



WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY
Monday, July 12, 2021 Board Meeting
1280 N. Congress Ave. Suite 215
West Palm Beach FL 33409

NOTE: Agenda Summary (Pages 3-6)
Staff Report (Pages 7-12)

I. CALL TO ORDER / ROLL CALL

II. AGENDA APPROVAL

- 1. Additions, Deletions, Substitutions to Agenda**
- 2. Adoption of Agenda**

III. ADOPTION OF W/BH CRA MINUTES (Pages 13-18)

IV. PUBLIC COMMENTS

V. DISCLOSURES

VI. CONSENT AGENDA

- 1. Approval of Site Development Assistance Program Grant for Elite Capital & Development for Seven Single Family Homes on Osceola Drive and Saginaw Avenue. (Pages 19-60)**
- 2. Approval of Loan Forgiveness of COVID-19 Small Business Emergency Relief Forgivable Loan Program for Anita's Mexican Grill (Pages 61-77)**

VII. REGULAR AGENDA

- 1. Authorization to Submit Grant Application and Approval of Technical Assistance Funds for USDA Grants (Pages 78-101)**
- 2. Draft Budget for FY 2021-2022 (Pages 102-104)**
- 3. Approval Funding for Construction and Engineering and Inspection (CEI) for Belvedere Phase II (Pages 105)**



VIII. REPORTS

A. Staff Reports

Correspondence (Pages 106-107)

B. Attorney's Report

C. Committee Reports and Board Comments

- 1. Administrative/Finance –**
- 2. Capital Improvements – Chair, Mr. Daniels**
- 3. Land Use –**
- 4. Real Estate – Chair, Mr. Kirby**
- 5. Marketing –**
- 6. Community Affairs –**
- 7. Special Events – Chair, Ms. Ruffy**
- 8. Correspondences**

IX. ADJOURNMENT

ANY PERSON MAKING IMPERTINENT OR SLANDEROUS REMARKS OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE BOARD WILL BE BARRED FROM FURTHER AUDIENCE BEFORE THE BOARD BY THE PRESIDING OFFICER, UNLESS PERMISSION TO CONTINUE OR AGAIN ADDRESS THE BOARD AS GRANTED BY A MAJORITY VOTE OF THE BOARD MEMBERS PRESENT.

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, HE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE HE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ON JUNE 7, 1994, THE BOARD OF COUNTY COMMISSIONERS APPROVED RESOLUTION NO. 94-693, KNOWN AS THE CODE OF ETHICS. UNDER SECTION 11, IT IS REQUIRED THAT PAID AND UNPAID LOBBYISTS REGISTER. PLEASE REFER TO SECTIONS 11.01 AND 11.02 IN THE CODE OF ETHICS FOR REGISTRATION SPECIFICS. FOR YOUR USE, REGISTRATION FORMS ARE AVAILABLE FROM THE CRA'S ADMINISTRATIVE ASSISTANT.



AGENDA ITEMS
Westgate/Belvedere Homes CRA Board Meeting
July 12, 2021

CONSENT AGENDA

1. Approval of Site Development Assistance Program Grant for Elite Capital & Development for Seven Single Family Homes on Osceola Drive and Saginaw Avenue.

A. Background and Summary: The CRA created the Site Development Assistance Program to encourage developers to improve the physical appearance of their development with the goal of stimulating revitalization throughout the CRA communities. Elite Capital & Development Inc. is a housing development corporation operating in Palm Beach County since 2015. It has built eight single family homes in the Westgate area, two of which on a vacant lot purchased from the CRA in 2019. They have plans to build more homes to add to the workforce housing supply highly needed in the area. This application is for funding for seven homes being developed on 25-foot platted lots in South Westgate Estates in the Neighborhood Residential Medium Density (NRM) Sub-Area. These houses will have 1,175 SF under air, and a total of 1,274 SF under roof including the covered porch and patio. The developer plans to provide CBS construction, impact rated windows, tankless water heaters, 42" cabinets with Dallas White granite stone, paver driveway and patio, stainless steel appliances, and other standard features for the houses.

The corporation has requested a grant of \$5,000 for each home for a total of \$35,000 from the CRA's Site Development Assistance Program (SDAP). The funds would be used for pre-development expenses, landscaping expenses, exterior stucco, impact window upgrades, glass doors, landscaping, pavers for driveways and other exterior improvement in accordance with the program guidelines.

A copy of the floor plan & elevations, building permits and other relevant information are included in the Board Packet for consideration.



The application meets the program eligibility guidelines. The SDAP is a reimbursement-based grant. It provides the funding after the project is completed and certificate of occupancy is received.

B. Recommendation: Staff recommends approval of a reimbursement grant of \$35,000 from Site Development Assistance Grant Program for Elite Capital & Development Inc. for seven single family homes on Osceola Drive and Saginaw Avenue.

2. Approval of Loan Forgiveness of COVID-19 Small Business Emergency Relief Forgivable Loan Program for Anita's Mexican Grill

A. Background and Summary: On September 14, 2020, the Westgate CRA Board of Commissioners approved a forgivable loan for Anita's Mexican Grill for \$10,000 funding from the CRA's COVID-19 Small Business Emergency Relief Forgivable Loan Program. On July 7, 2021, the owner of the small business submitted a request to the CRA for the forgiveness of the forgivable loan. The owner met all the requirements for forgiveness. They have provided proof that the funds were used for utilities.

B. Recommendation: Staff recommends approval of loan forgiveness of \$10,000 COVID-19 Small Business Emergency Relief Forgivable Loan Program for Anita's Mexican Grill and approval of the release of the related promissory note.

REGULAR AGENDA

1. Authorization to Submit Grant Application and Approval of Technical Assistance Funds for USDA Grants

A. Background and Summary: The CRA is partnering with the Department of Housing and Economic Development (DHED) to submit an application to solicit funding from the United States Department of Agriculture (USDA) through the Office of Urban Agriculture and Innovative Production (OUAIP) to enhance and expand the Community Garden and Green Market program. The purpose of the grant is to assist eligible entities with



projects that support the development of urban agriculture and innovative production by providing funding to promote and encourage urban, indoor, and other emerging agricultural practices to improve access to local food in a target area.

The CRA is eligible to submit a request as a unit of local government and would qualify to receive up to \$300,000 out of the \$4,000,000 available for the nationwide competition. If the application is approved, the CRA will use the funds to leverage Tax Increment Financing Funds to build a greenmarket structure, develop satellite sites and additional community garden and greenmarket programs.

We believe that the partnership with the County will make the application more competitive. After the grants is received, DHES staff will also be a partner in the implementation of the grant.

The funding may be spread over a period of three years. Staff is seeking Board approval to set aside funding equivalent to a maximum of 15% of the grant award to cover administrative costs for the Department of Housing and Community Department for their participation in the implementation of the grant.

The 15% will not be included in the grant budget as applicants get more points if they spent more money on innovative programs instead of administrative activities. The Admin funds will come from the CRA TIF budget and can also be spread over three years.

- B. Recommendation:** Staff recommends that the Board authorize the grant application and **approve** admin technical assistance funds for DHED.

2. Draft Budget for FY 2021-2022

- A. Background and Summary:** This is the first reading of the Budget. The CRA Budget includes three parts, the Redevelopment Trust Fund, the Capital Improvement Project, and the Transportation Enhancement grants. The Redevelopment Trust Fund presents in a line-by-line format all the items funded by the tax increment revenues and rental income. The total amount projected for the Trust fund is \$5,028,100. This part details the administrative and the programmatic expenses. A new program is being proposed to encourage public arts development throughout the CRA. The preliminary tax roll value shows that the TIF might increase by 7.8% this year (an increase of \$212,691 to



last year's TIF); The final tax is computed at the end of the year. We won't have a final number until March 2022.

The Capital Improvement Project portion provides funding from the trust fund and grants to complete infrastructure improvement projects and acquire properties for redevelopment. The grants received from CDBG and SWA are included in this portion of the Budget. An amount is also included for the USDA grant. The Total amount projected for Capital Improvement is \$2,729,000.

The Transportation Enhancement part shows the grants received from the Transportation Planning Agency and the Department of Transportation. These grants are being managed by the Palm Beach County Engineering Department, but they were awarded to the CRA through grant applications submitted by CRA Staff. These funding is provided on a reimbursement basis. This information is being shared with the Board to show the TPA grant activities and timeline. These funding are not administered by the CRA.

B. Staff Recommendation: This is the first reading of the budget. Staff is only seeking input. A final budget will be presented at next month meeting. It will include considerations and input from the July meeting.

3. Approval Funding for Construction and Engineering and Inspection (CEI) for Belvedere Phase II

A. Background and Summary: The CRA is working with Palm Beach County Engineering to install streetlights and sidewalks in Belvedere Heights with a grant from the Florida Department of Transportation. The construction project is scheduled to start early next year. When the project starts, the County will hire consultants for construction engineering and inspection (CEI). This cost is estimated at \$275,000. The County is requesting a prepayment for that amount to avoid delaying the project.

B. Recommendation: Staff recommends that the Board authorizes staff to prepay the County \$275,000 for CEI for Belvedere Heights Phase II.

WESTGATE/BELVEDERE HOMES CRA BOARD MEETING

July 12, 2021

Staff Update on In-House Projects

CDBG Funding for Demolition of CRA-Properties (STARTED)

In April 2021 the Board approved a request to authorize PBC DHES to demolish 4 vacant homes on CRA-owned properties on Cherokee and Westgate Avenues. The CRA purchased the properties in 2018 with the optic of holding the land for private redevelopment. The homes are severely dilapidated, structurally unsafe, and have become a magnet for criminal activity, contributing to slum and blight in the community, particularly on Westgate Avenue. Staff applied to a DHES program to access CDBG funding for the demolition of the homes. The process is to be administered and managed by DHES staff who will be responsible for procuring contractors, administering the mitigation of asbestos and lead based paint, and ensuring that the demolition process follows all federal guidelines. The DHES contractor will acquire all necessary permits and complete the work. The CRA will likely plant grass following site clearance. The demolition is anticipated to cost \$60-80,0000.

2021-01 ULDC Amendment Round (INITIATED)

The CRA is seeking to make amendments to the WCRAO in the first round of 2021. The following are highlights: corrective and clarifying amendments to overlay language and tables generally; introducing a new housing type called "South Westgate Estates Single Family Alternative" which allows smaller single family homes, limited to 45% building coverage, to be constructed on 25' wide lots; creating a 10' minimum front and side street setback in the UH Sub-area; and, exempting all development in the WCRAO to the provisions of Art. 3.D.1.E.2 which states that a structure must be set back one foot for each foot of height over 35' – applying this provision conflicts with build to line and frontage requirements.

This round of ULDC amendments was initiated by the Zoning Division at the January 28th BCC meeting. A draft of the amendment language was presented to the LDRAB on April 28th with a unanimous recommendation and no changes requested by the LDRAB. The 1st reading of the amendments is scheduled for July 22nd with adoption by the BCC on August 26th, 2021.

Background: Amendments to the County's Unified Land Development Code (ULDC) occur twice annually. The CRA regularly participates in this process to update areas of its WCRA Zoning Overlay to better achieve the goals and objectives of the agency and the amended Community Redevelopment Plan, respond to industry and market trends, simplify processes, and correct technical and language glitches.

2021 Comprehensive Plan Amendments (STARTED)

The Planning Division is initiating amendments to the WCRAO in the Future Land Use and Transportation Elements of the Comp Plan. FLUE amendments will address an outdated policy allowing a 20% commercial bonus increase without amendments to the FLUA, and TE amendments will update policies related to WDRAO Density Bonus Program income categories following the adoption of the 2020-02 amendments to the DBP in the ULDC. Amendments may also include updates to the WCRAO narratives in both elements. Planning will take the lead in drafting amendment language.

COVID-19 Small Business Emergency Relief Forgivable Loan Program (ONGOING)

The Board approved the Program at their June meeting. The program is advertised on our website as well as Facebook page. Staff completed a direct mail out promoting the availability of the program to

Westgate businesses at the end of August. Business types are screened by uses permitted in certain WCRAO sub-areas. Interest in the program has been robust. Five (5) applications were approved by the Board at their September 2020 meeting; four (4) more were approved by the Board at their October 2020 meeting; 1 application was approved at the November 2020 meeting; and one application was approved at the January 2021 meeting. The program budget spans two budget years: \$50,000 was allocated to FY 19/20 and \$100,000 is allocated to FY 20/21. The program has budget capacity for four more applications. Two businesses applied for and received loan forgiveness by the Board in February 2021.

Background: Small businesses have suffered financial loss and hardship due to the COVID-19 crisis. Small businesses in the CRA district with less than 25 employees can apply for up to \$10,000 in financial assistance in the form of a forgivable loan for eligible expenses associated with rent, payroll support, inventory purchases, utilities, expenses associated with technology upgrades to facilitate remote working, and/or expenses associated with the reconfiguration of interior spaces to accommodate a 6' physical separation. First come, first served basis. \$150,000 from the CRA's FY 19/20 and 20/21 budgets has been allocated to the program.

Public Assistance Grant (ONGOING)

FEMA has approved nearly \$100,000 to pay for debris removal, and clean up detention ponds as a result of Hurricane Irma. Staff is working with the Florida Department of Emergency Management to implement this project.

Community Garden/Greenmarket (ONGOING)

Update: The Plat has been granted technical compliance. Following the completion of corner clip dedications, the project can move into the permitting phase. Electricity, an irrigation pump and an irrigation system have been installed. Staff is working on developing a design and securing a contractor for site improvements and installation of a pre-manufactured structure to act as a permanent greenmarket.

Background: Staff engaged Schmidt-Nichols (SN) to prepare a site plan for the community garden and the green market. The CRA initiated new regulations to allow green markets to operate as an accessory to community gardens without having to buffer surrounding residential uses with an opaque wall and 20 ft landscape buffer. The site plan includes an enclosed structure with a bathroom and a walk-in cooler. The community garden/greenmarket received site plan approval in March 2018.

CRA staff proposed amendment language, adopted in the 2018-02 Round, to eliminate the community garden use from landscaping requirements, and modified code language regarding hours of operation and building size and placement for the accessory greenmarket use. Schmidt Nichols submitted an administrative amendment (ZAR) to remove the landscape buffers and ROW utility easement. The ZAR was approved in April 2019. The permits have been approved to operate the community garden. The electrician and plumbing contractors are working with the utility companies. The CRA will begin to work with a contractor/architect to design the greenmarket structure and prepare plans to submit for building permit. Platting is a condition of approval and is underway.

PBC Solid Waste Authority (SWA) Blighted & Distressed Properties Grants

FY 18/19 – Oswego Avenue Properties Clean-up - Westgate Dog Park (STARTED)

Update: CRA staff will issue an ITB (Invitation to Bid) to construct the park on June 20th, following Board approval on June 14th. A revised cost estimate, generalized to reflect increases in construction

and materials costs, prepared by Schmidt Nichols projects the budget on the project to reach approximately \$143,500 with contingency. The SWA grant will fund \$92,700 of the project with the CRA's responsibility at \$50,800. Staff will review bid submittals 30 days after ITB issuance, and bring the tabulations to the Board for final selection at their August meeting.

The CRA has paid a landscape contractor to remove invasive trees, vegetation and debris on the sites. An additional time extension of the grant agreement has been provided by the SWA.

Staff worked with Schmidt Nichols on the dog park design. A site and landscape plan, along with cost estimate have been provided. The CRA is also working with County Purchasing to see if the agency can utilize the County's annual contract "piggyback" policy. The remaining lots will be cleared, sodded, and fence commensurate with the original scope.

Background: The CRA was awarded in the amount of \$92,700 to clean-up, clear, sod and fence 6 vacant CRA-owned properties on Oswego Avenue east of Seminole Blvd. previously earmarked for the L-2 Canal Expansion project. The CRA is proposing match funds in the amount of \$34,460. An Interlocal Agreement between the CRA & SWA was approved by the BCC in March 2018. The CRA received a 50% disbursement of total funds in April 2018.

SWA has approved an extension to the grant timeline and a change of scope to develop a dog park on three of the Oswego Avenue parcels targeted for the properties clean-up. The dog park will include areas and equipment for small and large dogs, fencing, landscaping, and benches. By the fall of 2018, the LWDD cleared a majority of the vegetation overgrowth along the L-2 canal leaving a window of opportunity in the budget to create a simple dog park and still maintain the overall budgeted amount.

PBC Transportation Planning Agency (TPA) Transportation Alternatives (TAP) & Local Initiatives (LI) Grants

FY20 Cherry Road Pedestrian & Safety Improvements (NEW)

Update: The Cherry Road project received approval for funding by the TPA Governing Board in July, 2020.

The CRA engaged consultants, WGI to refine the Cherry Rd. improvements project for TPA TAP grant application submittal in the 2020 cycle. CRA Staff and WGI worked with Engineering on improving the proposed typical sections. The project proposes reduced travel lanes for traffic calming, new sidewalks on the south side of Cherry Rd east and west of the bridge to the intersection of Country Club Rd., a new 12' shared multi-use path on the north side of the corridor, new crosswalks, pedestrian scale lighting, and shade trees where allowed. The total project cost is \$1.96 million. The grant reimburses \$1 million. The application was submitted to the TPA on February 28, 2020.

FY19 and Seminole Blvd. Complete Streets (FUNDED/ONGOING)

Update: The Transportation Planning Agency Governing Board approved funding for the Seminole Blvd project at their July 18th meeting. The Seminole project was ranked #1. Staff and WGI presented the projects to FDOT and BTPAC in early April; Seminole was ranked #1 and Cherry Rd was #4. The Board recommended that the Seminole Blvd project should be prioritized since it ranked higher and is a larger project.

Background: The Board approved a two-fold work assignment with WGI in November 2018 to prepare a feasibility analysis to identify the best two projects to submit to the TPA for the 2019 Transportation Alternatives Program (TAP) cycle. Based on findings presented by WGI, the Board selected the following projects:

1. Seminole Blvd Complete Streets which expands existing sidewalks to 10-12 ft. multi-use paths on each side of the roadway, adds high visibility crosswalks at each intersection, adds pedestrian scale

lighting, and shade trees. The project boundaries are from Okeechobee Blvd. to Oswego Ave. Total construction cost is \$1,622,979. The grant reimburses \$1 million.

TAP grant projects are designed and constructed within 3 years of prioritized funding. Design will begin in 2020 with construction completion in 2022.

FY18 – Westgate Avenue Corridor Complete Streets (DESIGN 50% COMPLETE)

Update: Design has begun on the Westgate Avenue project and must be completed by July 2021. Design is moving forward without a roundabout. CRA Staff met with County Roadway Production and the project consulting engineers in February to discuss the design, scope and timeline of the project. The CRA has been asked to provide input on lighting design and landscaping.

A County Selection Committee met in November 2019 and selected American Consulting Engineers of Florida (ACE) to design the project. CRA staff was in attendance for the presentations and scoring. The County Engineering Department had shortlisted three firms for the project, including CRA consultants WGI, however, volume of previous work was an overriding factor in selection.

Background Information: Staff engaged WGI to coordinate the preparation of travel demand forecast modelling to determine the impact of reducing Westgate Ave from 5 lanes to 3 lanes utilizing a road diet approach. WGI facilitated communication with PBC TPA and Engineering to determine the best design alternative, held a public input meeting, and drafted the final design for the project to be used to obtain funding. WGI met with the Engineering Department to present the lane elimination plan. County staff is in support of the lane reduction from Wabasso to Congress, but they are not in support of the elevated landscape median. An alternative design, which allows for 3 lanes (2 thru lanes and one center turn lane), bike lanes, and floating landscape islands on both sides of the ROW alternating with on street parking was presented to County Engineering for approval and support. With assistance from WGI, the LI grant application was submitted on March 2, 2018. CRA staff is working with County Engineering and Administration to design and administer all 3 of the TPA grant projects.

