted patrol operations regarding case number 18-015399 – suspicious incident/disturbance.

March 19th – Sergeant Diehl attended the **Heart of Boynton – Homeowner’s Association Meeting** at Carolyn Sims Center.

March 19th – Sergeant Diehl conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 19th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 19th – Sergeant Diehl conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 19th – Sergeant Diehl logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

March 19th – Sergeant Diehl logged in and monitored the **Speed Measurement Trailer #2** as it monitored northbound traffic in the 3600 S. Seacrest Blvd., Boynton Beach, FL.

March 19th – Sergeant Diehl attended the **Healthier of Boynton Community Forum/Conversation** at Carolyn Sims Center.

March 20th – Officer Paramore logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

March 20th – The Neighborhood Officer Program met with **Willie Aikens**, President of the **Heart of Boynton Homeowner's Association**, at the NOP office. Mr. Aikens provided perishable food to be distributed to families' in-need in the Heart of Boynton.

March 20th – The Neighborhood Officer Program conducted one (1) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration**.

March 20th – Officer Paramore logged in and monitored **Speed Measurement Trailer #2** as it monitored southbound traffic in the 3600 block of S. Seacrest Blvd., Boynton Beach, FL.

March 20th – The **Neighborhood Officer Program** distributed bread, pastries, and vegetables (that were earlier donated by Willie Aikens) within the **Heart of Boynton – three (3) families served.**

March 20th – Officer Paramore logged in and monitored **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 20th – The Neighborhood Officer Program conducted one (1) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration.**

March 20th – Officer Rivera conducted one (1) separate extra patrol of **Galaxy Park** located at **461 W. Boynton Beach Blvd.**

March 21st – Officer Paramore logged in and monitored the **Mobile License Plate Reader**; however, this LPR was off-line.

March 21st – The Neighborhood Officer Program conducted one (1) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration.**

March 21st – Officer Paramore logged in and monitored **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 21st – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration.**

March 21st – Officer Rivera mentored one (1) child at the Boynton Beach City Library.

March 21st – Officer Rivera mentored the children who attended **Burk's Early Learning Center** – located at **510 NE 2nd Street, Boynton Beach, FL.**

March 21st – The Neighborhood Officer Program conducted one (1) separate extra patrol of **Palmetto Greens Park** located at **500 block of NE 13th Avenue, Boynton Beach, FL.**

March 22nd – The Neighborhood Officer Program conducted one (1) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

March 22nd – Officer Paramore logged in and monitored **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 22nd – Officer Rivera attended “**Developing Millennials in Your Workplace**” hosted by the Palm Beach County Sheriff’s Office – located in West Palm Beach, FL.

March 22nd – Officer Paramore logged in and monitored the **Mobile License Plate Reader and Speed Measurement Trailer #2**; however, both LPR’s were off-line.

March 22nd – Officer Rivera mentored the children who attended **Burk’s Early Learning Center** – located at **510 NE 2nd Street, Boynton Beach, FL.**

March 22nd – The Neighborhood Officer Program conducted one (1) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

March 22nd – Officer Rivera provided, Alexandra Seltzer, representing the **Palm Beach Post®**, an interview regarding law enforcement’s approach to school-age children – post-Parkland shooting (occurred on 2/14).

March 22nd – Officer Rivera mentored one (1) child at the Boynton Beach City Library.

March 23rd – The Neighborhood Officer Program conducted one (1) separate extra patrol of **Palmetto Greens Park** located at **500 block of NE 13th Avenue, Boynton Beach, FL.**

March 23rd – Officer Paramore logged in and monitored the **Mobile License Plate Reader and Speed Measurement Trailer #2**; however, all three LPR’s were off-line.

March 23rd – Officer Rivera mentored the children who attended **Burk’s Early Learning Center** – located at **510 NE 2nd Street, Boynton Beach, FL.**

March 23rd – The Neighborhood Officer Program conducted one (1) separate extra patrol of **Family Dollar™** located at **100 E. MLK Blvd., Boynton Beach, FL.**

March 23rd – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

March 23rd – The Neighborhood Officer Program conducted two (2) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

March 23rd – Officer Paramore logged in and monitored **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 23rd – The Neighborhood Officer Program conducted one (1) separate extra patrol of **Palmetto Greens Park** located at **461 W. Boynton Beach Blvd., Boynton Beach, FL.**

March 23rd – The Neighborhood Officer Program met with **CRA Staff** to recap the “**Blarney Bash**” event.

March 24th – Officer Paramore attended the **Boynton Beach Police Department’s K-9 Competition** at the Boynton Beach High School.

March 27th – The Neighborhood Officer Program met with **Willie Aikens**, President of the **Heart of Boynton Homeowner’s Association**, at the NOP office. Mr. Aikens provided perishable food to be distributed to families’ in-need in the Heart of Boynton.

March 27th – The Neighborhood Officer Program conducted one (1) separate extra patrol of **Palmetto Greens Park** located at **500 block of NE 13th Avenue, Boynton Beach, FL.**

March 27th – Officer Rivera logged in and monitored the **Mobile License Plate Reader and Speed Measurement Trailer #2**; however, all three LPR's were off-line.

March 27th – The Neighborhood Officer Program conducted one (1) separate extra patrol of **Family Dollar™** located at **100 E. MLK Blvd., Boynton Beach, FL.**

March 27th – The Neighborhood Officer Program provided the **Boy Scouts – Pack #243** a tour of the police department and provided a forensic demonstration.

March 27th – The Neighborhood Officer Program conducted one (1) extra patrol of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

March 27th – Officer Paramore attended SWAT training.

March 27th – The **Neighborhood Officer Program** distributed bread, pastries, and vegetables (that were earlier donated by Willie Aikens) within the **Heart of Boynton** – **four (4) families** served.

March 27th – The Neighborhood Officer Program conducted one (1) extra patrol of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

March 27th – Officer Rivera logged in and monitored **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 N. Seacrest Blvd., Boynton Beach, FL.

March 28th – Officer Paramore logged in and monitored the **Mobile License Plate Reader and Speed Measurement Trailer #2**; however, both LPR's were off-line.

March 28th – The Neighborhood Officer Program facilitated “**Sweat with a COP**” at Carolyn Sims Center. This program is in collaboration with **Frank Ireland, Carolyn Sims Center Supervisor**; and is designed as a community outreach program to directly have an impact between Law Enforcement and children who reside in the community.

March 28th – The Neighborhood Officer Program facilitated a “**Dialogue to Change – Town Hall Meeting**” – hosted by **Bridges of Boynton Beach**. The event was located at *Carolyn Sims Center*.

March 28th – Officer Rivera mentored the children who attended **Burk’s Early Learning Center** – located at **510 NE 2nd Street, Boynton Beach, FL**.

March 28th – The Neighborhood Officer Program conducted one (1) extra patrol of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration**.

March 28th – Officer Rivera conducted one (1) separate extra patrol of **Palmetto Greens Park** located at **500 block of NE 13th Avenue, Boynton Beach, FL**.

March 29th – Officer Paramore logged in and monitored the **Mobile License Plate Reader and Speed Measurement Trailer #2**; however, both LPR’s were off-line.

March 29th – The Neighborhood Officer Program conducted one (1) extra patrol of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration**.

March 29th – The Neighborhood Officer Program conducted one (1) separate extra patrol of **Palmetto Greens Park** located at **500 block of NE 13th Avenue, Boynton Beach, FL**.

March 29th – Officer Paramore logged in and monitored **Speed Measurement Trailer #1** as it monitored southbound traffic in the 1300 block of N. Seacrest Blvd., Boynton Beach, FL.

March 29th – The Neighborhood Officer Program conducted one (1) separate extra patrols of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon and Police Administration**.

March 29th – Officer Rivera mentored the children who attended **Burk’s Early Learning Center** – located at **510 NE 2nd Street, Boynton Beach, FL**.

March 30th – Officer Rivera conducted one (1) separate extra patrol of **Palmetto Greens Park** located at **500 block of NE 13th Avenue, Boynton Beach, FL.**

March 30th – Officer Rivera conducted one (1) separate extra patrol of **Galaxy Park** located at **461 W. Boynton Beach Blvd., Boynton Beach, FL.**

March 30th – Officer Rivera conducted one (1) separate extra patrol of the **Avirom Survey Crew** located at **Sara Sims Park** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

March 30th – Officer Rivera conducted one (1) separate extra patrol of **Cherry Hill Mini-Mart** located at **1203 NW 4th Street, Boynton Beach, FL.**

March 30th – Officer Rivera conducted one (1) separate extra patrol of the **Habitat for Humanity** located at **117 NW 10th Avenue** – our attendance was requested by **CRA Executive Director Mike Simon** and **Police Administration.**

March 30th – Officer Rivera conducted one (1) separate extra patrol of **ZMart** located at **1001 N. Seacrest Blvd., Boynton Beach, FL.**

March 30th – Officer Rivera assisted patrol operations regarding case number 18-017718.

Segway™ Log

SEGWAY™ DATA as of January 23, 2018



SEGWAY™ DATA as of April 2, 2018

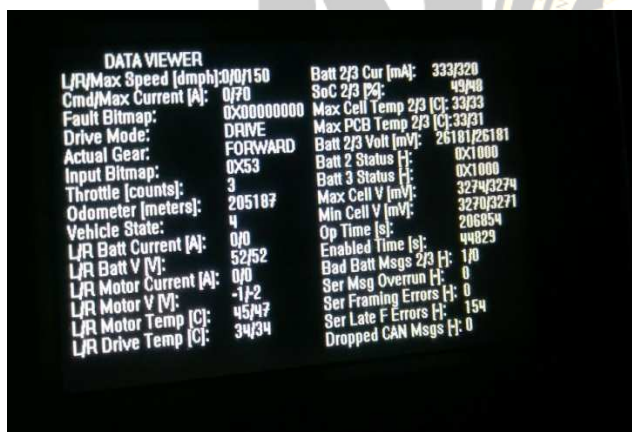


Odometer (meters): 253506 or 157 miles

Odometer (meters): 323301 or 200 miles

Enabled Time: 42370 minutes or 706 hours

Enabled Time: 54812 minutes or 913 hours



Odometer (meters): 205187 or 127 miles

Odometer (meters): 274826 or 170 miles

Enabled Time: 44829 minutes or 747 hours

Enabled Time: 55755 minutes or 929 hours

Neighborhood Officer Program Photos



2018 MLK Celebration of Unity



2018 MLK Celebration of Unity



2018 MLK Celebration of Unity



Cub Scout – Pack #100 Tour of the PD



Cub Scout – Pack #100 Tour of the PD

NEIGHBORHOOD OFFICE
BOYNTON BEACH



Cub Scout – Pack #100 Crime Scene Presentation



Cub Scout – Pack #100 Crime Scene Presentation



Reading w/ children at Poinciana Elementary



Boys in Blue – Meeting with Teacher



Cub Scout – Pack #243



Mentoring children at Congress Middle – Boys in Blue



Mentoring children at Congress Middle – Boys in Blue



Sweat w/ a Cop at Sims Center



Sweat w/ a Cop



Habitat for Humanity – Home Dedication



Galaxy Elementary – Law Enforcement Day

NEIGHBORHOOD OFFICER PROGRAM



Galaxy Elementary – Law Enforcement Day



Galaxy Elementary – Law Enforcement Luncheon



Galaxy Elementary – Law Enforcement Luncheon

Galaxy Elementary – Law Enforcement Day



Galaxy Elementary – Law Enforcement Day – Lisa Steele Principal



Galaxy Elementary – Law Enforcement Day



Galaxy Elementary – Law Enforcement Day



NEIGHBORHOOD OFFICE Sweat w/ a COP at Carolyn Sims Center
BOYNTON BEACH CRA



Sweat w/ a COP at Sims Center



Sweat w/ a COP at Sims Center



Cub Scout – Pack #243 at Poinciana Elementary



Read/Mentoring a Child at Library



“Boys in Blue” Mentoring at Congress Middle



“Boys in Blue” Mentoring at Congress Middle



Habitat for Humanity – Home Dedication



Habitat for Humanity – Women Build



Habitat for Humanity – Women Build



“Boys in Blue” Mentoring at Congress Middle



“Boys in Blue” Mentoring at Congress Middle



NEI Girl Scout Troop #20736 at Poinciana
BOYNTON BEACH CRA



Segway® w/ new CRA indicia

Community Meeting hosted by Coalition of Clergy



Community Meeting at Carolyn Sims

BOYNTON BEACH CRA



Community Meeting hosted by Coalition of Clergy at Carolyn Sims Center



Food Distribution in the Heart of Boynton



Sweat w/ a COP at Carolyn Sims Center



100 Days of Dad at Poinciana Elementary



100 Days of Dad at Poinciana Elementary



Harley (therapy dog) at 100 Days of Dad

Thank you Stephanie Slater for
Setting it up with our PTA.
Thank you to Det Labbe for bringing
Harley. The kids loved her. Also
to Sgt. Henry Diehl + Officer Jiverat
Riversa for always stepping up +
hanging out with the kids. We
appreciate all you guys do
— Thank you

Love The
Poinciana
Family

Dear Baynton Beach Police
Dept.,

You made
my heart
so happy!

Thank you so much for
attending our 100 days of Dad
Event. It's always a pleasure
to see Harley and her person.
The kids love to meet +
interact with the dogs + officers
alike.

Thank You Note from Poinciana Elementary School



Distribution of “Robert E. Wells Day” fliers



Boys in Blue Mentoring at Congress Middle



Sweat w/ a COP at Carolyn Sims Center

Boys in Blue Mentoring at Congress Middle



Sweat w/ a COP at Carolyn Sims Center

NEIGHBORHOOD OFFICER PROGRAM
BOYNTON BEACH CRA

Sweat w/ a COP at Carolyn Sims Center





Robert E. Wells Love Festival at Carolyn Sims



Robert E. Wells Love Festival at Carolyn Sims



Robert E. Wells Love Festival at Carolyn Sims



Robert E. Wells Day – Cotton Candy and Snow Cone Making



Boys in Blue at Congress Middle



Burk's Early Learning Center



Girl Scouts at Poinciana Elementary



Tutoring a Child at City Library



Galaxy Elementary STEM Open House



Galaxy Elementary STEM Open House

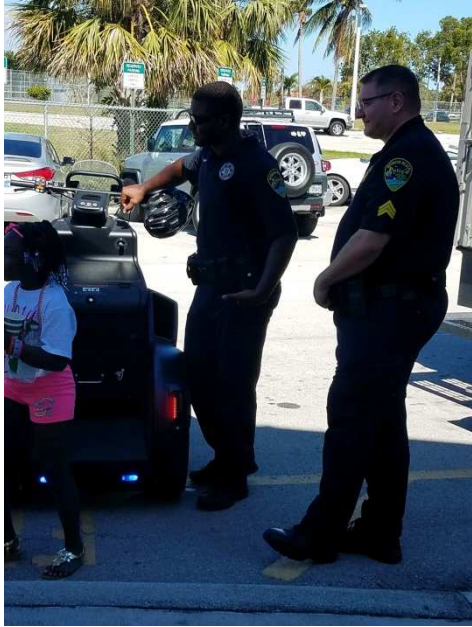


Galaxy Elementary STEM Open House

BOYNTON BEACH CRA



Galaxy Elementary STEM Open House



Galaxy Elementary STEM Open House



Clothing Donation to VetsVile Home



Dialogue to Change Forum at Carolyn Sims Center



Burk's Early Learning Center



Sweat w/ a COP



Sweat w/ a COP



Community Meeting hosted by Coalition of Clergy at Carolyn Sims Center



Galaxy Elementary – Spring Break Field Day #1



Galaxy Elementary – Spring Break Field Day #1



Galaxy Elementary – Spring Break Field Day #1



Galaxy Elementary – Spring Break Field Day #1



Galaxy Elementary – Spring Break Field Day #1



Galaxy Elementary – Spring Break Field Day #2



Galaxy Elementary – Spring Break Field Day #2





Burks' Early Learning Center – Child Mentoring



Heart of Boynton Assn. – Fish Fry



Heart of Boynton Assn. – Fish Fry



Heart of Boynton Assn. – Fish Fry



Habitat for Humanity Home @ 117 NW 10th Avenue



Cub Scout Pack #243 PD Tour



Cub Scout Pack #243 PD Tour



Cub Scout Pack #243 PD Tour



Child Mentoring at Burk's ELC



Child Mentoring at Burk's ELC



Child Mentoring at Burk's ELC



Child Mentoring at Burk's ELC



Child Mentoring at Burk's ELC



Sweat w/ a COP at Carolyn Sims Center



Sweat w/ a COP at Carolyn Sims Center







BOYNTON BEACH INCIDENTS - 01/01/2018 TO 03/31/2018

All Incident Types

Reporting Areas Selected: 301, 302, 305, 306

For: All Days of the Week with No Time Restrictions, Excluding All Filtered Addresses



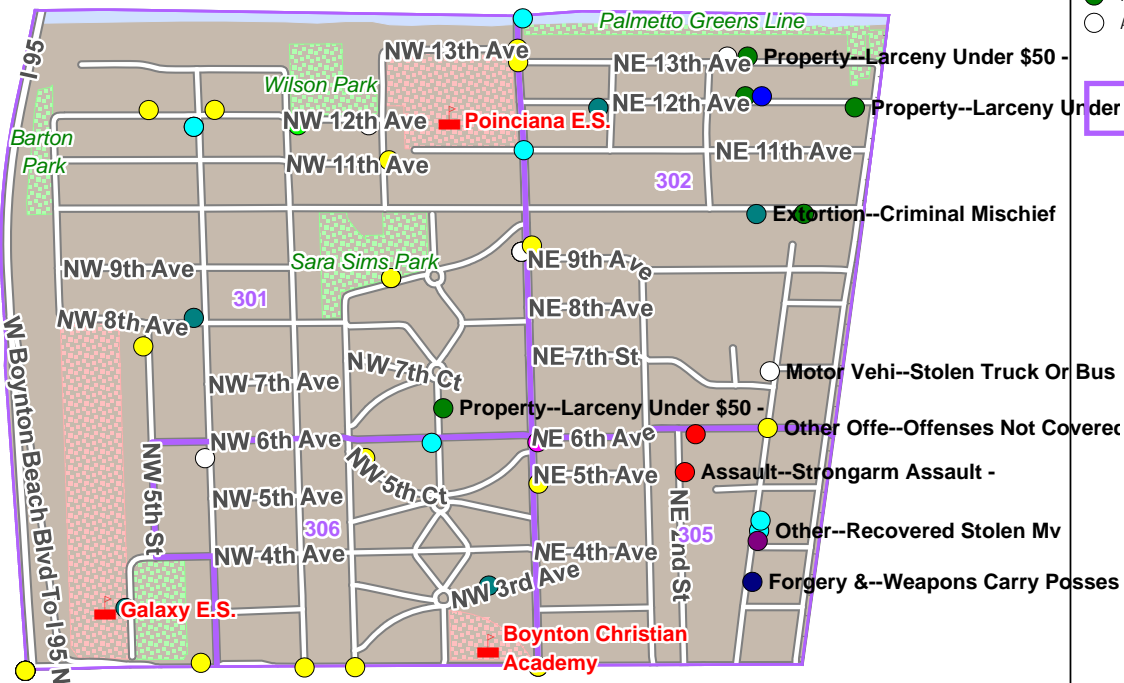
LEGEND

Incident Types

Total Incidents Selected = 58

- Assault--Strongarm Assault - (2)
- Extortion--Criminal Mischief (5)
- Forgery &--Weapons Carry Posses (3)
- Motor Vehi--Stolen Automobile (3)
- Other Offe--Offenses Not Covered (20)
- Other--Recovered Stolen Mv (6)
- Possess Ma--Possession Of Mariju (2)
- Possess Op--Possession Of Opium/ (2)
- Possession--Loitering And Curfew (2)
- Property--Forcible Entry - Non (1)
- Property--Forcible Entry - Res (1)
- Property--Larceny Under \$50 - (5)
- All Others (6)

Reporting Areas



Scale: 1 inch = 1,095 feet

Map Produced on 04/02/2018
By CrimeInfo™ Version 11

CRA Neighborhood Policing Program - FY 2017-2018

Category	Quantity	Actual Cost per Unit	Subtotal	Notes
Personnel				
Sergeant Salary & Incentive(Diehl)	1	\$ 90,500	\$ 90,500	Salary, Education Incentive
Sergeant Benefits-Pension	1	\$ 43,000	\$ 43,000	Pension
Sergeant Benefits	1	\$ 15,755	\$ 15,755	Healthcare, Dental, Vision, Fica
Officer Salary & Incentive(Paramore)	1	\$ 61,250	\$ 61,250	Salary, Education Incentive
Officer Benefits-Pension	1	\$ 29,100	\$ 29,100	Pension
Officer Benefits	1	\$ 13,335	\$ 13,335	Healthcare, Dental, Vision, Fica
Officer Salary & Incentive(NEW)	1	\$ 50,000	\$ 50,000	Salary, Education Incentive
Officer Benefits-Pension	1	\$ 23,750	\$ 23,750	Pension
Officer Benefits	1	\$ 13,335	\$ 13,335	Healthcare, Dental, Vision, Fica
		\$ -	\$ -	
			\$ 340,025	Personnel Costs Total
Equipment				
Radio and Related Equipment	1	\$ 2,000	\$ 2,000	
Bike Rack	1	\$ 250	\$ 250	
Misc. Equipment - As needed	1	\$ 2,500	\$ 2,500	
			\$ -	
			\$ 4,750	Equipment Costs Total
Office Expenses				
Cell Phones Service Plan	3	\$ 675	\$ 2,025	
Office Supplies	1	\$ 2,000	\$ 2,000	Paper, Pens etc.
Office Cleaning	1	\$ 1,500	\$ 1,500	
Misc. Supplies	12	\$ 125	\$ 1,500	
Printer-Copier-Scanner	1	\$ 1,000	\$ 1,000	For Community Events
			\$ 8,025	Office Expenses Total
Total Proposed Program Expenses			\$ 352,800	

Promotional/Marketing \$ 7,500

Contingency \$ 11,700

ILA Amount for FY 17-18 \$ 372,000

NOTE: All amounts provided by Police Department with exception of Contingency and ILA amount for FY 2017-2018
Revised by CRA to include promotional/marketing materials and additional equipment.



ADVISORY BOARD ITEM 7.A.

CONSENT

SUBJECT:

Approval of CRA Advisory Board Meeting Minutes - April 05, 2018

SUMMARY:

See attached minutes.

