



# AGENDA

## **COMMUNITY DEVELOPMENT ADVISORY BOARD**

### **Special Meeting No. 2016-06**

July 20, 2016 – 5:00 P.M.  
City Hall Council Chambers

#### **CALL TO ORDER:**

#### **ROLL CALL:**

#### **ADOPTION OF MINUTES:**

1. Regular Meeting No. 2016-5; June 8, 2016

#### **PUBLIC COMMENTS:**

#### **NEW BUSINESS:**

1. Oral presentations of Public Service Agencies
2. Public Service RFP Rankings

#### **PUBLIC HEARINGS:**

1. 2016 Annual Action Plan and display for public comment

#### **ADJOURNMENT:**

If an individual decides to appeal any decision made by the Board of Adjustment with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act and Section 90.6063(4), Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Land Development Division at (321) 733-3042 or Florida Relay System at 711.

## **CITY OF PALM BAY, FLORIDA**

### **COMMUNITY DEVELOPMENT ADVISORY BOARD Regular Meeting No. 2016-05**

The Community Development Advisory Board meeting was held on Wednesday, the 8<sup>th</sup> of June 2016, in the City Hall Council Chambers, 120 Malabar Road, SE, Palm Bay, Florida.

These minutes are on file at the Housing and Neighborhood Development Services office located at 120 Malabar Road, SE, Palm Bay, Florida. The minutes are not a verbatim transcript but a brief summary of the discussions and actions taken at the meeting.

#### **CALL TO ORDER:**

The meeting was called to order by Chairperson David Hernandez at 6:36 P.M.

#### **ROLL CALL:**

<b>CHAIRPERSON:</b>	David L. Hernandez (Residential Home Bldg.)	Present
<b>VICE CHAIR:</b>	Isabel Wright (Advocate for low income)	Present
<b>MEMBER:</b>	Alan Borkowski (Banking)	Present
<b>MEMBER:</b>	Khalilah Maragh (P&Z Board)	Present
<b>MEMBER:</b>	Sharon Maynard (Real Estate)	Absent
<b>MEMBER:</b>	Rolando Rodriguez (Employers within the City)	Absent
<b>MEMBER:</b>	Charlene Horton (Resident of the City)	Present
<b>MEMBER:</b>	William O'Hara (Not-for-profit)	Present
<b>MEMBER:</b>	Puneet Kapur (For-profit provider)	Present
<b>MEMBER:</b>	Rainer Warner (Actively engaged in home building)	Present
<b>MEMBER:</b>	Jim Schmitt (Essential Services Personnel)	Present

#### **ALSO PRESENT:**

Stuart Buchanan, Growth Management Director; Glenda Hege, Board Recording Secretary.

#### **PUBLIC COMMENTS:**

There were no comments.

#### **ANNOUNCEMENTS:**

Mr. Hernandez welcomed new Board members Mr. Schmitt and Ms. Maragh to the Community Development Advisory Board.

#### **ADOPTION OF MINUTES:**

### **1. Regular Meeting No. 2016-02; March 16, 2016.**

Motion by Mr. Borkowski seconded by Ms. Horton to adopt the minutes of Regular Meeting No. 2016-02. Motion carried with members voting as follows: Mr. Hernandez, aye; Ms. Wright, aye; Mr. Borkowski, aye; Ms. Maragh, aye; Ms. Horton, aye; Mr. O'Hara, aye; Mr. Kapur, aye; Mr. Warner, aye; Mr. Schmitt, aye.

### **OLD BUSINESS:**

There was no old business.

### **NEW BUSINESS:**

#### **1. Public Service Selection Process**

Mr. Buchanan reviewed the procedures for the public service selection process that would be conducted at the Board's next meeting on Wednesday, July 20, 2016, at 5:00 p.m., in the City Hall Council Chambers.

#### **2. Public Service Agency History**

The agencies listed had received funding in the past and the request for funding for Fiscal Year 2016/2017 would be given to Mr. Buchanan in July 2016. The date for the public service proposal submission deadline would be determined next week.

Mr. Buchanan discussed public services that had been denied funding, past performances, public service worksheet, funding by year and how to use the notes and calculations for the selection of public agencies.

Mr. Buchanan stated that the Board would have an opportunity to discuss the possible points given to the non-profit agencies and would have the option to make a motion to change them later in the meeting should they decide to.

### **3. Discussion of Technical Capacity Building Guidelines**

Mr. Buchanan presented to the Board members the Technical Capacity Building Program that reflected the agency scores, ranking, funding limits, funding histories, accomplishments and the eligible activities that qualified a non-profit public service agency for funding. Mr. Buchanan stated that a correction to the FY 2015/2016 available amount for the public service funds would be \$105,000 and not \$150,000 that had been mentioned at the previous meeting. Mr. Buchanan reviewed the process for the Board and that they would have a responsibility of recommending to the City Council those organizations that would be funded in Fiscal Year 2016/2017.

#### **4. Fiscal Year 2016/2017 Scoring Sheet and Example**

Mr. Buchanan reviewed the scoring sheet along with an example.

#### **5. Proposals ready for pick-up e-mail**

Board members would be reminded to pick up the proposals at the Housing and Neighborhood Development Services office. The dates for application proposal, when the deadline would be for turning them into the Housing and Neighborhood Development Division and when these would be given out to the Board would be sent out the following week. The Board would have time to review the proposals prior to the July 20, 2016 meeting.

#### **6. Public Service Summary Memorandum Example**

Mr. Buchanan had a discussion with the Board members about the current Public Service Agencies

#### **7. Oral Presentation – Six Questions**

The six questions for the Public Service Oral Presentation must be answered by each oral presenter and the oral presentation score for the six questions answered would then be added to the written scores in order to obtain the top seven rankings.

The Board discussed the Public Service point system.

Motion by Ms. Wright to change the Public Service Oral Presentation point system from 25 points and lower that amount to 10 points and change the Public Service Completeness of Application point system from 10 points and increase the amount to 20 points. Motion died for lack of a second.

Motion by Mr. Hernandez to change the Public Service Oral Presentation point system from

25 points and lower the amount to 20 points and change the Public Service Completeness of Application point system from 10 points and increase the amount to 15 points. Motion died for lack of a second.

Motion by Mr. Borkowski to change the Public Service Oral Presentation point system from 25 points and lower the amount to 15 points and change the Public Service Completeness of Application point system from 10 points and increase the amount to 20 points. Motion died for lack of a second.

Motion by Ms. Wright, seconded by Mr. Borkowski to change the Public Service Oral Presentation point system from 25 points and lower the amount to 15 points and change the Public Service Completeness of Application point system from 10 points and increase that amount to 20 points. The motion carried with members voting as follows:

Mr. Mr. Hernandez	Nay
Ms. Wright	Aye
Mr. Borkowski	Aye
Ms. Maragh	Aye
Ms. Horton	Aye
Mr. O'Hara	Nay
Mr. Kapur	Nay
Mr. Warner	Aye
Mr. Schmitt	Aye

Mr. Buchanan stated that staff would update and send the Board members the following information:

1. An updated mid-year result with present agencies that are currently receiving funding.
2. Remove the highlighted items in the Technical Capacity form and make them easier to read and correct the amount available for FY2016/2017 funding for agencies from \$150,000 to \$105,000.
3. Forward the Six Questions for Oral Presentation.
4. Provide a list of all non-profit agencies.

#### **NEW BUSINESS:**

Mr. Buchanan gave a general overview of the upcoming developments within the city limits.

#### **ADJOURNMENT:**

Motion by Ms. Horton seconded by Mr. Borkowski to adjourn. Motion carried with members voting unanimous.

The meeting was adjourned at approximately 7:40 p.m.

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David L. Hernandez, Chairperson

ATTEST:

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Glenda Hege, Secretary

# **CITY OF PALM BAY TECHNICAL CAPACITY BUILDING GUIDELINES FY 2016/2017**

## **INTRODUCTION**

The City of Palm Bay recognizes the growing need for public services and supports the funding of the various non-profit organizations, through its Community Development Block Grant (CDBG) program. For the past several years, the City has seen an increase in the amount of CDBG funds requested by a growing list of non-profit organizations. Because of minimal increases or even decreases in allocations of CDBG funds to the City of Palm Bay over this same period, the decision to fund eligible organizations at an amount suitable for sufficient day-to-day operations has become more difficult. The purpose of this Technical Capacity Building (TCB) program is to provide eligible agencies and organizations with a better opportunity to compete for CDBG funds at a level that will build the capacity of the entity. It is also intended to provide organizations with an idea of how much CDBG funding they may expect over the next several years.

### **HISTORY**

Each Fiscal Year, the City notifies interested parties of its availability of CDBG funds and of the amount it has set-aside for public service programs (usually 15% of the City's annual CDBG allocation). Once proposals are submitted, the Community Development Advisory Board discusses each proposal and ranks them according to a number of determining factors, i.e., the completeness of the proposal, past record of performance, perceived ability to carry out the program, whether the program fulfills Palm Bay's Unmet Priority Needs as set forth on page 2 of the TCB Guidelines, whether the agency has set forth performance goals that are concise and measurable, whether the program is leveraged with other non-federal funding, the amount budgeted for administration and operation costs and whether or not the proposal represents a one-time funding request. Usually, all proposals that are submitted are viable programs that meet a need identified in the City's Strategic Plan. Because requests for CDBG funds far exceed the allowable amount that can be spent on public service programs, it is common for proposals to be funded at levels that may be less than the requested amount.

### **SCOPE OF TCB PROGRAM**

CDBG program regulations allow the City to use up to fifteen percent (15%) of its annual allocation of CDBG funds for public service programs. Because of annual changes in the CDBG allocation, it is difficult to determine exactly what the amount of available public service funds will be. It is anticipated, in FY 2015/2016, that the amount will be approximately \$105,000. Of the total annual allocation, the City, at its discretion, may budget up to \$3,000 of the available funds for TCB support for non-profit organizations. The remaining available funds will be distributed to eligible non-profit service organizations, which comply with the requirements identified herein.

# **CITY OF PALM BAY TECHNICAL CAPACITY BUILDING GUIDELINES FY 2016/2017**

## **FUNDING PROVISIONS**

### **A. Completeness of the Application**

The application requires ten items be provided in order for the application to be deemed complete. While the most critical item may be the narrative describing the project in detail and describing the applicant's capabilities, all items must be provided. The completeness of the application counts for up to ten (20) points in the scoring.

### **B. Agency's Capacity to Perform**

The applicant needs to clearly describe, and provide evidence to support, its capacity to carry out the proposed program. The evidence may be success operating the same or similar programs or it may provide evidence of the agency's capability with other data and analysis. This is also a critical portion of the ranking, counting for up to twenty (20) points in the ranking system.

### **C. Priority Unmet Needs**

The City of Palm Bay recognizes certain public service needs that have not been adequately addressed for the residents of Palm Bay. Any organization submitting a proposal that addresses the following public service priority needs will receive fifteen (15) points in the scoring process. For FY 2016 – 2017, those needs are:

#### **1. AGENCY THAT ADDRESSES HOMELESS NEEDS INCLUDING:**

Affordable Housing/Transitional Housing for the Homeless,  
Jobs/Job Training/Job Placement for the Homeless  
Break-up of the family for the Homeless,  
Lack of Job Skills/Education for the Homeless,  
Substance Abuse/Mental Illness for the Homeless,  
Poverty resulting from inability to pay medical bills by the Homeless and  
Food Banks/Food Programs for the Homeless

#### **2. AGENCY THAT ADDRESSES OTHER SPECIAL NEEDS INCLUDING SERVICES FOR:**

Elderly and frail elderly,  
Persons with disabilities,  
Persons with alcohol or drug-related addictions and  
Persons with HIV/AIDS

#### **3. AGENCY THAT ADDRESSES:**

Low to Moderate-Income Families and Individuals:  
Jobs/Job Training/Job Placement Services  
Assistance with Public Transportation and  
Senior Services  
Health Services



# **CITY OF PALM BAY**

## **TECHNICAL CAPACITY BUILDING GUIDELINES**

### **FY 2016/2017**

#### D. Concise and Measurable Goals

This section is worth up to fifteen (15) points. The City is required to assess whether the service agency funded with Public Service monies achieved the anticipated goals. It is important that the applicant clearly identify the performance measures to be achieved with the funding, if awarded. These goals must align with the priority needs in the City's Strategic Plan.

#### E. Leveraging of Funding

Public Service agencies are strongly encouraged to seek funding other than or in addition to CDBG monies. The more the applicant can leverage additional funding to supplement CDBG funds, the more points the applicant can receive. The maximum point total for this item is ten (10) points and the points awarded are based on the amount of funding leveraged (in the form of a ratio).

#### F. Program Administration and Operation Costs

This ranking rewards lower administrative and operating costs by awarding ten (10) points for administrative and operating costs that represent less than or equal to 5% of gross revenues and five (5) points are awarded for those costs that represent between 5.01% and 10%.

#### G. One-Time Funding Request

The TCB scoring system awards ten (10) points to any agency submitting a "One-Time" funding request. An organization that is funded as a "One-Time" request is not eligible to reapply for the next two (2) years following completion of the funding year in which funds were awarded. It must be clearly marked on the organization's written submission that the funding request is for a "One-Time" award.

#### H. Oral Presentations

The applicants are required to present their request to the Community Development Advisory Board. Based on that presentation, the applicant can receive a score of up to twenty-five (15) points.

#### IMPORTANT

CDBG Regulations at 24 CFR 507.201(e) requires that a public service must either be a newly funded public service; or demonstrate a quantifiable increase in an existing level of service. For recurring proposals from public service agencies, that have received funding in prior years, the organization's proposal must demonstrate a quantifiable increase in the level of service per the amount of CDBG funds requested. No agency will be funded without clearly quantifying its increased level of service.

# **CITY OF PALM BAY TECHNICAL CAPACITY BUILDING GUIDELINES FY 2016/2017**

## **SCORES AND RANKINGS SUMMARY**

Scoring procedure for Public Service proposals will be as follows:

(Total Maximum Score = 115 points).

- A. Completeness of Application (20 points), to include:
  - 01. Detailed Narrative on Project and Applicant
  - 02. Articles of Incorporation and Bylaws
  - 03. Copy of 501(c) 3 Determination Letter
  - 04. List of Board of Directors
  - 05. Board of Directors' Authorization to Submit Request & Designation of Authorized Official
  - 06. Organizational Chart
  - 07. Resumes of Chief Program Administrator & Chief Fiscal Officer
  - 08. Financial Statement & Most Recent Audit
  - 09. Conflict of Interest Statement
  - 10. Documentation of Compliance with National Objectives
- B. Agency's Ability to Carry-Out (Agency's Capacity) the Identified Program Including Past Performance (20 points).
- C. Needs as set forth on page 2 of the TCB Guidelines (15 points).
- D. Agency Has Set Forth Concise & Measurable Goals (15 points).
- E. Use of Other Non-CDBG Funding Sources - Leverage Ratio: CDBG to Other Sources (50% or Higher – 10 points; 33% to 49.9% - 7 points; 25% to 32.9% - 5 points).
- F. Amount Budgeted For Program Administration And Operation Costs: (<5% of Gross Revenues – 10 points; 5.01% - 10% of Gross Revenue – 5 points).
- G. One-Time Funding Request – 10 points.
- H. Oral Presentation – 15 points.

The awards to the top seven ranked organizations are based on the availability of CDBG funds and the approval of the City Council.

# **CITY OF PALM BAY**

## **TECHNICAL CAPACITY BUILDING GUIDELINES**

### **FY 2016/2017**

#### **FUNDING LIMITS**

The City of Palm Bay's Technical Capacity Building program's limits funding to the following:

- No agency may apply for CDBG Public Service funding for more than three (3) consecutive years before waiting to reapply for two (2) years following the completion of the third program year for which the award is given.
- Funding requests may only be for one program year at a time (multiple year funding requests are invalid and will not be considered).
- No agency may request more than \$15,000 in CDBG funds in any Fiscal Year.
- The amount of funding available to any agency will be decreased annually in increments of \$1,500 during the three (3) year funding period. (Maximum funding is \$15,000 in year one (1) \$13,500 in year two (2); and \$12,000 in year three (3) the third and final year. Agencies receiving funding for three (3) consecutive years must then wait to reapply for two (2) years following the completion of the program year for which the third-year award is given.
- In the event an agency receives any portion of an award in any of the three-year periods, these funding restrictions apply for a period of two years. For example, an agency receives its second year's allocation of the maximum amount of \$13,500 the most that an agency can apply for within the following two year period is \$12,000. If the agency waits three (3) years before re-applying, it may apply for the maximum first year amount of \$15,000.
- Once an agency does not receive funds for two (2) or more consecutive years, it may then reapply for CDBG funds as a first-time subrecipient. Should an agency not be awarded funds for only one (1) year following an award, it may only apply for the next increment in the three year funding cycle. Example: an agency is requesting funding in year two of the funding cycle. It would be eligible to receive \$13,500 however, in year two it is not awarded funds. It may reapply in the following year however it would still only be eligible to receive \$13,500. It would be eligible to apply for \$15,000 only if it did not receive funding for two (2) consecutive years.
- The awards referenced in this section are subject to the availability of CDBG funds and the approval of the Palm Bay City Council.
- The Palm Bay City Council has the right to waive any and all local program rules and funding limits.

# PUBLIC SERVICE SELECTION PROCESS

## **RECOMMENDED PUBLIC SERVICE SCORING PROCESS**

1. Advisory Board members will read and rank proposals prior to the July 20<sup>th</sup> Board meeting.
2. Staff will schedule all public services that are eligible to receive funding, based upon their proposal submission, for a ten (10) minute oral presentation with a five (5) minute period for questions by the board the evening of July 20th.
3. Following oral presentations the individual board members will take a fifteen (15) minute break to take the oral presentations into consideration for their individual top public service agency ranking.
4. Following intermission, board members will be polled for their top public service agency choices with (10 – 1) points being awarded based upon ranking. Ten (10) points awarded to the top public service proposal and one (1) point awarded for the tenth (10<sup>th</sup>) place proposal.
5. Following all eleven (11) members' presentation of their top choices, scores will be added and the top and will be ranked. In case of a tie for the a position, board members will have an open discussion in order to come to a decision on which agency from those that are tied will receive funding.

[illegible]

### A. Completeness of application

**B. Agency's ability to carry out the identified program including past performance**

**C. Agency program(s) fulfill(s) City of Palm Bay's objective(s) as set forth in the city's strategic plan**

**D. Agency has set forth concise and measurable goals**

#### E. Use of other non-CDBG funding sources

**F. Amount budgeted for program administration and operation costs as a percent of gross revenues**

**G. Bonus for One-Time funding request**

## H. Oral Presentation

**CDAB BOARD MEMBER SIGNATURE:** \_\_\_\_\_

**Public Service Agency Name**

**Notes/Calculations**

1

2






9	
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11	
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# APPLICATION COVER SHEET

## Background Information

Date: July 8, 2016

Submitted by and Title: Mary Ann Sterling, Executive Director

Agency Name: Grandparents Raising Grandchildren of Brevard County, FL Inc.

Address: 123 Barton Blvd. Suite 102, Rockledge FL 32955 Telephone: 321-631-7776

Contact Person: Mary Ann Sterling, Executive Director

Amount Requested: \$13.443

Project Title: The Child First Program

Brief Description of Project: The Child First program provides advocacy, support, and referral services to relative care families focusing on low to moderate income families. This prevents children from entering into the foster care system and keeps siblings and families together providing stability.

Location of Proposed Project: The Child First Program encompasses all of Brevard County

The service units are to be used in the City of Palm Bay

Measurable Objective – Number of Palm Bay's Low/Mod Residents to be Served

<b>A: Children's Services</b> 1 - Low to Moderate Income Child participating in program activities to include summer picnic, holiday assistance, school supplies	54
<b>B: Senior Services</b> 1 - Low to Moderate Income Senior Relative Caregiver participating in program activities to include parenting classes, support group meetings, counseling, or ACCESS input, TARGET Training conference, client intake	88
<b>C: Summer Camp Assistance</b> 1 - Low to Moderate Income Child attending summer camp	20

## Checklist of Required Documents

- ✓ 1. Detailed Narrative on Project and Applicant
- ✓ 2. Articles of Incorporation and Bylaws
- ✓ 3. Copy of 501 (c)(3) Determination Letter (must be a non-profit agency to apply)
- ✓ 4. List of Board of Directors
- ✓ 5. Board of Directors' Authorization to Submit Request & Board of Directors' Designation of Authorized Official
- ✓ 6. Organization chart
- ✓ 7. Resume of Chief Program Administrator & Resume of Chief Fiscal Officer
- ✓ 8. Financial Information to include Financial Statements, Budget,
- ✓ Completed Audit Certification Form and/or Financial Audit
- ✓ 9. Conflict of Interest statement.
- ✓ 10. Documentation of Compliance with Low/Mod National Objective

City of Palm Bay  
CDBG - 2016

Original

## The Child First Program



Mary Ann Sterling

Grandparents Raising Grandchildren

321-631-7776

[grg.brevard@gmail.com](mailto:grg.brevard@gmail.com)

## 1: Program Narrative

# *Grandparents Raising Grandchildren of Brevard*

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### I. INTRODUCTION

In 1994, Mary Ann Sterling saw what was broken and knew she could really make a difference when she started **Grandparents Raising Grandchildren of Brevard County, Florida Inc.**; focusing on advocacy for relative caregivers and their families, by providing quality, comprehensive wrap around support. Determined that she was the "somebody" that was needed to help create a solution to this challenge and set out on an ambitious goal of bridging the gap between the more than **8,500 children** living in relative care families and nonprofits dedicated to helping children and families.

GRG of Brevard and our community partners are working together every day to create programs that benefit both relative caregivers and their families. Our **mission** is to provide advocacy, support, and referral to relative care families throughout Brevard County. Our **vision** is that one day *all* children will live in a safe loving home with relatives that will help them to develop into their full potential. Living in a place you can call home and knowing that someone will always be there for you is something everyone needs, especially children.

An example of what this looks like in practice is the Senior Counseling & TARGET Training. This represents several organizations that have connected over 250 relative caregivers annually with services that include financial stability, legal assistance, counseling and education.

Not only are we seeing organizations come together to create more opportunity, we also see the benefits of these partnerships for families. Because of the work of GRG of Brevard, families connect to local community organizations; securing housing, custody of their grandchildren and regain a sense of hope.

Last year **521 children did not enter foster care** due to services GRG of Brevard provided to their families, but it is more meaningful to bring this work to life for you.

These services are only possible because of the strong public and private partnerships that we have made. GRG of Brevard provides training, counseling, and advocacy to the relative caregivers - in return for full-time parenting and nurturing of neglected and abused children. Our **goal** is to ensure permanent placement with relatives in lieu of foster care; address special needs of children being raised by relative caregivers; advocate for relative caregivers and raise awareness of their needs. Supporting families in crisis to develop long-term solutions and realistic strategies to permanently break the cycle of abuse, neglect and destructive behavior, caused by dysfunctional homes.

Through the Child First Program we are collecting, creating and disseminating resources that encourage more effective collaboration and help our communities to leverage *all* of their available resources – especially volunteer power – to meet needs of relative caregivers and their families. The ground work takes advantage of the individual skills that volunteers and organizations can bring to bear in our communities to address complex problems. The program has empowered many relative caregivers to enhance their quality of life and to understand and access the community benefits available to them.

Relative care increases child safety, stability, permanence, and well-being. Relative caregivers are the *silent safety net* – the unsung heroes of children unable to live with their parents. These families have many strengths and challenges.

### II. STATEMENT OF NEED

In Brevard County **1 in 12 children** are living in relative care families. While many relative care families value the emotional rewards of caregiving, they also experience serious hardship in taking on the full-time care of additional children. Raising children costs money and requires serious commitments of time, energy, and attention. Relatives who are given the unanticipated responsibility of caring for additional children quickly confront financial, health, and social challenges. Relative caregivers receive less support than the USDA estimates it cost to raise a child \$990 per month. The State of Florida TCA - Relative Caregiver Program only

provides 25% for one child or \$242 and 17% for a second child. Some of our grandparents are raising four or five grandchildren. Relative caregivers are saving taxpayers \$6.5 billion every year – that equates to **\$40 million** in Brevard County; by keeping 8,500 children out of the foster care system, *enough to fill 10 public schools*.

These challenges are all the more daunting when caring for children who have experienced trauma, and they are further exacerbated by the difficulties of navigating government and community support systems in an effort to meet children's needs. While these challenges do not diminish the positive impact that relatives can have on children, they do call attention to the need for comprehensive supports to address the common barriers facing these families.

***In Florida: a child is born into poverty every 12 minutes; a child is abused or neglected every 4 minutes a child dies before his or her first birthday every 5 hours.***

Most of the children are brought to the grandparents by DCF with just the clothes they are wearing. *The Child First Program* provides emergency basic needs such as diapers, infant formula, bedding; car seats and food and clothing for the older children. Once the child starts school the needs list grows to include backpacks, school supplies, personal hygiene, books, games, and toys. Every day the safety and well-being of children across Brevard County are threatened by child abuse and neglect. Intervening effectively in the lives of these children and their families is not the sole responsibility of any single agency or professional group, but rather is a shared community concern.

Child abuse, neglect, and abandonment can have long-lasting negative effects on children, their families and ultimately on the rest of us. Living with a relative may minimize the trauma by providing a sense of stability through family support.

GRG of Brevard is the **largest** support group in the State of Florida and the **only** organization of its kind in Brevard County. The **City of Palm Bay** is our largest support group in Brevard; we currently serve ***192 families in Palm Bay with approximately 378 children***. Families are relying on relative care at a much higher rate than in years past. In fact, over the past decade the number of children in relative care grew six times faster than the number of children in the general population (18 percent versus 3 percent).

Newly available data suggest that a large number of children spend time in relative care at some point during their childhoods, with 1 in 11 children living in relative care for at least three consecutive months at some point before the age of 18.

### **III. COLLABORATION**

In order to insure the safety, security, and well-being of every child in Brevard County, we believe that a seamless continuum of services must be provided for our children and families to address the relative care placement.

GRG of Brevard is a member of the Child Abuse Prevention Task Force., and receives referrals from most of the State of Florida and Brevard County resources which provide services for abused, neglected, or abandoned children. Our achievements would not be possible without these partnerships.

There are many critical partners caring for our community's children. We build a network of support around each relative care family. The wraparound philosophy is one that insures the family's needs are met with the appropriate services at the appropriate time. The Child First Program creates a menu of needed services and ability to capacity build with services based on needs of each family.

Grants from United Way of Brevard (\$18,000), Brevard Family Partnerships (\$5,000) and Harris Corporation (\$2,500) have been awarded for FY 16/17. The funding and support will be used to increased adoptions by grandparents and other relative care providers; promote caregiver/child nurturing, social connections; and concrete support for caregivers through The Child First Program. Our plan is to collaborate and coordinate services across agencies more effectively while seeking partnerships to expand the organization's capacity for

services. Funding from The City of Palm Bay CDBG would allow us to serve more families in the City of Palm Bay and to provide more services.

#### **IV. PROGRAM GOALS**

**Relative care placement reduces child abuse and neglect.** Family stability will increase opportunities for higher education, and increase life skill in preparation for adulthood. The success of program is measured by the children that are being kept safe and remaining in relative care homes.

The Child First Program creates a *menu of services* based on the needs of each family that include advocacy, counseling, training, legal and financial assistance, recreational activities, and holiday assistance. The program collaborates with community agencies to provide intensive therapeutic and support services for these children and their relative care families. Utilizing local experts brings an integrated research and development team focused on *The Child First*. Children who have suffered repeated or chronic experiences of abuse, neglect, or loss of parents – and bear the scars of those experiences in their emotional and behavioral patterns, can begin to trust and heal through the coordinated efforts of a committed and loving family and community professionals.

The Child First program addresses problem behaviors and adjustment issues with children, with reduced school absenteeism. Counseling and peer/educational activities provided by the program will also reduce substance abuse and builds stronger caregiver and child relationships.

Most of the children are brought to the grandparents by DCF with just the clothes they are wearing. *The Child First Program* provides emergency basic needs such as diapers, infant formula, bedding; car seats and food and clothing for the older children. Once the child starts school the needs list grows to include backpacks, school supplies, personal hygiene, books, games, and toys.

Relative caregivers are offered *monthly* support group services throughout the county at 6 locations; each session is 1.5 hours. Community experts provide up-to-date critical information on parenting, legal, financial and health issues. Caregivers are given a chance to share experiences, learn coping skills and build relationships with others in similar situations.

