

16. Consideration of a funding request through the State Housing Initiative Program (SHIP) for South Brevard Women's Center relating to special needs transitional housing rehabilitation for homeless and at-risk families who are victims of domestic violence (\$270,802).



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Ibis S. Berardi, Community and Economic Development Acting Director

**DATE:** April 4, 2024

**RE:** Consideration of a funding request through the State Housing Initiative Program (SHIP) for South Brevard Women's Center relating to special needs transitional housing rehabilitation for homeless and at-risk families who are victims of domestic violence (\$270,802).

### **SUMMARY:**

At the March 20, 2024, Community Development Advisory Board (CDAB) regular meeting, the Board recommended to fund the application from South Brevard Womens Center (SBWC) with State Housing Initiative Partnership (SHIP) funds. SBWC is requesting funding for the renovation of four (4) rental units of their Transitional Housing Facility which houses homeless and at-risk families who are victims of domestic violence. The maximum award amount under the City's State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan (LHAP) is \$100,000 per unit. SBWC is requesting a total of \$270,802 in SHIP funding.

If approved by City Council, the \$270,802 would be allocated from the City's SHIP allocation for Fiscal Year (FY) 2022-2023. This funding allocation will enable the City to fulfill the Special Needs set aside as Survivors of Domestic Violence are identified as a Special Needs category under Florida Statute 420.0004 (13). This contribution is eligible under the Rental Development Strategy of the current Local Housing Assistance Plan (LHAP). Furthermore, per the LHAP, this strategy is designed to aid eligible sponsor organizations for the production of affordable rental housing. This strategy will provide for partnering with for-profit affordable housing developers and non-profit sponsor agencies for the construction/rehabilitation of rental units to serve income qualified residents within Palm Bay.

SHIP sponsor selection outside of the advertised competitive application may be encumbered by the local government at their discretion when funding is being requested as a match for Florida Housing Finance Corporation or Federal competitive cycles, for which the SBWC has applied for additional funding. Eligible sponsors will at a minimum, meet the following criteria:

- Eligible sponsors will be a non-profit having obtained official designation as 501(c)(3) and in operation for more than 12 months, a community-based organization or a for-profit corporation organized and established under the laws of the State of Florida.
- Eligible sponsors will have an established record of construction and/ or rehabilitation of affordable housing.
- Eligible sponsors will be required to provide substantial evidence of its ability to construct or otherwise deliver a completed project within a reasonable timetable. Preference will be given to non-profit and for-profit organizations, which hire personnel from Welfare Transition, Workforce Development Initiatives and other employment assistance programs.
- The non-profit or for-profit corporation must have financial accountability standards that permit the City of Palm Bay Housing Division to account for and audit SHIP funds.

**REQUESTING DEPARTMENTS:**

Community & Economic Development

**FISCAL IMPACT:**

If approved, funding in the amount of \$270,802 and a project number will be established in 111-3411-554-38-09 utilizing SHIP Program funds for South Brevard Womens Center.

**STAFF RECOMMENDATION:**

Motion to approve the funding request from South Brevard Women's Center, Inc. for monetary support from the City of Palm Bay in the amount of \$270,802 from SHIP Program funds for the rehabilitation of four (4) rental units at the Transitional Housing Facility which houses homeless and at-risk families who are victims of domestic violence.