CRAAB RECOMMENDATION:

Approve the April 05, 2018 CRA Advisory Board Minutes

ATTACHMENTS:

Description

- ▣ **April 05, 2018 CRAAB Minutes**



**MINUTES OF THE CRA ADVISORY BOARD MEETING
AT INTRACOASTAL PARK CLUBHOUSE
2240 N. FEDERAL HIGHWAY
BOYNTON BEACH, FLORIDA 33435
HELD ON THURSDAY, April 5, 2018, AT 6:30 P.M.**

PRESENT:

Linda Cross, Chair
Robert Pollock, Vice Chair
James DeVoursney (arrived at 6:39 p.m.)
Anthony Barber
Thomas Murphy, Jr.

Michael Simon, CRA Executive Director
Theresa Utterback, Development Services
Manager
Bonnie Nicklien, Administrative Services
and Grant Manager, CRA
Thuy Shutt, Assistant Director, CRA
Lisa Edmondson, Prototype, Inc.

ABSENT:

Allen Hendricks
Rick Maharajh

I. Call to Order

The meeting was called to order at 6:33 p.m.

II. Roll Call

Roll was called, and it was determined a quorum was present.

III. Agenda Approval

A. Additions, Deletions, Corrections to the Agenda - None

B. Adoption of Agenda

Motion made by Mr. Barber, seconded by Vice Chair Pollock, to adopt the agenda as presented. In a voice vote, the motion passed unanimously (4-0), with Dr. DeVoursney not yet present.

IV. Information Only

A. Financial Report Period Ended March 31, 2018

Mr. Simon stated there was nothing out of the ordinary.

V. Public Comment - None

VI. Consent

A. Approval of CRA Advisory Board Minutes - March 1, 2018

Motion made by Mr. Murphy, seconded by Vice Chair Pollock, to approve the minutes of the March 1, 2018, meeting as presented. In a voice vote, the motion passed unanimously (4-0), with Dr. DeVoursney not yet present.

VII. Assignments

A. Pending Assignments - None

B. Reports on Pending Assignments - None

C. New assignments from March 13, 2018, CRA Board Meeting - None

VIII. CRA Board Items for CRA Advisory Board Review & Recommendations

A. Old Business

1. Consideration of Parameters for an RFP/RFQ for the CRA Owned Property Located at NE 4th and NE 5th Avenues, a/k/a the Cottage District

Mr. Simon stated they have more linkage in the current budget to assets and financial offerings that are not set aside for the Cottage District. He did not think the CRA Board would be interested in moving funding that is now attached to Martin Luther King Boulevard out to this area. If this board were to favor any combination of housing mixes, they can “throw them” into the RFP/RFQ and allow the development community to find freedom in those categories. They all fit in the Master Plan. By doing that, they would recommend flexibility, and if funding sources are available, the body should recommend taking advantage of any opportunity and include that language in the RFP.

Mr. Simon remarked that they already know the general scope of work from previous RFPs, but asked if there are any additional ideas to include.

Another consideration would be to recommend (or not) the possibility of using the asset of the land owned as a potential incentive with a discounted value or flexibility in the cost of the property. That might draw more qualified interested parties.

Dr. DeVoursney inquired if the project would be affordable or workforce housing, and Mr. Simon said that would be another category of discussion. The CRA Redevelopment

Plan leans toward affordable housing, but is not restricted to very low or workforce housing. If the developer so desires, they can add a workforce element to the project. Mr. Simon explained the parameters for workforce housing.

In response to a question by Chair Cross, Mr. Simon explained that properties adjacent to the site are not available, with the exception of one very small lot (#115) which may be up for sale. Regarding the CCC building on the corner, Mr. Simon said that the owner wants to extend the footprint of the building. She can do that as long as there is adequate parking.

Mr. Simon advised that another property, Francois, has had no interest in selling so far. The McIntosh property, the Francois property, and the Oyer properties are not critical to the layout of the plan.

Chair Cross believed that flexibility for all the potential layouts would increase the number of RFP/RFQ responses.

Dr. DeVoursney thought the RFP/RFQ should be commensurate with the type of housing: that is, workforce, low-income, etc. Chair Cross added they could do a silent mortgage. Mr. Simon mentioned the various styles of projects they have done: garden-style, single family, townhouses, and others. The project could also feature a mix of styles.

Ms. Shutt reported that some of the more creative styles might require some modification of the Palm Beach County Subdivision Code. At this time, it requires fee-simple, attached townhouses, or multi-family with a shared parking lot.

Chair Cross said that an issue with developers is thinking they will be stuck with a particular product that the marketplace may not be able to support. Mr. Simon commented they would need to have a broad range of suggested housing styles. Perhaps land could be offered on a type of sliding scale or tied to the affordability range of people being served. It could be called an “affordable workforce project.”

Dr. DeVoursney asked if the TIF funding would be available as an incentive in the RFP/RFQ. Mr. Simon replied that since the project price is on the low end, TIF would be like a front-end help. He would rather incentivize it and lower the cost to the end-user. The CRA could offer incentives to the developer, provided he meets certain conditions.

Chair Cross advised that the project will be done with next year’s money, so they can take care of it during the budgeting process once the RFP comes back in. That way, they would not be taking money away from a project that has already been voted on. Mr. Simon pointed out that it is unknown at this time what developers will want to do with the Town Square project, so it is therefore unknown what might be needed from this year’s funds.

Ms. Shutt commented that this is a different project than multifamily and mixed uses, where the developers are looking to sell the units as fast as possible while keeping costs down. If the land can be less costly, the developer can recoup their costs more quickly. Moderate homeowners would not have trouble getting financing, but the lower segment may have to be subsidized (either at the developer's end or the purchasing end) to get into the housing market.

Vice Chair Pollock was curious if there was a grant to subsidize down payments. Mr. Simon advised it could be structured several ways - through down payment assistance to the buyer or lower cost of land to the developer. He added that the current property is for ownership, not rental.

In response to a question, Mr. Simon remarked that Ocean Breeze West is a 60/40 split of workforce/low and very-low income housing. He added that was made possible by the early participation of the Habitat for Humanity program. Chair Cross mentioned that since that project is well established, there is a renewed need for another low-income project.

Mr. Simon stated that Ocean Breeze East has reached a milestone in the tax credit application process, and they are working their way through the process.

David Katz, 67 Midwood Lane, asked how the Cottage District site is platted at this time. Mr. Simon said the infrastructure is all city water and sewer, power, and cable, all running from the exterior street side - there is some evidence of piping. In response to another question from Mr. Katz, Mr. Simon remarked that Habitat for Humanity may build multiple houses at any one time, and they could be completed with weeks.

Mr. Katz suggested offering the land as an incentive, create designs that reduce the cost of the house, and work with Habitat for Humanity.

Mr. Simon noted that Habitat is always asking about the CRA properties, but have not submitted a letter of intent. It is quite possible they would respond to an RFP.

Dr. DeVoursney confirmed that there could be a provision that does not allow homeowners to rent.

Mr. Simon said most scenarios the CRA has participated in have involved some interior roadway to maximize building. Trying to build around the center of a project can be limiting. By having the land more developed, it eliminates the concerns of community safety and maintenance for the City. He said he would not be discouraged if nobody responded to the RFP due to the busy state of construction now. He said Habitat might consider building townhouses.

Mr. Barber asked how close or far away is the purchase price from what the CRA wants. Mr. Simon responded that the owner was asking about \$250,000 (700 square foot house, but it is upgraded). A tenant is currently in the house, and there is no recent

appraisal. He thought the CRA had reached its capacity for acquisition, unless the owner lowered her price dramatically.

Mr. Simon said they had spent a great deal of time with the owners of the child care center and their neighbors trying to move the parking lot. She would not sell that lot unless she were also to sell the child care center. The developer may be able to enhance the appearance of that lot. The CRA is going forward with the alley abandonment; they have done the geo-technical and the Phase I and Phase II.

Mr. Simon did not think they would get any multifamily townhome responses back since they did not get much response from the single-family request. Mr. Simon pointed out there were had too many restrictions the first time.

Ms. Shutt said there had been one inquiry afterwards for townhouses. They are fee-simple ownership; they share a common wall. Some of those would allow one or two more units, but she was not sure about the financial package.

Motion made by Mr. Barber, seconded by Vice Chair Pollock, to recommend that an RFP for development of the Cottage District:

- Utilize a discount based on the affordability range on the CRA owned land/land value as an incentive to the developer to reduce per unit costs
- Suggest affordable/workforce housing
- Suggest that the CRA is willing to fund certain upfront costs such as site plans, surveys, utilities, etc. as potential cost reductions
- Suggest any of the four options for the content of the development from single-family detached through multi-family townhouse/duplex attached style
- Require fee-simple ownership only – no rentals
- Insist on a quality development
- Encourage developer to seek opportunities to work with adjacent land owners to potentially secure a larger footprint for the development
- Open the RFP to include Habitat for Humanity.

In a voice vote, the motion passed unanimously (5-0).

2. Consideration of Parameters for an RFP/RFQ for the CRA owned parcels on the MLK Corridor

Chair Cross asked what is expected of the Board on this item, since they passed a recommendation at the last meeting. She read the recommendations/motion from the previous meeting, noting that they recommended Option #3 of a total of three options (The CRA would issue a Design/Build request for proposal or RFP for an entity which will provide a guaranteed maximum price for the design and development of the site approximately 12 months).

Mr. Simon explained that the parameters for the RFP will be discussed at the upcoming CRA Board meeting. They considered the CRAAB's recommendations in coming to their conclusions. They included both the north and south side in the RFP, and are not limiting the area to just the shell space. The developer may be able to construct a better package of properties. The CRAAB can suggest bullet points of what they would like the CRA Board to consider in the proposal from the developer. He suggested starting with incentives.

Mr. Simon stated that the \$1.2 million that has been identified in the budget should be used as incentive or as a cash offset to a successful response - as opposed to the suggestion that the CRA could use the money to start building. Ms. Shutt said they can limit the use of the \$1.2 million to construction versus having the developer come in and want to use the \$1.2 million for more land.

The money could also be used for relocation expenses or infrastructure. Mr. Simon noted that Sarah Sims park is being designed and is pushing for more than the original \$600,000 partnership with the City to get their desired amenities. He said they may be revisiting the budget as they go into the next fiscal year.

Mr. Barber suggested that if a developer comes in who will build the project with his own money, then the CRA could offer up to \$.5 million for land, limited to a particular contiguous parcel. He believed that should motivate the developer.

Chair Cross said that comment cards from the March 01, 2018, CRA Advisory Board meeting showed things that people did not want to see, such as a check-cashing store and Walmart. Mr. Simon advised that the CRA can specify what facilities can or cannot be built on the site during negotiations, but should not be concerned about it at this time.

The following were mentioned as items to include in the RFP:

- Commercial mixed use
- Purchase land contiguous to the CRA land
- Cash and land incentives
- Prefer north and south sides, not one or the other
- Incentive scoring or review points to a developer that has control of adjacent properties
- Encourage developers who want to seek out opportunities to purchase adjacent properties

Public Input

Reverend Bernard Wright, 713 NW 2 Street, said he had 201 signatures on his petition saying what they want in the neighborhood. They have a conceptual plan and know the neighborhood.

Chair Cross said they had looked at the petition, and she reviewed the points in it, including that they want an historical perspective in the RFP. She said they can put in the RFP that community workshops will be required. They are not trying to limit development, but need a developer who will build something that they think is marketable. The CRA will give them parameters.

Reverend Wright said that the same people come to all the (community) meetings.

End of Public Input

Mr. Barber said \$1.2 million was a lot of money, and wanted to be more specific in the way it would be spent. Perhaps saying cash incentives to infrastructure et al might be preferable to mentioning the amount.

Mr. Simon pointed out that the project is \$20 million as a whole, and \$1.2 million might make the difference between a developer looking at the site or not. The developer would not get the \$1.2 million until the sale on the property is closed (it would be a back-end incentive). Mr. Barber did not want the process to drag on longer than 12 months.

If nobody responds to the RFP, Mr. Simon asked if the CRA would develop the building on its own, become the landlord, etc. Another scenario would be if they get a response for only one half of the site. The response time should be 45-60 days; but they could insert a time frame on the back end that the selected proposer will only have a certain number of days to go to the next step. He asked the board if they would be amenable to a response that may include a proposal that may include SAIL or 9% as part of the package, with the CRA coming up with the monetary gap.

Chair Cross suggested using TIF money to fill the gap if that happens.

Ms. Shutt commented that a proposer may want to have the property closed so they can get financing. Perhaps they can add to the RFP that the first phase has to be done within a certain amount of time, such as a year or several years. She also suggested not limiting it to vertically integrated uses such as offices, commercial, etc. There might be one building on the south side that is commercial, and one residential (horizontally integrated).

Mr. Simon believed the height restriction was 45 feet and four stories. He discussed the height regulations and zoning requirements in the vicinity. However, if 200 people want a Continental Club built, he did not know how to bridge that gap between their vision and what can be built. He also said the CRA could build the shell of a building and incentivize the community to build what they want.

Chair Cross asked what would happen if nobody responds to the RFP. Mr. Simon recalled they had a similar situation with Ocean Breeze East. He said the CRA can incentivize the construction of a building, but cannot own and operate it. Chair Cross did not see how the CRA could proceed without a developer.

Mr. Barber said that if nobody responds, they have to let the public know. Mr. Simon commented it would not serve the community to have a lot of potentially failed businesses there. Ms. Shutt recalled that the residents want a full-service grocery, but it took five years for Delray to get a Publix, and they had the land. She thought they needed to concentrate on smaller commercial service uses such as doctors and barbershops that the community can operate and support.

Motion made by Mr. Murphy, seconded by Dr. DeVoursney, to include the following as parameters for the RFP/RFQ:

- Stress flexibility and creativity to maximize the use of the land and maximize the appeal to at least some of the types of businesses that the community wants (see above recommendation)
- Include north and south side properties on MLK, Jr. Blvd
- Suggest incentives to offer such as discounted land, site plan, surveys, utilities
- Suggest significant cash is available (not necessarily a specific dollar amount) in addition to the land discount for the purpose of (including but not limited to) assisting the developer in offsetting construction costs, infrastructure costs, to purchase additional parcels of land that are contiguous to the existing CRA-owned land, to provide relocation assistance to attract new businesses, etc.
- Note the Sara Sims Park amenities which will be in place
- Commercial/residential mixed use is required and is consistent with the plan for the Heart of Boynton
- Suggest that it would be positive to partner with or work with other adjacent land owners to gain a larger footprint for the development
- Work with the community for input/town halls before during and after the project is completed
- Maintain the historical perspective of the Heart of Boynton through design and attractions
- Stress that time is of the essence and require that significant work (some parameters needed here) must be done within 12 months of award of contract
- Suggest that portions of the development could utilize TIF, 9% tax credit financing, or SAIL financing.

In a voice vote, the motion passed unanimously (5-0).

B. New Business

1. Consideration of Purchase and Sale Agreement for the Properties Located at 211 NE 9th Avenue and NE 11th Avenue

Mr. Simon reviewed the two properties for sale. For the price they are getting, nobody but the CRA or City could make it work for something. The lots would not be usable for housing, parking lot, etc. Both properties are located within the E. MLK Jr. Boulevard

corridor and MLK Jr. Multi-Family area as outlined in the 2016 CRA Redevelopment Plan - Heart of Boynton District and adjacent to several CRA owned parcels.

Motion made by Mr. Murphy, seconded by Mr. Barber, to recommend purchase of the two properties. In a voice vote, the motion passed unanimously (5-0).

2. Consideration of US 1 Intersection Funding Associated with Florida Department of Transportation Improvement Project

Chair Cross asked why this would be a CRA function, and not a City function. Mr. Simon explained it is an enhancement that would encourage development and redevelopment; it is another way to draw identity to the community; there is no issue with the State maintaining the project; the CRA can build on it, but not take over management. Adding signage is allowed.

Dr. DeVoursney brought up the repaving of Federal Highway and thought the CRA should try to coordinate with that project. Ms. Shutt said that was discussed last year as part of the budget, but they were not very far along at that point. At this time, they will be doing milling and resurfacing, drainage, and curbing. It is above and beyond what FDOT would normally do and will enhance the pedestrian experience. There would be thermo-plastic paint that would provide a "sense of arrival" into the City.

Dr. DeVoursney recommended not doing Gateway and Federal Highway at this time because they will not be repaved until the following year. Ms. Shutt said they are only recommending four (out of seven) intersections where there is no entrance sign: Ocean Avenue and US1, Boynton Beach Boulevard and US1, Martin Luther King Boulevard and US1, and Woolbright and US1.

Mr. Simon explained they would reallocate money that was identified during the budget as the funding source if the project needed enhancement. Reallocations will be as follows:

- \$125,000 from the E. Boynton Beach Boulevard Parking Project line item
- \$33,500 from the Housing Rehab Project line item; and a total of \$71,500 from the Housing Rehabilitation, Property Acquisition and Survey & Appraisals line items

Mr. Simon said the first things the CRA wanted to make sure were done are major changes to pedestrian safety at intersections and enhancement of identification of bike lanes. FDOT is doing so much at the intersections so there was nothing else the CRA could do along those lines. Therefore, the CRA is doing visual enhancements that are beyond the safety issues.

Motion made by Mr. Barber, seconded by Mr. Murphy, to recommend approval of the US1 Intersection project. In a voice vote, the motion passed unanimously (5-0).

3. Discussion and Consideration of Lease Terms for the Property Located at 201 NE 9th Avenue

Mr. Simon explained there are two occupied duplex units on the property. The CRA tried to delay the closing until after the leases were up, but the owner wanted to close. Staff is now trying to get a 60-day extension for the current leases to give them a cushion to leave. He said one occupant is a health-challenged elderly person, and the other occupant has a small family. He noted they do not plan to demolish the buildings.

Chair Cross did not understand why the tenant whose lease expired in August should need 60 days now to move out. Mr. Shutt said they are trying to treat both tenants equitably.

Motion made by Mr. Murphy, seconded by Mr. Barber, to permit a 60-day extension on each lease. In a voice vote, the motion passed unanimously (5-0).

Mr. Simon said that it would be good to have them out of the units if a developer wants to move on the project.

IX. Future Agenda Items - None

X. Adjournment

Upon motion duly made and seconded, the meeting was adjourned at 8:42 p.m.

[Minutes transcribed by J. Rubin, Prototype, Inc.]



ADVISORY BOARD ITEM B.1.

CRA BOARD MEETING OF: May 8, 2018

NEW BUSINESS

CRA BOARD AGENDA ITEM: 14.D.

SUBJECT:

Consideration of Grant Funding for the Boynton Beach CRA NonProfit Organization Grant Program

SUMMARY:

At the March 13, 2018 CRA meeting, the Board approved the reissuance of the Nonprofit Organization Grant Program (NOGP) for the Economic/Business Development and Affordable and Workforce Housing Categories. Nonprofit organizations with projects and programs that will create jobs and economic opportunities or provide affordable and workforce housing in the CRA area, and further the CRA Plan are eligible to apply. Additionally, the Board also amended the program to not consider funding applications that do not receive a minimum overall score of 50% from the Funding Evaluation Committee (Attachment I - Meeting Minutes).

The NOFA was released on March 19, 2018 with a submission deadline of April 19, 2018. Two pre-submission workshops were held on March 26, 2018 at 1:00 P.M. and 6:00 P.M. (Attachments II and III). All grant application and supportive documents were made available electronically in editable formats on the CRA's website and printed formats at the CRA Office for interested parties.

On April 19, 2018, three applications were submitted within the deadline and include the following organizations: Community Caring Center of Greater Boynton Beach, Inc. (CCC), Habitat for Humanity of South Palm Beach County (HFHSPBC), and Side Project, Inc. (SPI) (Attachment IV and V - Excerpts from NOGP Application). Excerpts from the SPI NOGP application are available upon request. The specifics of the organizations' funding requests are summarized below:

Nonprofit Organizations

	HFHSPBC	SPI	
	(1118 & 1120 NE 2nd St	(Launch Program)	Boynton
CCC	123 & 127 NE 12th Ave		
(Culinary	Neighborhood		
Incubator/	Revitalization		
Training Program)	Program -		
	ABWK and	Critical	

		Repairs)	
FY 2017-18 Budget	\$1,036,882	\$7,125,408	\$311,500
Overall Weighted Score	88.2%	99.3%	45.0%
Programs/Projects Duration	6 months (June 2018 - December 2018)	12 months (June 2018 - June 2019)	12 months (no specific dates)
Funding Requested	\$57,681 (6%)	\$40,000 (<1%)	\$75,000 (24%)
Funding Recommendation	\$57,681	\$40,000	None

This year's Funding Evaluation Committee consisted of CRA Assistant Director, Thuy Shutt, CRA Finance Director, Vicki Hill, and CRA Development Services Manager, Theresa Utterback. The Committee scored the application package based on the established NOGP criteria approved by the CRA Board. Criteria used in review of the application were grouped into six categories weighted to a total 100% as follows:

Organization Capacity	20%
Need for Project/Program	20%
Project/Program Description	10%
Project/Program Model	20%
Evaluation Plan	10%
Budget & Sustainability	20%

NOGP Funding Evaluation Committee's Recommendation:

The results of the Committee's results are provided in Attachment VI. Based on the Funding Evaluation Committee's results, SPI's overall weighted score of 45% will not meet the Board's established threshold to be recommended for funding.

FISCAL IMPACT:

FY 2017-18 Budget, \$92,929 - line item 02-58500-470, Project Fund, the Nonprofit Organization Grant Program (NOGP).

An additional \$4,758 may be reallocated from line item 02-58200-405, Project Fund, Site Work & Demolition

CRA PLAN/PROJECT/PROGRAM:

2016 Boynton Beach Community Redevelopment Plan

CRAAB RECOMMENDATION:

By separate recommendations:

1. Recommend approval for the application and funding request as submitted by Community Caring Center of Greater Boynton Beach, Inc.(CCC) in the amount not to exceed \$57,681 over a funding period of six months under the Nonprofit Organization Grant Program (NOGP) and direct staff to work with legal counsel to bring back a Grant Agreement for Board Approval at the June 12, 2018 CRA Board meeting.