Each child receives individual attention based on needs, which contributes to the success of the child. Many relative care children have mental health illnesses. The nurturing relationships that normally develop have been severely damaged by loss of parent, abuse and neglect. Because of this they develop attachment disorders, their hurt and mistrust is acted out in concerning behaviors that can be mild or severe. Referral to proper programs is vital for these children.

The program provides recreational activities for the families including birthday and summer camp assistance. These events give the child a sense of normalcy and relieve the caregivers of some of the financial burden and stress. CBDG funding would increase the number of services and families participating in program activities. These services are key in determining whether the caregiver and the child(ren) successfully make this transition.

#### **With CBDG funding The Child First Program will provide the following units of service:**

##### **Child & Youth Services – 54 Units (a unit is equal to one low-to-moderate income child in relative care)**

- Ensuring relative care children are healthy, safe and ready to succeed in school by providing back packs and school supplies, age appropriate books and games, recreational activities assistance.
- Holiday assistance is available to moderate to low-income relative care families; they are provided holiday meals, and each child with age appropriate gifts. At our annual Children's Christmas Celebration children are treated to games, arts and crafts and the families enjoy a holiday luncheon, and share the gift of being together.
- The Annual Summer Family Picnic provides a fun-filled afternoon with refreshments, waterslide, and games for the children and caregivers. This is an opportunity to build relationships and provides respite from the day-to-day stresses.



**Senior Services - 88 Units** *(a unit is equal to one low-to-moderate income senior relative caregiver)*

- Monthly Support Group Meeting – provide 1.5 hour meeting with community resources/speakers with on parenting, legal services, financial stability, and mental health issues.
- TARGET (Training And Resources for Grandparents Entering Transition) Training Annual Conference (6-week program) – This conference provides an opportunity for the caregiver to receive up-to-date information. Speakers and educators include Attorneys, DCF Investigators, and Mental Health Counselors, Financial Planners, Early Learning Coalition, The Brevard County Sheriff's Office and many others.
- ACCESS Application - Program facilitates work with caregivers to obtain services; each session is based on the family needs, i.e. Medicaid, TANF, Food stamps, etc. *(A one hour session is required to obtain the data to process an application)*. GRG of Brevard is an ACCESS provider; most of grandparents do not have computers and need guidance when applying for assistance. Providing support services for low- or fixed-income caregiver families by strengthening families to help them meet their basic needs and build their financial self sufficiency.
- Senior Intake Services - Stress and grief are common among relative caregivers. Our program director and facilitators are trained to provide coping skills and guidance to caregivers in crisis; assisting with referrals as required.
- Monthly newsletters with meeting, events and training information. Most of our relative caregivers do not have internet access and rely on hardcopies of training guides and newsletter.

**Summer Camp Assistance – 20 Units** *(a unit is equal to one low-to-moderate income child in relative care)*

- Low-income relative care children to local summer camps. GRG has negotiated prices with a variety of camps at different age and activity levels. These events give the child a sense of normalcy and relieve the caregivers of some of the financial burden and stress.

**V. POPULATION SERVED**

In the United States approximately 7.8 million children live in households headed by grandparents or other relatives. Most of these families are not involved in the child welfare system and are not receiving financial assistance or much needed support services.

Enrollment is open to all relative care families in Brevard County regardless of race, ethnic or religious affiliation. Our **target population** is the Palm Bay community's most economically, disadvantaged senior relative caregivers. GRG of Brevard has a broad goal of improving vulnerable families and fighting to ensure that low-income children don't have their destiny determined by where they live. And that helps everyone to focus on the child—not on their own role or limitations.

More than 35% of our families are at or below the national poverty level. **The City of Palm Bay** is our largest support group in Brevard; we currently serve 192 families in Palm Bay with approximately 378 children. Without CDBG funds GRG of Brevard would have to limit services and families served.

The organization services children and families living throughout Brevard County. Recruiting families to participate in The Child First Program begins with DCF and the Brevard County family court system – providing information and brochures to the families upon placement of the child in relative care.

**VI. STAFFING**

Our team composition reflects the best and brightest mix of specialist that our community can offer. Utilizing local experts brings an integrated research and development team focused on *The Child First*.

- **Executive Program Director** (full time) Responsible for developing a Program staff, overseeing Program development and operation, establishing and maintaining links with local government agencies, and budget. The Executive Program Director is **Mary Ann Sterling**.
- **Program Coordinators** (1 part-time – 2 volunteers) Responsible for developing working relationships with formal and informal community leaders, establishing links to community organizations, and scheduling of training programs.

- Support Group Leaders (6 volunteers) Responsible for schedule guest speakers / training events for monthly meetings. Assisting members with travel arrangements to and from the meetings. Promoting meetings within the area of the county that is their responsibility. And they provide reports to the Program Director.
- Children's Activities Director (volunteers) Responsible for developing, coordinating and administering an effective and comprehensive activities program to enrich the lives of the children. And provide leadership to volunteers involved in this program. Plan and develop the annual children's picnic.
- Volunteer Coordinator (volunteer) Responsible for recruiting volunteers, establishing and maintaining a working linkage with the county and state organizations, developing and offering training programs for volunteers, scheduling volunteers for service at the GRG of Brevard office.

## VII. INSURANCE REQUIREMENTS

GRG of Brevard has liability insurance coverage, \$600,000, and with J.W. Edens & Co. A copy is included in the proposal package as attachment 11. GRG of Brevard pays all payroll taxes and worker's compensation as required by Federal and State Law. GRG of Brevard does not currently have fidelity bond coverage.

## VIII. AUDIT REQUIREMENT

In accordance with the Office of Management and Budget Circulars A-133, A-128, and A-110, the Federal Government requires that non-profit organizations receiving \$500,000 or more in federal financial assistance in a fiscal year must secure a financial audit. GRG of Brevard receives less than \$500,000 annually and is not required to complete a financial audit. Alison Bogart of Bogart Risk Auditing LLC (BRAL) is retained to review the financial processes of GRG and to identify and recommend process improvements. The overall goal is to develop a more robust and professional financial system that provides transparency, avoids errors and is better able to accommodate the growth of our organization. An independent financial audit was secured in 2013, a copy is included in the proposal package as attachment 8.

Board member, Mr. Michael Thomas, retired CFO of Harris Corporation assists with the financial fidelity of the organization.

## IX. SUCCESS FACTORS

*GRG of Brevard* plays a leadership role in advocating at all levels of government, and with the private sector and the public at large for full inclusion and participation in the community. Licensed counselor volunteer and board member Cliff Valentine, provides counseling to relative caregivers. A special attitude of caring is needed by relative caregivers willing to care for abused, neglected and emotionally disturbed children. This same attitude of caring and commitment is also found in our program team.

When your mission is to improve the lives of Brevard County's children, you cannot sit quietly or be content with past progress. To the contrary, you have to step outside your comfort zone and challenge prevailing thought. Relative care is a consequence of family breakdown. Every one of us has the responsibility to lift up the voices of vulnerable children and relative care families and proclaim, as Sen. Kennedy stated: ***"We can do better than what we have done."*** Public awareness of the needs of relative caregiver families combined with the economic crisis has greatly increased our need to broaden our scope of services.

We invite The City of Palm Bay CDBG to join GRG of Brevard in our efforts to improve the lives of the 8,500 Brevard County children that are being raised by relative caregivers. When we are making decisions that affect children, we only have one chance to get it right there are no "do-overs" for childhood. Community involvement is essential to the successful transition for relative caregiver families.

## BUDGET SUMMARY SHEET

PROJECT NAME: The Child First

FUNDING YEAR: 2016-17

DATE: July 8, 2016

Agency Name: Grandparents Raising Grandchildren of Brevard County, FL Inc.

Category Number	Category Breakdown	CDBG Funds	Other Funds	Other Funding Sources	Total Funds
A.	Children's Services	\$4,563	\$9,000	United Way of Brevard	
			\$2,500	Brevard Family Partnership	
			\$2,500	Harris Corporation	
			\$1,000	Wells Fargo Bank	
			\$15,000	Cash & In-kind Donations	\$34,563
B.	Senior Services	\$6,380	\$9,000	United Way of Brevard	
			\$2,500	Brevard Family Partnership	
			15,000	Cash & In-kind Donations	\$32,880
C.	Summer Camp Assistance	\$2,500	\$2,500	Board of Directors Donations	\$5,000
	TOTAL CDBG FUNDS:	\$13,443			
	OTHER FUNDS:		\$59,000		
	GRAND TOTAL:				\$72,443

## Unit Cost Budget Breakdown

Description of Unit	# Units	Cost per Unit	CDBG Unit Program Cost
<b>A: Children's Services</b>	54	\$84.50	\$4,563
1 - Low to Moderate Income Child participating in program activities to include summer picnic, holiday assistance, school supplies			
<b>B: Senior Services</b>	88	75.20	\$6,380
1 - Low to Moderate Income Relative Caregiver participating in program activities to include parenting classes, support group meetings, counseling, or ACCESS input, TARGET Training conference, client intake			
<b>C: Summer Camp Assistance</b>	20	\$125.00	\$2,500
1 - Low to Moderate Income Child attending summer camp			
<b>Requested CBDG Program Funding Total</b>			<b>\$13,443</b>

The amount of funding available to any agency will be decreased annually in increments of \$1,500 during the three (3) year funding period. (Maximum funding is \$15,000 in year one (1) **\$13,500 in year two (2)**; and \$12,000 in year three (3) the third and final year. Agencies receiving funding for three (3) consecutive years must then wait to reapply for two (2) years following the completion of the program year for which the third-year award is given.

## BUDGET ITEMIZATION SHEET

Page 1 of 3

PROJECT NAME: The Child First

FUNDING YEAR: 2016-17

DATE: July 8, 2016

Category Number	Category Breakdown	Category Amount	
		CDBG Funds	Other Funds
A	Children's Services	\$4,563	\$30,000
B	Senior Services	\$6,380	\$26,500
C	Summer Camp Assistance	\$2,500	\$2,500
<b>TOTAL AMOUNT:</b>		<b>\$13,443</b>	<b>\$59,000</b>

**A: Children's Services** Provides moderate to low income children an annual summer picnic, holiday and birthday assistance, back to school supplies /backpacks, clothing, infant supplies, toys, games and books *Cost is comprised on staff time, rental fees , travel, printing, and supplies.*

**B: Senior Services:** Provides moderate to low income senior relative caregivers support group meetings / TARGET Training, counseling services on an as needed basis, legal assistance, ACCESS input, parenting classes are monthly or as needed basis– *Cost is comprised on staff time, travel, printing, and supplies.*

**C: Summer Camp Assistance** provides moderate to low income children in relative care registration for summer camp. – *Cost is comprised on staff time and registration fees.*

**Supplies**

	<b>CDBG Cost</b>
Children's Recreational Activities	900
Infant Supplies	838
Annual Children's Summer Picnic	1,500
School Supplies	1,000
Basic Needs for Children (food, hygiene, clothing, bedding, and books)	1,200
Holiday Assistance to Families	3,860
<b>Subtotal Supplies</b>	<b>\$9,298</b>

**Justification:**

- Supplies for arts and craft activities \$75 per month x 12 months
- School supplies for grade level specific needs and school requirements
- The annual summer picnic – children and relative care givers come together for fun and bonding – GRG supplies meat entrée, beverages and paper products – rental of “water slide” and “bouncy house”, face painting and arts and crafts.
- The annual children's holiday party – children and relative caregivers gather a holiday celebration – each child receives an age appropriate gift and everyone enjoys a holiday luncheon with activities for the children / purchase of gifts, gift wrapping supplies, hall rental, food and beverages
- Emergency Infant supplies consist of diapers, formula, baby food and juices, milk, wipes, bedding, and clothing
- Children's clothing – emergency clothing for families receiving children, over 50% of clothing items are donated from other relative care families – new items are purchased in sizes need for child(ren)
- Holiday assistance for relative care families includes purchase of meals (20% of meals are donated by local businesses and organizations) and holiday gifts for the children. (over 70% of toys/gifts are donated by community organizations)
- Infant toys, educational games, and books for children in relative care – 50% of these are donated by community families.

Other:

	<b>CDBG Cost</b>
Printing Newsletters, Training Guides & Brochures	\$1645
Registration for Summer Camp	\$2,500
<b>Subtotal Other</b>	<b>\$4,145</b>

**Justification:**

- Printing & Postage to mail monthly newsletter.
- Printing of training guides for semi-annual training conference.
- Summer camp assistance – The Child First Program provides registration for summer camp each year for 20 children, ages 6 – 14 at \$125 per child

# CHILD FIRST PROGRAM LOGIC MODEL & EVALUATION PLAN

## PROGRAM LOGIC MODEL FORM

**Agency Name:** Grandparents Raising Grandchildren of Brevard County, FL Inc.

**Program Name:** The Child First

**Focused Care Area:** Low to Moderate Income Children/Youth Services

RESOURCES	ACTIVITIES	OUTPUTS	OUTCOMES	GOALS
<p><b>SERVICE PROVIDERS:</b> GRG Staff and volunteers and Staff and volunteers from community organizations</p> <p><b>PROGRAM SETTING:</b> 1) New families requesting services at GRG business office 2) Monthly support group meetings and activities throughout the county (5 locations) 3) Children recreational events at parks, movies, zoos, and museums.</p> <p><b>COMMUNITY FACTORS:</b> Funding from community partners Parks / Libraries / Zoos / Science Centers and other facilities for recreational events</p> <p><b>COLLABORATIONS:</b> Donations of goods and services from the community and businesses.</p>	<p>Children's activities including summer picnic, holiday party, and field trips to parks, zoos, and libraries</p> <p>Assistance with back to school supplies</p> <p>Provide registration for summer camp each year for ages 6 – 14</p> <p>Provide birthday and holiday assistance</p>	<p><b>54 Units</b>– Recreational activity per child participant</p> <p>Backpack with supplies per child participant</p> <p>Birthday / Holiday assistance per child participant</p> <p><b>20 Units</b> – Provide registration for summer camp per child participant</p>	<p>The success of program is measured by the children that are being kept safe and remaining in relative care homes.</p> <p>Improve behavior of child</p> <p>Increase opportunities for academic <b>successes</b> of child</p> <p>Provide <b>54 units</b> of services for Children's Activities (<i>duplicated – some children may receive more than one or more services / but not the same type of service</i>)</p> <p>Provide <b>20 Units</b> of registration for summer camp per child participant (unduplicated)</p>	<p>Relative care placement reduces child abuse and neglect.</p> <p>Provide educational and family-centered activities for children in relative care families.</p> <p>Counseling and peer/educational activities provided by the program will reduce substance abuse.</p> <p>The program addresses problem behaviors and adjustment issues with children, with reduced school absenteeism</p> <p>Family stability will increase opportunities for higher education, and increase life skill in preparation for adulthood.</p>



**SERVICE TECHNOLOGIES:**  
Library books, museum and  
science center displays

**FUNDING SOURCES:**  
Grants – United Way,  
Harris Corporation, Brevard  
Family Partnership,  
Community Donations

**PARTICIPANTS:**  
Relative Caregivers / Children  
/ GRG volunteers and staff

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## PROGRAM EVALUATION PLAN

**Agency Name:** Grandparents Raising Grandchildren of Brevard County, FL Inc.

**Program Name:** The Child First

**Focused Care Area:** Low to Moderate Income Children/Youth Services

OUTCOMES	INDICATORS	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SAMPLE SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
1. The success of program is measured by the children that are being kept safe and remaining in relative care homes.  Provide <b>54 units</b> of services for Children's Activities	1.1 Number of families receiving program services 1.2 Number and types of services provided 1.3 Number of families participating in program activities	New families requesting services Number of families participating in activities 2015 Number of families receiving program services	Number of families participating in support meetings and activities	Monthly
2. Improve behavior of child	2.1 Number of families receiving program services 2.2 Number and types of services provided 2.3 Number of families participating in program activities	New families requesting services Number of families participating in activities 2015 Number of families receiving program services	Feedback from relative caregivers at meetings or email and/or surveys	Monthly
3. Increase opportunities for academic successes of child	3.1 Number of families receiving program services 3.2 Number and types of services provided 3.3 Number of families participating in program activities	New families requesting services Number of families participating in activities 2015 Number of families receiving program services	Feedback from relative caregivers at meetings or email and/or surveys	Monthly

## PROGRAM LOGIC MODEL

**Agency Name:** Grandparents Raising Grandchildren of Brevard County, FL Inc.

**Program Name:** The Child First

**Focused Care Area:** Low to Moderate Income Senior Services

RESOURCES	ACTIVITIES	OUTPUTS	OUTCOMES	GOALS
<p><b>SERVICE PROVIDERS:</b> GRG Staff &amp; Volunteers</p> <p><b>PROGRAM SETTING:</b> GRG Facilities and Local meeting areas to include Senior Centers and Restaurants</p> <p><b>COLLABORATIONS:</b> State and County Agencies Local Businesses</p> <p><b>SERVICE TECHNOLOGIES:</b> ACCESS Provider, Website, Brochures, Handouts – Training Materials</p> <p><b>FUNDING SOURCES:</b> Grants / United Way / Brevard Family Partnership / Harris Corporation / Community Donations</p> <p><b>PARTICIPANTS:</b> Relative Care Families / GRG of Brevard Staff / Volunteers</p>	<p>Support group meetings - 5 locations throughout the county</p> <p>Advocacy and counseling at homes and/or GRG office</p> <p>Parenting classes</p> <p>TARGET training conference held annually</p> <p>Assistance with ACCESS / Food Stamp Application</p> <p>Provide assistance with emergency food, clothing, and emergency items for children in care</p> <p>Provide Legal Services to obtain custody of child(ren) for school entry / medical</p>	<p><b>88 Units</b> of Senior Services to include:</p> <p>Support group meetings (1.5 hours)</p> <p>Senior counseling session (1 hour)</p> <p>Intake counseling session (1 hour)</p> <p>Parenting class participants</p> <p>TARGET training conference (1 hour per unit)</p> <p>New client Intakes Assistance with ACCESS / Food Stamp / Emergency Assistance (1 hour)</p> <p>Legal Custody / Adoption per child</p>	<p>Increased adoptions by grandparents and other relative care providers. Increased legal custody cases by grandparents and other relative care providers</p> <p>Provide Legal Assistance for guardianship and / or adoption.</p> <p><b>Promote</b> caregiver/child nurturing, social connections; and concrete support for caregivers through The Child First Program.</p> <p>Senior relative caregivers participating in the program will gain a <b>better understanding</b> of how grief has impacted their behavior.</p> <p>Senior relative caregivers participating in the program <b>will learn</b> healthy coping skills. Senior relative caregivers participating in the program</p>	<p>Annual training conference</p> <p>Addition of new clients</p> <p>Continue to service existing clients</p> <p>Increase awareness of services and increase referrals</p> <p>Insure children and families exiting the DCF system have adequate support to sustain them long term.</p> <p>Families participating in support meetings and program activities</p> <p>Stronger caregiver and child relationships</p>

			<p>will report an <b>improved outlook.</b>  Provide <b>88 units</b> of services for Parenting Classes / Support Group Meetings /New Client Intake and Intake Counseling to relative care families</p> <p><b>Increase</b> community's awareness of services</p> <p><b>Insure</b> that relative caregivers are provided with services needed:</p> <ul style="list-style-type: none"> <li>○ Legal assistance</li> <li>○ Financial assistance</li> <li>○ Mental health services</li> <li>○ Insurance</li> <li>○ Respite</li> </ul> <p>Increased number of families receiving program services</p> <p>The <b>success</b> of program is measured by the children that are being kept safe and remaining in relative care homes</p>	
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## PROGRAM EVALUATION PLAN

**Agency Name:** Grandparents Raising Grandchildren of Brevard County, FL Inc.

**Program Name:** The Child First

**Focused Care Area:** Low to Moderate Income Senior Services

OUTCOMES	INDICATORS	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SAMPLE SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
1. Prevent abused, neglected, and abandoned children from entering foster care by providing program services to relative caregivers and their families.	1.1 Increased number of client needing assistance 1.2 Increasing statistics of child abuse and neglect in Brevard County 1.3 Growing number of relative caregivers in Brevard County 1.4 Number of legal guardianship cases by relative caregivers	Selected interviews of grandparents to assess their ability to effectively apply information regarding health, nutrition, and other parenting  2015 Number of families receiving program services	All relative caregivers  Records of number of participants involved in the Program  Evaluation will be conducted through interviews and open-ended questionnaires	Using a random sample of relative caregivers and their families to assess their current needs and then be conducted at 3 month intervals.  A yearly report will be issued that presents the formative and summative findings
2. To provide training to relative caregivers  Provide <b>88 units</b> of services for Parenting Classes / Support Group Meetings / Client Intake Counseling and New Client Assistance	2.1 Request for referrals and or training 2.2 To increase access to health care, daycare, and education for children in relative care	Comparative analysis of Goal #2 data with similar data from the State of Florida and Brevard County agencies  2015 Number of families receiving program services	All relative caregivers  Records of number of participants involved in the Program  Evaluation will be conducted through interviews and open-ended questionnaires	Using a random sample of relative caregivers and their families to assess their current needs and then be conducted at 6 month intervals.
3. To effectively use community resources to assist relative caregivers	3.1 Funding availability participating in program activities	New families requesting services  Number of families participating in activities 2015 Number of families receiving program services	All relative caregivers  Records of number of participants involved in the Program	Monthly – throughout program participation

4. Increase membership by increasing awareness within the community	4.1 Request for assistance from community agencies/ organizations by relative caregivers	Number of families requiring legal services  2015 Number of families receiving program services	All relative caregivers	Monthly – throughout program participation
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## 2: GRG of Brevard Articles of Incorporation and Bylaws

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December 7, 2000

00 DEC 11 PM 4:20  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

Florida Dept. of State  
Division of Corporations  
P.O. Box 6327  
Tallahassee, FL 32301

000003495360--4  
-12/11/00-01123-004  
\*\*\*\*\*78.75 \*\*\*\*\*78.75

Subj: Incorporation of  
GRANDPARENTS RAISING GRANDCHILDREN  
OF BREVARD COUNTY, FLORIDA, INC.

EFFECTIVE DATE  
12/01/01

Dear Sir or Madam:

Enclosed please find the following:

1. The original and one copy of the Articles of Incorporation for the subject corporation. Please certify one copy and return it to the undersigned.
2. My check in the amount of \$78.75 to cover the filing fee.
3. Designation of Resident Agent.

Kindly acknowledge filing of these Articles of Incorporation, in compliance with Florida law and return the certified copy of the Articles of the Incorporation to the undersigned at Express Legal Services, Inc., 129 W. Hibiscus Blvd., Melbourne, FL 32901, telephone number (407) 729-6399.

Thank you for your assistance in this matter.

Sincerely,  
*Mary Ann Sterling*  
Mary Ann Sterling

62-294457  
PA 12/10/00  
PA 12/16/00





FLORIDA DEPARTMENT OF STATE  
Katherine Harris  
Secretary of State

December 15, 2000

EXPRESS LEGAL SERVICES, INC.  
129 W HIBISCUS BLVD  
MELBOURNE, FL 32901

SUBJECT: GRANDPARENTS RAISING GRANDCHILDREN OF BREVARD  
COUNTY, FLORIDA, INC.  
Ref. Number: W00000029445

We have received your document for GRANDPARENTS RAISING  
GRANDCHILDREN OF BREVARD COUNTY, FLORIDA, INC. and your check(s)  
totaling \$78.75. However, the enclosed document has not been filed and is being  
returned for the following correction(s):

Section 617.0202(d), Florida Statutes, requires the manner in which directors are  
elected or appointed be contained in the articles of incorporation or a statement  
that the method of election of directors is as stated in the bylaws.

Please return the original and one copy of your document, along with a copy of  
this letter, within 60 days or your filing will be considered abandoned.

If you have any questions concerning the filing of your document, please call  
(850) 487-6915.

Pamela Hall  
Document Specialist

Letter Number: 800A00063184

*\*file as of original date of  
submission*

Division of Corporations - P.O. BOX 6327 - Tallahassee, Florida 32314

ARTICLES OF INCORPORATION  
OF

GRANDPARENTS RAISING GRANDCHILDREN  
OF BREVARD COUNTY, FLORIDA, INC.

ARTICLE I. NAME

The name of this corporation is  
GRANDPARENTS RAISING GRANDCHILDREN  
OF BREVARD COUNTY, FLORIDA, INC.

ARTICLE II. DURATION

This corporation shall commence January 1, 2001, and  
shall have perpetual existence.

ARTICLE III. PURPOSE

This corporation is organized for the purpose of:

1. The Corporation is organized exclusively for  
charitable, religious, literacy, scientific and educator  
purposes, the making of distributions to organizations that  
qualify as exempt organizations under Section 501(c)(3) of  
such Code.
2. No part of the earnings of the Corporation shall  
inure to the benefit of, or be distributable to its  
directors, officers, or other private persons, except that  
the Corporation shall be authorized and empowered to pay  
reasonable compensation for services rendered and to make

FILED  
00 DEC 11 PM 4:23  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

EFFECTIVE DATE

01/01/01

payments and distributions in furtherance of the purposes set forth in these Articles of Incorporation.

3. No substantial part of the activities of the Corporation, shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office.

4. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or (c) by a non-profit corporation organized under the laws of the State of Florida pursuant to the provisions of Chapter 617, Florida Statutes.

5. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any

such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

#### ARTICLE IV. MEMBERS AND DIRECTORS

The qualifications of members and directors and the manner of admission of members together with the manner of election or appointment of directors shall be regulated by the bylaws.

#### ARTICLE V. INITIAL REGISTERED OFFICE AND AGENT

The street address of the initial registered office of this corporation is 444 10th Ave., Indialantic, Florida 32903 and the name of the initial registered agent of this corporation at that address is MARY ANN STERLING.

#### ARTICLE VI. INITIAL BOARD OF DIRECTORS

This corporation shall have three directors initially. The number of directors may be either increased or diminished from time to time by the bylaws but shall never be less than three. The names and addresses of the initial directors of this corporation are:

MARY ANN STERLING  
444 10th Ave.  
Indialantic FL 32903

EVELYN BERNER  
426 Barcelona Rd.  
Palm Bay FL 32909

GEORGE BERNER  
426 Barcelona Rd.  
Palm Bay FL 32909

ARTICLE VII. PRINCIPAL OFFICE AND MAILING ADDRESS

The principal office of the corporation is located at  
444 10th Ave., Indialantic FL 32903 and the mailing address  
of the corporation is 444 10th Ave., Indialantic FL 32903.

ARTICLE VIII. INCORPORATOR

The name and address of the person signing these  
articles are: MARY ANN STERLING  
444 10th Ave.  
Indialantic FL 32903

ARTICLE IX. AMENDMENTS

This corporation reserves the right to amend or repeal  
any provision contained in these Articles of Incorporation,  
or any amendment hereto, by a majority vote of the Board of  
Directors, and any right conferred upon the members subject  
to this reservation.

IN WITNESS WHEREOF the undersigned subscriber has  
executed these articles of incorporation on this 1<sup>th</sup> day of  
December, 2000.

FL/DL


Mary Ann Sterling  
MARY ANN STERLING  
Subscriber

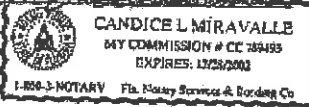


STATE OF FLORIDA  
COUNTY OF BREVARD

I HEREBY CERTIFY that on this day, before me, a  
Notary Public duly authorized in the State and County named  
above to take acknowledgments, personally appeared MARY ANN  
STERLING, to me known to be the person described as  
subscriber in and who executed the foregoing Articles of  
Incorporation, and who acknowledged before me that she  
subscribed to those Articles of Incorporation.

WITNESS my hand and official seal in the County and  
State named above this 14 day of December, 2000.

  
Notary Public

  
CANDICE L. MIRAVALLE  
MY COMMISSION # CC 28495  
EXPIRES: 12/28/2002  
1-800-1-NOTARY Fla. Notary Services & Bonding Co.

DESIGNATION  
AS  
REGISTERED AGENT

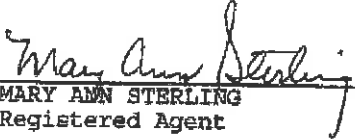
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00 DEC 11 PM 4: 23  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

In compliance with Section 48.091, and Section 607.034, Florida Statutes, the following is submitted:

That GRANDPARENTS RAISING GRANDCHILDREN OF BREVARD COUNTY, FLORIDA, INC., desiring to organize under the laws of the State of Florida, with its principal office at 444 10th Ave., City of Indialantic, Brevard County, Florida 32903, has named MARY ANN STERLING, located at 444 10th Ave., City of Indialantic, Brevard County, Florida 32903; as its agent to accept service of process within this state.

