



CRA Advisory Board Meeting
Thursday, June 7, 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 May 31, 2018
- 6. Public Comment**
- 7. Consent**
 - A.** Approval of CRA Advisory Board Meeting Minutes - May 03, 2018
- 8. Assignments**
 - A.** Pending Assignments
 - 1.** None
 - B.** Reports on Pending Assignments
 - 1.** None
 - C.** New Assignments
 - 1.** None
- 9. CRA Board Items for CRA Advisory Board Review and Recommendations**
 - A. Old Business**
 - 1.** None
 - B. New Business**
 - 1.** Consideration of Community Caring Center of Greater Boynton Beach

Inc.'s Grant Agreement for the Boynton Beach CRA Nonprofit Organization Grant Program

2. Consideration of Habitat for Humanity International (d/b/a Habitat for Humanity South Palm Beach County) Grant Agreement for the Boynton Beach CRA Nonprofit Organization Grant Program

10. Future Agenda Items

- A. Consideration and Discussion of Fiscal Year 2018/2019 Budget
- B. Boynton Beach Boulevard Streetscape Improvement Project Update
- C. Consideration of Proposals to the Cottage District Infill Housing Redevelopment Project

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 May 31, 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 May 31, 2018.

ATTACHMENTS:

Description

- ▣ **May 2018 Financial Report**

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 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 (24,712.00)	11,786,577.00	0.00 (325,059.00)	2.84-
MARINA RENT & GRANT INC	1,000,000	1,000,000	10,762.19	657,463.45	0.00	342,536.55	34.25
INVESTMENT INCOME	0	0	0.00	21,183.15	0.00 (21,183.15)	0.00
MISCELLANEOUS	0	0	442.69	13,096.28	0.00 (13,096.28)	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 (13,507.12)	12,478,319.88	0.00 (2,996,801.88)	31.61-
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
LEGISLATIVE	30,500	30,500	1,683.70	8,394.21	726.65	21,379.14	70.10
ADMINISTRATIVE	445,240	445,240	18,787.37	253,273.93	0.00	191,966.07	43.12
FINANCE	186,060	186,060	7,143.92	106,954.99	0.00	79,105.01	42.52
INSURANCES	172,500	172,500	0.00	111,935.40	0.00	60,564.60	35.11
PROFESSIONAL SERVICES	274,000	274,000	2,189.91	95,598.33	50,124.50	128,277.17	46.82
PLANNING	115,290	115,290	3,693.87	49,074.40	0.00	66,215.60	57.43
BUILDINGS & PROPERTY	592,770	592,770	31,808.37	264,050.67	21,061.47	307,657.86	51.90
MARINA	1,000,000	1,000,000	72,173.58	605,100.49	0.00	394,899.51	39.49
COMMUNICATIONS & TECHNOLO	80,550	80,550	8,975.62	41,394.58	12,874.47	26,280.95	32.63
CONTINGENCY	100,000	100,000	0.00	0.00	0.00	100,000.00	100.00
MARKETING	167,620	167,620	16,636.53	68,040.73	0.00	99,579.27	59.41
SPECIAL EVENTS	86,870	86,870	3,614.48	41,144.28	0.00	45,725.72	52.64
EMPLOYEE BEBEFITS	367,938	367,938	4,180.28	135,353.36	0.00	232,584.64	63.21
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	0.00	9,681,225.00	0.00	0.00	0.00
TOTAL EXPENDITURES	12,461,518	15,441,518	170,887.63	13,602,495.37	84,787.09	1,754,235.54	11.36
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REVENUES OVER/(UNDER) EXPENDITURES	0	(5,960,000) (184,394.75) (1,124,175.49) (84,787.09) (4,751,037.42)	79.72

01 -GENERAL FUND

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 (24,712.00)	11,786,577.00	0.00 (325,059.00)	2.84-
TOTAL T.I.F.INCOME	11,461,518	11,461,518 (24,712.00)	11,786,577.00	0.00 (325,059.00)	2.84-
MARINA RENT & GRANT INC							
01-42115 MARINA RENTS	100,000	100,000	10,051.00	76,359.00	0.00	23,641.00	23.64
01-42116 MISCELLANEOUS RENTS FRO PROPE	0	0	3,343.00	11,363.00	0.00 (11,363.00)	0.00
01-42117 MARINA FUEL SALES	900,000	900,000	0.00	569,957.26	0.00	330,042.74	36.67
01-42118 MARINA MISC INCOME	0	0 (2,631.81)	(215.81)	0.00	215.81	0.00
TOTAL MARINA RENT & GRANT INC	1,000,000	1,000,000	10,762.19	657,463.45	0.00	342,536.55	34.25
MARKETING INCOME							
FESTIVALS & EVENT INCOME							
INVESTMENT INCOME							
01-46100 INTEREST INCOME	0	0	0.00	21,183.15	0.00 (21,183.15)	0.00
TOTAL INVESTMENT INCOME	0	0	0.00	21,183.15	0.00 (21,183.15)	0.00
CONTRIBUTIONS & DONATION							
MISCELLANEOUS							
01-48100 MISCELLANEOUS INCOME	0	0	442.69	13,096.28	0.00 (13,096.28)	0.00
TOTAL MISCELLANEOUS	0	0	442.69	13,096.28	0.00 (13,096.28)	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 (13,507.12)	12,478,319.88	0.00 (2,996,801.88)	31.61-

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 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	1,028.57	3,331.30	726.65	3,442.05	45.89
01-51010-216 ADVERTISING & PUBLIC NOTI	6,500	6,500	522.88	1,098.88	0.00	5,401.12	83.09
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	115.75	228.43	0.00	521.57	69.54
TOTAL PURCHASED/CONTRACT SERV	29,750	29,750	1,667.20	8,343.63	726.65	20,679.72	69.51
SUPPLIES							
01-51010-310 OFFICE SUPPLIES	750	750	16.50	50.58	0.00	699.42	93.26
TOTAL SUPPLIES	750	750	16.50	50.58	0.00	699.42	93.26
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TOTAL LEGISLATIVE	30,500	30,500	1,683.70	8,394.21	726.65	21,379.14	70.10

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 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	15,791.97	231,341.81	0.00	153,558.19	39.90
01-51230-115 CAR ALLOWANCE	5,220	5,220	200.76	3,252.28	0.00	1,967.72	37.70
TOTAL PERSONNEL SERVICES	390,120	390,120	15,992.73	234,594.09	0.00	155,525.91	39.87
PURCHASED/CONTRACT SERV							
01-51230-225 ASSOC. MEETINGS & SEMINAR	16,500	16,500	600.97	4,923.56	0.00	11,576.44	70.16
01-51230-226 MEMBERSHIP DUES	11,385	11,385	0.00	6,110.12	0.00	5,274.88	46.33
01-51230-227 DELIVERY SERVICES	500	500	0.00	155.88	0.00	344.12	68.82
01-51230-229 CAREER DEVELOPMENT	16,500	16,500	1,693.70	4,193.70	0.00	12,306.30	74.58
TOTAL PURCHASED/CONTRACT SERV	44,885	44,885	2,294.67	15,383.26	0.00	29,501.74	65.73
SUPPLIES							
01-51230-310 OFFICE SUPPLIES	3,000	3,000	64.36	1,354.06	0.00	1,645.94	54.86
01-51230-315 POSTAGE	2,500	2,500	186.88	809.92	0.00	1,690.08	67.60
01-51230-340 CELLULAR PHONES	2,880	2,880	248.73	870.10	0.00	2,009.90	69.79
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	499.97	3,296.58	0.00	5,938.42	64.30
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	18,787.37	253,273.93	0.00	191,966.07	43.12

01 -GENERAL FUND
AUDITOR

	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: MAY 31ST, 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	6,283.40	101,477.15	0.00	56,522.85	35.77
TOTAL PERSONNEL SERVICES	158,000	158,000	6,283.40	101,477.15	0.00	56,522.85	35.77
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	250.31	1,085.93	0.00	1,914.07	63.80
01-51325-225 ASSOC. MEETINGS & SEMINAR	10,450	10,450	193.27	450.35	0.00	9,999.65	95.69
01-51325-226 MEMBERSHIP DUES	820	820	0.00	359.00	0.00	461.00	56.22
01-51325-227 DELIVERY COSTS	500	500	0.00	231.42	0.00	268.58	53.72
01-51325-229 CAREER DEVELOPMENT	5,000	5,000	300.00	300.00	0.00	4,700.00	94.00
TOTAL PURCHASED/CONTRACT SERV	20,020	20,020	743.58	2,601.70	0.00	17,418.30	87.00
SUPPLIES							
01-51325-310 OFFICE SUPPLIES	2,500	2,500	59.48	979.77	0.00	1,520.23	60.81
01-51325-340 CELLULAR PHONES	1,440	1,440	57.46	729.83	0.00	710.17	49.32
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	116.94	2,876.14	0.00	3,663.86	56.02
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	7,143.92	106,954.99	0.00	79,105.01	42.52

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 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	0.00	111,935.40	0.00	60,564.60	35.11
TOTAL PURCHASED/CONTRACT SERV	172,500	172,500	0.00	111,935.40	0.00	60,564.60	35.11
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TOTAL INSURANCES	172,500	172,500	0.00	111,935.40	0.00	60,564.60	35.11

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

01 -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	2,189.91	61,528.12	6,172.50	84,299.38	55.46
01-51420-201 CONTRACT LEGAL	100,000	100,000	0.00	32,351.21	31,000.00	36,648.79	36.65
01-51420-204 CITY STAFF COSTS	22,000	22,000	0.00	1,719.00	12,952.00	7,329.00	33.31
TOTAL PURCHASED/CONTRACT SERV	274,000	274,000	2,189.91	95,598.33	50,124.50	128,277.17	46.82
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TOTAL PROFESSIONAL SERVICES	274,000	274,000	2,189.91	95,598.33	50,124.50	128,277.17	46.82

