

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: September 12, 2006 ☒ (X) Consent ☐ () Regular
☐ () Ordinance ☐ () Public Hearing

Department

Submitted By: Community Services

Submitted For: Division of Human Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: A) ratify the signature of the Vice Chairperson on the 2007 State of Florida Department of Children and Families (DCF) Homeless Housing Assistance grant application and **B) delegate** authority to the County Administrator or his designee to sign the State of Florida Department of Children and Families contract for the Homeless Housing Assistance Grant.

Summary: Application has been made for Homeless Housing Assistance funding through the 2007 Homeless Housing Assistance Grant. Department of Children and Families will allocate funds based on the applicant's ranking and availability of funding. Upon receipt of the grant award, funds will be subcontracted to Adopt-A-Family for construction of six, three bedroom affordable housing rental townhomes to be made available to homeless families. There was insufficient time to place the application on the BCC agenda and meet the deadline for submission to DCF, therefore the documents went through the emergency signature process. No County funds are required. (Human Services) Countywide (TKF)

Background and Justification: In January 2006, the Division of Human Services began serving as the Lead Entity for the Palm Beach County Homeless Continuum of Care. The Continuum of Care is the planning and evaluation body for the homeless service delivery system and is a requirement of Housing and Urban Development (HUD). The State Office on Homelessness mirrored their requirements with the HUD's Federal guidelines. The Division is applying for funds as the Lead Entity for the Homeless Continuum of Care pursuant to 420.624 (6), F.S. These funds will be utilized to construct townhomes in Lake Worth which will become affordable housing when rented to six homeless families in Palm Beach County. Grant award is based on the applicant's ranking and availability of funding.

Attachments: Copy of State of Florida DCF Homeless Housing Assistance Grant Application

Recommended By:

Department Director

Date _____

Approved By:

Assistant County Administrator

Date _____

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2006	2007	2008	2009	2010
Capital Expenditures	_____	463,500	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenue	_____	(463,500)	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	-0-	-0-	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	0	_____	_____	_____
Is Item Included in ²⁰⁰⁷ Proposed Budget:	Yes _____		No <u>X</u> _____		
Budget Account No.:	Fund _____	Dept. _____	Unit _____	Obj. _____	_____
	Program Code _____		Program Period: _____		

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Funded through State of Florida, Dept. of Children + Families

Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

The budget will be amended when the grant is awarded.

Jim Doherty 8-23-06 OFMB CN 08/21/06 Jim - J. Jacoby 8/24/06 Contract Administration

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.



MEMO

**Department of Community Services
Division of Human Services
& Veterans Services**

- ☐ 810 Datura Street
West Palm Beach, FL 33401-5211
 - ☐ 38754 State Road #80
Belle Glade, FL 33430-5698
 - ☐ 225 South Congress Avenue
Delray Beach, FL 33445-4616
 - ☐ 1250 Southwinds Drive
Lantana, FL 33462-1459
 - ☐ 1440 W. Martin Luther King Blvd.
Riviera Beach, FL 33404
 - ☐ 1150 45th Street
West Palm Beach, FL 33407
- www.pbcgov.com

**Palm Beach County
Board of County
Commissioners**

Tony Masilotti, Chairman

Addie L. Greene, Vice Chairperson

Karen T. Marcus

Jeff Koons

Warren H. Newell

Mary McCarty

Burt Aaronson

County Administrator

Robert Weisman

"An Equal Opportunity
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To: Tony Masilotti, Chairman,
Palm Beach County Board of County Commissioners
From: Robert Weisman, County Administrator
Date: July 24, 2006
Subject: Request for Emergency Authorization
2007 Homeless Housing Assistance Grant Application

Pursuant to PPM # CW-F-003, Grant Administration Policy, I,B3, this memo is written to request your prior approval to Board review and action of a 2007 Homeless Housing Assistance Grant Application.

This grant application is in response to the 2007 Homeless Housing Assistance Grant Application. The Division of Human Services is applying for funds as the Lead Entity for the Homeless Continuum of Care pursuant to 420.624 (6), F.S.. These funds can be utilized for the construction or rehabilitation of transitional or permanent housing. Upon receipt of the funds, they will be sub-contracted to Adopt-A-Family to construct six, three bedroom townhouses for homeless families. The amount of the grant application will be for \$463,500 and is due on August 4, 2006 to Department of Children and Families Office on Homelessness in Tallahassee. No match is required. Funding for the project will be awarded based on ranking and availability of funds until they are exhausted.

The complete application will be placed on the next agenda item for ratification.

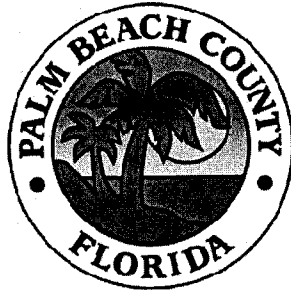
Attachments: 1) Grant Application and Signature Pages

Maureen Cullen 7/25/06
County Attorney Date

Stephanie Simoha 7/25/06
OFMB Date

DEPARTMENT OF CHILDREN & FAMILIES
OFFICE ON HOMELESSNESS

HOMELESS HOUSING ASSISTANCE GRANT
CSFA 60.015
FY 2007



SUBMITTED BY
PALM BEACH COUNTY, DIVISION OF HUMAN SERVICES
810 DATURA STREET
WEST PALM BEACH, FLORIDA 33401

AUGUST 2, 2006

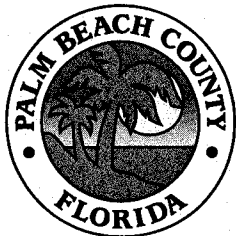
ORIGINAL DOCUMENT

**Homeless Housing Assistance Grant
FY 2007**

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Cover Letter



**Department of Community Services
Division of Human Services
& Veterans Services**

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West Palm Beach, FL 33401-5211

38754 State Road #80
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225 South Congress Avenue
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July 24, 2006

Mr. Tom Pierce, Executive Director
Office on Homelessness
1317 Winewood Boulevard
PDHO, Building 3, Room 325
Tallahassee, FL 32399-0700

RE: Homeless Housing Assistance Grant, FY 2007, CFSA 60.015

Dear Mr. Pierce:

Enclosed please find the Palm Beach County Homeless Continuum of Care 2007 Homeless Housing Assistance Grant Application. The Palm Beach County Division of Human Services submits this grant application as the Lead Entity for the Homeless Continuum of Care in Palm Beach County on behalf of Adopt-A-Family.

Adopt-A-Family of the Palm Beaches, Inc., is requesting \$463,500 to construct a permanent housing complex consisting of six, three bedroom townhomes or 18 units that will be added to the Palm Beach County Continuum of Care serving homeless families. The cost per unit/bedroom is \$25,750. Adopt-A-Family has many years of experience in the areas of transitional and permanent housing for homeless families. Since 1992, they have been the recipient of Federal, state and local grants to serve homeless families in Palm Beach County and have been a leader in finding creative solutions to end family homelessness.

Palm Beach County's Homeless Need Ratio is .63 with 714 families and individuals counted as unsheltered in one 24-hour period. Approximately 171 of the unsheltered were families with children under the age of 18. This project will provide 18 additional units for homeless families and also provide much needed support services to families.

The point of contact for the grant is as follows:

Georgiana Devine
Homeless Program and Contract Manager
Palm Beach County Division of Human Services
810 Datura Street
West Palm Beach, Florida 33401
Telephone: 561-355-4778
FAX: 561-355-4801

Thank you for your consideration of our grant.

Sincerely,

Claudia Tuck
Director

Leverage of Funds

EXHIBIT C **HOMELESS HOUSING ASSISTANCE GRANT** **BUDGET, AND SOURCE AND USE**

A. Budget

Please provide a complete budget for the project to be assisted by the Homeless Housing Assistance Grant (HHAG).

<u>Activity</u>	<u>HHAG Request</u>	<u>All Other Sources</u>	<u>Total Cost</u>
Acquisition	Not Eligible	\$70,000	\$70,000
Rehabilitation	\$N/A	\$N/A	\$N/A
New Construction	\$450,000	\$433,600	\$883,600
Permits, Fees	\$ ---	\$53,500	\$53,500
Project Design	Not Eligible	\$25,000	\$25,000
Off-Site Improvements	Not Eligible	\$5,000	\$5,000
Grant Administration (5% maximum)	\$13,500	\$ ---	\$13,500
TOTALS	\$463,500	\$587,100	\$1,050,600

B. Project Financing Source and Use

Provide a complete accounting of all financing and revenue committed to complete the project, using the table below.

<u>Source of Cash/Financing</u>	<u>Amount of Funding</u>	<u>Uses of the Cash</u>	<u>Written Commitment Attached Yes/No</u>
1. Homeless Housing Asst. Grant	\$463,500	New Construction/Admin.	
2. Lost Tree Charitable Foundation	\$50,000	New Construction	Yes
3. Tim & Jayne Donahue	\$100,000	New Construction	Yes
4. Adopt-A-Family	\$190,000	New Construction/Permits/ Project Design/Offsite Improvements	Yes
5. Adopt-A-Family	\$70,000	Acquisition	Yes
6. Wachovia	\$177,100	New Construction	Yes
TOTALS	\$1,050,600		

Be specific as to the source. For example, name the specific lender, such as First State Bank, instead of just listing "bank."

C. Grant Drawdown Schedule

Please fill in below your anticipated schedule for drawing the state grant from the department. For planning purposes, expect the grant to be awarded by the end of the first quarter of the fiscal year.

<u>Quarter</u>	<u>Draws Expected</u>	<u>% Drawn</u>
July 1 – Sept. 30	Grant Award	50%
Oct. 1 - Dec. 31	\$231,750	25 %
Jan. 1 – March 31	\$115,875	25 %
April 1 – June 30	\$115,875	100%

D. Leveraging Criteria

I. One of the preference criteria to be used in the ranking of the applications shall be leveraging of other sources of funds. The priority shall go to the application that requires the lowest dollar amount of Homeless Housing Assistance Grant funding per new unit of homeless housing to be created by the project.

- | | |
|--|------------------|
| 1. Amount of Homeless Housing Assistance Grant Requested | <u>\$463,500</u> |
| 2. Number of New Homeless Housing Units | <u>18</u> |

NOTE: This number shall be based on the data contained in Exhibit D of the grant instructions, as certified to by the lead agency. Be sure to use the definition of "unit" as contained in the grant instructions.

Divide the total amount of the Homeless Housing Assistance Grant requested by the total number of new units of homeless housing to be created, to determine the amount of grant assistance requested per unit of housing to be created. The figure shall be expressed in dollars and cents.

Divide HHAG Grant Request \$463,500 by number of new units 18 to equal \$25,750 / per unit of new housing created.

Leverage: Grant Amount Per Unit \$25,750

II. The second preference criteria shall be the leveraging ratio of other private and public dollars committed to the amount of the grant requested. The priority ranking shall go to the application that leverages the highest ratio of other funds to the grant dollars requested. Example: a project has written commitments of \$500,000 in other private and public funds, and requests a grant of \$300,000. A leveraging ratio is calculated by dividing \$500,000 by \$300,000, to result in a ration of 1.67.