2. Recommend approval for the application and funding request as submitted by Habitat for Humanity of South Palm Beach County (HFHSPBC) in the amount not to exceed \$40,000 over a funding period of twelve months under the Nonprofit Organization Grant Program (NOGP) and direct staff to work with legal counsel to bring back a Grant Agreement for Board Approval at the June 12, 2018 CRA Board meeting.
3. Do not recommend approval for the application and funding request as submitted by Side Project, Inc. in the amount of \$40,000 over a funding period of twelve months under the Nonprofit Organization Grant Program (NOGP).
4. Alternate recommendations as determined by the Board.

CRA BOARD OPTIONS:

To be determined.

ATTACHMENTS:

Description

- ▢ **Attachment I - 03.13.18 Meeting Minutes**
- ▢ **Attachment II - NOFA**
- ▢ **Attachment III - Workshop Sign-In Sheet**
- ▢ **Attachment IV - CCC NOGP Application**
- ▢ **Attachment V - Habitat for Humanity NOGP Application**
- ▢ **Attachment VI - Evaluation Committee's Results**

to adjust the reimbursement for that period for any expenditures from the time of grant execution through to June 30th.

Ms. Bush was fine with the changes. Chair Grant looked forward to learning the results.

Motion

Board Member McCray moved to approve. Board Member Romelus seconded the motion that unanimously passed.

3. Consideration of the Guidelines and Application for the Boynton Beach CRA Non-Profit Organization Grant Funding Program

Ms. Shutt explained the Board approved the grant program last fall. Since then, P2P was the only applicant that submitted an application by the deadline. At the February meeting, the Board wanted the CRA Advisory Board to review the program and make improvements, including the makeup of the grant evaluation committee and any other adjustments needed. The Advisory Board reviewed the program and voted to recommend the program remain the status quo without any additions to the evaluation committee and the Board reconsider reissuance for just the economic development business category within 30 days. If the Board opted not to, they could roll the funds over to the next fiscal year or add other categories under the grant program. The four categories, which were removal of slum and blight, economic business development, affordable and workforce housing, and recreation and cultural facilities. The recommendation was to release the program for the Economic Development category. There was \$92,923 dollars available in the line item for fiscal year 2017/2018. Chair Grant inquired if they could request funds from the Recreational and Cultural Facilities category if KaBoom wanted to build a playground and learned they could as long as they meet the all the criteria.

Board Member Casello asked what businesses contemplated applying. Ms. Shutt explained after the closing deadline, some non-profits wanted to apply. The category of Economic Development was for job creation and entrepreneurship opportunities. One inquiry was to train individuals to pick up trash and debris in underserved areas in the CRA District. Ms. Shutt informed them the funding was more for incubators or job creation, but they could ask the Board to allocate funds to eliminate slum and blight. Even though their goals and missions are worthy, staff has to ensure the intent is met for each category and it align with the CRA Plan. Board Member Casello asked if the same committee members who are on the screening committee will evaluate the measurables and learned they were. The committee will remain as is and consisting of staff with non-profit, finance, grant administration/writing experience and redevelopment experience. There is 30 plus years of experience. Another group discussed landscaping and maintenance, but their goal was to be a CRA vendor and bid for projects. They do provide jobs, hire locally and train individuals in the landscape maintenance business, but they would not meet the intent of the grant. Another group was Hack Lab, which was for an apprenticeship program they were approved for from the Department of Labor. They are

not located in the CRA District. They could have a satellite district, but first they need to be in the CRA District and lastly, the Community Caring Center was interested in the program, but could not make the deadline for this cycle.

Board Member Romelus asked why the CRA would open the grant to the Community Caring Center if the CRA was already allocating funds for them and learned the program is open to everyone. There are funds remaining and the Board could reissue another notice of available funding. The CRA has not allocated any funds to the Community Caring Center for their incubator program this year, but they did last year. This year, there was a request for assistance to relocate. Vice Chair Katz urged the Board to strictly regulate the grant so it would not become a money grabber. As the program expands, anyone who comes up with an idea could potentially become an economic development opportunity and the fund becomes a pile of available money. He thought the focus should be on business and economic development.

Board Member Romelus noted some people returned and were confused. She noted the program was new and there was a learning curve. She thought the grant should be reissued and supported option 2, which was to approve the reissuance of the NOGP for the remaining \$92,923 for economic development and affordable/workforce housing categories with a 30-day closing date. If no one applies within that time, they close the category, roll the funds over to the next year and educate the public the opportunity is available.

Motion

Board Member Romelus moved to her above statement. Vice Chair Katz seconded the motion.

Vice Chair Katz commented now that the Board understands the process, the Board should hold the line on suspect proposals. Board Member Casello requested adding on to the program, if an applicant has a rating of less than 50%, the Board should not consider the request. Both motion makers added the requirement to the motion

Vote

The motion passed 4-1 (*Board Member McCray dissenting.*)

4. Discussion Regarding Redevelopment Options for CRA Owned Parcels within the MLK, Jr. Boulevard Corridor

Mr. Simon explained this item was discussed at the January 18th meeting and the Board requested the Advisory Board review redevelopment options and solicit input from the public. There was a good turnout and the Advisory Board took note of the public's concern. The CRA Advisory Board recommendation was to pursue a mixed-use commercial/residential development as contained in the CRA Plan; incorporate

FUNDING AVAILABLE!



The Boynton Beach CRA is accepting applications for the Non-profit Organization Grant Program (NOGP).

Non-profit organizations serving the Boynton Beach community are invited to submit applications for financial assistance with Economic/ Business Development or Affordable Housing programs and activities in the furtherance of the CRA's Redevelopment Plan.

**Voluntary Pre-submission Workshops at
Boynton Beach CRA Office:
Monday, March 26, 2018
1:00 P.M.
6:00 P.M.**

**Submission Deadline at CRA Office, 710 N. Federal Highway:
April 19, 2018, 5:00 P.M.**

**For More Information Contact
Thuy ("Twee") Shutt
(561) 600-9098
ShuttT@bbfl.us**





Boynton Beach Community Redevelopment Agency
Nonprofit Organization Grant Program Workshop
Boynton Beach CRA Office, 710 N. Federal Highway
March 26, 2017 @ 1:00 pm

NAME	ADDRESS	CONTACT NUMBER	EMAIL	PREFERRED METHOD OF CONTACT
Bayardo Sinclair	109 Baldwin Blvd, Greenacres	561.618.7804	info@bb-tc.org	phone or email
Debra Tendrich	301 W Atlantic Ave 33463 Suite D-6	678 428 3370	info@EBLB.org	all
Robin Goldberg	915 S Federal Hwy Boynton Beach		anne@goldcoastdownsyndrome.org	email
Vele Ke Brown		561 2239447	veleke@e-roadmap.org	
Sean Terrell		" "	Sean@xplosion365.com	

[illegible]

Application for Funding – Nonprofit Partner

Boynton Beach Community Redevelopment Agency

Section I. ORGANIZATION INFORMATION		
1 Organization Legal Name: Community Caring Center of Greater Boynton Beach (CCC)		
<i>dba</i> , if applicable:		
2 Address: PO Box 100, Boynton Beach, FL 33435		
3 Telephone: 561-364-9501	4 Fax: 561-364-7288	5 Website: www.cccgbb.org
6 Mission Statement: The mission of the Community Caring Center of Greater Boynton Beach is to create a healthy community through nutrition education, social services and economic development programs. Our vision is to address the root causes of poverty through an innovative integration of social services programs, economic development (through small business incubation), nutrition education, and access to a healthy, affordable, and sustainable food center.		
7 Executive Leader: Sherry Johnson		
8 Application Contact: Rachel Waterman	9 Title: Grant Writer	
10 Contact Telephone: 305-985-9037	11 Email: RWaterman@cccgbb.org	
12 Year Established, Organization History and Growth: The Community Caring Center of Greater Boynton Beach (CCC) was established in 1987 by a local clergy association to address the needs of the community. After years of giving out emergency cash assistance to people in need, CCC thought to determine why residents were struggling with poverty rather than respond to the circumstances caused by it. In 2000, we began a 7-year study of the root causes of poverty and determined people lacked access to healthy affordable food resulting in a loss of productivity, increased health care costs, and increased demands for services. Health issues debilitated 55% of our clients needing emergency financial aid: 28% were preventable, nutrition-related diseases like diabetes, high cholesterol, blood pressure, cancer and heart disease. In fact, 32% of the clients requesting financial assistance in one form or another had been debilitated to such a point that they could no longer work due to a nutrition-related disease. As a result, CCC went through a strategic planning process and updated its mission statement and programming. In addition to meeting emergency needs (food, shelter, and financial assistance), the Community Caring Center addresses the root causes of poverty through an innovative integration of social service and economic development programs, including economic development through small business culinary incubation, nutrition education for adults and children, and access to affordable, healthy food. Our programs recognize the connection between nutrition and economic prosperity; we aim to improve the health of the community and change the attitudes and behaviors of the next generation toward healthier food choices and lifestyles by providing nutrition education & access to healthy affordable food for low-income families, providing avenues for creating wealth and obtaining better paying jobs. Our Economic Development programs were launched in 2008 to support residents in opening their own businesses, as well as learn money-saving and money-making techniques such as food preservation and backyard gardening. One of the first culinary incubators in the country, the Secret Garden Café, was built on residents' strengths helping them, for example, to produce their BBQ sauce for bottling and sale, start catering businesses and restaurants. Since opening we estimate the incubator has generated more than \$1 million in business revenues and has had a substantial economic impact on the local Boynton economy. Our Incubator has grown to occupy our entire facility		

and we have completely outgrown our space. In 2017, we expanded our economic development efforts to include Job Training for people looking to obtain employment in the food service industry.

13 Description/Programs:

Our purpose is to address these root causes of poverty – for us that means addressing people’s lack of access to affordable, healthy foods and limited economic mobility. The integration of social services particularly focused on health and nutrition with economic development is what makes our programming unique. We support people in eating healthy and managing chronic health conditions to lower medical expenses and in creating their own pathways to prosperity through the infrastructure of our culinary incubator, the Secret Garden Café.

1. The Economic Development Program serves micro-entrepreneurs through our Culinary Business Incubator, an urban farming project and educational programs. We serve an average of 30 small businesses and micro-entrepreneurs each year and have generated more than \$1 million in incubator gross sales - taking folks from unemployment to self-employment. Secret Garden Café hosts the incubator and includes a café and bakery open to the community where we sell produce from our farm that is not used in other programs, along with products from our chefs and micro-entrepreneurs. We feature a weekend market, regular foodie events, and participate in community events to give both the agency and our culinary entrepreneurs market exposure. We host workshops and offer classes in certified food handling, preservation, healthy cooking, raw food, juicing, and children’s gardening and nutrition programs.

2. Our Social Services and Homeless Outreach serve those who need immediate support with emergency food, shelter and financial assistance. We serve 2,500 families annually and support 30 to 40 homeless weekly through a food pantry, emergency clothing closet, access to computers and support with application for benefits, mail support, and a community health clinic. Financial aid is provided to our neighbors who need support with utilities payments and, in some cases, rent.

Our signature Social Services initiative is the Senior Caregiving Program, designed to bring our services directly to clients who are not likely to access them otherwise, as well as establish relationships through which other area providers may also deliver services to these clients. Our services aim to support seniors as they age at home, maintaining the greatest quality of life possible, while mitigating the near catastrophic economic impact to taxpayers of our county’s aging population’s impending projected facility care expenses. We serve a core group of nearly 300 seniors with in-home services, connect them to a network of partners and resources, and engage them in managing their health conditions, treatment and medications through diet. We deliver fresh produce, hot meals, and pre-packaged vacuum-packed healthy meals specifically for seniors dealing with chronic conditions such as diabetes, hypertension, cancer and other conditions. The average age of our seniors is 85. 90% are low-income; many are frail, disabled and/or alone: 1/3 are shut-ins; 40% have a disability, 25% have vision impairment, 25% an ambulatory difficulty, and 23% difficulty with independent living. Seven of our seniors are blind or have significant vision impairment; 8 are wheelchair-bound due to amputations; 20 use the assistance of a walker or cane. Most have no caregiver or family support: 75% live alone. 65% have no transportation - in an area in the heart of Boynton Beach designated by USDA as a Class 1 food desert.

14 Long Term/Strategic Planning Process & Status of Current Plan (attach Plan):

We recently created a Strategic Plan and it has been reviewed by the Board of Directors. It is considered a working first draft with additional revisions expected later this summer. As this is our first strategic plan we started by having our development consultants provide us with some examples of strategic plans. We researched industry best practices for strategic plans. From there, we created an

outline of the plan sections. Our Grant Writer created a survey document that was sent out to all board members and staff to solicit their feedback for each of the identified sections. The Grant Writer then compiled the feedback from Board and staff and produced a first draft for discussion. We formed a committee including our Board Chair, our Fundraising Committee Chair, the Executive Director, our Grant Writer and a staff person. This committee provided feedback and edits to the first draft. A new draft was created and provided to the full Board for comment. Revisions were made based on Board feedback to produce a final draft. Board interest in the development of the Strategic Plan has grown since we started the process and there is interest in doing additional revisions prior to the new fiscal year in July. A copy of the plan is attached.

15 Board Roles & Responsibilities:

We currently have a 10-member Board of Directors, all of whom either live or work (or both) in Boynton Beach. Our board is very diverse. We usually have 10 meetings per year and the Board is very active in the organization, contributing nearly 3,000 volunteer hours already this year to date. They are very involved with fundraising, with approximately 75% of Board members contributing personally and they are responsible for over \$175,000 in fundraising this year to date.

We have 5 officers: President, Vice President, 2nd Vice President, Treasurer, and Secretary. Board members serve on at least one of 6 committees: Fundraising, Finance, Administrative, Grants, Insurance & Property, and Marketing & Public Relations. Board Member Expectations are detailed and signed by each member. A copy is attached.

16 Policy on Board Contributions:

This year our Board initiated a \$2,500 annual give or get policy. So far, half have met their minimum contribution. It is a formal policy. Attached.

17 For current fiscal year, number of Board Members contributing:

8 Cash donations 10 Donations raised from others 11 Volunteer hours 6 In-kind donations

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

\$44,790 Cash donations \$130,627 Donations raised from others
2,911 Volunteer hours \$19,618 In-kind donations

19 Oversight/Accreditation/Affiliation:

Oversight:

United Way of Palm Beach County - Emergency Food & Shelter Program Local Board & Auditors

Federal Emergency Management Agency - Emergency Food & Shelter Program National Board

Palm Beach County Community Action Program - grant compliance & auditors

City of Boynton Beach Community Improvement Division – annual monitoring

US Dept. of Housing and Urban Development (USHUD) annual random agency audit

DCF licensure

Palm Beach County Client Track licensure

Feeding South Florida annual inspection

Palm Beach County Food Bank annual inspection

State of Florida Dept. of Business and Professional Regulation - Division of Hotels & Restaurants - 2 times per year for CCC and each incubator client = +/- 15 times/year

Dept. of Agriculture annual inspection

Palm Beach County Health Department annual inspection

City of Boynton Beach Annual Fire Inspection

Annual Agency Audit

Accreditation:

Guide Star Rating Silver – Seal of Transparency

Will be doing Nonprofits First in 2019

Affiliations:

Healthier Boynton Beach

Boynton Beach Mental Health Committee

United Way Hunger Task Force: Senior Hunger Relief Committee

Department of Children and Families Community Partner

Chamber of Commerce of Greater Boynton Beach

South Tech Culinary Academy

Section II. PROGRAM/PROJECT INFORMATION

20 Project/Program Title: Secret Garden Café Culinary Incubator & Job Training Center

21 Prior CRA Funding for Same Project/Program ☒ Yes ☐ No

22 If Yes, Time Period:

FY 2014-15 \$20,000

FY 2015-16 \$50,000

FY 2016-17 \$70,000

23 Boynton Beach CRA Overall Need Addressed: Economic/Business Development

24 Project/Program is ☐ New or ☒ Existing

25 If Existing, Year Established:

FY 2008-09

26 Goal:

The Secret Garden Café, Culinary Incubator & Job Training Programs have the unified goals of increasing economic activity in the CRA area, diversifying the economy in the CRA area, and improving the personal economic condition of residents in the HOB. We accomplish this in various ways, including:

1. Through our culinary business incubator, which features a fully-licensed commercial kitchen where culinary entrepreneurs can gain access to kitchen facilities at an affordable rate as well as access to a team of business development professionals to help start and stabilize their young enterprises.
2. With access to the Secret Garden Café licensed restaurant and retail market for entrepreneurs to serve and sell their products.
3. And by providing job training in the culinary industry, certification through ServSafe certified food handler's course and linking graduates with entrepreneurs and other local businesses for internship work experiences and job placement.

27 Documentation of Need for Project/Program:

The Community Caring Center of Greater Boynton Beach shares in the CRA's mission to foster and directly assist in the redevelopment of the Community Redevelopment Area (CRA Area) in order to create an economically sustainable downtown and encourage economic growth, thus improving the quality of life for the residents of Boynton Beach, and the Heart of Boynton, in particular. CCC's Secret Garden Café Culinary Incubator and Job Training Center helps to accomplish this mission with activities consistent with the citizens' visions as expressed through various redevelopment plans that have been consolidated into the current CRA Plan.

According to the CRA Plan, the entire CRA area is expected to grow considerably by 2035. The current population of 12,000 is projected to grow by 52%, to about 18,200ⁱ. It is critical we support programs that directly address the challenging socio-economic conditions of the community. Per capita income is

\$16,044 in some census tracts of the CRA area, less than $\frac{1}{3}$ that of Palm Beach County as a wholeⁱⁱ. Our program is located in and serves the residents of the CRA area, in particular the HOB neighborhood and the Boynton Beach Boulevard District where there is a great need for business development and economic activity. Educational attainment and income levels are low. Our Job Training participants come from census tracts where more than 20% of adults have not finished high school and where as much as 25% of residents live below the poverty level, 38% are foreign born, 40% speak a language other than English at home and many face great barriers to employmentⁱⁱⁱ. Job training and opportunities for self-employment are critical. And, the incubator businesses provide much needed jobs, as well as contribute to the economic vitality and diversification of the economy within the Boynton Beach Boulevard District, the Downtown District, the HOB neighborhood and beyond.

28 Description:

CCC's Economic Development Program serves micro-entrepreneurs and job seekers through our Culinary Business Incubator, retail and restaurant outlets, an urban farming project and vocational training programs. We serve an average of 30 small food businesses and micro-entrepreneurs each year and have generated more than \$1 million in incubator gross sales - taking folks from unemployment to self-employment. The Secret Garden Café Culinary Incubator works with food entrepreneurs and our Job Training serves residents seeking employment in the food service industries. The culinary incubator assists small food businesses with all aspects of growth, including business classes, kitchen access, and mentorship, within a commercial-grade kitchen and a storefront. We assist entrepreneurs at all stages, from those who are starting from the very beginning and have an idea that they would like to turn into a business, as well as those who need assistance with stabilizing a small business and need assistance with scaling up, marketing, additional licensing, etc. We assist with any food business model including early-stage catering, retail and wholesale food businesses. We help entrepreneurs to create or strengthen their business plans, navigate the intricacies of production, distribution, and comply with regulatory procedures. Many of the businesses we mentored have moved out of the incubator and successfully continued independently. Three are now located within the Boynton CRA area: Hour Cucina, Le Petit Pain, and Grandma's Treasure, currently under construction. Tom's Place, another incubator "graduate" also operated in the HOB neighborhood for 3 years before recently moving to Delray Beach. Six other graduates are independently operating in Palm Beach County though not within the Boynton municipal boundaries: Aldamon Organic Farms (Lake Worth), Cakes by Lara. (Lantana), Andres Sauce (WPB and distributed through Whole Foods), Olde Thyme Kettle Corn (WPB), Sunshine Corporation (WPB), and Banana Nut Heads LLC. (WPB). Two additional businesses have established operations in Broward County: Bridgette's Raw Food & Organic Delights and Edible Spreadable Café, both in Ft Lauderdale. Together these businesses have created 40 full-time jobs, and up to 10 part-time and seasonal positions, 23 of these jobs are located within the Boynton CRA area. Our Job Training Programs just began last year with a Certified Food Handler's Course. We have already had nearly 30 graduates, 9 of whom have gone on to our entrepreneurship program; 2 have since found employment with Publix bakeries and CCC has hired 3 part-time to assist with the senior meals program and the Sailfish Café. Starting April 23rd, we will be offering continuing courses and students should complete their certification quarterly with the first group certifying by the beginning of July.

29 Target Audience or Persons Served (150/150):

1. Culinary Entrepreneurs and start-ups in Boynton Beach CRA area, with limited financial resources but need business development support. CCC supports 30 culinary entrepreneurs yearly and expects to serve 20 entrepreneurs during this grant period.
2. Low-income residents of Boynton Beach interested in a career in the culinary industry and who require certification to obtain better employment. We have trained 27 certified food handlers in our

first training year and will train another 20 this grant period. Our first cohort of trainees was all women of Haitian-descent. We realized the need and desire for job training for our Haitian residents. Several continued to our Entrepreneurship program and we found a Haitian Creole-speaking business development trainer with PNC Bank to help with some classes. We don't specifically target Haitian residents with this course, but are now better prepared to serve them, which is important as we expand our job training activities.

30 Innovative or Proven Approach and Justification (maximum 500 words):

The U.S. Small Business Administration estimates only 44% of small businesses continue to operate after 4 years.^{iv} To nurture companies, incubators provide support that accelerates successful development of startups by providing entrepreneurs with an array of targeted resources and services. The number of incubators in America (all industries) has grown from 12 in 1980 to over 1,000 in 2010 and continues to grow. Specifically, there are currently more than 200 kitchen incubators in the U.S.: ²/₃ established within the last 6 years.^v Incubators have the ability to obtain a higher level of success for start-ups. Current rates of survival for graduates of incubators range from 86% to 90%^{vi} within different sectors. In comparison, 50% of small businesses fail within the first year: 95% fail within 5 years.^{vii} The rate for restaurants is even higher: up to 60% of new restaurants will shutter within 12 months.^{viii} Costs of starting a food-related business are particularly high, stopping many from entering the market. Entrepreneurs require access to a commercial-grade kitchen, plus appropriate business knowledge for both production and sales of the good, along with any potential startup costs. Likewise, the central benefit of a kitchen incubator program is access to shared commercial kitchen equipment at a more affordable price than purchasing these items up front, which can reach up to \$100,000 or more.^{ix} The national context is ripe for food-based entrepreneurship, with the \$1.8 trillion food industry comprising about 13% of the total economy.^x These new businesses – up to 84% - tend to stay local.^{xi} According to the National League of Cities, food incubator programs also increase in gender equity in the industry. In kitchen incubators, more than ¹/₂ (53%) of all participants are female and almost ¹/₃ (28%) are minority.^{xii} Locally, since July 2017 alone, employment in food services industries has grown by 4% in Florida and by over 9% in Palm Beach County.^{xiii} Average wages for food services employees in Florida is \$12.24, 50% higher than minimum wage.^{xiv} Opportunities for culinary entrepreneurs and food service employees continue to grow. The Secret Garden Café Culinary Incubator and Job Training Center is strategically-positioned to contribute to the economic development of Boynton Beach and beyond.