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

01 -GENERAL FUND
PLANNING

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
DEPARTMENTAL EXPENDITURES							
PERSONNEL SERVICES							
01-51440-100 PERSONNEL SERVICES	75,000	75,000	3,538.08	46,306.97	0.00	28,693.03	38.26
TOTAL PERSONNEL SERVICES	75,000	75,000	3,538.08	46,306.97	0.00	28,693.03	38.26
PURCHASED/CONTRACT SERV							
01-51440-225 ASSOC. MEETINGS & SEMINAR	29,820	29,820	0.00	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	0.00	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	0.00	522.17	0.00	34,247.83	98.50
SUPPLIES							
01-51440-310 OFFICE SUPPLIES	1,500	1,500	67.84	793.50	0.00	706.50	47.10
01-51440-340 CELLULAR PHONES	720	720	0.00	681.11	0.00	38.89	5.40
01-51440-355 SUBSCRIPTIONS	1,500	1,500	87.95	615.65	0.00	884.35	58.96
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	155.79	2,245.26	0.00	3,274.74	59.33
CAPITAL EXPENDITURES							
DEPRECIATION & AMORT							
TOTAL PLANNING	115,290	115,290	3,693.87	49,074.40	0.00	66,215.60	57.43

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 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	0.00	15,040.75	0.00	59,959.25	79.95
01-51620-205 RENTAL OF OFFICES	100,725	100,725	7,842.88	70,339.04	0.00	30,385.96	30.17
01-51620-208 EQUIPMENT LEASES	20,000	20,000	402.73	16,588.15	3,411.85	0.00	0.00
01-51620-209 PROPERTY MAINTENENCE COST	355,000	355,000	19,783.97	141,276.39	17,649.62	196,073.99	55.23
01-51620-224 SIGNAGE	15,000	15,000	787.50	3,961.50	0.00	11,038.50	73.59
TOTAL PURCHASED/CONTRACT SERV	568,770	568,770	28,817.08	249,005.65	21,061.47	298,702.88	52.52
SUPPLIES							
01-51620-325 ELECTRICITY COSTS	12,000	12,000	1,072.40	7,830.08	0.00	4,169.92	34.75
01-51620-326 WATER CHARGES	12,000	12,000	1,918.89	7,214.94	0.00	4,785.06	39.88
TOTAL SUPPLIES	24,000	24,000	2,991.29	15,045.02	0.00	8,954.98	37.31
CAPITAL EXPENDITURES	_____	_____	_____	_____	_____	_____	_____
DEPRECIATION & AMORT	_____	_____	_____	_____	_____	_____	_____
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TOTAL BUILDINGS & PROPERTY	592,770	592,770	31,808.37	264,050.67	21,061.47	307,657.86	51.90

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

01 -GENERAL FUND
MARINA

	ORIGINAL	AMENDED	MONTHLY	YEAR-TO-DATE	TOTAL	UNENCUMBERED	% OF
DEPARTMENTAL EXPENDITURES	BUDGET	BUDGET	ACTIVITY	BALANCE	ENCUMBERED	BALANCE	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	1,845.84	10,186.20	0.00	14,813.80	59.26
01-51630-241 MARINA FUEL MANAGEMENT	181,435	181,435	15,119.60	120,956.80	0.00	60,478.20	33.33
01-51630-242 MARINE FUEL STATION OVERH	29,500	29,500	3,098.75	16,613.59	0.00	12,886.41	43.68
TOTAL PURCHASED/CONTRACT SERV	236,435	236,435	20,064.19	148,206.59	0.00	88,228.41	37.32
 SUPPLIES							
01-51630-310 OFFICE SUPPLIES	1,000	1,000	250.56	851.38	0.00	148.62	14.86
01-51630-325 ELECTRIC COSTS	8,100	8,100	578.76	3,622.04	0.00	4,477.96	55.28
01-51630-326 WATER COSTS	15,000	15,000	0.00	5,244.26	0.00	9,755.74	65.04
01-51630-327 GASOLINE & DEISEL FUEL PU	727,465	727,465	50,163.54	439,111.63	0.00	288,353.37	39.64
01-51630-328 MARINA DIESEL SALES TAX	12,000	12,000	1,116.53	8,064.59	0.00	3,935.41	32.80
TOTAL SUPPLIES	763,565	763,565	52,109.39	456,893.90	0.00	306,671.10	40.16
 CAPITAL EXPENDITURES							
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TOTAL MARINA	1,000,000	1,000,000	72,173.58	605,100.49	0.00	394,899.51	39.49

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

01 -GENERAL FUND
COMMUNICATIONS & TECHNOLO

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
<hr/>							
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	0.00	12,541.20	12,874.47	1,584.33	5.87
01-51650-211 COMPUTER SOFTWARE & LICEN	4,550	4,550	67.12	667.11	0.00	3,882.89	85.34
01-51650-212 FINANCIAL SOFTWARE MAINTEN	29,000	29,000	8,151.12	18,476.43	0.00	10,523.57	36.29
TOTAL PURCHASED/CONTRACT SERV	63,550	63,550	8,218.24	31,684.74	12,874.47	18,990.79	29.88
SUPPLIES							
01-51650-330 TELEPHONE LINES	8,000	8,000	693.66	5,034.59	0.00	2,965.41	37.07
TOTAL SUPPLIES	8,000	8,000	693.66	5,034.59	0.00	2,965.41	37.07
CAPITAL EXPENDITURES							
01-51650-400 EQUIPMENT COSTS	9,000	9,000	63.72	4,675.25	0.00	4,324.75	48.05
TOTAL CAPITAL EXPENDITURES	9,000	9,000	63.72	4,675.25	0.00	4,324.75	48.05
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TOTAL COMMUNICATIONS & TECHNOLO	80,550	80,550	8,975.62	41,394.58	12,874.47	26,280.95	32.63

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BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
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01 -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

01 -GENERAL FUND
TRANSPORTATION

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

01 -GENERAL FUND
INCENTIVES & GRANTS

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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)
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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	2,412.00	39,325.68	0.00	21,709.32	35.57
TOTAL PERSONNEL SERVICES	61,035	61,035	2,412.00	39,325.68	0.00	21,709.32	35.57
PURCHASED/CONTRACT SERV							
01-57400-216 ADVERTISING & PUBLIC NOTI	58,540	58,540	13,311.90	13,311.90	0.00	45,228.10	77.26
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	271.15	712.02	0.00	5,187.98	87.93
01-57400-226 MEMBERSHIP DUES	5,800	5,800	0.00	2,930.00	0.00	2,870.00	49.48
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	550.00	8,778.95	0.00	6,221.05	41.47
TOTAL PURCHASED/CONTRACT SERV	96,740	96,740	14,133.05	26,087.83	0.00	70,652.17	73.03
SUPPLIES							
01-57400-310 OFFICE SUPPLIES	1,500	1,500	91.48	808.56	0.00	691.44	46.10
01-57400-340 CELLULAR PHONES	720	720	0.00	705.37	0.00	14.63	2.03
01-57400-355 SUBSCRIPTIONS	1,425	1,425	0.00	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	91.48	2,627.22	0.00	7,217.78	73.31
DEPRECIATION & AMORT							
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TOTAL MARKETING	167,620	167,620	16,636.53	68,040.73	0.00	99,579.27	59.41

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

01 -GENERAL FUND
SPECIAL EVENTS

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							
01-57500-100 PERSONNEL SERVICES	55,000	55,000	2,168.30	35,460.92	0.00	19,539.08	35.53
TOTAL PERSONNEL SERVICES	55,000	55,000	2,168.30	35,460.92	0.00	19,539.08	35.53
PURCHASED/CONTRACT SERV							
01-57500-225 ASSOC. MEETINGS & SEMINAR	6,100	6,100	82.60	170.42	0.00	5,929.58	97.21
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	271.15	321.15	0.00	2,178.85	87.15
TOTAL PURCHASED/CONTRACT SERV	9,100	9,100	353.75	491.57	0.00	8,608.43	94.60
SUPPLIES							
01-57500-310 OFFICE SUPPLIES	1,500	1,500	59.43	915.05	0.00	584.95	39.00
01-57500-340 CELLULAR PHONES	720	720	0.00	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	59.43	1,182.05	0.00	1,587.95	57.33
CAPITAL EXPENDITURES							
01-57500-400 EQUIPMENT & EVENTS SUPPOR	20,000	20,000	1,033.00	4,009.74	0.00	15,990.26	79.95
TOTAL CAPITAL EXPENDITURES	20,000	20,000	1,033.00	4,009.74	0.00	15,990.26	79.95
DEPRECIATION & AMORT							
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TOTAL SPECIAL EVENTS	86,870	86,870	3,614.48	41,144.28	0.00	45,725.72	52.64

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INTERFUND/ INTERDEPARTMENT L

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 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	1,814.93	27,783.63	0.00	18,774.37	40.32
01-59000-152 MEDICARE	10,889	10,889	424.45	6,507.08	0.00	4,381.92	40.24
01-59000-153 RETIREMENT PLAN 401(a)	142,907	142,907	0.00	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	1,146.08	18,144.32	0.00	80,855.68	81.67
01-59000-156 DENTAL INSURANCE	4,050	4,050	279.76	2,080.32	0.00	1,969.68	48.63
01-59000-157 LIFE INSURANCE	1,350	1,350	150.00	1,095.00	0.00	255.00	18.89
01-59000-158 SHORT / LONG TERM DISABIL	3,144	3,144	245.68	1,735.15	0.00	1,408.85	44.81
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	119.38	258.40	0.00	281.60	52.15
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	4,180.28	135,353.36	0.00	232,584.64	63.21
TOTAL EMPLOYEE BEBEBITS	367,938	367,938	4,180.28	135,353.36	0.00	232,584.64	63.21