- | | |
|---|-------------------|
| (1) From section B above, enter the total amount of written commitments of other private and public dollars. | <u>\$587,100</u> |
| (2) From section B above, enter the total amount of the Homeless Housing Assistance Grant requested. | <u>\$463,500</u> |
| (3) Divide the total in line 1 by the total in line 2 to result in a leverage ratio calculated to two decimal places (1.01) | <u>1.27</u> Ratio |

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

Maureen Tulla

COUNTY ATTORNEY

E. Certification by Lead Agency

I hereby attest and certify that the above financial information is true and accurate, and that the requested grant assistance per unit of new homeless housing to be created is true and accurate.

Lead Agency Name: Palm Beach County Board of County Commissioners

Addie L. Greene for

Lead Agency Official: Tony Masilotti, Chair

Lead Agency Official Signature: *Addie L. Greene*

Date Executed: 7-31-06

FAILURE TO PROVIDE AN ORIGINAL SIGNED CERTIFICATION ON FORM EXHIBIT C, SHALL BE CAUSE FOR THE APPLICATION TO BE RANKED LAST ON THE LEVERAGE PREFERENCE CRITERIA.

Attach documentation of the written commitment of ALL other sources of project funding leveraged by the Homeless Housing Assistance Grant. Failure to attach the written commitment shall cause that funding to Not be included in the leverage ratio scoring consideration



ADOPT-A-FAMILY

of the Palm Beaches, Inc.

July 18, 2006

Mr. Tom Pierce
Office on Homelessness
1317 Winewood Boulevard
Tallahassee, FL 32399-0700

Dear Mr. Pierce:

This letter serves to inform you that Adopt-A-Family of the Palm Beaches, Inc. – a non-profit organization serving those who are homeless or at risk of homelessness in Palm Beach County – has committed \$190,000 in cash in order to provide permanent housing for homeless families. \$120,000 of this, as agreed upon by our Board of Directors, is from a fundraising golf tournament event which occurred on May 1, 2006. The remaining \$70,000 is from private donations specifically given for this project.

Sincerely,

Wendy A. Tippet, MNM
Executive Director

WAT/mmm

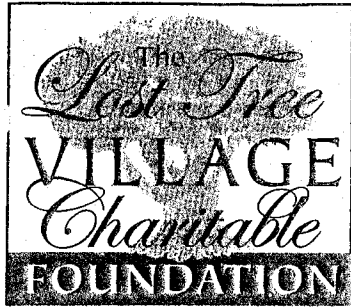
Leaders in helping families help themselves.



1712 Second Avenue North, Lake Worth, FL 33460-3210
Phone: (561) 253-1361 Fax: (561) 253-1370
www.adoptafamilypbc.org

2.4





11555 Lost Tree Way
North Palm Beach
Florida 33408
561.622.3780
Fax 561.622.7558

LostTreeFoundation@adelphia.net

March 16, 2006.

Ms. Wendy Tippet
Executive Director
Adopt-A-Family of the Palm Beaches, Inc.
1712 2nd Avenue North
Lake Worth, FL 33460.

Dear Ms. Tippet:

The Board of Trustees of The Lost Tree Village Charitable Foundation is pleased to advise you that our Grants Committee recently awarded a pledge to your organization for fiscal year 2006. In response to your request of August 30, 2005, the amount of the pledge is **\$50,000** for the following:

To assist with the construction of a Community Lane Trust rental facility at 1736 2nd Avenue North, Lake Worth, FL. This pledge is good for a period of two years and will be paid upon notification from you that there are no changes to the project, all permits are in place and construction has begun.

Please read the following terms and conditions carefully.

1. The grant shall be used exclusively for the purposes contained in the above paragraph. Any modifications must be approved in writing by the Foundation.
2. You agree to notify the Lost Tree Village Charitable Foundation of any changes that may occur in the project for which the grant is awarded. This could include changes in vendors, costs, funding from other sources, timetable for project start and/or completion, etc. (If there is any doubt about the importance of any changes, please contact the Foundation office.)
3. You are responsible for the expenditure of the grant funds and for maintaining adequate accounting records.
4. Equipment purchased with grant funds shall be your property so long as it is not diverted from the purpose for which the grant was made.
5. The Lost Tree Village Charitable Foundation reserves the right to terminate this grant if, in its discretion, it determines that you have made any misrepresentation, misappropriated grant funds or done anything inconsistent with this Grant Agreement.
6. You agree to notify The Lost Tree Village Charitable Foundation if there is a change in key personnel essential to the ongoing administration of your organization.
7. You agree not to solicit additional support for your organizations from individual volunteers representing The Lost Tree Village Charitable Foundation during or after an on-site visit.

8. You agree to return to the Foundation any unexpended funds upon completion of the project. Funds will be returned promptly if (a) the Foundation terminates the grant for reasons detailed in Paragraph 5 above; (b) you lose your exemption from Federal income tax as provided for under Section 501(c)(3) of the Internal Revenue Code; and, (c) you are found to be not in compliance with any federal tax requirements, or local or State licensing or zoning laws. The declaration or filing of bankruptcy by your organization will automatically terminate the grant.
9. While The Lost Tree Village Charitable Foundation does not seek out publicity for grant awards, there may be occasions when publicly announcing a grant could be beneficial to you in your fundraising efforts. Under these circumstances, you agree to submit to The Lost Tree Village Charitable Foundation for approval prior to distribution, any press releases, announcements, publicity and published materials regarding this project in which the Foundation's name and/or logo will be included.
10. No part of this grant award will be used to attempt to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive.
11. The USA Patriot Act of 2001 and other federal laws and regulations and executive orders administered by U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") prohibit, among other things, the engagement in transactions with, and the provision of services to, certain foreign countries, territories, entities and individuals. Grantee warrants and represents that as of the date of application through the term of the grant award, the following representations are true: that the Grantee; any person or entity controlling or controlled by Grantee; any person having a beneficial interest in Grantee; or, any person for whom Grantee is acting as agent or nominee in connection with this transaction, is a country, territory, individual or entity named on OFAC list, nor is a person or entity prohibited under the OFAC Programs.
12. When requested, you agree to complete and return our Grant Accountability Report with copies of pertinent paid invoices within a reasonable time frame.
13. Unless otherwise provided in writing, this grant is made with the understanding that The Lost Tree Village Charitable Foundation has no obligation to provide other or additional support to your organization.

If you agree with all the terms of this Grant Agreement, please sign below and return to the Foundation.

Sincerely,


PAMELA M. RUE
 Executive Director

ACCEPTED AND AGREED:

Adopt-A-Family of the Palm Beaches, Inc.

By: Wendy A. Tippet
 (Signature of Authorized Officer)

Name and Title: Wendy A. Tippet

Date: MARCH 27, 2006



ADOPT-A-FAMILY

of the Palm Beaches, Inc.

July 18, 2006

Mr. Tom Pierce
Office on Homelessness
1317 Winewood Boulevard
Tallahassee, FL 32399-0700

Dear Mr. Pierce:

This letter serves to inform you that Adopt-A-Family of the Palm Beaches, Inc. – a non-profit organization serving those who are homeless or at risk of homelessness in Palm Beach County – has acquisitioned land for this project. The total cost of the land was \$70,000 and the current value according to the Palm Beach County Tax Appraiser is \$153,000. It is located at 1736 2nd Avenue North in Lake Worth, Florida. This land will be used for permanent housing for homeless families, where we will build six three-bedroom town homes.

Sincerely,


Wendy A. Tippet, MNM
Executive Director

WAT/mmm

Leaders in helping families help themselves.



1712 Second Avenue North, Lake Worth, FL 33460-3210
Phone: (561) 253-1361 Fax: (561) 253-1370
www.adoptafamilypbc.org

2.7





ADOPT-A-FAMILY

of the Palm Beaches, Inc.

July 18, 2006

Mr. Tom Pierce
Office on Homelessness
1317 Winewood Boulevard
Tallahassee, FL 32399-0700

Dear Mr. Pierce:

This letter serves to inform you that Adopt-A-Family of the Palm Beaches, Inc. — a non-profit organization serving those who are homeless or at risk of homelessness in Palm Beach County — is in receipt of \$100,000 from Mr. and Mrs. Tim Donahue. The use of this donation is specifically restricted for permanent housing for homeless families, only.

Sincerely,

Wendy A. Tippet, MNM
Executive Director

WAT/mmm

Leaders in helping families help themselves.



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2.8



**Property Information**

Location Address: 3RD AVE N

[View Map](#)

Municipality: LAKE WORTH

Parcel Control Number: 38-43-44-21-02-034-0051

Subdivision: S/D OF 21-44-43, W 1/2 IN

Official Records Book: 12714 Page: 16 Sale Date: Jun-2001

Legal Description: SUB OF W 1/2 LT 5 /LESS N 200 FT/ BLK 34

Owner Information

Name: ADOPT A FAMILY OF THE PALM BEACHES INC

[All Owners](#)

Mailing Address: 1712 2ND AVE N

LAKE WORTH FL 33460 3210

Sales Information

Sales Date	Book/Page	Price	Sale Type	Owner
Jun-2001	12714/0016	\$70,000	WARRANTY DEED	ADOPT A FAMILY OF THE PALM BEACHES INC

Exemptions

Exemption Information Unavailable.

Appraisals

Tax Year:	2005	2004	2003
Improvement Value:	\$0	\$0	\$0
Land Value:	\$153,000	\$153,965	\$129,600
Total Market Value:	\$153,000	\$153,965	\$129,600

Tax Year 2005

Number of Units: 0

Acres: 0.46

Use Code: 0000

Description: VACANT

Assessed and Taxable Values

Tax Year:	2005	2004	2003
Assessed Value:	\$153,000	\$153,965	\$129,600
Exemption Amount:	\$0	\$0	\$0
Taxable Value:	\$153,000	\$153,965	\$129,600

[Structure Detail](#)**Tax Values**

Tax Year:	2005	2004	2003
Ad Valorem:	\$3,677	\$3,947	\$3,376
Non Ad Valorem:	\$0	\$0	\$0
Total Tax:	\$3,677	\$3,947	\$3,376

[Tax Calculator](#)[Details](#)[Back to Search](#)[Previous Page](#)[Print](#)

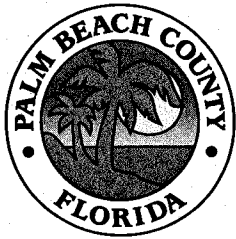
NOTE: Lower the top and bottom margins to 0.25 on File->Page Setup menu option in the browser to print the detail on one page.

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Certification of Consistency with the Continuum of Care

.....