31 Uniqueness, or Justification for Duplication of Similar Area Project/Program:

The Secret Garden Café is the only culinary business incubator in Palm Beach County and we believe it to have been the 1st in the State of Florida, and one of the first culinary incubators in the country. In recent years other culinary incubators have emerged, however, we have been providing support to culinary entrepreneurs since 2008. In addition to traditional business development supports, CCC's fully-licensed commercial kitchen and restaurant offer entrepreneurs affordable access to production facilities, a retail market location and restaurant service opportunities with a per diem kitchen facility rental expense of as low as \$100/month for mobile food vendors. CCC also manages multiple catering contracts that we pass on to our entrepreneurs and community vending opportunities at public events and weekend green markets. While the most common goods created by chefs in kitchen incubator programs are baked goods, meals for catered events and food trucks, sauces, and spices or rubs, CCC offers clients much more with restaurant availability and opportunities through the Sailfish Café. The commercial kitchen provides real work experience for our job training participants. The two components - Entrepreneurship and Job Training - are complementary economic development initiatives and support one another. Entrepreneurs have an immediate source for food prep staff and our graduates have readily available opportunities for internships, employment, and/or recommendations for other jobs/employers. Job Training participants gain experience in internships

with our entrepreneurs and by participating in our Senior Caregiving Program preparing hot meals for seniors.

32 Prior Experience with Project/Program or Similar:

We have been operating the Secret Garden Culinary Incubator since 2008. We have a highly specialized staff and solid community partners. We are subject to various agency's oversight and compliance, and have had nearly no incidents reported. We initiated the Food Handler's Certification Course last year and have already had 27 graduates of the program.

33 Operating Partnerships:

Our Job Training program is funded in part by a grant from the Palm Beach County Community Action Program. The partnership agreement (contract) is attached. International Enterprise Development, Inc. provides instructors for our Business Incubator group classes once per week, and also provides one-on-one counseling for incubator clients. They are extremely skilled in working with our entrepreneurs on issues of marketing, branding, and using social media. PNC Bank provides support with financial literacy and business development classes for both our entrepreneurs and Job Training graduates exploring entrepreneurship and other careers in the food industry. Classes include topics such as: Organizational Types, Time Management, Financial Management, Record Keeping, Banking Services, Credit Reporting, Insurance, Selling Your Business and Succession Planning.

34 Implementation Action Plan/Time Line:

June - Job Training classes in progress on rolling admissions basis. Culinary incubator clients accepted on a rolling basis. [Sheretta]
Taste of Boynton (date TBD) culinary entrepreneur expo opportunity. [Sheretta, Phil & BJ]
Prepare PNC Foundation grant proposal for FY2018-19. [Sherry & Grant Writer]
July - Sailfish Café scheduled to close. To reopen as part of Town Square. [Sherry/CRA]
Food Handlers' Certification graduation. [Sheretta, Sherry, BJ, Phil, & Tony]
August - Job Fair & Entrepreneur Expo (shows, VIP room and food for vendors & sponsors). [Tony]
September – PBC CAP application (Food Prep & CNA). [Sherry & Grant Writer]
October - Pirate Fest - entrepreneur expo opportunity. [Sheretta, Sherry, BJ, & Phil]
Green Markets (Oct. - April) entrepreneur expo opportunity. [Sheretta, Sherry, BJ, & Phil]
November - Caridad Family Day – entrepreneur expo opportunity. [Sheretta & Sherry]
Conduct evaluation & prepare compliance report to Boynton CRA. [Sheretta & Sherry]
Art in Public Places – ongoing entrepreneur expo opportunity. [Sheretta, Sherry, BJ, & Phil]
Monthly Senior Activities – food prep interns & catering contracts for entrepreneurs. [Sherry, Phil]

35 Key Staff and Qualifications:

The Secret Garden Café Culinary Incubator and Job Training Center is supported by a wildly talented, creative and dedicated staff. Sherry Johnson, Executive Director has been with CCC for 20 years and has transformed how we serve the community. She has extensive experience in community-based economic development in South Palm Beach County. Before coming to CCC, she worked with the Delray Beach Community Redevelopment Agency, Local Initiatives Support Corporation (LISC), AmeriCorps and others, and has well-established relationships throughout the Boynton Beach community. Sheretta King is our new Incubator Director, but she is no stranger to CCC. Sheretta worked with us as the General Manager and Chef at the Sailfish Café when we first opened it in 2016 and was with us until taking a position as a General Manger for Pollo Tropical in West Palm Beach. She will be returning to CCC May 1st and brings with her over 10 years of experience in the food and beverage industry with catering, country club events, and restaurant and food market management. BarbaraJayne deGoyler (BJ) was a kitchen & restaurant designer for 30 years for commercial and industrial applications, and a caterer for nearly 4 decades. She started her own condiment company, Sassy Palate, in 2013 with support from our culinary incubator and now leads our Job Training

Program. She also supports culinary incubator clients with business plan development and recipe development. She holds certification in Hazard Analysis Critical Control Point and ServSafe Food Handling, as well being licensed by the State of Florida Department of Health, USDA, and UF/IFAS Florida Food Entrepreneurship/Food Safety. Tony Miller is an award-winning Nursing Home Administrator who has managed large teams in professional environments. His business background has made him the perfect liaison to the business community and he organizes an annual job fair for our Job Training Program graduates and creates networking and business opportunities for our culinary entrepreneurs. Phillip Herman has been with the Secret Garden Café and Culinary Incubator for over 10 years. He is a graduate of the NY Culinary Academy and has been a professional chef for over 50 years, including 10 years as a chef in the merchant marines and over 20 years as a line chef for large catering companies in New York and Florida. He provides supervision for the kitchen practicum component of our Food Handler's Certification Course. He facilitates all the kitchen skills trainings and supervises kitchen interns with CCC's social services programs. We have an open part-time position for incubator client tech support for business implementation – meal planning, purveyors, costing meals, and register/sales software set-up. We expect the position to be filled within the next 30 days.

36 Potential Challenges and Strategies to Address Them:

Our biggest challenge now is space. Our incubator and social service programs have grown to the point that we cannot provide kitchen shifts to any more incubator clients. Although we can provide business development support, workshops, one-on-one counseling and other supports, not being able to rent the kitchen out means we lose access to program revenues needed to operate the program. We have been working to develop a new site that will allow us to grow our programs again.

We have also recognized an opportunity to implement another Job Training Program with the support of Palm Beach County Community Action Plan to conduct a CNA training program. We will be able to train caregivers for our programs and others, as well as train for commercial caregiving services. This new training component will bring in additional revenues for our programs.

Section III. FINANCIAL INFORMATION

37 Total Organization Budget: \$1,036,882	Previous FY \$740,000	Current FY \$837,401	Proposed \$1,036,882
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38 Project/Program Budget: \$292,391	39 Amount Requested: \$57,681	40 % of Org Budget: 20%
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41 Time Period: Program/Project A: June 1, 2018 – December 1, 2018

42 Type(s) of Support Requested: Program Support

43 Other Support/Status and Plans for Sustainability:

We currently receive a Palm Beach County Community Action Program grant for the majority of our Job Training program expenses. The grant was renewed this year and we will be reapplying for a new 3-year renewable contract in Fall 2018. They have been very pleased with our program so far and we have discussed expanding it to include other Job Training Programs. We also have an application pending with the PNC Foundation with whom we are working to provide financial literacy classes to both culinary incubator clients and graduates of our Job Training Program. They too have funded us in the past and we are hopeful about their continued support of our program. The Boynton Beach CRA support of the incubator has been absolutely critical in our development to date and we plan to apply for continued funding next fiscal year as part of our sustainability plan. Our incubator clients pay fees to use the shared kitchen facilities and currently we generate about \$75,000 each year. We are limited in generating more kitchen usage fees because we have run out of space and cannot accommodate any more incubator client kitchen shifts. We also use the kitchen to prepare our senior meals for our social

services programs and those programs use the space several times a week rendering them unavailable for incubator clients. When we move into our new Community Caring Center facility, we will hope to prepare senior meals without encroaching on incubator space. We also have identified several sources of funding for both the Incubator and the Job Training Programs including Bank of America Foundation, Wells Fargo Foundation, and the US Economic Development Administration.

We also plan to expand our culinary incubator after we move into our new facility and possibly support incubator clients in various locations in the Town Village that is planned. Successful culinary incubator clients will contribute greatly to the economic development of the CRA area and in turn, we expect to see greater support from our stakeholders for our program.

Section IV. APPLICATION CHECKLIST

A. Cover letter signed by Board President/Chair	
B. 501(c)(3) IRS Determination Letter, must be classified as tax-exempt at time of application	
C. Evidence of Good Standing with State of Florida	
D. Board of Directors list with brief bios	
E. Policy on Board roles & responsibilities, if applicable	Title: Board Member Expectations
F. Policy on Board contributions, if applicable	Included in Board Member Expectations
G. Strategic Plan or other long-term planning document	Title: CCCGGBB Strategic Plan
H. Policy on strategic/long-term planning, if applicable	Included in Strategic Plan
I. Project/Program Model	
J. Evaluation Plan	
K. CRA Project/Program Budget Request	
L. CRA Project/Program Budget Narrative	
M. Most recent Financial Statement	Time Period: July 2017 – March 2018
N. Most recent Form 990 or 990 EZ (as applicable)	Fiscal Year: FYE 6-30-16
O. Completed Credit Authorization Form	
P. Most or more recent Independent Financial Compilation, Review, or Audit	Fiscal Year: FYE 6-30-16, 6-30-17 to be available May 1, 2018
Q. Affiliation Agreements (if applicable list below):	CAP Contract IED Contract PNC List of Classes
R. Current Balance Sheet as of 12/31/17	

Section V. CERTIFICATION STATEMENT AND SIGNATURE

CERTIFICATION AND WAIVER OF PRIVACY:

I, the undersigned applicant(s), certify that all information presented in this application, and all of the information furnished in support of the application, is given for the purpose of obtaining a grant under the Boynton Beach Community Redevelopment Agency Nonprofit Organization Grant Program, and it is true and complete to the best of my knowledge and belief.

I further certify that I am aware of the fact that I can be penalized by fine and/or imprisonment for making false statements or presenting false information. I further acknowledge that I have read and understand the terms and conditions set forth and described in the Boynton Beach Community Redevelopment Agency Nonprofit Organization Grant Program Rules and Requirements.

I understand that this application is not a guarantee of grant assistance, and that award of grants is at the sole discretion of the Boynton Beach Community Redevelopment Agency Board. I understand that the purpose of the grant is to further the Boynton Beach Community Redevelopment Plan, and that the Boynton Beach Community Redevelopment Agency may decline my application for any legal reason, including the reason that granting the award will not further the Community Redevelopment Plan. Should my application be approved, I understand that the CRA may, at its sole discretion, discontinue subsidy payments at any time if in its sole and absolute determination it feels such assistance no longer meets the program criteria or is no longer in furtherance of the Boynton Beach Community Redevelopment Plan.

I hereby waive my rights under the privacy and confidentiality provision act, and give my consent to the Boynton Beach Community Redevelopment Agency, its agents and contractors to examine any confidential information given herein. I further grant permission, and authorize any bank, employers or other public or private agency to disclose information deemed necessary to complete this application.

I give permission to the Boynton Beach Community Redevelopment Agency or its agents to take photos of myself and business to be used to promote the program.

As Chief Executive of the applicant organization I certify that (1) the information provided in this application is correct and complete to the best of my knowledge; (2) I am committed to the purpose of the proposed project or program and will work with Board and staff members to accomplish its stated outcomes; and, (3) I will be accountable for compliance with all CRA requirements for operation, evaluation, and reporting.


Chief Executive Signature

4/16/18

Date Submitted

Sherry Johnson, Executive Director

Print Name/Title

¹ <https://incubator.ucf.edu/overview/>

ⁱ Boynton Beach Community Redevelopment Plan

ⁱⁱ US Census ACS 2015

ⁱⁱⁱ Ibid.

^{iv} <https://incubator.ucf.edu/overview/>

^v "Food-Based Business Incubator Programs" NLC Municipal Action Guide.

^{vi} Aernoudt, Rudy. "Incubators: Tool for Entrepreneurship?" Small Business Economics 23.2 (2004): 127-35. Web.

^{vii} Wallace, David. "Infographic: The Most Tried and Failed Small Businesses." Small Business Trends. N.p., 25 Mar. 2013. Web. 2 Jan. 2014

^{viii} Wallace, David. "Infographic: The Most Tried and Failed Small Businesses." Small Business Trends. N.p., 25 Mar. 2013. Web. 2 Jan. 2014

^{ix} Eater, "What are Food Incubators and Do They Create Viable Businesses?" (Tove Danovich - February 26, 2016)

^x An Equitable Food System: Good for Families, Communities, and the Economy (PolicyLink, 2016)

^{xi} Aernoudt, Rudy. "Incubators: Tool for Entrepreneurship?" Small Business Economics 23.2 (2004): 127-35. Web

^{xii} "Food-Based Business Incubator Programs" NLC Municipal Action Guide.

^{xiii} Florida Office of Demographic and Economic Research

^{xiv} https://www.bls.gov/oes/current/oes_fl.htm#35-0000 Bureau of Labor Stats

Occupational Employment Stats. May 2017 State Occupational Employment and Wage Estimates Florida

X Boynton Beach CRA – Project/Program Model

Organization Community Caring Center of Greater Boynton Beach **Contact Person** Rachel Waterman

Project/Program Name Secret Garden Café Culinary Incubator & Job Training Center **Funding Period** 6/1/18 – 12/1/18

Project/Program Budget \$292,391 **Request** \$57,681 **CRA Need Area** Economic/Business Development

Brief Description The Secret Garden Café Culinary Incubator and Job Training Center provides business development support to culinary entrepreneurs, affordable access to a fully-licensed commercial kitchen, retail food market and restaurant, a food handler's certification course, business development classes, one-on-one coaching, internship opportunities, job placement, and other culinary career supports.

GOAL: The Secret Garden Café, Culinary Incubator & Job Training Programs have the unified goals of increasing economic activity in the CRA area, diversifying the economy in the CRA area, and improving the personal economic condition of residents in the HOB.

Key Activities	Outputs	Outcomes	Impact(s)
1. Operate Business Incubator for Culinary Entrepreneurs	1a. 30 culinary micro-enterprises will participate in business development activities 1b. 4 entrepreneur showcases & retail events	<ul style="list-style-type: none"> Establishment and/or expansion of 30 culinary industries in the CRA area. Creation of 3 higher paying jobs in the CRA area. Increased economic activity in the CRA area. Diversified local economy in the CRA area. 	<ul style="list-style-type: none"> Higher tax based Increased economic development
2. Provide Job Training	2a. 10 Certified Food Handlers, 5 from CRA area. 2b. 1 Job Fair	<ul style="list-style-type: none"> Increased economic activity in the CRA area. Attain 5 higher paying jobs in the CRA area and/or for people living in the CRA area. 	<ul style="list-style-type: none"> Higher tax base Increased economic development

Funding Evaluation Plan

Boynton Beach Community Redevelopment Agency (CRA)

Organization Community Caring Center of Greater Boynton Beach, Inc.

Contact Person Rachel Waterman

Project/Program Name Secret Garden Café Culinary Incubator & Job Training Center

Funding Period 6/1/18 – 12/1/18

PROGRAM/PROJECT		Activity #1: Operate a Business Incubator for Culinary Entrepreneurs
OUTPUTS / Measurable Indicators →		Evaluation Process - Outputs: Who, Tools, When
<ol style="list-style-type: none"> 30 culinary micro-enterprises will participate in business development activities 4 Entrepreneur showcases &/or community retail events 		<p>Who: Incubator Director, Executive Director, IED Business Counselors, PNC Workshop Facilitators.</p> <p>Tools: Attendance Lists, Business Licenses, Coaching Reports, Participant Enrollment & Income Certification Forms.</p> <p>When: Data entered monthly, reviewed quarterly. Reported annually and more often per various funder requirements.</p>
OUTCOMES / Measurable Indicators →		Evaluation Process - Outcomes: Who, Tools, When
<ul style="list-style-type: none"> Establishment and/or expansion of 30 culinary industries in the CRA area. 3 Higher paying jobs in the CRA area. Increased economic activity in the CRA area. Diversified local economy in the CRA area. 		<p>Who: Incubator Director, Executive Director, Development Consultants</p> <p>Tools: Client database, client follow-up surveys.</p> <p>When: Reported annually and more often per various funder requirements.</p>

PROGRAM/PROJECT		Activity # 2: Provide Certified Food Handler's Job Training
OUTPUTS / Measurable Indicators →		Evaluation Process - Outputs: Who, Tools, When
<ol style="list-style-type: none"> 10 Certified Food Handlers, 5 from CRA area. 1 Job Fair 		<p>Who: Job Training Program Coordinator, Chef/Kitchen Skills Instructor, Executive Director.</p> <p>Tools: Attendance Lists, Licensing Exam, Internship Records, and Participant Enrollment & Income Certification Forms.</p> <p>When: Data entered monthly, reviewed quarterly or with each graduating cohort. Reported annually and more often per various funder requirements.</p>
OUTCOMES / Measurable Indicators →		Evaluation Process - Outcomes: Who, Tools, When
<ul style="list-style-type: none"> Increased economic activity in the CRA area. 3 Higher paying jobs in the CRA area and/or for people living in the CRA area. 		<p>Who: Job Training Program Coordinator,, Executive Director, Development Consultants</p> <p>Tools: Client database, Client follow-up surveys.</p> <p>When: Reported annually and more often per various funder requirements.</p>

Narrative response:

1. Describe input, if any, to this Evaluation Plan, or the Project/Program Model(s) on which it is based, from outside consultants, staff, Board, funders, clients, or other organization stakeholders.

Our evaluation tools and methods have been designed by staff, clients, and our development consultants, and also incorporate indicators and measures as required by our funders and Board of Directors.

2. Does the organization engage in other evaluation activities and reporting? If so, describe briefly.

We also provide program outcomes and compliance reports to Palm Beach County Community Action Program regarding Job Training outcomes.

3. Will any additional cost be incurred to implement this Evaluation Plan? ☒ Yes ☐ No

If yes, describe specific items and amounts.

We have a development consultant that provides us with some evaluation support and it is included in our annual contract. We have been discussing streamlining our evaluation processes and implementing a new system that will better track jobs created, increases in business revenues and participants' income, job attained and maintained, and track services provided. In particular, we are looking at updating our excel database and possibly creating a computer-based data entry form to ensure we are obtaining all the necessary contact and outcome data for each program participant and reduce our analysis time using excel as our tracking sheet has become very bulky. We are budgeting \$15,000 for evaluation needs for FY2018-19.

4. If applicable, have additional costs been included in the project/program budget?

Yes, we have included a \$5,000 allocation toward evaluation activities.

5. Who will be responsible for coordinating the evaluation process and preparing quarterly/annual reports?

The Incubator Director will responsible for coordinating the evaluation process and preparing quarterly reports for the Incubator activities and the Job Training Coordinator will responsible for coordinating the evaluation process and preparing quarterly reports for the job training activities. Sherry Johnson, Executive Director with the support of Global Development Solutions, our Development Consultants, will create annual reports and review all grant compliance reports.

6. How will evaluation data be used for internal performance improvement?

We monitor data quarterly and address issues as they arise, as able. Evaluation data is reviewed as part of employee evaluations which is done annually or more frequently in the case of new hires or in the event of an improvement plan. Annually, evaluation data is considered regarding program outcomes as part of our annual board meeting which will now also include updates to our strategic plan.

7. Will evaluation data/reports be shared with organization staff? Yes.

8. Will evaluation data/reports be shared with the organization's Board of Directors? Yes.

9. The Boynton Beach CRA requires that evaluation data relative to CRA support be reported quarterly and at the end of the year. Will the data/reports be shared with other funders?

Data related to the Job Training Program will be shared with Palm Beach County Community Action Program. Data related to the Incubator may be shared with additional funders as we have applications

for funding pending. We also plan to do an Agency Annual Report in late 2018 for FY2017-18 and program results will be published in it.

10. Who are other organization stakeholders? Will evaluation data/reports be shared with them? Stakeholders include Palm Beach County Community Action Program, PNC Foundation, and the City of Boynton Beach and data/reports will be reported as required.

CERTIFICATION AND WAIVER OF PRIVACY:

I, the undersigned applicant(s), certify that all information presented in this application, and all of the information furnished in support of the application, is given for the purpose of obtaining a grant under the Boynton Beach Community Redevelopment Agency Nonprofit Organization Grant Program, and it is true and complete to the best of my knowledge and belief.

I further certify that I am aware of the fact that I can be penalized by fine and/or imprisonment for making false statements or presenting false information. I further acknowledge that I have read and understand the terms and conditions set forth and described in the Boynton Beach Community Redevelopment Agency Nonprofit Organization Grant Program Rules and Requirements.

I understand that this application is not a guarantee of grant assistance, and that award of grants is at the sole discretion of the Boynton Beach Community Redevelopment Agency Board. I understand that the purpose of the grant is to further the Boynton Beach Community Redevelopment Plan, and that the Boynton Beach Community Redevelopment Agency may decline my application for any legal reason, including the reason that granting the award will not further the Community Redevelopment Plan. Should my application be approved, I understand that the CRA may, at its sole discretion, discontinue subsidy payments at any time if in its sole and absolute determination it feels such assistance no longer meets the program criteria or is no longer in furtherance of the Boynton Beach Community Redevelopment Plan.

I hereby waive my rights under the privacy and confidentiality provision act, and give my consent to the Boynton Beach Community Redevelopment Agency, its agents and contractors to examine any confidential information given herein. I further grant permission, and authorize any bank, employers or other public or private agency to disclose information deemed necessary to complete this application.

I give permission to the Boynton Beach Community Redevelopment Agency or its agents to take photos of myself and business to be used to promote the program.