The TPA Governing Board voted to adopt the TPA List of Priority Projects for the LRTP FY 2020-2024 at their September 20, 2018 meeting. Projects that met TPA and FDOT eligibility requirements were ranked by internal advisory boards, committees and TPA Staff to be forwarded the Governing Board. The Westgate Avenue Complete Streets project was ranked #1 of 6 entries to receive Local Initiatives Program funding. This project has been moved up the timeline due to the inability of other funded projects to proceed. Design can start in July 2019 for FY 2019/20. Construction funding will be approved after the design is completed.

FY18 – Phase II Belvedere Heights Streetlights & Sidewalks (DESIGN STARTED)

Update: The BCC is considering an agenda item on June 16th for the design of this second phase. The TPA Governing Board voted to adopt the TPA List of Priority Projects for the LRTP FY 2020-2024 at their September 20, 2018 meeting. Projects that met TPA and FDOT eligibility requirements were ranked by internal advisory boards, committees and TPA Staff to be forwarded the Governing Board. Phase II of the Belvedere Heights Streetlights and Sidewalks project was ranked #3 of 4. This project has been moved up the timeline due to the inability of other funded projects to proceed. Design can start in July 2019. Construction funding will be approved after the design is completed. The CRA needs to execute an MOU and provide upfront funding to the County for design.

Background Information: CRA staff prepared and submitted a Transportation Alternatives Program (TAP) grant application for Phase II – Wellington Road to Bridgeman Road, of the Belvedere Heights Neighborhood for sidewalks and streetlights to PBC TPA in March 2018.

FY17 – Phase I Belvedere Heights Streetlights & Sidewalks (DESIGN COMPLETE)

Update: The neighborhood has experienced chronic poor drainage and the water mains have reached

the end of their useable life and must be replaced. Mock Roos, the contractor for the sidewalks/streetlights project requested that PBC Water Utilities do the water main work prior to the installation of sidewalks and they have agreed; Mock Roos will also do this work. Engenuity Group has been working on a drainage design for the area and a request has been made for Water Utilities in collaboration with Engineering to do this work ahead of sidewalk installation as well. Water main replacement will occur January thru March, 2021 with drainage in March thru July, 2021. Construction on the sidewalks project is set to begin in August 2021.

Engineers are preparing the second part of the design. The Engineering Department has engaged several consultants through a CRA/County MOU to implement the project. Design is almost completed. The County is currently reaching out to the residents.

Background Information: An application was submitted to the TPA Transportation Alternatives Grant to request almost \$1 Million to install sidewalks and streetlights in Belvedere Heights in 2017. The funds will not be available until 2019. The BCC approved Engineering Department sponsorship of the project via resolution in May 2018.

CRA Strategic Plan (ONGOING)

CRA staff is continuing to work on a 5-year strategic plan that will implement the goals and objectives of the amended Redevelopment Plan. A strategic plan will outline the specific tasks, timeline and budget required for redevelopment activities over the next 5 years. It can also serve as a platform for the CRA to refine its vision and mission statement in a way that is current with its shifting priorities. Staff has received some initial input from Board members. Work on the Strategic Plan is ongoing.

Streetlights for Belvedere Homes (ONGOING)

The Engineering Department is partnering with Office and Community Revitalization to install streetlight in Belvedere Homes. An initial meeting has been held. Citizens are currently gathering signatures and easement authorization from residents and property owners.

Proposed Private Redevelopment Projects

Below is list of private development projects in the Westgate CRA that are in the entitlements or the permitting process:

Projects	Address	Status
Cherry Road Plaza MUPD	Cherry Rd	<ul style="list-style-type: none"> ABN, DOA, Variances, DRO approval for a 161,000 sf (phased) self-service storage facility
Broward Motorsports	2300 Okeechobee Blvd	<ul style="list-style-type: none"> DOA to address phased plan, additional square footage for storage & retail, access
Murphy Express Gas Station/C-store	1010 Military Trail (Walmart MUPD)	<ul style="list-style-type: none"> In Zoning Demolish vacant Walgreens & relocate and expand existing Murphy Express and add c-store
Palm Key Apartments	Cherokee Ave	<ul style="list-style-type: none"> In Zoning 7 townhome-style multifamily units on .46 ac – utilizing CRA density bonus units
1713 Quail (former Opportunity Inc.)	1713 Quail Drive	<ul style="list-style-type: none"> In Zoning Repurposing existing building for new medical office use Rezoning to CG, multiple variances
Museo Vault self-service storage (now Uovo Art)	4200 Westgate Ave	<ul style="list-style-type: none"> In Zoning proposing a 4-story, 50,000 sf fine art and antique storage facility
Autumn Ridge LITC mixed use	Congress Ave	<ul style="list-style-type: none"> In Zoning 106 units by Landmark Construction, 90% of units at or below 60% of AMI – 77 DBP units, TCEA and rezoning from RM to CG
Soapy Shark Car Wash (formerly KFC/Jack's)	2200 Okeechobee Blvd.	<ul style="list-style-type: none"> In permitting DRO Approval & 6 variances required
Duplex development	1115 Osceola	<ul style="list-style-type: none"> Utilizing 1 WCRA density bonus unit, non-conforming lot
Small Home project	2611 Saranac	<ul style="list-style-type: none"> Construction on first 7 units has begun in early 2021 1-acre site newly subdivided into 14 25 ft. lots for small homes
Congress Avenue - Greene Apartments	1600 N. Congress Ave	<ul style="list-style-type: none"> DRO approved – project now in permitting 198 units (138 density bonus units from WCRA pool; 55 income restricted) SFWMD permit received at end of July utilizing available acre feet from the Preserve
MacDonald Industrial/McArthur Dairy	N. Florida Mango	<ul style="list-style-type: none"> On hold Type 2 waiver for extended hours of operation. BCC approved January. Construction to begin mid 2019
Mi Pais Express (Fernandez) Mixed Use	2633 Westgate Ave	<ul style="list-style-type: none"> CONSTRUCTION NEARING COMPLETION!
Dos Hermanos Mixed Use	Westgate & Seminole Blvd	<ul style="list-style-type: none"> Administratively withdrawn Rezoning & variances approved. DRO site plan approval. New architect
Westgate One	Westgate at Nokomis	<ul style="list-style-type: none"> On hold Approved/ Extension.

**WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY
1280 N. CONGRESS AVE., SUITE 215, WEST PALM BEACH, FL. 33409
MINUTES OF THE MONTHLY MEETING**

June 14, 2021

I. CALL TO ORDER (IN PERSON MEETING BROADCASTED ON ZOOM PLATFORM)

Mr. Daniels, the Board Chair, called the meeting to order at 5:05p.m. The roll was called by Ms. Bui.

Present: Ronald Daniels
Joanne Ruffy
Ruth Haggerty
Joseph Kirby

Absent: Ralph Lewis
Yeraldi Benitez

Staff Present: Elizée Michel, Executive Director
Denise Pennell, Senior Planner
Mai Bui, Administrative Assistant
Thomas J. Baird, Esq., General Counsel

Absent: Carmen Geraine, Bookkeeper

Others Present: Enol Gilles, Dorritt Miller, Assistant County Administrator, Deputy
George Gomez, Deputy Adam Robinson, Keith Jackson, PE,
Engenuity Group, CRA Engineer (All Virtually Via Zoom)

II. AGENDA APPROVAL

1. Additions, Deletions, Substitutions to Agenda

- No Deletions, Substitutions to Agenda

2. Adoption of Agenda

- It was moved by Ms. Haggerty and seconded by Ms. Ruffy to adopt the Agenda as amended. Motion carried (4-0)

III. ADOPTION OF W/BH CRA MINUTES

- It was moved by Ms. Haggerty and seconded by Mr. Kirby to adopt the minutes of the May 10, 2021 meeting. Motion carried (4-0)

IV. PUBLIC COMMENT

- PBSO Deputy Robinson and Deputy Gomez gave a brief report to the Board about police activities in the Westgate CRA area for the previous month.

V. DISCLOSURES

- No disclosures

VI. CONSENT AGENDA

- **Approval of Site Development Assistance Program Grant for Elite Capital & Development.**

It was moved by Ms. Rufty and seconded by Mr. Kirby to approve consent agenda. The motion passed unanimously (4-0)

VII. REGULAR AGENDA

1. Approval of Development Order Abandonment, Development Order Amendment to an MUPD, Variances for a Limited Access Self-Storage Facility on Cherry Road

Mr. Michel and Ms. Pennell introduced the item and the applicant's representatives John Schmidt from Schmidt Nichols. The subject site is a +/- 3.5-acre property with frontage on Cherry Road, approx. 500 ft. from N. Military Trail, and is within the Cherry Road Plaza MUPD. The site has three parcels, and is vacant and undeveloped. The 5.86 acre MUPD consists of an automated car wash and an 18,000 sf retail building operated by Badcock Furniture. The MUPD also includes the Greater Yamaha property to the north, bringing the total size of the entire MUPD to 9.89 acres. The site is within the Urban Highway (UH) sub-area of the WCRAO and zoned MUPD (Multiple Use Planned Development). The Future Land Use designation is CH/8 (commercial high with an underlying residential land use of 8 d.u. per acre). The site is in the U/S Tier, RRIO (Revitalization, Redevelopment & Infill Overlay), as well as in the URA (Urban Redevelopment Area). Al Packer Lincoln/Ford, a vehicle sales and rental facility with ancillary repair and maintenance, is located to the north, zoned CG with a CH/8 FLU. To the east is a 19.5 ac County-owned property, zoned PO with an INST/IND FLU, utilized for PBSO and PBC Library storage. To the south, Palm Beach Commons, zoned CG with a CH/8 FLU; and to the west, outside of CRA district boundaries, is a retail center, also zoned CG with a CH/8 FLU.

New Request:

The subject site has an approval for a Vehicle Sales and Rental with General Repair and Maintenance, granted via R-2016-0828 and R-2016-0829 for Phase II of the overall

MUPD, which must be abandoned by the BCC to allow the proposed use to move forward; the All-American Trailer Sales development recommended for approval by the CRA Board in 2015 is no longer contemplated. The proposed development consists of a 3-story +/- 114,150 sf self-storage Limited Access Self-Storage facility with 1,200 sf of accessory office to be constructed within the MUPD's 3.5 ac. vacant property. A Phase II is planned for the northwest vacant portion of the subject site for an additional 3-story +/- 47,000 sf Limited Access Self-Storage building; the area is proposed to be utilized for outdoor RV/boat storage during Phase I of the development. The proposed development will add 161,000 sf of limited access self-storage to the entire MUPD. A site plan depicting both phases was discussed.

Due to impacts on surrounding uses, self-storage development typically requires Class A Conditional Use approval by the BCC, however, MUPD zoning allows the use by DRO approval. The project is proposed to be completed by 2025.

Summary of Petition

The applicant requests a recommendation of approval from the Westgate CRA for the following:

1. Development Order Abandonment of R-2016-0828 and R-2016-0829 (existing Conditional Use approval for General Repair and Maintenance and Vehicle Sales and Rental) for Phase II only;
2. Development Order Amendment of R-2016-0827 to reconfigure the MUPD site plan, modify/delete conditions of approval, and allow a +/- 114,150 sf Limited Access Self-Storage Facility with 1,200 sf of accessory office;
3. Five (5) Concurrent Type 2 Variances to include:
 - a. A 100% overlap of an easement into an 8 ft. landscape buffer (Art. 7.C.5.A);
 - b. Elimination of the required canopy trees within the easternmost 23.5 ft. of the Cherry Rd. ROW buffer (Table 7.C.2.A);
 - c. Elimination of the required trees and shrub material in the east buffer (Table 7.C.2.B);
 - d. Elimination of one tree per terminal landscape island (Table 7.C.4.A);
 - e. Elimination of one tree and shrubs per interior landscape island along the eastern property line (Table 7.C.3.A); and,
4. Final DRO Site Plan approval.

B. Recommendation: Staff recommends approval of applicant's petition to include the following:

1. Development Order Abandonment of R-2016-0828 and R-2016-0829 (existing Conditional Use approval for General Repair and Maintenance and Vehicle Sales and Rental) for Phase II only;
2. Development Order Amendment of R-2016-0827 to reconfigure the MUPD site plan, modify/delete conditions of approval, and allow a +/- 114,150 sf Limited Access Self-Storage Facility with 1,200 sf of accessory office;
3. Five (5) Concurrent Type 2 Variances to include:
 - f) A 100% overlap of an easement into an 8 ft. landscape buffer (Art. 7.C.5.A);
 - g) Elimination of the required canopy trees within the easternmost 23.5 ft. of the Cherry Rd. ROW buffer (Table 7.C.2.A);
 - h) Elimination of the required trees and shrub material in the east buffer (Table 7.C.2.B);
 - i) Elimination of one tree per terminal landscape island (Table 7.C.4.A);
 - j) Elimination of one tree and shrubs per interior landscape island along the eastern property line (Table 7.C.3.A); and,
4. Final DRO Site Plan approval.

It was moved by Ms. Haggerty and seconded by Ms. Rufty to approve the staff recommendation. The motion passed unanimously (4-0)

2. Election of Board Chair and Vice-Chair

In accordance with the CRA By-Laws, Chair and Vice-Chair are elected for a period of one year. Election for the Board Chair and Vice-Chair is held every year and the result forwarded to the Palm Beach County Board of County Commissioners for formal approval.

It was moved by Ms. Haggerty and seconded by Mr. Kirby to elect Mr. Daniels as Board Chair and Ms. Rufty as Vice-Chair. The motion passed unanimously (4-0)

3. Approval of Ward & Company, P.A., Engagement Letter for FY 2021

Mr. Michel presented that the CRA is seeking the service of Ward & Company to audit the financial records of the CRA for fiscal year 2021. The auditors will be responsible to test the accounting records of the Westgate CRA and perform other procedures considered necessary to prepare a comprehensive report in accordance with the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. It is estimated that a single audit will not be needed this year. Ward and Company has submitted a proposal for the work. The company proposes to complete the audit for an amount not to exceed \$22,000.

Staff recommends that the Board authorizes staff to engage Ward and Company, P.A. to provide auditing services for fiscal year ending in September 2021.

It was moved by Ms. Rufty and seconded by Ms. Haggerty to authorize staff to engage Ward and Company, P.A. to provide auditing services. The motion passed unanimously (4-0)

4. Approval Funding for Construction and Engineering and Inspection (CEI) for Belvedere Phase I

Mr. Michel introduced the item. The CRA is working with Palm Beach County Engineering to install streetlights and sidewalks in Belvedere Heights with a grant from the Florida Department of Transportation. The construction project is scheduled to start this September. When the project starts, the County will hire consultants for construction engineering and inspection (CEI). This cost is estimated at \$275,000. The County is requesting a prepayment for that amount to avoid delaying the project.

Staff recommends that the Board authorizes staff to prepay the County \$275,000 for CEI for Belvedere Heights Phase I.

It was moved by Ms. Haggerty and seconded by Ms. Rufty to authorize staff to prepay the County \$275,000 for CEI. The motion passed unanimously (4-0)

5. Authorization Advertise Invitation to Bid (ITB) for the Construction of the Westgate Dog Park

Mr. Michel introduced the item. The CRA has received a grant from Solid Waste Authority to develop a dog park at the corner of Seminole Boulevard and Oswego Avenue. Staff is seeking permission from the Board to advertise an Invitation to Bid to select a contractor for the project.

Staff recommends that the Board authorizes the advertisement of the ITB for the Westgate Dog Park.

It was moved by Mr. Kirby and seconded by Ms. Haggerty to authorize the ITB for Westgate Dog Park. The motion passed unanimously (4-0)

VIII. STAFF REPORTS

Mr. Michel updated the Board about 14 cottage homes are being built by Elite Capital on Saginaw Street.

Ms. Liliana from Engenuity Group update the Board on Phase I of the Belvedere Heights infrastructure improvement project.

IX. AJOURNMENT

**It was moved by Ms. Rufty and seconded by Ms. Haggerty to adjourn the meeting.
The meeting adjourned at 5:50p.m.**

Mai Bui Administrative Assistant, Westgate CRA



2465 Mercer Ave, Suite 303
West Palm Beach, FL 33401

07/05/2021

RE: Goelet Properties - West Palm Beach, FL 33409 – SDAP

Dear WCRA,

We are reaching out as a small developer in Palm Beach County. We have been operating in West Palm Beach since 2015 and specialize in providing affordable housing for the population of the area. You may remember us back in February 2019 when we presented and got approval to purchase your former parcel off Genessee Ave, where we built two new single-family residences. We have since then built six of our Andre Model in the Westgate Area over the past year, and are adding two more on our sites located at 2811 & 2810 Saranac Ave this month. We are also integrating a new product in the area; the “single-family alternative”, which are fee simple houses built in the original 25’ lots from the Westgate Estates plat. We currently have 18 of this model in the works, for a total of 26 NEW housing in the WCRA from our team. We consider ourselves the *Single-Family* leader in the area, opening doors for more developer to follow our path. We receive positive feedback about our work from Westgate resident and potential builders/developer on a montly basis.

This application is in regards to the North phase of our “Goelet Properties”; a 14 contiguous single family located between Saginaw and Saranac Ave at the intersection of Osceola Dr, just across the Westgate Elementary School. We are applying for the \$35,000 (\$5,000 per dwelling) maximum allowance from the Site Development Assistance Program fund in order to help with the development of 7 of those properties. As of today, the total retail value of this project is 3.5m, and our company’s projected revenue for FY2021 is 5.3m, FY2022 is 4.8m and FY2023 = 4.8m.

Project Narrative

The “Goelet Properties” consists of a 1-acre site measuring 278.78’ x 230’ that used to have an old house on it, which has been demolished for a long time. The land was abandoned and highly overgrown when we acquired the parcel back in February 2019. A WCRAO Zoning Code Amendment a couple months later allowed to build on the original platted 25’ lots. We therefore went thru the subdivision process with PBC Zoning and Land Development. Fortunately, we were able to revert to the antiquated platted subdivision, leaving us with 14 buildable lots; 7 off Saginaw and 7 off Saranac Ave. Each lot now has its own address and PCNs. As of today, 12 out of our 14 building permits have been approved by the Palm Beach County Building Department. We expect the remaining 2 permits to be issued within a couple weeks.

Our Goelet model (named by former land owner Gloria C. Goelet) is a 3-bedroom, 2 baths dwelling structure. It has 1,175 SF under air, and a total of 1,274 SF under roof including the covered front entry and back patio. The architecture and finishes are modern, compatible and meeting today’s buyer’s demand and taste. This model was specifically developed by us to accommodate a narrow site; it is built along the lot length, yet still offering full commodities of a “regular” home. All of our homes are CBS construction, impact rated glass, tankless water heater, modern finishes, 42” cabinets with Dallas White granite stone, pavers driveway, stainless steel appliances, and so many more standard features that are not being charged as extra. The Goelet Properties are consistent with what is allowed by the NRM Sub-Area Property Development Regulations of the Land Development and Florida Building Code.

We understand that the SDAP has some eligible and ineligible expenses, all subject to Board’s approval. As per the guidelines, the following elements should be eligible and this is what we plan on using the grant towards; Pre-Development Expenses (site design, architecture, engineering, entitlement and permitting), Landscaping Expenses, Exterior Stucco, Installation of Parking Areas (stone pavers used in our case) and Exterior Windows upgrade (full hurricane impact windows and doors). Kindy note that we have had to improve the sewer and water infrastructure for our site in order to accommodate the higher density, a lengthy, tedious and

costly process. Those improvements alone costed us around \$200,000. We plan on using the grant funds specifically for the following; cover part of our infrastructure, site design and architecture, install stone pavers in the driveway, apron and landing areas, tile front porches and back patios, enhanced landscape throughout each property- including front bed mulch and planting.