**Department of Community Services
Division of Human Services
& Veterans Services**

☐ 810 Datura Street
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☐ 38754 State Road #80
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July 24, 2006

Mr. Tom Pierce, Executive Director
Office on Homelessness
1317 Winewood Boulevard
PDHO, Building 3, Room 325
Tallahassee, FL 32399-0700

RE: Certification of Consistency with Continuum of Care Plan

Dear Mr. Pierce:

Enclosed please find the Palm Beach County Homeless Continuum of Care 2007 Homeless Housing Assistance Grant Application. This application is being submitted on behalf of Adopt-A-Family. This letter certifies the proposed services are consistent with the Continuum of Care Plan. The Continuum of Care Plan is attached (Attachment A) for your reference with the sub-contracted agency highlighted, including the service(s) to be provided. The plan may be found in the 2006 Exhibit 1, Part II: CoC Housing and Services Needs, Section H: CoC Services Inventory Chart, Pages 9-11.

Additionally, the Continuum of Care Housing Inventory of Beds is attached (Attachment B) for your reference with the sub-contracted agency providing Permanent Supportive Housing highlighted. The inventory may be found in the 2006 Exhibit 1, Part II: CoC Housing and Service Needs, Section I: CoC Housing Inventory Charts, Pages 16-17.

Funding received from the Office on Homelessness through the 2007 Homeless Housing Assistance Grant will support the addition of this permanent housing complex as outlined in the application and reflected in the Continuum of Care Plan and Housing Inventory Chart.

Sincerely,

Claudia Tuck
Director

Part II: CoC Housing and Service Needs**H: CoC Services Inventory Chart**

(1) Provider Organizations	(2) Prevention					(3) Outreach			(4) Supportive Services									
	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation
Adopt A Family of The Palm Beaches	X	X	X	X					X	X		X			X		X	X
Palm Beach Habilitation Center				X					X	X						X		
Aid to Victims of Domestic Abuse (AVDA)				X	X				X	X					X			X
American Red Cross	X	X	X															
Belle Glade Police Department						X		X										
Boca Raton Police Department						X		X										
Boynton Beach Community Caring Center	X	X	X		X					X			X				X	
Boynton Beach Head Start																	X	
Care Ministry	X	X																
Migrant Association of South Florida (Caridad Center)				X		X			X				X		X			X
Catholic Charities	X	X	X	X	X				X									
Center for Family Services	X	X	X	X					X						X			
Children's Home Society				X		X			X	X	X	X	X	X	X		X	X
Children's Place at Home Safe				X					X				X	X			X	X
Columbia Hospital									X			X	X					
Community Action Program	X	X	X	X												X		X
Community Child Care Center of Delray Beach																	X	
Compass				X		X			X					X	X			
Comprehensive AIDS Program (CAP)		X		X		X			X					X	X			X
Comprehensive Alcoholism Rehab Program				X					X		X		X	X				X
CROS Ministries				X		X									X	X	X	
Delray Beach Head Start																	X	
Drug Abuse Foundation				X					X		X	X		X	X			
Drug Abuse Treatment Association (DATA)				X					X	X	X		X	X		X		
Experience Works				X					X							X		
Families First of Palm Beach County	X	X	X			X			X					X			X	X
Family Central																	X	
Farmworker Coordinating Council	X	X	X	X	X	X			X					X	X	X	X	X
Family Empowerment Coalition	X	X	X	X	X				X	X	X	X		X	X	X	X	X
Florida Housing Corporation				X					X	X			X	X				X

Attachment A

(1) Provider Organizations	(2) Prevention					(3) Outreach			(4) Supportive Services									
	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation
Florida Resource Center for Women & Children	X	X	X	X	X				X	X					X			X
Fortin Family Center																	X	
Gratitude Guild				X					X	X	X	X			X			X
Guatemala Maya Center				X	X	X			X	X			X		X	X	X	X
Gulfstream Goodwill				X					X	X					X	X		X
Health Care District of Palm Beach County													X	X				
HIV Care Council				X										X				
Homeless Assessment Center (CARP)									X		X	X	X	X				
Hope House				X					X					X				
Housing Partnership	X	X	X	X					X	X								
Jeff Industries				X					X			X			X	X		X
JFK Hospital				X									X					
Lake Worth Head Start																	X	
Legal Aid Society				X	X									X	X			
Night Runners				X		X												
Oakwood Center of the Palm Beaches				X		X	X		X	X	X	X		X		X		X
Operation Hope				X					X	X								X
Palm Beach County Division of Human Services & Veterans Services	X	X	X	X		X			X									X
Palm Beach Literacy Coalition				X											X			
Palm Beach Sheriff's Office						X		X										
Parent Child Center				X					X	X		X						
Ruth Rales Jewish Family Services	X	X	X									X			X			
St. Ann Place				X						X								X
St. Mary's Medical Center												X	X					
Samaritan Gardens				X									X					
Salvation Army	X	X	X	X					X	X	X	X			X	X		X
Seagull Industries				X					X							X		X
South County Mental Health Center				X		X	X		X	X		X						
The Lord's Place				X	X				X	X	X	X		X	X	X	X	X
Urban League	X	X	X	X					X									

(1) Provider Organizations	(2) Prevention					(3) Outreach			(4) Supportive Services									
	Mortgage Assistance	Rental Assistance	Utilities Assistance	Counseling/Advocacy	Legal Assistance	Street Outreach	Mobile Clinic	Law Enforcement	Case Management	Life Skills	Alcohol & Drug Abuse	Mental Health Counseling	Healthcare	HIV/AIDS	Education	Employment	Child Care	Transportation
United Way Prosperity Centers	X			X	X				X						X			
VA Medical Center				X		X			X		X	X	X			X		X
Workforce Development				X					X						X	X	X	X
YWCA				X	X	X			X	X				X	X		X	X

CoC-H

I: CoC Housing Inventory Charts											
Permanent Supportive Housing*: Fundamental Components in CoC System – Housing Inventory Chart											
Provider Name	Facility Name	HMIS Part. Code	Number of Year-Round Beds in HMIS		Geo Code ☒	Target Population		Year-Round			Total Year-Round Beds
						A	B	Family Units	Family Beds	Individual /CH Beds	
Current Inventory			Ind.	Fam.							
Operation Hope	Serenity House II & Rebirth House	5	10	21	129099	M		7	21	10/1	31
Florida Housing Corporation	Permanent Assisted Living	5	160	0	129099	SMF		0	0	160/0	160
Gulfstream Goodwill Industries	Project Succeed I	5	13	0	129099	SMF		0	0	13/7	13
Gulfstream Goodwill Industries	Project Succeed II	5	13	0	129099	SMF		0	0	13/5	13
Oakwood Center of the Palm Beaches		5	48	0	129099	SMF		0	0	48/17	57
Palm Beach County Division of Human Services		5	29	0	129099	SMF		0	0	29/29	29
SUBTOTALS:			273	21	SUBTOTAL CURRENT INVENTORY:			7	21	282/59	303

New Inventory in Place in 2005 (Feb. 1, 2005 – Jan. 31, 2006)			Ind.	Fam.								
Oakwood Center of the Palm Beaches	Project HOME	5	9	0	129099	SMF		0	0	0/9	9	
SUBTOTALS:			9	0	SUBTOTAL NEW INVENTORY:			0	0	9	9	
Inventory Under Development		Anticipated Occupancy Date										
Oakwood Center of the Palm Beaches	Project HOME II	December 2006			129099	SMF		0	0	0/8	8	
Adopt A Family		June 2007			129099	SMF		18	36	0/0	36	
SUBTOTAL INVENTORY UNDER DEVELOPMENT:								18	36	0/8	44	
Unmet Need								UNMET NEED TOTALS:		16	214	230
1. Total Year-Round Individual PH Beds:			282		4. Total Year-Round Family Beds:						21	
2. Year-Round Individual PH Beds in HMIS:			282		5. Year-Round Family PH Beds in HMIS:						21	
3. HMIS Coverage Individual PH Beds: (Divide line 2 by line 1 and multiply by 100. Round to a whole number.)			100%		6. HMIS Coverage Family PH Beds: (Divide line 5 by line 4 and multiply by 100. Round to a whole number.)						100%	

*Permanent Supportive Housing is: S+C, Section 8 SRO and SHP-Permanent Housing component. It also includes any permanent housing projects, such as public housing units, that have been dedicated exclusively to serving homeless persons.

Narrative

XXXXXXXXXX

Adopt-A-Family of the Palm Beaches, Inc. is applying for construction dollars to build six three-bedroom townhouses (18 units) that will serve as a permanent housing facility for homeless families and their children.

The permanent housing project will provide all-encompassing services for homeless families by providing services such as case management, life skill groups (domestic violence, HIV/AIDS, budgeting, nutrition, conflict resolution and anger management), parenting support groups, and first-time homebuyers' workshops. In addition to the support services offered to the residents of permanent housing, a GED/ESOL lab is located proximate to the site to provide further educational opportunities for the residents. The services offered are located at the Adopt-A-Family Community Resource Center that is on the same block as the proposed project site. Also located at the Community Resource Center is Project GROW, a licensed summer camp and after-school/out-of-school program that is available for the school-aged children residing in permanent housing. Project GROW focuses on the educational, social, cultural and emotional needs of children 5 to 12 years of age who have been homeless.