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


 4/16/18

Chief Executive Signature Date

Sherry Johnson, Executive Director
Printed Name/Title

 4/16/2018

Chairperson, Board of Directors Date

Joyce Portnoy, Executive Director President
Printed Name 

Attachment: Project/Program Model

	A	B	C	D	E	F	G	H	I	J	K
1	CRA Combined Budget Form - Funding Application FY 2017-18										
2	Organization Name			Community Caring Center of Greater Boynton Beach							
3	Executive Leader & Key Financial Manager Names			Sherry Johnson							
4	Current FY (2016-17) Total Organization Budget			\$837,401							
5	Program/Project Name			Secret Garden Café Culinary Incubator & Job Training Center							
6	Application Due Date			19-Apr-18							
7											
8	INCOME		FY 2016-2017 Budget	FY 2016-2017 Organization Fiscal YTD thru 7/1/17	Projected 2017-18 Organization Total Budget	FY 2017-18 Projected Total Program/Project					
9	Fees, Tickets, Registration, etc.		100,000	113,270	75,000						
10	Corporate Grants/Contributions				12,000	12,000					
11	Individual Donations		100,000	176,344	210,000	57,000					
12	Foundation Grants		135,000	132,500	188,632	15,710					
13	Government - Federal		25,000	23,258	24,000						
14	Government- Local/County		65,000	40,683	118,240	75,000					
15	Government- State										
16	In-Kind		200,000	210,766	261,319						
17	Interest Income			17	10						
18	Membership				15,000						
19	CRA Actual or Requested		50,000	70,000	57,681	57,681					
20	Other: Program Fees- Shared Kitchen Rental		65,000	70,564	75,000	75,000					
21	Other:										
22	Other:										
23	Total Income		740,000	837,401	1,036,882	292,391					
24											
25	CRA % of Total Income		7%	8%	6%	20%					
26											
27	NOTES:										
28	(1) The CRA Request in INCOME Column G should equal the CRA Request at the bottom of the EXPENSES budget										
29	(2) Total INCOME should equal Total EXPENSES to project a balanced budget in FY 2017-18 (Column G)										
30	(3) CRA % of projected Total Organization Income may not exceed 25% for FY 2017-18 (Column G) unless approved by CRA										
31	(4) Figures in Column I and, if applicable, Column K, should match Program/Project Budget Narrative										

	A	B	C	D	E	F	G	H	I	J	K
	EXPENSES				FY 2016-2017 Organization Fiscal YTD thru 7/1/17		Projected FY 2017-18 Organization Total Budget		FY 2017-18 Projected Total Program/Project		
32	<i>See separate Instructions for line item definitions</i>		FY 2016-2017 Budget								
33	Salaries & Related Taxes		165,000		164,903		198,700		74,473		
34	Fringe Benefits				-						
35	Professional Svcs/Consulting		170,000		170,083		266,000		73,100		
36	Insurance		17,000		21,651		25,000		13,865		
37	Licenses, Registration, Permits		2,000		2,151		2,050		1,025		
38	Conferences & Meetings		1,500		1,539		1,500		750		
39	Copying & Printing		500		435		500		250		
40	Equipment Rental/Maintenance		10,000		10,211		16,650		15,000		
41	Rent/Mortgage & Maintenance		60,000		60,415		71,500		49,128		
42	Utilities		28,000		32,001		35,000		23,000		
43	Telecommunication										
44	Office & Program Supplies		199,000		280,510		307,500		22,500		
45	Postage & Delivery		500		353		500		200		
46	Local Travel		6,800		6,274		10,000		1,825		
47	Capital Expenditures										
48	Other: Alarm		2,000		2,084		3,096		2,352		
49	Other: Merchant & Bank Fees		10,000		13,111		12,950				
50	Other: Marketing		5,000		4,567		5,000		2,000		
51	Other: Staff Development & Subscriptions		1,500		1,171		2,000		600		
52	Other: Fundraising Expense		30,000		30,649		35,236				
53	Sub-Total Expenses		708,800		802,108		993,182		280,068		
54	4.4% Admin/Indirect Expense		31,187		35,293		43,700		12,323		-
55	Total Expense		739,987		837,401		1,036,882		292,391		-
56											
57	NET INCOME		13		1		(0)		0		-
58											
59	Total Expenses Project						292,391				
60	CRA Request						57,681		-		
61											
62	NOTES:										
63	(1) Refer to separate Instructions for definitions of each line item expense										
64	(2) In Column G, CRA Request may be less than Total Expense as there may be other sources of revenue for the program(s)										
65	(3) Projected NET INCOME (Total Income minus Total Expense) should equal zero for a balanced budget in FY 2017-2018 (Column G)										

	A	B	C	D	E	F
1	CRA Program/Project Budget Narrative Form					
2						
3	Organization Name		Community Caring Center of Greater Boynton Beach			
4	Program/Project Name		Secret Garden Café Culinary Incubator & Job Training Center			
5						
6	PROGRAM/PROJECT INCOME NARRATIVE		Amount	Justification / basis for budgeted amount (Insert lines for significant specific funding sources beneath line item categories)	C or P (2)	Date of: - P -Decision or - C - Funding Start (3)
7						
8	Fees, Tickets, Registration, etc.		-			
9	Corporate Grants/Contributions		12,000	Fleming & Fleming Trust contributions	P	received every year
10	Individual Donations		57,000	Fundraising/Board Contributions	C	
11	Foundation Grants		15,710	PNC Foundation	P	6/15/2018
12	Government- Federal					
13	Government- Local/County		75,000	PBC CAP Grant	C	4/1/2018
14	Government- State		-			
15	In-Kind		-			
16	Interest Income		-			
17	Membership		-			
18	CRA Request		57,681	See Combined Budget, Revenue Section		6/1/2018
19	Other:		75,000	Kitchen rental fees		on-going
20	Other:					
21	Total Income		292,391	Equals Total Income, Program/Project (Column I)		
22						
23	NOTES:					
24	(1) Insert additional rows for significant specific funding sources beneath each line item category					
25	(2) For each significant grant, contract, or contribution, indicate if it is (C) confirmed, or (P) decision pending					
26	(3) For each item in Column E, indicate date decision is expected for PENDING and date funding begins for CONFIRMED					
27	(4) CRA Request, Column C, should match Column I on the Combined Budget					
28	(5) Total Income should equal Program/Project, Total Income, (Column I)					
29						
30	COMMENTS: Request detail: \$6,500 10% executive director allocation, \$5,000 evaluation, \$9,000 IED incubator workshops, \$24,750 50% Incubator Director allocation, \$5,000 Job Fair allocation, \$3,000 sales software, \$2,000 other program supplies.					

	A	B	C	D	E	F
31	PROGRAM/PROJECT EXPENSE NARRATIVE		Amount	Item Detail/Description		
32						
33	Salaries & Related Taxes:		49,500	Culinary Incubator Director (Sheretta)		
34			14,973	PT Culinary Incubator support (open)		
35			10,000	Job Fair Coordination (Tony)		
36						
37			74,473	Total Salaries & Related Taxes		
38						
39	Fringe Benefits:			included above		
40			-	Total Fringe Benefits		
41						
42	Professional Svcs/Consulting:		13,000	20% Executive Director allocation		
43			9,100	Kitchen skills training (Phil)		
44			24,000	IED Culinary Client Workshops		
45			12,000	Job Training Coordinator (BJ)		
46			15,000	Evaluation Consultant (GDS)		
47			73,100	Total Professional Services / Consulting		
48						
49	Insurance:		5,100	Worker's Compensation		
50			8,765	50% of general liability		
51						
52			13,865	Total Insurance		
53						
54	Licenses, Registration, Permits:			State annual licensing fee for Sailfish, Dept. of Agriculture		
55				City of Boynton Beach & PBC County business licenses		
56				State of Florida Hotel & Restaurants		
57			1,025	Total Licenses, Registration, Permits		
58						
59	Conferences & Meetings:			Entrepreneurship annual conference in Orlando		
60						
61						
62			750	Total Conferences & Meetings		
63						
64	Copying & Printing		250			
65						
66	Equipment Rental/Maintenance		15,000	Umbrellas, painting, cleaning, pest control, tent rentals		
67						

	A	B	C	D	E	F
68	Rent/Mortgage & Maintenance		49,128	\$4,094/month X 12 months		
70	Utilities		23,000	Water, electricity, gas, and comcast (telephone & web)		
72	Telecommunications		-	Included in utilities		
74	Office & Program Supplies		22,500	Food ingredients, cash register software, aprons & knives for training program, course manuals and supplies		
76	Postage & Delivery		200			
78	Local Travel		1,825	staff mileage - job fair coordination, employment placement, client support, program outreach, events set-up		
80	Capital Expenditures					
82	Other: alarm		2,352	\$196/month X 12 months		
84	Other: marketing		2,000	program outreach, events promotions, client support		
86	Other: staff development & subscriptions		600	Chamber dues, Slow Food membership, Restaurant Association membership		
88	4.4 % Admin/Indirect Expense		12,323			
90	TOTAL EXPENSES		292,391	Equals Total Expense, Program/Project, Combined Budget (Column I)		
91						



Habitat
for Humanity®
South Palm Beach County

RECEIVED

APR 19 2018

BOYNTON BEACH CRA

4:07 PM
TS

181 S.E. 5th Avenue
Delray Beach, FL 33483
561-819-6070
Fax: 561-819-0173

April 11, 2018

BOARD OFFICERS

Scott Sullivan,
Chairman

Rick Howard,
Immediate Past & Vice
Chairman

Brittney Kocaj,
Treasurer & Secretary

Ms. Thuy Shutt
Assistant Director
Boynton Beach CRA
710 North Federal Hwy
Boynton Beach, FL 33435

Dear Ms. Shutt:

DIRECTORS

Jason Aube

Scott Banks

Eric Bucher

Cheryl Budd

Audrey Grolig

Jason Katz

Eric Lebersfeld

Joe Martin

Joseph Meeler

Doug Mosley

Robyn Rapheal-Dynan

Leon Silverstein

The Board of Directors of Habitat for Humanity of South Palm Beach County joins me in sending this request to be considered among the organizations for which the Boynton Beach CRA offers support. This application has been endorsed by a majority vote of the board on February 22, 2018. We understand that the CRA funding is to be utilized in conjunction with programs and operations that are consistent with the CRA's mission and the CRA Plan for the benefit of the Redevelopment Area. We are committed to assisting the affiliate in working to achieve the measurable outcomes identified in the funding application. We thank you in advance for your consideration, and hope you find our request worthwhile.

We respectfully seek support in the amount of \$40,000 toward our comprehensive ***The Door to Sustainability*** program. You will be joining an expanding family of donors that includes foundations, corporations, local, regional and national businesses, as well as generous individuals in helping us to make lasting improvements in the quality of life for the communities we serve.

In Boca Raton, Delray Beach, and Boynton Beach, Florida we are providing a hand-up, not a hand out, empowering families in need as partners in creating their own, safe, decent affordable housing, and building sustainable lives. At Habitat for Humanity of South Palm Beach County, we are not only transforming the lives of families, we are also building strong neighborhoods and collaborating to create cohesive communities.

President/CEO

Randy Nobles

The Research: National research shows that children who live in their own homes and experience stable, safe living environments thrive academically, physically and emotionally compared to those living in less favorable conditions. In a recent McArthur Foundation study, "How Housing Matters" it was determined that poor quality housing is tied to emotional and behavioral problems leading to poor academic performance. The study found that parents' stress from living in poor quality and unstable homes took a toll on children's wellbeing.

Researchers found that substandard housing—exposed wiring, peeling lead paint, rodent infestation, and the like—may also contribute to physiological stress in children, inhibiting



their emotional stability and learning. Similarly residential instability interrupts peer and school networks, impeding academic and behavioral success.

Our Primary Contact Information: Habitat for Humanity of South Palm Beach County is located at 181 SE 5th Avenue, Delray Beach, FL 33483. Please do not hesitate to contact us through Madonna Letourneau at 561-819-6070, Ext. 210 or mletourneau@hfhboca.org.

Our Mission: *Seeking to put God's love into action, we bring people together to build homes, community and hope.*

Our Vision: *A world where everyone has a decent place to live.*

Our History: Since 1976, Habitat for Humanity International has provided affordable home ownership, safety and stability for 6.8 million people. Our own Habitat for Humanity of South Palm Beach County affiliate, established in 1991, has been working toward that same goal for the last 26 years; building 136 homes and revitalizing 151 homes and community assets in partnership with qualified area families, non-profits and government agencies. We are not only a key participant, but also an important convener of conversations that create positive impact in the neighborhoods and communities we serve. The outcomes create an improved quality of life and also instill a precious pride of ownership.

The Population We Serve: By empowering families to own and maintain their own homes, we are helping to break the cycle of poverty, providing a pathway that ensures healthy, sustainable lives. National research from the Journal of Urban Economics and a study done by the Federal Reserve Bank of New York reveals that children whose families own their own homes are 19% more likely to attend college and significantly more likely to complete high school.

Following is a full breakdown of the people currently served by our FY17 programs:

- Male: 41.6%
- Female: 58.4%

- White: 9.7%
- Hispanic: 2.7%
- African American/Black: 63.7%
- Caribbean/Black: 23.9%

- Children (0-17): 19.5%
- Young Adult (18-24) 8.0%
- Adult (25-64) 39.8%
- Senior (65+) 32.7%

Our Program Components:

• **New Home Construction:** We address the affordable housing crisis in Palm Beach County by building new homes with 3 to 5 bedrooms based on family size. Each home is sold with an interest free mortgage. Families that we work with are true partners in creating their own solutions as they each contribute 400 hours of sweat equity as part of their agreement with us, working on home builds, Neighborhood Revitalization projects and in our ReStores. Through the process, we teach them valuable skills that improve their ability to do home maintenance, integrate them into a community of people who give back, and often increase their opportunities for future employment.

• **Education:** Through education and mentoring, Habitat for Humanity of South Palm Beach County creates the pathway to successful home ownership, exposing our partner families to the empowering knowledge they need to make solid decisions for their families. Partnering with contributing financial institutions, businesses and regional organizations, we provide 100 hours of curriculum including financial literacy, budgeting, insurance & escrow, wills, home maintenance, health/nutrition and parenting. We teach the families we serve to become successful homeowners who are educated to maintain their asset for generations to come.

• **Neighborhood Revitalization:** To assist current homeowners in need who due to low income, illness or age are unable to keep up with needed home repairs, our Neighborhood Revitalization program helps homeowners protect their property values, avoid liens, fines and lapsed insurance. We partner with low-income families by completing needed repairs; our projects often motivate surrounding homeowners and landlords to make improvements of their own, heightening property values in entire neighborhoods, and creating a renewed pride of ownership for all.

1. **A Brush with Kindness (ABWK):** These smaller revitalization efforts typically involve pressure cleaning, painting, debris removal and yard clean up normally costing up to \$2,000.

2. **Critical Repairs:** These are larger projects such as roof repair or replacement, installation of new hurricane impact windows and doors, and accessibility ramps typically costing \$10,000+.

• **Volunteerism and Giving Back Where We Live and Work:** One of our most important priorities is exposing the communities we serve to the need for affordable housing by providing many varied opportunities for volunteers. Contributing in their home communities toward construction, in our ReStores or at our offices, our volunteers meaningfully serve our mission. They act as the heart, soul and muscle of our operation as they experience the joy of giving back.

• **Community Partnerships:** Habitat for Humanity of South Palm Beach County ensures maximum impact on the communities we serve by building community coalitions (residents, government, churches, hospitals and health care providers, law enforcement, businesses and other nonprofits) through which we collaboratively complete community projects.

The Door to Sustainability program has set these FY18 goals:

1. Build 4 new homes, to reduce the need for affordable housing in our service area; increase family stability and sustainability; decrease blight and the number of empty lots that often lead to undesirable neighborhood activities, and increase the tax base in the city of Boynton Beach.

2. Complete 6 neighborhood revitalization projects, including *A Brush with Kindness* and *Critical Repairs*. The projects will restore older neighborhoods, rejuvenating homes that have fallen into disrepair, and protecting property values for the overall community. Frequently, such repairs assist the families in reinstating lapsed homeowner insurance and removing liens.

3. Track each Partner Family, via our database management tool, to ensure they complete 100 hours of life skills education curriculum and 400 hours of Sweat Equity work. This is a crucial component of our ultimate goal to transition families from renters to knowledgeable homeowners who have been exposed to concepts that increase sustainability and contribute to their employment skills.

4. Engage 1,000 volunteers, tracked via our database management tool, who will work together side by side to promote understanding and self-reliance.

5. Partner with a minimum of 10 volunteer groups representing organizations, non-profits, churches, and agencies to achieve home-building and neighborhood revitalization goals, while exposing partners to the

regional need for affordable housing and providing them with the benefits of community engagement and the joy of giving back.

6. Engage a minimum of 10 businesses in Team Builds with donations totaling a minimum of \$10,000 while involving each group's participants in social enterprise and providing the value of community engagement.

Some of Our Current Supporters:

- Bank of America Charitable Foundation
- Batchelor Foundation
- EverBank
- Farris Foundation
- Florida Peninsula Insurance Company
- Ford Motor Company
- Home Depot Foundation
- The Lattner Family Foundation
- Libra Foundation
- Lowe's
- MacArthur Foundation/Community Foundation of Palm Beach & Martin Counties
- Publix Supermarkets Charities
- Schmidt Family Foundation
- Sklar Furnishings
- State Farm Insurance
- Wells Fargo Foundation

Our Sustainability Model: Habitat for Humanity of South Palm Beach County follows the Habitat for Humanity International profile:

- Mortgage payments and repayments of home revitalization loans go into the Fund for Humanity to fund new homes and repairs for future Habitat families.
- Our 2 ReStores contribute more than \$400K toward our mission annually by repurposing building supplies and household items for sale to the public. In addition to providing useful goods for the community at very affordable prices, the ReStores also keep more than 2 million tons of waste from our landfills annually.

Our Administrative Costs: In FY17, 84.8% of our income directly supported our mission, and 15.2% was used toward administration, with 10.5% going to fundraising costs, and 4.7% going to management and general expenses.

Please know how much we appreciate your consideration of our request for funding.

Respectfully,



Scott Sullivan
Board Chairman

Application for Funding – Nonprofit Partner Boynton Beach Community Redevelopment Agency

The Boynton Beach CRA is a public agency and is governed by the “Florida Public Records Law” under Florida State Statutes, Chapter 119. Any documents provided by the Applicant(s) may be subject to production by the CRA upon receipt of a public records request, subject to any exemptions provided by Florida Law.

SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING

It is the responsibility of the applicant to READ AND UNDERSTAND all aspects of the Grant Program’s Rules/Requirements and Application.

NOTICE TO THIRD PARTIES: The grant application program does not create any rights for any parties, including parties that performed work on the project. Nor shall issuance of a grant result in any obligation on the part of the CRA to any third party. The CRA is not required to verify that entities that have contracted with the applicant have been paid in full, or that such entities have paid any subcontractors in full. Applicant’s warranty that all bills related to the Project for which the applicant is directly responsible is sufficient assurance for the CRA to award grant funding.

Section I. ORGANIZATION INFORMATION		
1 Organization Legal Name: Habitat for Humanity International		
<i>dba</i> , if applicable: Habitat for Humanity of South Palm Beach County		
2 Address: 181 SE 5 th Avenue Delray Beach, FL 33483		
3 Telephone: 561-819-6070	4 Fax: 561-819-0173	5 Website: www.habitatsouthpalmbeach.org
6 Mission Statement: Seeking to put God’s love into action, we bring people together to build homes, communities and hope. Our vision is a world where everyone has a decent place to live. We build strength, stability and self-reliance through shelter.		
7 Executive Leader: Randy Nobles – President & CEO		
8 Application Contact: Madonna Letourneau		9 Title: Director – Grants & Administration
10 Contact Telephone: 561-819-6070 X210		11 Email: mletourneau@hfhboca.org
12 Year Established, Organization History and Growth (maximum 1,000 words): At Habitat for Humanity of South Palm Beach County (HFHSPBC), we are committed to our mission of improving the quality of life in the Boynton Beach, Delray Beach and Boca Raton communities, and to empowering the future homeowner families who partner with us to build or repair their homes. Our goal is to provide a full range of resources for our homeowner families, giving them the hand-up, not a hand-out, they need to lead sustainable lives, and to be good parents, good neighbors and good citizens. Founded in 1991, HFHSPBC has built 136 homes and completed 161 Neighborhood Revitalization Projects in the South Palm Beach County cities of Boca Raton, Delray Beach & Boynton Beach. This achievement has been shared by thousands of volunteers who have supported our work in order to		

help build and repair homes for area families in need.

Our affiliate's roots began in Boca Raton but quickly expanded north to Delray Beach and Boynton Beach. The majority of our recent new home projects have been completed in Boynton Beach because of our strong partnerships with city agencies. HFHSPBC built its first home in Boynton Beach in 1999 and completed two or more homes in the city almost every year since. In 2018, we plan to complete 10 homes in Boynton Beach, surpassing our achievement of 7 homes built in 2010.

One of the key multi-year projects we completed in Boynton Beach was Ocean Breeze West – A Collaborative Community project including twenty-one mixed income single-family homes. HFHSPBC managed the project in partnership with the City of Boynton Beach, Boynton Beach CRA and the Faith-based CDC. Ground broke in January 2012, and the final house was finished in December 2014. Originally granted 11 home lots, HFHSPBC was ultimately able to build a total of 16 homes.

The Ocean Breeze West project was crucially important for the blight removal that resulted, a much needed solution to the destruction left behind at the Boynton Terrace public housing site decimated by the 2004 hurricanes. The Ocean Breeze West project created low income and workforce housing in the Heart of Boynton, predominately composed of African American and Caribbean families with a median income of \$27,100.

Our work upgraded the Heart of Boynton by adding new homes and building partnerships with faith-based and civic organizations, schools and city agencies. Families who could not have purchase a home through traditional avenues became homeowners with 0% rate mortgages based on their incomes, allowing them the leeway to invest in health insurance, education and transportation.

The cycle of poverty can be broken only when families receive the knowledge and tools they need along with the support of their community, encouraging them to take the necessary steps to grow and improve their lives. HFHSPBC recognizes the tremendous impact housing has on families' quality of life and their ability to establish long-lasting relationships within the community. The project avoided gentrification and displacement of existing residents.

To date, we have constructed 67 new homes in Boynton Beach. We are completing our third home in the Model Block project that aims to transform an area plagued by blight and crime into a safe neighborhood for families. HFHSPBC is pursuing additional lots in this 11 home to continue to aid in this transformation.