We are including with this application a breakdown of our construction budget, visual from the site and proposed dwellings, a copy of the floor plan & elevations, building permits and warranty deed confirming our ownership. We trust that this complete application will be acceptable for the WCRA members and their Board for grand approval. We have been very involved in the Westgate area over the past 3 years, making the community better and providing much needed affordable housing to its residents.

Do not hesitate to contact us with any questions.

Best regards,



Philippe O Boucher, Founder and Manager.



SITE DEVELOPMENT ASSISTANCE PROGRAM APPLICATION

Applicant Name: Philippe O Boucher, Manager

Business Name: DPE Homes LLC

Business Address: 2465 Mercer Ave, Suite 303

West Palm Beach, FL 33401

Mailing Address (if different than above): _____

Phone: 561-536-6145

Email: info@elitecapdev.com

Website: www.dpehomesrealty.com

Property Control Number (PCN#): 00-43-43-30-03-052-0240 + *025 + *026 + *027 + * 028 + *029 + *030

EIN#: DPE Homes LLC (disregarded entity) - 61-1914160 / Elite Capital & Development Inc. - 81-0771126

Applicant's business/development site is:
(attach copy of multi-year lease or warranty deed)

☒ Owned ☐ Leased

Applicant's project includes: (check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Roof Repair |
| <input type="checkbox"/> Commercial Parking | <input type="checkbox"/> Exterior Signage | <input checked="" type="checkbox"/> New Construction |
| <input type="checkbox"/> Expansion/Renovation of an existing building | | |

Project Budget:

1. Interior Renovations/Improvements: \$ _____
2. Exterior Renovations/Improvements: \$ _____
3. Pre-development/Permitting: \$ _____
4. Total Project Budget: \$ 3,111,910

Are you applying for grant assistance under any other program offered by the CRA: Yes ☐ No ☒

If so, what other programs are you applying for: _____

Have you been approved for funding by the CRA Board: Yes ☒ No ☐ If so, amount: \$ 10,000 ?

Please read the section below carefully. After you have read the entire application, sign the form below and submit your completed application to the CRA offices.

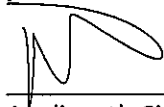
I, the undersigned, being a principal of the business applying for assistance under the Site Development Assistance Program, certify that the business in the Westgate/Belvedere Homes Community Redevelopment Area within the unincorporated area of Palm Beach County.

I understand that the CRA may, at its sole discretion, discontinue subsidy payments at any time if in its sole and absolute determination it feels such assistance no longer meets the program criteria or no longer furthers the Westgate CRA Community Redevelopment Plan.

I understand that this application is not a guarantee of assistance. Should my application be approved, I understand that I am committing to completing the project I have represented in this application and obtaining a Certificate of Occupancy or the necessary satisfactory inspection notices signifying that the work has been done in accordance with County ordinances and codes. I agree to obtain all necessary County or other governmental or State approvals and/or licenses prior to beginning any work. Failure to do so may jeopardize my ability to receive reimbursement under this grant program.

I understand that the project represented in this application must receive CRA Board approval before the work is completed in order to be eligible for reimbursement.

I have read this program brochure in its entirety and by signing below accept the terms of the program as represented in this brochure. I understand that if this application is submitted incomplete, it will not be processed.



Applicant's Signature

Philippe O Boucher

06/29/2021

Printed Name

Date

APPLICATION CHECKLIST

The completed application must include the following items prior to processing:

- ☒ Signed and completed application form
- ☒ Business Plan or Executive Summary, including a narrative describing the business, its operations, its business principles, impact on the community, and potential for area resident employment
- ☒ Detailed 3-year budget projections of revenues and expenses
- ☒ Historical financials for the past three years, in a sealed envelope (existing businesses only)
- ☒ Copy of multi-year lease (including expressed permission from landlord to make changes as outlined in the project) or copy of Warranty Deed showing property ownership
- ☒ Narrative description of entire project, broken down into interior and exterior improvements and/or renovations, including financing sources
- ☒ Detailed breakdown of exterior renovations and improvements for which reimbursement is being requested under the grant program.

OFFICE USE ONLY:

Pre-application meeting date: _____ Meets eligibility requirements: Yes ☐ No ☐

CRA Board meeting date: _____ Recommend Board approval: Yes ☐ No ☐

Application notes: _____

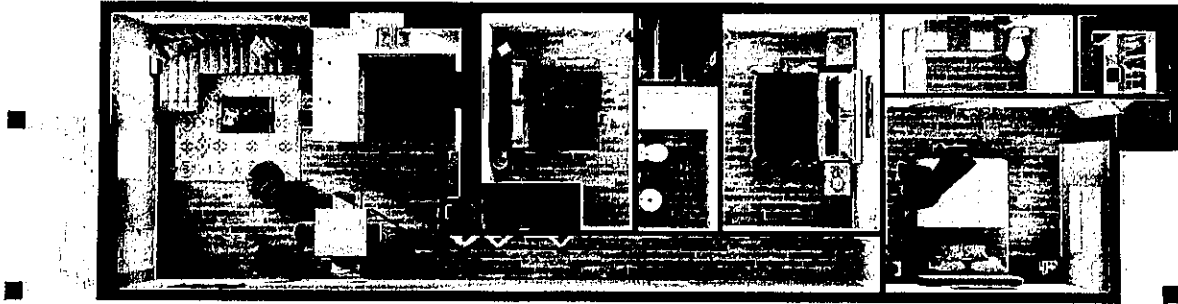
_____ CRA staff initials: _____

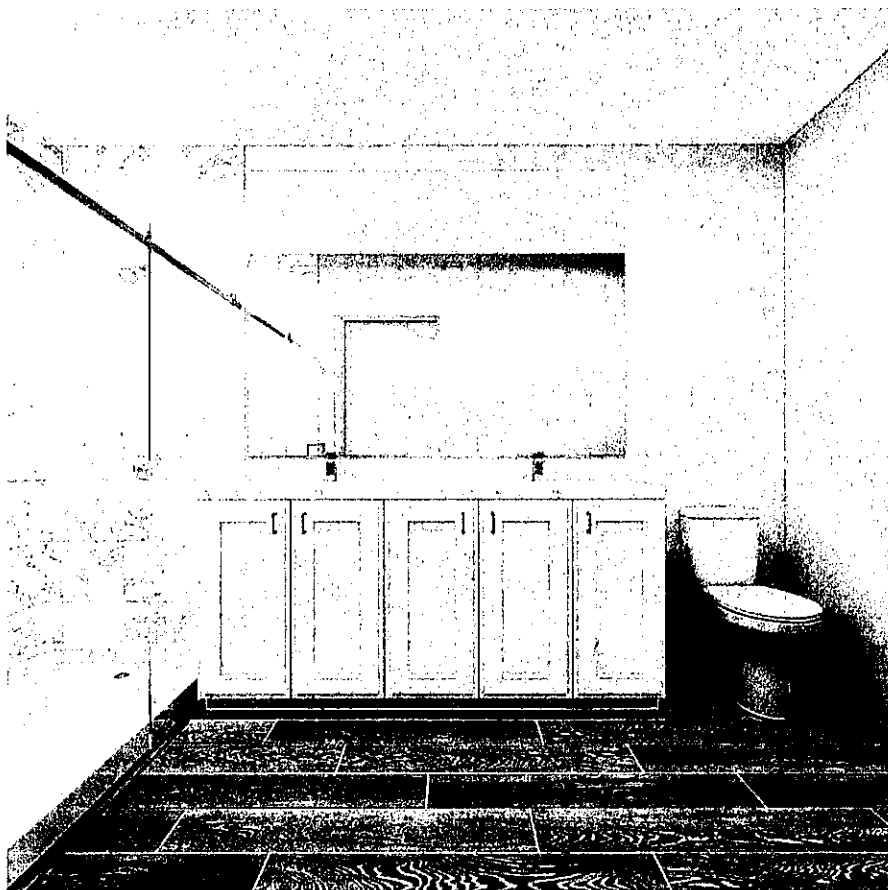


GOELET MODEL

3/2 Single Family with 1,175 under air and 1,274 under roof. No HOA!











NEW CONSTRUCTION BUDGET

Goelet Model

Goelet Properties, West Palm Beach, FL 33409

DEVELOPMENT COSTS

Archictecture	\$	3,500
Land & Preparation	\$	35,000
Infrastructure	\$	14,285
Surveying	\$	2,200

Sub-Total	\$	54,985
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SOFT COSTS

Water & Sewer	\$	7,800
Impact Fees	\$	9,200

Sub-Total	\$	17,000
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CONSTRUCTION COSTS

Footing and Slab	\$	10,000
Labor	\$	4,500
Materials	\$	5,500
Beams and Columns	\$	10,000
Labor	\$	5,000
Materials	\$	5,000
Rough Carpentry	\$	10,500
Labor	\$	3,500
Materials	\$	7,000
Roof	\$	10,000
Plumbing	\$	9,750
Electrical	\$	10,250
HVAC	\$	9,200
Windows and Doors	\$	11,000

Labor	\$	4,500
Materials	\$	6,500
Framing, Drywall and Insulation	\$	13,000
Labor	\$	6,500
Materials	\$	6,500
Lath and Stucco	\$	7,500
Labor	\$	4,000
Materials	\$	3,500
Flooring	\$	10,500
Labor	\$	5,000
Materials	\$	5,500
Kitchen	\$	10,500
Labor	\$	5,000
Materials	\$	5,500
Bathrooms	\$	6,500
Labor	\$	3,000
Materials	\$	3,500
Appliances	\$	3,600
Landscape & Pavers	\$	7,500
Painting	\$	6,000
Fixtures	\$	4,500
Sub-Total	\$	150,300
TOTAL COSTS	\$	222,285

PROPOSED MASTER SITE PLAN

01
SCALE 1/8" = 1'-0"

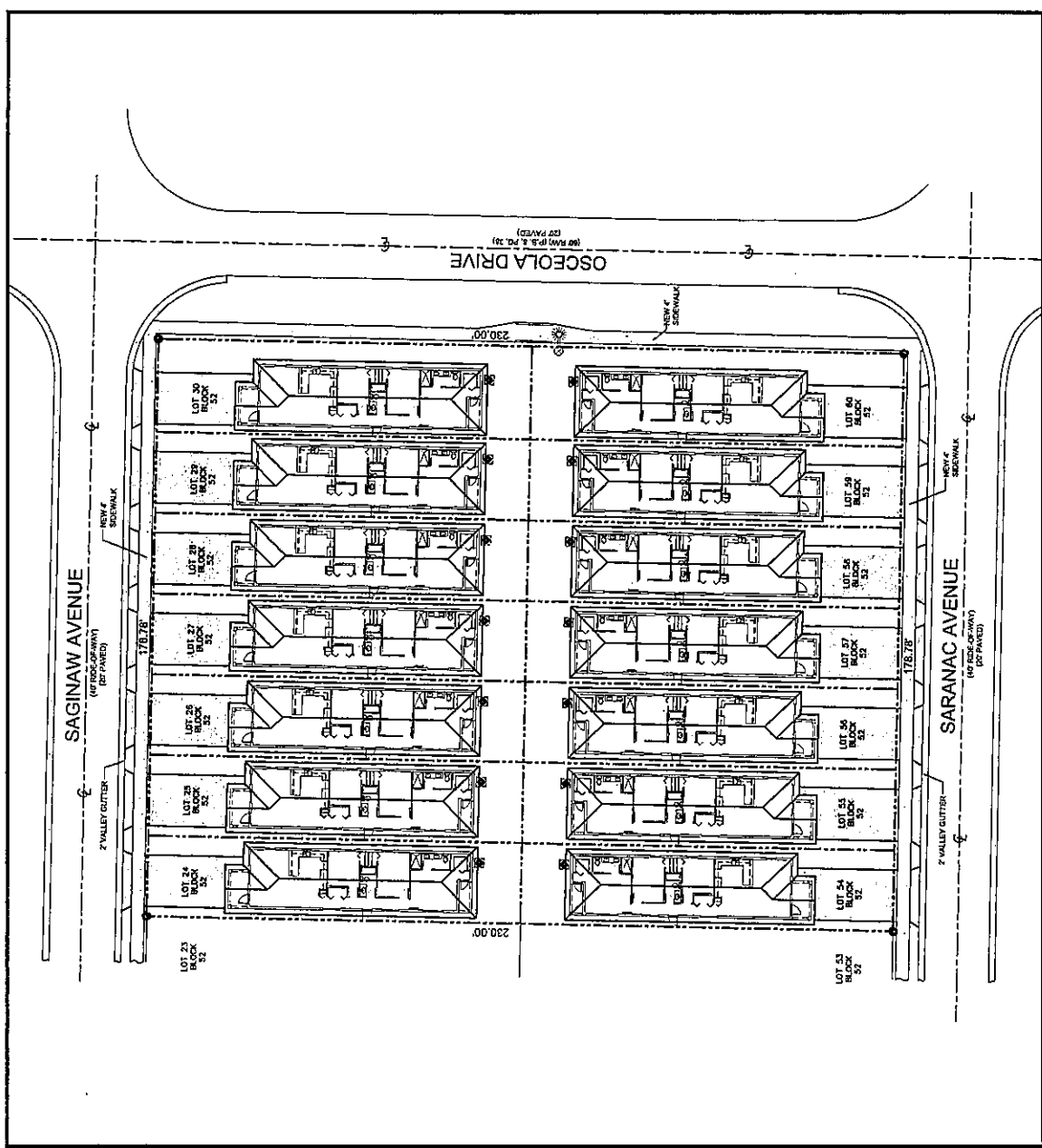
DATE: 4-30-2020
SCALE: AS NOTED
DRAWN BY: J. J. JONES
CHECKED BY: J. J. JONES
PROJECT # 20-00003.1

DPCO HOMES INC.
COTTAGE HOMES
MASTER SITE
WEST PALM BEACH, FL 33406
SITE PLAN

#	DATE	DESCRIPTION

ENGINEER OF RECORD
DEREK SCHENKAR
PE # 63958
NOT FOR
CONSTRUCTION

DKK CONSULTING
ONE HIGHLAND AVE. SUITE 200 • WEST PALM BEACH, FL 33411
PH: 561-415-7212 • FAX: 561-415-7213
C.O.A. # 26448



31

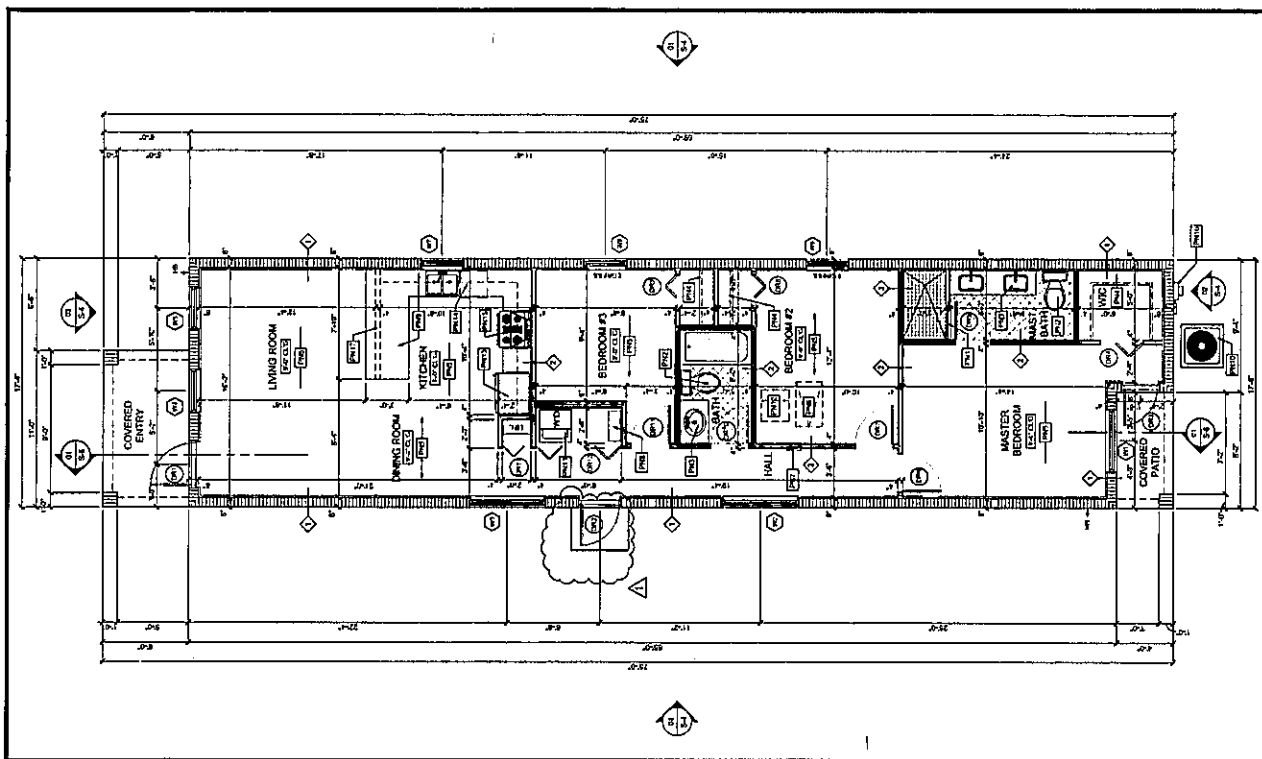
[illegible]

WINDOW SCHEDULE ACCESSORY STRUCTURE											
CALL WINDOW TO BE USED FIRST AND LAST WINDOW											
CALL WINDOW	DATE	TIME	AREA	TYPE	STATUS	CALL TYPE	STATUS	CALL TYPE	STATUS	CALL TYPE	STATUS
1	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
2	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
3	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
4	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
5	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
6	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
7	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
8	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
9	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
10	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
11	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
12	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
13	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
14	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
15	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
16	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
17	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
18	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
19	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
20	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
21	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
22	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
23	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
24	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
25	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
26	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
27	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
28	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
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30	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
31	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
32	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
33	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
34	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
35	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
36	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
37	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
38	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
39	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO
40	5/1	5:30 P.M.	123-456	CONV	OPEN	CONV	YES	NO	NO	NO	NO

NOTE: CONTRACTOR SHALL PROVIDE BLOWER DOOR TEST COMPLIANCE REPORT AT FINAL BUILDING INSPECTION with copy of tester certification required per FBC-ECR 402.4.1.2

A certificate of compliance will be required at the time of final inspection as per Section 110.3 of the PBC Amendments to the FBC, 6th Edition

ELECTRICAL, MECHANICAL,
PLUMBING AND GAS SHALL
CONFORM TO CURRENTLY
ADOPTED PALM BEACH
COUNTY CODES AND
AMENDMENTS.