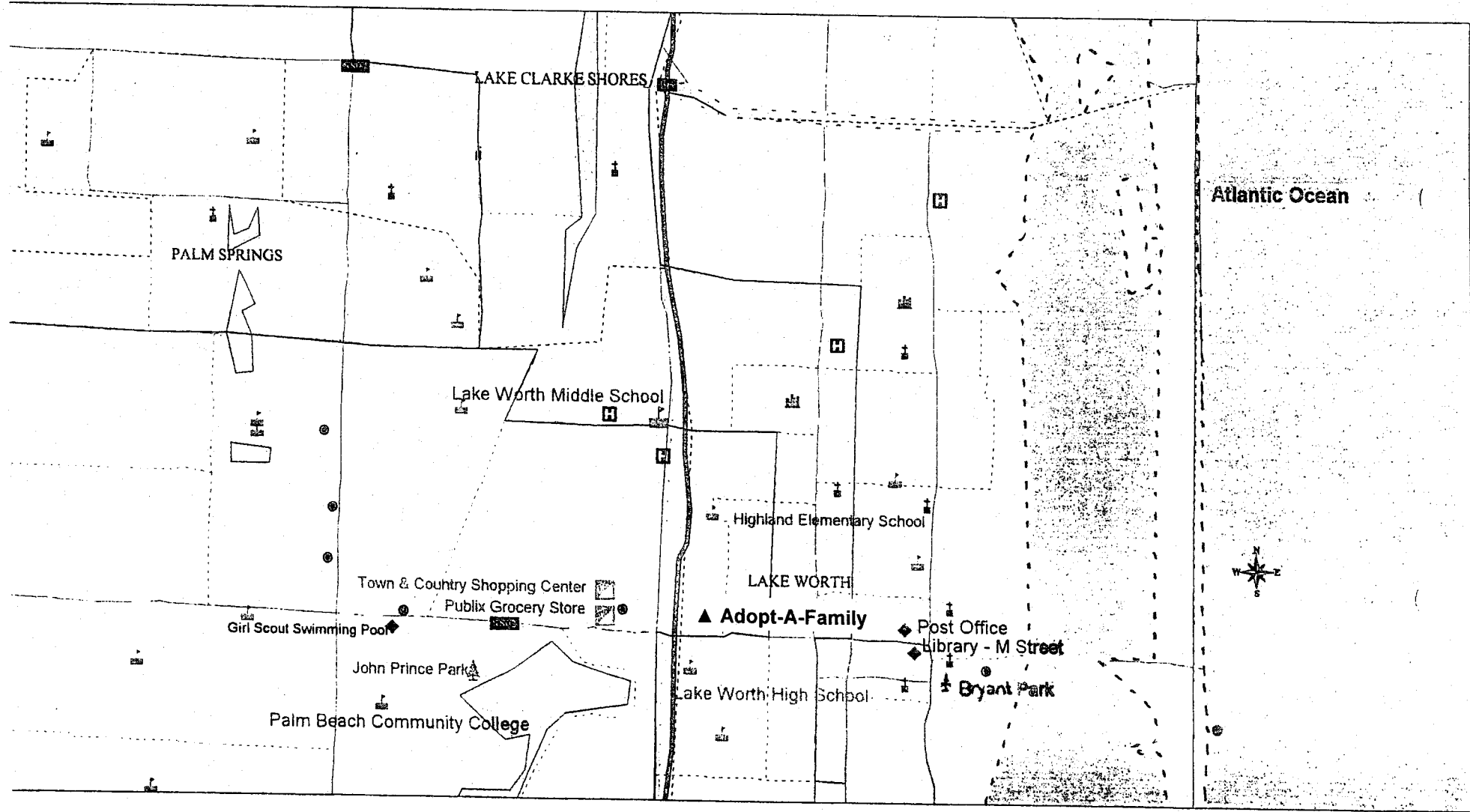
Service coordination begins when a family enters permanent housing and is assigned a caseworker. The caseworker reviews all assessments that the family may have completed during their time in shelter. Based on the information gathered, an Individual Family Action Plan – with input from the family – is developed. The Plans are updated and revised on an ongoing basis and are used to track the family's progress. The case workers will work with each family a minimum of once per week in an effort to provide appropriate services and resources to the family. Logs are kept of all groups that each family attends and case notes reflect when a family enrolls in job training, college classes or is participating in employment training workshops such as Goodwill Industries or Vocational Rehabilitation. Case notes also reflect the progress the family has made towards meeting the goals set forth in the Family Action Plan.

Adopt-A-family has contracts and agreements with service providers who provide needed support services to the residents of permanent housing. Below is a list of the service providers and the type of onsite services they provide for residents of permanent housing:









- | | |
|--|-------------------------------------|
| • South County Mental Health Center | Life Skills Groups |
| • The Center for Family Services | Parents' Support Groups |
| • The Center for Family Services | Children's Support Groups |
| • South County Mental Health | Mental Health counseling |
| • University of Florida Extension Service | Nutrition Classes |
| • T.A.N.F. Outreach Team | Substance Abuse and Mental Health |
| • Adopt-A-Family of the Palm Beaches, Inc. | Case Management |
| • Comprehensive AIDS program | HIV/AIDS classes and training |
| • PBC First Time Homebuyers | Homebuyer Workshops |
| • PBC School Board | GED classes and tutors for children |
| • Focus on Promise | Behavior modification for children |
| • Literacy PBC | Adult and Family Literacy |

The project will be operated by Adopt-A-Family of the Palm Beaches, Inc. and overseen by Mr. David Eakin, who serves as the Director of Operations for Adopt-A-Family and oversees the agency's transitional (Project SAFE located at 1736 Lake Worth Road in Lake Worth) and permanent housing projects (Service Enriched Housing located at 1717 3rd Avenue North and 1716 2nd Avenue North in Lake Worth). Mr. Eakin has 25 years of experience in real estate and project management and was responsible for the rehabilitation of the agency's permanent housing complex completed in 2003. Mr. Eakin is also responsible for contracts with vendors and contractors, as well as communications with the City of Lake Worth building officials. Other members of the project development team are: Wendy Tippet, Carl Thistle, and Matt Constantine. Ms. Tippet serves as the Executive Director and has been with Adopt-A-Family for 16 years. During her tenure, she created the first transitional housing facilities for homeless families in Palm Beach County, formed the first Palm Beach County-based Community Land Trust and has developed permanent housing for homeless families. Mr. Matt Constantine will oversee the case management and support services of the project and has been instrumental in the agency's permanent housing projects and Community Land Trust projects. The last member of our team is Mr. Carl Thistle. Mr. Thistle serves as the Director of Finance for Adopt-A-Family of the Palm Beaches, Inc. and is knowledgeable about McKinney-Vento Act funds as well as state and local government funding. He will oversee the project budget and the draw down schedule and audit requirements for Adopt-A-Family of the Palm Beaches, Inc.

The location of the proposed project is 1736 2nd Avenue North in Lake Worth, Florida. This location was selected because of the convenience afforded to the residents of the permanent housing. Within a two-block area there is a grocery store, a laundromat, a bus stop, a train stop, a high school and elementary school, several businesses and daycare facilities. In addition, the Department of Children and Families, the Workforce Development Board, and the Health Department are within a five-mile radius. Services such as mental health counseling, substance abuse and alcohol counseling, HIV/AIDS counseling, domestic violence groups, and life skills classes will be offered to each resident and are located within a block. Attached please find a map of the location of the project and surrounding amenities.



Map Legend

- | | | |
|--|--|---|
|  Hospital |  Building |  Church |
|  Parks |  Grocery/Pharmacy |  Activity Site |
|  School |  Other Agencies | 1712 2 nd Avenue North |

Number Reserved for Homeless

EXHIBIT D
NUMBER OF NEW HOMELESS UNITS

For New Construction Projects

TOTAL PROJECT UNITS	TYPE OF DWELLING	UNITS RESERVED FOR HOMELESS
	Efficiency Units	X 1 =
	1 Bedroom Dwellings	X 1 =
	2 Bedroom Dwellings	X 2 =
18	3 Bedroom Dwellings	6 X 3 = 18
	4 Bedroom Dwellings	X 4 =
	SRO – Rooms	X 1 =
	Dormitory Style (Transitional ONLY)	
	(Square Footage	
	÷ 150 sq. ft. = unit)	
		TOTAL 18

For Rehabilitation of Existing Buildings.

TOTAL PROJECT UNITS	NOW OCCUPIED	TYPE OF DWELLING	NEW UNITS	UNITS RESERVED FOR HOMELESS	TOTAL NEW UNITS
		Efficiency Units		X 1 =	
		1 Bedroom Dwellings		X 1 =	
		2 Bedroom Dwellings		X 2 =	
		3 Bedroom Dwellings		X 3 =	
		4 Bedroom Dwellings		X 4 =	
		SRO – Rooms		X 1 =	
		Dormitory Style*(Transitional ONLY)			
		(Square Footage			
		÷ 150 sq. ft. = unit)			
				TOTAL	

*Floor plans shall be provided to clearly denote the size of the housing facility for dormitory-style projects.

For rehabilitation projects, do not include in the count of new units for homeless housing any unit that was occupied, or was available for occupancy on the date of the publication of the Notice of Solicitation of Application for the Homeless Housing Assistance Grant, regardless of whether the Homeless Housing Assistance Grant will be assisting in repairs to that unit.

Please be sure to only reflect bedroom units, per the grant definition. This is **NOT** a count of **BEDS**.

Certification by Lead Agency

I hereby attest and certify that the above count of new units for homeless housing is true and accurate.

Lead Agency Name: Palm Beach County Board of County Commissioners

Addie L. Greene for

Lead Agency Official: Tony Masilotti, Chair

Lead Agency Official Signature: _____

Addie L. Greene

Date Executed: _____

7/31/06

FAILURE TO PROVIDE AN ORIGINAL SIGNED CERTIFICATION ON FORM EXHIBIT D IN THE APPLICATION SHALL BE CAUSE FOR THE APPLICATION TO BE RANKED LAST ON THE NUMBER OF UNITS PREFERENCE CRITERIA.

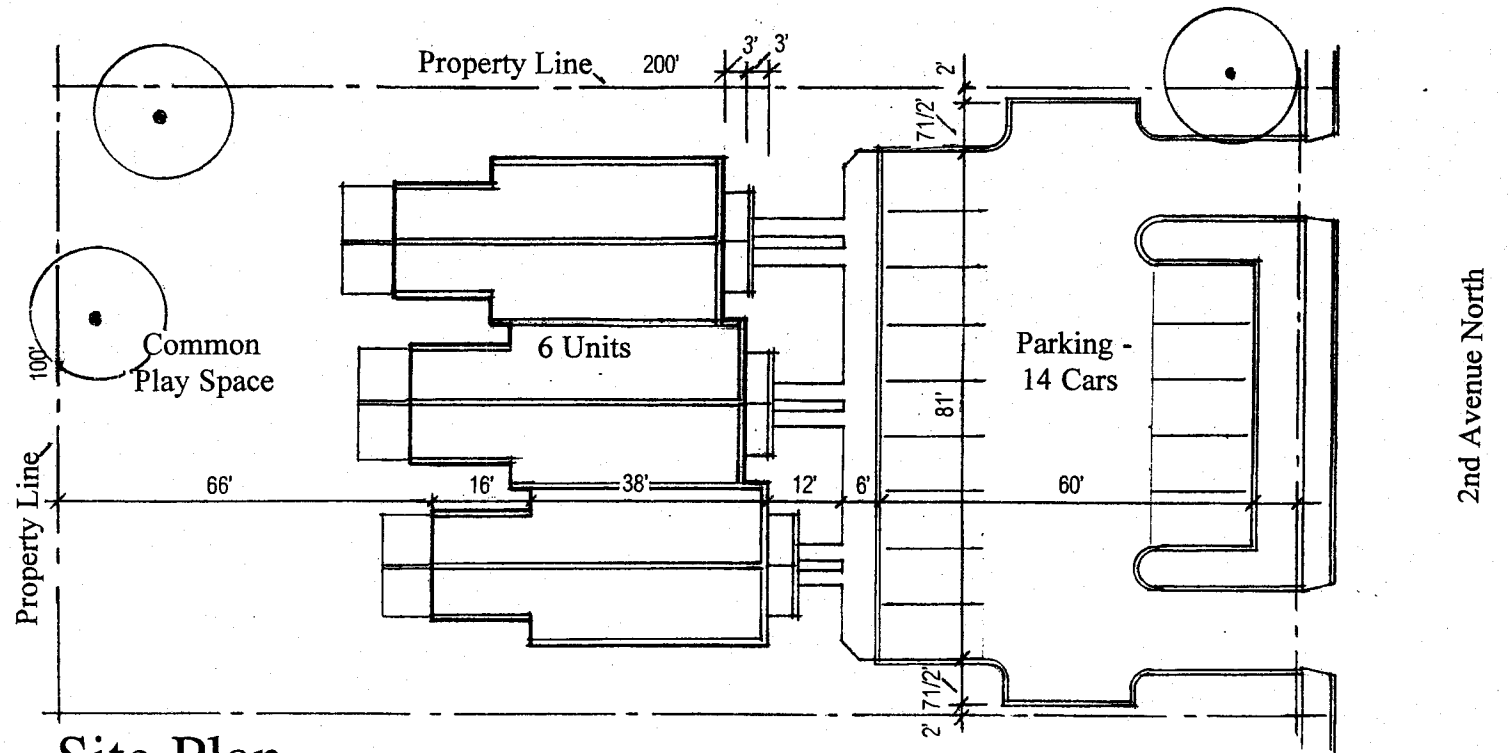
NOTE: Attach a copy of the project site and floor plans to clearly denote the units to be built and the units reserved for occupancy by the homeless. Failure to provide the plans shall cause the project to be ranked as having NO new units.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Marlene L. Luthi