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 201801 -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: MAY 31ST, 2018

01 -GENERAL FUND
TRANSFER OUT

DEPARTMENTAL EXPENDITURES	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	0.00	9,681,225.00	0.00	0.00	0.00
TOTAL OTHER FINANCING USES	6,701,225	9,681,225	0.00	9,681,225.00	0.00	0.00	0.00
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TOTAL TRANSFER OUT	6,701,225	9,681,225	0.00	9,681,225.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	12,461,518	15,441,518	170,887.63	13,602,495.37	84,787.09	1,754,235.54	11.36
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0	(5,960,000)	(184,394.75)	(1,124,175.49)	(84,787.09)	(4,751,037.42)	79.72

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 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	2,500.00	56,888.43	0.00 (56,888.43)	0.00
INVESTMENT INCOME	0	0	0.00	46,566.17	0.00 (46,566.17)	0.00
MISCELLANEOUS	0	0	300.00	1,043,470.26	0.00 (1,043,470.26)	0.00
OTHER FINANCING SOURCES	10,006,620	7,026,620	0.00	9,681,225.00	0.00 (2,654,605.00)	37.78-
TOTAL REVENUES	10,006,620	7,026,620	2,800.00	10,828,149.86	0.00 (3,801,529.86)	54.10-
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							
OPERATING EXPENSES	564,400	514,400	41,987.50	82,288.46	84,000.00	348,111.54	67.67
CAPITAL OUTLAY	6,447,062	9,527,062	3,064,301.93	3,294,403.14	3,102,741.56	3,129,917.30	32.85
AFFORDABLE HOUSING	50,000	0	0.00	0.00	0.00	0.00	0.00
ECONOMIC DEVELOPMENT	1,870,158	1,870,158	555,241.30	1,196,815.40	374,727.00	298,615.60	15.97
PROJECTS AND PROGRAMS	1,075,000	1,075,000	114,551.43	710,011.10	293,316.99	71,671.91	6.67
TOTAL EXPENDITURES	10,006,620	12,986,620	3,776,082.16	5,283,518.10	3,854,785.55	3,848,316.35	29.63
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0	(5,960,000)	(3,773,282.16)	5,544,631.76	(3,854,785.55)	(7,649,846.21)	128.35

02 -PROJECTS FUND

	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	2,500.00	56,888.43	0.00 (56,888.43)	0.00
TOTAL FESTIVALS & EVENT INCOME	0	0	2,500.00	56,888.43	0.00 (56,888.43)	0.00
INTERGOVERNMENTAL REV							
INVESTMENT INCOME							
02-46100 INTEREST INCOME	0	0	0.00	46,566.17	0.00 (46,566.17)	0.00
TOTAL INVESTMENT INCOME	0	0	0.00	46,566.17	0.00 (46,566.17)	0.00
MISCELLANEOUS							
02-48100 MISCELLANEOUS INCOME	0	0	300.00	1,043,470.26	0.00 (1,043,470.26)	0.00
TOTAL MISCELLANEOUS	0	0	300.00	1,043,470.26	0.00 (1,043,470.26)	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	0.00	9,681,225.00	0.00 (2,980,000.00)	44.47-
TOTAL OTHER FINANCING SOURCES	10,006,620	7,026,620	0.00	9,681,225.00	0.00 (2,654,605.00)	37.78-
TOTAL REVENUES	10,006,620	7,026,620	2,800.00	10,828,149.86	0.00 (3,801,529.86)	54.10-

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)
AS OF: MAY 31ST, 201802 -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	41,987.50	14,058.46	75,600.00	185,341.54	67.40
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	62,230.00	0.00	62,770.00	50.22
TOTAL PURCHASED/CONTRACT SERV	564,400	514,400	41,987.50	82,288.46	84,000.00	348,111.54	67.67
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TOTAL OPERATING EXPENSES	564,400	514,400	41,987.50	82,288.46	84,000.00	348,111.54	67.67

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

02 -PROJECTS FUND
CAPITAL OUTLAY

	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY ACTIVITY	YEAR-TO-DATE BALANCE	TOTAL ENCUMBERED	UNENCUMBERED BALANCE	% OF BUDGET REMAINING
DEPARTMENTAL EXPENDITURES							
CAPITAL EXPENDITURES							
02-58200-401 BUILDINGS	766,435	3,724,935	3,046,392.85	3,321,842.09	2,183.56	400,909.35	10.76
02-58200-404 CONSTRUCTION IN PROGRESS	200,000	200,000	2,600.00 (36,431.37)	0.00	236,431.37	118.22
02-58200-405 SITE WORK AND DEMOLITION	73,957	73,957	11,109.08 (2,615.92)	4,758.00	71,814.92	97.10
02-58200-406 INFRASTRUCTURE AND STREET	5,406,670	5,528,170	4,200.00	11,608.34	3,095,800.00	2,420,761.66	43.79
TOTAL CAPITAL EXPENDITURES	6,447,062	9,527,062	3,064,301.93	3,294,403.14	3,102,741.56	3,129,917.30	32.85
TOTAL CAPITAL OUTLAY	6,447,062	9,527,062	3,064,301.93	3,294,403.14	3,102,741.56	3,129,917.30	32.85

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BOYNTON BEACH CRA
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
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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)
AS OF: MAY 31ST, 2018

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	551,233.00	1,116,739.00	0.00	113,261.00	9.21
02-58400-444 ECONOMIC DEVELOPMENT GRAN	519,158	519,158	3,573.19	31,007.41	374,727.00	113,423.59	21.85
02-58400-445 MARKETING INCENTIVES	121,000	121,000	435.11	49,068.99	0.00	71,931.01	59.45
TOTAL CAPITAL EXPENDITURES	1,870,158	1,870,158	555,241.30	1,196,815.40	374,727.00	298,615.60	15.97
TOTAL ECONOMIC DEVELOPMENT	1,870,158	1,870,158	555,241.30	1,196,815.40	374,727.00	298,615.60	15.97

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 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	100,459.75	203,947.98	168,051.99	0.03	0.00
02-58500-470 COMMUNITY SUPPORT PROJECT	125,000	125,000	0.00	0.00	125,000.00	0.00	0.00
02-58500-480 COMMUNITY SPECIAL EVENTS	578,000	578,000	14,091.68	506,063.12	265.00	71,671.88	12.40
TOTAL CAPITAL EXPENDITURES	1,075,000	1,075,000	114,551.43	710,011.10	293,316.99	71,671.91	6.67
TOTAL PROJECTS AND PROGRAMS	1,075,000	1,075,000	114,551.43	710,011.10	293,316.99	71,671.91	6.67

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

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 =====	3,776,082.16 =====	5,283,518.10 =====	3,854,785.55 =====	3,848,316.35 =====	29.63 =====
REVENUES OVER/(UNDER) EXPENDITURES	0	(5,960,000)	(3,773,282.16)	5,544,631.76	(3,854,785.55)	(7,649,846.21)	128.35

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

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	3,853.21	0.00	(3,853.21)	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	2,144,808.21	0.00	(3,853.21)	0.18-
	=====	=====	=====	=====	=====	=====	=====
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	1,910,999.94	0.00	(1,910,999.94)	0.00

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	3,853.21	0.00 (3,853.21)	0.00
TOTAL INVESTMENT INCOME	0	0	0.00	3,853.21	0.00 (3,853.21)	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	2,144,808.21	0.00 (3,853.21)	0.18-

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 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

BOYNTON BEACH CRA
REVENUE & EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 201803 -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	1,910,999.94	0.00	(1,910,999.94)	0.00



ADVISORY BOARD ITEM 7.A.

CONSENT

SUBJECT:

Approval of CRA Advisory Board Meeting Minutes - May 03, 2018

SUMMARY:

See attached minutes.

CRAAB RECOMMENDATION:

Approve the May 03, 2018 CRA Advisory Board Minutes

ATTACHMENTS:

Description

- ▣ **May 3, 2018 CRA Advisory Board Minutes**



**MINUTES OF THE CRA ADVISORY BOARD MEETING
IN CHAMBERS AT CITY HALL
100 E. BOYNTON BEACH BLVD.
BOYNTON BEACH, FLORIDA 33435
HELD ON THURSDAY, MAY 3, 2018, AT 6:30 P.M.**

PRESENT:

Robert Pollock, Vice Chair
James DeVoursney
Anthony Barber
Allen Hendricks (arr. 6:30)
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
Renee Roberts, Social Media and
Communications Specialist
Lisa Edmondson, Prototype, Inc.

ABSENT:

Linda Cross, Chair
Rick Maharajh

I. Call to Order

The meeting was called to order at 6:30 p.m.

II. Invocation

III. Roll Call

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

IV. Agenda Approval

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

B. Adoption of Agenda

Upon Motion duly made and seconded, the agenda was adopted as presented.

Board Member Hendricks arrived at 6:30.

V. Information Only

Mr. Simon introduced the new CRA Social Media and Communications Specialist Renee Roberts, who was previously with the Boynton Beach CRA as the Business Development Marketing Special Events Assistant before becoming Marketing Director

at Delray. Looking forward to Ms. Roberts to enhance and connect the presence of CRA to businesses by way of social media and communications expertise.

A. Financial Report Period Ended April 30, 2018

B. Neighborhood Officer Program 2nd Quarter Report for FY 2017-1018

Sgt. Henry Diehl, Boynton Beach Police Department and the Neighborhood Officer Program reported:

- Some problems with the office being closed down on 404 East MLK due to ceiling water damage from broken old drainpipes. Currently partially using Carolyn Sims Center and working out police cars.
- The Department participated in the MLK Unity Fest and the Robert E. Wells Day in January.
- After the February 14th shooting in Parkland, the Department stepped up patrols in both elementary schools in heart of Boynton, working with both principals who don't not have full time school resource officers. New State law requires that a police officer needs to be present at each school. Palm Beach County School District is still working through the process, so the Department is working through roles at Galaxy and Poinciana until they are filled.
- Youth Symposium at Carolyn Sims Center.
- Weekly meetings at Carolyn Sims Center with the Heart of Boynton Association.