ACKNOWLEDGMENT:

Having been named to accept service of process for the above named Corporation, at the place designated in this certificate, the undersigned agrees to act in this capacity, and agrees to comply with the provisions of Florida law relative to keeping the designated office open.

  
MARY ANN STERLING  
Registered Agent



**AMENDED AND RESTATED BYLAWS**  
**OF**  
**GRANDPARENTS RAISING GRANDCHILDREN OF BREVARD COUNTY, INC.**

A Florida Not for Profit Corporation

These Amended and Restated Bylaws of Grandparents Raising Grandchildren of Brevard County, Inc. (these "Bylaws") amend and restate in their entirety those certain Bylaws previously adopted on January 18, 2009.

**PURPOSE AND OFFICES**

**a. PURPOSES.**

The primary purpose of Grandparents Raising Grandchildren of Brevard County, Inc. (the "Corporation") is set forth in the Corporation's Articles of Incorporation (the "Articles"). The Corporation may engage in any business or activity incidental or related to the purposes of the Corporation as set forth in these Bylaws and the Articles.

**b. PRINCIPAL OFFICE.**

The Corporation's principal office is located at 123 Barton Blvd., #102, Rockledge, Brevard County, Florida. The Corporation's board of directors (the "Board") is granted full power and authority to change said principal office from one location to another.

**c. OTHER OFFICES.**

The Board may establish branch or subordinate offices at any time, at any place.

**MEMBERSHIP**

**d. CLASSES, QUALIFICATIONS, AND MEMBERSHIP.**

Admission to Membership. The Board shall from time to time prescribe the form and manner in which application may be made for membership. An eligible person whose membership application is approved by the President (as defined in Article IV) becomes a member of the Corporation (a "Member"), upon the payment of such dues and fees as the Board has in effect at that time.

Classes of Membership. The Corporation shall have a single class of Members, and no more than one membership may be held by any one person. The rights and privileges of all Members shall be equal. Each Member shall be entitled to one vote.

Qualifications. Any individual that pays the dues as provided below and that agrees to be bound by the Articles, these Bylaws, and such rules and regulations as the Board may from time to time adopt, is eligible for membership in the Corporation.

Property Rights. No Member shall have any right, title, or interest in any of the assets, including any earnings or investment income of the Corporation, nor shall any of such assets be distributed to any Member upon the Corporation's dissolution.

Liability of Members. No Member of the Corporation shall be personally liable for any of its debts, liabilities, or obligations, nor shall any Member be subject to any assessment.

Transfer, Termination, and Reinstatement. Membership in the Corporation is nontransferable. Membership shall terminate on the resignation or death of a Member, or on a Member's failure to pay the dues required in these Bylaws within one (1) year after the due date. A Member whose membership has been terminated may apply for reinstatement in the same manner as application is made for initial membership.

Requirements of Membership. All Members must comply with any rules of membership and conduct promulgated by the Board. Members may be subject to additional membership requirements as determined, from time to time, by the Board.

Voting. No Member shall have the right to vote on any matter pertaining to the Corporation unless the Board, in its sole discretion, determines that the Members shall vote on said matter.

**e. DUES, FEES, AND ASSESSMENTS.**

Each Member must pay within the time and on the conditions set by the Board, dues, fees, and assessments in amounts to be fixed by the Board on or before the beginning of each annual membership period. The dues, fees, and assessments shall be equal for all Members.

**f. TERM OF MEMBERSHIP.**

Membership shall be perpetual until terminated by the Corporation. The Corporation may decline to renew the membership of a Member for any reason including, without limitation, for failure of the Member to be in compliance with these Bylaws and any rules of membership and conduct promulgated by the Board.

**DIRECTORS**

**g. POWERS.**

Subject to limitations set forth in the Articles and these Bylaws, the activities and affairs of the Corporation shall be conducted, and all corporate powers shall be exercised, by or under the direction of the Board. The Board may delegate the management of the activities of the Corporation to any person or persons, a management company, or committees of the Board however composed, provided that the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

to appoint and remove all officers, managers (in accordance with the provisions of any applicable management contract), agents, and employees of the Corporation, and prescribe powers and duties for them as is consistent with these Bylaws, the Articles, or the Florida Not For Profit Corporation Act, and to fix their compensation (as appropriate) and require from them security for faithful service;

to appoint and remove all directors of the Board ("Directors");

to conduct, manage, and control the affairs and activities of the Corporation and to make such rules and regulations therefore not inconsistent with these Bylaws, the Articles, or the Florida Not For Profit Corporation Act;

to adopt, make, and use a corporate seal and to alter the form of such seal from time to time;

to increase or decrease the number of Directors consistent with the limits set forth in this Article III;

to change or move the principal office of the Corporation from one location to another; cause the Corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities within or outside the State of Florida; and designate any place within or without the State of Florida for holding any meeting of Members of the Corporation; and

to elect a chairman of the Board (the "Chairman of the Board"). The Chairman of the Board shall preside over all meetings of the Board and, in his or her absence, the longest tenured Director shall preside.

**h. NUMBER OF DIRECTORS.**

The Board shall initially consist of three (3) Directors. The Board may increase or decrease the number of Directors of the Board at any time, provided that there are always at least three (3) Directors.

**i. SELECTION AND TERM OF OFFICE.**

Who May Serve. Any natural person eighteen (18) years or older may serve as a director of the Board, regardless of whether the person is a Member.

Initial Directors. The initial Directors of the Board shall be those directors rightfully appointed or elected pursuant to the Articles and/or previous bylaws of the Corporation.

Changing the Number of Directors. At any meeting of the Board, a majority of Directors there present, subject to the terms of Section 9 of this Article III, may increase or decrease the number of Directors, provided that the Board may not decrease the number of Directors to a number lower than three (3). If the Board expands the number of Directors, it must concurrently nominate and elect individuals to serve those positions as Directors. These actions may also be taken without a meeting of the Board, pursuant to Section 13 of this Article III.

Term of Office. A Director shall serve for a Term of Office commencing at the conclusion of the meeting of the Board during which he/she is appointed, or, in the case of the Initial Directors, two (2) years from the date of the adoption of these Bylaws, and ending upon the conclusion of the first meeting of the Board that occurs two (2) years following the date of his/her appointment. There are no limits as to the number of terms Directors may serve.

Director Selection Process. When a term of a Director is scheduled to end at the conclusion of a meeting of the Board, the Board shall fill that position by a majority vote of Directors present at the meeting. Each Director shall cast one (1) vote for each vacancy. A Director whose position is subject to election may vote as a Director regarding that vacancy. The candidates for Director receiving the highest number of votes up to the number of Directors to be elected will be deemed to be elected. Directors shall have one (1) vote for each Director to be elected at a meeting. Directors may not cumulate their votes.

j. **RESIGNATION, REMOVAL, AND VACANCIES.**

A Director may resign at any time by delivering written notice to the Chairman of the Board, the Board, or the Corporation. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. If a resignation is made effective at a later date, the Board may fill the pending vacancy before the effective date if the Board provides that the successor does not take office until the effective date.

A Director may be removed pursuant to any of the provisions of this Section 4. The Corporation is not subject to the provisions of FLA. STAT. 617.0808(1) (2015).

Any Director may be removed from office with or without cause by the affirmative vote of a majority of the Directors at a special meeting called for that purpose.

A Director elected or appointed to fill a vacancy shall be elected or appointed for the unexpired term of his/her predecessor in office.

Notwithstanding subsection (f) of this Section 4, a vacancy occurring on the Board before the natural expiration of a Director's Term of Office shall be filled by a majority of the remaining Directors at a regular or special meeting of the Board. Any person appointed or elected to fill the vacancy of a Director shall have the same qualifications as were required of the Director whose office was vacated.

No reduction of the authorized number of Directors shall have the effect of removing any Director prior to the expiration of the Director's term of office.

No Director shall receive any compensation from the corporation, except to the extent that such Director receives compensation from the Corporation unrelated to his or her service as a Director and except to the extent that the Corporation reimburses the reasonable out-of-pocket expenses incurred by a Director on behalf of the Corporation.

**k. CONFLICT OF INTEREST.**

Directors shall not knowingly engage in any activities or transactions in material conflict with their duties and obligation to the Corporation. Directors shall not conduct private business in a manner which places them at special advantage because of their association with the Corporation. Any Director who has a duality of interest or possible conflict of interest on any matter should not vote or use personal influence on the matter. The minutes of the meeting shall reflect that a disclosure was made and the abstention from voting.

**l. PLACE OF MEETING.**

Meetings of the Board shall be held at any place within the State of Florida that has been designated from time to time by the Board. In the absence of such designation, regular meetings shall be held at the Corporation's principal office.

**m. REGULAR MEETINGS.**

Regular meetings of the Board may be held without call or notice on such dates and at such times as may be fixed by the Board, or to the extent that the Chairman of the Board calls for meetings every calendar quarter in the manner set forth in Section 8(b) of this Article III.

**n. SPECIAL MEETINGS.**

Special meetings of the Board may be called at any time, and for any purpose by the Chairman of the Board or a majority of the Directors.

Pursuant to FLA. STAT. 617.0822(2) (2015), and subject to the requirements of FLA. STAT. 617.0141 (2015), a special meeting of the Board must be preceded by at least two (2) days' notice of the date, time, and place of the meeting. The notice need not describe the purpose of the special meeting.

**o. QUORUM.**

A majority of the Directors constitutes a quorum of the Board for the transaction of business. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number is required by law, these Bylaws, or the Articles, Notwithstanding the withdrawal of Directors to below the amount required to reach a quorum, a meeting at which a quorum was initially present may continue to transact business so long as any action taken is approved by enough Directors to have constituted a majority of the quorum if Directors constituting a quorum were present.

**p. PARTICIPATION IN MEETINGS BY CONFERENCE TELEPHONE.**

Directors may participate in a meeting through use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time.

q. **WAIVER OF NOTICE.**

Notice of a meeting of the Board need not be given to any Director who signs a waiver of notice either before or after the meeting. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a Director states, at the beginning of the meeting or promptly upon arrival at the meeting, any objection to the transaction of affairs because the meeting is not lawfully called or convened.

r. **ADJOURNMENT.**

A majority of the Directors present, whether a quorum exists, may adjourn any meeting of the Board to another time and place. Notice of any such adjourned meeting shall be given to the Directors who were not present at the time of the adjournment and, unless the time and place of the adjourned meeting are announced at the time of the adjournment, to the other Directors.

s. **ACTION WITHOUT MEETING.**

Action permitted to be taken by the Board at a meeting may be taken without a meeting if the action is taken by all Directors of the Board. The action must be evidenced by one or more written consents describing the action taken and signed by all of the Directors serving on the Board. Such an action taken is effective when the last Director signs the consent, unless the consent specifies a different effective date. A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

**OFFICERS**

t. **OFFICERS OF THE CORPORATION.**

Officers. The officers of the Corporation shall, initially, consist solely of a President. The President shall serve without a fixed term at the discretion of the Board and shall hold his/her office until his/her resignation, removal, or other disqualification from service, or until his/her successor shall be elected. The Corporation shall also have such other officers as may be elected or appointed in accordance with the provisions of this Article IV. Any number of offices may be held by the same person. The President may also be a Director if elected to the Board.

Appointment. Each officer shall be appointed by the Board. Each officer may serve in the same officer position for unlimited consecutive terms, provided the qualifications for office in this Article continue to be satisfied.

Subordinate Officers. The Board may appoint, or may empower the President to appoint, such other officers as the business of the Corporation may require. Each such appointed officer shall hold office for such period, have such authority and perform such duties as are provided in these Bylaws or as the Board may from time to time determine.

Removal and Resignation. The President and any other officers of the Corporation may be removed from their positions as officers of the Corporation, with or without cause, and in the sole discretion of the Board at any time. Any removal shall be without prejudice to the rights, if any, of the officer under any contract of employment of the officer. Any officer may resign at any time by giving written notice to the Corporation, but without prejudice to the rights, if any, of the Corporation under any contract to which the Corporation is a party. Any resignation shall take effect upon the receipt of such notice or at any later time specified therein and, unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

Vacancies. A vacancy resulting from death, resignation, removal, disqualification, or any other cause, in the office of President, shall be filled in the same manner prescribed in these Bylaws for regular election or appointment to such office; provided that such vacancies shall be filled as they occur and not on an annual basis.

President. The President shall be the chief executive officer of the Corporation. The President shall have, subject to the control of the Board, general supervision, direction and control of the business and officers of the Corporation. The President shall have such other powers and duties as may be prescribed by the Board.

#### **OTHER PROVISIONS**

**u. ENDORSEMENT OF DOCUMENTS; CONTRACTS BY THE CORPORATION.**

Subject to the provisions of applicable law, any check, note, mortgage, evidence of indebtedness, contract, conveyance or other instrument in writing, and any assignment or endorsement thereof executed or entered into between the Corporation and any other person, when signed by the President, shall be valid and binding on the Corporation in the absence of actual knowledge on the part of the other person that the President had no authority to execute the same. Any such instruments may be signed by any other person and in such manner as from time to time shall be determined by the Board and, unless so authorized by the Board, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

**v. AMENDMENTS.**

The Board may alter, amend, or repeal these Bylaws or the Articles by a majority vote of the Directors present at any duly held regular or special meeting of the Board.

**w. MAINTENANCE OF CORPORATE RECORDS.**

The Corporation shall keep at its principal office:

minutes of all meetings of the Board and its committees indicating the time and place of the holding of such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;

adequate and correct books and records of the Corporation's accounts, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;

a record of the Members the Corporation indicating their names and addresses and the termination date of any membership; and

a copy of the Articles and Bylaws as amended to date, which shall be open to inspection by the Members of the Corporation at all reasonable times during normal office hours.

**x. CORPORATE SEAL.**

The Board may adopt, use, and alter a corporate seal. Such seal shall be kept at the principal office of the Corporation. Failure to affix the seal to corporate instruments shall not affect the validity of any such instrument.

**y. PERIODIC REPORT.**

The Board shall cause to be prepared in a timely fashion any annual or periodic report required under law and if so required, to deliver such report to the appropriate office of the State of Florida.

**I. INDEMNIFICATION OF OFFICERS AND DIRECTORS**

**SECTION 1. INDEMNIFICATION.**

- (a) The Corporation shall indemnify and reimburse expenses to the Directors and officers of the Corporation to the fullest extent permitted by Section 617.0831, Florida Statutes (2015). Without limiting the generality of the foregoing requirement, the Corporation shall indemnify any Director or any officer who was or is a party to any threatened, pending, or complete action, suit, or other type of proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal to which the person is a party by reason of the fact that he or she is or was a Director or officer of the Corporation (a "Proceeding"), other than actions by, or in the right of, the Corporation, against all obligations to pay a judgment, settlement, penalty, or fine, and all costs, expenses, attorneys' fees, and paralegal expenses (collectively, "Expenses") actually and reasonably incurred with respect to the Proceeding, including any appeal thereof, provided that such person acted in good faith and in a manner he or she reasonably believed to be in the best interest of the Corporation with such care as an ordinarily prudent person in a like position would use under similar circumstances and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful.



- (b) The Corporation shall also indemnify any Director or any officer who was or is a party to any Proceeding, including actions by, or in the right of, the Corporation, against all obligations to pay a judgment, settlement, penalty, or fine, and all Expenses actually and reasonably incurred with respect to the Proceeding, including any appeal thereof, provided that such person acted in good faith and in a manner he or she reasonably believed to be in the best interest of the Corporation with such care as an ordinarily prudent person in a like position would use under similar circumstances and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. Notwithstanding the foregoing provision, no indemnification shall be made under this subsection (b) in respect of any Proceeding as to which a Director or officer is adjudged to be liable.
- (c) If any Director or officer is not wholly successful in such Proceeding but is successful as to one or more claims, issues, or matters in such Proceeding, the Corporation shall indemnify the Director or officer against all Expenses actually and reasonably incurred by him or her (or on his or her behalf) in connection with each successfully resolved claim, issue, or matter. The termination of any claim, issue or matter in such a Proceeding by dismissal, with or without prejudice, shall be deemed to be a successful result as to such claim, issue or matter.

## **SECTION 2. REIMBURSEMENT OF EXPENSES.**

The Corporation may advance Expenses incurred by or on behalf of a Director or officer in connection with any Proceeding, whether prior to or after final disposition of such Proceeding, provided that the Director or officer undertakes in writing to repay such amount if he or she is ultimately found not to be entitled to indemnification by the Corporation under this Article VI.

*[Remainder of Page Intentionally Blank.]*

**RESOLUTIONS OF THE BOARD OF DIRECTORS OF GRANDPARENTS RAISING  
GRANDCHILDREN OF BREVARD COUNTY, INC.**

April 29, 2016

IT IS RESOLVED that the number of directors of the Board of Directors is set at ten (10) directors; and

IT IS RESOLVED that the following individuals are appointed as directors of the Board of Directors effective April 29, 2016:

1. Mary Ann Sterling
2. Jim Proctor
3. Cliff Valentine
4. Bob Walters
5. Mike Thomas
6. Matt Armstrong
7. Terry Castro
8. Bethanne Hull
9. Lou Ann Hawes
10. Leo Roselip

with each to serve in that capacity until his or her successor is duly appointed and qualifies; and

IT IS RESOLVED that any other person who has previously been designated as a director of the Board of Directors is hereby removed from the position of director effective immediately; and

IT IS RESOLVED that the directors appoint Jim Proctor as the Chairman of the Board of Directors effective April 29, 2016, to serve in that capacity until his successor is duly appointed and qualifies; and

IT IS RESOLVED that the directors appoint Mary Ann Sterling as the President of the Corporation effective April 29, 2016, to serve in that capacity until her successor is duly appointed and qualifies; and

IT IS RESOLVED that the President of the Corporation is authorized, directed, and empowered to take all actions, and to negotiate, execute, file, and deliver all documents, instruments, and agreements, that she, in good faith, deems to be necessary or desirable and in the best interests of the Corporation; and

IT IS RESOLVED that the Board of Directors delegates to the President the responsibility of preparing the minutes of all meetings of the Board of Directors and the members and for authenticating all records of the Corporation; and

IT IS RESOLVED that all actions and decisions of the directors and the officers of the Corporation that were previously taken and made in good faith and in the best interests of the

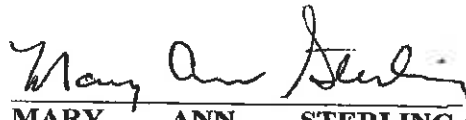


Corporation are hereby adopted, ratified, and approved by the Board as actions of the Corporation.

**CERTIFICATE OF PRESIDENT**

I certify that I am the duly elected and acting President of **Grandparents Raising Grandchildren of Brevard County, Inc.**, a Florida not for profit corporation, and that these resolutions were approved and adopted by the Board of Directors by a majority vote of an established quorum of directors as of the date written below.

Dated as of the 24<sup>th</sup> day of April, 2016.

  
MARY ANN STERLING,  
President of Grandparents Raising  
Grandchildren of Brevard County,  
Inc.

*[End of Resolutions.]*

### 3: GRG of Brevard 501c3

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

DEPARTMENT OF THE TREASURY

Date: APR 09 2004

GRANDPARENTS RAISING GRANDCHILDREN  
OF BREVARD COUNTY FLORIDA INC  
3947 CHAPARRAL CT  
MELBOURNE, FL 32934

Employer Identification Number:  
59-3712039  
DLN:  
17053165015043  
Contact Person:  
SHERRY Q WAN ID# 31052  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Form 990 Required:  
Yes  
Addendum Applies:  
No

Dear Applicant:

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

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

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

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$180 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947 (DO/CG)

GRANDPARENTS RAISING GRANDCHILDREN

part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

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

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

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

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

Letter 947 (DO/CG)





GRANDPARENTS RAISING GRANDCHILDREN

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

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

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

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

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

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 947 (DO/CG)

## 4: GRG of Brevard Board of Directors

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## 2016 BOARD OF DIRECTORS



### GRANDPARENTS RAISING GRANDCHILDREN

OF BREVARD COUNTY FLORIDA, INC.

<u>Name</u>	<u>Company/Organization</u>	<u>Address</u>	<u>Email</u>	<u>Phone</u>
Mary Ann Sterling Executive Director	Founder, GRG of Brevard	123 Barton Blvd, Rockledge, FL 32955	<a href="mailto:masterling321@aol.com">masterling321@aol.com</a>	321-631-7776 (office) 321-484-8006 (cell)
Jim Proctor Chairman	Retired Harris Corporation, VP & Gen Mgr	735 Oak Ridge Drive, Indialantic, FL 32903	<a href="mailto:jproctor@cfl.rr.com">jproctor@cfl.rr.com</a>	(321) 727-2619
Cliff Valentine, LMHC, CAP, CEAP Co-chair	Retired Counselor – Employee & Health Assistance Consultants, General Partner	1501 Robert Conlan Blvd.NE, Palm Bay, FL 32905	<a href="mailto:cvelentine2@cfl.rr.com">cvelentine2@cfl.rr.com</a>	(321) 723-8823
Mike Thomas - Financial	Retired Harris Corporation, VP & Division Controller	612 Sugar Pine Dr, Melbourne, FL 32904	<a href="mailto:huntindog@cfl.rr.com">huntindog@cfl.rr.com</a>	(321) 724-2118
Bob Walters	Director HR Operations, Health First	3558 N. Harbor City Blvd, Melbourne, FL 32935	<a href="mailto:Bob.Walters@health-first.org">Bob.Walters@health-first.org</a>	(321) 434-1957 (office) (321) 794-8503 (cell)
Matthew Armstrong - Attorney	Attorney – Lowndes, Drosdick, Doster, Kantor, & Reed, P.A.	431 E. Central Blvd., A-510, Orlando, FL 32901	<a href="mailto:Matthew.Armstrong@lowndes-law.com">Matthew.Armstrong@lowndes-law.com</a>	(321) 298-8505
Bethanne Hall	Business Professional	652 Marian Ct., Titusville, FL 32780	<a href="mailto:bethanne.hull@yahoo.com">bethanne.hull@yahoo.com</a>	(321) 474-2741
Terry Casto	Retired Harris Corporation, Director Business Development	461 Mosswood Blvd, Indialantic, FL 32903	<a href="mailto:tcasto@strat-growth.com">tcasto@strat-growth.com</a>	(321) 768-0578
Leo Roselip	Business Professional	365 Cherry Drive Satellite Beach, FL 32937	<a href="mailto:leoroselip@att.net">leoroselip@att.net</a>	(321) 863-2475
Lou Ann Hawes	Business Professional	2118 Gunpowder Dr NE Palm Bay, FL 32905	<a href="mailto:Louann.hawes@gmail.com">Louann.hawes@gmail.com</a>	(321) 795-6260

## 5: GRG of Brevard Cover Letter

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# Grandparents Raising Grandchildren

of Brevard County, FL, Inc.  
123 Barton Blvd. Suite 102  
Rockledge, FL 32955  
321.631.7776

July 8, 2016

City of Palm Bay  
Housing & Neighborhood Development Services  
120 Malabar Road, SE  
Palm Bay, FL 32907

## TO WHOM IT MAY CONCERN:

Grandparents Raising Grandchildren of Brevard County, FL, Inc. is pleased to submit this request for your review. We look forward to your partnership in our cooperative efforts to provide children with safe and loving families.

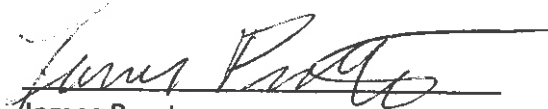
Our proposal requests \$13,443 for our "The Child First Program" to provide relative caregivers support services. Our objective is to keep the children living with relative caregivers in lieu of foster care and out of harm's way by providing parenting skills, counseling, financial and legal assistance, respite and recreational activities.

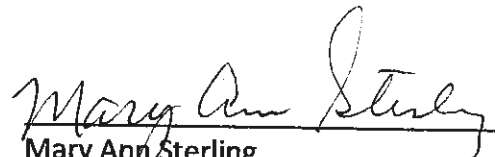
We have secured grants from United Way of Brevard and Brevard Family Partnership as funds to seed the program; and are working to qualify for additional funds from local foundations and organizations in Brevard County to match funds for this request.

The Board of Directors of GRG of Brevard gives permission to its staff to pursue a grant from City of Palm Bay Housing & Neighborhood Development Services (CDBG).

Thank you for the opportunity to submit this proposal; we envision building upon our collaborative success by developing our Child First Program with you. Please contact the GRG of Brevard office at 321-631-7776.

Sincerely,

  
James Proctor  
Board Chairman  
GRG of Brevard

  
Mary Ann Sterling  
Executive Director  
GRG of Brevard



# Grandparents Raising Grandchildren

of Brevard County, FL. Inc.  
123 Barton Blvd. Suite 102  
Rockledge, FL 32955  
321.631.7776

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## CERTIFICATE OF PRESIDENT

I certify that I am the duly elected and acting President of **Grandparents Raising Grandchildren of Brevard County, Inc.**, a Florida not for profit corporation (the "Corporation"), and that attached hereto as Exhibit A is a true, correct, and complete copy of the minutes of a meeting of the Board of Directors of the Corporation (the "Board") that was held on April 29, 2016, pursuant to which a majority vote of an established quorum of directors: (a) authorized the Corporation and its officers to pursue a grant from City of Palm Bay CDBG Program; and (b) authorized me, in my capacity as the president of the Corporation, to sign the application for the Community Development Block Grant and all other documents in connection therewith.

Dated as of the 8<sup>th</sup> day of July, 2016.

**MARY ANN STERLING,**

President of Grandparents Raising  
Grandchildren of Brevard County,  
Florida Inc.

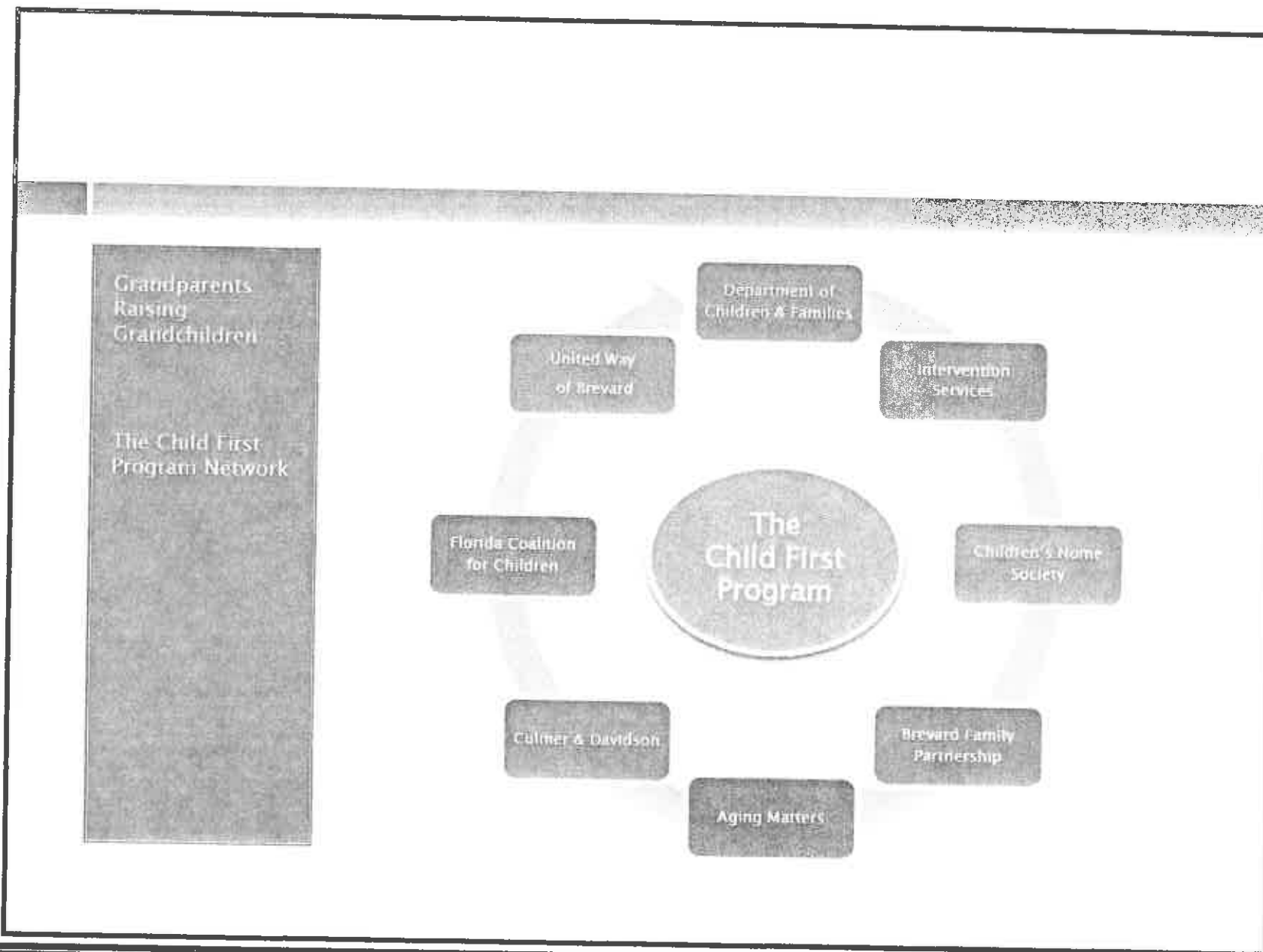
## 6: GRG of Brevard Organizational Chart

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# Grandparents Raising Grandchildren The Child First Program Organization









## 7: GRG of Brevard Resumes

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### GRG OF BREVARD STAFFING PLAN

#### EXECUTIVE DIRECTOR

A professional, who has completed a bachelor's degree in social work or related field or with documented specialized training; supervised experience, and demonstrated competence in work with adolescents and their families, may be considered a qualified Program Director. Continuing education is essential.