**ATTACHMENTS:**

1. Request for Funding
2. Operating Budget
3. Rental Proforma
4. Sources & Uses of funds
5. Rental Rates

Attachment 1 - Request For Funding

		<b>Community Development Block Grant (CDBG)</b> <b>CONSTRUCTION OR NON-PUBLIC SERVICES</b> <b>PROPOSAL</b> <b>FOR PY 2024</b>	
<b>City Department:</b>	South Brevard Women's Center, Inc.		
<b>Name &amp; Title of Contact Person for the Proposed Project:</b>	Becky Lemstrom, Director, Grants Administration		
<b>Phone Number:</b>	321-499-6535	<b>Email:</b>	blemstrom@womenscenter.net
<b>Project Name:</b>	Rehabilitation Project for Transitional Housing for Victims of Domestic Violence		
<b>Proposal Summary (Describe Project in 500 words or less)</b> <b>Attach pictures and cost estimates for work to be completed:</b>			
<p>We propose to use CDBG, SHIP, or HOME funding to renovate four units of our Transitional Housing facility, which houses homeless and at-risk families who are victims of domestic violence, and are Extremely Low to Low Income as determined by HUD, for a period of up to two years.</p> <p>The funds will enhance the transitional housing program by allowing the four of the eight apartments to be renovated and fully brought up to current standards, providing affordable housing for victims of domestic violence for years to come. Renovation activity will range from exterior siding, HVAC including ductwork replacement, to full interior demolition and re-build. Please see the attached development budget form for comprehensive scope of work .</p> <p>Operational since 2004, our Transitional Housing program is one of the few in the area able to assess and comprehensively address the urgent need of the homeless and low income women and families affected by violence in south Brevard County. In fact, this program only begins to reach the need of the county as a whole. Research indicates that domestic violence is frequently an immediate cause or precursor to homelessness and housing instability. Studies show that the need for safe housing and the economic resources to maintain safe housing are two of the most pressing concerns among abused women who are planning to leave abusers. Further, achieving economic independence is a key factor in survivors not returning to abusers due to their financial situation. Our program provides safe housing, and comprehensive wrap-around services to assist our client to move from a state of crisis to stability. Demonstrating the need in our area, the most recently published Uniform Crime Report of the Florida Department of Law Enforcement shows 3,608 domestic violence offenses were reported in Brevard County. The report states that Palm Bay saw 905 domestic violence offenses made up of the following types; murder -1, manslaughter – 1 rape – 22, fondling – 14, aggravated assault - 64, simple assault – 800, and threat/intimidation – 3. We know that the number of victims is higher than reported to the police due to victims being ashamed, intimidated, and fearful.</p> <p>Planning phases of the project will commence upon contract approval with the City. The renovation work will begin upon executed contract and be completed and funds will be expended in a one-year time-frame, or by September 30, 2025.</p>			
<b>Low Income Census Tract(s) this project will benefit:</b>	065202.4	<b>Amount Requested:</b>	\$ 270,802.00
<b>Will this project be designed and implemented within a 12-month period?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<b>If no, why not?</b>
<b>Will CDBG funds leverage additional funding?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>What is the community development need you are applying for?</b> 14B Rehab - Multi-Unit Residential			
<b>If yes, provide the amount of money leveraged (from other federal, state, county, city and private sources) related to this activity:</b>			
<b>Federal:</b>	\$	<b>State:</b>	\$
<b>Local:</b>	\$	<b>Private:</b>	\$ 5,000.00
<b>Total All Sources of Leverage:</b>		\$ 5,000	
<i>I certify all information provided is correct to the best of my knowledge.</i>			
 <b>Signature of Department Director</b>		12/22/23 <b>Date</b>	

Funding for the CDBG Program may be adjusted and/or cancelled based on decisions made at the Federal level. NOTE: Repairs to fix maintenance issues are not eligible expenditures under the CDBG Program.

This project is a renovation of an apartment building which was constructed in 1986 and contains four two bedroom/one bathroom units. The building has been owned and operated by the South Brevard Women's Center since 2004. The property also holds a second quadplex that is not included in this renovation request. Features to be renovated include but are not limited to exterior siding, flooring, plumbing, cabinetry, appliances and doors. A project estimation budget is attached and details our proposed work and costs.

The project will begin upon receipt of an executed contract and will be completed within a one-year period. Specific benchmark dates to be determined upon funding source fiscal calendar.

Project Phases:

Contract approved and executed by City Council  
Scope of work finalized, dependent on award amount  
Environmental studies completed  
Bid documents prepared and advertised  
Project put to bid, bids received, contractor selected  
Contract with Contractor executed  
Construction begins  
Construction ends  
Units occupied by clients

In terms of capacity to manage the project, the Women's Center is an established agency with a proven record of success, capacity to perform, and maintains a reputation for excellence and fiscal responsibility. We have owned and managed transitional housing programs for 19 years. We have been awarded previous CDBG funding from the Cities of Palm Bay and Melbourne for our Transitional Safe Housing program, the City of Titusville for our Victim Services program, and always been found to be in compliance with all associated requirements.

We have managed two renovation projects with HUD funding for our transitional housing facility in Melbourne; this project will be similar in nature. We are knowledgeable of and will comply with and adhere to city, state and federal requirements and reporting as applicable.

Having four of our units renovated and up to date will allow many years of affordable, safe housing to be provided to clients in crisis. As each family stays with us for up to 24 months, with an average of 20 months, this project is expected to benefit approximately 40+ families over time.

Not included with this funding request, but as additional information about the project for background purposes, are the essential supportive services for our clients in the program that assists our families who are in crisis to move onward to permanent housing and self-sufficiency, living safe, stable and healthy lives.