Mr. Simon asked what it means to be in the role of Resource Officer at Galaxy and Poinciana. Sgt. Diehl said the officers are there during school hours for the purpose of mentoring kids and for high visibility on safety aspect. Not there full time, but there during the day unless called away; and then back for pickup at the end of the day.

Mr. DeVoursney asked what year of Community Outreach is underway and whether to continue as an outreach program or a hybrid of an enforcement role/outreach, to which Sgt. Diehl answered it is the third year of the program, funded in 2015, and discussions are underway to transition to a hybrid. Perhaps a ratio of Outreach to Enforcement could be 60:40 or 70:30. Beginning the 2nd quarter of this year there was an increase in shootings in the Heart of Boynton, especially, which resulted in stepping up assistance to Road Patrol due to short-staffing. Officer Diehl explained instances of such assistance primarily to calm and de-escalate situations. As to what help the CRA could provide, Sgt. Diehl said manpower is good, but a new office is needed, along with associated technology in such an office.

Vice Chair Pollock asked for an overview of the program. Currently the program specifies that the Department builds trust, build bridges in the community by attending community meetings, etc., with increase in crime/shootings this year (which have settled down), there has to be enforcement along with community involvement to build trust; it will be a balancing act. The Neighborhood Officer Program (NOP) has already garnered trust in the community per a recent television news interview.

Vice Chair Pollock inquired about the annual budget for a new office. Mr. Simon said the total was between \$13,800 and \$14,400, with the current lease up on September 1st, a recommendation will be to not renew that lease. A discussion has been to change location into the Community Room of the new complex at Ocean Breeze East; more advantages and options for this and other locations were discussed for NOP program. Will use the next 12-18 months for investigating these various options for a permanent location.

Mr. Hendricks asked about the best practices for a hybrid program. Sgt. Diehl said there has to be attention to not just doing “frivolous stuff,” there had to be attention to curbing criminal behavior during the shootings. Now that these have diminished, maybe the NOP is working and the percentages should be studied to see what to enforce; otherwise trust could be jeopardized.

VI. Public Comment

- **Chris Montague, 222 West Ocean Ave.,** Chair of Library Advisory Board. Seeking guidance on a contract for a music school he and his wife have for a music school at 211 East Ocean Avenue, the Magnussen House. It looks as though that contract will be canceled; would like to know if the building will be up for sale or up for lease again. Mr. Simon said, given the timing of the question and remaining active contract time period, it would not be professional to comment at this time. After May 14th the discussion would be more appropriate.
- **Mark Karageorge, 248 Main Blvd.,** commented on Tom Murphy’s continued recovery, asking Community’s continued support as he has helped countless people in this City. He personally commended work by officers in NOP as extremely effective not only in Heart of Boynton but in the schools with mentoring and interactions. Need to support this program with resources during this interim period, and to appreciate the staff during budget recommendations for the work being done.

VII. Consent

A. Approval of CRA Advisory Board Minutes – April 5, 2018

A brief recap was given by Mr. Simon that the CRA Board supported funding for intersections at Woolbright, Ocean Ave., Boynton Beach Blvd., Martin Luther King Jr. Blvd.; other intersections were discussed, but only those four were approved at this time. There will be further opportunities for public input on additional matters, which will be posted on the City website.

Motion made by Mr. DeVoursney, seconded by Mr. Murphy, to approve the minutes of the April 5, 2018, meeting as presented. In a voice vote, the motion passed unanimously (5-0).

VIII. Assignments

- A.** Pending Assignments – None
- B.** Reports on Pending Assignments – None
- C.** New assignments from April 10, 2018, CRA Board Meeting – None

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

- A.** Old Business – None
- B.** New Business
 - 1.** Consideration of Grant Funding for the Boynton Beach CRA Non-profit Organization Grant Program.

Vice Chair Pollock stated the CRA had recommended three options, to be opened for discussion.

Mr. Barber read the following recommendations:

- Option One – Recommend approval for the application of funding request as submitted by Community Caring Center of Greater Boynton Beach in the amount not to exceed \$57,681 over a period of six months.
- Option Two – Recommend approval for the application of funding request as submitted by Habitat for Humanity of South Palm Beach County in the amount not to exceed \$40,000 over a funding period of twelve months.
- Option Three – Do not recommend approval for Side Project, Inc. in the amount of \$40,000 over a funding period of twelve months.

Mr. Barber was curious as to why Community Caring is for six months while Habitat is for twelve months. Ms. Shutt stated each application has different programs and categories, and the applicant states in the application how long it will take to develop and successfully complete the program as long as milestones are provided for measurement of success. Habitat is delivering four new units as well as six rehab units, which requires building permits, etc. CCC has 30-years' experience with such projects and feels they can produce results in six months. As for Side Project, Inc., no such milestones were provided to even recommend approval.

Mr. DeVoursney inquired about the “do not recommend approval” status of Option Three, how the Funding Evaluation Committee felt they did not make the mark. Ms.

Shutt gave the procedures for the Committee's recommendations and, when an application does not pass, the file must be closed before proceeding with the others.

Motion made by Mr. DeVoursney, seconded by Mr. Hendricks, to accept recommendations as amended: 1) recommend approval for Community Caring Center; 2) recommend approval for Habitat for Humanity, 3) do not recommend approval for Side Project, Inc. In a voice vote, the motion passed unanimously (5-0).

Discussion: Ms. Shutt first stated an error in the original figures, that the application from Side Project, Inc., was for \$75,000, then continued that there is \$92,923 in the budget, and that the two applications recommended for approval were very strong. There is a \$4,700 (and change) short from what was budgeted, but the Committee was able to reallocate those funds from another budget item. The Fiscal Impact Section states that if the money can be replaced from elsewhere, both of those applications can get what was asked for, rather than reducing either grant request.

X. Future Agenda Items - None

XI. Adjournment

Upon motion duly made and seconded, the meeting was adjourned at 7:10 p.m.

[Minutes transcribed by M. Moore, Prototype, Inc.]



ADVISORY BOARD ITEM B.1.

CRA BOARD MEETING OF: June 12, 2018

NEW BUSINESS

CRA BOARD AGENDA ITEM: 14.A.

SUBJECT:

Consideration of Community Caring Center of Greater Boynton Beach Inc.'s Grant Agreement for the Boynton Beach CRA Nonprofit Organization Grant Program

SUMMARY:

On May 8, 2018, the CRA Board approved a grant in the amount of \$57,681 to support the Community Caring Center of Greater Boynton Beach Inc.'s (CCC) Secret Garden Cafe Culinary Incubator & Job Training Center. The CCC's program/project is aligned with the business development goals of the Nonprofit Organization Grant Program (NOGP) and will directly benefit the stakeholders within the CRA area.

The attached draft agreement specifies the Scope of Work, Results and Deliverables, and Reporting and Reimbursement schedule for the program/project to ensure the successful implementation of the Secret Garden Cafe Culinary Incubator & Job Training Center and consistency with the NOGP requirements in furtherance of the CRA Plan (see Attachment I).

FISCAL IMPACT:

FY 2017-2018 Budget, Project Fund, Line item 02-58500-470 (Business Incubator Support), \$92,929

FY 2017-2018 Budget, Project Fund, Line item 02-58200-405 (Site Work & Demolition), \$4,758

CRA PLAN/PROJECT/PROGRAM:

2016 Boynton Beach Community Redevelopment Plan

CRAAB RECOMMENDATION:

1. Recommend approval of the Community Caring Center of Greater Boynton Beach, Inc.'s Grant Agreement for the Boynton Beach CRA Nonprofit Organization Grant Program (NOGP) in the amount not to exceed \$57,681 over a period of six months.
2. Do not recommend approval of the Community Caring Center of Greater Boynton Beach, Inc.'s Grant Agreement for the Boynton Beach CRA Nonprofit Organization Grant Program

(NOGP) in the amount not to exceed \$57,681 over a period of six months.

3. The Board may approve modifications to the CCC grant agreement based upon review and discussion.

CRA BOARD OPTIONS:

N/A

ATTACHMENTS:

Description

- ▢ **Attachment I - Draft CCC Grant Agreement**

**AGREEMENT TO FUND THE SECRET GARDEN CULINARY INCUBATOR AND JOB TRAINING
CENTER OF
COMMUNITY CARING CENTER OF GREATER BOYNTON BEACH, INC.**

This Agreement for the funding of business incubator program services ("Agreement") is entered into by and between the:

BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY ("CRA"), a public agency created pursuant to Chapter 163, Part III, Florida Statutes, with a business address of 710 North Federal Highway, Boynton Beach, Florida 33435;

and

the COMMUNITY CARING CENTER OF GREATER BOYNTON BEACH, INC., DBA THE SECRET GARDEN CAFÉ, A CULINARY INCUBATOR ("CCC"), a Florida Not-For-Profit Corporation, with a business address of 410 E. Boynton Beach Boulevard, Boynton Beach, FL 33435.