01

FLOOR PLAN

[illegible]

AREA CALCULATIONS	
AC SPACE	1,173 S/F
COVERED ENTRY PORCH	86 S/F
COVERED PATIO	31 S/F
TOTAL UNDER ROOF	1,274 S/F

[illegible]

REVISIONS			
#	DATE	DESCRIPTION	
1-15-21		ADDITION INFO. TO OWNER	Δ
3-29-21		ZONING DEPT. COMMENTS	Δ

DATE: 4-30-2020
 CACALE: AS NOTED
 DRAWN BY: JKS
 CHECKED BY: CHS
 PROJECT # 20-03003.1

A
S-3
SHEET 3 of 7

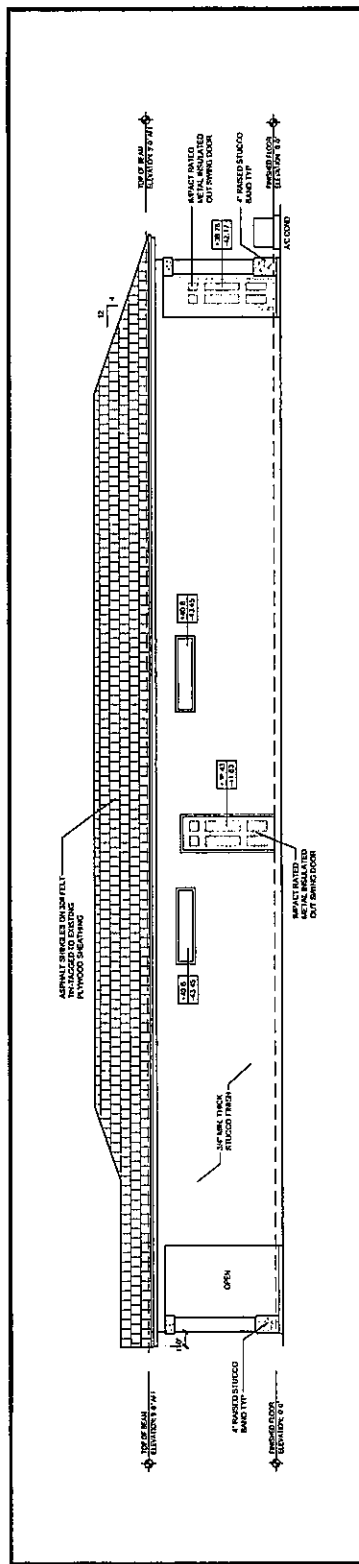
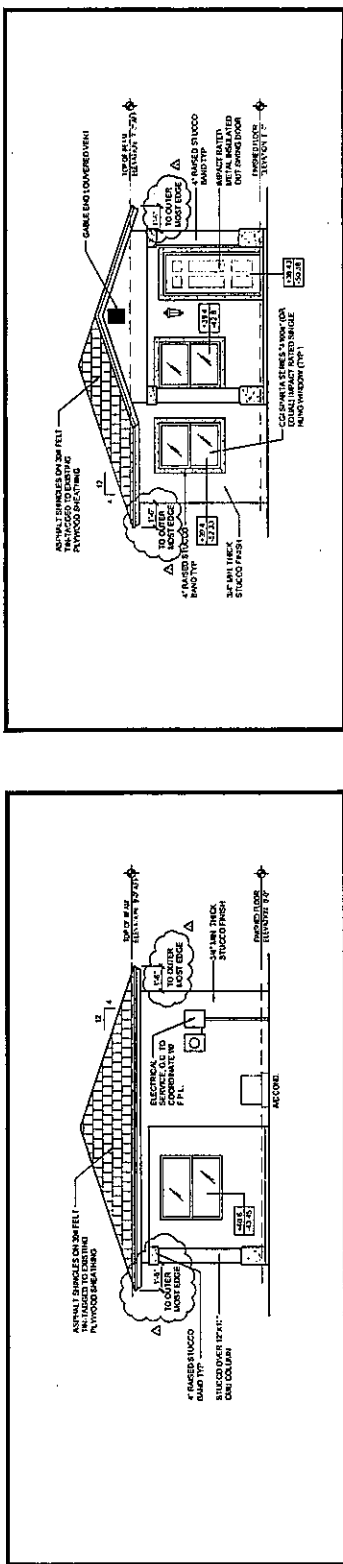
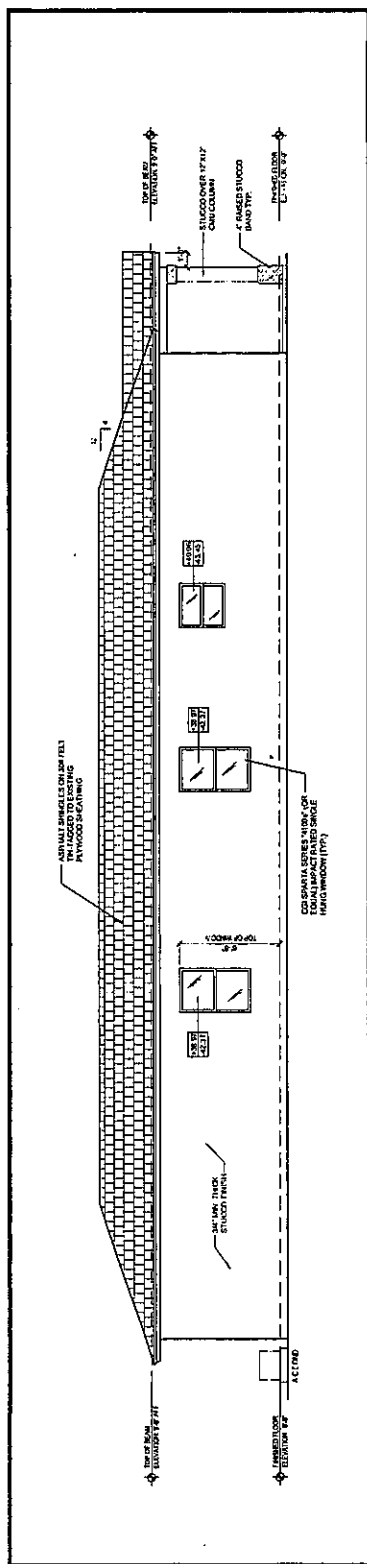
#	DATE	DESCRIPTION
12-18-20		BUILDING DEPT. COMMENTS
1-15-21		ADDITION INFO. TO OWNER
3-28-21		ZONING DEPT. COMMENTS

02

DRF HOMES LLC
SINGLE FAMILY RESIDENCE
2626 SAGINAW AVE.
WEST PALM BEACH, FL 33409
ELEVATIONS

DATE: 4-30-2020
SCALE: AS NOTED
DRAWN BY: JK
CHECKED BY: DHS
PROJECT #: 20-03003.1

△
S-4
SHEET 407



INSPECTIONS

(561) 355-2222 Automated Schedule
 (888) 236-3807 Toll Free
 (561) 233-5170 During Business Hours
 OPEN MONDAY THRU FRIDAY 8:00 AM TO 4:30 PM



PALM BEACH COUNTY
PLANNING, ZONING & BUILDING DEPARTMENT

Visit us at www.pbcgov.com/PZB/Building to view Application Tracking, Inspection History and Contractor Information.

BUILDING DIVISION

BUILDING/SITE REVIEW PERMIT

PERMIT	VIOLATION	STATE SURCHARGES	FIRE REVIEW	ROADS	PARKS
2074.50	0	51.87	0.00	4717.00	734.28

LIBRARIES	SCHOOLS	FIRE	PUBLIC BLDGS	LAW ENFORCEMENT	ERM
185.76	4330.00	276.00	170.54	128.15	0.00

HEALTH	OUTSIDE AGENCY	MISC. FEES	ZONING DEV ORDER #	UNITS	PROJECT#	CONTROL #	COMM. DIST	G.P.S.
0.00	21.00			1,1	01000-668	2011-374	77	#####

PRIMARY PERMIT	APPL DATE	FLOOD ZONE	FIN. FLR.	CONT CERTIFICATION #	PERMIT DESCRIPTION
B-2020-044094-0000	11/11/2020	X,AE		CBC-1261168	
SUB PERMIT NO	MASTER NO.	PROPERTY CONTROL NUMBER		INSP AREA	
		00-43-43-30-03-052-0290		004	
					Single-Family Dwelling Detached
					New single family dwelling
PRINTED DATE	SITE PLAN SQUARE FOOTAGE	GROSS SQUARE FOOTAGE	VALUE		
04/08/2021	1274	1274	122450.00		

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. (F. S. 713.135)

NO REFUNDS ON PERMIT FEES \$100.00 OR LESS OR AFTER FIRST INSPECTION IS MADE. NO REFUNDS AFTER 180 DAYS.

Construction lien information and notarization is required of Owner/Agent and Contractor signature is required when the aggregate value (total cost of all improvements and not just work authorized by the individual permit) is over \$2,500 or over \$7,500 on mechanical work.

IN ACCORDANCE WITH 553.79, F.S. THIS IS TO ADVISE YOU OF YOUR RESPONSIBILITY TO COMPLY WITH ALL ASBESTOS REGULATIONS INCLUDING NOTIFICATION REQUIREMENTS WHICH CAN BE FOUND IN CHAPTER 469 FLORIDA STATUTES. CONTACT PALM BEACH COUNTY HEALTH DEPARTMENT, ASBESTOS PROGRAM COORDINATOR AT (561) 837-5900 FOR FURTHER INFORMATION.

*** Track progress, and get essential details on permits and inspections when you visit us at www.pbcgov.com/pzb/building. ***

In accordance with Part IV, 373 F.S. and Chapter 62-330, F.A.C., any work in wetlands or other surface waters may require authorization from the Florida Department of Environmental Protection (FDEP) or South Florida Water Management District (SFWMD). Please call FDEP's Southeast District at 561-681-6600 or the SFWMD at 561-686-8800 with questions regarding wetlands.

CALL BEFORE YOU DIG

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OWNER: DPE Homes LLC

CONTRACTOR/COMPANY NAME: Meticulous Services

CONTRACTORS' PHONE NUMBER: 561-201-2430

PROPERTY ADDRESS: 2606 Saginaw Ave, West Palm Beach, 33409

SUBDIVISION NAME: West Gate Estates Northern Section

BAY/SUITE#:

Vanduser, Kathleen F
 ISSUING CLERK

Doug Wise
 BUILDING OFFICIAL

NOTICE: This permit and any permitted plans must be available to the Inspector at the time of inspection to receive a passed inspection

36

B-2020-044094-0000



PALM BEACH COUNTY BUILDING DIVISION
Planning, Zoning & Building Department

BUILDING/SITE REVIEW PERMIT

Stamp Permit Number:

B-2020-044094-0000

BUILDING							
FOOTING	LAB	BEAM / COL.	ROOF FRAMING SHEATHING		ROOF METAL	FRAME	INSULATION
Date	Date	Date	Date	Date	Date	Date	Date
DRYWALL	LATH	D/W-S/W	POOL STEEL	POOL DECK	WALL SHEATHING	WALL ANCHORS	FINAL
Date	Date	Date	Date	Date	Date	Date	Date
Date	Date	Date	Date	Date	Date	Date	Date
ELECTRICAL				PLUMBING	MECHANICAL	FIRE	SITE
TEMP POLE	UNDERGROUND	UNDERGROUND	ROUGH	UNDERGROUND	ROUGH	FRAME	LANDSCAPE
Date	Date	Date	Date	Date	Date	Date	Date
ROUGH	FINAL	SEWER	FINAL	FINAL		FINAL	PARKING
Date	Date	Date	Date	Date	Date	Date	Date
							SPECIAL COND.
Date	Date	Date	Date	Date	Date	Date	Date

CONDITIONS OF PERMIT

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RESTRICTIONS

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INSPECTIONS	
(561) 355-2222 AUTOMATED	
(888) 236-3807 TOLLFREE	
(561) 233-5170 DURING BUSINESS HOURS	WWW.PBCGOV.COM/PZB/BUILDING
NEXT BUSINESS DAY SERVICE	

SEE FRONT OF FORM FOR PERMIT INFORMATION

37

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**PALM BEACH COUNTY
 PLANNING, ZONING & BUILDING DEPARTMENT**

BUILDING DIVISION

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BUILDING/SITE REVIEW PERMIT

PERMIT	VIOLATION	STATE SURCHARGES	FIRE REVIEW	ROADS	PARKS
2074.50	0	51.87	0.00	4717.00	734.28

LIBRARIES	SCHOOLS	FIRE	PUBLIC BLDGS	LAW ENFORCEMENT	ERM
185.76	4330.00	276.00	170.54	128.15	0.00

HEALTH	OUTSIDE AGENCY	MISC. FEES	ZONING DEV ORDER #	UNITS	PROJECT#	CONTROL #	COMM. DIST	G.P.S.
0.00	21.00			1,1	01000-668	2011-374	7 7	#####

PRIMARY PERMIT	APPL DATE	FLOOD ZONE	FIN. FLR.	CONT CERTIFICATION #	PERMIT DESCRIPTION
B-2020-044096-0000	11/11/2020	X,AE		CBC-1261168	Single-Family Dwelling Detached

SUB PERMIT NO	MASTER NO.	PROPERTY CONTROL NUMBER	INSP AREA
		00-43-43-30-03-052-0280	004

PRINTED DATE	SITE PLAN SQUARE FOOTAGE	GROSS SQUARE FOOTAGE	VALUE
04/08/2021	1274	1274	122450.00

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NO REFUNDS ON PERMIT FEES \$100.00 OR LESS OR AFTER FIRST INSPECTION IS MADE. NO REFUNDS AFTER 180 DAYS.

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CONTRACTORS' PHONE NUMBER: 561-201-2430

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SUBDIVISION NAME: West Gate Estates Northern Section

BAY/SUITE#:

Vanduser, Kathleen F
 ISSUING CLERK

Doug Wise
 BUILDING OFFICIAL

NOTICE: This permit and any permitted plans must be available to the Inspector at the time of inspection to receive a passed inspection

38

B-2020-044096-0000



PALM BEACH COUNTY BUILDING DIVISION
Planning, Zoning & Building Department

BUILDING/SITE REVIEW PERMIT

Stamp Permit Number:

B-2020-044096-0000

BUILDING							
FOOTING	LAB	BEAM / COL.	ROOF FRAMING SHEATHING		ROOF METAL	FRAME	INSULATION
Date	Date	Date	Date	Date	Date	Date	Date
DRYWALL	LATH	D/W-S/W	POOL STEEL	POOL DECK	WALL SHEATHING	WALL ANCHORS	FINAL
Date	Date	Date	Date	Date	Date	Date	Date
Date	Date	Date	Date	Date	Date	Date	Date
ELECTRICAL PLUMBING MECHANICAL FIRE SITE							
TEMP POLE	UNDERGROUND	UNDERGROUND	ROUGH	UNDERGROUND	ROUGH	FRAME	LANDSCAPE
Date	Date	Date	Date	Date	Date	Date	Date
ROUGH	FINAL	SEWER	FINAL	FINAL		FINAL	PARKING
Date	Date	Date	Date	Date	Date	Date	Date
							SPECIAL COND.
Date	Date	Date	Date	Date	Date	Date	Date

CONDITIONS OF PERMIT

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NEXT BUSINESS DAY SERVICE

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39

INSPECTIONS
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PALM BEACH COUNTY
PLANNING, ZONING & BUILDING DEPARTMENT

BUILDING DIVISION

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BUILDING/SITE REVIEW PERMIT

PERMIT	VIOLATION	STATE SURCHARGES	FIRE REVIEW	ROADS	PARKS
2074.50	0	51.87	0.00	4717.00	734.28

LIBRARIES	SCHOOLS	FIRE	PUBLIC BLDGS	LAW ENFORCEMENT	ERM
185.76	4330.00	276.00	170.54	128.15	0.00

HEALTH	OUTSIDE AGENCY	MISC. FEES	ZONING DEV ORDER #	UNITS	PROJECT#	CONTROL #	COMM. DIST	G.P.S.
0.00	21.00			1,1	01000-668	2011-374	77	#####

PRIMARY PERMIT	APPL DATE	FLOOD ZONE	FIN. FLR.	CONT CERTIFICATION #	PERMIT DESCRIPTION
B-2020-044098-0000	11/11/2020	X,AE		CBC-1261168	Single-Family Dwelling Detached

SUB PERMIT NO	MASTER NO.	PROPERTY CONTROL NUMBER	INSP AREA
		00-43-43-30-03-052-0270	004

PRINTED DATE	SITE PLAN SQUARE FOOTAGE	GROSS SQUARE FOOTAGE	VALUE
04/08/2021	1274	1274	122450.00

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CONTRACTORS' PHONE NUMBER: 561-201-2430

PROPERTY ADDRESS: 2614 Saginaw Ave, West Palm Beach, 33409

SUBDIVISION NAME: West Gate Estates Northern Section

BAY/SUITE#:

Vanduser, Kathleen F
 ISSUING CLERK

Doug Wise
 BUILDING OFFICIAL

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B-2020-044098-0000

**PALM BEACH COUNTY BUILDING DIVISION**

Planning, Zoning & Building Department

BUILDING/SITE REVIEW PERMIT

Stamp Permit Number:

B-2020-044098-0000

BUILDING

FOOTING	LAB	BEAM / COL.	ROOF FRAMING SHEATHING		ROOF METAL	FRAME	INSULATION
Date	Date	Date	Date	Date	Date	Date	Date
DRYWALL	LATH	D/W-S/W	POOL STEEL	POOL DECK	WALL SHEATHING	WALL ANCHORS	FINAL
Date	Date	Date	Date	Date	Date	Date	Date
Date	Date	Date	Date	Date	Date	Date	Date

ELECTRICAL		PLUMBING		MECHANICAL		FIRE	SITE
TEMP POLE	UNDERGROUND	UNDERGROUND	ROUGH	UNDERGROUND	ROUGH	FRAME	LANDSCAPE
Date	Date	Date	Date	Date	Date	Date	Date
ROUGH	FINAL	SEWER	FINAL	FINAL		FINAL	PARKING
Date	Date	Date	Date	Date	Date	Date	Date
							SPECIAL COND.
Date	Date	Date	Date	Date	Date	Date	Date

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(561) 233-5170 DURING BUSINESS HOURS

NEXT BUSINESS DAY SERVICE

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INSPECTIONS
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 (888) 236-3807 Toll Free
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**PALM BEACH COUNTY
 PLANNING, ZONING & BUILDING DEPARTMENT**

BUILDING DIVISION

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BUILDING/SITE REVIEW PERMIT

PERMIT	VIOLATION	STATE SURCHARGES	FIRE REVIEW	ROADS	PARKS
2074.50	0	51.87	0.00	4717.00	734.28

LIBRARIES	SCHOOLS	FIRE	PUBLIC BLDGS	LAW ENFORCEMENT	ERM
185.76	4330.00	276.00	170.54	128.15	0.00

HEALTH	OUTSIDE AGENCY	MISC. FEES	ZONING DEV ORDER #	UNITS	PROJECT#	CONTROL #	COMM. DIST	G.P.S.
0.00	21.00			1,1	01000-668	2011-374	7 7	#####

PRIMARY PERMIT	APPL DATE	FLOOD ZONE	FIN. FLR.	CONT CERTIFICATION #	PERMIT DESCRIPTION Single-Family Dwelling Detached New single family residence
B-2020-044099-0000	11/11/2020	X,AE		CBC-1261168	
SUB PERMIT NO	MASTER NO.	PROPERTY CONTROL NUMBER		INSP AREA	
		00-43-43-30-03-052-0260		004	

PRINTED DATE	SITE PLAN SQUARE FOOTAGE	GROSS SQUARE FOOTAGE	VALUE
04/08/2021	1274	1274	122450.00

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SUBDIVISION NAME: West Gate Estates Northern Section

BAY/SUITE#:

Vanduser, Kathleen F
 ISSUING CLERK

Doug Wise
 BUILDING OFFICIAL

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42

B-2020-044099-0000



PALM BEACH COUNTY BUILDING DIVISION
Planning, Zoning & Building Department

BUILDING/SITE REVIEW PERMIT

Stamp Permit Number:

B-2020-044099-0000

BUILDING

FOOTING	LAB	BEAM / COL.	ROOF FRAMING SHEATHING		ROOF METAL	FRAME	INSULATION
Date	Date	Date	Date	Date	Date	Date	Date
DRYWALL	LATH	D/W-S/W	POOL STEEL	POOL DECK	WALL SHEATHING	WALL ANCHORS	FINAL
Date	Date	Date	Date	Date	Date	Date	Date
Date	Date	Date	Date	Date	Date	Date	Date

ELECTRICAL

PLUMBING

MECHANICAL

FIRE

SITE

TEMP POLE	UNDERGROUND	UNDERGROUND	ROUGH	UNDERGROUND	ROUGH	FRAME	LANDSCAPE
Date	Date	Date	Date	Date	Date	Date	Date
ROUGH	FINAL	SEWER	FINAL	FINAL		FINAL	PARKING
Date	Date	Date	Date	Date	Date	Date	Date
							SPECIAL COND.
Date	Date	Date	Date	Date	Date	Date	Date

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LIBRARIES	SCHOOLS	FIRE	PUBLIC BLDGS	LAW ENFORCEMENT	ERM
185.76	4330.00	276.00	170.54	128.15	0.00

HEALTH	OUTSIDE AGENCY	MISC. FEES	ZONING DEV ORDER #	UNITS	PROJECT#	CONTROL #	COMM. DIST	G.P.S.
0.00	21.00			1,1	01000-668	2011-374	77	#####

PRIMARY PERMIT	APPL DATE	FLOOD ZONE	FIN. FLR.	CONT CERTIFICATION #	PERMIT DESCRIPTION
B-2020-044100-0000	11/11/2020	X,AE		CBC-1261168	Single-Family Dwelling Detached

SUB PERMIT NO	MASTER NO.	PROPERTY CONTROL NUMBER	INSP AREA
		00-43-43-30-03-052-0250	004

PRINTED DATE	SITE PLAN SQUARE FOOTAGE	GROSS SQUARE FOOTAGE	VALUE
04/08/2021	1274	1274	122450.00

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BAY/SUITE#:

Vanduser, Kathleen F
 ISSUING CLERK

Doug Wise
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44

B-2020-044100-0000



PALM BEACH COUNTY BUILDING DIVISION
Planning, Zoning & Building Department

BUILDING/SITE REVIEW PERMIT

Stamp Permit Number:

B-2020-044100-0000

BUILDING							
FOOTING	LAB	BEAM / COL.	ROOF FRAMING SHEATHING		ROOF METAL	FRAME	INSULATION
Date	Date	Date	Date	Date	Date	Date	Date
DRYWALL	LATH	D/W-S/W	POOL STEEL	POOL DECK	WALL SHEATHING	WALL ANCHORS	FINAL
Date	Date	Date	Date	Date	Date	Date	Date
Date	Date	Date	Date	Date	Date	Date	Date
Date	Date	Date	Date	Date	Date	Date	Date
ELECTRICAL		PLUMBING		MECHANICAL		FIRE	SITE
TEMP POLE	UNDERGROUND	UNDERGROUND	ROUGH	UNDERGROUND	ROUGH	FRAME	LANDSCAPE
Date	Date	Date	Date	Date	Date	Date	Date
ROUGH	FINAL	SEWER	FINAL	FINAL		FINAL	PARKING
Date	Date	Date	Date	Date	Date	Date	Date
							SPECIAL COND.
Date	Date	Date	Date	Date	Date	Date	Date

CONDITIONS OF PERMIT

As evidenced by the permittee's signature on the Permit Application, and in consideration for granting this permit, it is agreed that in all respects the work will be performed in accordance with the permitted plans and the applicable codes for Palm Beach County, Florida. This permit may be Revoked at any time upon the violation of any of the provisions of said Laws, Ordinances, Rules, Regulations, Policies and Procedures. Issuance of this permit does not in any way create any rights on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the County for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law. All applicable state or federal permits must be obtained before any development is commenced.

TIME LIMITATION

This Permit becomes inactive if the work authorized is not inspected within 6 months from the date it was issued, or if at any time there is more than a 6-month lapse between inspections. No work may occur without an active Permit. Inactive permits may be renewed upon application and payment of required fees (including any increases in fees that have occurred since original issuance), and may be required to meet updated codes.

RESTRICTIONS

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county such as the requirement for Home or Property Owners Association approval, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies.

INSPECTIONS	
(561) 355-2222 AUTOMATED	
(888) 236-3807 TOLLFREE	
(561) 233-5170 DURING BUSINESS HOURS	WWW.PBCGOV.COM/PZB/BUILDING
NEXT BUSINESS DAY SERVICE	

SEE FRONT OF FORM FOR PERMIT INFORMATION

45

INSPECTIONS
 (561) 355-2222 Automated Schedule
 (888) 236-3807 Toll Free
 (561) 233-5170 During Business Hours
 OPEN MONDAY THRU FRIDAY 8:00 AM TO 4:30 PM



**PALM BEACH COUNTY
 PLANNING, ZONING & BUILDING DEPARTMENT**

BUILDING DIVISION

Visit us at www.pbcgov.com/PZB/Building to view Application Tracking, Inspection History and Contractor Information.

BUILDING/SITE REVIEW PERMIT

PERMIT	VIOLATION	STATE SURCHARGES	FIRE REVIEW	ROADS	PARKS
2074.50	0	51.87	0.00	0.00	0.00

LIBRARIES	SCHOOLS	FIRE	PUBLIC BLDGS	LAW ENFORCEMENT	ERM
0.00	0.00	0.00	0.00	0.00	0.00

HEALTH	OUTSIDE AGENCY	MISC. FEES	ZONING DEV ORDER #	UNITS	PROJECT#	CONTROL #	COMM. DIST	G.P.S.
0.00	21.00			1,1	01000-668	2011-374	77	#####

PRIMARY PERMIT	APPL DATE	FLOOD ZONE	FIN. FLR.	CONT CERTIFICATION #	PERMIT DESCRIPTION
B-2020-044101-0000	11/11/2020	X,AE		CBC-1261168	Single-Family Dwelling Detached
SUB PERMIT NO	MASTER NO.	PROPERTY CONTROL NUMBER	INSP AREA		
		00-43-43-30-03-052-0240	004		
PRINTED DATE	SITE PLAN SQUARE FOOTAGE	GROSS SQUARE FOOTAGE	VALUE		
04/08/2021	1274	1274	122450.00		

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. (F. S. 713.135)

NO REFUNDS ON PERMIT FEES \$100.00 OR LESS OR AFTER FIRST INSPECTION IS MADE. NO REFUNDS AFTER 180 DAYS.

Construction lien information and notarization is required of Owner/Agent and Contractor signature is required when the aggregate value (total cost of all improvements and not just work authorized by the individual permit) is over \$2,500 or over \$7,500 on mechanical work.

IN ACCORDANCE WITH 553.79, F.S. THIS IS TO ADVISE YOU OF YOUR RESPONSIBILITY TO COMPLY WITH ALL ASBESTOS REGULATIONS INCLUDING NOTIFICATION REQUIREMENTS WHICH CAN BE FOUND IN CHAPTER 469 FLORIDA STATUTES. CONTACT PALM BEACH COUNTY HEALTH DEPARTMENT, ASBESTOS PROGRAM COORDINATOR AT (561) 837-5900 FOR FURTHER INFORMATION.

*** Track progress, and get essential details on permits and inspections when you visit us at www.pbcgov.com/pzb/building. ***

In accordance with Part IV, 373 F.S. and Chapter 62-330, F.A.C., any work in wetlands or other surface waters may require authorization from the Florida Department of Environmental Protection (FDEP) or South Florida Water Management District (SFWMD). Please call FDEP's Southeast District at 561-681-6800 or the SFWMD at 561-686-8800 with questions regarding wetlands.

CALL BEFORE YOU DIG

CALL 811 OR VISIT [HTTP://WWW.SUNSHINE.COM](http://WWW.SUNSHINE.COM) BEFORE YOU DIG PURSUANT TO CHAPTER 556 FLORIDA STATUTES IN ORDER TO COMPLY WITH THE FLORIDA UNDERGROUND FACILITY DAMAGE PREVENTION AND SAFETY ACT

NO DEVIATIONS FROM THIS PERMIT MAY BE MADE WITHOUT PRIOR WRITTEN AUTHORIZATION.

OWNER: DPE Homes LLC

CONTRACTOR/COMPANY NAME: Meticulous Services

CONTRACTORS' PHONE NUMBER: 561-201-2430

PROPERTY ADDRESS: 2626 Saginaw Ave, West Palm Beach, 33409

SUBDIVISION NAME: West Gate Estates Northern Section

BAY/SUITE#:

Vanduser, Kathleen F
 ISSUING CLERK

Doug Wise
 BUILDING OFFICIAL

NOTICE: This permit and any permitted plans must be available to the Inspector at the time of inspection to receive a passed inspection

46

B-2020-044101-0000



PALM BEACH COUNTY BUILDING DIVISION
Planning, Zoning & Building Department

BUILDING/SITE REVIEW PERMIT

Stamp Permit Number:

B-2020-044101-0000

BUILDING

FOOTING	LAB	BEAM / COL.	ROOF FRAMING SHEATHING		ROOF METAL	FRAME	INSULATION
Date	Date	Date	Date	Date	Date	Date	Date
DRYWALL	LATH	D/W-S/W	POOL STEEL	POOL DECK	WALL SHEATHING	WALL ANCHORS	FINAL
Date	Date	Date	Date	Date	Date	Date	Date
Date	Date	Date	Date	Date	Date	Date	Date
ELECTRICAL		PLUMBING		MECHANICAL		FIRE	SITE
TEMP POLE	UNDERGROUND	UNDERGROUND	ROUGH	UNDERGROUND	ROUGH	FRAME	LANDSCAPE
Date	Date	Date	Date	Date	Date	Date	Date
ROUGH	FINAL	SEWER	FINAL	FINAL		FINAL	PARKING
Date	Date	Date	Date	Date	Date	Date	Date
							SPECIAL COND.
Date	Date	Date	Date	Date	Date	Date	Date

CONDITIONS OF PERMIT

As evidenced by the permittee's signature on the Permit Application, and in consideration for granting this permit, it is agreed that in all respects the work will be performed in accordance with the permitted plans and the applicable codes for Palm Beach County, Florida. This permit may be Revoked at any time upon the violation of any of the provisions of said Laws, Ordinances, Rules, Regulations, Policies and Procedures. Issuance of this permit does not in any way create any rights on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the County for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law. All applicable state or federal permits must be obtained before any development is commenced.

TIME LIMITATION

This Permit becomes inactive if the work authorized is not inspected within 6 months from the date it was issued, or if at any time there is more than a 6-month lapse between inspections. No work may occur without an active Permit. Inactive permits may be renewed upon application and payment of required fees (including any increases in fees that have occurred since original issuance), and may be required to meet updated codes.

RESTRICTIONS

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county such as the requirement for Home or Property Owners Association approval, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies.

INSPECTIONS

(561) 355-2222 AUTOMATED

(888) 236-3807 TOLLFREE

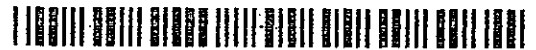
(561) 233-5170 DURING BUSINESS HOURS

WWW.PBCGOV.COM/PZB/BUILDING

NEXT BUSINESS DAY SERVICE

SEE FRONT OF FORM FOR PERMIT INFORMATION

47



CFN 20190434400

OR BK 31051 PG 1530

RECORDED 11/26/2019 10:43:25

AMT 10.00

Doc Stamp 0.70

Palm Beach County, Florida

Sharon R. Bock, CLERK & COMPTROLLER

Pgs 1530 - 1531; (2pgs)

PREPARED BY AND RETURN TO:

Elite Capital & Development Inc.
ATTN: Philippe O. Boucher
2240 Palm Beach Lakes Blvd.
Suite 400D
West Palm Beach, FL 33409

Parcel Identification Number:

Cutout of 00-43-43-30-03-052-0240

[Space Above This Line For Recording Data]

QUIT CLAIM DEED

This Indenture made this 25 day of November, 2019, between **ELITE CAPITAL & DEVELOPMENT INC.**, a Florida corporation, whose post office address is **2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409**, of the County of Palm Beach, State of Florida ("Grantor"), and **DPE HOMES LLC**, a Florida limited liability company, whose post office address is **2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409**, of the County of Palm Beach, State of Florida ("Grantee"),

Witnesseth that said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, released, and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in **Palm Beach County, Florida**, to-wit:

Lot 24, Block 52, West Gate Estates (Northern Section), according to the map or plat thereof as recorded in Plat Book 8, Page 38, Public Records of Palm Beach County, Florida.

Subject to taxes for 2019 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

To have and to hold, the same together with all and singular the appurtenances thereto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of grantors, either in law or equity, for the use, benefit and profit of the said Grantee forever.

**NOTE: This is a transfer of unencumbered property to the Grantor's wholly-owned company.
No state documentary stamp taxes are due.**

48

In Witness Whereof, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness#1 Name: Ramon H. Rodriguez

Witness#2 Name: Jacqueline Brooks

Elite Capital & Development Inc., a Florida corporation

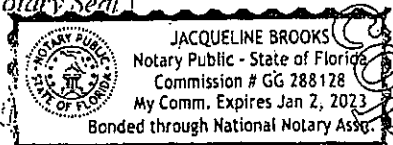
By: Philippe O. Boucher, President

(Corporate Seal)

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me this 25th day of NOV, 2019, by Philippe O. Boucher, as President of Elite Capital & Development Inc., a Florida corporation, on behalf of said company. He ☒ is personally known to me or ☐ has produced a Florida driver license as identification.

[Notary Seal]



NOTARY PUBLIC, State of Florida

Printed Name: Jacqueline Brooks

My Commission Expires: Jan 2 2023



CFN 20190434401

OR BK 31051 PG 1532
RECORDED 11/26/2019 10:43:25
AMT 10.00
Doc Stamp 0.70
Palm Beach County, Florida
Sharon R. Bock, CLERK & COMPTROLLER
Pgs 1532 - 1533 (2pgs)

PREPARED BY AND RETURN TO:

Elite Capital & Development Inc.
ATTN: Philippe O. Boucher
2240 Palm Beach Lakes Blvd.
Suite 400D
West Palm Beach, FL 33409

Parcel Identification Number:

Cutout of 00-43-43-30-03-052-0240

[Space Above This Line For Recording Data]

QUIT CLAIM DEED

This Indenture made this 25 day of November, 2019, between **ELITE CAPITAL & DEVELOPMENT INC.**, a Florida corporation, whose post office address is **2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409**, of the County of Palm Beach, State of Florida ("Grantor"), and **DPE HOMES LLC**, a Florida limited liability company, whose post office address is **2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409**, of the County of Palm Beach, State of Florida ("Grantee"),

Witnesseth that said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, released, and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in **Palm Beach County, Florida**, to-wit:

Lot 25, Block 52, West Gate Estates (Northern Section), according to the map or plat thereof as recorded in Plat Book 8, Page 38, Public Records of Palm Beach County, Florida.

Subject to taxes for 2019 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

To have and to hold, the same together with all and singular the appurtenances thereto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of grantors, either in law or equity, for the use, benefit and profit of the said Grantee forever.

**NOTE: This is a transfer of unencumbered property to the Grantor's wholly-owned company.
No state documentary stamp taxes are due.**

50

In Witness Whereof, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness#1 Name: Ramon A. Rodriguez

Witness#2 Name: Jacqueline Brooks

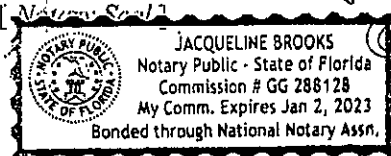
Elite Capital & Development Inc., a Florida corporation

By: Philippe O. Boucher, President

(Corporate Seal)

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me this 25th day of NOV, 2019, by Philippe O. Boucher, as President of Elite Capital & Development Inc., a Florida corporation, on behalf of said company. He ☒ is personally known to me or ☐ has produced a Florida driver license as identification.



Jacqueline Brooks
NOTARY PUBLIC, State of Florida
Printed Name: Jacqueline Brooks
My Commission Expires: Jan 02, 2023

51



CFN 20190434402

OR BK 31051 PG 1534
RECORDED 11/26/2019 10:43:25
AMT 10.00
Doc Stamp 0.70
Palm Beach County, Florida
Sharon R. Bock, CLERK & COMPTROLLER
Pgs 1534 - 1535; (2pgs)

PREPARED BY AND RETURN TO:

Elite Capital & Development Inc.
ATTN: Philippe O. Boucher
2240 Palm Beach Lakes Blvd.
Suite 400D
West Palm Beach, FL 33409

Parcel Identification Number:

Cutout of 00-43-43-30-03-052-0240

[Space Above This Line For Recording Data]

QUIT CLAIM DEED

This Indenture made this 15 day of November, 2019, between **ELITE CAPITAL & DEVELOPMENT INC.**, a Florida corporation, whose post office address is **2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409**, of the County of **Palm Beach**, State of **Florida** ("Grantor"), and **DPE HOMES LLC**, a Florida limited liability company, whose post office address is **2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409**, of the County of **Palm Beach**, State of **Florida** ("Grantee"),

Witnesseth that said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, released, and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in **Palm Beach County, Florida**, to-wit:

Lot 26, Block 52, West Gate Estates (Northern Section), according to the map or plat thereof as recorded in Plat Book 8, Page 38, Public Records of Palm Beach County, Florida.

Subject to taxes for 2019 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

To have and to hold, the same together with all and singular the appurtenances thereto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of grantors, either in law or equity, for the use, benefit and profit of the said Grantee forever.

**NOTE: This is a transfer of unencumbered property to the Grantor's wholly-owned company.
No state documentary stamp taxes are due.**

52

In Witness Whereof, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness#1 Name: Ramon A. Rodriguez

Witness#2 Name: Jacqueline Brooks

Elite Capital & Development Inc., a Florida corporation

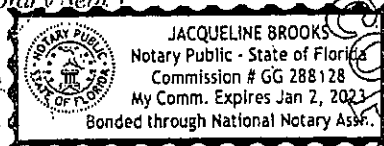
By: Philippe O. Boucher, President

(Corporate Seal)

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me this 25th day of Nov, 2019, by Philippe O. Boucher, as President of Elite Capital & Development Inc., a Florida corporation, on behalf of said company. He ☒ is personally known to me or ☐ has produced a Florida driver license as identification.

[Notary Seal]



NOTARY PUBLIC, State of Florida

Printed Name: Jacqueline Brooks

My Commission Expires: Jan 02, 2023



CFN 20190434403

OR BK 31051 PG 1536
RECORDED 11/26/2019 10:43:25
AMT 10.00
Doc Stamp 0.70
Palm Beach County, Florida
Sharon R. Bock, CLERK & COMPTROLLER
Pgs 1536 - 1537 (2pgs)

PREPARED BY AND RETURN TO:

Elite Capital & Development Inc.
ATTN: Philippe O. Boucher
2240 Palm Beach Lakes Blvd.
Suite 400D
West Palm Beach, FL 33409

Parcel Identification Number:

Cutout of 00-43-43-30-03-052-0240

[Space Above This Line For Recording Data]

QUIT CLAIM DEED

This Indenture made this 25 day of November, 2019, between **ELITE CAPITAL & DEVELOPMENT INC.**, a Florida corporation, whose post office address is **2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409**, of the County of **Palm Beach**, State of **Florida** ("Grantor"), and **DPE HOMES LLC**, a Florida limited liability company, whose post office address is **2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409**, of the County of **Palm Beach**, State of **Florida** ("Grantee"),

Witnesseth that said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, released, and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in **Palm Beach County, Florida**, to-wit:

Lot 27, Block 52, West Gate Estates (Northern Section), according to the map or plat thereof as recorded in Plat Book 8, Page 38, Public Records of Palm Beach County, Florida.