Our program employs a comprehensive service model based on a thorough needs assessment and professional assistance. Each case is different, and each family is at different stages on the path to self-sufficiency. As such, the program is tailored for the individual client and will change

over time as they progress. In addition to safe, secure housing, the program provides the following comprehensive suite of services to our clients:

- Mental Health Counseling
- Case Management
- Career Guidance and Job Training as needed
- Financial Assistance for transportation, childcare, medical, and education related expenses
- Food, household, and personal items

Specifically focused counseling helps the families work through the emotional toll of an abusive relationship. Clients, both adult and children, have weekly access to Women's Center mental health services in individual and group settings.

Our Victim Advocate meets with clients on a weekly or as needed basis to assist in the continuing development and/or revision of the client's Individual Case Plan and goals. The initial commitment by our clients for our housing program is six months. This commitment may be extended for up to two years. The Victim Advocate works with qualified clients to provide accessibility to SSI/SSDI, TANF, SNAP, and other benefits to help increase income to enable homeless individuals to afford housing. We also offer assistance for fees associated with state identification cards, drivers' licenses, and birth certificates as needed.

The Women's Center works to increase a client's economic security and improve family income potential by helping individuals identify strengths, improve their resume and interview skills, and search for potential employers. Career-advancing educational expenses are provided for costs associated with further education or career costs such as classes, uniforms, phlebotomy kits, and transcript fees.

Our program's methodology aligns with the "Basic Principles of Care for Families and Children Experiencing Homelessness." Quality childcare and the ability to pay for it is a core issue for many women in distress; our program provides financial assistance for childcare and before/after-school care. Providing a safe environment for our client's children allows our clients to attend job interviews, educational training, and work on a consistent basis. Our clients prioritized with Early Learning Coalition for childcare vouchers. Information about the McKinney-Vento Homeless Assistance Act and the services available for children through Brevard Public School's Students-in-Transition program is provided to clients in the program, and parents are put in touch with Brevard Public Schools Homeless Liaison.

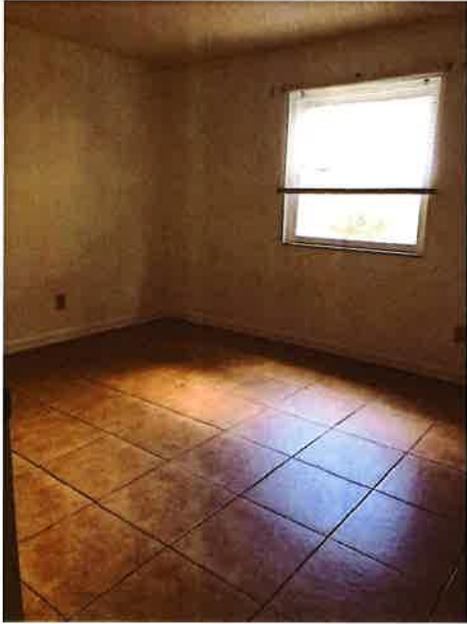
In order to remove the barriers that the costs of transportation and childcare have on our clients being able to work, we provide financial assistance to help clients with these expenses.

The fee charged for a family to stay in their apartment is based on their ability to pay, and does not exceed 30% of their income.

We partner with many local social service organizations to efficiently utilize limited resources. We are members of the Brevard Homeless Coalition, are a United Way partner agency, have an MOU with Brevard Health Alliance, and make mutual referrals to/from Serene Harbor, Genesis House, Brevard County Legal Aid, and many other providers. Recently, the Women's Center has partnered with the City of Palm Bay to begin providing Violence Intervention Training for City Staff to provide strategies for proactively preventing power based violence.