#### BASIC FUNCTIONS:

- At a minimum, the Program Director must document program management with progress reports monthly to the GRG of Brevard Board of Directors.
- The Program Director is responsible for planning, coordinating, managing and evaluating the operations and program; serves as a direct liaison for the Board of Directors and the community.
- The Program Director has overall responsibility for the management, financial, documentation/information management and daily operations of the program.
- The Program Director will work closely with the Program Facilitators and volunteer staff to develop up to date training materials to the relative care givers and families, coordinate support group meetings, attend speaking engagements to represent the Child First Program.
- Collaborate with community services agencies across the state. Attend meetings, prepare presentations, and share data resources.
- Secure program funding; grant writing, fundraising, and membership drives.

#### PROGRAM FACILITATORS

A professional, who has completed an associate's degree in social work or related field or with documented specialized training; supervised experience, and demonstrated competence in work with adolescents and their families, may be considered a qualified Program Facilitator. Continuing education is essential.

#### BASIC FUNCTIONS:

- A monthly family contact and progress note documenting the staff's active involvement in the implementation of planned goals.
- Participation in at least one program team meeting a month.
- The Program Facilitators are responsible for assisting relative caregivers with administrative documentation, ACCESS related support activities, completing client intake records, referrals to community and state agencies for assistance.
- Provide a wide variety of administrative, fundraising, computer skills to assist program projects, and answering the GRG of Brevard hotline calls.
- Working closely with the Executive Program Director and volunteer staff to develop up to date training materials to the relative care givers and families, they act as facilitators for the support group meetings, coordinating guest speakers from the community, and attend speaking engagements to represent *The Child First Program*.

#### OTHER STAFFING REQUIREMENTS:

Children and adolescents treated in acute psychiatric trauma require additional specialized staff. Due to the variability in program structure and patient characteristics, the number of staff is not specified. The Program Volunteers work closely with the Program Executive Director and the Program Facilitators to develop training materials for the TARGET training; they attend support group meetings, community meetings, and speaking engagements to represent *The Child First Program*.



## Mary Ann Sterling

2700 North Hwy A1A

12-104

Indialantic, FL 32903

(321)727-3947

MAsterling321@aol.com

### Qualification Summary

Experience in organization, management, career planning and motivation. Background comprises wide administrative acumen, professional education specifically related to the psychological aspects of employment and considerable counseling experience.

### Education

Bachelor of Science (1979) Rollins College

### Experience

For the past twenty two years I have developed **Grandparents Raising Grandchildren of Brevard County, FL, Inc.** The organization was started with a six week seminar (5 attendees) held at the Women's Center in Melbourne, FL. Since that time I have made an effort to make Brevard County aware of our organization, and our group has grown to over 1000 strong. Doctors, schools, guardian ad litem, Department of Children and Families, psychologists, attorneys, health care facilities, and hospitals recommend us. We are on our Brevard County informational line of 211, and are listed in the AARP registrar. Our organization has had numerous articles in the local newspapers. At this time I was on the board of the Florida Kinship Center located at the University of South Florida, School of Social Work, 4202 East Fowler Avenue, MGY132, and Tampa, FL 33620-6600 until its closure. Brevard Family Partnership has allowed our organization to work with them and sponsors some of our efforts. Through this organization I received a Certification of Completion for the Uniform Client Assessment Training.

**Sterling Technical Sales** where my activities involved field sales representation in Georgia and the Carolinas. My responsibilities include managing the office, customer relations and bookkeeping.

For a period of more than three years I was a Senior Subcontract Administrator responsible for negotiation and implementation of subcontracts in support of technically complex programs. Conferred with suppliers, analyzing their operations to determine lowest cost consistent with quality, reliability and schedule requirements and using professional judgment and concepts to eliminate problem areas. Work involved functional support for the division, performance of numerically accurate appraisals, communication and negotiation with management, response to the needs of the company and its customers, investigation and reconciliation of critical schedule conflicts, and the maintenance of proper documentation of agreements and contracts.

While employed by **Harris Corporation** served for a period of five years as Senior Personnel Administrator. In that position acted as department representative responsible for all personnel matters in the Government Information Systems Division. Provided supervision of an employee relations function which included training, job performance appraisals, communications and recruiting.

Served as a counselor for employees and management, working closely with the Employee Assistance Program organization to aid employees with serious problems.

For fifteen years held various secretarial positions, assigned to numerous levels of management from Section Manager to Vice President.



## Michael P. Thomas

612 Sugar Pine Drive

West Melbourne, FL 32904

huntindog@cfl.rr.com

## Education

- 7/1982      **Master of Business Administration**, University of Florida, Gainesville, Florida.
- 6/1976      **Bachelor of Science**, Business Administration (Accounting), Auburn University, Auburn, Alabama.

## Experience

- 11/2010-Present      Retired - Board Member and Treasurer of two local not-for-profit organizations.
- 8/1996-10/2010      Vice President-Controller **Harris Corporation**, Government Communication Systems Division, Palm Bay, Florida.
- 8/1982-7/1996      Accounting/Financial Manager, **Harris Corporation**, Government Communication Systems Division, Palm Bay, Florida.  
Various positions of increasing responsibility.
- 6/1976-7/1980      Supply Corps Officer, **United States Navy**.

## 8: GRG of Brevard Financials

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**GRANDPARENTS RAISING GRANDCHILDREN  
OF BREVARD COUNTY, FLORIDA, INC.**

**FINANCIAL STATEMENTS**

**As of December 31, 2012 and 2011 and for the year ended December 31, 2012**

**and**

**INDEPENDENT ACCOUNTANT'S REVIEW REPORT**





## **DAVIES, HOUSER & SECREST, CPA, P.A.**

BUSINESS CONSULTANTS AND FAMILY WEALTH PLANNERS

*Shareholders & Director*

*Stephen A. Ellis, Shareholder*

*Todd M. Russell, Shareholder*

*Matthew D. Trine, Shareholder*

*G. Mitchell Krasny, Director*

*Directors Emeritus*

*Floyd C. Lemmon*

*William R. Kidd*

*Robert E. Andersen, Jr.*

### **INDEPENDENT ACCOUNTANT'S REVIEW REPORT**

To the Board of Directors  
Grandparents Raising Grandchildren  
of Brevard County, Florida, Inc.  
Rockledge, Florida

We have reviewed the accompanying statements of financial position of Grandparents Raising Grandchildren of Brevard County, Florida, Inc. (a nonprofit organization), as of December 31, 2012 and 2011, and the related statements of activities and changes in net assets and cash flows for the year ended December 31, 2012. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the organization's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Davies, Houser & Secrest, CPA, P.A.  
June 28, 2013

535 DELANNOY AVENUE • POST OFFICE BOX 129 • COCOA, FLORIDA 32923-0129  
TELEPHONE: 321.636.0426 • FAX: 321.636.4986 • [www.davieshouser.com](http://www.davieshouser.com)

GRANDPARENTS RAISING GRANDCHILDREN  
OF BREVARD COUNTY, FLORIDA, INC.  
STATEMENTS OF FINANCIAL POSITION  
December 31, 2012 and 2011

<u>ASSETS</u>	<u>2012</u>	<u>2011</u>
Current assets:		
Cash and cash equivalents	\$ 30,938	\$ 20,415
Grants receivable	<u>5,130</u>	<u>5,614</u>
Total current assets	<u>36,068</u>	<u>26,029</u>
Other assets:		
Deposits	<u>300</u>	<u>0</u>
Total other deposits	<u>300</u>	<u>0</u>
Total assets	<u>\$ 36,368</u>	<u>\$ 26,029</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities:		
Payroll liabilities:		
Payroll taxes payable	\$ <u>359</u>	\$ <u>359</u>
Total current liabilities	<u>359</u>	<u>359</u>
Net assets:		
Unrestricted	<u>36,009</u>	<u>25,670</u>
Total net assets	<u>36,009</u>	<u>25,670</u>
Total liabilities and net assets	<u>\$ 36,368</u>	<u>\$ 26,029</u>

See accompanying notes and independent accountant's review report.

GRANDPARENTS RAISING GRANCHILDREN  
OF BREVARD COUNTY, FLORIDA, INC.  
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
For the year ended December 31, 2012

	2012		
	Unrestricted	Temporarily Restricted (Donor- restricted gifts)	Total
Change in unrestricted net assets			
Support and revenues:			
Grants:			
United Way	\$ 0	\$ 20,733	\$ 20,733
Brevard County Gov.	0	45,609	45,609
Brevard Family Partnership	0	10,000	10,000
Private	0	1,892	1,892
Donations	11,908	0	11,908
In-kind professional services	900	0	900
Annual membership dues	952	0	952
Net assets released from restrictions	78,234	(78,234)	0
Total support and revenues	91,994	0	91,994
Operating expenses:			
Program services	70,681	0	70,681
Management and general	10,974	0	10,974
Total operating expenses	81,655	0	81,655
Increase in net assets	10,339	0	10,339
Net assets, at beginning of year	25,670	0	25,670
Net assets, at end of year	\$ 36,009	0	36,009

See accompanying notes and independent accountant's review report.

GRANDPARENTS RAISING GRANDCHILDREN  
OF BREVARD COUNTY, FLORIDA, INC.  
STATEMENT OF CASH FLOWS  
For the year ended December 31, 2012

	<u>2012</u>
Cash flows from operating activity:	
Change in net assets	\$ 10,339
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Decrease in grants receivable	484
Increase in deposits	<u>(300)</u>
Net cash provided by operating activities	<u>10,523</u>
Net increase in cash and cash equivalents	10,523
Cash and cash equivalents, beginning of year	<u>20,415</u>
Cash and cash equivalents, end of year	<u>\$ 30,938</u>

See accompanying notes and independent accountant's review report.

GRANDPARENTS RAISING GRANDCHILDREN  
OF BREVARD COUNTY, FLORIDA, INC.  
NOTES TO FINANCIAL STATEMENTS  
As of December 31, 2012 and 2011 and for the year ended December 31, 2012

**NOTE 1 - REPORTING ENTITY**

Grandparents Raising Grandchildren of Brevard County, Florida, Inc. (the Organization) is a Florida nonprofit corporation formed on January 1, 2001. The Organization's primary goals are to provide support, resources, and advocacy for individuals who are raising children who are not theirs, while putting the needs of the children first. The Organization relies on contributions to fulfill its charitable purpose.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*A. Basis of Accounting*

The Organization prepares its financial statements in accordance with U.S. generally accepted accounting principles. This basis of accounting involves the application of accrual accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.

*B. Display of Net Assets by Class*

The accompanying financial statements have been prepared in conformity with the disclosure and display requirements set forth in the "Not-for-Profit Entities" topic of the Financial Accounting Standards Board (FASB) Accounting Codifications. Accordingly, the net assets of the Organization are reported in the following three classes: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The nature of the restrictions result from donor-imposed restrictions, otherwise, the assets are unrestricted.

*C. Contributions*

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and nature of any donor restrictions. In the absence of donor-imposed time restrictions on the use of the asset, gifts of long-lived assets are reported as unrestricted support.

*D. Property and Equipment*

The Organization capitalizes assets when their individual per unit cost exceeds \$500. Donated assets are reported at fair market value at the time of donation.

Depreciation is computed on the straight-line basis and double declining balance for all depreciable assets. Expected useful lives for furniture, equipment, and leasehold improvements range from five to thirty years.

## **NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

### ***E. Donated Services***

Donated services are recorded at fair market value as contributions and capital additions when either of the following conditions is met.

- The donated services create or enhance nonfinancial assets (such as a building).
- The donated services are provided by entities that normally provide specialized services for compensation and those services are normally purchased by the Organization.

### ***F. Income Taxes***

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code as a charitable organization.

### ***G. Use of Estimates***

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

### ***H. Cash and Cash Equivalents***

For the purpose of the statements of cash flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents. The carrying amounts of the Organization's cash and cash equivalents approximate their fair value.

### ***I. Advertising Costs***

Advertising costs are expensed in the year incurred. Total advertising expense for the year ended December 31, 2012 was \$1,319.

### ***J. Date of Management Review***

Management has evaluated subsequent events through June 28, 2013, which is the date the financial statements were available to be issued.

## **NOTE 3 - DESCRIPTION OF LEASING ARRANGEMENTS**

The Organization leases its facility under a noncancelable operating lease. While the agreement provides for minimum lease payments, as well as utilities, it also provides for additional charges for taxes, should they be levied. The lease contains two renewal options, for a term of 1 year each.

Rental expense of \$8,050 has been included in the statement of activities and changes in net assets for the year ended December 31, 2012.

**NOTE 3 – DESCRIPTION OF LEASING ARRANGEMENTS (continued)**

The following is a schedule of future minimum lease payments required under the operating lease.

2013	\$ 8,400
2014	<u>8,400</u>
	<u>\$ 16,800</u>

**NOTE 4 - CONCENTRATIONS AND CONTINGENCIES**

Substantially all support and revenues generated by the Organization come from entities and individuals located within Brevard County, Florida. Additionally, in 2012 83% of all support and revenues came from three entities.

The Organization places its cash deposits with several financial institutions. There were no amounts in excess of federally insured limits as of December 31, 2012.

**Management Letter & Audit NOT Required**



# GRG of Brevard 2015 Financial Statement

## GRG 2015 Final Results

	Q1	Q2	Q3	Q4	2015
	RESULTS	RESULTS	RESULTS	RESULTS	RESULTS
<b>INCOME</b>					
United Way	7,613	6,320	5,560	5,575	25,068
Grants	17,844	15,951	13,089	3,706	50,590
Corporate Funding	1,500		0		1,500
Brevard Family Partnership		0	5,500	0	5,500
Foundations			0	0	0
Fundraising	718	72	1,975	10,049	12,814
Membership and Donations	550	220	500	590	1,860
In Kind/Other	200	320	205	34,275	35,000
<b>Total Income</b>	<b>28,425</b>	<b>22,883</b>	<b>26,829</b>	<b>54,195</b>	<b>132,332</b>
	Q1	Q2	Q3	Q4	2015
	RESULTS	RESULTS	RESULTS	RESULTS	RESULTS
<b>LABOR COSTS</b>					
Executive Director (Mary Ann)	5,500	5,500	5,500	5,500	22,000
Payroll Taxes	611	680	862	802	2,955
Professional Services	1,000	0	1,400	0	2,400
Other Wages	2,595	3,496	5,876	5,083	17,050
<b>Subtotal</b>	<b>9,706</b>	<b>9,676</b>	<b>13,638</b>	<b>11,385</b>	<b>44,405</b>
<b>OFFICE</b>					
Rent	1,200	1,800	1,800	1,800	6,600
Utilities	1,055	1,122	1,215	840	4,232
Supplies, Printing, Postage	543	950	460	1,818	3,771
Accounting and Office Expenses	155	65	65	105	390
Transportation	724	0	17	0	741
Other (Insurance, Training, Food)	429	370	807	31	1,637
<b>Subtotal</b>	<b>4,106</b>	<b>4,307</b>	<b>4,364</b>	<b>4,594</b>	<b>17,371</b>
<b>DIRECT CHILD FIRST SERVICES</b>					
Legal	8,172	20,704	3,092	1,403	33,371
Support Group / TARGET	489	1,158	1,405	1,364	4,416
Picnic, XMAS, recreation	425	1,976	443	399	3,243
Summer Camp, School Supplies, etc	335	4,744	2,562	380	8,021
Newsletter and Communications	1,728	1,911	1,223	880	5,742
<b>Subtotal</b>	<b>2,977</b>	<b>9,789</b>	<b>5,633</b>	<b>3,023</b>	<b>21,422</b>
<b>FUNDRAISING</b>	<b>23</b>	<b>100</b>	<b>657</b>		<b>780</b>
In Kind/Other	418	400	350	33,832	35,000
<b>Subtotal</b>	<b>441</b>	<b>500</b>	<b>1,007</b>	<b>33,832</b>	<b>35,780</b>
<b>TOTAL EXPENSE</b>	<b>25,402</b>	<b>44,976</b>	<b>27,734</b>	<b>54,237</b>	<b>152,349</b>
<b>NET INCOME</b>	<b>3,023</b>	<b>(22,093)</b>	<b>(905)</b>	<b>(42)</b>	<b>(20,017)</b>
<b>Wells Fargo Balance</b>	<b>32,851</b>	<b>16,790</b>	<b>14,996</b>	<b>16,544</b>	<b>16,544</b>
updated 01/16/2016					

## GRG of Brevard 2016 Budget

<b>INCOME</b>		
	<b>FY 15 Actuals</b>	<b>FY 16 Budget</b>
United Way w/Recd & Requested	25,068	18,000
Brevard County CBO	50,590	
Grants		43,443
Brevard Family Partnership	5,500	10,000
Corporations	1,500	2,757
Fundraising	12,814	10,000
Membership and Donations	1,860	1,800
In Kind/Other	35,000	10,000
<b>TOTAL INCOME</b>	<b>\$132,332</b>	<b>96,000</b>
<b>EXPENSES</b>		
<b>INDIRECT EXPENSES</b>		
Rent	6,600	6,600
Utilities	4,232	4,232
Accounting Services	390	400
Payroll Taxes	2,955	2,955
Professional Services	2,400	2,400
Insurance	1,637	1,633
Fundraising	780	700
<b>DIRECT CHILD FIRST SERVICES</b>		
Legal Assistance	33,371	20,000
Support Group Meetings / TARGET	4,416	4,700
Recreation Activities- summer picnic, summer camp, school supplies	8,021	8,100
Holiday Assistance	3,243	3,520
Newsletter and Brochures	5,742	5,000
Executive Director (Mary Ann)	22,000	22,000
Program Facilitators	17,050	9,560
Transportation	741	500
In-Kind Support	35,000	
Supplies, Printing, Postage	3,771	3,700
<b>TOTAL EXPENSES</b>	<b>152,349</b>	<b>96,000</b>

\*Program Executive Director and program facilitator are direct services to clients.

\*\*\$10,000 starting balance due to invoicing/payment delay from county grant in Dec 2014

\*\*\*In-Kind income and expenses are directly passed on to the clients

\*\*\*\*Deficit (-1,017) due to GY grant invoice timing at end of FY.

## 9: GRG of Brevard Conflict of Interest

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## CONFLICT OF INTEREST CERTIFICATION

RFP Number City of Palm Bay CDBG 2016

I hereby certify that no person who is an employee, agent, consultant, or officer of the agency or who exercises any functions or responsibilities with respect to CDBG-funded activities or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from that activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter

Mary Ann Sterling  
Signature

Grandparents Raising Grandchildren  
of Brevard County, FL Inc  
Organization

Mary Ann Sterling  
Type or Print Name of Official

123 Barton Blvd., Suite 102  
Rockledge, FL 32955  
Business Address

## 10: GRG of Brevard Document of Compliance

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## DOCUMENTATION OF COMPLIANCE

### WITH LOW/MOD NATIONAL OBJECTIVE

In compliance with the City of Palm Bay CDBG Low/Mod Limited Clientele (LMC) National Objective, we propose the following activities benefiting low to moderate-income (L/M) persons.

The Child First Program creates a menu of services based on the needs of each family that include advocacy, counseling, training, legal and financial assistance, recreational activities, and holiday assistance. Enrollment is open to all relative care families in Brevard County, however; low to moderate income families are the target population for our program services.

The following activities will benefit **abused and neglected children** living in **senior** relative care families. These events give the child a sense of normalcy. Children who have suffered repeated or chronic experiences of abuse, neglect, or loss of parents – and bear the scars of those experiences in their emotional and behavioral patterns, can begin to trust and heal through the coordinated efforts of a committed and loving family and community professionals.

#### Child & Youth Services

- *Basic Needs (diapers, formula, bedding, and food)*
- *Back Pack & School Supplies*
- *Summer Camp and Team Sports Assistance*
- *Holiday & Birthday Gift Assistance*
- *Other Recreational Activities to include Summer Picnic and Christmas Party*

#### Elderly Services

- *Monthly Support Group Meetings provide 1.5 hour meeting with community resources/speakers with on parenting, legal services, financial stability, and mental health issues.*
- *TARGET (Training And Resources for Grandparents Entering Transition) Training Annual Conference (6-week program). This conference provides an opportunity for the caregiver to receive up-to-date information.*
- *ACCESS Application - Program facilitates work with caregivers to obtain services. (A one hour session is required to obtain the data to process an application).*
- *Senior Intake Services - Stress and grief are common among relative caregivers. Our program director and facilitators are trained to provide coping skills and guidance to caregivers in crisis; assisting with referrals as required. (This is a one hour session)*
- *Monthly newsletters with meeting, events and training information.*

These services are key in determining whether the caregiver and the child(ren) successfully make this transition. Utilizing GRG of Brevard's "New Client Intake Form" and the "City of Palm Bay 2016 Income

Self Certification Form” to gather required reporting data. Documentation that supports: *“Proof of Residence” Birth Certificates / Court Orders for Custody of Children and Proof of Household Income.*

## 11: GRG of Brevard Document of Insurance

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**USLI** UNITED STATES LIABILITY INSURANCE COMPANY  
PO BOX 62778  
BALTIMORE, MD 21264-2778

Invoice Date: 12/16/2015  
Account Number: NDO1556751  
Policy Number: NDO1556751C

Page 1 of 2

RENEWAL NOTICE – Your current policy NDO1556751B is up for renewal. In order for us to issue your Renewal Policy, you must pay the Current Balance Due shown below so that we receive it before 01/30/2016.

Current Balance Due: \$297.60  
Date Due: 01/30/2016

**NON PROFIT DIRECTORS & OFFICERS**

Policy Period: 01/30/2016 to 01/30/2017  
Policyholder Name: Grandparents Raising  
Grandchildren of Brevard County  
Florida Inc.  
Your Agent is: HOFFMAN AND ASSOCIATES

(See Page 2 on reverse side for Itemized Billing Activity and Future Installments)

PAYMENT OPTIONS		
<b>Pay Online</b> <a href="http://www.usli.com/ezpay">www.usli.com/ezpay</a> Register online for policy & billing information	<b>Pay By Phone (24/7)</b> 866-632-2003 (Pagar Por Telefono 24/7)  <b>PayCode #:</b> 786879155675167 (Codigo De Pago)	<b>Pay By Check</b>  Make check payable to: <b>UNITED STATES LIABILITY INSURANCE COMPANY</b>  Use Remittance Slip Below

For billing & payment assistance, please contact us at:  
USLI 1-866-632-2003  
APPALACHIAN UNDERWRITERS, INC.  
888-376-9633

\*\*For non-billing questions & assistance, please contact your local agent  
Thank you for your business!

TEAR ALONG THIS LINE

001 786879155675167 00029760 9

GRANDPARENTS RAISING GRANDCHILDREN OF  
BREVARD COUNTY FLORIDA INC.  
123 BARTON BOULEVARD #102  
ROCKLEDGE, FL 32955


For Office Use Only: 001 786879155675167	
Policy Number: NDO1556751C	
Amount Due: \$297.60	Date Due: 01/30/2016
Amount Enclosed:	

Make Check Payable To:  
UNITED STATES LIABILITY INSURANCE COMPANY

UNITED STATES LIABILITY INSURANCE COMPANY  
PO BOX 62778  
BALTIMORE, MD 21264-2778

APPALACHIAN UNDERWRITERS, INC.



 UNITED STATES LIABILITY INSURANCE COMPANY  
PO BOX 62778  
BALTIMORE, MD 21264-2778

Invoice Date: 12/16/2015  
Account Number: NDO1556751  
Policy Number: NDO1556751C

Page 2 of 2

<u>Activity</u>	<u>Date</u>	<u>Amount</u>	<u>Future Installments</u>	<u>Amount</u>
Balance		\$0.00	04/19/2016	\$223.20
Payment	12/16/2015	\$297.60	06/18/2016	\$223.20
Balance Due:		\$297.60	Total Future Installments:	\$446.40

If you wish to pay your entire remaining policy premium in full, please pay Total Balance below:

Current Balance Due:	\$297.60
Future Installments:	\$446.40
<b>Total Balance:</b>	<b>\$744.00</b>

# Auto-Owners

Page 1

55039 (11-87)

Issued 04-28-2015

## INSURANCE COMPANY

6101 ANACAPRI BLVD., LANSING, MI 48917-3999

## TAILORED PROTECTION POLICY DECLARATIONS

Renewal Effective 06-13-2015

AGENCY J W EDENS & COMPANY INC

12-0306-00 MKT TERR 114 (321) 383-4554

POLICY NUMBER 062382-72684350-15

INSURED GRANDPARENTS RAISING GRANDCHILDREN  
OF BREVARD COUNTY FLORIDA INC

ADDRESS 123 BARTON BLVD STE 102

Company  
Bill

POLICY TERM  
12:01 a.m. 12:01 a.m.  
06-13-2015 to 06-13-2016

ROCKLEDGE, FL 32955-2745

In consideration of payment of the premium shown below, this policy is renewed. Please attach this Declaration and attachments to your policy. If you have any questions, please consult with your agent.

## COMMON POLICY INFORMATION

BUSINESS DESCRIPTION: Support Group

ENTITY: Corporation

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S).	PREMIUM
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.	
COMMERCIAL GENERAL LIABILITY COVERAGE	\$242.00
MINIMUM PREMIUM ADJUSTMENT (GL)	58.00
TOTAL	\$300.00

FORMS THAT APPLY TO ALL COVERAGE PART SHOWN ABOVE (EXCEPT GARAGE LIABILITY, DEALER'S  
BLANKET, COMMERCIAL AUTOMOBILE, IF APPLICABLE)  
55000 (01-87)

A Merit Rating Plan Factor of 0.95 Applies.

Countersigned By: \_\_\_\_\_

AGENCY 12-0306-00 POLICY 062382-72684350

13583 (8-03)

J W EDENS & COMPANY INC  
PO BOX 278  
TITUSVILLE, FL 32781

04-29-2014

Your agency's phone number is (321) 383-4554



P.O. BOX 30660, LANSING, MICHIGAN 48909-8160 • 517-323-1200  
AUTO-OWNERS INSURANCE COMPANY  
AUTO-OWNERS LIFE INSURANCE COMPANY  
HOME-OWNERS INSURANCE COMPANY  
OWNERS INSURANCE COMPANY  
PROPERTY-OWNERS INSURANCE COMPANY  
SOUTHERN-OWNERS INSURANCE COMPANY

GRANDPARENTS RAISING GRANDCHILDREN  
OF BREVARD COUNTY FLORIDA INC  
123 BARTON BLVD STE 102  
ROCKLEDGE, FL 32955-2745

You may view your policy online at [www.auto-owners.com](http://www.auto-owners.com).  
To enroll, use the policy number 72684350 and  
Personal ID code 63T 968 V50. Once enrolled, you may  
choose to stop receiving the paper policy in the mail.

Thank you for allowing Auto-Owners to handle your insurance needs.

Auto-Owners Insurance Group is financially sound with sufficient reserves to be ranked among the leaders in the industry for financial security. Our A++ (Superior) rating by the A.M. Best Company signifies that we have the financial strength to provide the insurance protection you need.

If your policy is an audited policy, the billing of the audit premium will be included in your regular premium billing account. This premium is due in full upon billing and failure to pay as billed may result in the cancellation of all policies on the billing account. If you have questions on your audit or about your insurance needs, please contact your agent at the telephone number shown at the top of this letter.

Auto-Owners Insurance - The "No Problem" People ®

\*\*\*\*\* THIS IS NOT A BILL. \*\*\*\*\*  
IF ADDITIONAL PREMIUM IS OWED, A BILL WILL BE MAILED SEPARATELY. PLEASE  
PAY ANY UNPAID BILLS.