RECITALS

WHEREAS, the CRA recognizes that the future economic health of the CRA and the City of Boynton Beach ("City") depends upon small businesses; and

WHEREAS, the CRA recognizes that many of the small businesses within the City are facing challenges due to economic conditions; and

WHEREAS, business incubators, specifically including CCC, work to nurture the development of entrepreneurial companies by providing business support services and by allowing companies to share resources in order to reduce overhead, operational, and other costs; and

WHEREAS, the CRA Board anticipates that CCC will assist in creating jobs in the Boynton Beach Community Redevelopment Area ("CRA Area"), enhancing the entrepreneurial climate in the CRA Area, retaining business in the CRA Area, and diversifying the local economy; and

WHEREAS, the CRA Board anticipates that businesses opened outside the CRA Area but within Boynton Beach will provide jobs to residents that live in the CRA Area, and will provide an economic enhancement to businesses within the CRA Area;

WHEREAS, the CCC business incubator program meets the CRA's objective of economic development within the CRA Area per Chapter 163, Part III, Florida Statutes and with further the objectives of the 2016 Boynton Beach Community Redevelopment Plan ("CRA Plan"); and

WHEREAS, The CRA recognizes that the CCC's incubator program ("Incubator Program") is a culinary incubator program model specific to growing culinary businesses that allows businesses produce their food and beverage products in a shared kitchen environment; and

WHEREAS, it is likely that CCC's culinary incubator clients would have substantial costs associated with creating their own establishments, including training and one-on-one technical assistance to new and existing small businesses; and

WHEREAS, the CRA Board approved the Fiscal Year 2017-2018 budget at the September 19, 2017 meeting, which included funding the Nonprofit Organization Grant Program ("NOGP") for the Economic/Business Development category, to support eligible nonprofit organizations with projects and programs that will create jobs and economic opportunities in the CRA District and further the CRA Plan;

NOW THEREFORE in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereby agree as follows:

Section 1. Incorporation. The foregoing recitals and all other information above are true and correct at the time of the execution of this Agreement and are hereby incorporated herein as if fully set forth.

Section 2. Effective Date. This Agreement shall be effective on the date the last party to sign executes this Agreement ("Effective Date").

Section 3. Goals of the Business Incubator Program Funded by the CRA. The goal of the NOGP is to assist City residents and businesses, especially those located in the CRA Area, in starting or expanding small businesses in furtherance of the CRA Plan, as it may exist from time to time. This Agreement shall be interpreted to further this goal and the CRA Plan.

Section 4. Requirements

A. Scope of Work. CCC will run the Incubator Program to assist Boynton Beach residents and businesses who desire to start up a small business or accelerate the growth of an existing business (Incubator Program Clients). CCC will use its best efforts to ensure that the Incubator Program will provide a nurturing learning and production environment for small businesses, individual entrepreneurs, and minority and women-owned businesses. CCC will assist both experienced and inexperienced business clients and provide training and counseling services on a variety of topics to help current and aspiring business owners become successful business owners. The parties agree that it is reasonable for Incubator Program Clients to remain in the Incubator Program for up to five (5) years.

B. Eligibility. The parties agree that entrepreneurs, start-up business, new businesses and existing businesses shall be eligible for the Incubator Program.

C. Results and Deliverables. CCC will:

1. Provide a report (Quarterly Report) to the CRA according to the schedule in Section 4.D of this Agreement. Failure to submit a Quarterly Report constitutes an event of default pursuant to this Agreement and renders CCC ineligible to receive funding pursuant to this Agreement unless or until such default is cured in accordance with Section 13.K. of this Agreement. The CRA will not process requests for reimbursement until the default is cured. The Quarterly Report must contain an update on each item listed in this Paragraph 4.C (Results and Deliverables).
2. Implementation of the Outputs and Outcomes as identified in the CCC's NOGP Project/Program Model and Funding Evaluation Plan (attached hereto as Exhibit "A" and hereby incorporated herein) by December 31, 2018. CCC will provide evidence to the CRA of this job creation by submitting W-2 forms, 1099 forms, or RT-6 Quarterly State of Florida Reemployment Tax forms with each Quarterly Report.

3. Conduct quarterly workshops/training. CCC will submit with each Quarterly Report copies of sign-in sheets from the workshops/trainings. The sign-in sheets must include the following information:
 - a. Name, type, and description of each workshop or training, including the date, location and time of the workshop or training.
 - b. Name, address, telephone number, and email address of participant(s), along with the business name and type of business of participant(s) (if applicable).
4. Create a cumulative list of Incubator Program Clients ("Client List") and provide proof of residency for all clients as of June 1, 2018. Acceptable forms of proof of residency include driver's licenses, business and corporate documents, business licenses and other forms of proof the CRA deems acceptable. The Client List must indicate whether each client is existing or new and if any Incubator Program Client on a previous report or Client List has dropped out of the Incubator Program. After the first Quarterly Report, CCC shall be required to submit proof of residency documents only for new Incubator Program Clients.
5. Provide statistics on Incubator Program Clients who have graduated from the Incubator Program ("Incubator Program Graduates"), including a list of Incubator Program Graduates who have started or expanded their businesses. In the Quarterly Report, CCC must provide copies of leases for businesses of Incubator Program Graduates and a description of the business that have been started or expanded as a result of the Incubator Program.
6. Make active efforts to ensure that a minimum of 25% of the Incubator Program Clients and Incubator Program Graduates reside in or intend to open independent businesses within the CRA Area, and provide written or marketing materials used to meet this goal. CCC will provide an update on progress towards this goal in each Quarterly Report.
7. Obtain and provide to the CRA data on the economic impact of the Incubator Program, which shall include business data, such as tax returns, of Incubator Program Clients and Incubator Program Graduates as reported to the Internal Revenue Service, and other summary data related to economic impact in the CRA Area.
8. Provide financial statements for the Incubator Program. CCC will hire, at its own expense, an independent Certified Public Accountant to provide the CRA with a review of the most recent Financial Statement Review for the Incubator Program. The review must be submitted to the CRA as soon as completed and prior to any additional funding consideration by the CRA. Failure to submit the review constitutes an event of default pursuant to this Agreement and renders CCC ineligible to receive funding pursuant to this Agreement unless or until such default is cured in accordance with section 13.K. of this Agreement. Quarterly financial statements are due on the schedule outlined in Section 4.D of this Agreement. This paragraph shall not be read to require financial statements from all Incubator Program Clients and Incubator Program Graduates.
9. Undertake Incubator Program marketing outreach activities to recruit participants who are new or existing small business owners. Marketing efforts will be towards persons who are residents of the City of Boynton Beach or own and operate a small business located in the City of Boynton Beach, with an enhanced effort to reach businesses and residents in the CRA Area. Recruitment of participants for the program will be from word of mouth, direct marketing, publicity mailings, email, press releases, attendance at local business events, and referrals by

the local Boynton Beach community organizations. CCC shall provide copies of marketing materials with each Quarterly Report.

D. Reporting and Reimbursement Requests. CCC shall provide to the CRA Quarterly Reports and requests for reimbursement according to the following schedule:

For the period of

June 12 – September 30, 2018:	due to CRA by October 1, 2018
October 1 – December 31, 2018:	due to CRA by January 15, 2019

Section 5. Compensation. The CRA shall pay CCC a total of \$57,681 for CCC's performance of its obligations under this Agreement. CCC will be paid quarterly in an amount of \$28,840.50 per quarter upon formal written request by CCC. Payment is contingent upon receipt by the CRA of all Results and Deliverables listed in Section 4. Time is of the essence, and in order to receive compensation, CCC must make requests for compensation in accordance with the schedule found in Section 4.D of this Agreement. The CRA shall pay within thirty (30) days receipt of all required reports, reviews, and requests. Deadlines for reports must be strictly adhered to in order to be eligible for reimbursement by the CRA.

All payments shall be in the form of a CRA check made payable to CCC. No payment made under this Agreement shall be conclusive evidence of the performance of this Agreement by CCC, either wholly or in part, and no payment shall be construed to be an acceptance of or to relieve CCC of any liability under this Agreement.

Section 6. No Partnership. CCC agrees that nothing contained in this Agreement shall be deemed or construed as creating a partnership, joint venture, or employee relationship. It is specifically understood that no employer/employee or principal/agent is or shall be created nor shall exist by reason of this Agreement or CCC's performance under this Agreement. If this Agreement is deemed to empower CCC to work on behalf of CRA, CCC shall be considered to be an independent contractor.

Section 7. Termination. This Agreement will automatically terminate after the CRA has made the last payment to CCC as requested by CCC pursuant to the schedule in Section 4.D of this Agreement. This Agreement may be terminated earlier for any reason, or no reason, by the CRA upon thirty (30) days written notice of termination to CCC.

Section 8. Non-Discrimination. CCC agrees that no person shall, on the grounds of race, color, ancestry, disability, national origin, religion, age, familial or marital status, sex or sexual orientation, be excluded from the benefits of, or be subjected to discrimination under any activity carried on by CCC, its subcontractors, or agents, in the performance of this Agreement. In the event that the CRA is made aware that such discrimination has occurred in breach of this Agreement, it shall provide notice to CCC. Upon receipt of such notice, CCC shall have 15 days to provide evidence that it has cured the breach. The CRA will evaluate the evidence provided and determine, in its sole discretion, if the breach has been adequately cured, and if the CRA determines the breach has not been cured, the CRA shall have the right to immediately terminate this Agreement shall not be liable for any further payments to CCC pursuant to this Agreement. This Section shall not be construed so as to alter any other provisions of this Agreement concerning termination except as specifically stated in this Section.

Section 9. Convicted Vendor List. As provided in Sections 287.132 – 287.133, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, CCC certifies that it, and its affiliates, contractors, subcontractors or agents who will perform hereunder, have not been placed

on the Convicted Vendor List maintained by the State of Florida Department of Management Services within thirty-six (36) months immediately preceding the date of this Agreement.