Subject to taxes for 2019 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

To have and to hold, the same together with all and singular the appurtenances thereto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of grantors, either in law or equity, for the use, benefit and profit of the said Grantee forever.

**NOTE: This is a transfer of unencumbered property to the Grantor's wholly-owned company.
No state documentary stamp taxes are due.**

54

In Witness Whereof, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness#1 Name: Ramon A. Rodriguez

Witness#2 Name: Jacqueline Brooks

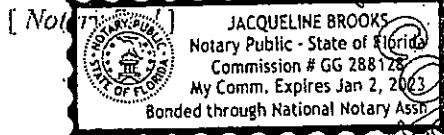
Elite Capital & Development Inc., a Florida corporation

By: Philippe O. Boucher, President

(Corporate Seal)

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me this 25th day of NOV, 2019, by Philippe O. Boucher as President of Elite Capital & Development Inc., a Florida corporation, on behalf of said company. He ☒ is personally known to me or ☐ has produced a Florida driver license as identification.



Jacqueline Brooks
NOTARY PUBLIC, State of Florida
Printed Name: Jacqueline Brooks
My Commission Expires: Jan 2, 2023

55



CFN 20190434397

OR BK 31051 PG 1524
RECORDED 11/26/2019 10:43:25
AMT 10.00
Doc Stamp 0.70
Palm Beach County, Florida
Sharon R. Bock, CLERK & COMPTROLLER
Pgs 1524 - 1525 (2pgs)

PREPARED BY AND RETURN TO:

Elite Capital & Development Inc.
ATTN: Philippe O. Boucher
2240 Palm Beach Lakes Blvd.
Suite 400D
West Palm Beach, FL 33409

Parcel Identification Number:

Cutout of 00-43-43-30-03-052-0280

[Space Above This Line For Recording Data]

QUIT CLAIM DEED

This Indenture made this 25 day of November, 2019, between **ELITE CAPITAL & DEVELOPMENT INC.**, a Florida corporation, whose post office address is **2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409**, of the County of Palm Beach, State of Florida ("Grantor"), and **DPE HOMES LLC**, a Florida limited liability company, whose post office address is **2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409**, of the County of Palm Beach, State of Florida ("Grantee"),

Witnesseth that said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, released, and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in **Palm Beach County, Florida**, to-wit:

Lot 28, Block 52, West Gate Estates (Northern Section), according to the map or plat thereof as recorded in Plat Book 8, Page 38, Public Records of Palm Beach County, Florida.

Subject to taxes for 2019 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

To have and to hold, the same together with all and singular the appurtenances thereto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of grantors, either in law or equity, for the use, benefit and profit of the said Grantee forever.

**NOTE: This is a transfer of unencumbered property to the Grantor's wholly-owned company.
No state documentary stamp taxes are due.**

56

In Witness Whereof, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness#1 Name: Ramon A. Rodriguez

Witness#2 Name: Jacqueline Brooks

Elite Capital & Development Inc., a Florida corporation

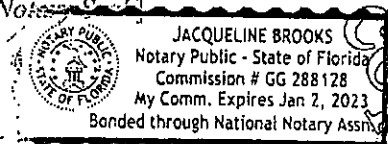
By: Philippe O. Boucher, President

(Corporate Seal)

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me this 25th day of Nov, 2019, by Philippe O. Boucher, as President of Elite Capital & Development Inc., a Florida corporation, on behalf of said company. He ☒ is personally known to me or ☐ has produced a Florida driver license as identification.

[Notary Seal]



Jacqueline Brooks
NOTARY PUBLIC, State of Florida

Printed Name: Jacqueline Brooks

My Commission Expires: Jan 02, 2023



CFN 20190434398

OR BK 31051 PG 1526
 RECORDED 11/26/2019 10:43:25
 AMT 10.00
 Doc Stamp 0.70
 Palm Beach County, Florida
 Sharon R. Back, CLERK & COMPTROLLER
 Pgs 1526 - 1527 (2pgs)

PREPARED BY AND RETURN TO:

Elite Capital & Development Inc.
 ATTN: Philippe O. Boucher
 2240 Palm Beach Lakes Blvd.
 Suite 400D
 West Palm Beach, FL 33409

Parcel Identification Number:

Cutout of 00-43-43-30-03-052-0280

[Space Above This Line For Recording Data]

QUIT CLAIM DEED

This Indenture made this 15 day of November, 2019, between **ELITE CAPITAL & DEVELOPMENT INC.**, a Florida corporation, whose post office address is 2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409, of the County of Palm Beach, State of Florida ("Grantor"), and **DPE HOMES LLC**, a Florida limited liability company, whose post office address is 2240 Palm Beach Lakes Boulevard, Suite 400D, West Palm Beach, FL 33409, of the County of Palm Beach, State of Florida ("Grantee"),

Witnesseth that said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, released, and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in **Palm Beach County, Florida**, to-wit:

Lot 29, Block 52, West Gate Estates (Northern Section), according to the map or plat thereof as recorded in Plat Book 8, Page 38, Public Records of Palm Beach County, Florida.

Subject to taxes for 2019 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.


To have and to hold, the same together with all and singular the appurtenances thereto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of grantors, either in law or equity, for the use, benefit and profit of the said Grantee forever.


**NOTE: This is a transfer of unencumbered property to the Grantor's wholly-owned company.
 No state documentary stamp taxes are due.**

58

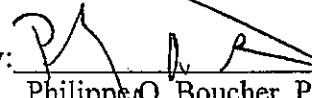
In Witness Whereof, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:


Witness#1 Name: Ramon A. Rodriguez

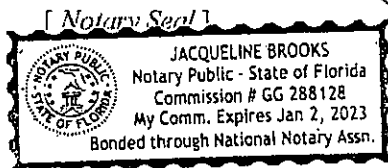

Witness#2 Name: Jacqueline Brooks


Elite Capital & Development Inc., a Florida corporation

By: 
Philippe O. Boucher, President
(Corporate Seal)

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me this 25th day of Nov, 2019, by Philippe O. Boucher, as President of Elite Capital & Development Inc., a Florida corporation, on behalf of said company. He ☒ is personally known to me or ☐ has produced a Florida driver license as identification.




NOTARY PUBLIC, State of Florida
Printed Name: Jacqueline Brooks
My Commission Expires: Jan 02, 2023

60

July 07 2021

Westgate CRA, Palm Beach County
1280 N. congress Ave. Suite 215
West Palm Beach, FL 33409

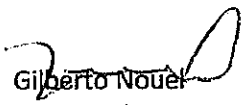
From: Anita's Mexican Grill

RE: COVID-19 Small Business Emergency Relief Forgivable Loan.

I am requesting that the COVID-19 Small Business Emergency Relief Forgivable Loan be forgiven, based on documents provided that prove that the loan amount of \$10,000 was expended upon utilities expenses, per the program requirements.

On behalf of myself and all of us who work at Anita's Mexican Grill, we thank you a lot for so much needed help.

Thank you,


Gilberto Nouel
Owner, Manager
Anitas Mexican Grill

ANITAS MEXICAN GRILL
2118 OKEECHOBEE BLVD
WEST PALM BEACH, FL 33409

BREAKDOWN OF EXPENSES:

	OCT	NOV	DIC	JAN	FEB	MARCH	APRIL	TOTAL
FLORIDA PUBLIC UTILITIES	721.68	808.94	761.38	832.55	760.40	728.07	777.46	5,390.48
F.P.L.	899.81	904.70	919.32	896.50	883.72	874.56	873.93	6,252.54
					GRAN TOTAL			11,643.02



Florida Public Utilities
P.O. Box 610
Marianna, FL 32447-0610
711 for TTY / Relay Service
Address Service Requested

3 057 000000242

Route: 000702



GILBERTO NOUEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113



To ensure proper credit, please return this portion with payment, make check / money order payable to FPU and indicate account number.

Current Charges Due On: 11/03/2020

Account Number: 0953340-3

Amount Due: \$1,437.38

Check Number: 4170

Amount Enclosed: 721.68

Please check box to indicate address / phone changes and EFT enrollment on the reverse side.



Florida Public Utilities
P.O. Box 2137
Salisbury, MD 21802-2137

03533403000000001437387

FB251013 1-3057-000000242-0000

ANITA'S MEXICAN GRILL CORP
2118 OKEECHOBEE BLVD
WEST PALM BEACH, FL 33409-4113

4170

63-4830 FL
21053

DATE 10/29/20

\$ 721.68



DOLLARS

PAY TO THE ORDER OF

Florida Public Utilities

Seven hundred twenty one and 68/100

BANK OF AMERICA

ACH RT 002100277

FOR 0353340-3

⑆004170⑆ ⑆063000047⑆ 898028643583⑆

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4207023548020961899800000

/ 27

Please request changes on the back.
Notes on the front will not be detected.

The amount enclosed includes the following donation:

FPL Care To Share \$ _____



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GILBERTO NOVEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113

Make check payable to FPL in U.S. funds
and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001



Account number	Total amount you owe	New charges due by	Amount enclosed
02354-80209	\$899.81	Nov 02 2020	\$ 899.81

4169

63-4030 FL
24053

ANITA'S MEXICAN GRILL CORP

2118 OKEECHOBEE BLVD
WEST PALM BEACH, FL 33409-4113

DATE 10/29/20

PAY
TO THE
ORDER OF

F.P.L.

\$ 899.81

DOLLARS

Eight hundred and ninety nine and 81/100

BANK OF AMERICA

ACH RT 003100277

FOR 02354-80209

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FPL Care To Share \$

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4207



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GILBERTO, NOUEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113

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and mail along with this coupon to:



FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

==

Account number	Total amount you owe	New charges due by	Amount enclosed
02354-80209	\$904.70	Dec 01 2020	\$ 904.70

4195

63-1-330 FL
24053

ANITA'S MEXICAN GRILL CORP

2118 OKEECHOBEE BLVD
WEST PALM BEACH, FL 33409-4113

DATE 11/29/20

PAY
TO THE
ORDER OF

F.P.L.

\$ 904.70

DOLLARS

Nine hundred Four 70/100

BANK OF AMERICA

ACH RPT 003100277

FOR 02354-80209

0004195 150630000475 898028643583

67

To ensure proper credit: Please return this portion with payment, make

Current Charges Due On: 01/04/2021
 Account Number: 0353340-3
 Amount Due: \$1,570.32
 Check Number: 4216

Amount Enclosed: 701.38 ☐

Please check box to indicate address / phone changes
and EFT enrollment on the reverse side.

Florida Public Utilities
P.O. Box 2137
Salisbury, MD 21802-2137

Florida Public Utilities
P.O. Box 610
Marianna, FL 32447-0610
711 for TTY / Relay Service
Address Service Requested

2238 000000129

Route: 000702

Route: 000702

GILBERTO NOUEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113

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4216
 63-4830 FL
 24083
 ANITA'S MEXICAN GRILL CORP
 2118 OKEECHOBEE BLVD
 WEST PALM BEACH, FL 33409-4113
 DATE 12/24/20
 PAY TO THE ORDER OF Florida Public Utilities \$ 761.38
seven hundred sixty one and 38/100 DOLLARS
 BANK OF AMERICA
 ACH RT 003100277
 FOR 2353340-3
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0001 044053

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GILBERTO NOUEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001



Account number	Total amount you owe	New charges due by	Amount enclosed
02354-80209	\$919.32	Dec 30 2020	\$919.32

69

ANITA'S MEXICAN GRILL CORP 2118 OKEECHOBEE BLVD WEST PALM BEACH, FL 33409-4113		4215 53-4630 FL 24053
PAY TO THE ORDER OF <i>F.P.L.</i> <i>Nine hundred Ninety two 32/100</i> BANK OF AMERICA <small>ACH R/T 083108277</small>		DATE <i>12/24/20</i> \$ <i>919.32</i> DOLLARS
FOR <i>02354-80209</i> ⑈001215⑈ ⑆063000047⑆ 898028643583⑈		

4239

63-630 FL
24053

DATE 1/26/21

\$ 896.50

ANITA'S MEXICAN GRILL CORP
2118 OKEECHOBEE BLVD
WEST PALM BEACH, FL 33409-4113

PAY TO THE ORDER OF F.P.L.

Eight hundred ninety six and 50/100

BANK OF AMERICA

FOR 02354-80209

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4207023548020900569800000

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The amount enclosed includes the following donation:

FPL Care To Share \$ _____

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Notes on the front will not be detected.

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GILBERTO NOUEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113

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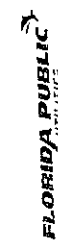
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Make check payable to FPL in U.S. funds
and mail along with this coupon to:

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GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Account number	Total amount you owe	New charges due by	Amount enclosed
02354-80209	\$896.50	Feb 01 2021	\$ 896.50

72



Florida Public Utilities
P.O. Box 610
Marianna, FL 32447-0610
711 for TTY / Relay Service
Address Service Requested

3377 000000137

Route: 000702



GILBERTO NOJEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113

GILBERTO NOJEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113



24

To ensure proper credit: Please return this portion with payment, make check / money order payable to FPU and indicate account number.

Current Charges Due On: 03/09/2021
Account Number: 0353340-3
Amount Due: \$760.40
Check Number: 4260

Amount Enclosed: 760.40
Please check box to indicate address / phone changes and EFT enrollment on the reverse side.

Florida Public Utilities
P.O. Box 2137
Salisbury, MD 21802-2137

0353340300000000760405

FBI0215 1337760000001974000

4260	
63-4630 FL 2-053	
DATE 2/25/21	
PAY TO THE ORDER OF <u>Florida Public Utilities</u> \$760.40	
<u>Seven hundred sixty 40/100</u> DOLLARS	
BANK OF AMERICA	
ACH RT 003100277	
FOR 0353340-3	
ANITA'S MEXICAN GRILL CORP 2118 OKEECHOBEE BLVD WEST PALM BEACH, FL 33409-4113	
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GILBERTO NOUEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113



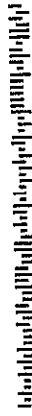
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will not be debited.

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following donation:

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02354-80209
ACCOUNT NUMBER

\$883.72
TOTAL AMOUNT YOU OWE

Mar 2, 2021
NEW CHARGES DUE BY

\$ 883.72
AMOUNT ENCLOSED

ANITA'S MEXICAN GRILL CORP 2118 OKEECHOBEE BLVD WEST PALM BEACH, FL 33409-4113		4261 R3-4830 FL 24053
PAY TO THE ORDER OF	DATE	
<i>F.P.L.</i>	<i>2/25/21</i>	
<i>Eight hundred Eighty Three 72/100</i>		\$ <i>883.72</i>
BANK OF AMERICA		DOLLARS
FOR <i>02354-80209</i>		
MICR LINE: ⑈0004261⑈ ⑈063000047⑈ 898028643583⑈		

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To ensure proper credit: Please return this portion with payment, make check / money order payable to FPU and indicate account number.

Current Charges Due On: 04/06/2021

Account Number: 0353340-3

Amount Due: \$728.07

Check Number: 4284

Amount Enclosed: 728.07

Please check box to indicate address / phone changes and EFT enrollment on the reverse side.

Florida Public Utilities

P.O. Box 2137

Salisbury, MD 21802-2137

Florida Public Utilities

P.O. Box 610

Marianna, FL 32447-0610

711 for TTY / Relay Service

Address Service Requested



3346 000000141

Route: 000702



GILBERTO NOUEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113



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0353340300000000728079

FBI/DOJ 15-13255-000000141000

4284 03-4/6/20 FL 70053

DATE 3/25/21

PAY TO THE ORDER OF Florida Public Utilities \$ 728.07

Seven hundred Twenty Eight and 00/100 DOLLARS

BANK OF AMERICA

FOR 0353340-3

ACH RT 003100277

1004284 00630000470 898028643583



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GILBERTO NOJEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113



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02354-80209
ACCOUNT NUMBER

\$874.56

Mar 31, 2021
NEW CHARGES DUE BY

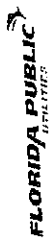
\$ 874.56
AMOUNT ENCLOSED



4283	
63-A-430 FL 24033	
ANITA'S MEXICAN GRILL CORP 2118 OKEECHOBEE BLVD WEST PALM BEACH, FL 33409-4113	
PAY TO THE ORDER OF	DATE <u>3/35/21</u>
<u>F.P.L.</u>	\$ <u>874.56</u> DOLLARS
<u>Eight hundred seventy four and 56/100</u>	
BANK OF AMERICA	
ACH RT 001 00277	
FOR <u>D2354-80209</u>	
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Florida Public Utilities
P.O. Box 610
Marianna, FL 32447-0610
711 for TTY / Relay Service
Address Service Requested

3412 000000144

Route: 000702



GILBERTO NOUEL

2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113



24

To ensure proper credit: Please return this portion with payment, make check / money order payable to FPU and indicate account number.

05/05/2021

Current Charges Due On:

0353340-3

Account Number:

\$777.46

Amount Due:

4306

Check Number:

777.46

Amount Enclosed:

Please check box to indicate address / phone changes and EFT enrollment on the reverse side.



Florida Public Utilities

P.O. Box 2137

Salisbury, MD 21802-2137

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FBI/DOJ 1-3112-00000144-0000

ANITA'S MEXICAN GRILL CORP 2118 OKEECHOBEE BLVD WEST PALM BEACH, FL 33409-4113		4306 E3-4630 FL 24053
PAY TO THE ORDER OF Florida Public Utilities Seven hundred seventy seven 46/100 BANK OF AMERICA ACH RTT 0531 00271	DATE 4/23/21 \$777.46 DOLLARS	4306 E3-4630 FL 24053
FOR 0353340-3 11004306 110630000471 89802864358311		4306 E3-4630 FL 24053



0001 0002 040888

GILBERTO NOUEL
2118 OKEECHOBEE BLVD
WEST PALM BEACH FL 33409-4113



FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Make check payable to FPL
in U.S. funds and mail along with
this coupon to:

The amount enclosed includes
the following donation:
FPL Care To Share: _____

42070235480209239378000000

/ 27

4 8



Visit FPL.com/PayBill
for ways to pay.