~ Serving Our Policyholders and Agents for More Than 90 Years ~

## EXHIBIT A: AUDIT CERTIFICATION

TO: City of Palm Bay

RE: Annual Financial Audit

FY 2016/2017 CDBG Award to: Grandparents Raising Grandchildren of Brevard County, FL Inc.

Award Amount: \_\_\_\_\_

Contract Period: \_\_\_\_\_ day of \_\_\_\_\_, 2016 to 30 day of September, 2017

The audit threshold as set out by federal regulation (Office of Management and Budget Circular A-133) for non-state entities is \$500,000. All Sub-recipients are required to provide the City of Palm Bay's Housing And Neighborhood Development Services Division with an annual financial audit if the Sub-recipient has expended \$500,000 or more in federal funds. The audit is due to the City from the Sub-recipient within the earlier of thirty (30) days from the date the Sub-recipient receives the report from its auditor or nine (9) months after the end of the Sub-recipient's fiscal year.

\_\_\_\_\_ Fiscal Year runs from October 1<sup>st</sup> to September 30<sup>th</sup>.

\_\_\_\_\_ A-133 Financial Audit Report (if required) must be submitted to the City no later than June 30<sup>th</sup> of all applicable years.

### I HEREBY CERTIFY THAT:

1. Grandparents Raising Grandchildren of Brevard County, FL Inc. is not required to submit an annual financial audit because the audit threshold of \$500,000 was not met.
2. The \_\_\_\_\_ is required to submit an annual financial  
(Name of Sub-recipient)  
audit because the audit threshold for having received \$500,000 in federal funds was met.

Mary Ann Sterling  
(Signature)

July 8, 2016  
(Date)

Mary Ann Sterling, Executive Program Director  
(Typed/Printed Name and Title)

**CERTIFICATION MUST BE COMPLETED BY THE EXECUTIVE DIRECTOR,  
PRESIDENT/CEO OR CHIEF FINANCIAL OFFICER**

## APPLICATION COVER SHEET

### Background Information

Date: July 8, 2016

Submitted by and Title: Ruth-Elaine Bolles, Financial Secretary

Agency Name: Risen Savior Lutheran Church

Address: 2220 Port Malabar Blvd. NE, Palm Bay, FL 32905

Contact Person: Ruth-Elaine Bolles

Amount Requested: \$ 15,000.00

Project Title: Food / Daily Living Supplies

Brief Description of Project: To purchase food and daily living supplies for low to moderate individuals and families in Palm Bay.

Location of Proposed Project: 2220 Port Malabar Blvd. NE, Palm Bay, FL 32905

Measurable Objective Number of Palm Bay's residents to be served 500+.

### Checklist of Required Documents

- X 1. Detailed Narrative on Project and Applicant
- X 2. Articles of Incorporation and Bylaws
- X 3. Copy of 501 (c)(3) Determination Letter (must be a non-profit agency to apply)
- X 4. List of Board of Directors
- X 5. Board of Directors' Authorization to Submit Request &  
Board of Directors' Designation of Authorized Official
- X 6. Organization chart
- X 7. Resume of Chief Program Administrator & Resume of Chief Fiscal Officer
- X 8. Financial Information to include Financial Statements, Budget,  
Completed Audit Certification Form and/or Financial Audit
- X 9. Conflict of Interest statement
- X 10. Documentation of Compliance with Low/Mod National Objective

**Risen Savior Lutheran Church**  
**REQUEST FOR FUNDING 2016/2017**

**PROGRAM NARRATIVE**

Risen Savior Lutheran Church is located in the North East section of the City of Palm Bay on Port Malabar Blvd. This is an established neighborhood with many low to middle income families. Many of these families struggle financially with the basics and necessities of life i.e.: shelter, utilities food, etc. Many times these families come to the church looking for help with these expenses. The members of Risen Savior have seen this need and endeavored to meet it with two programs, God's Pantry a weekly food pantry and Blessing Buckets.

The food pantry began four years ago with meager beginnings and has grown to having served its one millionth meal recently. The pantry is run entirely with donations to purchase fresh foods from Second Harvest Food Bank and government surplus food. Unlike many other pantries our clients have the opportunity to shop weekly and it is a "choice pantry", meaning the clients do their own shopping.

The Blessing Bucket ministry is a newer outreach that compliments the Pantry. Many necessary items of daily living, such as soap, paper products, cleaning supplies, baby diapers, etc., cannot be purchased with SNAP funds. We fill two gallon plastic buckets with these items and distribute them once a month at the pantry. Records of who has taken a bucket in the past are kept so that they may return again and get them refilled with needed items. In addition to distributing these

buckets at the pantry we have endeavored to also make them available to the local homeless population and to veterans in the area.

In order for us to be able to continue to grow this outreach and serve the ever increasing needs of the community we are requesting funding in the amount to \$15, 000.00 to be split equally between these two programs.

God's Pantry has grown significantly just in the past few months and with children on summer vacation plus it being hurricane season right now the need is greater than ever. This funding will enable us to use our private donations that currently buy food to be channeled into other needs of the program such as, purchasing newer freezers to store meat and other food that comes to us in a frozen state and must remain that way, new more permanent but portable signage needed so that clients can easily find us. We have also begun making clothing available on distribution days and a better system to display these items would also be a huge help. In this last quarter we served enough food to produce 1,070,800 meals!!!! We also served 12,173 clients with a weekly average of 928 clients per week!! At this current rate we will we will distribute one half a million meals this year!

Because the need for food and services is so strong the Blessing Bucket ministry is also essential especially as we are in Hurricane season.

When it is a struggle to buy the necessities, extras for hurricane readiness may not be an option, and so at this time of the year we try to do a distribution by- weekly in order to allow the clients to try to get a small hurricane "stock pile" in readiness. Procurement of items for the buckets as well as the buckets themselves has been entirely by



donations from the members of our small congregation to this point, however since the need is rising faster than anticipated we find that we are woefully unable to provide for the needs as we would like.

It is our intention to continue to administer both of these programs from our facility on Port Malabar Blvd. with the wonderful and adequate volunteer staff that has brought these programs to success thus far.

2007

APPROVED AT VOICES  
ASSEMBLY MEETING-  
DECEMBER 2007  
NO CHANGES 2008

## **Risen Savior Lutheran Church Palm Bay, Florida**

### **Constitution**

#### **Preamble**

Whereas, the inerrant, inspired Holy Scriptures teach that a Christian congregation both conform to that aforesaid very Word of God in doctrine and practice (Psalm 119:105; Matthew 28:18-20; Galatians 1:6-8; II Timothy 4:1-5), and that all things should be done “decently and in order” (I Corinthians 14:40); and

Whereas, we are convinced that according to the Canon of the Holy Bible it is the privilege of the Church:

- a. To proclaim Law and Gospel (through Word and Sacrament) and make disciples of all peoples (Matt. 28:18-20).
- b. To administer the Office of the Keys (Matthew 18:15-20, John 20:21-23).
- c. To fellowship with those who confess the one, holy, catholic and apostolic faith (John 17:6-26, Acts 2:42-47, Romans 16:17-19, I Corinthians 1:10, II John 2:18-20).
- d. To endeavor to keep the unity of the Spirit in the bond of peace (Romans 15:5-6, Ephesians 4:3-6).

Therefore, we, the members of Risen Savior Lutheran Church, in the City of Palm Bay, Florida, County of Brevard, and in the State of Florida, affiliated with the Lutheran Church-Missouri Synod (LCMS) do herewith in the name of the Triune God, Father, Son and Holy Spirit, adopt the following Constitution and Bylaws:

#### **Article 1**

Name: The name of this church shall be

**Risen Savior Lutheran Church (LCMS) Inc. of Palm Bay, Florida.**

#### **Article II**

**Purpose:** The purpose of this congregation (as stated in the aforementioned Preamble) shall be to proclaim and adhere to the pure Gospel of Our Lord and Savior Jesus Christ as it is revealed in the Holy Scriptures, according to confessional symbols in the Book of Concord of 1580.

### Article III

**Doctrine:** This congregation believes, teaches and confesses that all the canonical books of the Old and New Testaments are the inerrant, verbally inspired Word of God, and that these writings are the only infallible authority in matters of faith and life. In addition, we hold all of the confessional writings of the Book of Concord of 1580 to be a true and genuine exposition of the doctrines of the Bible. These confessional writings are: The three Ecumenical Creeds (The Apostolic, the Nicene, and the Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord. Accordingly, all worship services, education, fellowship, and any other activity shall conform to this doctrinal standard.

### Article IV

**Membership:** All persons baptized in the name of the Triune God, the Father, the Son, and the Holy Spirit, shall be regarded as eligible for membership.

Communicant (able to take communion) Members of the Congregation shall:

1. Be Baptized.
2. Be instructed in the Christian Faith (using Luther's Small Catechism).
3. Receive the Rite of Confirmation.
4. Attend Divine Service regularly (except when infirm or shut-in), so that he may hear the Word of God proclaimed, and partake frequently of the Lord's Supper (Hebrews 10:25).
5. Live a life of faith and repentance in Christ (Romans 6, Ephesians 4:17-6:18), and as a fruit of that faith avoid manifest works of the flesh (Romans 1:18-2:16, Galatians 5:19-21).
6. Submit to Christian admonition and correction as a fruit of one's faith (Matthew 18:15-20, I Corinthians 5, Galatians 6:1-10).
7. Participate in the faith and life of this congregation (I Corinthians 12).
8. After being received into communicant membership, and/or upon reaching the age of eighteen the communicant member shall sign this Constitution and be granted suffrage (the right to vote in the assembly).

**Associate Members:** Shall have all the privileges and responsibilities of Members except that of suffrage (voting) and holding elected office. In some cases with the blessing of the pastor and board of Elders suffrage and the right to hold office may be granted. All Associate members are encouraged to speak and participate in all public assemblies and may serve on any and all committees of the congregation. Associate membership is reserved for those who hold membership in a sister congregation out of our geographic area

**Termination of Membership:** The privileges and responsibilities of membership in this congregation shall cease when a member is transferred to a sister congregation; when he or she terminates their membership through self-exclusion by a letter submitted to the Pastor and Head Elder or by a lengthy absence of communication of any kind; or when one is excommunicated (Matthew 18:15-20) by the Voter's Assembly of this congregation with the hope of repentance and restoration to membership (II Corinthians 2:5-11).

## Article V

**Authority of the Congregation:** The Voter's Assembly shall be the governing body of this congregation under the Word of God according to Article III of this Constitution, and shall be empowered to administer and manage all of its affairs. An annually elected Church Council, Board of Trustee, and Board of Elders shall assist the Pastor(s) in carrying out the purpose of the church (Article II), and shall have only that authority which the Voter's Assembly grants to them by the Constitution and Bylaws of this corporate body. All motions at any Voter's Assembly shall require a two-thirds (2/3) majority vote (unless specified otherwise in the Constitution or Bylaws). Voting is not permitted by proxy.

## Article VI

**Called Ministers of the Gospel:** All Pastors, Teachers and other Synodically Rostered "Ministers of the Gospel" who are called (either full or part-time) are to adhere to the scriptural and confessional standards as they are set forth in Article III of this Constitution.

The authority to call such Ministers of the Gospel is vested in the Voter's Assembly, who may do so with a two-thirds (2/3) majority vote of the voter's present. The Church Council shall appoint a call committee to advise and submit names to the Assembly.

A called worker may only be dismissed if such said worker shall after admonition according to God's Word (Matthew 18:15-20, Galatians 6:1-10) continue to either persist in teaching or adhering to false doctrine, live a life which is not befitting a minister of the gospel (I Timothy 3:1-13), or after careful examination be found unable (physically, mentally or otherwise) to serve. Such dismissal shall require a two-thirds (2/3) vote of the voters present at an Assembly.

## Article VII

**Property Rights of the Congregation:** This Corporation by act of its Voter's Assembly may receive, acquire, hold title to, and manage real estate and other property as needed to accomplish its purpose (as set forth in Article II), and may sell, lease, or dispose of such real estate and other property in whole or in part. The Corporation shall have all the rights and powers granted to religious corporations by the laws of the State of Florida. Should a division of the congregation occur, the real estate and other properties of the congregation shall remain with those who adhere to Article III, and who constitute a simple majority of the Voter's Assembly.

## Article VIII

**Amendments to the Constitution:** This Constitution and Bylaws may be amended at any valid Voter's Assembly by a two-thirds (2/3) vote, provide the amendment has been submitted in writing to Pastor, Board of Elders and the Church Council sixty days prior to the Assembly, and that a written copy be made readily available to members of congregation thirty days prior to the assembly.

### Bylaws

I. **Meetings of the Assembly:** Regular meetings of the Voter's Assembly shall be held at least annually.

A. The Annual Voter's Assembly shall meet in December.

The date, time and agenda shall be established by the Church Council, and will be published to the congregation at least two weeks prior.

The agenda for the Annual Voter's Assembly shall include election of officers,

Board members and an approval of a budget for the following year.

Voting is not permitted by proxy.

B. Additional Voter's Assemblies may be called by a resolution of the Assembly, Church Council, or in exceptional cases by the Pastor, President, Head Elder, or a signed petition of at least one-third (1/3) of its active voters.

1. The same rules for date, time and agenda of the Annual Assembly apply to all other Assemblies, except in "exceptional cases", where every effort will be made to follow the normal procedures.

C. All Voter's Assemblies shall:

1. Have a quorum of at least one third (1/3) of its active voting members present in order to be a valid meeting.

2. Follow Robert's Rules of Order as guide, but Christian charity shall be practiced.

## II The Church Council, other Boards and Committees

A. The General Officers of the **Church Council** elected by the Assembly shall be:

1. President
2. Vice President
3. Recording Secretary
4. Treasurer
5. Financial Secretary
6. School Board Chairperson

The Assembly shall also elect the members of the Board of Elders and Board of Trustee.

B. The length of the Officer's term shall be 1 year. The President and Vice President of the Congregation may succeed themselves in the same position only once.

C. The Church Council is elected to do the business of the Assembly, in order to support the Pastor(s) in fulfilling the purpose of the Church (Article II).

Accordingly it is to remain within the annual budget given it by the assembly. If a need arises to exceed the budget, a Voter's Assembly shall be called (Bylaw I. B. 1.).

The monthly Council minutes (including the Financial Report) shall be published, and made readily available to the members.

The Council may appoint additional non-voting officers [For example Youth, Fellowship, Christian Education, etc.] (Not to exceed six additional nonvoting members) to regularly participate in the meetings.

Each General Officer, Head Elder, and Head Trusteeshall have one vote.

If a vacancy arises, the Council may appoint a qualified person to fill the vacancy.

The Council has the authority to appoint and to dissolve standing and ad hoc committees, as needed.

D. **Nominating Committee** appointed by the President of the Council shall consist of the Vice-President, an Elder, the Recording Secretary, the Pastor, and an at large voting member. The Committee will field qualified nominees (for the General Officers, Board of Trustee, and Board of Elders) beginning at least seven weeks prior to the Annual Assembly.

E. **Budget Committee** appointed by the President of the council in September shall consist of the President himself, the head elder, the Pastor, and the Treasurer. The Committee shall present a budget to the Church Council in November in order that it may be voted on in the Annual Voter's Assembly.

- F.** The **Board of Elders** shall consist of not less than three men (and not more than twelve), with additional Elders (one for every fifty persons in attendance above one hundred fifty) being added by vote of the Assembly.
1. The length of an Elder's term of office is two years.
  2. They shall organize themselves and elect a chairman who shall represent them on the Church Council
  3. In the event of a vacancy the Board may appoint a qualified man to serve for the duration of the term.
  4. The Elders shall assist the Pastor(s) in fostering the liturgical and devotional life of the congregation, in order to fulfill the purpose of this church (Article II).
    - i. Thus they will visit the sick, shut-ins and those who have lapsed in church attendance.
    - ii. The Elders will also assist in loving church discipline (Matthew 18:15-20).
  5. The Elders shall annually recommend the salary for all called (and non-hourly) workers to the budget committee.
- G.** All other Boards and Committees shall (under the guidance of the Pastor(s), Church Council and Board of Elders) work toward fulfilling the purpose of the church (Article II).
- H.** All motions at each Church Council, Board, or Committee meeting shall require a simple majority vote (unless otherwise specified in the Constitution) to pass.
- I.** The President, Vice President, and all Elders shall be male (Genesis 1:27, Ephesians 5:22-33, I Timothy 3:2).
- J.** The (senior) Pastor is an ex-officio member of all Assemblies, Councils, Boards, and Committees in the Church.
- K.** The **Board of Trustee** shall consist of three members whose term of office shall be two year. It shall be the duty of the trustees to administer and insure all property belonging to the congregation, operate within the annual budget; to make contracts; accept and receive grants and bequests; consult with the treasurer on investments; sign and retain all documents; appear in court; in short, to transact all the business of the congregation assigned to them by the congregation. The Board can add associate trustees as needed to meet the needs of the church. They shall organize themselves and elect a chairperson who shall represent them on the Church Council.

- L. The **School Board** basic objectives are to over see The Early Learning Center. So that the objectives can be carried out, the board shall be comprised of the School Board Chairperson, an Elder, a Trustee, the Pastor, and two appointed member at large.

### III The Early Learning Center

- A. The **Early Learning Center** shall assist parents and guardians in the God-given mandate “to raise them [their children] in the nurture and admonition of the Lord” (Ephesians 6:4) and to “train up a child in the way he should go” (Proverbs 22:6).
- B. The School shall be under the authority of the Voter’s Assembly, and under the supervision of the School Board and the Administrator of the School.
1. The School Board shall work with the Administrator in proposing a budget, maintaining the finances, the hiring of staff, and other concerns related to the ministry of the school
  2. The Administrator of the School shall be under the supervision of the School Board, and under the direct supervision of the (senior) Pastor. He/She shall be hired (or contracted) by the Board and may be dismissed (for just cause) by the same Board.
  3. If the Administrator (or any employee of the school) is a Rostered, Synodical Teacher, then the School Board may submit a name or a list of candidates to the Voter’s Assembly for the purpose of the latter issuing a divine call to the candidate(s). In this case the called worker may only be dismissed according to Article VI of this Constitution.
- C. The Administrator of the School shall have direct supervision over all programs, employees and volunteers of the school.
1. He/She shall be an ex-officio (non-voting) member of the School board and the Church Council. He/She is expected to attend (and give input if requested) at all Voter’s Assemblies.
  2. If he/she is not a member of this church, every effort shall be made to familiarize his/herself with the doctrine and practice of Risen Savior Lutheran Church.



## 8.120:

### Other Organizations

Organizations associated with congregations that are not schools or early childhood centers may NOT be included in the Synod's Group Tax-Exempt Ruling. Those organizations must obtain their own separate tax-exempt status by filing IRS Form 1023 directly with the IRS.

## 8.130:

### Exemption from Filing Form 990

#### or Form 990-N

*Section 6033 of the Internal Revenue Code excuses certain organizations from filing Form 990, the information return generally required to be filed by tax-exempt organizations.* Member congregations of the Synod are excused as churches by this section of the law, and this includes the school operated by the congregation under its own structure, that is, not separately incorporated or otherwise operated so as to be distinguishable from the congregation. All elementary and high schools are excused from filing Form 990, even if they are incorporated separately from the congregation or operated by two or more congregations. Neither are these entities required to file the new Form 990-N, Electronic Notice (e-Postcard).

If a congregation receives a request from the IRS to complete and return a Form 990 or Form 990-N, the congregation should return the form to the appropriate IRS office and attach a letter stating that the congregation is exempt from filing Form 990 under Internal Revenue Code Section 6033, which specifically exempts churches, or under the Regulations to Section 6033, which exempt elementary and secondary schools.

## 8.140:

### Synod's Employer Identification Number

Upon application, IRS assigns each congregation and (if separately incorporated) school with their own Employer Identification Number (see paragraph 7.310). It is used for all of the applicant's IRS filing and reporting requirements (e.g., payroll returns, unrelated business income, IRS Form 1099s, Form 5578). If the assigned EIN is reported incorrectly on such returns, processing can be delayed because the legal name of the organization and its EIN does not match according to IRS's records.

However, other reporting situations may require the disclosure of Synod's EIN in addition to the church's or school's. The EIN number assigned to The Lutheran Church—Missouri Synod is **43-0658188**. Some common examples of when that number is needed includes: satisfying certain grant requirements, a pastor's filing of Forms 4361 or 2031, a congregational member's desire to bequeath to Synod or to designate it as a beneficiary of their trust assets. Using Synod's EIN for any inappropriate purposes is prohibited. If you're in doubt whether it's correct to report your organization's EIN or Synod's EIN, contact your district office.

## 8.150:

### Public Disclosure Requirements—

#### Application for Tax Exemption

Section 6104(e) of the Internal Revenue Code requires every tax-exempt organization to allow public inspection of its application for recognition of tax exemption and its Form 990 (including Form 990-T), if the organization is required to file that form. In the Synod, few entities are required to file Form 990. However, some may need to file Form 990-T, but only if any unrelated income exceeds \$1,000 (see 11.110). If an organization chooses to file a Form 990-T only to request the Small Business Health Care Tax Credit, these public disclosure requirements do not apply (see 4.800).

Because of the bulk of the documents related to the Application for Recognition of Tax Exemption they have been provided to each district office to be made available to congregations as they may be requested. Congregations are not required to have these documents on file if they can be made available within a reasonable time from the district office. Also, they have been widely made available on the world wide web at [www.lcms.org](http://www.lcms.org) (Synod's Web site).

The IRS can assess penalties on any person failing to comply with this congressional mandate ("person" means any officer, director, trustee, employee or other individual whose duty it is to provide the requested documents). The penalty assessment can be \$20 for each day such failure continues without limitation, and an additional \$5,000 if the failure is found to be willful.

Should an individual request to see your tax-exempt application, you must be able to acquire a copy of the application for group exemption and make it available for public inspection.

The IRS broadly defines your "application" to include the following: the Synod's initial request for group exemption; any supporting documents filed by, or on behalf of, the Synod in connection with the request (including relevant legal briefs); any relevant IRS responses; and the page in the Synod's membership directory that lists your congregation by name.

Should an individual request to see the Synod's application for tax exemption or its Form 990-T, please refer them to the Synod's Web site, your district office, or the Synod's Accounting Department—Tax & Compliance. The district offices can make these documents available for on-site inspection or provide copies. The district office also has information regarding times for inspection, charges for making copies, mail requests and related matters.

## 8.155

### Synod's Group Exemption Number (GEN)

The group exemption number (GEN) is a number assigned by the IRS to the central/parent organization of a group that has a group exemption letter. The Synod has received such a letter from the IRS (see Sec. 8.410)

and the GEN assigned to this group is **1709**. Only subordinate units referenced by category in Synod's group exemption letter are tax-exempt under GEN 1709.

## **8.160**

### **Verifying Tax Exempt Status**

Included under Synod's group tax-exempt ruling are LCMS member congregations, the schools they operate and are not separately incorporated, as well as those that are separately incorporated and have consented in writing to be included. Occasionally, these entities need evidence of their "501(c)(3)" tax-exempt status. A request of this nature may be satisfied by providing a copy of the IRS tax-exempt group ruling acquired by the LCMS and reproduced in Section 8.410; and, also a copy of the page found inside "The Lutheran Annual" on which lists your congregation or school as a member of the LCMS. Alternatively, anyone may contact the LCMS Accounting Department directly for verification. Either verification method may be used and are described in IRS Publication 4573. An LCMS congregation or a school it operates need not be listed in IRS Publication 78 or on the EO Business Master File. Donors, grantors, or other interested persons may rely on LCMS verification in this respect.

**8.400:**  
**IRS Rulings**

**8.405:**  
**Federal Tax Exemption**

Internal Revenue Service

Department of the Treasury

District  
Director

230 South Dearborn Street  
Chicago, IL 60604

The Lutheran Church-Missouri Synod  
Attn: George Horensky  
1333 South Kirkwood Road  
St. Louis, Missouri 63122

Date: JUN 03 1992

Re: 43-06<sup>5</sup>8188

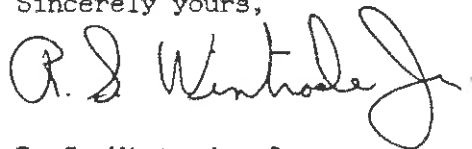
Gentlemen:

By means of a letter dated July 23, 1941, issued to you under your name at the time (Evangelical Lutheran Synod of Missouri, Ohio and Other States), you were determined to be organized and operated so as to be entitled to be exempt from federal income tax, and to be entitled to receive gifts for which the donors could claim deductions for federal income, gift and estate tax purposes. By means of a letter dated January 8, 1965, certain "subordinate" units were included in a group ruling, excluding, however, your commissions, committees, councils and your radio station, KFVO, all of which were observed to be merely activities of yours and not separate entities.

The purposes of this letter is to assure you that the Synod, including its boards, commissions, committees and councils, and any radio and television broadcast licenses owned by it and not structured as a corporation separate from the Synod, is exempt from federal income tax as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, is not required to file federal income tax returns, and contributions to which are deductible by donors as provided in Section 170, 2055, 2106, and 2522 of the Code.

Finally, you may refer to this letter by its date in referring to our determination that you are an exempt organization.

Sincerely yours,



R. S. Wintrode, Jr.  
District Director

## Group Tax-Exempt Ruling

Internal Revenue Service

Department of the Treasury

District  
Director230 South Dearborn Street  
Chicago, IL 60604Lutheran Church-Missouri Synod  
Attn: George Horensky  
1333 South Kirkwood Road  
St. Louis, Missouri 63122

Date: JUN 03 1992

5

Re: 43-068188

Gentlemen:

In a letter dated January 8, 1965 your organization was issued a group ruling under Code Section 501(c)(3) of the Internal Revenue Code to cover your subordinate units. Based on the information recently submitted it is held that the subordinate units referenced below by category are those to be covered by the group ruling:

1. Your fund-raising and fund-administering entities, presently consisting of The Lutheran Church-Missouri Synod Foundation.
2. Your archives, presently consisting of Concordia Historical Institute.
3. The districts of the Synod existing within the United States, including the circuits within those districts.
4. The incorporated church extension, funds of the Synod and its districts, presently consisting of (i) Lutheran Church Extension Fund-Missouri Synod, (ii) Ohio District Lutheran Church Extension Fund, Inc., (iii) The Church Extension Board of the Michigan District of the Lutheran Church-Missouri Synod, and (iv) The Southeastern District-Lutheran Church Missouri Synod Church Extension Fund, Inc.
5. The institutions of higher education of the Synod.
6. The member congregations of the Synod, including those in the formative stages of membership.
7. The elementary schools, middle schools and junior high schools, and high schools (a) that are operated by member congregations of the Synod and are not separately incorporated, (b) as well as those that are either separately incorporated or are otherwise identified as entities separate from congregations and which have consented in writing to be included in this group ruling.

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

(Continued on next page.)

Because this letter could help resolve any questions about subordinates which are covered by this ruling, you should keep it in your permanent records.

Sincerely yours,

A handwritten signature in cursive script, reading "R. S. Wintrode, Jr.".

R. S. Wintrode, Jr.  
District Director

Because this letter could help resolve any questions about subordinates which are covered by this ruling, you should keep it in your permanent records.

Sincerely yours,

A handwritten signature in cursive script, reading "R. S. Wintrode, Jr.".

R. S. Wintrode, Jr.  
District Director

## Risen Savior Lutheran Church

### Church Council

<u>Office</u>	<u>Name/Address</u>	<u>Phone</u>	<u>Email</u>
President/Treas.	Fred Anderson 918 Abeto ST. NE Palm Bay, Fl 32905	(321) 698-8037	<a href="mailto:Kb4mq@att.net">Kb4mq@att.net</a>
Vice President	Vacant		
Secretary	Susan Anderson 918 Abeto St. NE Palm Bay, FL 32905	(321)698-8038	<a href="mailto:sa.stegles@gmail.com">sa.stegles@gmail.com</a>
Financial Secretary	Ruth-Elaine Bolles 911 Dogwood DR. Barefoot Bay, FL 32976	(727) 519-5356	<a href="mailto:reb7@stny.rr.com">reb7@stny.rr.com</a>
Head Elder	Troy Curtis 418 Fronda Ave. SE Palm Bay, Fl 32907	(321) 676-5256	<a href="mailto:curt9277@bellsouth.net">curt9277@bellsouth.net</a>

Head Trustee

Robert Schmidt

(321) 728-7377

[b1954t@msn.com](mailto:b1954t@msn.com)

3116 River Villa Way

Melbourne Beach, FL 32951

Outreach

Janice Lee

(321) 726-0322

[jmhschramm@hotmail.com](mailto:jmhschramm@hotmail.com)

1921 Roc Rosa

Palm Bay, FL 32905





Risen Savior Lutheran Church  
Rev Cary T. Heid, Pastor



2229 Port Malabar Blvd. NE, Palm Bay, FL 32905

Ph: 321-984-3987

Fax: 321-984-0132

Website: [www.rslcms.org](http://www.rslcms.org)

Email: [risensavior@rslcms.org](mailto:risensavior@rslcms.org)

July 6, 2016

To Whom It May Concern

I Fred Anderson, President of Risen Savior Lutheran Church do hereby give permission to Pat Gorski, Director of God's Pantry food distribution program, the right to enter into an agreement with the City of Palm Bay's CDBG program.