<b>Tranquility Cove - 4 Unit Transitional Housing for Victims of Domestic Violence Renovation Project</b>				
Item	Quantity Needed	Total Cost	Funding Request	Other Sources
Central HVAC System - Units, Returns, and Ductwork	4	\$ 30,000.00	\$ 30,000.00	
Exterior Siding - Remove and replace with Hardie Board	1	\$ 60,000.00	\$ 60,000.00	
Stairs - New hardware	1	\$ 800.00	\$ 800.00	
Interior sheetrock drywall replacement	1	\$ 8,000.00	\$ 8,000.00	
Interior paint and prep	4	\$ 9,600.00	\$ 9,600.00	
Plumbing audit and upgrade	4	\$ 2,000.00	\$ 2,000.00	
New Breaker Panels	4	\$ 9,600.00	\$ 9,600.00	
Rewiring	4	\$ 9,000.00	\$ 9,000.00	
Insulation Install in Attic	4	\$ 12,000.00	\$ 12,000.00	
Smoke Det./Hardwired - 3 per unit	12	\$ 3,600.00	\$ 3,600.00	
Steel Entry Doors -Painted	4	\$ 2,400.00	\$ 2,400.00	
Kitchen Cabintets - wood base	4	\$ 8,000.00	\$ 8,000.00	
Kitchen Cabintets - wood wall	4	\$ 8,000.00	\$ 8,000.00	
Kitchen Countertops - Solid surface	4	\$ 6,400.00	\$ 6,400.00	
Kitchen Sink with Faucet	4	\$ 2,000.00	\$ 2,000.00	
Refrigerator Frost free	4	\$ 4,800.00	\$ 4,800.00	
Stove - glass top, electric, self cleaning	4	\$ 4,800.00	\$ 4,800.00	
Bathroom Accessory Set	4	\$ 3,200.00	\$ 3,200.00	
Bathroom Vanity + Faucet - ADA	4	\$ 8,000.00	\$ 8,000.00	
Medicine Cabinet Recessed with Mirror	4	\$ 1,100.00	\$ 1,100.00	
Commode (ADA)	4	\$ 2,000.00	\$ 2,000.00	
Grab bar along Commode	4	\$ 1,000.00	\$ 1,000.00	
Bathtub Insert w/ grab bar	4	\$ 1,000.00	\$ 1,000.00	
Floor covering - Remove and replace with ceramic tile	4	\$ 3,400.00	\$ 3,400.00	
Closet shelving	8	\$ 1,600.00	\$ 1,600.00	
Closet doors	12	\$ 4,300.00	\$ 4,300.00	
Interior doors- Prehung Painted	16	\$ 5,120.00	\$ 5,120.00	
Floor and door moulding	4	\$ 9,600.00	\$ 9,600.00	
Ceiling Fan with Light Kit - wall control	24	\$ 4,000.00	\$ 4,000.00	
Entrance Light mounted at door entrance	4	\$ 600.00	\$ 600.00	
Lighting fixtures/Kitchen, Hall, Bath, Laundry	16	\$ 2,400.00	\$ 2,400.00	
Bath exhaust fan	4	\$ 1,200.00	\$ 1,200.00	
Window treatments/blinds	16	\$ 1,600.00	\$ 1,600.00	
Security System	1	\$ 6,000.00	\$ 6,000.00	
Interior demolition	4	\$ 1,000.00	\$ 1,000.00	
Dump fees	1	\$ 2,000.00	\$ 2,000.00	
Portable Toilet	1	\$ 1,200.00	\$ 1,200.00	
Final Clean	1	\$ 2,000.00	\$ 2,000.00	
<b>Subtotal</b>		<b>\$ 243,320.00</b>	<b>\$ 243,320.00</b>	<b>\$ -</b>
Contingency 10%		\$ 24,332.00	\$ 24,332.00	
Architecture & Engineering		\$ 2,000.00	\$ 2,000.00	
Environmental Study		\$ 2,500.00		\$ 2,500.00
Permits		\$ 2,500.00	\$ 1,150.00	\$ 1,350.00
Survey		\$ 800.00		\$ 800.00
Legal Advertisement		\$ 350.00		\$ 350.00
<b>Total</b>		<b>\$ 275,802.00</b>	<b>\$ 270,802.00</b>	<b>\$ 5,000.00</b>





Attachment 2 - Operating Budget

Women's Center  
**OPERATING BUDGET 2024**

*Cash Basis*

<u>INCOME</u>	2023
CONTRIBUTIONS	\$ 612,000
SPECIAL EVENTS	\$ 200,000
GRANTS	\$ 2,084,948
PROGRAM SERVICE FEES	\$ 153,242
TRANSFER FROM INVESTMENT ACCOUNTS	\$ 62,758
RETAIL REVENUE	\$ 729,626
OTHER REVENUE	\$ 30,000
<b>TOTAL REVENUE</b>	<b>\$ 3,872,574</b>