COUNTY ATTORNEY

5.5



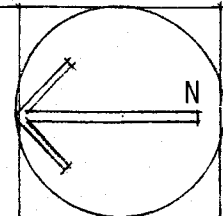
Site Plan

Scale 1" = 20'

Adopt A Family Project: 6 Rental Units

Adopt A Family of the Palm Beaches, Inc., Owner
1712 2nd Avenue North
Lake Worth, FL 33460
(561) 253-1370

Robert Feild, AIA, Architect
401 Edgevale Rd.
Baltimore, Md. 21210
(561) 379 - 4495

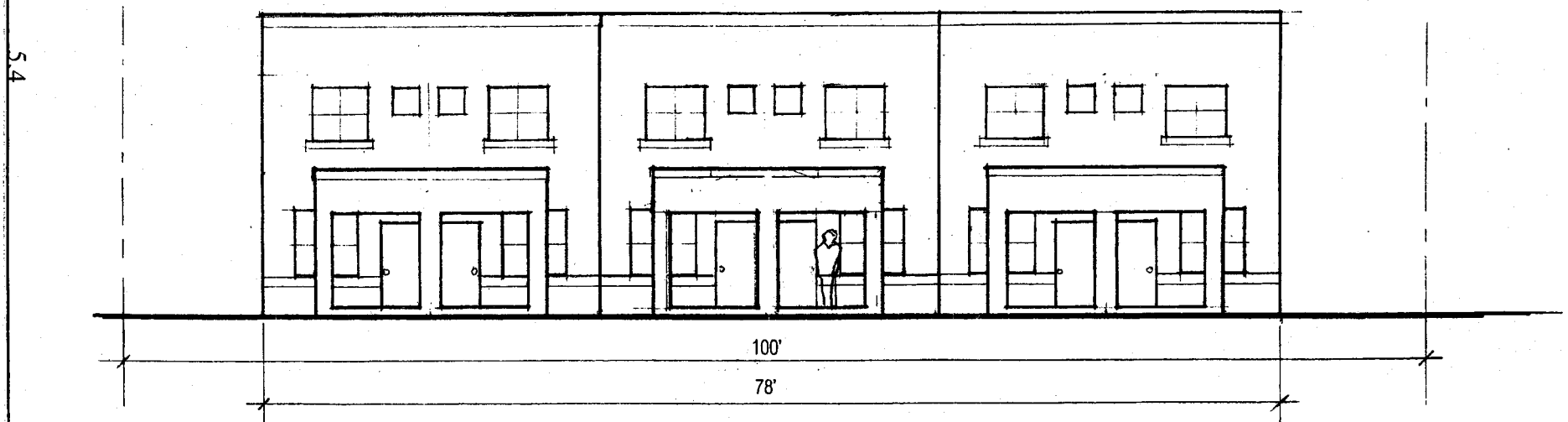


1

Front Elevation

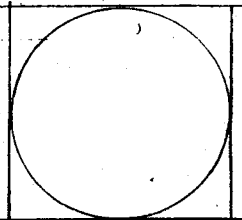
Scale 1/8" = 1'-0"

Robert Feild, AIA, Architect
401 Edgevale Rd.
Baltimore, Md. 21210
(561) 379 - 4495



Adopt A Family Project: 6 Rental Units

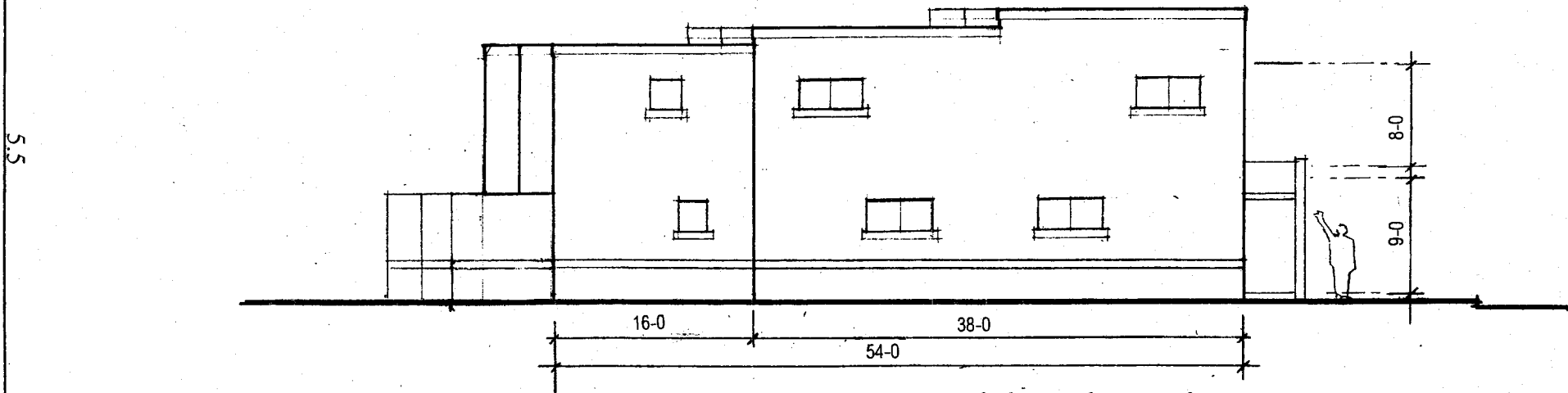
Adopt A Family of the Palm Beaches, Inc., Owner
1712 2nd Avenue North
Lake Worth, FL 33460
561-253-1370



2

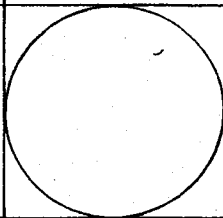
Adopt A Family of the Palm Beaches, Inc., Owner
1712 2nd Avenue North
Lake Worth, FL 33460
561-253-1370

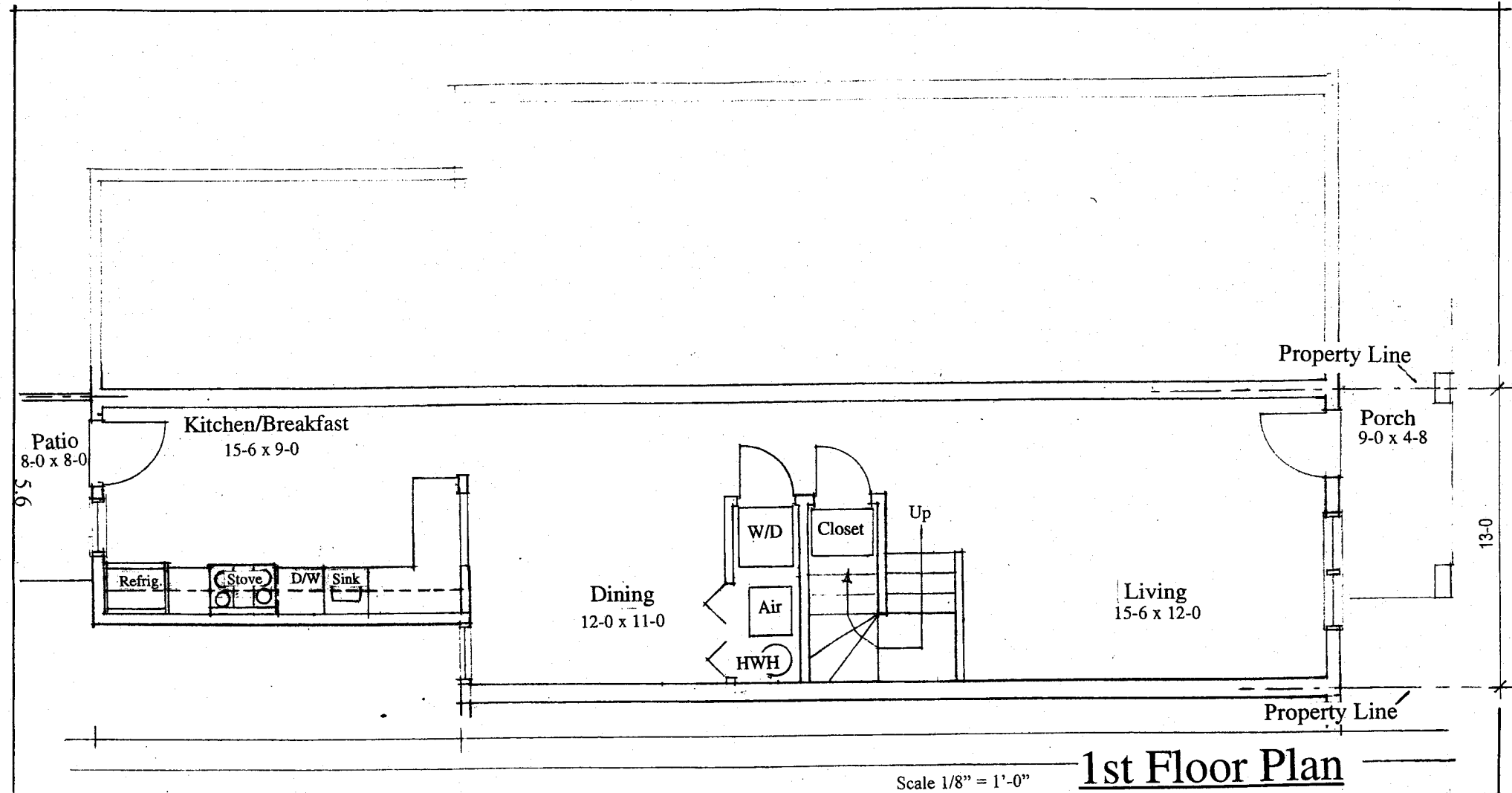
Robert Feild, AIA, Architect
401 Edgevale Rd.
Baltimore, Md. 21210
(561) 379 - 4495



Side Elevation
Scale 1/8" = 1'-0"

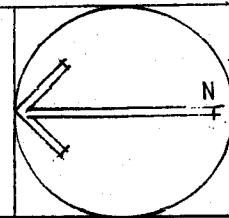
Adopt A Family Project: 6 Rental Units





Adopt A Family of the Palm Beaches, Inc., Owner
 1712 2nd Avenue North
 Lake Worth, FL 33460
 (561) 253-1370