The authorized representative again is Patricia Gorski, Director of God's Pantry. Mailing address is 1081 Sunswept Rd. NE, PalmBay, FL 32905, (321) 723-0030.

Respectfully,

  
Fred Anderson, President

Risen Savior Lutheran Church



Rev Gary L. Heid, Pastor

2220 Port Malabar Blvd. NE, Palm Bay, FL 32905

Ph: 321-984-8987

Fax: 321-984-0132

Website: [www.rslcms.org](http://www.rslcms.org)

Email: [risensavior@rslcms.org](mailto:risensavior@rslcms.org)

July 6, 2016

Risen Savior Lutheran Church

2220 Port Malabar Blvd. NE

Palm Bay, FL 32905

To Whom It May Concern

I Fred Anderson, President of Risen Savior Lutheran Church do hereby give permission to Pat Gorski, Director of God's Pantry food distribution program, the right to enter into an agreement with the City of Palm Bay's CDBG program.

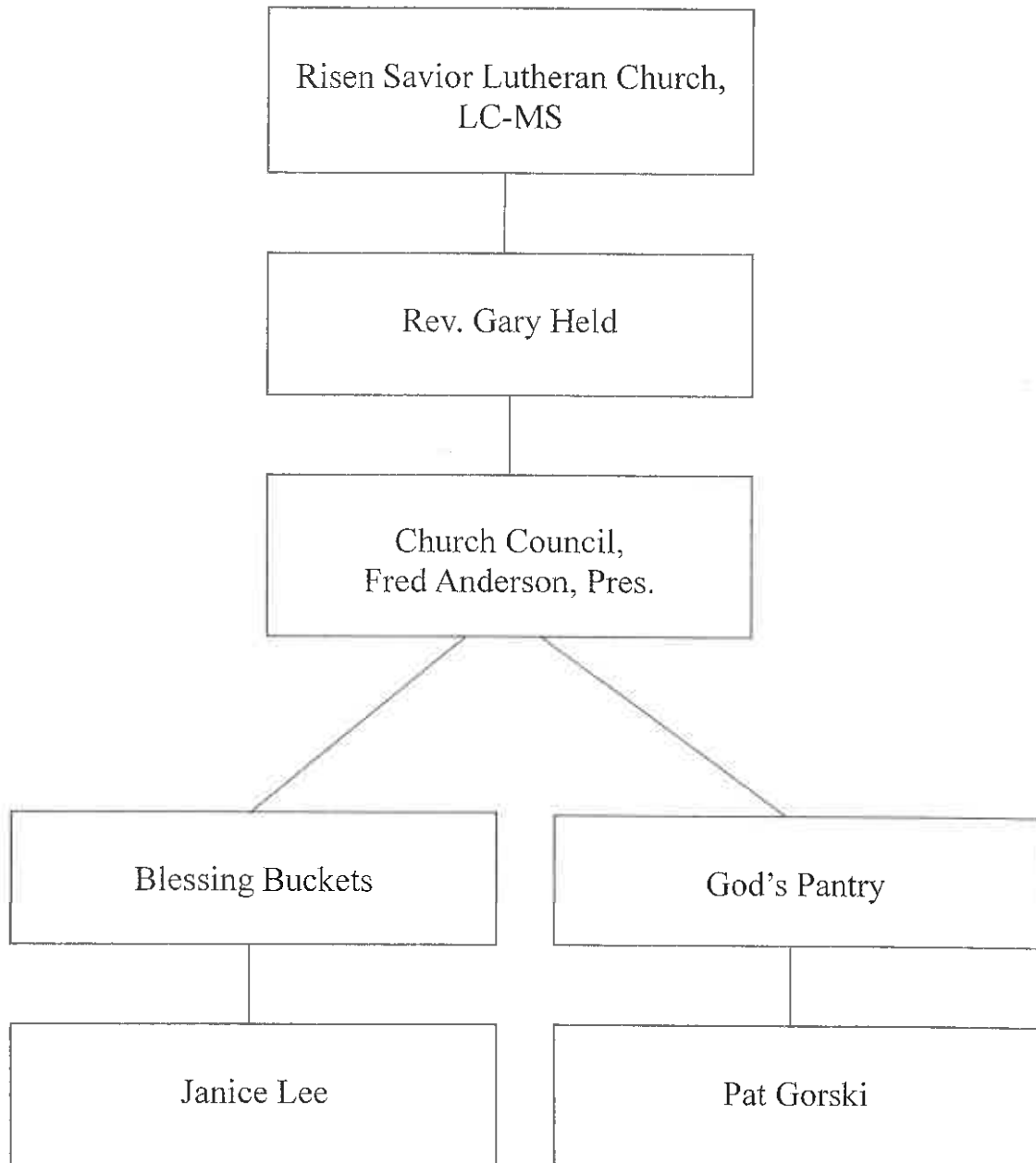
The authorized representative again is Patricia Gorski, Director of God's Pantry. Mailing address is 1081 Sunswept Rd. NE, Palm Bay, FL 32905, (321) 723-0030.

Respectfully,

Fred Anderson, President

Risen Savior Lutheran Church

**Ministry Organization, Risen Savior Lutheran Church, Palm Bay, FL  
July 5, 2016**



**Patricia  
Gorski  
"Pat"**

1081 Sunswept Rd NE  
Palm Bay, FL 32905  
321-723-0030  
[Ennayttap44@cfl.rr.com](mailto:Ennayttap44@cfl.rr.com)

**Objective**

To do as much as I can, to help as many as I can, for as long as I can.

**Employment History**

**High School Math Teacher**

1976 - 1981 Milwaukee, WI and Las Vegas, NV

- Debate, Forensics and Model United Nations Coach

**Bookkeeper**

- 1981-1982 for printing company Las Vegas, NV

**Co-Owner Creative Graphics Printing, Las Vegas, NV**

- 1982- 1992
- Created company and led it to \$3 million in annual sales
- Purchasing agent, quality control, supervised all aspects of bookkeeping, wrote and proof read copy, Personally handled over \$2 million in sales each year
- As needed through the years ran every piece of equipment in our 24,000 square foot plant.
- Supervised 49 employees

**Operations Manager South Brevard Sharing Center**

August 2011 – April 2012

Increased volume of free food by 500%, organized Open House resulting in sustainable toiletry donations. Supervised 3 locations staff and volunteers. Trained and proficient in software to track services (HMIS). Implemented new fundraisers. Assisted donors in fundraising.

**Education**

- 1973 – 1976 University of Wisconsin Milwaukee
- BS from the School of Education, 3.1999 GPA while working full time
- Major in Speech Communication
- Approximately 30 credits in Math (Teaching Math minors were not offered)

**Other Experience**

Since 1992, I have been involved in the South Brevard Community as a volunteer.

- For 5 years I instigated a self supporting program that provided 860 dozen cookies to be distributed with area Christmas Food Baskets.
- For 3 years created and implemented "Soup for the Sick" through Peace Lutheran Church
- For a number of years I was a 20 hour/weeks volunteer in the office at Peace Lutheran Church.
- For 2 years, as a volunteer I drove the bus for Space Coast Early Intervention Center fieldtrips.
- For over 10 years I have advocated for Fetal Alcohol Syndrome (FAS) Prevention including setting up a local in-service for doctors, nurses, social workers and teachers. Working through Yellow Umbrella, the year 2000 was established as FAS

awareness/prevention on a national basis with the Exchange Clubs and I was honored to be the keynote speaker at their national convention. I received the "Helping Hands Award" for 1998-1999. Through Yellow Umbrella I taught positive parenting classes for a few years.

- Consulted with "Baby Think it Over" in the development of the study guide for the FAS baby.
- For over 5 years I volunteered over 500 hours a year at Palm Bay Academy Charter School.
- For five years headed up toiletry donations for Project Response.
- For 2.5 years did the bulk of the cooking for His Place Ministry Sunday Feed serving 150 people. This included all aspects: fundraising, purchasing, storage, prep, serving.
- Coordinated Christmas Miracle 2010 to benefit the clients of SBSC which raised \$17,500 to provide Christmas food baskets for 569 families.
- Have held numerous elected and appointed positions at Peace and St. Paul Lutheran Churches.
- Currently volunteering with God's Pantry a ministry of Risen Savior Lutheran Church, soliciting funds and food from outside sources. In 4 years have grown from 6 meals per week to over 9,000 meals weekly. Coordinate distribution, volunteers, procurement, compliance and kitchen. Certified Safe Staff and Tefap.
- Current Advisory Board Member for Florida Fights FAS.
- 1998 Helping Hands Award from Exchange Club
- 2002 BAHS Rainbow Award Recipient
- 2010 invited to testify before the Florida Legislative Committee on FAS
- 2011 Woman of Achievement Award from March of Dimes.
  
- Mother to Chrissy, 23, Joseph, 21 and Laura 21.

### **Skills from past experience**

- Newsletter writing and proofing
- Strong command of language for printed word
- Ability to speak publically
- Ability to form liaisons in the community
- Strong purchasing background
- Scheduling experience
- Hands on knowledge of Thrift Store Operation
- Hands on experience with creating events
- Bookkeeping background
- Management skills, extensively with food and pantries

Fred R. Anderson  
918 Abeto St. NE Palm Bay FL 32905  
321-952-5138  
KB4DMQ@ATT.NET

### **Objective:**

Use my years of experience to continue the development of the Electronic Product Solution facility as the Engineering Department Manager.

### **Experience:**

CACI international 2010-present  
Electronic Product Solutions, Cape Canaveral, Florida  
Electronic Engineer

- Organized the integration of the Shelton Microwave production line into the EPS work flow.
- Wrote new test procedures for the microwave equipment to meet AS9100 requirements.
- Performed the duties of the production manager, directing personnel and resources to meet schedules and customer needs.
- Worked with the Operations Manager to develop the position of expediter resulting in a system of tracking the customer product through the works area reduced production turnaround times.
- Award winning member of the NSS transition team coordinating the integration of the computer systems
- Instituted an Engineering Review Board to evaluate warranty returns, identifying process error, and ensuring corrective action is taken to provide a quality product
- Performed the duties of the Operational Manager during his absence

BAE Systems 2009-2010  
Thule AB Greenland  
MILSATCOM Technician

- Team Lead assigned to work with Defense Information System Agency (DISA) to complete the commissioning of the AN/GSC-52 Satellite terminal ahead of schedule.
- Night Shift Lead Technician responsible for insuring all Preventative Maintenance Inspections are completed and circuit outages are responded to in a timely manner
- Fully qualified in Operations and Maintenance AN/GSC-39C Defense Satellite Communications System and AN/FRC-181 Milstar Satellite Terminal
- Team Lead for the removal, reutilization and disposition of equipment for the old Telecommunication Operation Center allowing the reuse of the area.
- Developed comprehensive spare parts list of items left after three years of system upgrade and new equipment installations identifying valuable spares and reducing costly downtime

L-3 Communications  
Electronic Product Solutions, Cape Canaveral, Florida  
Senior Support Engineer

2008- 2009

- Lead Engineer in the transfer and setup of the Helmet Sight Repair System. Established procedures and trained personnel on testing and repair of all components of the system.
- Provided LAB-view software support for the Helmet Sight automated test system
- Oversaw the reverse engineering and manufacturing of complex circuit card for Disney Corp. providing new Assemblies with all documentation.
- Analyzed and developed test and repair procedures for new product lines

L-3 Communications  
Eastern Space Lift Range Support Contract, Patrick AFB, Florida  
Senior Systems Engineer / Electronic Repair Specialist

2003- 2007

- Designed and supervised the building and installation of a replacement A3A8 junction box for the AN/FPQ-14 radar. Scheduled personnel and equipment to ensure minimal down time.
- Setup and directed a cable support area allowing for quick manufacturing and or repair of damaged cable for all electronic systems on the Eastern Space Range
- Identified and developed alignment procedure which corrected long standing problems with the focusing circuits of the Distant Optical Acquisitions Measuring system telescope.
- Designed and built test fixtures and developed procedures for new repair capability

Rockwell Collins  
Melbourne, Florida  
RF Electronic Technician/Test Engineering Technician

1998-2003

- Designed, built and maintained test panel for VIR, VHF, DME, and WX radar. Updating system drawing in AUTOCAD and maintaining automatic test software in LAB-view
- Line Support Engineer for the VHF and VIR cockpit indicators ensuring test fixture and test set are ready to support production needs.
- Test, troubleshoot, and repaired card assemblies to component level for VIR and VHF Radios performing the final FAA performance testing.

RELM Communication  
Melbourne, Florida  
RF Electronic Technician/engineering Electronic Technician

1995-1998

- Performed FCC type acceptance on new VHF, UHF Radios using TIA/EIA 603 standards.
- Built and tested duplexers, TX combiners, and Multi couplers for Cell phone Systems.
- Assembled UHF and VHF repeater systems to customer requirements.

On Target  
Lewiston, ME  
Underground Cable Locator

1994-1995

United States Air Force  
Electronic Technician/Supervisor

1976-1994

- Over saw the installation of Microwave and Satellite communication terminals directing the installation of data and telephone trunk circuits to support unit mission
- Supervised the set up and maintained inside and outside plant mobile telephone systems.
- Formally schooled on HF, VHF, and UHF transceivers
- Perform testing and repair on precision calibration test equipment

### **Community Involvement:**

- President Risen Savior Lutheran Church council
- Former Elder for Risen Savior Lutheran Church
- Founding member of North East Origination of Neighbors (NEON)
- Active member of Sunny Team supporting the Junior Diabetes Research Foundation JD RF
- Active Amateur Radio operator provide emergence communication during natural disasters

### **Education:**

- Currently enrolled with University of Phoenix with 32 credits toward associate degree in general studies.
- Completed 36 online course through the Mind leaders online systems
- Leadership Management Development School Chanute AFB Illinois
- Electronic technician School Lackland AFB Texas

### **Certification:**

- Currently hold a General Amateur Radio License
- Certified trainer providing training of personnel to the IPC J-STD-001 soldering standard
- LAB-view Basic and Advanced programming course
- Trained and Certified as a Fiber Optic Technician

### **Software:**

- Proficient with Microsoft and Linux operating systems
- Able to use Microsoft Office Suite 2010
- Able to produce mechanical and electrical drawings in AutoCAD 2009
- Able to maintain automated test programs in LAB-view and Microsoft visual basic
- Proficient with QuickBooks 2016



**RISEN SAVIOR LUTHERAN CHURCH 2016 BUDGET**

<b>Account Number</b>		<b>2016 Budgeted Year</b>
	<b>CHURCH INCOME</b>	
4011	Regular Sunday Envelopes	\$ 69,320.00
4014	Cash Plate Offerings	\$ 2,410.00
4020	Special Service Offerings	\$ 3,250.00
4031	Mortgage Offering	\$ 3,500.00
4052	Gifts, Bequests, and Donations	\$ 1,150.00
4770	Gods Pantry	\$ 6,000.00
4780	Radical Grace	\$ 10,008.00
4089	Youth Fundraisers	\$ -
4090	Other Income	\$ 2,500.00
4090.1	Thrivent Choice Dollars	\$ 2,500.00
4091	Fundraisers	\$ 3,964.00
4092.1	Classroom Rental	\$ 37,200.00
4092.3	Utility Reimbursements - FPL	\$ 6,600.00
4092.4	Utility Reimbursements - W/S	\$ 1,000.00
4092.5	Utility Reimbursements - Alarm	\$ 900.00
	<b>CHURCH TOTAL INCOME</b>	<b>\$ 150,302.00</b>

<b>EXPENSES</b>		
	<b>CHURCH EXPENSES</b>	
5180	District Support	\$ 1,000.00
5185	Convention Assessment	\$ 250.00
5187	Other	\$ 1,000.00
	<b>Total Donations&amp;Assessments</b>	<b>\$ 2,250.00</b>

Account Number		2016 Budgeted Year
5201	Salary	\$ 17,810.00
5203	Housing Allowance	\$ 43,164.00
	Salary and Housing	\$ 60,974.00
5204	Retirement/Insurance Policy	\$ -
5205.1	Health Insurance	\$ 8,000.00
5205.2	Kanawha Policy 1	\$ 40.00
5205.3	Kanawha Policy 2	\$ 300.00
5206	Dental Insurance	\$ 500.00
5212	Conferences and Workshops	\$ -
5213	Miscellaneous Reimbursements	\$ -
5219	Guest Pastors	\$ 600.00
	<b>Total Pastoral Support</b>	<b>\$ 70,414.00</b>
5301	Organist	\$ 6,000.00
5321	Altar Guild	
5323	Worship Supplies	\$ 200.00
5324	Choir Music and Supplies	\$ -
5325	Fellowship	\$ -
	<b>Total Worship</b>	<b>\$ 6,200.00</b>
5420.1	Evangelism	\$ -
5420.2	Outreach	\$ -
5420.3	Vacation Bible Camp	\$ -
	<b>Total Evangelism</b>	<b>\$ -</b>
5520	Stewardship	
5528	Offering Envelopes	\$ 100.00
	<b>Total Stewardship</b>	<b>\$ 100.00</b>
5640	Sunday School	\$ -
5645	Portals of Prayer	\$ -
5649	Catechism	\$ -
	<b>Total Christian Education</b>	<b>\$ -</b>
5710	Youth	\$ -
	<b>Total Youth</b>	<b>\$ -</b>

Account Number		2016 Budgeted Year
6020	Office Supplies	\$ 200.00
6021	Stamps	\$ 150.00
6030	Copier and Supplies	\$ 500.00
6031	Copier Rental	\$ 1,800.00
6040	Web Page	\$ 225.00
6045	Legal & Professional Fees	\$ -
6050	Advertising	\$ -
6055	Bank Fees	\$ -
6060	Fees, Licenses and Permits	\$ 300.00
6071	Brighthouse	\$ 1,800.00
6080	Accountant	\$ 100.00
6090	Miscellaneous Expenses	\$ -
	<b>Total Administration</b>	<b>\$ 5,075.00</b>
6310	Property Managers Fees	\$ 1,860.00
6320	Janitorial Supplies	\$ 200.00
6360	Florida Power & Light	\$ 9,500.00
6361	Water and Sewage	\$ 2,000.00
6362	Waste Management	\$ 275.00
6363	Palm Bay Fire inspection	\$ 250.00
6363.2	Florida Security Alarms	\$ 1,800.00
6363.4	ATP fire equipment inspection	\$ 200.00
6373.2	Liability Insurance	\$ -
6373.3	Property Insurance	\$ 5,200.00
6374	Building Maintenance & Repair	\$ 1,000.00
6375	Grounds Maintenance	\$ 500.00
6375.1	Lawn Mowing	\$ -
6375.2	Lawn Treatment - Truly Nolan	\$ -
6376	Pest Control Co.	\$ 1,400.00
	<b>Total Property and Building</b>	<b>\$ 24,185.00</b>
6550	Furniture/Equipment	\$ -
6553	Major Repairs	\$ -
6580	Computer Software	\$ 70.00
	<b>Total Capital Expenditures</b>	<b>\$ 70.00</b>
6900	LCEF Mortgage \$2166.67/month	\$ 26,000.00
6910	Radical Grace Expenses	\$ 10,008.00
6920	Gods Pantry Expenses	\$ 6,000.00
	<b>CHURCH TOTAL EXPENSES</b>	<b>\$ 150,302.00</b>
	<b>TOTAL NET INCOME</b>	<b>\$ -</b>

**Risen Savior Lutheran Church**  
**Balance Sheet**  
As of July 5, 2016

11:11 PM  
07/05/2016  
Accrual Basis  
Jul 5, 16

**ASSETS**

**Current Assets**

**Checking/Savings**

**1001 · Riverside Checking**

1054 · Radio Ministry	10,842.00
1055 · Senior Youth Group	367.95
1065 · NEON Memorial -Helen Doane	85.00
1067 · Church Memorial Fund	385.00
1073 · Sons of Boaz	121.00
1085 · Evangelism/Outreach	1,241.43
1086 · God Pantry	2,846.50
Total Escrow Accounts	15,888.88
1001 · Riverside Checking - Other	9,232.95

Total 1001 · Riverside Checking	25,121.83
---------------------------------	-----------

1010 · Petty Cash	26.00
-------------------	-------

4092.6 · Late Fees	0.00
--------------------	------

Total Checking/Savings	25,147.83
------------------------	-----------

**Accounts Receivable**

1200 · Accounts Receivable	0.00
----------------------------	------

Total Accounts Receivable	0.00
---------------------------	------

**Other Current Assets**

1499 · Undeposited Funds	4,000.00
--------------------------	----------

Total Other Current Assets	4,000.00
----------------------------	----------

Total Current Assets	29,147.83
----------------------	-----------

<b>TOTAL ASSETS</b>	<b>29,147.83</b>
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**LIABILITIES & EQUITY**

Equity	0.00
--------	------

Liabilities	-6,451.83
-------------	-----------

Net Income	29,147.83
------------	-----------

Total Equity	22,696.00
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>22,696.00</b>
---------------------------------------	------------------



Risen Savior Lutheran Church

Rev Gary T. Heid, Pastor



2220 Port Malabar Blvd. NE, Palm Bay, FL 32905

Ph: 321-984-8987

Fax: 321-984-0132

Website: [www.rslcms.org](http://www.rslcms.org)

Email: [risensavior@rslcms.org](mailto:risensavior@rslcms.org)

The parties named below have audited the financial records of Risen Savior Lutheran and found them to be in good order with no findings of fault. Random samplings of invoices, corresponding checks and bank reconciliations were performed.

Mrs. Teresa Schmidt

3116 River Villa Way

Melbourne Beach, FL 32951

(321) 728-7377

Mrs. Celia Wilson

1600 US Highway 1

Malabar, FL 32950



Rev. Cary T. Held, Pastor

2220 Port Malabar Blvd. NE, Palm Bay, FL 32905

Ph: 321-984-8987

Fax: 321-984-8132

Website: [www.rslcms.org](http://www.rslcms.org)

Email: [risensavior@rslcms.org](mailto:risensavior@rslcms.org)

July 6, 2016

Risen Savior Lutheran Church

2220 Port Malabar Blvd. NE

Palm Bay, FL 32905

To Whom It May Concern

The church council of Risen Savior Lutheran Church understands that in order to gain approval for the funds requested from the CDBG Grant, all information required and requested will be submitted in a complete and timely manner. All expenditures that will be submitted for reimbursement will be accurate and have supporting documents that will comply with the standards established by the grant requirements.

It is also understood that Risen Savior Lutheran Church will assure that there will be no personal, financial or any activity benefits gain from persons associated with Risen Savior Lutheran Church during their tenure and for one year thereafter.

Respectfully,

  
Fred Anderson, President

Risen Savior Lutheran Church

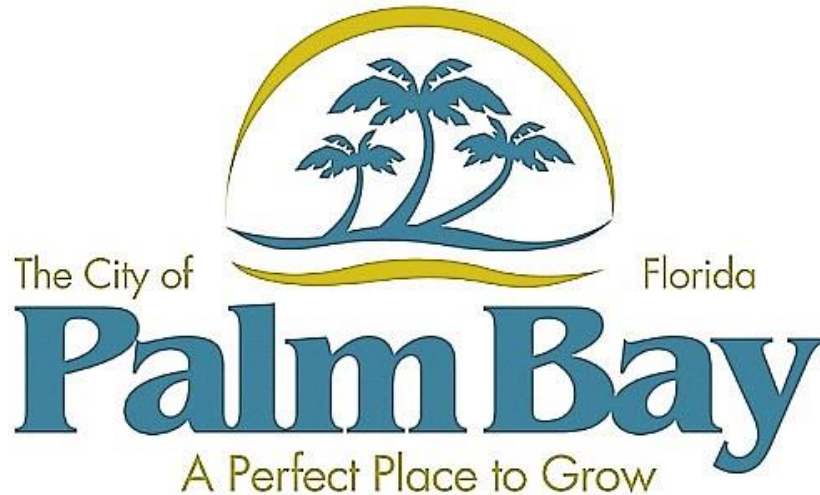
## **Compliance with CDBG National Objectives**

The project proposed herein complies with HUD's CDBG National Objectives concerning Benefit to Low and Moderate Income Persons-Limited Clientele, Part 570.201e Public Services

Risen Savior Lutheran Church will be requiring all participants in God's Pantry / Blessing Buckets to provide a completed application constructed in a manner that will provide clear evidence of Low/Moderate income status.

The information will be tracked in an effort to self-monitor compliance with CDBG National Objectives and the City of Palm Bay's Community Development Division.

**DRAFT: DISPLAY COPY**



# **CITY OF PALM BAY**

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) and HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM FUNDS**

**Five-Year Consolidated Plan (2016-2020) and  
Annual Action Plan (2016)**

**Prepared by:  
City of Palm Bay  
Office of Housing and  
Neighborhood Development Services  
Located at: 120 Malabar Road, SE  
Palm Bay, Florida 32907**



## Table of Contents

Executive Summary.....	3
ES-05 Executive Summary - 91.200(c), 91.220(b) .....	3
The Process .....	7
PR-05 Lead & Responsible Agencies - 91.200(b) .....	7
PR-10 Consultation - 91.100, 91.200(b), 91.215(l) .....	8
PR-15 Citizen Participation - 91.401, 91.105, 91.200(c) .....	14
Needs Assessment .....	18
NA-05 Overview .....	18
NA-45 Non-Homeless Special Needs Assessment - 91.405, 91.205 (b,d).....	19
NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f) .....	21
Housing Market Analysis.....	23
MA-05 Overview .....	23
MA-35 Special Needs Facilities and Services - 91.410, 91.210(d).....	24
MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f) .....	26
MA-50 Needs and Market Analysis Discussion .....	33
Strategic Plan .....	35
SP-05 Overview .....	35
SP-10 Geographic Priorities - 91.415, 91.215(a)(1) .....	37
SP-25 Priority Needs - 91.415, 91.215(a)(2) .....	38
SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c)(1,2) .....	44
SP-40 Institutional Delivery Structure - 91.415, 91.215(k) .....	46
SP-45 Goals - 91.415, 91.215(a)(4) .....	50
SP-65 Lead-based Paint Hazards - 91.415, 91.215(i) .....	52
SP-70 Anti-Poverty Strategy - 91.415, 91.215(j) .....	53
SP-80 Monitoring - 91.230 .....	54

Expected Resources .....	55
AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2) .....	55
Annual Goals and Objectives .....	57
AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e) .....	57
AP-35 Projects - 91.420, 91.220(d) .....	59
AP-38 Project Summary .....	60
AP-50 Geographic Distribution - 91.420, 91.220(f) .....	67
AP-70 HOPWA Goals - 91.420, 91.220 (l)(3) .....	68
AP-85 Other Actions - 91.420, 91.220(k) .....	69
Program Specific Requirements.....	71
AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4) .....	71

## Executive Summary

### ES-05 Executive Summary - 91.200(c), 91.220(b)

#### 1. Introduction

The City of Palm Bay Five-Year Consolidated Plan (CP) and Annual Action Plan (AAP) is mandated by federal law and regulations enforced by the U.S. Department of Housing and Urban Development (HUD) in order for the City to receive federal funding for affordable housing and community development initiatives benefitting primarily low- and moderate-income (LMI) persons.

This CP consolidates into a single document the planning and application requirements for the following federal programs:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME) from the HOME Consortium

The City of Palm Bay, as an entitlement jurisdiction in the CDBG Program, is required by HUD to submit a CP every five years in addition to an Annual Action Plan (AAP).

In addition, the City of Palm Bay, in partnership with Brevard County and the cities of Melbourne, Cocoa, and Titusville receives HOME funds through the Brevard County HOME Consortium (Consortium), which brings together the cities and the unincorporated areas of the County.

The Brevard County HOME Consortium (Consortium) is a legal entity created through an intergovernmental agreement between Brevard County and the cities of Titusville, Cocoa, Melbourne and Palm Bay. HOME funds are awarded through the Consortium using a predetermined formula. The Consortium's mission is to increase the supply of decent, safe and affordable housing for low to moderate income persons living in Brevard County.