02354-80209
ACCOUNT NUMBER

\$873.93
TOTAL AMOUNT YOU OWE

May 3, 2021
NEW CHARGES DUE BY

\$ 873.93
AMOUNT ENCLOSED

4305

83-4305 FL
20053

ANITA'S MEXICAN GRILL CORP
2118 OKEECHOBEE BLVD
WEST PALM BEACH, FL 33409-4113

DATE 4/23/21

\$ 873.93

DOLLARS

PAY
TO THE
ORDER OF

Eight hundred seventy three and 93/100

BANK OF AMERICA

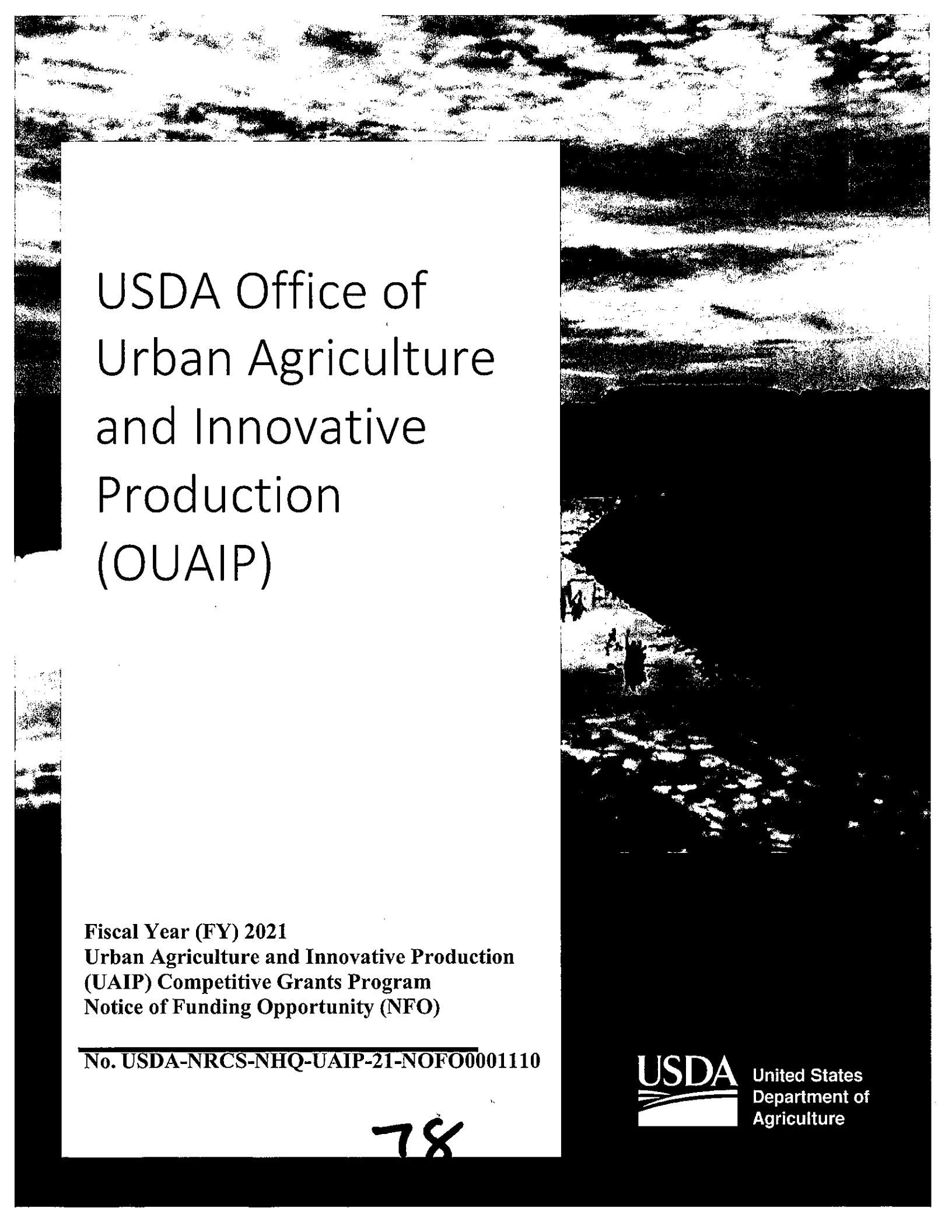
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FOR 00354-80209

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[Signature]

77



USDA Office of Urban Agriculture and Innovative Production (OUAIP)

**Fiscal Year (FY) 2021
Urban Agriculture and Innovative Production
(UAIP) Competitive Grants Program
Notice of Funding Opportunity (NFO)**

No. USDA-NRCS-NHQ-UAIP-21-NOFO0001110

78



**United States
Department of
Agriculture**

Notice of Funding Opportunity (NFO)

SUMMARY INFORMATION

Federal Awarding Agency Name: U.S. Department of Agriculture – Office of Urban Agriculture and Innovative Production (OUAIP)

Notice of Funding Opportunity Title: Urban Agriculture and Innovative Production (UAIP) Competitive Grants Program

Notice of Funding Opportunity Number: USDA-NRCS-NHQ-UAIP-21-NOFO0001110

Assistance Listing Number (formerly Catalog of Federal Domestic Assistance (CFDA)): 10.935, Urban Agriculture and Innovative Production

Notice of Funding Opportunity Summary

The U.S. Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) requests applications for the Urban Agriculture and Innovative Production (UAIP) Competitive Grants Program for fiscal year (FY) 2021. There are two types of UAIP Grants types which are entitled (1) Planning Projects and (2) Implementation Projects. The primary goal of UAIP is to assist eligible entities with projects that support the development of urban agriculture and innovative production. NRCS anticipates that the amount available for support of this program in FY 2021 will be approximately \$4 million.

For new users of Grants.gov, see Section D.1. for information about steps required before submitting an application via Grants.gov.

Key Dates

Applicants must submit their applications via Grants.gov by 11:59 p.m. Eastern Time on July 30, 2021. For technical issues with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. Awarding agency staff cannot support applicants regarding Grants.gov accounts. Questions regarding this notice of funding opportunity (NFO) may be submitted until July 14, 2021. Responses to questions posed will be posted on Grants.gov approximately two weeks before the application due date. For more information and a pre-recorded webinar, see <https://www.farmers.gov/manage/urban/opportunities>.

The “Frequently Asked Questions” document posted in this opportunity and online at <https://www.farmers.gov/manage/urban/opportunities/grants-faq>. FAQ’s will be updated approximately two weeks prior to the application due date.

The agency anticipates making final selections by August 31, 2021 and expects to execute awards by September 30, 2021.

Federal Funding Floor and Ceiling Amounts

(1) **Planning Projects (PP):** The estimated funding floor for PP is \$50,000 and the funding ceiling is \$200,000.

(2) **Implementation Projects (IP):** The estimated funding floor for IP is \$50,000 and the funding ceiling is \$300,000.

The funding floor means the minimum agreement funding amount for the Federal share per agreement awarded. The ceiling is the maximum agreement funding amount for the Federal share per agreement awarded. These numbers refer to the total agreement amount, not any specific budget period.

Federal Financial Assistance Training

The funding available through this NFO is Federal financial assistance. “Grants 101” training is highly recommended for those seeking knowledge about Federal financial assistance. The training is free and available to the public at <https://www.cfo.gov/grants-training/>. It consists of five modules covering each of the following topics: 1) laws, regulations, and guidance; 2) financial assistance mechanisms; 3) uniform guidance administrative requirements; 4) cost principles; and 5) risk management and single audit. Farm Production and Conservation (FPAC) agencies also apply Federal financial assistance regulations to certain nonassistance awards (e.g., nonassistance cooperative agreements).

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A. PROGRAM DESCRIPTION

The authorizing statute for this opportunity is The Agriculture Improvement Act of 2018, Title XII, Part C, Section 12302, Public Law 115-334.

The purpose of this NFO is to encourage and promote urban, indoor, and other emerging agricultural practices, including—

- community gardens and farms located in urban areas, suburbs, and urban clusters;
- rooftop farms, outdoor vertical production, and green walls;
- indoor farms, greenhouses, and high-tech vertical technology farms;
- hydroponic, aeroponic, and aquaponic farm facilities; and
- other innovations in agricultural production, such as agroforestry and food forests, as determined by the Secretary.

Project Type Descriptions

1. **Planning Projects (PP)**—The purpose of PP is to support the development of projects that will either initiate, build upon, or expand the efforts of farmers, gardeners, citizens, government officials, schools, and other stakeholders in urban areas and suburbs. PPs may be, but are not limited, to accomplish one or any number of the following—

- Develop recommendations for implementing community gardens and farms that can include urban agroforestry practices, food forests, or orchards, that respond to community needs as it relates to how food is grown, distributed, and marketed in target area(s);
- Facilitate urban agriculture assessments and identify opportunities that connect community needs with the benefits of urban agriculture such as food access, nutrition education, conservation, innovation, and economic development;
- Support the development of business plans, feasibility studies, and strategies to help offset start-up costs for new and beginning farmers in urban and suburban areas;
- Provide support for municipal planning that consider policies to meet the growing needs of and zoning for community gardens and farms, urban agroforestry, orchards, rooftop farms, outdoor vertical production, green walls, indoor farms, greenhouses, high-tech vertical technology farms, and hydroponic, aeroponic, and aquaponic farm facilities; or
- Assist schools that seek to increase knowledge of food and agricultural disciplines such as nutrition, crop and biology science, technology, engineering, and mathematics and to develop and implement programs that create future leaders, farmers, gardeners, and entrepreneurs in agriculture and innovative production.

2. **Implementation Projects (IP)**—The purpose of IP is to accelerate existing and

emerging models of urban, indoor, and other agricultural practices that serve multiple farmers or gardeners. IPs are to improve access to local food in the target area(s). IPs may be designed to—

- Facilitate the development of entrepreneurial projects by offering needed resources, such as job training, land, equipment, mentoring, and other business development assistance to new and beginning farmers;
- Increase food production in small urban and indoor spaces with emerging technologies such as vertical farming, hydroponics, aquaponics, rooftop farms, urban agroforestry etc.;
- Operate community gardens or nonprofit farms to educate a community on food systems, nutrition, environmental impacts, urban agroforestry, food forests, sustainable agriculture, and agricultural production and/or to offer hands-on training in farming or gardening;
- Meet specific State, local, or community food and agricultural needs by assisting municipalities, food producers, community organizations, and schools with policies for community gardens and farms that address food access, soil health, emerging technologies, and agricultural business; or
- Provide schools with resources to incorporate and emphasize the importance of growing and consuming nutritious food as well as training students for careers in agriculture.

B. FEDERAL AWARD INFORMATION

1. Available Funding

a. Estimated Funding

The anticipated total amount of Federal funding the agency expects to award through this opportunity is \$4,000,000.

b. Start Dates and Performance Periods

Projects may be between 1 and 3 years in duration. Applicants should plan their projects based on an estimated project start date of October 1, 2021.

c. Number of Awards

There is no commitment by NRCS to make a specific number of awards.

2. Type of Award

a. Type of Federal Award

The agency plans to award a grant agreement pursuant to this opportunity.

b. Procurement Contracts

The agency does not expect to award procurement contracts associated with this NFO.

c. Eligibility of Renewal or Supplemental Project Applications

Applications for renewal or supplementation of existing projects are not eligible under this NFO. An application for renewal means an application submitted to continue an existing agreement that meets the objectives and requirements of this NFO. An application for supplementation of an existing project means an application to add components to an existing agreement so that it would meet the objectives and requirements in this NFO.

Furthermore, the agency does not expect to offer renewal or supplementation to awards resulting from this funding opportunity.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Applicants and applications must meet eligibility criteria by the application deadline to be considered for award. Eligible applicant type is determined by the implementing program statute. Applicant entities identified in the SAM.gov exclusions database as ineligible, prohibited/restricted, or excluded from receiving Federal contracts and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program (2 CFR 200.206(d)).

Eligibility for this opportunity is limited to the following entity types:

- Native American tribal governments (federally recognized);
- Native American tribal governments (other than federally recognized);*
- Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education;
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education;
- A unit of local government; and
- Any school that serves any of the grades kindergarten through grade 12.

*State designated Indian Tribes fall in this category (i.e., select "Native American tribal organizations (other than Federally recognized tribal governments when completing the SF-424 block 9)).

Failure to meet an eligibility criterion by the time of application deadline will result in the application being excluded from consideration.

2. Other

Applicants for PP and IP awards are encouraged to seek and create partnerships with public or private, nonprofit or for-profit entities, including links with academic institutions (including minority-serving colleges and universities), and/or other appropriate professionals, community-based organizations, and local

84

government entities. Only the applicant must meet the eligibility requirements.

Applicants meeting the following four criteria will be given higher consideration:

- a. Experience in the area of:
 - i. agriculture and/or innovative production for three years or more; and
 - ii. serving communities in urban areas, suburbs, or urban clusters where access to fresh foods are limited or unavailable, such as listed in the USDA ERS - Food Access Research Atlas
- b. Demonstrate competency to implement a project, provide fiscal accountability, collect data, and prepare reports and other necessary documentation;
- c. Demonstrate a willingness to share information with researchers, evaluators, practitioners, and other interested parties, including a plan for dissemination of results; and
- d. Collaborate with one or more partner organizations working in the project target area(s).

Any award made pursuant to this NFO will be made to a single entity. Applicants that apply as “partnerships” or other similar groupings must clearly describe the relationship between the applicant and the “partner” parties. In all but exceptional cases, it must be reflected in the award as an awardee/sub-awardee relationship.

An applicant organization may not submit more than one application. If more than one is received, only the first submission will be considered.

Projects awarded pursuant to this NFO will be grant agreements. These agreements are not Farm Bill incentive contracts, therefore the awards in and of themselves are not limited by the payment limitation in Chapter 58 of 16 U.S.C. However, any agricultural producers receiving a payment through participation in a project awarded under this NFO must meet the eligibility requirements of 7 CFR Part 12 and 7 CFR Part 1400 and have control of the land involved for the term of the proposed award period.

3. Cost Sharing or Matching

There is no cost sharing or matching requirement for this opportunity. There is no competitive advantage to applicants who voluntarily provide a match.

D. APPLICATION AND SUBMISSION INFORMATION

1. Information for New Users of Grants.gov

a. Overview

While a Grants.gov account is not required to download an NFO and related documents, it is required to submit an application. If your organization has never submitted an application via Grants.gov, be aware that there are several steps you must take to register your organization before you can submit an application.

Completing those steps takes a significant amount of time.

For information about the Grants.gov pre-award phase of the grant lifecycle see <https://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.html>.

b. Register to Apply through Grants.gov

Carefully review the registration steps and gather information requested prior to beginning the registration process to avoid last-minute searches for required information. For assistance with the registration process, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov.

Organizations must complete all steps to register (steps i. through v. below).

Complete organization instructions are included on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>.

Although creating a Grants.gov account online can take only minutes, DUNS and SAM registrations may take several weeks. Therefore, organizations should begin the process early to ensure they have sufficient time to complete registration and meet required application submission deadlines.

Individuals are not subject to the DUNS or SAM requirement and may begin with step iii., Create a Grants.gov Account, listed below. (**Note:** Individuals are not eligible for all opportunities.)

c. Steps to Register:

- i. *Obtain a Unique Entity Identifier/DUNS Number:* All entities applying for funding must have a DataUniversal Numbering System (DUNS) Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the Standard Form (SF)-424, "Application for Federal Assistance." For more detailed instructions for obtaining a DUNS Number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

Refer to Section 3.h. of this opportunity for information regarding the Unique Entity Identifier (UEI).

- ii. *Register with SAM:* All organizations must register with System for Award Management (SAM) in order to apply online through Grants.gov. SAM registration must be renewed annually. Part of the SAM registration process includes designating an Electronic Business Point of Contact (EBiz POC). **The EBiz POC plays an integral part in the organization's Grants.gov registration and application process.** The individual in that role must

authorize all other roles in Grants.gov. For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

- iii. *Create a Grants.gov Account:* From the Grants.gov webpage (<https://www.grants.gov/>), click “Register” in the top right-hand corner and follow the on-screen instructions or refer to the detailed instructions here: <https://www.grants.gov/web/grants/applicants/registration.html>
- iv. *Add an Organization Applicant Profile to a Grants.gov Account:* A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the UEI (Unique Entity Identifier) field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>
- v. *EBiz POC Authorized Profile Roles:* After you register with Grants.gov and create an Organization Applicant Profile, you must establish roles for individuals in the organization. The Authorized Organizational Representative (AOR) role is critical; it gives an individual permission to complete and submit applications on behalf of the organization. Without this role, the organization cannot submit any applications. The request for role assignment will be routed to the organization’s EBiz POC for approval. Once approved, the AOR can submit an application online. For more detailed instructions about creating an EBiz POC authorized profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

Track Role Status: To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

- d. *Electronic Signature.* When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role. **This step (step c.v. above) is often missed and it is crucial for valid and timely submissions.**
- e. *Workspace.* Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NFO, you can create individual instances of a workspace.

An applicant can start an application in Workspace and return to work on it later within Workspace.

- f. Apply for an Opportunity. Below is an overview of applying on Grants.gov. For complete instructions on how to apply for opportunities, refer to:
<https://www.grants.gov/web/grants/applicants/workspace-overview.html>
- i. Create a Workspace: Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.
 - ii. Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the status of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
 - Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:
<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>
 - Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
 - Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer (i.e., prepopulate) to the other forms.
 - iii. Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
 - iv. Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after

submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

- v. For additional training resources, including video tutorials, refer to: <https://www.grants.gov/web/grants/applicants/applicant-training.html>

2. Electronic Application Package

Applicants interested in submitting an application in response to this NFO must submit it via Grants.gov; the agency will not accept applications submitted via email or any other method. Applicants are urged to submit early to the Grants.gov system.

For technical issues with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. Awarding agency staff cannot support applicants regarding Grants.gov accounts.

Address to Request Application Package

All information necessary to apply for this opportunity is included in the Grants.gov opportunity announcement.

3. Content and Form of Application Submission

The agency may choose not to consider applications that fail to comply with the required content, format, and page limits, or those that are incomplete.

To be considered for funding under this opportunity, an application must contain the documents in items a. through h. below.

- a. **Project Narrative**—Applicants are strongly encouraged to use the provided Project Narrative Template when submitting an application in Grants.gov. Find the Project Narrative Template located in the Related Documents tab of this opportunity on Grants.gov.

Each page must be numbered and have one-inch margins. The text of the project narrative must be single spaced and typed in a standard typeface (e.g., Times New Roman, Arial, Courier) with no smaller than 12-point font. The project narrative must not exceed 15 pages: 10 pages of written text, and up to 5 additional pages for figures and tables. **This page limitation applies to the project narrative only**; it does not include the Project Abstract Summary (described in Section b, below) which has a separate limit of one page.

For a **Planning Project (PP)**, include headings noted for items **i.** through **v.** below, followed by a narrative that includes a response for each of the points noted for the corresponding item. For an **Implementation Project (IP)**, include headings noted for items **i.** through **vii.** below, followed by a narrative that includes a response for each of the points noted for the corresponding item.

- i. **Project Overview and Relationship to Program Objectives**—Present a statement of need or assessment of the problem. Define the target audience and end users of this project. Describe how this project will initiate, build upon, or expand related work or programs. Discuss how project activities and outcomes will address the purpose of the PP and IP and how the project will make a difference in the targeted urban area(s) and/or suburb(s).
- ii. **The Community to Be Involved in the Project and the Needs to Be Addressed**—Describe your approach to determining the critical elements and needs of the local food economy or food system of the area or community to be served. Document this with data such as demographics, income, and geographic characteristics of the area(s) or community to be served, linking it to UAIP priorities. What is the situation that is causing concern? Why is it happening?
- iii. **The Organizations and Communities Involved in the Project**—List the partner(s), organization(s) and community(ies) and key personnel to be involved in carrying out the proposed project and how they will be involved. Include a description of the relevant experience of each, including the applicant organization that will be involved, and any related project history. Proposals should demonstrate extensive community linkages and coalitions. Applicant organizations should demonstrate a history of commitment to and direct involvement with UAIP priorities, as well as success in outreach to the area or community to be served. The qualifications of key personnel involved with the proposed project and/or organizational leadership must reflect the expertise necessary to carry out the proposed project activities or similar types of activities. Experience in and connections with the community will be considered as important as academic or professional credentials in this regard.

Project Goals and Intended Outcomes—Concisely state the goal(s) and objectives of the proposed project. Note the main targets or beneficiaries of the project and the community needs and opportunities being addressed. Identify anticipated outcomes and benefits in measurable terms. Outcomes must be specific, measurable, achievable, realistic, and timely. Describe what will be accomplished, and who and how many people (e.g., residents, students, participants) will benefit. Describe the involvement of stakeholders in developing project objectives and implementing results.
- iv. **Activities to Achieve the Goals**—Summarize the work to be performed in non-technical terms for each goal and project objective(s). Explain why the applicant and its partners selected the activities proposed in the application. Include a timeline of activities with milestones and verifiable indicators to demonstrate how progress will be measured and achieved, and methods that will be used to ensure fiscal accountability. The summary should include the relevance of the project to the priorities of UAIP.
- v. **Evaluation**—Include a strong evaluation component. Innovative evaluation strategies are especially encouraged. USDA seeks to determine

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best practices, including valuable lessons learned; therefore, proposals are encouraged that include both process evaluations (developing and monitoring indicators of progress towards the objectives) and outcome evaluations (to determine whether the objectives were met).