Section 10. Indemnification. CCC shall indemnify, defend, save, and hold harmless the CRA, its elected officers, its agents, and its employees, from any and all claims, demands, suits, costs, damages, losses, liabilities, and expenses, sustained by any person whomsoever, which damage is direct, indirect or consequential, arising out of, or alleged to have arisen out of, or in consequence of the services furnished by or operations of CCC or its subcontractors, agents, officers, employees or independent contractors pursuant to the Agreement, specifically including, but not limited to, those caused by or arising out of any intentional act, omission, negligence or default of CCC and/or its subcontractors, agents, servants or employees in the provision of services under this Agreement. Nothing in this Agreement shall be deemed to affect the rights, privileges, and sovereign immunities of the CRA as set forth in Section 768.28, Florida Statutes.

Section 11. Notice. Whenever either party desires to give notice to the other party as required under this Agreement, it must be given by written notice to the name(s) and address(es) specified in this Section, and must be sent by (i) hand delivery with a signed receipt; (ii) by a recognized national courier service; or (iii) by Certified United States Mail, with return receipt requested. Any party may change the person or address to whom notice must be directed by providing written notice to the other parties. Notices must be sent to:

If to the CRA: Boynton Beach Community
Redevelopment Agency
Attn.: Michael Simon, Interim Executive Director
710 North Federal Highway
Boynton Beach, Florida 33435

With copy to: Tary Duhy, Esquire
Lewis, Longman & Walker, P.A.
515 North Flagler Drive, Suite 1500
West Palm Beach, Florida 33401

If to CCC: Sherry Johnson
Community Caring Center of Greater B.B. Inc.
P.O. Box 100, E. Boynton Beach Blvd.
Boynton Beach, FL 33435

Every notice shall be effective on the date actually received, as indicated on the receipt therefore, or on the date delivery thereof is refused by the intended recipient.

Section 12. Waiver of Claims. The CRA shall not be responsible for any property damages or personal injury sustained by CCC from any cause whatsoever related to CCC's performance under this Agreement, whether such damage or injury occurs before, during, or after the term of this Agreement. CCC hereby forever waives, discharges, and releases the CRA, its agents, and its employees, to the fullest extent the law allows, from any liability for any damage or injury sustained by CCC. **This waiver, discharge, and release specifically include negligence by the CRA, its agents, or its employees, to the fullest extent the law allows.**

Section 13. General Provisions.

A. Entire Agreement; No Modification. The CRA and CCC agree that this Agreement sets forth the entire and sole Agreement between the parties concerning the subject matter expressed herein and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in the Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto. All prior and contemporaneous agreements, understandings, communications, conditions or representations, of any kind or nature, oral or written, concerning the subject matter expressed herein, are merged into this Agreement and the terms of this Agreement supersede all such other agreements. No extraneous information may be used to alter the terms of this Agreement.

B. Survival. The provisions of this Agreement regarding termination, default, and indemnification shall survive termination or expiration of this Agreement and shall remain in full force and effect.

C. Severability. If any provision of this Agreement or application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

D. Headings. The Headings herein are for convenience of reference only and shall not be considered in any interpretation of this Agreement.

E. Governing Law, Jurisdiction, and Venue. The terms and provisions of this Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida and the United States of America, without regard to conflict of law principles. Venue and jurisdiction shall be Palm Beach County, Florida, for all purposes, to which the Parties expressly agree and submit.

F. Independent Advice. The Parties declare that the terms of this Agreement have been read and are fully understood. The Parties understand that this is a binding legal document, and each Party is advised to seek independent legal advice in connection with the matters referenced herein.

G. Voluntary Waiver of Provisions. The CRA may, in its sole and absolute discretion, waive any requirement of CCC contained in this Agreement.

H. No Transfer. CCC shall not subcontract, assign or otherwise transfer this Agreement to any individual, group, agency, government, nonprofit or for-profit corporation, or any other entity, without the prior, written consent of the CRA.

I. Binding Authority. Each party hereby represents and warrants to the other that each person executing this Agreement on behalf of the CRA and CCC (or in any representative capacity) as applicable, has full right and lawful authority to execute this Agreement and to bind and obligate the party for whom or on whose behalf he or she is signing with respect to all provisions contained in this Agreement.

J. Public Records. The CRA is public agency subject to Chapter 119, Florida Statutes. To the extent required by law, CCC shall comply with Florida's Public Records Law. Specifically, CCC shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the CRA in order to perform the services referenced herein;

2. Upon request from the CRA's custodian of public records, provide the CRA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if CCC does not transfer the records to the CRA.
4. Upon completion of the contract, transfer, at no cost, to the CRA all public records in possession of CCC or keep and maintain public records required by the CRA to perform the service. If CCC transfers all public records to the CRA upon completion of the contract, CCC shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CCC keeps and maintains public records upon completion of the contract, CCC shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA, upon request from the CRA's custodian of public records, in a format that is compatible with the information technology systems of the CRA.

IF CCC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CCC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (561)737-3256; 710 North Federal Highway, Boynton Beach, Florida 33435; or SimonM@bbfl.us.

K. Default. The failure of CCC to comply with the provisions set forth in this Agreement shall constitute a Default and Breach of this Agreement. If CCC fails to cure the default within seven (7) days' notice from the CRA, the CRA may terminate the Agreement and shall not be liable for any further payments to CCC pursuant to this Agreement; however, the CRA may elect, in its sole discretion, to fully or partially compensate CCC for CCC's partial performance under this Agreement.

L. Counterparts and Transmission. To facilitate execution, this Agreement may be executed in as many counterparts as may be convenient or required, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The executed signature page(s) from each original may be joined together and attached to one such original and it shall constitute one and the same instrument. In addition, said counterparts may be transmitted electronically (i.e., via facsimile or .pdf format document sent via electronic mail), which transmitted document shall be deemed an original document for all purposes hereunder.

M. Agreement Deemed to be Drafted Jointly. This Agreement shall be deemed to be drafted jointly and shall not be construed more or less favorably towards any of the parties by virtue of the fact that one party or its attorney drafted all or any part thereof. Any ambiguity found to exist shall be resolved by construing the terms of this Agreement fairly and reasonably in accordance with the purpose of this Agreement.

N. Compliance with Laws. In its performance of this Agreement, CCC shall comply in all material respects with all applicable federal and state laws and regulations and all applicable Palm Beach County, City of Boynton Beach, and CRA ordinances and regulations.

IN WITNESS WHEREOF, the parties hereto have entered this Agreement on the day and year written below.

**BOYNTON BEACH COMMUNITY
REDEVELOPMENT AGENCY**

By: _____

Print Name: Steven B. Grant, Chair

Date: _____

(Witness)

Print Name: _____

(Witness)

Print Name: _____

**THE COMMUNITY CARING CENTER OF
GREATER BOYNTON BEACH, INC., DBA
THE SECRET GARDEN CAFÉ, A CULINARY
INCUBATOR PROGRAM**

By: _____
Sherry Johnson, Executive Director

(Witness)

Print Name: _____

Date: _____

(Witness)

Print Name: _____

EXHIBIT "A"

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



ADVISORY BOARD ITEM B.2.

CRA BOARD MEETING OF: June 12, 2018

NEW BUSINESS

CRA BOARD AGENDA ITEM: 14.B.

SUBJECT:

Consideration of Habitat for Humanity International (d/b/a Habitat for Humanity South Palm Beach County) Grant Agreement for the Boynton Beach CRA Nonprofit Organization Grant Program

SUMMARY:

On May 8, 2018, the CRA Board approved a grant in the amount of \$40,000 to support the Habitat for Humanity International's (d/b/a Habitat for Humanity of South Palm Beach County's) (HFHSPBC) The Door to Sustainability Project. The HFHSPBC's project is aligned with the goals of the Nonprofit Organization Grant Program (NOGP) by providing new and maintaining existing affordable housing units within the CRA area.

The attached draft agreement specifies the Scope of Work, Results and Deliverables, and Reporting and Reimbursement schedule for the project to ensure the successful implementation of The Door to Sustainability Project and consistency with the NOGP requirements in furtherance of the CRA Plan (see Attachment I).

FISCAL IMPACT:

FY 2017-2018 Budget, Project Fund, Line item 02-58500-470 (Business Incubator Support), \$92,929

FY 2017-2018 Budget, Project Fund, Line item 02-58200-405 (Site Work & Demolition), \$4,758

CRA PLAN/PROJECT/PROGRAM:

2016 Boynton Beach Community Redevelopment Plan

CRAAB RECOMMENDATION:

1. Recommend approval of the Habitat for Humanity International's (d/b/a Habitat for Humanity South Palm Beach County) (HFHSPBC) Grant Agreement for the Boynton Beach CRA Nonprofit Organization Grant Program (NOGP) in the amount not to exceed \$40,000 over a period of twelve (12) months.
2. Do not recommend approval of the Habitat for Humanity International's (d/b/a Habitat for Humanity South Palm Beach County) (HFHSPBC) Grant Agreement for the Boynton Beach CRA Nonprofit

Organization Grant Program (NOGP) in the amount not to exceed \$40,000 over a period of twelve (12) months.

3. The Board may approve modifications to the HFHSPBC grant agreement based upon review and discussion.

CRA BOARD OPTIONS:

N/A

ATTACHMENTS:

Description	
	Attachment I - Draft HFHSPBC Grant Agreement

**AGREEMENT TO FUND THE DOOR TO SUSTAINABILITY PROJECT OF
HABITAT FOR HUMANITY INTERNATIONAL (d/b/a HABITAT FOR HUMANITY OF SOUTH PALM
BEACH COUNTY)**

This Agreement for the funding of the construction and maintenance of affordable housing units ("Agreement") is entered into by and between the:

BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY ("CRA"), a public agency created pursuant to Chapter 163, Part III, Florida Statutes, with a business address of 710 North Federal Highway, Boynton Beach, Florida 33435;

and

the HABITAT FOR HUMANITY INTERNATIONAL (d/b/a HABITAT FOR HUMANITY OF SOUTH PALM BEACH COUNTY) ("HFHSPBC"), a Florida Not-For-Profit Corporation, with a business address of 181 SE 5th Avenue Delray Beach, FL 33483.