As the lead entity, Brevard County receives HOME funds on behalf of the Consortium and contracts with each City individually. HOME funds can be used for activities that promote affordable rental housing and homeownership for lower income households, including acquisition, new construction and reconstruction, moderate and substantial rehabilitation, homebuyer assistance and tenant-based rental assistance.

This CP for CDBG and HOME funds is the City of Palm Bay's five-year, long-term plan which covers the period beginning October 1, 2016 through September 30, 2021.

The City of Palm Bay anticipates receiving the following grant amounts in fiscal year 2016. Projections for the remaining four years of the five-year period follow in parentheses; however, these projected amounts are expected to change based on annual federal allocations.

- CDBG: \$707,902 (about \$3,539,510)
- HOME: \$189,118 (about \$945,590) as a member of the Brevard County HOME Consortium.

The primary focus of for the CDBG funds will include youth activity and senior centers (capital improvements), parks, public services, code enforcement, and fair housing testing. The primary focus of the HOME funds will be down payment assistance, a CHDO setaside, and transitional housing to support the Homes for Warriors program.

## **2. Summary of the objectives and outcomes identified in the Plan**

The Strategic Plan provides a framework to address the needs of the City for the next five years using CDBG (and HOME) funds. The three overarching objectives guiding the proposed activities are:

- Providing Decent Affordable Housing
- Creating Suitable Living Environments
- Creating Economic Opportunities

Outcomes show how programs and activities benefit a community or the people served. The three outcomes that will illustrate the benefits of each activity funded by the CDBG (and HOME) programs are:

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

### **3. Evaluation of past performance**

In FY 2014-2015, the City of Palm Bay accomplished the following:

1. Spent \$38,265.62 with Public Service Agencies such as The Children's Hunger Project, Inc.; South Brevard Women's Center, Inc., Early Learning Coalition of Brevard County, Inc., Family Promise of Brevard County, Inc., and Diamond Community School, Inc.
2. Spent \$9,573.89 on Housing & Neighborhood Development Projects for the Code Enforcement Officer.
3. Spent \$47,738.50 on Capital Improvement Projects that included: Kingswood Drive Drainage Project Phase II.
4. Overall, for FY 2014-2015, the City posted a 6 out of 10 margin of success (60%) against stated objectives. The City of Palm Bay was over its CDBG 1.5 timeliness expenditure threshold on October 1, 2014, finishing the year with a 1.95 L.O.C.S ratio having spent \$259,765.38 in CDBG funds throughout the year.
5. The City of Palm Bay will continue in its efforts to enhance coordination and partnerships between public and private housing, health and public service agencies throughout Palm Bay and all of Brevard County. In FY 2014-2015, HANDS brought public service agencies together for its annual CDBG Grant Writing Workshop and brokered an agreement between the Peace Lutheran Church of Palm Bay to provide much needed office space to the Family Promise of Brevard, Inc. and the Helping Seniors of Brevard, Inc. non-profit agencies in order to extend their case management services in Palm Bay for FY 2014-2015.

### **4. Summary of citizen participation process and consultation process**

The FY 2016-2020 Strategic Plan was developed under the process used for the FY 2016-2020 Consolidated Plan by the HOME Consortium since both plans were developed concurrently.

An extensive community outreach program was conducted in the development of this Consolidated Plan to ensure the plan responds to community needs. The outreach effort included:

- A Housing and Community Development Needs Survey was developed and distributed to over 8,000 residents in low-income neighborhoods in Brevard County for input regarding community needs.
- A Social Service Provider Survey was developed and distributed to more than 70 providers to help determine the capacity and gap of services being provided throughout Brevard County.

**5. Summary of public comments**

To be determined upon completion of the public display period.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

To be determined upon completion of the public display period.

**7. Summary**

To be determined upon completion of the public display period.

## The Process

### PR-05 Lead & Responsible Agencies - 91.200(b)

**1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	CITY OF PALM BAY	Housing and Neighborhood Development Services

Table 1 – Responsible Agencies

#### Narrative

The City of Palm Bay's Housing and Neighborhood Development Services is the lead agency for the preparation of the Consolidated Plan.

#### Consolidated Plan Public Contact Information

The City of Palm Bay's Housing and Neighborhood Development Services

Growth Management Department

120 Malabar Road, S.E.

Palm Bay, FL 32907

Contact: Stuart Buchanan, Director, Growth Management Department

Phone: 321.733.3041

Email: [Stuart.Buchanan@palmbayflorida.org](mailto:Stuart.Buchanan@palmbayflorida.org)

Website: <http://www.palmbayflorida.org/home>

**1. Introduction**

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

The City of Palm Bay will continue in its efforts to enhance coordination and partnerships between public and private housing, health and public service agencies throughout Palm Bay and all of Brevard County. In FY 2014-2015, HANDS brought public service agencies together for its annual CDBG Grant Writing Workshop and brokered an agreement between the Peace Lutheran Church of Palm Bay to provide much needed office space to the Family Promise of Brevard, Inc. and the Helping Seniors of Brevard, Inc. non-profit agencies in order to extend their case management services in Palm Bay for FY 2014-2015.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

St. Joseph's Church will provide Palm Bay homeless, those at risk of being homeless and those having unsafe living conditions, with emergency interim support. This support will include financial assistance for rent, utilities and prescription drugs. In FY 2016-2017 the organization will continue to provide these services to low- income individuals in Palm Bay.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

The City of Palm Bay, acting in concert with the Brevard HOME Consortium, will continue to work in collaboration with non-profit and for-profit partners to strengthen partnerships and build capacity with new programs and agencies. Brevard Homeless Coalition (BHC) is a good example of developing and strengthening the City and County's institutional structure. Each year, BHC continues to expand their service area by including more agencies, there are now more than 50 non-profit agencies in Brevard County who belong to BHC. BHC meets bi-monthly to discuss issues that pertain to housing and non-housing needs of the low income citizens and homeless individuals and families, through networking and coordination of funding opportunities.



**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

1	Agency/Group/Organization	Aging Matters in Brevard
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Brevard County HOME Consortium conducted a Public Service Agency Questionnaire. The purpose of this questionnaire was to involve housing, social services agencies and other entities that provide services that impacts the outcomes in the Consolidated Plan.
2	Agency/Group/Organization	Boys and Girls Clubs of Central Florida
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Brevard County HOME Consortium conducted a Public Service Agency Questionnaire. The purpose of this questionnaire was to involve housing, social services agencies and other entities that provide services that impacts the outcomes in the Consolidated Plan.
3	Agency/Group/Organization	BREVARD HEALTH ALLIANCE, INC.
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated	The Brevard County HOME Consortium conducted a Public Service Agency Questionnaire. The

	outcomes of the consultation or areas for improved coordination?	purpose of this questionnaire was to involve housing, social services agencies and other entities that provide services that impacts the outcomes in the Consolidated Plan.
4	Agency/Group/Organization	COALITION FOR THE HUNGRY AND HOMELESS OF BREVARD COUNTY, INC. (new name: Housing for the Homeless)
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Homeless Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Brevard County HOME Consortium conducted a Public Service Agency Questionnaire. The purpose of this questionnaire was to involve housing, social services agencies and other entities that provide services that impacts the outcomes in the Consolidated Plan.
5	Agency/Group/Organization	South Brevard Sharing Center, FL
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Brevard County HOME Consortium conducted a Public Service Agency Questionnaire. The purpose of this questionnaire was to involve housing, social services agencies and other entities that provide services that impacts the outcomes in the Consolidated Plan.

**Table 2– Agencies, groups, organizations who participated**

### **Identify any Agency Types not consulted and provide rationale for not consulting**

All entities were considered for consultation.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Housing First: Brevard 2015-2018 Strategic Plan (Continuum of Care)	Brevard Homeless Coalition (BHC)	The Strategic Plan's goals to address homelessness align with Continuum of Care's goals and strategies.
Analysis of Impediments to Fair Housing Choice, 2009 (Updated 2015)	The Brevard County HOME Consortium	Barriers to affordable housing opportunities from the Analysis of Impediments were included in this Consolidated Plan.
Economic Development Commission of Florida's Space Coast Annual Report (2014-2015)	Economic Development Commission (EDC)	Information from the report was used for the HMA and Economic Development sections to better understand the local and regional economy.
2012-2016 Local Workforce Services Plan: Brevard Workforce	Brevard Workforce (Region 13)	Information from the report was used for the HMA section to better understand workforce needs and issues.
Central Florida Talent Gap Analysis	Partnership with CareerSource Central Florida, Brevard, and Flagler Volusia and the Florida High Tech Corridor Council	Information from the report was used for the HMA section to better understand workforce needs and issues.

Career Source Brevard, 2014-2015 Annual Report	Career Source Brevard	Information from the report was used for the HMA section to better understand workforce needs and issues.
East Central Florida: 2013 Comprehensive Economic Development Strategy	East Central Florida Regional Planning Council	Information from the report was used for the Economic Development section to better understand the local and regional economy.
2013 Rental Market Study: Affordable Housing Needs	University of Florida Shimberg Center for Housing Studies	Information from the report was used for the HMA section to better understand rental housingmarket needs and issues.

**Table 3– Other local / regional / federal planning efforts**

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))**

In accordance with 24 CFR 91.100(4), the City will notify adjacent units of local government of the non-housing community development needs included in its CP. The City will continue to interact with public entities at all levels to ensure coordination and cooperation in the implementation of the CP and thereby maximize the benefits of the City's housing and community development activities for the residents being served.

## PR-15 Citizen Participation - 91.401, 91.105, 91.200(c)

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

A public needs hearing was held on Thursday, July 11, 2016; a second public hearing will be held on July 20, 2016, and a final public hearing for the purpose of adopting the Consolidated Plan and the Annual Action Plan will be held on Thursday, August 11, 2016. The first meeting was held at the Palm Bay Community Center, 1502 Port Malabar Blvd., Palm Bay, while the final two meetings will be held at City Hall, City Council Chambers, 120 Malabar Road, SE, Palm Bay. The purpose of these meetings was to elicit comments on priority community development and housing needs from citizens.

Because funding priorities of both the federal Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) programs benefit low and moderate-income households/ persons, and in an effort to broaden public participation in the Consolidated Plan process, comments from members of low- and moderate-income households and minority communities were sought.

The meetings were advertised in a variety of ways to heighten awareness of the process. In addition to a legal ad placed, in the Florida Today, a newspaper of general circulation, that was published on July 9, 2016. Public Hearing posters were distributed on the east side of the City at the public libraries, at the Palm Bay Community Center and at City Hall advertising the hearing to the public prior to each Public Hearings. Notices of the public hearings were also mailed to existing CDBG sub- recipients of the City, and to any organization that had expressed an interest in CDBG or HOME funding during the previous 12 months.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	1 <sup>st</sup> Public Needs Hearing: July 11, 2016	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	To be determined	To be determined	To be determined	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	2 <sup>nd</sup> Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	To be determined	To be determined	To be determined	



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Final Public Hearing and Approval	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	To be determined	To be determined	To be determined	

**Table 4– Citizen Participation Outreach**

## Needs Assessment

### NA-05 Overview

#### Needs Assessment Overview

The housing needs assessment is based on an analysis of housing problems by income level, tenure, and households with special needs.

Data in this section was drawn primarily from HUD's Comprehensive Housing Affordability Strategy (CHAS) data set, which is a special tabulation of 2008-2012 American Community Survey (ACS) data from the Census Bureau. The CHAS data describes housing problems, such as overcrowding or incomplete kitchen and/or plumbing facilities, as well as cost burden, which occurs when a household pays more than 30% of its gross income on housing costs. Extreme cost burden occurs when a household pays more than 50% of its gross income on housing costs.

Supplemental data was drawn from the 2008-2012 ACS 5-Year Estimates and other sources to provide additional context when needed.

Based on the data and analysis included within this section, the following conclusions relative to housing needs in the City of Palm Bay for all household types, income groups and racial/ethnic groups can be made:

- "Cost-burdened" households pay more than 30% of income for rent or mortgage costs. In 2014, 17,469 Palm Bay households (43%) pay more than 30% of income for housing. This is comparable to the percentage of cost-burdened households statewide (43%).
- 7,956 households in Palm Bay pay more than 50% of income for housing.
- Black/African American households with housing cost burden paying more than 50% are the largest segment of households with a housing cost burden. Numerically, Black households had the largest number of households with a disproportionately greater housing cost burden. Hispanic households had the second highest numeric level.

## NA-45 Non-Homeless Special Needs Assessment - 91.405, 91.205 (b,d)

### Introduction

The City of Palm Bay, each year, designates the State of Florida's Department of Health as the grantee and recipient of HOPWA funds for services on behalf of clients in the Palm Bay-Melbourne-Titusville M.S.A. In FY 2016-2017, the State of Florida will receive \$338,306 as a pass through allocation that will be distributed to the HIV clinics throughout Brevard County. The HOPWA funds will be managed and reported to HUD by the State of Florida's Department of Health.

### HOPWA

<b>Current HOPWA formula use:</b>	
Cumulative cases of AIDS reported	1,820
Area incidence of AIDS	39
Rate per population	7
Number of new cases prior year (3 years of data)	116
Rate per population (3 years of data)	7
<b>Current HIV surveillance data:</b>	
Number of Persons living with HIV (PLWH)	513
Area Prevalence (PLWH per population)	836
Number of new HIV cases reported last year	0

Table 5– HOPWA Data

Data

Source:

CDC HIV Surveillance

### HIV Housing Need (HOPWA Grantees Only)

Type of HOPWA Assistance	Estimates of Unmet Need
Tenant based rental assistance	0
Short-term Rent, Mortgage, and Utility	0
Facility Based Housing (Permanent, short-term or transitional)	0

Table 6 – HIV Housing Need

Data

Source:

HOPWA CAPER and HOPWA Beneficiary Verification Worksheet

### Describe the characteristics of special needs populations in your community:

HOPWA funding, from the state of Florida via federal funds to the United Way of Brevard, is utilized to prevent homelessness of residents with HIV/AIDS and help with short-term assistance

with utilities. If an HIV/AIDS client needs assistance, they will work with a case manager at one of the provider agencies to help them through the process. A purchase order will be created with backup and sent to United Way by the provider for approval to pay rent, mortgage or utilities within the limits of the grant.

United Way does not have any housing units, but instead provides funding to provider agencies that assist clients who either rent or own an apartment or home.

**What are the housing and supportive service needs of these populations and how are these needs determined?**

Project Response is an HIV/AIDS organization dedicated to providing case management services, prevention education, and HIV testing in the Space coast of Florida. Project Response provides essential services to clients to manage the HIV disease successfully. The agency serves over 1,400 case management clients in Brevard, Indian River, St. Lucie, Martin, and Okeechobee Counties.

**Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

The Florida Department of Health maintains a registry of reported cases by city and county of residence. The Department of Health estimates that there are 174 persons living with AIDS in Brevard County.

## NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f)

### **Describe the jurisdiction's need for Public Facilities:**

Through CDBG funds, the City can fund the construction, rehabilitation, or installation of public facilities. Eligible public facilities include neighborhood facilities (such as educational centers, parks, recreation centers, and libraries) and facilities for special needs populations (such as homeless shelters, elderly facilities, or centers for disabled persons).

### **How were these needs determined?**

Public facility needs were determined through public meetings and consultation with various community stakeholders, including City government departments and staff, neighborhood groups and other providers, and a community survey used to determine needs for the 2016-2020 Consolidated Plan.

### **Describe the jurisdiction's need for Public Improvements:**

Through CDBG funds, the City can fund the construction, rehabilitation, or installation of public improvements. Public improvements include, but are not limited to, improving the community's appearance, street and sidewalk improvements, water and sewer installation, and maintenance and ADA compliance construction and rehabilitation.

In the surveys conducted within the Neighborhood Strategy Areas (NSAs), a number of needed public improvements were identified. The primary improvements identified included flood/drainage improvements, repairing streets and potholes, and sidewalk installation/repair.

### **How were these needs determined?**

Public improvement needs were determined through public meetings and consultation with various community stakeholders, including City government departments and staff, neighborhood groups and other providers, and a community survey used to determine needs for the 2016-2020 Consolidated Plan.

**Describe the jurisdiction's need for Public Services:**

Through CDBG funds, the City can fund an array of public services. Eligible public services include, but are not limited to, homeless services, education and workforce development programs, homebuyer counseling, elderly care and programs, and child care and health services.

In the surveys conducted within the Neighborhood Strategy Areas (NSAs), a number of needed public services were identified. The primary services identified included public safety/ (police protection and addressing gang violence), the development of the City's economy, particularly job skills/training, access to public health programs, senior services (social/recreation/cultural), services for neglected/abused children, food banks/food programs, addressing homelessness,

**How were these needs determined?**

Public service needs were determined through public meetings and consultation with various community stakeholders, including City government departments and staff, neighborhood groups and other providers, and a public services survey used to determine needs for the 2016-2020 Consolidated Plan.

## Housing Market Analysis

### MA-05 Overview

#### **Housing Market Analysis Overview:**

#### **Housing Market Analysis Overview:**

The housing stock in the City of Palm Bay consists primarily of single-family owner-occupied units with three or more bedrooms. Over 73% of the housing stock is owner-occupied. Over 80% of the homes are single family, detached homes. The need for more affordable housing, and in particular rental housing, is strong in the City.

#### **Cost of Housing:**

The median gross rent in Palm Bay is \$929 (2010-2014 U.S. Census Bureau). Over 8,300 households in Palm Bay (20%) pay more than 50% of income for housing. In addition, over 4,300 elderly households (40%) pay more than 30% of income for rent or mortgage costs.

#### **Availability of Affordable Housing:**

The City and County are currently experiencing a significant shortage of affordable and available rental units for extremely low-income households. Affordability is a major barrier for many residents in the City, both renters and homeowners. Over 32% of homeowners are cost burdened, while 61.04% of renters are cost burdened.

## MA-35 Special Needs Facilities and Services - 91.410, 91.210(d)

### Introduction

Special needs populations include, but are not limited to, persons who are mentally ill, mentally disabled, physically disabled, substance abusers living with AIDS/HIV, homeless, and elderly in need of supportive housing.

As discussed in NA-45, Non-Homeless Special Needs Assessment, the City of Palm Bay, each year, designates the State of Florida's Department of Health as the grantee and recipient of HOPWA funds for services on behalf of clients in the Palm Bay-Melbourne-Titusville M.S.A. In FY 2016-2017, the State of Florida will receive \$338,306 as a pass through allocation that will be distributed to the HIV clinics throughout Brevard County. The HOPWA funds will be managed and reported to HUD by the State of Florida's Department of Health.

### HOPWA Assistance Baseline Table

Type of HOWA Assistance	Number of Units Designated or Available for People with HIV/AIDS and their families
TBRA	0
PH in facilities	0
STRMU	0
ST or TH facilities	0
PH placement	0

Table 7 – HOPWA Assistance Baseline

Data Source:

HOPWA CAPER and HOPWA Beneficiary Verification Worksheet

**Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs**

Project Response is an HIV/AIDS organization dedicated to providing case management services, prevention education, and HIV testing in the Space coast of Florida. Project Response provides essential services to clients to manage the HIV disease successfully. The agency serves over 1,400 case management clients in Brevard, Indian River, St. Lucie, Martin, and Okeechobee Counties.

**Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**



The Brevard Homeless Coalition (BHC) includes in its membership institutional agencies with discharge policies. BHC leadership has contacted agencies that are not members, such as the Brevard County jails and medical facilities to initiate discussions on discharge policies. It has been determined that they all have discharge policies and have working relationships with various members of BHC. BHC members in receipt of McKinney-Vento Act funds do not accept clients who are discharged from institutions into their transitional housing programs. Other members are funded through a Florida Department of Corrections grant to provide transitional housing to clients discharged from jails.

**Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)**

HOPWA funding, from the state of Florida via federal funds to the United Way of Brevard, is utilized to prevent homelessness of residents with HIV/AIDS and help with short-term assistance with utilities. If an HIV/AIDS client needs assistance, they will work with a case manager at one of the provider agencies to help them through the process. A purchase order will be created with backup and sent to United Way by the provider for approval to pay rent, mortgage or utilities within the limits of the grant.

United Way does not have any housing units, but instead provides funding to provider agencies that assist clients who either rent or own an apartment or home.

**For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))**

See above.

## MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f)

### Introduction

In determining priorities for the allocation of federal funds, the City has recognized the need to foster a competitive local economy that expands economic opportunities for present and future residents. This section describes the local workforce, the nature of current employment, and activities that coordinate economic development activities across local and regional agencies.

According to the Business Activity table below, the largest number of workers who live in the City are employed in the Education and Health Care Services sector. This sector alone represents one-fourth of the employment for City residents.

According to the data by occupation, the Sales and Office sector is the largest, with 32% of City residents working in this sector. This is consistent with the types of employment opportunities available for City residents. Education and Health Care Services continue to be the main drivers of the area's economy.

### Economic Development Market Analysis

The following HUD-generated tables contain data pertinent to economic development in Palm Bay. Discussion and analysis of the data follows the Educational Attainment table

### Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
<b>Agriculture, Mining, Oil &amp; Gas Extraction</b>	268	1	1	0	<b>-1</b>
<b>Arts, Entertainment, Accommodations</b>	4,348	1,657	12	10	<b>-2</b>
<b>Construction</b>	1,775	1,014	5	6	<b>1</b>
<b>Education and Health Care Services</b>	7,994	2,047	23	12	<b>-10</b>
<b>Finance, Insurance, and Real Estate</b>	1,835	339	5	2	<b>-3</b>
<b>Information</b>	514	56	1	0	<b>-1</b>
<b>Manufacturing</b>	4,583	7,266	13	43	<b>30</b>
<b>Other Services</b>	1,218	523	3	3	<b>0</b>
<b>Professional, Scientific, Management Services</b>	2,551	697	7	4	<b>-3</b>
<b>Public Administration</b>	0	0	0	0	<b>0</b>
<b>Retail Trade</b>	5,183	2,295	15	14	<b>-1</b>
<b>Transportation and Warehousing</b>	836	186	2	1	<b>-1</b>

<b>Wholesale Trade</b>	1,310	248	4	1	-2
<b>Total</b>	<b>32,415</b>	<b>16,329</b>	--	--	--

**Table 8 - Business Activity**

**Data** 2008-2012 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)  
**Source:**

## Labor Force

Total Population in the Civilian Labor Force	50,474
Civilian Employed Population 16 years and over	44,292
Unemployment Rate	12.25
Unemployment Rate for Ages 16-24	23.06
Unemployment Rate for Ages 25-65	8.37

**Table 9 - Labor Force**

**Data Source:** 2008-2012 ACS

Occupations by Sector		Number of People
Management, business and financial	7,520	
Farming, fisheries and forestry occupations	1,622	
Service	6,193	
Sales and office	11,263	
Construction, extraction, maintenance and repair	4,773	
Production, transportation and material moving	3,814	

**Table 10 – Occupations by Sector**

**Data Source:** 2008-2012 ACS

## Travel Time

Travel Time	Number	Percentage
< 30 Minutes	27,994	66%
30-59 Minutes	12,474	29%
60 or More Minutes	2,248	5%
<b>Total</b>	<b>42,716</b>	<b>100%</b>

**Table 11 - Travel Time**

**Data Source:** 2008-2012 ACS

## Education:

### Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	2,867	647	1,846
High school graduate (includes equivalency)	11,402	1,935	4,524
Some college or Associate's degree	14,393	1,200	4,276
Bachelor's degree or higher	7,496	630	1,378

**Table 12 - Educational Attainment by Employment Status**

Data Source: 2008-2012 ACS

### Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	165	278	231	684	1,386
9th to 12th grade, no diploma	1,745	994	1,124	2,061	2,550
High school graduate, GED, or alternative	3,129	3,763	4,112	9,986	6,185
Some college, no degree	2,703	3,085	3,519	7,422	2,699
Associate's degree	912	1,359	1,576	3,005	911
Bachelor's degree	407	1,681	1,640	3,240	1,339
Graduate or professional degree	12	571	692	1,714	859

**Table 13 - Educational Attainment by Age**

Data Source: 2008-2012 ACS

### Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	19,293
High school graduate (includes equivalency)	23,715
Some college or Associate's degree	30,578
Bachelor's degree	41,173
Graduate or professional degree	52,156

**Table 14 – Median Earnings in the Past 12 Months**

Data Source: 2008-2012 ACS

### Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The major employment sectors within the City and their shares of the jurisdiction's jobs (Table 11, Number of Jobs column) are Manufacturing (7,266), Retail Trade (2,295), and Education and Health Care Services (2,047).

**Describe the workforce and infrastructure needs of the business community:**

A study conducted for employment by industry to determine trends for workforce needs of the business community found the following:

- The total of all industries based on the 2012 data is beginning to improve with small increases.
- Construction Industry employment continues to decline.
- Manufacturing Industry employment has seen a lower rate of decline when comparing 2009 to 2011. The 2012 data shows a very slight increase. Manufacturing is leveling off.
- Trade, Transportation and Utilities have increases some and there is hope this upward trend continues.
- Information industries stopped the decline seen in 2011 and there is some upward movement for the statewide data but no improvement for Brevard.
- Financial industries are improving but not significantly.
- Professional and Health Services are clearly on an upward trend.
- Leisure and Hospitality still have upward growth but there is more of a level trend.
- Other and Government have seen a continued slight decline statewide but in Brevard there is no growth.

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

The City of Palm Bay will leverage its economic strengths and resources to create a business friendly environment.

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

A Talent Gap Analysis study was undertaken through a partnership with CareerSource Central Florida, Brevard, and Flagler Volusia and the Florida High Tech Corridor Council to align the skills needed by area businesses with Floridians seeking employment.

An online survey was conducted from March 3 through April 15, 2014, resulting in 269 survey responses from companies representing 91,393 employees, which equates to 6% of the region's workforce of 1.5 million. The respondents reported 5,542 open and future jobs in the region with 66% representing anticipated hires over the next 2-3 years. Manufacturing, Finance, Other, and Hospitality led the list of open positions. Manufacturing reported the greatest number of both open and new positions.

Difficulty hiring was reported by 61% of the companies, with Manufacturing and Hospitality reporting the greatest challenges (84% and 83%, respectively). The top three reasons reported on the survey, and validated in interviews and focus groups, were related to a lack of skilled applicants. Soft skills were identified as critical for success in the workplace and a key determinant for hiring. Motivation was considered important by almost all (95%) of the respondents, followed by oral communication (92%) and time management (90%).

**Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

Brevard Workforce (BW) participates in the following local programs/initiatives to accomplish the goals of the Strengthening Youth Partnership network and the New Federal Shared Youth Vision:

- Together in Partnership (TIP) – a community-wide, comprehensive network of partners working together to ensure a gap-free continuum of services for children from conception to adulthood
- Connected by 25 (Cby25) - a program offering services to foster youth aging out of care
- Project SEARCH – a supportive employment transition program for persons with disabilities
- Brevard Public School's Career Academy programs - promoting effective educational strategies to better prepare students for transition to the workforce through connections to the business community and access to real-world learning opportunities

According to CareerSource Brevard, the following are some the current regional activities related to the aerospace industry that will have an ongoing employment and economic impact on Brevard County:

- Regional Aerospace Workforce Initiative – A regional multi-stakeholder group, co-sponsored by the Florida High Tech Corridor Council, with a mission to identify and promote job alternatives for space workers.
- Florida Space & Technology Forum – A regional/statewide meeting of legislative and congressional leaders to discuss space policy priorities.
- CareerSource Brevard Express – A mobile workforce services project supported by Kennedy Space Center and co-sponsored by corporate partners brings services directly to space contractor job sites.
- Florida Aerospace Resource Center – A Workforce Florida-sponsored “Banner Center” devoted to aerospace workforce development
- KSC Office – An on-site CareerSource Brevard office at Kennedy Space Center to expedite and facilitate outreach/services to the space contractor workforce.
- Space Business Development Group – A biweekly discussion group of space policy leaders, on strategizing state and federal initiatives aimed at expanding and diversifying the state’s space enterprise.
- Aerospace Career & Development Council – A regional/statewide organization that meets bi-monthly to discuss and develop space-related policy priorities.
- Save Space – A grassroots letter-writing campaign to the White House, which urged the president to implement campaign promises that would protect aerospace jobs and retain critical skills for the nation’s space program. Save Space has initiated rallies and been instrumental in elevating Florida’s space industry concerns.
- SpaceTEC – A national aerospace technician training and certification initiative, aimed at credentialing workers who have gained critical skills through hands-on experience in the aerospace industry.
- Embry-Riddle Collaboration – contracting with Embry-Riddle Aeronautical University to receive ongoing support for policy advocacy and coordination, including various forms of outreach and coordination.
- Economic Development – CareerSource Brevard is working with local and state economic development organizations as they attempt to recruit new aerospace businesses to Brevard County with workforce-oriented incentives. The Economic Development Commission of Florida’s Space Coast works to diversity our economy and to mitigate expected changes in the aerospace industry. They have aligned resources and actions with an aggressive three-year strategic plan that includes four critical priorities: business

development, creating a competitive business environment, marketing and communications, and resource development and allocation.

**Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

Yes, the City participates since Brevard County is part of the East Central Florida Economic Development District (EDD), which created a Comprehensive Economic Development Strategy (CEDS) in 2013. EDD is comprised of the planning area of the East Central Florida Regional Planning Council. This includes the six counties of Brevard, Lake, Orange, Osceola, Seminole and Volusia and the 68 cities within these counties.

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

The City of Palm Bay will continue to support economic development opportunities and initiatives that principally benefit persons of low- and moderate- income using CDBG (and HOME) funds. Funds will be used for capital improvements and the construction or rehabilitation of public facilities to leverage and foster economic growth.



## MA-50 Needs and Market Analysis Discussion

**Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")**

The northeast area of Palm Bay will continue to be the priority, but other areas of low- to moderate-income concentration in the northwest and southeast will also be considered for funding.

**Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

The City of Palm Bay has block groups in two out of the four quadrants of the City that meet the definition of a low/mod area. Some are in heavily populated areas, like those block groups in the northeast section of the City, and others, like Block Group 3 of Census Tract 0652.02, in the southeast quadrant of the City, have high concentrations of low/mod persons, but are sparsely populated. The following table represents the concentrations of low/mod-income persons in Palm Bay that meet HUD's definition:

CITY OF PALM BAY LOW/MOD PERSONS BY CENSUS TRACT & BLOCK GROUP				
Census Tract/ Block Group	Total Persons	Low/Mod	% Low/Mod	City Quadrant
CT: 0651.21/BG: 1	945	1,540	61.4%	N.E.
CT: 0651.21/BG: 3	725	1,070	67.8%	N.E.
CT: 0651.21/BG: 4	945	1,390	68.0%	N.E.
CT: 0651.22/BG: 1	1,090	1,240	87.9%	N.E.
CT: 0651.22/BG: 3	890	1,230	72.4%	N.E.
CT: 0651.23/BG: 2	465	885	52.5%	N.E.
CT: 0652.01/BG: 1	920	1,725	53.3%	N.E.
CT: 0713.22/BG: 3	1,520	2,555	59.5%	S.E.
CT: 0713.32/BG: 2	1,685	2,220	75.9%	S.W.
CT: 0713.36/BG: 3	2,045	3,620	56.5%	N.E.
CT: 0713.37/BG: 1	705	1,220	57.8%	N.W.
CT: 0713.37/BG: 3	870	1,570	55.4%	N.W.

<b>CT: 0713.37/BG: 4</b>	675	1,190	56.7%	<b>N.W.</b>
<b>CT: 0713.40/BG: 1</b>	865	1,620	53.4%	<b>S.E.</b>
<b>CT: 0713.40/BG: 2</b>	1,270	2,385	53.3%	<b>S.E.</b>
<b>CT: 0713.40/BG: 3</b>	2,245	3,050	73.6%	<b>S.E.</b>
<b>TOTAL</b>	<b>17,860</b>	<b>28,510</b>	<b>62.6%</b>	

**What are the characteristics of the market in these areas/neighborhoods?**

A mix of residential and commercial areas.

**Are there any community assets in these areas/neighborhoods?**

A mix of commercial and manufacturing firms.

**Are there other strategic opportunities in any of these areas?**

See above.

## Strategic Plan

### SP-05 Overview

#### Strategic Plan Overview

##### ***Geographic Priorities***

The City will focus the majority of funds in defined low- and moderate-income areas. In addition, HOME funds will be used according to the need for affordable housing.

##### ***Priority Needs***

See SP-10, Geographic Priorities.

##### ***Influence of Market Conditions***

An inadequate supply of affordable housing, especially for low-income persons, is the major housing problem in the City.

##### ***Anticipated Resources***

The City anticipates receiving approximately \$707,902 in CDBG and \$189,118 in HOME entitlement funding over the next year.

##### ***Institutional Delivery Structure***

The City relies on a network of public sector, private sector, and non-profit organizations to implement the Strategic Plan, particularly to address homelessness and special needs.

##### ***Goals***

*See SP-45: Goals Summary*

The primary focus of for the CDBG funds will include youth activity and senior centers (capital improvements), parks, public services, code enforcement, and fair housing testing. The primary focus of the HOME funds will be down payment assistance, a CHDO setaside, and transitional housing to support the Homes for Warriors program.

### ***Barriers to Affordable Housing***

An Analysis of Impediments to Fair Housing Choice (AI) was completed in in 2015. The AI outlines impediments to fair housing choice in addition to barriers to affordable housing.

### ***Homelessness Strategy***

The City works closely with Brevard Homeless Coalition (BHC) to provide homeless services and emergency, transitional, and permanent housing for homeless individuals and families, including veterans, those with special needs, the disabled, HIV/AIDS, and victims of domestic violence.

## SP-10 Geographic Priorities - 91.415, 91.215(a)(1)

### Geographic Area

Table 15 - Geographic Priority Areas

#### General Allocation Priorities

One hundred (100%) percent of the City's Community Development Block Grant (CDBG), Home Initiative Partnership (HOME) and State Housing Initiatives Partnership (SHIP) programs/activities are directed toward low- to moderate-income persons and their families without prejudice to racial and ethnic minority persons/families in any of the City's minority geographic areas. Other Special Needs activities/programs are typically addressed by the Public Service agencies the City solicits each Action Plan year.

Describe the basis for allocating investments geographically within the state

The basis for allocating investments geographically within the jurisdiction during the 2016-2017 funding year and the rationale for assigning the priorities were based in large part on community input from the surveys and public meetings used to set priorities in developing the 2016-2020 Consolidated Plan.

## SP-25 Priority Needs - 91.415, 91.215(a)(2)

### Priority Needs

The following table outlines the federal resources available in Program Year 2016 to address housing and non-housing community development needs in the City of Palm Bay.

<b>1</b>	<b>Priority Need Name</b>	<b>Public Facility Improvements</b>
	<b>Priority Level</b>	High
	<b>Population</b>	Non-housing Community Development
	<b>Geographic Areas Affected</b>	Citywide
	<b>Associated Goals</b>	Public Facility Improvements: Suitable Living Environment
	<b>Description</b>	Improve public facilities and infrastructure, including youth and senior community centers, public parks, and other facilities as needed.
	<b>Basis for Relative Priority</b>	Improving public facilities and infrastructure to maintain the high quality of life in the area continues to be a high priority for the City.
<b>2</b>	<b>Priority Need Name</b>	Affordable Housing - Downpayment Assistance
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Elderly Frail Elderly

		Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities
	<b>Geographic Areas Affected</b>	Citywide
	<b>Associated Goals</b>	Down Assistance
	<b>Description</b>	Down payment and closing cost assistance.
	<b>Basis for Relative Priority</b>	High housing costs reduces the ability for families to maintain safe housing based on community survey data.
<b>3</b>	<b>Priority Need Name</b>	Fair Housing
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly

		Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	<b>Geographic Areas Affected</b>	Citywide
	<b>Associated Goals</b>	Fair Housing
	<b>Description</b>	Collaborate to enforce fair housing ordinance; and conduct education to housing providers and residents.
	<b>Basis for Relative Priority</b>	Collaborate to enforce fair housing ordinance; and conduct education to housing providers and residents.
4	<b>Priority Need Name</b>	Public Services
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans



		Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth
	<b>Geographic Areas Affected</b>	Citywide
	<b>Associated Goals</b>	Public Services
	<b>Description</b>	Public services to address the needs of seniors, youths, homeless persons, public safety, education, and other public service needs in the City.
	<b>Basis for Relative Priority</b>	There continues to be a need for services to increase the effectiveness of physical investments that improve conditions for the elderly, youth, low-income persons, and other special populations.
5	<b>Priority Need Name</b>	Administration
	<b>Priority Level</b>	High
	<b>Population</b>	Other
	<b>Geographic Areas Affected</b>	Citywide
	<b>Associated Goals</b>	Administration
	<b>Description</b>	Administrative costs to successfully operate the CDBG and HOME programs.
	<b>Basis for Relative Priority</b>	Effective and efficient implementation of CDBG and HOME funding requires adequate resources for program administration.
6	<b>Priority Need Name</b>	Transitional Housing- Support for Homes for Warriors Program

	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Persons with Mental Disabilities Persons with Physical Disabilities
	<b>Geographic Areas Affected</b>	Citywide
	<b>Associated Goals</b>	Transitional Housing- Support for Homes for Warriors Program
	<b>Description</b>	Transitional housing for persons waiting for their homes to be built.
	<b>Basis for Relative Priority</b>	The goal of the program is to build and refurbish homes as a departure point for veterans, enabling them to rebuild their lives and once again become highly productive members of the community. Empowered by the freedom a mortgage-free and specially adapted home brings, the veteran families can now focus on their recovery and returning to their life's work of serving others.
7	<b>Priority Need Name</b>	CHDO
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Large Families Families with Children Persons with Mental Disabilities Persons with Physical Disabilities
	<b>Geographic Areas Affected</b>	Citywide

<b>Associated Goals</b>	Affordable Housing
<b>Description</b>	Reservation of HOME CHDO funds for Community Housing Development Organizations.
<b>Basis for Relative Priority</b>	Affordable housing continues to be a need within Palm Bay.

**Table 16 – Priority Needs Summary**

## SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c)(1,2)

### Introduction

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Admin and Planning Economic Development Housing Public Improvements Public Services  Infrastructure	\$707,902	\$0	\$0	\$707,902	\$2,831,608	CDBG funds for housing and non-housing community development.

Table 17 - Anticipated Resources

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

CDBG entitlement funding is used as leverage in order to receive additional funding to assist with housing, supportive services, and community development needs. While the primary focus of this Action Plan is CDBG, leveraged funding used to achieve the Consolidated Plan goals will also be identified.

**If appropriate, describe publically owned land or property located within the state that may be used to address the needs identified in the plan**

Palm Bay does not anticipate that any publically owned land or property will be used to address the needs identified in the Five-Year Consolidated Plan.

## SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Brevard Homeless Coalition (BHC)	Homeless Housing and Services	Homeless Housing and Services	Countywide
Economic Development Commission: Florida's Space Coast and Career Source Brevard	Economic Development/Workforce Development and Analysis	Economic Development/Workforce Development and Analysis	Countywide and Region

**Table 18 - Institutional Delivery Structure**

### Assess of Strengths and Gaps in the Institutional Delivery System

The City of Palm Bay will continue in its efforts to enhance coordination and partnerships between public and private housing, health and public service agencies throughout Palm Bay and all of Brevard County.

## Availability of services targeted to homeless persons and persons with HIV and mainstream services

The following services are available in the County:

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	X
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X	X	X
Utilities Assistance	X	X	
<b>Street Outreach Services</b>			
Law Enforcement	X		
Mobile Clinics	X		
Other Street Outreach Services	X	X	
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X	X	
Child Care	X	X	
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	
HIV/AIDS	X		X
Life Skills	X		
Mental Health Counseling	X	X	
Transportation	X	X	
<b>Other</b>			
Other			

**Table 19 - Homeless Prevention Services Summary**

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

Palm Bay and the Consortium will continue to work in collaboration with non-profit and for-profit partners to carry out the goals in this Consolidated Plan, as well as to strengthen partnerships and build capacity with new programs and agencies.

In developing the “Housing First: Brevard 2015-2018 Strategic Plan,” one of the key identified action items included recognizing the interconnectedness of state and private services needed to address homelessness and to implement a system that would deliver a more cohesive and comprehensive resolution to ending homelessness on both an individual and systemic level.

- Develop and implement the Coordinated Assessment Process, targeting selected intake specialists and housing opportunities organizations.
- Develop and implement a Coordinated Assessment Team (CAT) and Housing Opportunities Team (HOT) in partnership with select partners.
- Build a community partnership to significantly expand strategies designed to reduce veteran and chronic homelessness in Brevard County.
- Research and develop a rapid rehousing plan to enhance family housing programs and initiatives.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

BHC considers all opinions from individuals and organizations that have a knowledge of homelessness as those opinions are presented at the publically advertised bi-monthly meetings as well as various sub-committee meetings. In addition, BHC has continued the Best Practice Exchange at the bi-monthly meetings, including the Executive Board meetings. This exchange allows agencies to collaborate and share valuable information concerning funding, gaps in services, the need for additional resources and volunteer information. Additionally, emails are sent out to all membership agencies that are sometimes not able to attend meetings with a monthly update.



**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

The City of Palm Bay will continue in its efforts to enhance coordination and partnerships between public and private housing, health and public service agencies throughout Palm Bay and all of Brevard County.

## SP-45 Goals - 91.415, 91.215(a)(4)

### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facility Improvements:	2016	2020	Non-Housing Community Development	Citywide	Public Facility Improvements	CDBG: \$2,343,118.50	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: -- Persons Assisted
2	Affordable Housing	2016	2020	Affordable Housing	Citywide	Affordable Housing-CHDO	HOME: \$300,000	Homeowner Housing Added: -- Household Housing Unit  Homeowner Housing Rehabilitated: -- Household Housing Unit
4	Downpayment Assistance	2016	2020	Affordable Housing	Citywide	Affordable Housing - Downpayment Assistance	HOME: \$250,000	Direct Financial Assistance to Homebuyers: 50 Households Assisted
5	Fair Housing	2016	2020	Affordable Housing	Citywide	Fair Housing	CDBG: \$20,000	Other: 50 Other
6	Public Services	2016	2020	Homeless Non-Housing Community Development	Citywide	Public Services	CDBG: \$413,491.50	Public Services Activities other than Low/Moderate Income Housing Benefit: 5,000 Persons Assisted
7	Code Enforcement	2016	2020	Non-Housing Community Development	Citywide	Code Enforcement	CDBG: \$75,000	Code Enforcement: 500 persons assisted

8	Transitional Housing	2016	2020	Affordable Housing	Citywide	Affordable Housing	HOME: \$423,101.25	Transitional Housing: Assist 50 households
9	Administration	2016	2020	Administration	Citywide	Administration	CDBG: \$707,900  HOME: \$75,645	Other: 1 Other

Table 20 – Goals Summary

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

All HOMES funds via the Consortium will be used to assist families who are at or below 80% of MHI.

## **SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)**

### **Actions to address LBP hazards and increase access to housing without LBP hazards**

All housing addressed by CDBG and/or HOME funds built prior to 1978 will however be evaluated for lead-based paint, regardless of whether or not any children are present in the household. Staff will take note of flaking or chipping paint. If lead-based paint is found, an external contractor specializing in lead-based paint abatement will be consulted. The amount of assistance for rehabilitation of the unit will be determined upon the extent of lead-based paint found on the premises.

### **How are the actions listed above integrated into housing policies and procedures?**

See above.

## **SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)**

### **Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families**

Palm Bay and the Consortium will use CDBG and HOME funds to support a variety of activities that are specifically designed to help low- and moderate-income persons and families break the cycle of poverty. These activities include the following support programs:

- Youth Services
- Emergency Food Program
- Subsidized Child Care

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan**

See above. The City works with a large cross-section of organizations (and the region) to address poverty.

## SP-80 Monitoring - 91.230

**Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

All sub-recipients i.e., Public Service Agencies are monitored at least annually to ensure compliance with program guidelines and adherence to sub-recipient contracts. Each sub-recipient has contracts in place to ensure compliance with all federal requirements. All invoices submitted for reimbursement contain the appropriate supporting documentation in accordance with program regulations. The sub-recipients are also required to submit to the Neighborhood Development office compliance/accomplishment reports both quarterly and annually.

The Neighborhood Development staff monitors all economic development grant recipients annually. The monitoring visit is to ascertain program compliance. The recipients are also required to submit to the Neighborhood Development office income self-certification forms for each new employee. All Economic Development grant clients are monitored to ensure fulfillment of employment requirements for low/mod individuals as well as, for compliance with the terms set forth in the written agreement.

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Admin and Planning Economic Development Housing Public Improvements Public Services  Infrastructure	\$707,902	\$0	\$0	\$707,902	\$2,831,608	CDBG funds for housing and non-housing community development.

Table 21 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

CDBG entitlement funding is used as leverage in order to receive additional funding to assist with housing, supportive services, and community development needs. While the primary focus of

this Action Plan is CDBG, leveraged funding used to achieve the Consolidated Plan goals will also be identified.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Not applicable.

DRAFT



## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facility Improvements:	2016	2020	Non-Housing Community Development	Citywide	Public Facility Improvements	CDBG: \$468,623.70	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1,000 Persons Assisted
2	Affordable Housing	2016	2020	Affordable Housing	Citywide	Affordable Housing-CHDO	HOME: \$28,367.70	Homeowner Housing Added: -- Household Housing Unit  Homeowner Housing Rehabilitated: -- Household Housing Unit
4	Downpayment Assistance	2016	2020	Affordable Housing	Citywide	Affordable Housing - Downpayment Assistance	HOME: \$50,000	Direct Financial Assistance to Homebuyers: 10 Households Assisted
5	Fair Housing	2016	2020	Affordable Housing	Citywide	Fair Housing	CDBG: \$20,000	Other: 50 Other
6	Public Services	2016	2020	Homeless Non-Housing Community Development	Citywide	Public Services	CDBG: \$82,698.30	Public Services Activities other than Low/Moderate Income Housing Benefit: 1,000 Persons Assisted

<b>7</b>	Code Enforcement	2016	2020	Non-Housing Community Development	Citywide	Code Enforcement	CDBG: \$15,000	Code Enforcement: 100 persons assisted
<b>8</b>	Transitional Housing	2016	2020	Affordable Housing	Citywide	Affordable Housing	HOME: \$84,620.25	Transitional Housing: Assist 10 households
<b>9</b>	Administration	2016	2020	Administration	Citywide	Administration	CDBG: \$141,580  HOME: \$15,129	Other: 1 Other

**Table 22 – Goals Summary**

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The FY 2016 planned actions will address Palm Bay and Brevard HOME Consortium priority housing and community development needs. The projects are outlined below.

#	Project Name
1	Public Facility Improvements
2	Aging Matters in Brevard
3	Center for Visually Impaired, Inc.
4	Cornerstone Foundation
5	Early Learning Coalition of Brevard County, Inc.
6	Grandparents Raising Children of Brevard County, Florida, Inc.
7	Society of St. Vincent de Paul, St. Joseph's Church
8	Transitional Housing: Homes for Warriors Program
9	Down payment Assistance
10	Fair Housing
11	CHDO Setaside
12	Administration: CDBG and HOME Programs

Table 23 – Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation priorities are based on needs within the City identified from the surveys and numerous public meetings.

## AP-38 Project Summary

### Project Summary Information

Allocation priorities are based on needs within the City identified from the surveys and numerous public meetings.

1	<b>Project Name</b>	Public Facility Improvements
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Facility Improvements
	<b>Needs Addressed</b>	Public Facility Improvements
	<b>Funding</b>	CDBG: \$468,623.70
	<b>Description</b>	Funds will be used for projects to include youth activity and senior centers (capital improvements), and parks.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
	<b>Location Description</b>	TBD
	<b>Planned Activities</b>	Funds will be used for projects to include youth activity and senior centers (capital improvements), and parks.
2	<b>Project Name</b>	Aging Matters in Brevard
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Senior Services
	<b>Needs Addressed</b>	Senior Services
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Provides through the "Meals on Wheels" program hot meals to 35 frail homebound seniors and hot lunches to 10 low- income seniors at a congregate location in Palm Bay.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	35

	<b>Location Description</b>	TBD
	<b>Planned Activities</b>	Provides through the "Meals on Wheels" program hot meals to 35 frail homebound seniors and hot lunches to 10 low- income seniors at a congregate location in Palm Bay.
<b>3</b>	<b>Project Name</b>	Down payment Assistance
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Affordable Housing - Purchase Assistance
	<b>Needs Addressed</b>	Affordable Housing - Purchase Assistance
	<b>Funding</b>	HOME: \$50,000
	<b>Description</b>	First-time home buyer assistance for LMI persons.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	First-time home buyer assistance for LMI persons.
<b>4</b>	<b>Project Name</b>	Fair Housing
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Fair Housing
	<b>Needs Addressed</b>	Fair Housing
	<b>Funding</b>	CDBG: \$4,000 (from CDBG Program Administration)
	<b>Description</b>	As part of CDBG General Administration, the Fair Housing Continuum will provide ten (10) Fair Housing Tests to ascertain impediments that exist to protected groups in finding decent, safe, sanitary and affordable housing in Palm Bay.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 households
	<b>Location Description</b>	Citywide

	<b>Planned Activities</b>	Provide ten (10) Fair Housing Tests to ascertain impediments that exist to protected groups in finding decent, safe, sanitary and affordable housing in Palm Bay.
<b>5</b>	<b>Project Name</b>	Center for the Visually Impaired, Inc.
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Improve services
	<b>Needs Addressed</b>	Suitable Living Environment
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Provides training and support services to the blind and visually impaired low-income individuals in Palm Bay.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 persons
	<b>Location Description</b>	TBD
	<b>Planned Activities</b>	Provides training and support services to the blind and visually impaired low-income individuals in Palm Bay.
<b>6</b>	<b>Project Name</b>	Cornerstone Foundation, Inc.
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Improve Services
	<b>Needs Addressed</b>	Suitable Living Environment
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Provide services and financial assistance to facilitate the de-militarization of low-income Palm Bay military service veterans who have no transferable credentials to sell to a civilian employer.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	45 persons who live in the area will benefit from the activity.
	<b>Location Description</b>	1900 S. Harbor City Blvd., Ste. 231, Melbourne, FL 32901

	<b>Planned Activities</b>	Provide services and financial assistance to facilitate the de-militarization of low-income Palm Bay military service veterans who have no transferable credentials to sell to a civilian employer.
<b>7</b>	<b>Project Name</b>	Early Learning Coalition of Brevard County, Inc.
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Improve services
	<b>Needs Addressed</b>	Suitable Living Environment
	<b>Funding</b>	CDBG: \$12,000
	<b>Description</b>	Provides school readiness subsidized child care for low income children from infancy through kindergarten.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	57 persons will benefit.
	<b>Location Description</b>	Community-wide
	<b>Planned Activities</b>	Provides school readiness subsidized child care for low income children from infancy through kindergarten.
<b>8</b>	<b>Project Name</b>	Grandparents Raising Grandchildren of Brevard County, Florida, Inc.
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Suitable Living Environment
	<b>Needs Addressed</b>	Suitable Living Environment
	<b>Funding</b>	CDBG: \$10,698.30
	<b>Description</b>	Provide advocacy, support and referral services to low/moderate-income relative care families which prevent children from entering into the foster care system and keep siblings and families together which provides stability.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	348 persons will benefit.
	<b>Location Description</b>	Citywide

	<b>Planned Activities</b>	Provide advocacy, support and referral services to low/moderate-income relative care families which prevent children from entering into the foster care system and keep siblings and families together which provides stability.
<b>9</b>	<b>Project Name</b>	Society of St. Vincent de Paul, St. Joseph's Church
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Suitable Living Environment
	<b>Needs Addressed</b>	Suitable Living Environment
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Provides Palm Bay Homeless, those at-risk of being homeless and those having unsafe living conditions with emergency interim support in the form of financial assistance for rent, utilities and prescription drugs.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	234 persons will benefit.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Provides Palm Bay Homeless, those at-risk of being homeless and those having unsafe living conditions with emergency interim support in the form of financial assistance for rent, utilities and prescription drugs.
<b>10</b>	<b>Project Name</b>	Transitional Housing: Homes for Warriors Program
	<b>Target Area</b>	TBD
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$84,620.25
	<b>Description</b>	The goal of the program is to build and refurbish homes as a departure point for veterans, enabling them to rebuild their lives and once again become highly productive members of the community. Empowered by the freedom a mortgage-free and specially adapted home brings, the veteran families can now focus on their recovery and returning to their life's work of serving others.
	<b>Target Date</b>	9/30/2017



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 persons will benefit.
	<b>Location Description</b>	TBD
	<b>Planned Activities</b>	Transitional housing for persons waiting for their homes to be built.
<b>11</b>	<b>Project Name</b>	CHDO Setaside:
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Citywide
	<b>Needs Addressed</b>	Affordable Housing-CHDO
	<b>Funding</b>	HOME: \$60,000
	<b>Description</b>	CHDO setaside for housing development.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	CHDO setaside for housing development.
<b>20</b>	<b>Project Name</b>	Administration: CDBG Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	CDBG: \$141,580
	<b>Description</b>	Administrative costs to successfully operate the CDBG program.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	Palm Bay.
	<b>Planned Activities</b>	Administrative costs to successfully operate the CDBG program.

<b>21</b>	<b>Project Name</b>	Administration: HOME Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	HOME: \$15,129
	<b>Description</b>	Administrative costs to successfully operate the HOME program.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	Palm Bay.
	<b>Planned Activities</b>	Administrative costs to successfully operate the HOME program.

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City of Palm Bay has block groups in two out of the four quadrants of the City that meet the definition of a low/mod area. Some are in heavily populated areas, like those block groups in the northeast section of the City, and others, like Block Group 3 of Census Tract 0652.02, in the southeast quadrant of the City, have high concentrations of low/mod persons, but are sparsely populated.

### **Rationale for the priorities for allocating investments geographically**

#### **Discussion**

One hundred (100%) percent of the City's Community Development Block Grant (CDBG), Home Initiative Partnership (HOME) and State Housing Initiatives Partnership (SHIP) programs/activities are directed toward low- to moderate-income persons and their families without prejudice to racial and ethnic minority persons/families in any of the City's minority geographic areas. Other Special Needs activities/programs are typically addressed by the Public Service agencies the City solicits each Action Plan year.

Describe the basis for allocating investments geographically within the state

The basis for allocating investments geographically within the jurisdiction during the 2016-2017 funding year and the rationale for assigning the priorities were based in large part on community input from the surveys and public meetings used to set priorities in developing the 2016-2020 Consolidated Plan.

### **AP-70 HOPWA Goals - 91.420, 91.220 (I)(3)**

The City of Palm Bay, each year, designates the State of Florida's Department of Health as the grantee and recipient of HOPWA funds for services on behalf of clients in the Palm Bay-Melbourne-Titusville M.S.A. In FY 2015-2016, the State of Florida will receive \$338,306 as a pass through allocation that will be distributed to the HIV clinics throughout Brevard County. The HOPWA funds will be managed and reported to HUD by the State of Florida's Department of Health.

## AP-85 Other Actions - 91.420, 91.220(k)

### Introduction

In FY 2016, Palm Bay and the Consortium plan the following actions to help address the housing and community development needs of residents, especially low/moderate income residents.

### Actions planned to address obstacles to meeting underserved needs

Inadequate resources is a chief obstacle to meeting underserved needs ---both financial and human (staffing). The City and the Consortium will continue to collaborate with human and social service agencies and BHC to identify potential resources for meeting the service needs of residents.

During its FY 2016 Program Year the City will take the following actions:

- Leverage its financial resources to apply for additional public and private funds
- Continue its cooperation with BHC

### Actions planned to foster and maintain affordable housing

The City will allocate FY 2016 HOME funds to foster and maintain affordable housing.

### Actions planned to reduce lead-based paint hazards

All housing addressed by CDBG and/or HOME funds built prior to 1978 will however be evaluated for lead-based paint, regardless of whether or not any children are present in the household. Staff will take note of flaking or chipping paint. If lead-based paint is found, an external contractor specializing in lead-based paint abatement will be consulted. The amount of assistance for rehabilitation of the unit will be determined upon the extent of lead-based paint found on the premises.

### Actions planned to reduce the number of poverty-level families

The City and the Consortium will use CDBG and HOME funds to support a variety of activities that are specifically designed to help low- and moderate-income persons and families break the cycle of poverty. These activities include the following support programs:

- Youth Services
- Emergency Food Program
- Subsidized Child Care

**Actions planned to develop institutional structure**

The City of Palm Bay will continue in its efforts to enhance coordination and partnerships between public and private housing, health and public service agencies throughout Palm Bay and all of Brevard County.

**Actions planned to enhance coordination between public and private housing and social service agencies**

The City and the Consortium will continue efforts to enhance coordination and partnerships between public and private housing, health, and social services agencies throughout Brevard County.

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
Total Program Income	0

#### Other CDBG Requirements

1. The amount of urgent need activities	0
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