Complementing our new home construction, we also complete home repair and community asset repair projects that revitalize the whole community. Projects assist current homeowners in need, who due to low income, illness or age are unable to keep up with needed repairs.

Our Neighborhood Revitalization (NR) program helps homeowners protect property values, avoid liens, fines and lapsed insurance. Low income families partner with us to complete needed home repairs. These projects often motivate surrounding homeowners and landlords to make improvements of their own, heightening property values in entire neighborhoods, and creating a renewed pride of ownership for all.

1. A Brush with Kindness (ABWK): These smaller revitalization efforts typically involve

pressure cleaning, painting, debris removal and yard clean up normally costing up to \$2,500.

2. **Critical Repairs:** These are larger projects such as roof repair or replacement, installation of new hurricane impact windows, doors, and accessibility ramps. Such projects typically cost \$10,000+.

Over half of the 161 NR projects we have completed to date are in Boynton Beach. Some of the key Boynton Beach community assets we have improved are Vetsville, the Community Garden and the Boys and Girls Club.

A unique aspect of our program is the requirement that our families become working partners who roll up their sleeves and participate in building homes and volunteering at the ReStores. Each partner family purchasing a new home is required to contribute 400 Sweat Equity hours of volunteer work, building an investment in their own outcomes. The families are welcomed into our vast volunteer network that is working each day to strengthen the communities we serve, contributing to the quality of life in Boynton Beach, Delray Beach and Boca Raton.

At HFHSPBC, we are not only changing lives, we are transforming them, creating an impact that will positively influence the stability and sustainability of the next generation. Nearly percent of those we serve are children. As the lives of their families are transformed, we are creating a foundation that will help catapult the next generation out of poverty.

In addition to the expected outcomes for partner families, we will also increase our annual volunteer base from 2600 to 2800 this fiscal year. Our volunteers gain civic pride, self-esteem, job skills and potential employment, as they become committed advocates for HFHSPBC.

Through shelter we build strength, stability and self-reliance.

13 Description/Programs (maximum 1,000 words):

The vision that became today's Habitat for Humanity grew from the fertile soil of Koinonia Farm, a community settlement outside of Americus, Georgia, founded by farmer and biblical scholar Clarence Jordan.

On the farm, Jordan and Habitat's eventual founders, Millard and Linda Fuller, developed the concept of "partnership housing." The concept centered on those in need of adequate shelter working side by side with volunteers to build decent, affordable homes. The plan called for houses to be built at no profit. New homeowners' house payments would be combined with no-interest loans provided by supporters and money earned by fundraising projects to create "The Fund for Humanity," which would then be used to build more homes.

Beau and Emma were the owners of the first home built by Koinonia's Partnership Housing Program. They and their five children moved into a concrete-block home with a modern kitchen, indoor bathroom and heating system, replacing the unpainted, uninsulated shack with no plumbing where they had previously lived.

In 1973, the Fullers decided to take the Fund for Humanity concept to Zaire, now the Democratic Republic of Congo. After three years of hard work to launch a successful house building program there, the Fullers then returned to the United States and called together a group of supporters to discuss the next step in the realization of their dream: Habitat for Humanity International,

founded in 1976.

The transformative change that Beau and Emma's family experienced is now shared by families who partner with us to build or revitalize their homes. Thanks in no small part to the personal involvement of U.S. President Jimmy Carter and his wife Rosalynn, Habitat now works in nearly 1,400 communities across the U.S. and in 70 countries worldwide. Through Habitat, 9.8 million people have achieved strength, stability and independence through safe, decent and affordable shelter.

Founded on the vision of creating a world where everyone has a decent place to live, our mission is to put God's love into action; we bring people together to build homes, communities and hope. Our affiliate is comprised of the following departments:

1. **Construction:** We address the affordable housing crisis in South Palm Beach County by building new homes with low income families. Our construction team has a paid staff of seven with a director, coordinator, administrator, two superintendents and two assistant superintendents. The staff engages heavily with volunteers including highly trained ones that serve as team leaders.

In 2011, we began Neighborhood Revitalization work partnering with homeowners who needed repair work on their property that they were unable to complete. We use traditional Habitat guidelines so each family pays a portion of the repair cost, with their payments going into the Fund for Humanity to build new or repair other existing homes, frequently restoring homeowner insurance or removing liens and fines. We offer loans at zero interest for Critical Repairs. Homeowner families must contribute sweat equity hours or provide water and snacks if the project is outsourced to a construction vendor. We have added an education component to our Neighborhood Revitalization program as well. Some repairs are also completed on community assets like the Boys and Girls Club and the Milagro Center.

We categorize the projects:

- A. **A Brush with Kindness (ABWK):** Smaller revitalization efforts typically involving pressure cleaning, painting, debris removal, yard clean up and landscaping.
- B. **Critical Repairs:** Larger projects including roof repair or replacement, installation of new hurricane impact windows and doors, and accessibility ramps.

2. **Family Services:** Our family service department has a director and a coordinator who handle the complete program process:

- A. Applications - Based on HFHI principals of need, ability to pay and willingness to partner with Habitat, homeowners fill out an application which includes family situation, work history, and financial data.
- B. Education – HFHSPBC provides 100 hours of curriculum including financial literacy, budgeting, insurance & escrow, wills, home maintenance, health/nutrition and parenting. We teach our families to become successful homeowners, educated to maintain their asset for future generations.
- C. Sweat equity – Habitat provides a hand up not a hand out. Families we work with are true partners in creating their own solutions as they each contribute 400 hours of sweat equity as part of their agreement with us, working on home builds, repair projects and in our ReStores. We teach families valuable skills improving their ability to do home maintenance, integrate them into a

community of people who give back, and often increasing their opportunities for future employment.

D. Mortgages - Each home is sold with an interest free mortgage

3. **Volunteer Engagement:** Our coordinator exposes the communities we serve to the need for affordable housing by providing many opportunities for volunteers. Contributing in their home communities toward construction and repair, in our ReStores or at our offices, our volunteers act as the heart, soul and muscle of our mission as they experience the joy of giving back.

4. **Government & Community Affairs:** HFHSPBC ensures maximum impact on the communities we serve by building community coalitions (residents, government agencies, faith based and civic organizations, hospitals and health care providers, law enforcement, businesses, schools, and other nonprofits) through which we collaboratively complete community projects.

ReStores: The Habitat model uses ReStores to repurpose building materials and household goods donated to us to sell to the public. These profits are a source of funds to our mission while keeping tons of materials out of local landfills. We currently operate two ReStores with a staff of 22 full time and 8 part time employees.

Administration: This group would include our CEO, CFO & CDO along with a few other staff members. This is the financial, fundraising and planning portion of our team.

14 Long Term/Strategic Planning Process & Status of Current Plan (attach Plan) (maximum 500 words):

Habitat for Humanity International sets the overall goals and priorities for Habitat affiliates across the nation. HFHSPBC aligns with HFHI by developing and implementing local strategic approaches consistent with and supportive of HFHI global strategic plan goals and objectives.

By aligning with the one global strategic plan, we strengthen our ability to deepen our collective impact to exponentially serve more families while recognizing the diverse contexts in which we work. Through alignment, we become a unified global family with local relevance.

HFHI has established catalytic strategic initiatives to help define the global strategic plan and support HFHSPBC to achieve the 2020 Strategic Plan goals and objectives. All HFHI divisions used the situation analysis to define, prioritize and budget for their implementation plan with division approaches & objectives (both long-term and annual) that contribute to implementing the global strategic plan.

HFHSPBC works with national organizations, other affiliates and our state of Florida support organizations to assess our situation analysis to align our approaches and targets with the framework of the global strategic plan.

Working with strategic direction from HFHI, support from the state support organization our affiliate can achieve more of our goals.

To expand HFHSPBC's impact, we implement at least one global objective from HFHI's direction and the needs of the communities we serve. HFHSPBC strengthens our ability to unify behind one global plan and deliver consistent messages by not adding new objectives.

Customizing our local approaches and targets aligned with the global strategic plan objectives strengthens our relationships with funders both national and local.

HFHSPBC's current plan was developed by the affiliate in 2015 under the prior president and management team. Over the past 18 months while a new management team has been assembled and the board membership increased, the plan has remained unchanged. Over the next 18 months, we will review the document and update as needed to adapt to needed changes for our service area.

15 Board Roles & Responsibilities (maximum 500 words):

Our board members provide foresight, oversight and insight for the affiliate.

Board members are the fiduciaries who guide our affiliate towards a sustainable future by adopting sound, ethical, and legal policies. They are also responsible for making sure the affiliate advances the mission of affordable housing in South Palm Beach County.

Additionally, they are responsible for hiring the President & CEO to run the day-to-day management activities of the affiliate. They may also be asked to weigh in on key roles like those of Chief Finance Officer and Chief Development Officer.

Our board members are key fundraisers, promoters and advocates for our mission.

In addition to attending monthly board meetings, each board member is expected to serve on at least one committee that would generally meet monthly for an hour. Board members are expected to sponsor and attend special events through the year and work on our fundraising initiatives by contributing, recruiting, campaigners, asking for donations, introducing and thanking others.

All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Just as for any corporation, the board of directors has three primary legal duties known as the "duty of care," "duty of loyalty," and "duty of obedience."

Duty of Care: Take care of HFHSPBC by ensuring prudent use of all assets, including facility, people, and good will;

Duty of Loyalty: Ensure that HFHSPBC's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit; not in the best interest of the individual board member or any other individual or for-profit entity.

Duty of Obedience: Ensure that the affiliate obeys applicable laws and regulations; follows its own bylaws; and that HFHSPBC adheres to both its stated purposes/mission as well as HFHI.

Board members also have the opportunity to participate in local, regional and international conferences. Attend annual Join Board orientation and annual board strategic planning retreats.

We ask board members to serve because they have an immediate and lasting impact. They will gain expertise on complex issues and build valuable relationships and networks. We believe that the only way they will grow as a leader through experience.

The full board meets monthly has the following committees meeting monthly and reporting back to the full board:

Executive Committee

Finance Committee

Governance Committee

ReStore Committee

Development Committee

New committees in process are Family Selection Committee, Construction Committee, and Neighborhood Revitalization Committee.

16 Policy on Board Contributions (maximum 250 words):

The following statements are part of the HFHSPBC Board Application and the Expectations of a Board Member

1. I understand I have an **active role in fundraising** for the organization; along with my fellow board members I accept the **responsibility of meeting the Annual Campaign goal** and other fundraising initiatives established by the organization.
2. I agree to **give annually** what is for me a substantial financial donation. The minimum acceptable leadership gift is \$1,500 in the first year with **increased increments** thereafter.
3. Recognizing that outside donations are critical to Habitat for Humanity's mission and that talking about Habitat for Humanity to potential donors spreads knowledge of our programs and mission, I will **secure at least three outside donations** annually with a minimum combined value of \$7,500.
4. I will also endeavor to support and be an advocate for our HFHSPBC ReStores. This includes making and securing donations, harvests and community drives.
5. I will take an **active part in the success of Habitat for Humanity special events**. This can take the form of committee membership, underwriting, purchasing tickets, or other meaningful contributions. As well, I will endeavor to participate in Roof Raisings, Dedications and other events specific to the Habitat for Humanity mission.

17 For current fiscal year, number of Board Members contributing:

15 Cash donations 15 Donations raised from others 15 Volunteer hours 9 In-kind donations

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

\$119,559 Cash donations \$62,850 Donations raised from others
374 x \$24.14 = \$9,028 Volunteer hours \$20,000 In-kind donations

19 Oversight/Accreditation/Affiliation:

Habitat for Humanity International - Habitat for Humanity affiliates are local Habitat for Humanity organizations that act in partnership with and on behalf of Habitat for Humanity

International. Each Habitat affiliate coordinates all aspects of Habitat home building in its local area. This includes fundraising, land acquisition, family selection and mortgages.

Section II. PROGRAM/PROJECT INFORMATION

20 Project/Program Title: The Door to Sustainability

21 Prior CRA Funding for Same Project/Program __ Yes X No

22 If Yes, Time Period:

23 Boynton Beach CRA Overall Need Addressed: Affordable & Workforce Housing/Removal of Slum & Blight/

24 Project/Program is X New or Existing

25 If Existing, Year Established:

26 Goal (maximum 150 words):

The Door to Sustainability will reduce the need for affordable housing in Boynton Beach; increase family stability and financial viability; decrease blight and the number of empty lots, and increase the Boynton Beach tax base.

We will restore older neighborhoods, rejuvenating homes needing repair, and protecting property values, often facilitating reinstatement of lapsed insurance and removing liens.

Our partner families are required to complete 100 hours of life skills education curriculum and 400 hours of Sweat Equity toward our goal of transitioning families from renters to homeowners who understand concepts that increase sustainability and contribute to life skills.

1000 volunteers from faith-based and civic organizations, and schools will work together for positive change. Regional company employees in our corporate Team Build program will join in. Together, they will achieve homebuilding and repair goals, become affordable housing advocates, and experience the joy of giving back.

27 Documentation of Need for Project/Program (maximum 1,000 words):

Significant need for new housing, housing repair and neighborhood collaboration in the *Heart of Boynton* is clearly demonstrable. Habitat seeks funds to build 4 new homes, repair 6 existing owner-occupied homes, facilitate a neighborhood clean-up project, and conduct education workshops open to all residents of the *Heart of Boynton* neighborhood.

The *Heart of Boynton* Community Redevelopment Plan Update (April 2014) included CRA's historical reporting of "blighted" conditions and a shortage of affordable housing for low and moderate-income families in the downtown redevelopment areas. The City originally declared the area blighted in May 1982 and confirmed reports in 1987, and again in 2001 with the development of the HOB plan.

Key issues in the designated downtown area were noted as:

1. Areas of high crime and unappealing aesthetics (Cherry Hill and Boynton Terrace)
2. Loitering and crime activities associated with several small businesses
3. Large number of small vacant parcels – land assembly required for redevelopment

The study also noted the need for these Neighborhood Revitalization improvements:

1. Establishment of neighborhood associations for effective leadership.
2. Enhancement of neighborhood identity through signage, landscaping and streetscape beautification

The report further noted the decrease in housing units in the *Heart of Boynton* due to demolition of public housing and severe deferred maintenance needs of existing properties. The report underscores a need to accommodate additional housing with diverse choices to encourage the mix of incomes necessary to attract and support businesses that residents want and need, such as a grocery store.

According to a 2012 report, estimates of homeownership in the area were just 47.6 percent, with more than half of area renters expending 50% or more of their incomes on housing.

According to the City of Boynton Beach Housing Assessment Study (March 2017), there was little new home activity in Boynton Beach during 2016, as the city saw 23 annual starts and 20 annual closings in 2016, a 12% decrease in starts and an 84% decrease in closings year over year, the lowest level of annual starts since 4th quarter 2011.

Many for-sale units have become rentals over the past few years. Habitat's outcomes here in the US and around the world prove that home ownership and home maintenance can change the family trajectory for generations, helping to end intergenerational poverty and freeing up income to be spent on health insurance, education, transportation and other necessities. All of these outcomes lead to a more sustainable future for families.

New housing is desirable due to its superior energy efficiency and hurricane protection. Monthly energy, insurance and maintenance costs for older homes represent a significant portion of a modest household's monthly budget. Commonly, older resale homes are the only homes the first-time, low-income buyer can afford, and they frequently require significant work due to extensive deferred maintenance issues. Habitat assists partner families by offering zero percent mortgages as well as financial and home maintenance education to ensure they are well equipped for sustainability.

According to the 2017 study, the strongest household income growth is under \$50K and the second strongest is at the \$50K - \$100K level. The study recommends the City seek additional collaborative opportunities with Boynton Beach CDC, Habitat and similar organizations to meet the needs of first time/low and moderate-income families. Habitat is building homes for low to moderate-income households to meet these needs.

Reflecting at a slightly lower level the large disparity between Palm Beach County's median (\$58,675) and average income (\$83,517), Boynton Beach reflects a median income of \$47,850 vs. an average of \$66,680 confirming that modestly priced homes must be made available in order for prospective buyers to establish ownership in Boynton Beach.

The *Heart of Boynton* neighborhood reflects a lower income than that of Boynton Beach overall, median (\$41,846) vs. average (\$63,970), and is more racially diverse than Boynton Beach overall (W – 56.1%, B – 40.5%). The area is experiencing the fastest growth rate in the city, 13.1% of the Census Blocks. With the lowest educational attainment in city and the highest rate of No High School Diploma (13%), there is a dire need for affordable housing.

Since the completion of Ocean Breeze West, HFHSPBC has worked diligently to continue building in Boynton Beach, on the Model Block, as land is available, and also in other fill lots throughout the southeast part of the city. Four homes were completed in FY17, and we are on track to meet our goal of 10 homes in FY18. Habitat is eager to help the city meet its affordable housing targets in order to

attract needed business to the MLK Commercial Center; Town Square and expansion of the downtown CBD; Federal Highway Corridor, and commuter service/Downtown Transit-Oriented Development District now underway.

With many empty lots in the city, and the Heart of Boynton specifically, the time is right to make a concerted effort to increase affordable housing, reduce blight and crime, and increase the tax rolls. HFHSPBC is prepared assist Boynton Beach in achieving these goals as well as to boosting neighborhood pride and solidarity, and building a financially healthy Boynton Beach.

28 Description (maximum 500 words):

Our Program Components:

- **New Home Construction:** We address the affordable housing crisis in Boynton Beach by building new homes with 3 to 5 bedrooms based on family size. Each home is sold with an interest free mortgage. Families that we work with are true partners in creating their own solutions as they each contribute 400 hours of sweat equity as part of their agreement with us. Families work on home builds, Neighborhood Revitalization projects and in our ReStores. Through the process, we teach families valuable skills that improve their ability to do home maintenance, integrate them into a community of people who give back, and often increase their opportunities for future employment.
- **Education:** Through education and mentoring, HFHSPBC creates the pathway to successful home ownership, exposing our partner families to empowering knowledge. Partnering with contributing businesses and regional organizations, we provide a 100 hour curriculum including financial literacy, budgeting, insurance & escrow, wills, home maintenance, health/nutrition and parenting. We teach families we serve to become successful homeowners, educated to maintain their asset for future generations.
- **Neighborhood Revitalization:** Assisting homeowners in need who due to low income, illness or age are unable to keep up with needed repairs, our Neighborhood Revitalization program helps homeowners protect property values, avoid liens, fines and lapsed insurance. We partner with low income families by completing repairs. Projects often motivate surrounding homeowners and landlords to make improvements of their own, heightening property values in entire neighborhoods, and creating a renewed sense of neighborhood pride.
 1. **A Brush with Kindness (ABWK):** Smaller revitalization efforts involve pressure cleaning, painting, debris removal and yard clean up costing up to \$2,000.
 2. **Critical Repairs:** Larger projects such as roof repair or replacement, installation of new hurricane impact windows and doors, and accessibility ramps costing \$10,000+.
- **Volunteerism and Giving Back Where We Live and Work:** We expose our communities to the need for affordable housing by providing varied opportunities for volunteers. Contributing in their home communities toward construction, in our ReStores or at our offices, our volunteers act as the heart, soul and muscle of our operation.
- **Community Partnerships:** HFHSPBC ensures maximum impact by building community coalitions (residents, government, churches, hospitals and health care providers, law enforcement, businesses and other nonprofits) through which we collaboratively complete community projects.

29 Target Audience or Persons Served (maximum 150 words):

The Population We Serve: Families we serve earn 80% of AMI or lower. Area average rent for a two-bedroom is \$1,530, according to Reinhold P. Wolff Economic Research (April 11, 2016) leaving little monthly income for health expenses, insurance, transportation, clothing, education or other basic necessities.

By empowering families to own and maintain their own homes, we help to break the cycle of poverty, helping ensure healthy, sustainable lives. The Journal of Urban Economics and the Federal Reserve Bank of NY research reveals children whose families own their homes are 19% more likely to attend college and significantly more likely to complete high school.

Service Breakdown for FY17:

Male: 41.6%

Female: 58.4%

White: 9.7%

Hispanic: 2.7%

African American/Black: 63.7%

Caribbean/Black: 23.9%

Children (0-17): 19.5%

Young Adult (18-24) 8.0%

Adult (25-64) 39.8%

Senior (65+) 32.7%

30 Innovative or Proven Approach and Justification (maximum 500 words):

Habitat for Humanity International has been in operation for over 40 years, providing homes, community and hope for families in need around the world. Our affiliate, Habitat for Humanity of South Palm Beach County, has been partnering with families in need from the communities of Boynton Beach, Delray Beach and Boca Raton, Florida for 27 years, and to date has built 136 homes and completed 161 neighborhood revitalization projects. Our proven track record of educating families in their transition from renting to successful home-ownership spans over a quarter-century.

Our history demonstrates that the families who partner with us become self-reliant, sustainable homeowners. The education and the interest-free mortgages we provide families empower them to journey out of poverty and into financial security.

National research shows that children who live in their own homes and experience stable, safe living environments thrive academically, physically and emotionally compared to those living in less favorable conditions. In a recent McArthur Foundation study, "How Housing Matters" it was determined that poor quality housing is tied to emotional and behavioral problems leading to poor academic performance. The study found that parents' stress from living in poor quality and unstable homes took a toll on children's wellbeing. Conversely, children living in their own stable homes are 19% more likely to attend college, and significantly more likely to graduate from high school.

Through our work, we have established solid, lasting relationships with both national organizations for grants and gifts as well as local companies for team builds. The operation of our 3 Restores contributes over \$400k annually in income to cover our overhead. In over 26 years and 136 homes built, we have experienced only 2 foreclosures. Habitat for Humanity International's foreclosure rate is just 2% compared to over 10% for the U.S. at large.

31 Uniqueness, or Justification for Duplication of Similar Area Project/Program (maximum 250 words):

Currently there is very little building of new homes in The Heart of Boynton. HFHSPBC is one of the

largest single family home builder in Boynton Beach especially serving low income families. We are on plan to complete our 10th home for this fiscal year. We have been partners with the city, the CRA and the Faith Based Community Development Corporation on the Ocean Breeze West project and currently working on the Model Block. HFHSPBC has been able to secure additional land and funding to continue building on other projects where others have struggled to complete construction on a given timetable, and/or raise sufficient funds to reach a successful conclusion. Additionally, we are partnering with existing home owners to complete repairs that adds additional stability to the neighborhood. HFHSPBC will continue take the lead due to its solid funding and expansive infrastructure to facilitate neighborhood projects within given timeframes, and with the required funding securely in place.