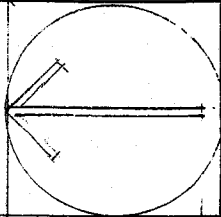
Robert Feild, AIA, Architect
 401 Edgevale Rd.
 Baltimore, Md. 21210
 (561) 379 - 4495



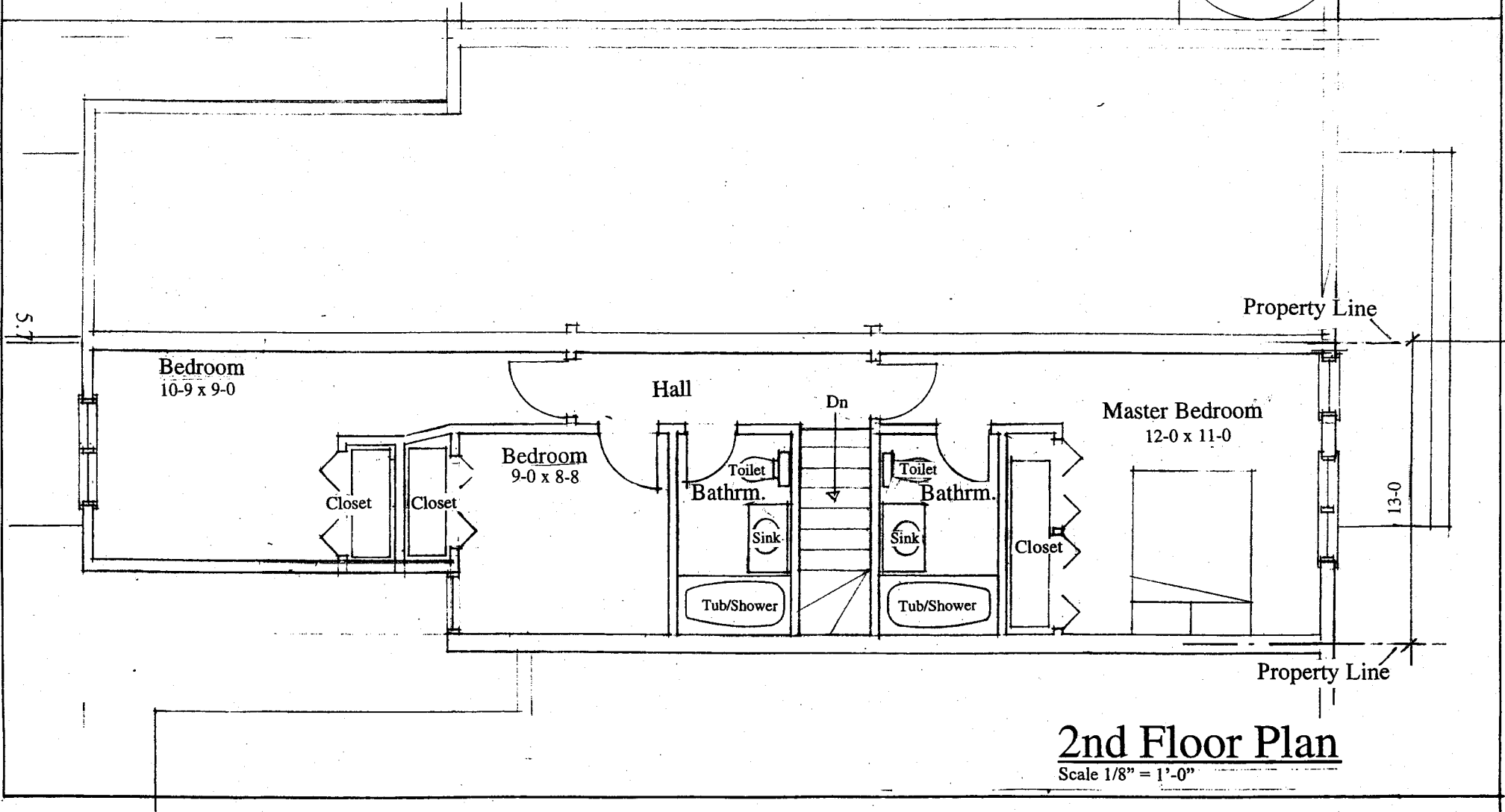
4

Adopt A Family of the Palm Beaches, Inc., Owner
1712 2nd Avenue North
Lake Worth, FL 33460
561-253-1370

Robert Feild, AIA, Architect
401 Edgevale Rd.
Baltimore, Md. 21210
(561) 379 - 4495



5



2nd Floor Plan
Scale 1/8" = 1'-0"

Homeless Need

Source: U.S. Department of Housing and Urban Development

EXHIBIT E **UNSHELTERED HOMLESS POPULATION PER CATCHMENT AREA POPULATION**

1. From your Homeless Population Table from your 2006 Exhibit 1, Continuum of Care plan (Form HUD 40090 CoC-L) as submitted to HUD by May 25, 2006, please fill in the following data.

Homeless Population Category	Total Unsheltered Homeless Population
1. Single Individuals and Persons in Households without children	<u>543</u> persons
2. Persons in Families with Children	<u>171</u> persons
TOTAL Unsheltered Population	<div style="border: 1px solid black; padding: 2px; display: inline-block;">714</div> persons

2. Determine the 2000 Population of your Catchment Area.
 Using the data from Exhibit F, enter the data for your catchment area's total population. The number is expressed in thousands of persons.

Continuum of Care	2000 POPULATION
1. <u>Palm Beach County</u>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">1130</div>

3. Calculate the Need Ratio
 Divide the unsheltered homeless population total by the total population of the catchment area. Round the population to the nearest 1000 population.

Total Unsheltered Homeless Persons	<u>714</u> Persons
divided by:	÷
2000 Population, (thousands of persons)	<u>1130</u> Population
equals:	
Need Ratio: Unsheltered Homeless Population/ 1000 Population (Round to nearest one hundredth of a persons.)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">.63</div> Unsheltered Homeless Persons / 1000 Population

Example:

Total unsheltered Population	<u>540</u>
2000 Population of Continuum ÷	<u>323</u>

Need Ratio (Unsheltered Homeless Per 1000 Population of the Continuum)	<u>1.67</u>
--	-------------

Certification by Lead Agency

I hereby attest and certify that the above data is true and accurate; that the above data on the unsheltered homeless population is based upon an analysis which uses data that (1) represents the unsheltered homeless persons in the catchment area on any given night, (2) is true and accurate for the catchment area, and (3) is derived in accordance with the methods prescribed by the Department of Housing and Urban Development.

Lead Agency Name: Palm Beach County Board of County Commissioners

Lead Agency Official: Addie L. Greene for
Tony Masilotti, Chair

Lead Agency Official Signature: Addie L. Greene

Date Executed: 7-31-06

FAILURE TO PROVIDE AN ORIGINAL SIGNED CERTIFICATION ON FORM EXHIBIT E IN THE APPLICATION SHALL BE CAUSE FOR THE APPLICATION TO BE RANKED LAST ON THE NEED PREFERENCE CRITERIA.

Attach the HUD Exhibit 1 Homeless Population table, and chart reflecting the method used to estimate the unsheltered population (HUD form 40090-1, COC-L). Failure to provide the data table and source chart cause the project application need to be scored as zero persons per 1000 population.

APPROVED AS TO FORM

AND LEGAL SUFFICIENCY

Maureen Cuth
COUNTY ATTORNEY

EXHIBIT F
2000 CENSUS: POPULATION BY CONTINUUM

The following data shall be used in this application for calculating the need ratio in Exhibit E. The data reflects the 2000 population of the catchment area of the continuum of care, rounded to nearest one thousand persons.

<u>CONTINUUM OF CARE</u>	<u>POPULATION</u>
North Central Florida	323
Northwest Florida	261
Brevard	476
Broward	1623
Charlotte	142
Mid-Florida	513
Suwannee Valley	112
Collier	251
Heartland Rural	229
Jacksonville	920
EscaRosa	412
Hillsborough	999
Treasure Coast	432
Lee	441

<u>CONTINUUM OF CARE</u>	<u>POPULATION</u>
Big Bend	376
Sarasota/Manatee	590
Marion	259
Miami-Dade	2253
Southernmost	80
Okaloosa/Walton	211
Central Florida	1434
Palm Beach	1131
Pasco	345
Pinellas	921
Polk	484
St Johns	123
Volusia/Flagler	493

2006

K: CoC Point-in-Time Homeless Population and Subpopulations Chart

Indicate date of last point-in-time count: 01/26/2006

Part 1: Homeless Population	Sheltered		Unsheltered	Total		
	Emergency	Transitional				
Number of Families with Children (Family Households):	57	75	61	193		
1. Number of Persons in Families with Children:	198	237	171	606		
2. Number of Single Individuals and Persons in Households without Children:	214	211	543	968		
(Add Lines Numbered 1 & 2) Total Persons:	412	448	714	1574		
Part 2: Homeless Subpopulations	Sheltered		Unsheltered	Total		
a. Chronically Homeless (For sheltered, list persons in emergency shelter <i>only</i>)	37		82	119		
b. Severely Mentally Ill	152		* 72	224		
c. Chronic Substance Abuse	350		* 116	466		
d. Veterans	99		* 88	187		
e. Persons with HIV/AIDS	77		* 8	85		
f. Victims of Domestic Violence	198		* 24	222		
g. Unaccompanied Youth (Under 18)	22		* 8	30		
If applicable, complete the following section to the extent that the information is available. Be sure to indicate the source of the information by checking the appropriate box:						
Data Source: <input type="checkbox"/> Point-in-time count OR <input type="checkbox"/> Estimate						
Part 3: Hurricane Katrina Evacuees	Sheltered		Unsheltered	Total		
Total number of Katrina evacuees						
Of this total, enter the number of evacuees homeless prior to Katrina						