RECITALS

WHEREAS, the CRA recognizes that increasing and maintaining affordable housing opportunities within the Boynton Beach Community Redevelopment Area ("CRA Area") is essential to effectuating the 2016 Boynton Beach Community Redevelopment Plan ("CRA Plan"); and

WHEREAS, the CRA Board finds that the services and programs provided by the HFHSPBC further the goals and objectives of the CRA as contained in the CRA Plan, and are in the best interest of the CRA; and

WHEREAS, the CRA will provide funding to the HFHSPBC, pursuant to the terms and conditions of this Agreement, in order to assist the HFHSPBC with activities that address the goals and objectives contained in the CRA Plan, and the needs and priorities defined by the CRA in the CRA's Nonprofit Organization Grant Program (NOGP); and

WHEREAS, HFHSPBC applied for and was awarded a grant under the NOGP in accordance with the procedures specified in the NOGP; and

WHEREAS, the CRA finds that this Agreement serves a municipal and public purpose, is in furtherance of the CRA Plan, and conforms with the requirements of Florida law; and

WHEREAS, The Door to Sustainability Project meet the CRA's objective of providing new and maintaining existing affordable housing within the CRA Area per Chapter 163, Part III, Florida Statutes and with further the objectives of the CRA Plan; and

WHEREAS, the CRA Board approved the Fiscal Year 2017-2018 budget at the September 19, 2017 meeting, which included funding the Nonprofit Organization Grant Program (NOGP), and on March 8, 2018, the CRA Board authorized funding within the NOGP budget line item for the Affordable and Workforce Housing category of the NOGP to support eligible nonprofit organizations with projects and programs that will create and/or maintain affordable and workforce housing opportunities in the CRA Area and further the CRA Plan;

NOW THEREFORE in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereby agree as follows:

Section 1. Incorporation. The foregoing recitals and all other information above are true and correct at the time of the execution of this Agreement and are hereby incorporated herein as if fully set forth.

Section 2. Effective Date. This Agreement shall be effective on the date the last party to sign executes this Agreement ("Effective Date").

Section 3. Goals of the HFHSPBC The Door to Sustainability Project Funded by the CRA. The goal of the NOGP is to provide City residents, especially those located in the CRA Area, with affordable and workforce housing opportunities in furtherance of the CRA Plan, as it may exist from time to time. HFHSPBC will assist with this effort through the construction of new affordable housing units and maintenance of existing affordable housing units. This Agreement shall be interpreted to further these goals and the CRA Plan.

Section 4. Requirements

A. Scope of Work. HFHSPBC will construct four (4) new affordable housing units (located at 123 & 127 NE 12th Avenue, Boynton Beach, FL 33435 and Villas A & B at NE 11th Avenue and NE 2nd Street, Boynton Beach, FL 33435), complete six (6) Neighborhood Revitalization projects in the Heart of Boynton Beach (identified in the CRA Plan), and conduct life skills and/or homeownership and maintenance workshop or training within the term of this Agreement. Collectively, these will be referred to as The Door to Sustainability Project (the "Project").

B. Eligibility. The parties agree that existing and prospective residents within the City of Boynton Beach shall be eligible for all aspects of the Project.

C. Results and Deliverables. HFHSPBC will:

1. Provide a report (Quarterly Report) to the CRA according to the schedule in Section 4.D of this Agreement. Failure to submit a Quarterly Report constitutes an event of default pursuant to this Agreement and renders HFHSPBC ineligible to receive funding pursuant to this Agreement unless or until such default is cured in accordance with Section 13.K of this Agreement. The CRA will not process requests for reimbursement until the default is cured. The Quarterly Report must contain an update on each item listed in this Paragraph 4.C (Results and Deliverables).
2. Implement the Outputs and Outcomes as identified in the HFHSPBC's NOGP Project/Program Model and Funding Evaluation Plan (attached hereto as Exhibit "A" and hereby incorporated herein) by June 30, 2019. With each Quarterly Report, HFHSPBC will provide evidence to the CRA of the delivery of new affordable housing units or improved properties by submitting at minimum, copies of all issued building permits, copies of all closed building permits, and before and after photographs of each of the improvements for which HFHSPBC seeks reimbursement. For each project or undertaking that is required by law or ordinance to obtain a Certification of Occupancy or a Certificate of Completion in order to be occupied, each Quarterly Report must also contain copies of all Certifications of Occupancy and/or a Certificates of Completion. The CRA will not make final payment to HFHSPBC for reimbursement of expenditures related to the construction of new affordable housing units unless or until copies of Certificates of Occupancy

and/or a Certificates of Completion have been provided to the CRA for each new unit. Copies of the Certifications of Occupancy and/or a Certifications of Completion must be submitted no later than July 1, 2019 in order for HFHSPBC to remain eligible for reimbursement of those expenses.

3. Conduct quarterly life skills and/or home ownership and maintenance workshops/training. HFHSPBC will submit with each Quarterly Report copies of sign-in sheets from the workshops or trainings. The sign-in sheets must include the following information:
 - a. Name, type, and description of each workshop or training, including the date, location and time of each workshop or training.
 - b. Name, address, telephone number, email address of participant(s).
4. Create a cumulative list ("Client List") of Project participants and beneficiaries ("clients") and provide proof of residency for all clients as of June 1, 2018. Acceptable forms of proof of residency include driver's licenses, utilities bill, and other forms of proof the CRA deems acceptable. The Client List must indicate whether each client is existing or new and if any Project client on a previous report or Client List has dropped out of The Door to Sustainability Project. After the first Quarterly Report, HFHSPBC shall be required to submit proof of residency documents only for new Project clients.
5. Make active efforts to ensure that the Project clients reside in or intend to live within the CRA Area, and provide written or marketing materials used to meet this goal. HFHSPBC will provide an update on progress towards this goal in each Quarterly Report.
6. Obtain and provide to the CRA data on the residents of the Project, which shall include but not limited to residents' name, address, phone number, email address, household income, household size, occupation, age, gender, and race of Project clients, and other summary data related to affordable housing impact in the CRA area.
7. Provide financial statements for the Project. HFHSPBC will hire, at its own expense, an independent Certified Public Accountant to provide the CRA with a review of the most recent Financial Statement Review for the Project. The review must be submitted to the CRA as soon as completed and prior to any additional funding consideration by the CRA. Failure to submit the review constitutes an event of default pursuant to this Agreement and renders HFHSPBC ineligible to receive funding pursuant to this Agreement unless or until such default is cured in accordance with section 13.K. of this Agreement. Quarterly financial statements are due on the schedule outlined in Section 4.D of this Agreement. This paragraph shall not be read to require financial statements from all Project clients.
8. Undertake Project marketing outreach activities to recruit participants who are new or existing residents. Marketing efforts will be towards persons who are existing or prospective residents of the City of Boynton Beach, with an enhanced effort to reach existing or prospective residents in the CRA Area. Recruitment of participants for the Project will be from word of mouth, direct marketing, publicity mailings, email, press releases, attendance at local business and housing events, and referrals by the local Boynton Beach community organizations. HFHSPBC shall provide copies of marketing materials with each Quarterly Report.

D. Reporting and Reimbursement Requests. HFHSPBC shall provide to the CRA Quarterly Reports and requests for reimbursement according to the following schedule:

For the period of

June 12 – September 30, 2018:	due to CRA by October 1, 2018
October 1 – December 31, 2018:	due to CRA by January 15, 2019
January 1 – March 31, 2019:	due to CRA by April 1, 2019
April 1 – June 30, 2019:	due to CRA by July 1, 2019

Section 5. Compensation. The CRA shall pay HFHSPBC a total of \$40,000 for HFHSPBC's performance of its obligations under this Agreement. HFHSPBC will be paid quarterly in an amount of \$10,000 per quarter upon formal written request by HFHSPBC. Payment is contingent upon receipt by the CRA of all Results and Deliverables listed in Section 4. Time is of the essence, and in order to receive compensation, HFHSPBC must make requests for compensation in accordance with the schedule found in Section 4.D of this Agreement. The CRA shall pay within thirty (30) days receipt of all required reports, reviews, and requests. Deadlines for reports must be strictly adhered to in order to be eligible for reimbursement by the CRA.

All payments shall be in the form of a CRA check made payable to HFHSPBC. No payment made under this Agreement shall be conclusive evidence of the performance of this Agreement by HFHSPBC, either wholly or in part, and no payment shall be construed to be an acceptance of or to relieve HFHSPBC of any liability under this Agreement.

Section 6. No Partnership. HFHSPBC agrees that nothing contained in this Agreement shall be deemed or construed as creating a partnership, joint venture, or employee relationship. It is specifically understood that no employer/employee or principal/agent is or shall be created nor shall exist by reason of this Agreement or HFHSPBC's performance under this Agreement. If this Agreement is deemed to empower HFHSPBC to work on behalf of the CRA, HFHSPBC shall be considered to be an independent contractor.

Section 7. Termination. This Agreement will automatically terminate after the CRA has made the last payment to HFHSPBC as requested by HFHSPBC pursuant to the schedule in Section 4.D of this Agreement. This Agreement may be terminated earlier for any reason, or no reason, by the CRA upon thirty (30) days written notice of termination to HFHSPBC.

Section 8. Non-Discrimination. HFHSPBC agrees that no person shall, on the grounds of race, color, ancestry, disability, national origin, religion, age, familial or marital status, sex or sexual orientation, be excluded from the benefits of, or be subjected to discrimination under any activity carried on by HFHSPBC, its subcontractors, or agents, in the performance of this Agreement. In the event that the CRA is made aware that such discrimination has occurred in breach of this Agreement, it shall provide notice to HFHSPBC. Upon receipt of such notice, HFHSPBC shall have 15 days to provide evidence that it has cured the breach. The CRA will evaluate the evidence provided and determine, in its sole discretion, if the breach has been adequately cured, and if the CRA determines the breach has not been cured, the CRA shall have the right to immediately terminate this Agreement shall not be liable for any further payments to HFHSPBC pursuant to this Agreement. This Section shall not be construed so as to alter any other provisions of this Agreement concerning termination except as specifically stated in this Section.