<u>EXPENSES</u>	2023
SALARIES/BENEFITS	\$ 3,059,543
PROFESSIONAL FEES	\$ 29,000
AGENCY OPERATING	\$ 61,500
COMPUTER/IT/COPIERS	\$ 76,000
MELBOURNE PROGRAM OFFICE OCCUPANCY	\$ 45,500
TITUSVILLE PROGRAM OFFICE OCCUPANCY	\$ 27,950
ADMINISTRATION OFFICE OCCUPANCY	\$ 47,900
EXAM CENTER OCCUPANCY	\$ 9,250
MARKETING/OUTREACH	\$ 18,000
TRAVEL	\$ 22,000
TRAINING/STAFF DEVELOPMENT	\$ 10,000
CLIENT ASSISTANCE	\$ 39,296
TRANSITIONAL HOUSING	\$ 82,300
EMERGENCY SAFE HOUSING	\$ 38,660
RETAIL THRIFT STORES	\$ 207,775
INSURANCES	\$ 38,900
SPECIAL EVENTS EXPENSES	\$ 30,000
MISCELLANEOUS EXPENSES	\$ 9,000
INTEREST EXPENSE	\$ 20,000
<b>TOTAL EXPENSES</b>	<b>\$ 3,872,574</b>

\$ -

# Attachment 3 - Rental Proforma

## Women's Center of Brevard Transitional Housing Rental 10-Year Cash Flow Projection

Project Name: **Tranquility Cove**      Project Address: **Mercury Ave Palm Bay**  
 Income Adjuster: **1.00%**      Expense Adjuster: **3.00%**

<b>Income:</b>	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<i>Gross Effective Income From Rent</i>	\$ 15,600	\$ 15,756	\$ 15,914	\$ 16,073	\$ 16,234	\$ 16,396	\$ 16,560	\$ 16,726	\$ 16,893	\$ 17,062

<b>Expenses:</b>	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Administrative	\$ 11,462	\$ 11,806	\$ 12,160	\$ 12,525	\$ 12,901	\$ 13,288	\$ 13,687	\$ 14,098	\$ 14,521	\$ 14,957
Payroll	\$ 44,395	\$ 45,727	\$ 47,099	\$ 48,512	\$ 49,967	\$ 51,466	\$ 53,010	\$ 54,600	\$ 56,238	\$ 57,925
Maintenance and Operations	\$ 40,720	\$ 41,942	\$ 43,200	\$ 44,496	\$ 45,831	\$ 47,206	\$ 48,622	\$ 50,081	\$ 51,583	\$ 53,130
Taxes & Insurance	\$ 29,500	\$ 30,385	\$ 31,297	\$ 32,236	\$ 33,203	\$ 34,199	\$ 35,225	\$ 36,282	\$ 37,370	\$ 38,491
<b>Total Expense:</b>	<b>\$ 126,077</b>	<b>\$ 129,860</b>	<b>\$ 133,756</b>	<b>\$ 137,769</b>	<b>\$ 141,902</b>	<b>\$ 146,159</b>	<b>\$ 150,544</b>	<b>\$ 155,061</b>	<b>\$ 159,712</b>	<b>\$ 164,503</b>

<b>Net Operating Income</b>	<b>\$ (110,477)</b>	<b>\$ (114,104)</b>	<b>\$ (117,842)</b>	<b>\$ (121,696)</b>	<b>\$ (125,668)</b>	<b>\$ (129,763)</b>	<b>\$ (133,984)</b>	<b>\$ (138,335)</b>	<b>\$ (142,819)</b>	<b>\$ (147,441)</b>
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Assumptions:      Units      Avg Monthly Rent  
 4      \$      325.00

Attachment 4 - Sources and Uses of Funds

<b>Tranquility Cove - 4 Unit Transitional Housing for Victims of Domestic Violence Renovation Project</b>				
Item	Quantity Needed	Total Cost	SHIP Funding Request	Women's Center Revenue
Central HVAC System - Units, Returns, and Ductwork	4	\$ 30,000.00	\$ 30,000.00	
Exterior Siding - Remove and replace with Hardie Board	1	\$ 60,000.00	\$ 60,000.00	
Stairs - New hardware	1	\$ 800.00	\$ 800.00	
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<b>Subtotal</b>		<b>\$ 243,320.00</b>	<b>\$ 243,320.00</b>	<b>\$ -</b>
Contingency 10%		\$ 24,332.00	\$ 24,332.00	
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Survey		\$ 800.00		\$ 800.00
Legal Advertisement		\$ 350.00		\$ 350.00
<b>Total</b>		<b>\$ 275,802.00</b>	<b>\$ 270,802.00</b>	<b>\$ 5,000.00</b>

## Attachment 5 - Rental Rates

### Current Monthly Rent Per Unit

<b>Unit</b>	<b>Monthly Rent</b>
101-340	\$ 316.00
102-340	\$ 360.00
201-340	\$ 350.00
202-340	\$ 220.00