*Optional for Unsheltered

CoC-K

L-2: Unsheltered Homeless Population and Subpopulations*

(1) Check the primary method used to enumerate unsheltered homeless persons in the CoC:	
<input type="checkbox"/>	Public places count – CoC conducted a point-in-time count <u>without</u> client interviews
<input checked="" type="checkbox"/>	Public places count with interviews – CoC conducted a point-in-time count and interviewed every unsheltered homeless person encountered during the public places count
<input type="checkbox"/>	Sample of interviews – CoC conducted a point-in-time count and interviewed a random sample of unsheltered persons
<input type="checkbox"/>	Extrapolation – CoC conducted a point-in-time count and the information gathered from a sample of interviews was extrapolated to total population of unsheltered homeless people counted
<input type="checkbox"/>	Public places count using probability sampling – High and low probabilities assigned to designated geographic areas based on the number of homeless people expected to be found in each area. The CoC selected a statistically valid sample of each type of area to enumerate on the night of the count and extrapolated results to estimate the entire homeless population.
<input type="checkbox"/>	Service-based count – Interviewed people using non-shelter services, such as soup kitchens and drop-in centers, and counted those that self-identified as unsheltered homeless persons
<input type="checkbox"/>	HMIS – Used HMIS to complete the enumeration of unsheltered homeless people
<input type="checkbox"/>	Other – please specify:
(2) Indicate the level of coverage of the point-in-time count of unsheltered homeless people:	
<input type="checkbox"/>	Complete coverage – The CoC counted every block of the jurisdiction
<input checked="" type="checkbox"/>	Known locations – The CoC counted areas where unsheltered homeless people are known to congregate or live
<input type="checkbox"/>	Combination – CoC counted central areas using complete coverage and also visited known locations
<input type="checkbox"/>	Used service-based or probability sampling (coverage is not applicable)
(3) Indicate community partners involved in point-in-time unsheltered count (check all that apply):	
<input checked="" type="checkbox"/>	Outreach teams
<input checked="" type="checkbox"/>	Law Enforcement
<input checked="" type="checkbox"/>	Service Providers
<input checked="" type="checkbox"/>	Community volunteers
<input type="checkbox"/>	Other – please specify:
(4) Indicate steps taken to ensure the data quality of the unsheltered homeless count (check all that apply):	
<input checked="" type="checkbox"/>	Training – Conducted a training for point-in-time enumerators
<input checked="" type="checkbox"/>	HMIS – Used HMIS to check for duplicate information
<input checked="" type="checkbox"/>	Other – specify: Rigorous review to ensure non-duplication
(5) How often will counts of unsheltered homeless people take place in the future?	
<input type="checkbox"/>	Biennial (every two years)
<input checked="" type="checkbox"/>	Annual
<input type="checkbox"/>	Semi-annual
<input type="checkbox"/>	Quarterly
<input type="checkbox"/>	Other – please specify:

*Please refer to 'A Guide to Counting Unsheltered Homeless People' for more information on unsheltered enumeration techniques.

CoC-L-2

L: CoC Homeless Population and Subpopulations Data Sources & Methods Chart

L-1: Sheltered Homeless Population and Subpopulations

(1) Check the <u>primary</u> method used to enumerate sheltered homeless persons in the CoC (check one):	
<input type="checkbox"/>	Point-in-Time (PIT) <u>no interview</u> – Providers did not interview sheltered clients during the point-in-time count
<input type="checkbox"/>	PIT <u>with interviews</u> – Providers interviewed each sheltered individual or household during the point-in-time count
<input type="checkbox"/>	PIT <u>plus sample of interviews</u> – Providers conducted a point-in-time count and interviewed a random sample of sheltered persons or households (for example, every 5th or 10th person)
<input type="checkbox"/>	PIT <u>plus extrapolation</u> – Information gathered from a sample of interviews with sheltered persons or households is extrapolated to the total sheltered population
<input checked="" type="checkbox"/>	Administrative Data – Providers used administrative data (case files, staff expertise) to complete client population and subpopulation data for sheltered homeless persons
<input type="checkbox"/>	HMIS – CoC used HMIS to complete the point-in-time sheltered count and subpopulation information
<input type="checkbox"/>	Other – please specify:
(2) Indicate steps taken to ensure data quality of the sheltered homeless enumeration (check all that apply):	
<input checked="" type="checkbox"/>	Instructions – Provided written instructions to providers for completing the sheltered point-in-time count
<input type="checkbox"/>	Training – Trained providers on completing the sheltered point-in-time count
<input checked="" type="checkbox"/>	Remind and Follow-up – Reminded providers about the count and followed up with providers to ensure the maximum possible response rate and accuracy
<input checked="" type="checkbox"/>	HMIS – Used HMIS to verify data collected from providers for the sheltered point-in-time count
<input checked="" type="checkbox"/>	Other – please specify: Provided individual technical assistance for several providers.
(3) How often will sheltered counts of sheltered homeless people take place in the future?	
<input type="checkbox"/>	Biennial (every two years)
<input checked="" type="checkbox"/>	Annual
<input type="checkbox"/>	Semi-annual
<input type="checkbox"/>	Other – please specify:
(4) Month and Year when next count of sheltered homeless persons will occur: 01/2007	
(5) Indicate the percentage of providers completing the populations and subpopulations survey:	
100%	Emergency shelter providers
100%	Transitional housing providers
100%	Permanent Supportive Housing providers

CoC-L-1

Performance Measures

.....

The following outcomes are anticipated for this project:

- 1) The Palm Beach County Continuum of Care states the need for more housing opportunities for the homeless. 18 units or 6 three-bedroom townhouses will be constructed by June 30, 2007 and be inhabited by homeless families and their children thus increasing the number of beds available for the homeless in Palm Beach County.
- 2) 60% of the homeless families occupying permanent housing will access one or more support services offered.
- 3) 60% of the homeless families occupying permanent housing will remain housed for a period of 7 months or greater.
- 4) 70% of the families residing in permanent housing will be employed or enrolled in a job training program within six months of entering the housing program.

Readiness to Undertake Project

EXHIBIT G
HOMELESS HOUSING ASSISTANCE GRANT
OPERATING PRO FORMA
RENTAL PROJECT

INCOME

Rent Schedule

Efficiency _____ units @ \$ _____ /month x 12 months
 1 Bedroom _____ units @ \$ _____ /month x 12 months
 2 Bedroom _____ units @ \$ _____ /month x 12 months
 3 Bedroom 6 _____ units @ \$650 /month x 12 months
 4 Bedroom _____ units @ \$ _____ /month x 12 months
 Other: Describe _____
 _____ units @ \$ _____ /month x 12 months

TOTAL INCOME

\$ _____
 \$ _____
 \$ _____
 \$46,800
 \$ _____
 \$ _____

GROSS RENTAL INCOME

\$46,800

Less Vacancy Rate (5% min) 5 _____ %

– \$2,340

Plus Other Income

+ \$0

(describe source and amount)

EFFECTIVE GROSS INCOME

\$44,460

OPERATING EXPENSES

Management Fees

\$0

Salaries

\$0

Repairs and Maintenance

\$2,400

Contract Services

\$6,000

Utilities

\$10,200

Administration

\$0

Insurance

\$20,000

Real Estate Taxes

\$0

Miscellaneous

\$0

Replacement Reserves (5 _____ %)

\$1,930

TOTAL OPERATING EXPENSES

\$40,530

NET OPERATING INCOME

Effective Gross Income

\$44,460

– Operating Expenses

– \$40,530

NET OPERATING INCOME

\$3,930

DEBT SERVICE

List All Mortgages and Annual Debt Service Payments

(1st Mortgage)

\$2,400

2nd Mortgage

\$0

Other Loans or debts on the property

\$0

TOTAL DEBT SERVICE

\$2,400

CASH FLOW

Net Operating Income

\$3,930

-- Debt Service

-- \$2,400

CASH FLOW

\$1,530

NOTES TO EXPLAIN ENTRIES, AS NEEDED:

Mortgage to Wachovia will be paid off through continued solicitations of grant and private donations.

We anticipate the loan will be paid in full by November 2007.

Adopt-A-Family of the Palm Beaches, Inc. purchased the land for this project several years ago and has been fiscally preparing the construction of this project for 18 months. The agency has worked closely with the City of Lake Worth on several projects including permanent and transitional housing projects and is currently partnering with the city to provide and preserve affordable housing through the Adopt-A-Family Community Land Trust. The lack of affordable permanent housing in Palm Beach County has reached critical proportions and there is no affordability in the rental market for three bedroom apartments as they are currently renting at \$1400 to \$1800 per month. This project adds affordable units to the Continuum of Care for large homeless families that are in need of permanent housing.

The construction time line is as follows:

	Task Name	Start date	Finish date
	Property : 1736 2nd Ave. No.		
1	Permitting	8/31/2006	10/1/2006
2	Clearing & grubbing	10/6/2006	10/6/2006
3	Forming Slab	12/8/2006	12/12/2006
4	Rough in plumbing and drain lines	12/15/2006	12/31/2006
5	Plumbing and drain inspection	1/2/2007	1/2/2007
6	Treat slab for termites	1/3/2007	1/3/2007
7	Final Slab inspection	1/5/2007	1/5/2007
8	Pour slap and finishing	1/10/2007	1/10/2007
9	Grade around slab	1/12/2007	1/12/2007
10	Block Laying	1/15/2007	1/25/2007
11	Beam prep and install	1/30/2007	2/5/2007
12	Block and beam inspection	2/6/2007	2/6/2007
13	install roofing material	2/7/2007	2/10/2007
14	Roof inspection	1/11/2007	2/11/2007
15	install interior plumbing	2/12/2007	2/18/2007
16	Install interior electric	2/18/2007	
	Install doors & windows		2/25/2007
17	Install A/c Units and duct work	2/26/2007	3/8/2007
18	A/C rough inspection	3/9/2007	3/9/2007
19	Framing inspection	3/9/2007	3/9/2007
20	Stucco exterior install	3/10/2007	3/15/2007
21	Interior finish	3/20/2007	4/15/2007
22	Carpet and tile installation	4/15/2007	4/30/2007
23	Frame in sidewalks and parking lot	5/1/2007	5/5/2007
24	Pour and finish sidewalks and parking lot	5/6/2007	5/10/2007
25	Driveway and parking lot inspection	5/11/2007	5/11/2007
26	Irrigation installation	5/12/2007	5/15/2007
27	Irrigation inspection	5/16/2007	5/16/2007
28	Landscape installation	5/17/2007	5/20/2007
29	interior paint and finish	5/21/2006	
30	install interior doors, cabinets, lighting		6/5/2007
31	install carpet	6/6/2007	6/10/2007

32	Final building inspection	6/10/2007	6/10/2007
33	Issuance of Certificate of completion	6/15/2007	6/15/2007

The drawdown schedule is as follows: ½ of the grant request will be drawn in the first quarter and remaining ½ drawn in equal installments over the 2nd and 3rd quarter.

The reporting for outcomes and construction progress will occur on or by the following dates:

- 1) 1st quarter – October 10, 2006
- 2) 2nd quarter – January 10, 2007
- 3) 3rd quarter - April 10, 2007
- 4) 4th quarter – July 10, 2007

Palm Beach County Board of County Commissioners believes that Adopt-A-Family of the Palm Beaches, Inc, is capable and prepared to undertake this project. The development team has been together for over five years and have developed two previous permanent housing projects and established the first Community Land Trust in the county. The executive director has developed two transitional housing projects and has been involved in affordable housing for many years. This project will be a valuable asset to our continuum of care and the homeless families it will serve.

EXHIBIT I
READINESS TO PROCEED CERTIFICATION

Name of Project: SEH II

Project Sponsor: Adopt-A-Family of the Palm Beaches, Inc.

Lead Agency Submitting the Application: Palm Beach County Board of County Commissioners

This is to certify that the Lead Agency named above has assessed the ability of the project sponsor and its development team to proceed with construction of the above named project in a timely manner, subject to the award of this grant.