Section 9. Convicted Vendor List. As provided in Sections 287.132 – 287.133, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, HFHSPBC certifies that it, and its affiliates, contractors, subcontractors or agents who will perform hereunder, have not been placed on the Convicted Vendor List maintained by the State of Florida Department of Management Services within thirty-six (36) months immediately preceding the date of this Agreement.

Section 10. Indemnification. HFHSPBC shall indemnify, defend, save, and hold harmless the CRA, its elected officers, its agents, and its employees, from any and all claims, demands, suits, costs, damages, losses, liabilities, and expenses, sustained by any person whomsoever, which damage is direct, indirect or consequential, arising out of, or alleged to have arisen out of, or in consequence of the services furnished by or operations of HFHSPBC or its subcontractors, agents, officers, employees or independent contractors pursuant to the Agreement, specifically including, but not limited to, those caused by or arising out of any intentional act, omission, negligence or default of HFHSPBC and/or its subcontractors, agents, servants or employees in the provision of services under this Agreement. Nothing in this Agreement shall be deemed to affect the rights, privileges, and sovereign immunities of the CRA as set forth in Section 768.28, Florida Statutes.

Section 11. Notice. Whenever either party desires to give notice to the other party as required under this Agreement, it must be given by written notice to the name(s) and address(es) specified in this Section, and must be sent by (i) hand delivery with a signed receipt; (ii) by a recognized national courier service; or (iii) by Certified United States Mail, with return receipt requested. Any party may change the person or address to whom notice must be directed by providing written notice to the other parties. Notices must be sent to:

If to the CRA:	Boynton Beach Community Redevelopment Agency Attn.: Michael Simon, Interim Executive Director 710 North Federal Highway Boynton Beach, Florida 33435
With copy to:	Tary Duhy, Esquire Lewis, Longman & Walker, P.A. 515 North Flagler Drive, Suite 1500 West Palm Beach, Florida 33401
If to HFHSPBC:	Randy Nobles Habitat for Humanity International (d/b/a HFHSPBC) 181 SE 5 th Avenue Delray Beach, FL 33483

Every notice shall be effective on the date actually received, as indicated on the receipt therefore, or on the date delivery thereof is refused by the intended recipient.

Section 12. Waiver of Claims. The CRA shall not be responsible for any property damages or personal injury sustained by HFHSPBC from any cause whatsoever related to HFHSPBC's performance under this Agreement, whether such damage or injury occurs before, during, or after the term of this Agreement. HFHSPBC hereby forever waives, discharges, and releases the CRA, its agents, and its employees, to the fullest extent the law allows, from any liability for any damage or injury sustained by HFHSPBC. **This waiver, discharge, and release specifically include negligence by the CRA, its agents, or its employees, to the fullest extent the law allows.**

Section 13. General Provisions.

A. Entire Agreement; No Modification. The CRA and HFHSPBC agree that this Agreement sets forth the entire and sole Agreement between the parties concerning the subject matter expressed herein and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in the Agreement may be added to, modified, superseded, or

otherwise altered, except by written instrument executed by the parties hereto. All prior and contemporaneous agreements, understandings, communications, conditions or representations, of any kind or nature, oral or written, concerning the subject matter expressed herein, are merged into this Agreement and the terms of this Agreement supersede all such other agreements. No extraneous information may be used to alter the terms of this Agreement.

B. Survival. The provisions of this Agreement regarding termination, default, and indemnification shall survive termination or expiration of this Agreement and shall remain in full force and effect.

C. Severability. If any provision of this Agreement or application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

D. Headings. The Headings herein are for convenience of reference only and shall not be considered in any interpretation of this Agreement.

E. Governing Law, Jurisdiction, and Venue. The terms and provisions of this Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida and the United States of America, without regard to conflict of law principles. Venue and jurisdiction shall be Palm Beach County, Florida, for all purposes, to which the Parties expressly agree and submit.

F. Independent Advice. The Parties declare that the terms of this Agreement have been read and are fully understood. The Parties understand that this is a binding legal document, and each Party is advised to seek independent legal advice in connection with the matters referenced herein.

G. Voluntary Waiver of Provisions. The CRA may, in its sole and absolute discretion, waive any requirement of HFHSPBC contained in this Agreement.

H. No Transfer. HFHSPBC shall not subcontract, assign or otherwise transfer this Agreement to any individual, group, agency, government, non-profit or for-profit corporation, or any other entity, without the prior, written consent of the CRA.

I. Binding Authority. Each party hereby represents and warrants to the other that each person executing this Agreement on behalf of the CRA and HFHSPBC (or in any representative capacity) as applicable, has full right and lawful authority to execute this Agreement and to bind and obligate the party for whom or on whose behalf he or she is signing with respect to all provisions contained in this Agreement.

J. Public Records. The CRA is a public agency subject to Chapter 119, Florida Statutes. To the extent required by law, HFHSPBC shall comply with Florida's Public Records Law. Specifically, HFHSPBC shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the CRA in order to perform the services referenced herein;
2. Upon request from the CRA's custodian of public records, provide the CRA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records

disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if HFHSPBC does not transfer the records to the CRA.

4. Upon completion of the contract, transfer, at no cost, to the CRA all public records in possession of HFHSPBC or keep and maintain public records required by the CRA to perform the service. If HFHSPBC transfers all public records to the CRA upon completion of the contract, HFHSPBC shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If HFHSPBC keeps and maintains public records upon completion of the contract, HFHSPBC shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA, upon request from the CRA's custodian of public records, in a format that is compatible with the information technology systems of the CRA.

IF HFHSPBC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO HFHSPBC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (561)737-3256; 710 North Federal Highway, Boynton Beach, Florida 33435; or SimonM@bbfl.us.

K. Default. The failure of HFHSPBC to comply with the provisions set forth in this Agreement shall constitute a Default and Breach of this Agreement. If HFHSPBC fails to cure the default within seven (7) days' notice from the CRA, the CRA may terminate the Agreement and shall not be liable for any further payments to HFHSPBC pursuant to this Agreement; however, the CRA may elect, in its sole discretion, to fully or partially compensate HFHSPBC for HFHSPBC's partial performance under this Agreement.

L. Counterparts and Transmission. To facilitate execution, this Agreement may be executed in as many counterparts as may be convenient or required, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The executed signature page(s) from each original may be joined together and attached to one such original and it shall constitute one and the same instrument. In addition, said counterparts may be transmitted electronically (i.e., via facsimile or .pdf format document sent via electronic mail), which transmitted document shall be deemed an original document for all purposes hereunder.

M. Agreement Deemed to be Drafted Jointly. This Agreement shall be deemed to be drafted jointly and shall not be construed more or less favorably towards any of the parties by virtue of the fact that one party or its attorney drafted all or any part thereof. Any ambiguity found to exist shall be resolved by construing the terms of this Agreement fairly and reasonably in accordance with the purpose of this Agreement.

N. Compliance with Laws. In its performance of this Agreement, HFHSPBC shall comply in all material respects with all applicable federal and state laws and regulations and all applicable Palm Beach County, City of Boynton Beach, and CRA ordinances and regulations.

IN WITNESS WHEREOF, the parties hereto have entered this Agreement on the day and year written below.

**BOYNTON BEACH COMMUNITY
REDEVELOPMENT AGENCY**

By: _____

Print Name: Steven B. Grant, Chair

Date: _____

(Witness)

Print Name: _____

(Witness)

Print Name: _____

**HABITAT FOR HUMANITY INTERNATIONAL
(d/b/a HABITAT FOR HUMANITY OF SOUTH
PALM BEACH COUNTY)**

By: _____

Randy Nobles, President & CEO

Date: _____

(Witness)

Print Name: _____

(Witness)

Print Name: _____

EXHIBIT “A”

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.

<p>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.</p> <p>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.</p> <p>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.</p> <p>Through shelter we build strength, stability and self-reliance.</p>				
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 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. HHHSPBC 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 ➔	Evaluation Process - Outputs: Who, Tools, When
1a. Four new homes will be created 1b. Four new taxpayers will be created	Who: HFHSPBC, City of Boynton Beach Tools: Tax Roles, Property Appraiser Website, When: By June 30, 2019
OUTCOMES / Measurable Indicators ➔	Evaluation Process - Outcomes: Who, Tools, When
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	Who: HFHSPBC, City of Boynton Beach, Tools: Tax Roles, Property Appraiser Website, Before and After Pictures, Homeowner Surveys, When: By June 30, 2019

Evaluation Plan, Organization Name, FY2018, Date, Page 1 of 6

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: GivEffect 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

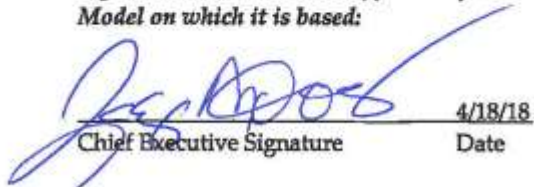
Evaluation Plan, Organization Name, FY2018, Date, Page 5 of 6

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.

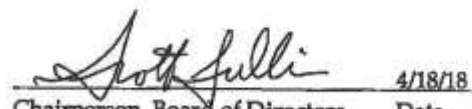
I hereby waive my rights under the privacy and confidentiality provision act, and give my consent to the Boynton Beach Community Redevelopment Agency, its agents and contractors to examine any confidential information given herein. I further grant permission, and authorize any bank, employers or other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