32 Prior Experience with Project/Program or Similar (maximum 250 words):

The Door to Sustainability project includes two villas housing 4 families; 6 home revitalization projects; 1 neighborhood cleanup project; our accompanying family education program to ensure sustainability and financial viability, and our usual community volunteer efforts that involve and engage dozens of people who learn about the importance of affordable housing as they work with us.

Past experience includes the 16 homes we completed at Boynton Beach's Ocean Breeze West, a collaborative community project including twenty-one mixed income single-family homes. HFHSPBC managed the project in partnership with the City of Boynton Beach, Boynton Beach CRA and the Faith-based CDC. Ground broke in January 2012, and the final house was finished in December 2014. Originally granted 6 home lots, HFHSPBC was ultimately able to build a total of 16 homes.

Additionally, in 2018 alone we have already completed 8 homes and plan to finish 2 more before fiscal year-end. We have already also finished dozens of home repair projects in Boynton Beach this year.

33 Operating Partnerships (maximum 500 words):

HFHSPBC maintains several relationships that are key strengths in sustaining and growing our home-building and neighborhood revitalization goals.

1. Our partnerships with the City of Boynton Beach and the Boynton Beach CRA facilitate the acquisition of land for home lots in Boynton Beach at no cost or below market cost.
2. Cappeller Law and Florida Title work with us to provide legal services and home closing work at no cost or at reduced rates. HFHSPBC is able to process and holds its mortgages with mortgage payments going to our Fund for Humanity, paid forward for new families' future home builds or home repair projects.
3. Many area companies partner with us to provide needed home-building products as Gift-in-Kind or at a reduced cost. Many participate in most of our home building projects:
 - a. Peterson Industries: shower doors and mirrors
 - b. Jarden Consumer Solutions: a suite of small home appliances
 - c. Professional Supplies: irrigation parts
 - d. Sunflower Landscaping: trees, shrubs, plants
 - e. Universal Blinds: household blinds
 - f. Valspar: paint
 - g. Whirlpool Appliances: a suite of large home appliances
 - h. Lawson Industry: windows

4. Crucial partners in supplying gifts and grants are regional and national corporations and foundations Some key funders are:
 - a. Home Depot
 - b. Lowes
 - c. Bank of America
 - d. Everbank
 - e. Lost Tree Foundation
 - f. Publix
 - g. Wells Fargo Foundation
 - h. Libra Foundation
 - i. Lattner Family Foundation
 - j. Community Foundation of Palm Beach & Martin County
5. Our hundreds of volunteers are among our most important partners as they assist our paid construction staff in all facets of our construction and repair operation. We also depend on volunteers to help repurpose items through our 3 ReStores and assist in our affiliate office. Students often fulfill their community service obligations through their work with us. Our volunteer partners are among the strongest community advocates for affordable housing.
6. Area Businesses partner by funding and participating in corporate Team Builds, helping us complete homes while providing a meaningful opportunity for employees to experience the community engagement and the joy of giving back.

34 Implementation Action Plan/Time Line:

Timeline:

- a. June 2018
 - i. Break Ground on 1st Villa – 1118 & 1120 NE 2nd Street
- b. July 2018
 - i. Permit on 2nd Villa – 123 & 127 NE 12th Ave
 - ii. Neighborhood/HOA Assessment
 - iii. Develop Evaluation Tools
 - iv. Repairs Applications
- c. August 2018
 - i. Break Ground - 123 & 127 NE 12th Ave
 - ii. Neighborhood/HOA Assessment
 - iii. Meetings with Community Partners (Police, Fire, Chamber of Commerce, CRA, Churches, Local Businesses & Nonprofits)
 - iv. Repair Applications
- d. September 2018
 - i. Dried In – Roof, Windows, Doors – 1118 & 1120 NE 2nd Street
 - ii. Meetings with Community Partners (Police, Fire, Chamber of Commerce, CRA, Churches, Local Businesses & Nonprofits)
 - iii. Neighborhood Kick-off Party
 - iv. Homeowner & Home Maintenance Workshops
 - v. Repair Applications
 - vi. ABWK Repair Project

- e. October 2018
 - i. MEP – 1118 & 1120 NE 2nd Street
 - ii. Homeowner & Home Maintenance Workshops
 - iii. Repair Applications
 - iv. ABWK Repair Project
- f. November 2018
 - i. CO – 1118 & 1120 NE 2nd Street
 - ii. Homeowner Dedication – 1118 & 1120 NE 2nd Street
 - iii. Dried In – Roof, Windows, Doors – 123 & 127 NE 12th Ave
 - iv. Homeowner & Home Maintenance Workshops
 - v. Veteran's Day Event
 - vi. ABWK Repair Project
 - vii. Repair Applications
- g. December 2018
 - i. MEP – 123 & 127 NE 12th Ave
 - ii. Home Closing – 1118 & 1120 NE 2nd Street
 - iii. ABWK Repair Project
 - iv. Repair Applications
- h. January 2019
 - i. CO – 123 & 127 NE 12th Ave
 - ii. Homeowner Dedication – 123 & 127 NE 12th Ave
 - iii. Homeowner & Home Maintenance Workshops
 - iv. Critical Repair Project
 - v. ABWK Repair Project
 - vi. Repair Applications
- i. February 2019
 - i. Home Closing – 123 & 127 NE 12th Ave
 - ii. Homeowner & Home Maintenance Workshops
 - iii. Paint-a-thon
 - iv. ABWK Repair Project
 - v. Repair Applications
- j. March 2019
 - i. Homeowner & Home Maintenance Workshops
 - ii. Great American Clean Up
 - iii. ABWK Repair Project
 - iv. Repair Applications
- k. April 2019
 - i. Homeowner & Home Maintenance Workshops
 - ii. Earth Day Event
 - iii. ABWK Repair Project
 - iv. Repair Applications
- l. May 2019

- i. Neighborhood Celebration
 - ii. Assessment by Neighborhood (Homeowners, Landlords, Renters)
 - iii. Assessment by Community Partners
- m. June 2019
 - i. Assessment by Neighborhood (Homeowners, Landlords, Renters)
 - ii. Assessment by Community Partners

35 Key Staff and Qualifications (maximum 500 words):

Randy Nobles, President & CEO, joined the HFHSPBC team in June 2016 with 35 years of banking experience as well as many years of non-profit board work. He currently serves on the board of Trustbridge Hospice, The Boca Raton Airport Authority and the YMCA of South Palm Beach County.

Reg Hoskins, Chief Financial Officer, joined HFHSPBC in 2010 with over forty years of experience in accounting and finance.

Kari Oeltjen, Chief Development Officer, joined HFHSPBC in December 2016. She has over 20 years of non-profit experience across higher education and medical center development ranging from start-up projects to multi-million fundraising campaigns. Kari has served on many national and state non-profit boards. **Ashley Burk**, Development Coordinator, works alongside Kari and has over 5 years of experience with several different Habitat affiliates in development and volunteer roles.

Mohamed Abdalla, Senior Director Government & Community Affairs, joined HFHSPBC in July 2017. After receiving both his BS and MBA for Lynn University, he joined their admissions team. Mohamed is active on several local boards: Boca Raton Chamber of Commerce PULSE Committee, YMCA and the Boca Raton Housing Authority.

Ceci Rivas-Gonzalez, Director Homeowner Services, joined the team in February 2016 with a background in mental health, therapy and career counseling. She has a BA in Psychology and a ME in Professional Counseling. **Kesley Mesalien**, Family Services Coordinator, joined HFHSPBC as an intern while he was attending FAU. Following graduation, he joined AmeriCorps in service to HFHSPBC and became full time staff in 2017. Fluent in Creole, Kesley provides an important resource with Creole speaking families. Our family services department works very closely with the families that are admitted into our program as we education them on home ownership.

Madonna Letourneau, Director Grants & Administration, joined HFHSPBC as a volunteer in 2015, and as a staff member in 2016. With over 25 years of business experience, Madonna ensures our affiliate maintains compliance with both Habitat International and the many foundation grants received.

Jeff Fengler, Director of Construction, joined HFHSPBC in March 2015 with 30+ years of construction experience in both residential and commercial companies. **Crystal Spears**, Neighborhood Revitalization Coordinator, began volunteering at HFHSPBC in 2011 and joined our affiliate as a staff member in July 2014. Crystal was the catalyst for the affiliate to

launch our Neighborhood Revitalization program. Jeff and Crystal are supported by our paid construction staff listed below and thousands of volunteers.

Marta Knowles, Construction Administrator

Donald Ware, Construction Superintendent

Art Story, Construction Superintendent

Maria Flores, Assistant Construction Superintendent

Guido Dominic, Assistant Construction Superintendent

36 Potential Challenges and Strategies to Address Them (maximum 500 words):

Traditionally, many residents who may qualify for our Neighborhood Revitalization efforts are suspicious, and not initially inclined to working with HFHSPBC. Our overall strategy is to use families who have worked with us as referral sources for new program candidates. We create and set an example that proves positive change can be a reality for families-in-need. Using satisfied families who have successfully worked with us as our referral sources has helped to dispel the hesitance of new candidates to filling out the application, providing the needed documentation and paying their required portion of the repair budget.

As we begin to work in blighted neighborhoods, and the changes we are making start to show attractive positive results, an example is set for other homeowner families and landlords, who will then gradually begin to provide needed repairs to their properties. The result is the restoration of neighborhood pride that spreads throughout an area as revitalization signals a brighter, more ordered community and hope for the future.

Often renters do not possess the knowledge and skills they need to successfully maintain homeownership. We resolve this challenge by requiring families in the new home ownership program to complete 100 hours of educational curriculum on topics including financial literacy, budgeting, insurance, escrow, wills and home maintenance. This education helps ensure families are prepared for home ownership. Currently, we are developing a post-purchase education program, and planning to invite families who partner with us on home repairs to also take advantage of our homeowner education curriculum.

Florida's hot, humid summer weather and our hurricane season can cause tricky weather delays that can throw our construction timelines off track. Our team has learned to be flexible and to strategize creatively about the best ways to handle challenging weather delays.

In the non-profit world, funding is always a challenge, and we are operating in an area where land for building is at a premium and the cost of building is expensive. To help offset these challenges we have been much more aggressive about writing grants. We have gratefully found that there are many funders on both regional and national levels who understand that affordable housing is key to helping break the intergenerational cycle of poverty. Key partnerships with city agencies, the CRA and the faith based CDC are helpful in our land acquisition plans.

As a non-profit with a complex operation, we consistently face the issue of being

understaffed. To offset this challenge, we strategically choose projects that will provide the most community impact, and whenever possible, we partner with other non-profits to accomplish joint projects, saving both time and money. We also target volunteer recruitment to needed skills that complement those possessed by our affiliate office and construction staffs.

Section III. FINANCIAL INFORMATION

37 Total Organization Budget:	Previous FY \$6,167,197	Current FY \$7,125,408	
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38 Project/Program Budget: \$585,050	39 Amount Requested: \$40,000	40 1% of Org Budget 7% of Project Budget
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41 Time Period: Program/Project A: July 1, 2018 – June 30, 2019

42 Type(s) of Support Requested: Funding, Volunteers, Partnership Support,

43 Other Support/Status and Plans for Sustainability (maximum 500 words):

HFHSPBC has several different avenues we use for funding and planning for our affiliate sustainability.

Firstly, HFHSPBC follows the Habitat for Humanity International sustainability profile:

1. Mortgage payments and repayments of home repair loans go into the Fund for Humanity to fund new homes and repairs for future Habitat families.
2. Our 2 ReStores contribute more than \$400K toward our mission annually by repurposing building supplies and household items for sale to the public. In addition to providing useful goods for the community at very affordable prices, the ReStores also keep more than 2 million tons of waste from our landfills annually.

Team Builds and our mission experiences are used to gain volunteers and raise funds. Thorough a Team Build, regional businesses, companies, and organizations make a financial donation and bring their employee group out to a build day. We believe their group will get an unforgettable bonding experience centered on giving back that creates a strong community.

Besides Corporate Team Builds, we also hold events where individuals can participate in a build to support our mission and make a financial donation. In FY17 our Women Build event raised over \$120K, our CEO Build event raised over \$160K and our Veterans Build event raised over \$75K. Significant Gift-in-Kind donations were also received during these events. These and other build events will be held during our next fiscal year.

HFHSPBC participates as a sponsor in the Community Contribution Tax Program through the state of Florida. Donors become a home sponsor by making a significant donation (approximately half the appraisal value) to support the construction of the home. Here is a listing of home sponsors this past year:

Boca West Country Club - \$200,000

EverBank - \$45,000

Florida Peninsula Insurance Company - \$126,500

Universal Property & Casualty Company - \$121,150

Broken Sound Club - \$121,050

Capitol Lighting - \$104,556

The final component of our sustainability is grant writing. We have a long established group of funders who want to continue to see the impact in South Palm Beach County with both new home construction and home repairs. Here are some of our key funders:

- Bank of America Charitable Foundation
- Batchelor Foundation
- Comerica Bank
- EverBank
- Farris Foundation
- Ford Motor Company
- Home Depot Foundation
- The Lattner Family Foundation
- Impact 100
- Libra Foundation
- Lost Tree Foundation
- Lowe's
- MacArthur Foundation/Community Foundation of Palm Beach & Martin Counties
- PNC Bank
- Publix Supermarkets Charities
- Rotary Clubs
- Schmidt Family Foundation
- State Farm Insurance
- Wells Fargo Foundation

Some of these funders support us with a yearly grant and others give us several times a year to apply for funds. We continue to write grant requests to new funders to expand to our impact.

Section IV. APPLICATION CHECKLIST

A. Cover letter signed by Board President/Chair	Yes
B. 501(c)(3) IRS Determination Letter, must be classified as tax-exempt at time of application	Yes
C. Evidence of Good Standing with State of Florida	Yes
D. Board of Directors list with brief bios	Yes
E. Policy on Board roles & responsibilities, if applicable	Title: HFHSPBC Board Application
F. Policy on Board contributions, if applicable	Title: HFHSPBC Board Application
G. Strategic Plan or other long-term planning document	Yes
H. Policy on strategic/long-term planning, if applicable	Title: South Palm Beach Strategic Plan 2015 - 2020
I. Project/Program Model	Yes
J. Evaluation Plan	Yes
K. CRA Project/Program Budget Request	Yes
L. CRA Project/Program Budget Narrative	Yes
M. Most recent Financial Statement	Time Period: 7/1/17 – 2/28/18
N. Most recent Form 990 or 990 EZ (as applicable)	Fiscal Year: 2016
O. Completed Credit Authorization Form	Yes
P. Most or more recent Independent Financial	Fiscal Year: FY17 – 7/1/16 – 6/30/17

	Compilation, Review, or Audit	
	Q. Affiliation Agreements (if applicable list below):	N/A
	R. Current Balance Sheet as of 12/31/17	Yes

Section V. CERTIFICATION STATEMENT AND SIGNATURE

CERTIFICATION AND WAIVER OF PRIVACY:

I, the undersigned applicant(s), certify that all information presented in this application, and all of the information furnished in support of the application, is given for the purpose of obtaining a grant under the Boynton Beach Community Redevelopment Agency Nonprofit Organization Grant Program, and it is true and complete to the best of my knowledge and belief.

I further certify that I am aware of the fact that I can be penalized by fine and/or imprisonment for making false statements or presenting false information. I further acknowledge that I have read and understand the terms and conditions set forth and described in the Boynton Beach Community Redevelopment Agency Nonprofit Organization Grant Program Rules and Requirements.

I understand that this application is not a guarantee of grant assistance, and that award of grants is at the sole discretion of the Boynton Beach Community Redevelopment Agency Board. I understand that the purpose of the grant is to further the Boynton Beach Community Redevelopment Plan, and that the Boynton Beach Community Redevelopment Agency may decline my application for any legal reason, including the reason that granting the award will not further the Community Redevelopment Plan. Should my application be approved, I understand that the CRA may, at its sole discretion, discontinue subsidy payments at any time if in its sole and absolute determination it feels such assistance no longer meets the program criteria or is no longer in furtherance of the Boynton Beach Community Redevelopment Plan.

I hereby waive my rights under the privacy and confidentiality provision act, and give my consent to the Boynton Beach Community Redevelopment Agency, its agents and contractors to examine any confidential information given herein. I further grant permission, and authorize any bank, employers or other public or private agency to disclose information deemed necessary to complete this application.

I give permission to the Boynton Beach Community Redevelopment Agency or its agents to take photos of myself and business to be used to promote the program.

As Chief Executive of the applicant organization I certify that (1) the information provided in this application is correct and complete to the best of my knowledge; (2) I am committed to the purpose of the proposed project or program and will work with Board and staff members to accomplish its stated outcomes; and, (3) I will be accountable for compliance with all CRA requirements for operation, evaluation, and reporting.



Chief Executive Signature

4-19-18
Date Submitted

Randy Nobles – President & CEO
Print Name/Title

Boynton Beach CRA – Project/Program Model

Organization Habitat for Humanity of South Palm Beach County **Contact Person** Madonna Letourneau

Project/Program Name The Door to Sustainability Project **Funding Period** July 1, 2018 – June 30, 2019

Project/Program Budget \$585,050 **Request** \$40,000 **CRA Need Area** Affordable Housing & Removal of Slum & Blight

Brief Description

HFHSPBC partners with volunteers, community organizations, government agencies and businesses to address the affordable housing crisis in the south Florida communities we serve. We partner with families-in-need to build or repair safe, decent, affordable housing.

- **Home Construction:** We build and provide homes with an interest free mortgage. to partner families. As part of their agreement with us, families contribute 400 hours of sweat equity through working on home builds, Neighborhood Revitalization projects and in our ReStores. Through their work, families learn valuable skills, improving their ability to do home maintenance, integrating them into a community of people who give back, and often increasing their opportunities for future employment.
- **Education:** Families complete a comprehensive curriculum including financial literacy, budgeting, insurance, escrow, and home maintenance. Through education, families become successful homeowners, knowledgeable about maintaining their asset for future generations.
- **Neighborhood Revitalization (NR):** Assisting homeowners who are unable to keep up with repairs, our NR program helps homeowners protect property values, avoid liens, fines and lapsed insurance. Projects often motivate surrounding homeowners and landlords to make improvements of their own, heightening property values throughout neighborhoods, and creating a new sense of neighborhood pride.
 1. **A Brush with Kindness:** includes pressure cleaning, painting, debris removal, yard clean up and landscaping.
 2. **Critical Repairs:** includes roof repair or replacement, installation of hurricane impact windows and doors, and accessibility ramps.
- **Volunteerism:** We expose communities to the need for affordable housing by providing a variety of opportunities to contribute through volunteer activities (construction, ReStores or our offices). Volunteers are the heart, soul and muscle of our operation.
- **Community Partnerships:** HFHSPBC ensures maximum impact by building community coalitions to complete through which important community improvement goals are achieved through collaboration.

GOAL: HFHSPBC is committed to our mission of improving the quality of life in the Boynton Beach and to empowering future homeowner families who partner with us to build or repair their homes. As we build or repair safe, decent, affordable housing, we will aid Boynton Beach in removing slum conditions and blight.

Our goal is to provide resources for homeowners, the hand-up, not a handout, that they need to lead sustainable lives, and to be good parents, good neighbors and good citizens. At HFHSPBC, we are transforming lives, creating impact that positively influences the stability and sustainability of the next generation.

We will also increase our annual volunteer base expanding civic pride, self-esteem, job skills and potential employment, as our volunteers become committed advocates for HFHSPBC.

Through shelter we build strength, stability and self-reliance.

Key Activities	Outputs	Outcomes	Impact(s)
1. Build two villas in the Heart of Boynton Beach (123 & 127 NE 12 th Ave and Villa A & B at NE 11 th Ave and NE 2 nd Street)	1a. Four new family homes will be created 1b. Four new taxpayers will be created	1a. Decreased need for affordable housing 1b. Reduced empty lots, slum conditions and blight 1c. Increased property values for the neighborhood 1d. Higher tax base for the city of Boynton Beach	1a. Families have a stable home in which to develop long term financial sustainability 1b. Families can use more of their income for other necessities like health insurance, transportation and education 1c. Communities see a resulting reduction in crime.
2. Complete 6 Neighborhood Revitalization projects in the Heart of Boynton Beach	2a. Six homes or community assets will be repaired 2b. Six properties brought up to code in order to remove liens or fines 2c. Six homes can reinstate home owner insurance	2a. Increase in safe decent housing 2b. Older neighborhoods are restored when homes have been repaired 2c. Increased property values for the neighborhood. 2d. Slum conditions and blight will be removed from key areas of Boynton Beach	2a. Families will have a renewed sense of pride in their home and neighborhood 2b. Neighborhoods will learn the value of collaboration 2c. Children will feel safer in the homes and neighborhoods where they live

3. Hold education workshops with financial topics like debt, budgets, home equity and borrowing to protect assets with our financial partners such as Bank of America and Comerica Bank	3a. Ten families will be educated on financial matters such as managing debt and budgeting	3a. Residents become knowledgeable about finance, increasing sustainability 3b. Families increase their spending power through valid money management 3c. The local economy is improved 3d. The economy is diversified	3a. Families learn to become stable homeowner 3b. Families become more knowledgeable about finances allowing them to become more self-reliant 3c. Families expand skills that can lead to better employment opportunities
4. Hold home maintenance workshops with topics like The ABC's of home repair, hurricane preparedness, and home weatherization with our retail partners Lowes and Home Depot	4a. Ten families will be educated on home repair	4a. Residents gain empowering usable knowledge 4b. Residents are educated to think about their impact on the entire city 4c Economic activity in the CRA Area is increased 4bThe local economy in the CRA is diversified	4a. Families become more self-sufficient in maintaining their home 5b. Families expand their skill set, possibly leading to new employment opportunities
5. Complete one neighborhood cleanup	5a. One neighborhood will be improved	5a. Older neighborhoods are restored when homes have been repaired 5b. Increased property values for the neighborhood 5c. Slum conditions and blight will be removed from key areas of Boynton Beach	5a. Solidarity will be created as city government, local businesses and organizations come together with local families to improve their neighborhoods 5b. Residents will learn new construction skills. 5c. Neighborhoods will learn value of collaboration

<p>6. Recruit and utilize volunteers from area businesses, faith based and civic organizations and schools to complete build days, repair projects or neighborhood cleanup</p>	<p>6a. 500 volunteers will participate in Habitat events to build new homes or repair existing homes or community assets 6b. 5 companies will participate in Team Build days contributing to the well-being of their community 6c. 5 organizations will participate in repair projects contributing to the well-being of their community 6d. 2 organizations will participate in a neighborhood cleanup contributing to the well-being of their community</p>	<p>6a. HFHSPBC will raise \$10,000 for future projects through Team Build activities 6b. Community awareness of the need for safe, decent, affordable housing will be increased as members participate in Habitat events 6c. Older neighborhoods are restored when homes have been repaired 6d. Neighborhood property values are increased 6e. Slum conditions and blight will be removed from key areas of Boynton Beach</p>	<p>6a. Volunteers will participate in creating positive change in their communities 6b. Volunteers will learn new construction skills 6c. Companies will set important examples in the community as they commit time and funds to corporate responsibility projects</p>
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Funding Evaluation Plan Boynton Beach Community Redevelopment Agency (CRA)

Organization Habitat of Humanity of South Palm Beach County Contact Person Madonna Letourneau

Project/Program Name The Door To Sustainability Funding Period July 1, 2018 – June 30, 2019

The Boynton Beach CRA is a public agency and is governed by the "Florida Public Records Law" under Florida State Statutes, Chapter 119. Any documents provided by the Applicant(s) may be subject to production by the CRA upon receipt of a public records request, subject to any exemptions provided by Florida Law.

SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING

It is the responsibility of the applicant to READ AND UNDERSTAND all aspects of the Grant Program's Rules/Requirements and Application.

NOTICE TO THIRD PARTIES: The grant application program does not create any rights for any parties, including parties that performed work on the project. Nor shall issuance of a grant result in any obligation on the part of the CRA to any third party. The CRA is not required to verify that entities that have contracted with the applicant have been paid in full, or that such entities have paid any subcontractors in full. Applicant's warranty that all bills related to the Project for which the applicant is directly responsible is sufficient assurance for the CRA to award grant funding.

Copy-and-paste table below to address each Key Activity included in the Project/Program Model for the Program/Project

PROGRAM/PROJECT : HFHSPBC - The Door to Sustainability	Activity #1 Build two villas in the Heart of Boynton Beach (123 & 127 NE 12 th Ave and Villa A & B at NE 11 th Ave and NE 2 nd Street)
OUTPUTS / Measurable Indicators → 1a. Four new homes will be created 1b. Four new taxpayers will be created	Evaluation Process - Outputs: Who, Tools, When Who: HFHSPBC, City of Boynton Beach Tools: Tax Roles, Property Appraiser Website, When: By June 30, 2019
OUTCOMES / Measurable Indicators → 1a. Decreased need for affordable housing 1b. Reduced empty lots, slum conditions and blight 1c. Increased property values for the neighborhood 1d. Higher tax base for the city of Boynton Beach	Evaluation Process - Outcomes: Who, Tools, When Who: HFHSPBC, City of Boynton Beach, Tools: Tax Roles, Property Appraiser Website, Before and After Pictures, Homeowner Surveys, When: By June 30, 2019

PROGRAM/PROJECT : HFHSPBC - The Door to Sustainability	Activity #2 Complete 6 Neighborhood Revitalization projects in the Heart of Boynton Beach	
OUTPUTS / Measurable Indicators →	Evaluation Process - Outputs: Who, Tools, When	
2a. Six homes or community assets will be repaired 2b. Six properties brought up to code in order to remove any liens or fines. 2c. Six homes can reinstate home owner insurance	Who: HFHSPBC, City of Boynton Beach Tools: Tax Roles, Property Appraiser Website, Before and After Pictures, Homeowner Surveys, When: By June 30, 2019	
OUTCOMES / Measurable Indicators →	Evaluation Process - Outcomes: Who, Tools, When	
2a. Increase in safe decent housing 2b. Older neighborhoods are restored with homes having been repaired 2c. Increased property values for the neighborhood. 2d. Slum conditions and blight will be removed from key areas of Boynton Beach	Who: HFHSPBC, City of Boynton Beach Tools: Tax Roles, Property Appraiser Website, Before and After Pictures, Homeowner Surveys, When: By June 30, 2019	
PROGRAM/PROJECT : HFHSPBC - The Door to Sustainability	Activity #3: Hold education workshops with financial topics like debt, budgets, home equity borrowing to protect your asset with our financial partners like Bank of America and Comerica Bank	
OUTPUTS / Measurable Indicators →	Evaluation Process - Outputs: Who, Tools, When	
3a. Ten families will be educated on financial matters such as debt management and budgeting	Who: HFHSPBC, Partner Families, Financial Partners (Bank of America, Comerica Bank, PNC Bank), Tools: Education Curriculum, GiveEffect Database When: By June 30, 2019	
OUTCOMES / Measurable Indicators →	Evaluation Process - Outcomes: Who, Tools, When	
3a. Residents' knowledge is increased. 3b. Residents gain increased understanding of their community and its challenges and their role 3c. Increased economic activity in the CRA Area 3b. Diversified local economy in the CRA	Who: HFHSPBC, Partner Families, Financial Partners (Bank of America, Comerica Bank, PNC Bank), Tools: Homeowner Surveys When: June 30, 2019	
PROGRAM/PROJECT : HFHSPBC - The Door to Sustainability	Activity #4: Hold home maintenance workshops with topics like The ABC's of home repair, hurricane preparedness, and home weatherization with our retail partners Lowes and Home Depot	
OUTPUTS / Measurable Indicators →	Evaluation Process - Outputs: Who, Tools, When	
4a. Ten families will be educated on home repair	Who: HFHSPBC, Partner Families, Retail Partners (Home Depot & Lowes)	

		Tools: Home Maintenance Workshop Materials, GiveEffect Database When: By June 30, 2019
OUTCOMES / Measurable Indicators →		Evaluation Process - Outcomes: Who, Tools, When
4a. Residents' knowledge and ability to care for their homes is increased. 4b. Residents gain increased understanding of their role in the community and the community's challenges. 4c. Increased economic activity in the CRA Area 4b. Diversified local economy in the CRA		Who: HFHSPBC, Partner Families, Retail Partners (Home Depot & Lowes) Tools: Home Owner Surveys When: By June 30, 2019
PROGRAM/PROJECT : HFHSPBC - The Door to Sustainability	Activity #5: Complete one neighborhood cleanup	
OUTPUTS / Measurable Indicators →		Evaluation Process - Outputs: Who, Tools, When
5a. One neighborhood's slum conditions and blight will be reduced.		Who: HFHSPBC, Partner Families, Tools: Volunteers, GiveEffect Database, surveys When: By June 30, 2019
OUTCOMES / Measurable Indicators →		Evaluation Process - Outcomes: Who, Tools, When
5a. Older neighborhoods are restored when homes have been repaired 5b. Increased property values for the neighborhood 5c. Slum conditions and blight will be removed from key areas of Boynton Beach		Who: HFHSPBC, Partner Families Tools: Volunteers, GiveEffect Database, surveys When: By June 30, 2019
PROGRAM/PROJECT : HFHSPBC - The Door to Sustainability	Activity #6: Recruit and utilize volunteers from area businesses, faith based and civic organizations and schools to complete build days, repair projects or neighborhood cleanup	
OUTPUTS / Measurable Indicators →		Evaluation Process - Outputs: Who, Tools, When
6a. 500 volunteers will participate in Habitat events to build new homes or repair existing homes or community assets 6b. 5 companies will participate in Team Build days contributing to the well-being of their community 6c. 5 organizations will participate in repair projects contributing to the well-being of their community 6d. 2 organizations will participate in a neighborhood cleanup contributing to the well-being of their community		Who: HFHSPBC, Businesses, Faith Based & Civic Organizations, Schools, Community Groups, Tools: GiveEffect Database, Recruitment Tools (social media, community events, website) When: By June 30, 2019

OUTCOMES / Measurable Indicators →	Evaluation Process - Outcomes: Who, Tools, When
6a. HFHSPBC will fund raise \$10,000 for future projects through Team Build activities. 6b. The community will become more aware of the need for safe, decent, affordable housing as they participate in Habitat events 6c. Older neighborhoods are restored when older homes have been repaired 6d. Increased property values for the neighborhood 6e. Slum and blight will be removed from areas of Boynton Beach	Who: HFHSPBC, Businesses, Faith Based & Civic Organizations, Schools, Community Groups, Tools: GiveEffect Database, Recruitment Tools (social media, community events, website) When: By June 30, 2019

Narrative response:

1. Describe input, if any, to this Evaluation Plan, or the Project/Program Model(s) on which it is based, from outside consultants, staff, Board, funders, clients, or other organization stakeholders.

HFHSPBC works on the goals for the affiliate as a team involving our staff and board. We use input from surveys we receive from our partner families and volunteers to improve our processes, our education curriculum, and to review and make changes to all parts of our program as necessary. We benefit from the experience of Habitat International, and partner with our foundation, private and corporate funders, and community partners to put our plans into action.

Does the organization engage in other evaluation activities and reporting? If so, describe briefly. HFHSPBC reports monthly to our board on the affiliate's accomplishments against our annual goals for home construction, repairs, fundraising, mortgages, families served, volunteers engaged (groups, Team Builds, community events. We also report to Habitat for Humanity International quarterly on the same accomplishments. To satisfy the needs of our funders and the community at large that supports our work, we provide annual reports of our progress against the goals we have set. We routinely measure partner family and volunteer satisfaction through survey tools. Outcomes of the surveys are used to make alterations in our programs.

2. Will any additional cost be incurred to implement this Evaluation Plan? ☐ Yes ☒ No If yes, describe specific items and amounts.

Our current budget includes the cost of our database and its operation to track and measure several deliverables. We also are currently budgeted for an outside consulting source as needed to design and complete more comprehensive evaluation tools.

3. If applicable, have additional costs been included in the project/program budget?
4. Who will be responsible for coordinating the evaluation process and preparing quarterly/annual reports?

Madonna Letourneau: Director, Grants & Administration

5. How will evaluation data be used for internal performance improvement?

HFHSPBC will utilize evaluative data measure our progress toward goals we have set for this project including the outcomes that involve our participant families. We will then utilize the outcomes data to make needed changes to improve our program and our relationships with our several partners.

6. Will evaluation data/reports be shared with organization staff?

Yes

7. Will evaluation data/reports be shared with the organization's Board of Directors?

Yes

8. The Boynton Beach CRA requires that evaluation data relative to CRA support be reported quarterly and at the end of the year. Will the data/reports be shared with other funders?

HFHSPBC routinely shares outcomes results of our projects with our board, the funders, our community partners, and the public. Analyzing outcomes ensures that the primary goals of the projects are met, and we use what we have learned to expand our capacity to make a positive impact in our service area.

9. Who are other organization stakeholders? Will evaluation data/reports be shared with them?

Our organizational stakeholders include our staff, board, volunteers, corporate partners, funders and the community-at-large. HFHSPBC shares family outcomes, community project and partnership outcomes with the general public via social media, PR opportunities through print and electronic media. We further share through reporting tools our official outcomes with our staff, board, funders and community partners. Our goal is to keep safe, decent, affordable housing at the forefront until we live in a world where everyone has a decent place to live.

CERTIFICATION AND WAIVER OF PRIVACY:

I, the undersigned applicant(s), certify that all information presented in this application, and all of the information furnished in support of the application, is given for the purpose of obtaining a grant under the Boynton Beach Community Redevelopment Agency Nonprofit Organization Grant Program, and it is true and complete to the best of my knowledge and belief.

I further certify that I am aware of the fact that I can be penalized by fine and/or imprisonment for making false statements or presenting false information. I further acknowledge that I have read and understand the terms and conditions set forth and described in the Boynton Beach Community Redevelopment Agency Nonprofit Organization Grant Program Rules and Requirements.

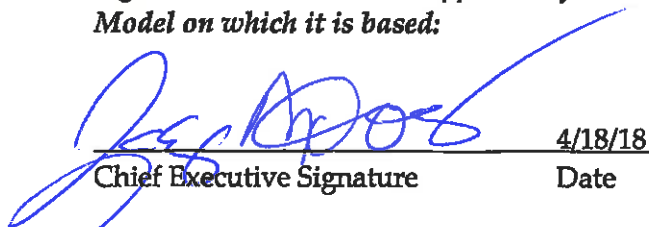
I understand that this application is not a guarantee of grant assistance, and that award of grants is at the sole discretion of the Boynton Beach Community Redevelopment Agency Board. I understand that the purpose of the grant is to further the Boynton Beach Community Redevelopment Plan, and that the Boynton Beach Community Redevelopment Agency may decline my application for any legal reason, including the reason that granting the award will not further the Community Redevelopment Plan. Should

my application be approved, I understand that the CRA may, at its sole discretion, discontinue subsidy payments at any time if in its sole and absolute determination it feels such assistance no longer meets the program criteria or is no longer in furtherance of the Boynton Beach Community Redevelopment Plan.

I hereby waive my rights under the privacy and confidentiality provision act, and give my consent to the Boynton Beach Community Redevelopment Agency, its agents and contractors to examine any confidential information given herein. I further grant permission, and authorize any bank, employers or other public or private agency to disclose information deemed necessary to complete this application.

I give permission to the Boynton Beach Community Redevelopment Agency or its agents to take photos of myself and business to be used to promote the program.

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



Chief Executive Signature 4/18/18
Date

Randy Nobles
Printed Name/Title



Chairperson, Board of Directors 4/18/18
Date

Scott Sullivan
Printed Name

Attachment: Project/Program Model

	A	B	C	D	E	F	G	H	I	J	K
1	CRA Combined Budget Form - Funding Application FY 2017-18										
2	Organization Name			Habitat for Humanity of South Palm Beach County							
3	Executive Leader & Key Financial Manager Names			Randy Nobles & Reg Hoskins							
4	Current FY (2016-17) Total Organization Budget			\$6,167,197							
5	Program/Project Name			The Door to Sustainability							
6	Application Due Date			19-Apr-18							
7											
8	INCOME		FY 2016-2017 Budget	FY 2016-2017 Organization Fiscal YTD thru 7/31/17	Projected FY 2017-18 Organization Total Budget	FY 2017-18 Projected Total Program/Project					
9	Fees, Tickets, Registration, etc.		243,500	111,102	214,500	20,000					
10	Corporate Grants/Contributions		1,232,000	1,071,800	1,460,000	242,550					
11	Individual Donations		126,105	109,126	105,800	15,000					
12	Foundation Grants		320,100	411,786	277,500	25,000					
13	Associations/Civic		40,000	9,103							
14	Other					240,000					
15	Government - Federal										
16	Government- Local/County										
17	Government- State				10,000						
18	In-Kind		40,800	140,292	208,400	2,500					
19	Interest Income										
20	Membership										
21	CRA Actual or Requested		-		40,000	40,000					
22	Other: ReStore Sales		2,242,532	2,138,434	2,288,448						
23	Other: Homeowner Related		1,802,160	1,449,160	2,397,160						
24	Other: Program Income		120,000	366,011	123,600						
25	Total Income		6,167,197	5,806,814	7,125,408	585,050					
26											
27	CRA % of Total Income		0%	0%	1%	7%					
28											
29	NOTES:										
30	(1) The CRA Request in INCOME Column G should equal the CRA Request at the bottom of the EXPENSES budget										
31	(2) Total INCOME should equal Total EXPENSES to project a balanced budget in FY 2017-18 (Column G)										
32	(3) CRA % of projected Total Organization Income may not exceed 25% for FY 2017-18 (Column G) unless approved by CRA										

	A	B	C	D	E	F	G	H	I	J	K
33	(4) Figures in Column I and, if applicable, Column K, should match Program/Project Budget Narrative										
34	EXPENSES <i>See separate Instructions for line item definitions</i>	FY 2016-2017 Budget	FY 2016-2017 Organization Fiscal YTD thru 7/31/17	Projected FY 2017-18 Organization Total Budget	FY 2017-18 Projected Total Program/Project						
35	Salaries & Related Taxes	1,557,972	1,321,405	1,536,484	79,376						
36	Fringe Benefits	283,603	240,539	279,691	12,224						
37	Professional Svcs/Consulting	47,208	79,364	62,901							
38	Insurance										
39	Mission Specific Costs	19,780	28,707	23,380							
40	Licenses, Registration, Permits										
41	Conferences & Meetings	23,040	38,126	37,500	2,500						
42	Depreciation (non-cash)	18,781	19,536	18,660							
43	Contributions	40,500	40,445	49,500							
44	Copying & Printing	2,760	3,181	3,600	250						
45	Equipment Rental/Maintenance	13,980	16,925	15,900	1,000						
46	Rent/Mortgage & Maintenance	629,478	694,719	667,244							
47	Utilities										
48	Telecommunicatin										
49	Development & Publicity	116,375	40,727	154,704							
50	Office & Program Supplies	68,003	126,544	126,269	5,000						
51	Fundraising	104,000	49,137	40,920							
52	Postage & Delivery										
53	Local Travel	99,552	92,290	81,060	5,000						
54	Capital Expenditures										
55	Other: Cost of Construction	1,316,928	1,262,701	1,696,680	455,200						
56	Other: NRI and ABWK Support	127,440	220,767	112,860	24,500						
57	Other: Mortgage Discount Expense	1,315,800	930,636	1,547,000							
58	Other: Other cost of Goods Sold	49,980	94,543	42,555							
59	Sub-Total Expenses	5,835,180	5,300,292	6,496,908	585,050						
60	___% Admin/Indirect Expense										
61	Total Expense	5,835,180	5,300,292	6,496,908	585,050						
62											
63	NET INCOME	332,017	506,522	628,500	-						
64											
65	Total Expenses Project			585,050							

	A	B	C	D	E	F	G	H	I	J	K
66	CRA Request						-		-		
67											
68	NOTES:										
69	(1) Refer to separate Instructions for definitions of each line item expense										
70	(2) In Column G, CRA Request may be less than Total Expense as there may be other sources of revenue for the program(s)										
71	(3) Projected NET INCOME (Total Income minus Total Expense) should equal zero for a balanced budget in FY 2017-2018 (Column G)										

FY 2017-18 (SPRING) NOGP FUNDING EVALUATION COMMITTEE'S RESULTS
HABITAT FOR HUMANITY OF SOUTH PALM BEACH COUNTY
MARCH 26, 2018

No.	Criterion	Max. Points	Funding Evaluation Committee Avg. Rating	Weighted Total (%)
	ORGANIZATION CAPACITY (20%) - ENTER RATINGS HERE			
1	Length of time established, overall growth/stability	5	5.0	
2	Stability/growth of organization funding	5	5.0	
3	Board composition, role, commitment to program/project	5	5.0	
4	Demonstrated experience/success with similar program/project	5	5.0	
5	Program/project leadership and staff qualifications	15	14.7	
6	Collaborative relationships/affiliations relative to program/project	5	5.0	
7	Strategic planning process/current plan	5	5.0	
	Organization Capacity Subtotal	45	44.7	19.9%
	PROJECT/PROGRAM - Enter ratings on attached sheet			
8	Project/Program - Need (20%)	20	6.7	20.0%
9	Project/Program - Description (10%)	30	9.7	10.0%
10	Project/Program Projected Results (20%)	35	8.0	20.0%
11	Project/Program - Evaluation Plan (10%)	35	8.7	10.0%
12	Project/Program - Budget & Sustainability (20%)	35	28.7	19.4%
	Program - Total, including Organization Capacity	200	106.3	99.3%
	FUNDING REQUESTED		\$ 40,000	
	FUNDING RECOMMENDATION		\$ 40,000	

FY 2017-18 (SPRING) NOGP FUNDING EVALUATION COMMITTEE'S RESULTS
COMMUNITY CARING CENTER OF GREATER BOYNTON BEACH, INC. (CCC)
MARCH 26, 2018

No.	Criterion	Max. Points	Funding Evaluation Committee Avg. Rating	Weighted Total (%)
	ORGANIZATION CAPACITY (20%) - ENTER RATINGS HERE			
1	Length of time established, overall growth/stability	5	5.00	
2	Stability/growth of organization funding	5	5.00	
3	Board composition, role, commitment to program/project	5	5.00	
4	Demonstrated experience/success with similar program/project	5	4.67	
5	Program/project leadership and staff qualifications	15	13.33	
6	Collaborative relationships/affiliations relative to program/project	5	5.00	
7	Strategic planning process/current plan	5	4.67	
	Organization Capacity Subtotal	45	42.7	19.0%
	PROJECT/PROGRAM - Enter ratings on attached sheet			
8	Project/Program - Need (20%)	20	6.7	16.7%
9	Project/Program - Description (10%)	30	9.7	9.2%
10	Project/Program Projected Results (20%)	35	8.0	17.5%
11	Project/Program - Evaluation Plan (10%)	35	8.7	7.9%
12	Project/Program - Budget & Sustainability (20%)	35	28.7	17.9%
	Program - Total, including Organization Capacity	200	104.3	88.2%
	FUNDING REQUESTED		\$ 57,681	
	FUNDING RECOMMENDATION		\$ 57,681	

FY 2017-18 (SPRING) NOGP FUNDING EVALUATION COMMITTEE'S RESULTS
SIDE PROJECT INC.
MARCH 26, 2018

No.	Criterion	Max. Points	Funding Evaluation Committee Avg. Rating	Weighted Total (%)
	ORGANIZATION CAPACITY (20%) - ENTER RATINGS HERE			
1	Length of time established, overall growth/stability	5	2.7	
2	Stability/growth of organization funding	5	3.0	
3	Board composition, role, commitment to program/project	5	1.7	
4	Demonstrated experience/success with similar program/project	5	1.0	
5	Program/project leadership and staff qualifications	15	8.3	
6	Collaborative relationships/affiliations relative to program/project	5	2.3	
7	Strategic planning process/current plan	5	1.7	
	Organization Capacity Subtotal	45	20.7	9.2%
	PROJECT/PROGRAM - Enter ratings on attached sheet			
8	Project/Program - Need (20%)	20	6.7	10.0%
9	Project/Program - Description (10%)	30	9.7	4.4%
10	Project/Program Projected Results (20%)	35	8.0	9.0%
11	Project/Program - Evaluation Plan (10%)	35	8.7	4.4%
12	Project/Program - Budget & Sustainability (20%)	35	28.7	8.0%
	Program - Total, including Organization Capacity	200	82.3	45.0%
	FUNDING REQUESTED		\$ 75,000	
	FUNDING RECOMMENDATION		<i>Funding Not Recommended (45%)</i>	