Further, the Lead Agency is attaching hereto evidence of the following conditions:

1. The Project Sponsor has control of the project site.
(Documentation: Deed or fully executed property lease).
2. The unit of local government having zoning jurisdiction over the project has determined that the current zoning on the property will allow for the proposed project to proceed. (Documentation: Correspondence of local government that assessed current zoning of the project site.)
3. That the project team has already applied for the building permit. In the event that the building permit application has yet to be submitted, a letter of commitment from the project sponsor specifying the date certain by which such application shall be made. (Documentation: Application for building permit, the permit issued, or letter from project sponsor committing to apply for the permit by date certain.)

Certification by Lead Agency

I hereby attest and certify that the above named project and project development team has been assessed for its readiness to proceed; and that the Lead Agency finds that (1) the project is ready to proceed timely upon award of the grant, (2) that the project sponsor and development team currently has the capacity to undertake the project, and (3) that the Lead Agency shall monitor the project's progress and assist in all possible ways to help the project overcome any unforeseen barriers to timely completion.

Lead Agency Name: Palm Beach County Board of County Commissioners

Lead Agency Signing Officials Name: Tony Masilotti, Chair

Addie L. Greene for

Signature of Signing Official: Addie L. Greene

Date Executed: 7-31-06

Attach Documentation of items 1, 2, and 3 above, as required.

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

Maureen Cuth
COUNTY ATTORNEY

THIS INSTRUMENT PREPARED BY AND RETURN TO:

Martha S. Eskuchen /2106-07

Oceanside Title, Inc.

14041 U.S. Highway One

Juno Beach, FL 33408

(561) 826-3530

Property Appraisers Parcel Identification (Folio) Numbers:

38-43-44-21-02-034-0051

SPACE ABOVE THIS LINE FOR RECORDING DATA

THIS WARRANTY DEED, made the 28th day of June, A.D. 2001 by Jorge Sarria, an unmarried man, herein called the grantor, to Adopt-A-Family of the Palm Beaches, Inc., A Florida Non For Profit Corp. whose post office address is 1736 2nd Avenue North, Lake Worth, FL 33460, hereinafter called the Grantee:

(Wherever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

WITNESSETH: That the grantor, for and in consideration of the sum of TEN AND 00/100'S (\$10.00) Dollars and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee all that certain land situate in Palm Beach County, State of Florida, viz:

The South 200 feet of Lot 5, Block 34 of a Subdivision of the West 1/2 of Section 21, Township 44 South, Range 43 East, according to the Plat thereof on file in the Office of the Clerk of the Circuit Court in and for Palm Beach County, Florida, recorded in Plat Book 5, Page 12.

Subject to zoning, restrictions, prohibitions and other requirements imposed by governmental authority; restrictions and matters appearing on the plat or otherwise common to the subdivision; public utility easements of record and taxes for year of closing and subsequent years.

This property is Vacant land and not the homestead of Grantor.

TOGETHER, with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

AND, the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land, and hereby warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2000.

IN WITNESS WHEREOF, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in the presence of:

Susan D. Girnius

Witness #1 Signature

SUSAN D. GIRNIUS

Witness #1 Printed Name

MARTHA S. ESKUCHEN

Witness #2 Signature

MARTHA S. ESKUCHEN

Witness #2 Printed Name

STATE OF FLORIDA

COUNTY OF Palm Beach

Jorge Sarria
Jorge Sarria
3775 Lyons Rd., Lake Worth, FL 33467

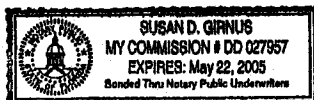
The foregoing instrument was acknowledged before me this 28th day of June, 2001 by Jorge Sarria who is personally known to me or has produced FLA DRIVERS LIC as identification.

SEAL

Susan D. Girnius

Notary Signature

My Commission Expires:



Printed Notary Signature

File No. 2106-07

ZONING LETTER



City of **LAKE WORTH**

**7 NORTH DIXIE HIGHWAY
LAKE WORTH, FLORIDA 33460-3787**

Community Development Department

TELEPHONE: (561) 586-1687
FAX: (561) 586-1786

July 26, 2006

David G. Eakin
Adopt a family of the Palm Beaches, Inc.
1712 2nd Ave. North
Lake Worth, FL 33460

Re: Zoning Confirmation Letter for property located at 1736 2nd Avenue North.

Dear Mr. Eakin,

This letter is in response to the attached letter dated July 6, 2006 regarding property located at 1736 2nd Avenue North, Property Control Number 38-43-44-21-02-034-0051. The property is located in the Multi-Family Residential 20 du/net acre (MF-20) zoning district.

Existing Conditions:

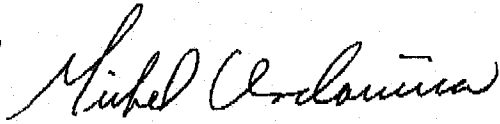
- Lot size: .46 acres
- Building structures on site: none, site is undeveloped.
- Setbacks: N/A, site is undeveloped.
- Parking Spaces: N/A, site is undeveloped.

Based on your intentions to develop this site, the proposed use of the property for a multi-family development is a legally permitted use; for a list of all permitted uses see section (23.07.02.01) of the Lake Worth Zoning Code (LWZC). Future development of this vacant lot will have to conform to all applicable development regulations as outline in section (23.06.03.00) of the LWZC, included as attachment II of this zoning confirmation letter.

The LWZC is accessible from the city's website. To access it follow this path:
www.Lakeworth.org > click on ordinances > click on chapter 23 Zoning > and view the section on the MF-20 zoning district.

If you have questions or need additional information, please feel free to contact Michel Urdanivia by telephone at (561) 586-1785 or via e-mail murdanivia@lakeworth.org

Sincerely,



Michel Urdanivia
Intern
Community Development Department

Attachment I: Request for a Zoning Confirmation Letter for 1736 2nd Avenue North.
Attachment II: Development regulations for uses permitted by right in MF-20 residential district, 20 du/net acre.
Attachment III: Minimum parking space requirements.

c: Sharon Jackson, Community Development Director, AICP



ADOPT-A-FAMILY
of the Palm Beaches, Inc.

pg 2 of 4

July 6, 2006

City of Lake Worth
Attn: Michel Urdonidia
Community Development
7 North Dixie Highway
Lake Worth, Florida

Gina Baker advised me that I had to write you as we need a letter from the city stating that a piece of property that we own at 1736 2nd Ave. North, in Lake Worth is in fact zoned for multifamily.

We are applying for a grant to build housing for our clients and need the state funding and our deadline for submission is 7/30/06, so the soonest we can get this letter, the quicker we can submit.

Thank You,

David G. Eakin
Director of Operations

Leaders in helping families help themselves!



Leaders in helping families help themselves.

1712 Second Avenue North, Lake Worth, FL 33460-9210
Phone: (561) 253-1361 Fax: (561) 253-1370
www.aafpb.org



CHILDREN'S
SERVICES
COUNCIL
PALM BEACH COUNTY

Attachment II.

23.06.03.00. Development regulations for uses permitted by right in MF-20 residential district, 20 du/net acre.

23.06.03.01. *Maximum density and minimum lot dimensions in MF-20 district.*

- A. Maximum density for multiple-family structures on lots which have at least six thousand five hundred (6,500) square feet of area and fifty (50) feet of width: three (3) dwelling units plus one (1) dwelling unit per each two thousand one hundred seventy-eight (2,178) square feet of net lot area in excess of six thousand five hundred (6,500) square feet.
- B. Minimum lot area for multiple-family structures: six thousand five hundred (6,500) square feet.
- C. Minimum lot width for multiple-family structures: fifty (50) feet, except as provided for in sections 23.22.03.00 and 23.19.21.00.

23.06.03.02. *Maximum height of buildings in MF-20 district.*

- A. Principal buildings: thirty-five (35) feet in height and not to exceed two (2) stories.
- B. Garages and other accessory buildings: fifteen (15) feet.

23.06.03.03. *Minimum setbacks in MF-20 district.*

- A. Minimum front setback: twenty (20) feet.
- B. Minimum side setback:
 - (1) Minimum side setback for lots thirty-five (35) feet or less in width: ten (10) percent of lot width. Two-story buildings shall set back five (5) feet. Roof overhangs shall not project more than one (1) foot into the setback.
 - (2) Minimum side setback for lots greater than thirty-five (35) feet and less than fifty (50) feet in width: five (5) feet. Roof overhangs shall not project more than two (2) feet into the setback.
 - (3) Minimum side setback for lots fifty (50) feet to one hundred (100) feet in width: ten (10) percent of lot width.
 - (4) Minimum side setback for lots greater than one hundred (100) feet in width: ten (10) feet.
- C. Minimum rear setback: five (5) feet.

23.06.03.04. *Minimum facilities and living area per dwelling unit in MF-20 district.*

- A. Single-family and two-family structures:
 - (1) The first dwelling unit on each lot in case of duplex construction shall contain at least a living room, kitchen, bedroom and bathroom, and shall have a minimum living area of one thousand two hundred (1,200) square feet.
 - (2) The second dwelling unit on each lot in the case of duplex construction shall contain at least a living room, kitchen, bedroom and bathroom, and shall have a minimum living area of one thousand (1,000) square feet.
- B. Multiple-family structures:
 - (1) Efficiency units: eight hundred (800) square feet.
 - (2) One-bedroom units: one thousand (1,000) square feet.
 - (3) Two-bedroom units: one thousand two hundred (1,200) square feet.
 - (4) Three-bedroom units: one thousand four hundred (1,400) square feet.

23.06.03.06. *Maximum impermeable surface.* The maximum impermeable surface shall be seventy-five (75) percent.

Attachement III

23.21.01.09. Minimum parking space requirements.

Single-family and multiple-family dwellings:

TABLE INSET:

1--4	dwelling units =	2 spaces per unit
5--12	dwelling units =	2 spaces per unit plus a total of 2 guest spaces
13--28	dwelling units =	2 spaces per unit plus a total of 4 guest spaces
29--44	dwelling units =	2 spaces per unit plus a total of 6 guest spaces
45--60	dwelling units =	2 spaces per unit plus a total of 8 guest spaces
Over 60	dwelling units =	2 spaces per unit plus eight guest spaces plus one (1) additional guest space for every 8 units more than 60 units

For single-family residences only, that portion of the private driveway leading to said parking spaces beyond the front setback which otherwise meet the requirements of this section may be considered a second off-street parking space.



ADOPT-A-FAMILY

of the Palm Beaches, Inc.

July 28, 2006

Subject: 17136 Second Avenue North (postal address), Parcel 38-43-44-21-02-034-0051
AKA/ sub of wW1/2 LT5, Less n 200ft.

To Whom It May Concern:

The building permits for the above project will be submitted to the City of Lake Worth, Florida on or about August 31, 2006.

David G. Eakin
Director of Operations

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Leaders in helping families help themselves.



1712 Second Avenue North, Lake Worth, FL 33460-3210
Phone: (561) 253-1361 Fax: (561) 253-1370
www.adoptafamilypbc.org

8.12