- vi. **Self-Sustainability**—Describe which aspects or components of the project will continue beyond the end of the project period. Discuss how a one-time infusion of Federal funds will be enough for the proposed IP to advance UAIP goals and achieve sustainability. Identify actual or potential funding sources for continuation of the project after Federal funding has ended.

b. **Project Abstract Summary (1 page-maximum)**

Present a statement of need or assessment of the problem. Define the target audience and end users of this project. Describe your approach to determining the critical elements and needs of the local food economy or food system of the area or community to be served. Describe how this project will initiate or build upon or expand related work or programs. The summary should also include the relevance of the project to the purpose and priorities of UAIP.

The following documents do not count toward the above stated page limit.

- c. **Standard Form (SF) 424, Application for Federal Assistance.** See Instructions for Completing SF-424 located in the Related Documents tab of this opportunity on Grants.gov.
- d. **SF 424A, Budget Information - Non-Construction Programs.** Fill in all spaces as appropriate. Section B, Item 6, Column 1 should reflect the agency funds, and Column 2 should reflect the applicant's matching funds, if any. This form is the summary budget for the project and should include the full project totals on pages one and two. See Instructions for Completing SF- 424A located in the Related Documents tab of this opportunity on [Grants.gov](https://www.Grants.gov). Refer to Section D of this opportunity for information regarding indirect costs.

Construction-Related Projects are to include construction costs in Section B. line 6.g. of the SF-424A. In addition, the applicant must submit an itemized breakdown of that amount in a construction budget with engineering, architectural and/or site work type costs using the form **SF 424C, Budget Information – Construction Programs**. See Instructions for Completing SF-424C located in the Related Documents tab of this opportunity on [Grants.gov](https://www.Grants.gov).

e. **Budget Narrative.**

- i. In a separate document titled "Budget Narrative," explain and justify all requested budget items/costs. Detail how the totals on the SF-424A and, if applicable, the SF-424C were determined and demonstrate a clear connection between costs and the proposed project activities. For

personnel salary costs, include the base- line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal cost principles requires the agency's approval and estimate its cost. The pages included as the budget narrative to not count toward the page limit. See the Budget Narrative Guidance in the Related Documents tab of this opportunity on Grants.gov.

- ii. As required in Title 2 of the Code of Federal Regulations Part 200, Subpart F Audit Requirements, all U.S. States, local governments, federally-recognized Indian Tribal Governments, and non-profit organizations expending \$750,000 or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System.
- iii. All applicants are hereby notified of the following:
 - Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. (Accepting the 10 percent *de minimis* rate as a condition of award constitutes establishing an approved rate.)
 - Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
 - Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

Grants.gov Lobbying Form, Disclosure of Lobbying Activities. Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the award. Submission of an application also represents the applicant's certification of the statements in 2 CFR Part 418, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this application AND the Federal share exceeds \$100,000, you must also complete and submit the SF LLL, Disclosure of Lobbying Activities located at 2 CFR 418, Appendix B. See 2 CFR 418.110 for more information on when additional submission of this form is required.

- f. **Negotiated Indirect Cost Rate Agreement** (if applicable). If charging indirect costs (including for cost share), upload the agreement under Other Attachments in the Grants.gov Opportunity Application Package. See Section 7. for information

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regarding indirect costs.

- g. Unique Entity Identifier/DUNS and System for Award Management (SAM).** Each applicant (unless the applicant is an individual excepted from those requirements under 2 CFR Section 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR Section 25.110(d)) is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier (DUNS number) in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The agency may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the agency is ready to make an award, it may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Entities must obtain a DUNS and register in SAM prior to registering with Grants.gov. A description of each is below. Entities are strongly encouraged to apply early for their DUNS number and SAM registration.

DUNS Number: A Dun and Bradstreet DUNS number is a unique, nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. Applicants must obtain a DUNS number. Information on how to obtain a DUNS number can be found at <http://fedgov.dnb.com/webform> or by calling 1-866-705-5711.

System for Award Management (SAM) Registration: SAM is the official Federal system that consolidated the capabilities of Central Contractor Registry, Federal Agency Registration, Online Representations and Certifications Application, and Excluded Parties List System. To register, go to: <https://www.sam.gov>. The Federal Service Desk is available for registration assistance and can be contacted via the Help tab at the website listed above.

Awarding agency staff cannot support applicants regarding DUNS or SAM issues.

The Government intends to replace the D-U-N-S® number with a “new, non-proprietary identifier” requested in, and assigned by SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. See Planned UEI Updates in Grant Application Forms for UEI updates.

4. Submission Dates and Times and Correspondence

Applicants must submit applications via Grants.gov. Applications must be received by 11:59 p.m. Eastern Time (ET) on July 30, 2021. An application submitted or resubmitted after the deadline is late (an application is considered on time at 11:59.59

p.m. ET, but it is late at 12:00 a.m. ET). Applicants should be mindful that system delays are possible, it is recommended to submit applications ahead of the July 30, 2021 deadline. Late submissions will not be reviewed or considered.

Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the Authorized Organizational Representative (AOR) role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process; be patient and give the system time to process the application.

If you have trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any issues. Keep a record of any such correspondence. See Part IV. A for Grants.gov contact information.

For applications successfully transmitted to Grants.gov before the deadline: The applicant with the AOR role who submitted the application will receive—

- an acknowledgement of receipt and a tracking number (GRANTXXXXXXXXX) from Grants.gov;
- an email with the official date/time stamp (this stamp is used to determine if the application was received prior to the deadline) and Grants.gov

When the agency successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will also provide an electronic acknowledgment of receipt of the application to the applicant.

5. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

6. Funding Restrictions

Funds may not be used to pay any of the following costs unless otherwise permitted by law and, approved in writing by the agency in advance of incurring such costs:

- a. Costs above the amount of funds authorized for the project;
- b. Costs incurred prior to the effective date of the award, including time spent applying for this opportunity;
- c. Costs which lie outside the scope of the approved project and amendments thereto;
- d. Entertainment costs, regardless of their apparent relationship to project objectives;
- e. Compensation for injuries to persons, or damage to property arising out of project activities;
- f. Consulting services performed by a Federal employee during official duty hours when such consulting services result in the payment of additional compensation to the employee; and

- g. Renovation or refurbishment of research or related spaces, the purchase or installation of fixed equipment in such spaces, and the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.
- h. Meals: Meals may be charged to an award only if they are necessary for the performance of the project. For instance, meals (normally only lunch) that are a necessary part of the costs of meetings and conferences (i.e., required attendance and continuity of a meeting), the primary purpose of which is the dissemination of information, are allowable, as are costs of transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Note: Meals consumed while in official travel status do not fall in this category. They are per diem expenses and should be reimbursed in accordance with the organization's established travel policies subject to statutory limitations or in accordance with Federal travel policies.
- i. Costs normally charged as indirect costs may not be charged as direct costs without proper justification and agency approval. Proper justification includes documentation that the costs meet the criteria for allowability (see 2 CFR 200.403). Examples of such costs include rent, utilities, depreciation on buildings and equipment, the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.
- j. Salaries that are not commensurate with level of work: All costs must be reasonable to be allowable (CFR 200.403), and 2 CFR 200.404 defines a reasonable cost as one if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Salaries determined not to be reasonable compared to the level of work will be unallowable.

This list is not exhaustive. Questions regarding the allowances of particular items of cost should be directed to the administrative contact listed in this NFO.

7. Indirect costs limitations:

- a. To be eligible to recover any indirect cost under a Federal award, recipients must either 1) have a current negotiated indirect cost rate agreement (NICRA) with a Federal agency that has not expired; or 2) qualify for use of the de minimis rate authorized by 2 CFR 200.414(f). In order to qualify for the de minimis rate, the recipient must have never had a NICRA. A State, local, or Tribal Governmental department or agency unit that receives more than \$35 million in direct Federal funding is not eligible for the de minimis rate.
- b. Applicants not subject to a statutory limitation, which have a current NICRA must calculate indirect costs using the rate and base specified in their NICRA. A recipient may voluntarily reduce or waive recovery of indirect costs at its sole discretion and must not be encouraged or coerced in any way to do so by the agency. A copy of the applicant's current NICRA must be provided with the application. Indirect costs may not be recovered under an expired NICRA.

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However, if an applicant with a current NICRA is subject to the statutory limitation, indirect costs must be calculated as follows. First, multiply the NICRA rate by the base stated in the NICRA to arrive at Amount A. Next, multiply the statutory limit of 10 percent by the total of all direct costs to arrive at Amount B. The lower of Amount A and B is the amount of indirect cost to include on the budget.

- c. Entities that are eligible for the *de minimis* rate who already have a *de minimis* rate agreement must use the rate and base specified in the agreement, which is modified total direct costs (MTDC) as defined by 2 CFR 200.68 and also excluding the amount of each subaward exceeding \$25,000. Note that MTDC excludes certain costs from the base to which the rate is applied. A copy of the applicant's *de minimis* rate agreement must be provided with the application. If a recipient is eligible to use the *de minimis* rate, but does not have a *de minimis* rate agreement, use an indirect cost rate of no more than 10 percent of MTDC when preparing the budget. If selected for award, a *de minimis* rate agreement will be executed along with the award.

E. APPLICATION REVIEW INFORMATION

1. Review and Selection Process

Applications will be screened for completeness and compliance with the provisions of this notice. Incomplete, noncompliant, and/or applications not meeting the formatting criteria may be eliminated from competition. In that event, the agency will send notification of elimination to the applicant. The agency intends to select and award without conducting any discussions or allowing applicants to correct deficiencies or omissions in their applications. Consequently, applicants must ensure their applications are complete and accurate. However, while the agency intends to select without contacting applicants, it reserves the right to request applicants to revise their applications to correct deficiencies or omissions it identifies. If this occurs, the agency will conduct discussions with all applicants, identify deficiencies and omissions for all, and give applicants an opportunity to submit a revised application by a common cut-off date. The agency may also contact individual applicants to clarify certain components of their applications.

Merit/technical reviews will be conducted by a technical review board nominated by the approving official. Risk reviews will be conducted by the FPAC Business Center, Grants and Agreements Division. The approving official will make the final award decisions. The approving official for this opportunity is the Chief of the Natural Resources Conservation Service.

2. Merit/Technical Criteria

a. Evaluation Criteria

The weights and evaluation criteria below will be used in reviewing applications submitted in response to this NFO:

- i. Consistency with the UAIP's purpose and priorities presented herein (20%);
- ii. Quality of the plan presented to effectively support the development of urban agriculture and innovative production activities such as gardens and farms, rooftop farms, urban agroforest, food forests, orchards, outdoor vertical production, green walls, indoor farms, greenhouses, high-tech vertical technology farms, and hydroponic, aeroponic, and aquaponic farm facilities within the targeted area(s), including a plan for ensuring fiscal accountability (20%);
- iii. Potential for positive impact in targeted urban and suburban areas where limited access to healthy affordable food is an issue as listed in the USDA Food Access Research Atlas (20%);
- iv. Internal and external organizational support for execution of the project, including experience and expertise of key personnel in agriculture and innovative production (20%);
- v. Quality of the plan for information sharing and creating partnerships with public or private, nonprofit or for-profit entities, including links with academic institutions (including minority-serving colleges and universities), and/or other appropriate professionals, community-based organizations, and local government entities to achieve project objectives and outcomes (10%); and
- vi. Projects with budgets not including the purchase of special-purpose equipment, vehicles, land, and building space during the length of the grant (10%).

3. Administrative and Risk Criteria

Notice of selection after merit/technical evaluation does not guarantee that an applicant will receive an award. Following notification of selection for funding (see section F), the FPAC Business Center, Grants and Agreements Division's staff conducts a final administrative and risk review of those applications. The administrative review includes, but is not limited to, a check to ensure that NFO requirements were met (e.g., applicant meets eligibility criteria, application was submitted via Grants.gov by the established deadline), and proposed costs are allowable, allocable and necessary. During this process, it may be necessary to request further documentation from the applicant (e.g., organizational information as part of the risk assessment, more detail regarding proposed costs).

In addition, to comply with the requirements at 2 CFR 200.206, the agency will follow, at a minimum, the risk review process described below (additional steps may be taken).

The awarding agency will check SAM to ensure the applicant is not suspended or debarred, which would preclude receiving an award. In addition, prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (\$250,000), the agency must review and consider any information about the

applicant that is in the designated integrity and performance system accessible through SAM (the Federal Awardee Performance Integrity Information System, FAPIIS) (see 41 U.S.C. 2313 and 2 CFR 200.206(a)).

An applicant must meet the following standards to be considered for award:

- i. Financial Stability. The applicant maintains an adequate financial resources or cash flow to meet its financial obligations on a routine basis in order to successfully complete any agreement it may be awarded.
- ii. Quality of Management Systems and Ability to meet Management Standards prescribed in 2 CFR Part 200. The applicant has a financial management system adequate to segregate and track federal funds. It has adequate systems in place for proper agreement administration; compliance with the standards outlined in 2 CFR Part 200 Subpart D for procurement, property, and records management; and required financial and performance reporting.
- iii. History of Performance. If the applicant has previously obtained Federal financial assistance award, it has never failed to materially comply with the Federal award terms and conditions and further that it has never had an award terminated on that basis.

Submission of an application constitutes certification that an applicant meets these standards (items a through c. above). The agency may request documentation to substantiate the certification. Based on risk assessment, the agency may impose specific award conditions in accordance with 2 CFR 200.208.

4. Awards Over the Simplified Acquisition Threshold (if applicable)

- a. Prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (\$250,000), the agency must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (the Federal Awardee Performance Integrity Information System, FAPIIS) (see 41 U.S.C. 2313 and 2 CFR 200.206(a));
- b. An applicant may review information in FAPIIS accessible through SAM and comment on any information about it that a Federal awarding agency previously entered;
- c. The agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR 200.206, Federal awarding agency review of risk posed by applicants.

5. Anticipated Selection Announcement and Federal Award Dates

The agency anticipates announcing or notifying successful and unsuccessful applicants by August 31, 2021 and expects to have Federal awards in place by September 30, 2021.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The agency will provide notice that an application has been selected before it actually makes the Federal award. As such, the selection notification is not an authorization to begin performance. Any pre-award costs incurred by the awardee will not be reimbursed. The Notice of Grant and Agreement Award (ADS-093) signed by the authorized agency official is the only authorizing document and will be provided electronically to the entity's authorized official for signature.

Both successful and unsuccessful applicants will be notified of the award decision via letter.

2. Administrative and National Policy Requirements

All project funds will be used in accordance with 2 CFR 200 and the General Terms and Conditions, which are included in the Related Documents tab of the opportunity on Grants.gov.

Preapplication coordination is not applicable. Environmental impact information is not required for this program. This program is excluded from coverage under Executive Order 12372.

3. Reporting

Reporting will follow the guidelines included in the agency's General Terms and Conditions, which are included in the Related Documents tab of the opportunity on Grants.gov. Recipients of awards under this NFO may anticipate the following reporting requirements:

- a. Performance reports are on an annual basis to the ezFedGrants system or the FPAC Grants and Agreements Division due 30 calendar days after the reporting period and are based on the agreement period of performance start date.
- b. Financial reports are on a quarterly basis to the ezFedGrants system or the FPAC Grants and Agreements Division. Reports are due 30 calendar days after the reporting period on January 31, April 30, July 31, October 31. Note that financial reporting is based on the calendar year.

If the Federal share of any agreement awarded under this opportunity notice may include more than \$500,000 over the period of performance, recipients must also

comply with the post award reporting requirements reflected in Appendix XII of 2 CFR Part 200 —Award Term and Condition for Recipient Integrity and Performance Matters.

Applicants that receive awards pursuant to this opportunity and any subawardees must comply with the reporting requirements described at 2 CFR Part 170, unless an exception applies. Applicants must ensure they have the necessary processes and systems in place to comply with those requirements. A list of exceptions can be found at 2 CFR 170.110(b).

G. FEDERAL AWARDING AGENCY CONTACT

For questions regarding this opportunity, please contact one of the following individuals with the NFO number in the subject line:

Name: Melanie Krizmanich
Grants Management Specialist
FPAC Business Center
Mailing Address: Patriots Plaza III, 11-149A, 355 E Street SW, Washington, DC 20319
Phone Number: (202) 572-5805
Email: Melanie.Krizmanich@usda.gov with a copy to FPAC.BC.GAD@USDA.GOV

H. OTHER INFORMATION

1. Questions regarding this opportunity must be submitted to the Federal Awarding Agency Contact identified above via email with the NFO number in the subject line. Questions must be submitted by July 14, 2021. A summary of questions and answers will be posted to the Related Documents tab of this NFO in Grants.gov approximately two weeks before the application due date.
2. For technical issues with Grants.gov, please contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. Awarding agency staff cannot support applicants regarding Grants.gov accounts.
3. **Freedom of Information Act (FOIA)**
Applications are considered confidential information. Applications are not shared with individuals or entities seeking public disclosure through the Freedom of Information Act (FOIA) without the consent of the applicant. More specifically, Executive Order 12600 and USDA FOIA regulation 7 CFR Part 1, Subpart A requires the awarding agency to provide notice to applicants that a third party has requested copies of their business information, and requires the awarding agency to consult with applicants regarding the releasing their records.
4. **Government Obligation**
The Federal Government is not obligated to make any Federal award as a result of this opportunity. Only authorized Federal officials can bind the Federal Government

to the expenditure of funds.

U.S. Department of Agriculture Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call

(866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

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REDEVELOPMENT TRUST FUND

	APPROVED BUDGET FY2021	PROPOSED BUDGET FY2022	INCREASE/ (DECREASE)
REVENUE:			
Balance Brought Forward	1,000,000	2,000,000	1,000,000
Ad Valorem Taxes (TIF)	2,737,786	2,950,477	212,691
Rental Income	65,000	76,623	11,623
Interest	1,000	1,000	0
TOTAL REVENUE	3,803,786	5,028,100	1,224,314
EXPENSES:			
Employee Expenditures:			
Salaries & Wages	385,530	424,000	38,470
Retirement	34,670	38,200	3,530
Insurance - Health/Dental	74,000	74,000	0
Payroll Taxes	30,000	33,000	3,000
Total Payroll Expenditures	524,200	569,200	45,000
Professional Expenditures			
Eng. & Const. Coordination	200,000	400,000	200,000
Technical Assistance	350,000	200,000	-150,000
Audit Fees	20,000	25,000	5,000
Legal Fees	50,000	50,000	0
Total Professional Expenditure	620,000	675,000	55,000
Other Expenditures			
Government Fees & Services	300	300	0
Insurance/Property/Liability	25,000	25,000	0
Landscape & Prop. Maintenance	140,000	140,000	0
Property Management	30,000	30,000	0
Streetlights/Utilities	65,000	65,000	0
Office Rent/Utilities	70,000	75,000	5,000
Advertising	10,000	10,000	0
Community Garden	100,000	100,000	0
Community Activities	100,000	100,000	0
PR & Marketing	60,000	60,000	0
Public Art	0	75,000	75,000
Bank Fees & Charges	2,200	2,200	0
Neighborhood Preserv. Grant	60,000	80,000	20,000
COVID-19 SBA Program	100,000	0	-100,000
Tenant Buildout Asst.	100,000	100,000	0
Rent Asst. program	100,000	100,000	0
Site Develop. Asst. Program	225,000	225,000	0
Commun /Mailouts	6,500	6,500	0
Dues & Subscriptions	2,500	2,500	0
Housing & Economic Devel.	350,000	370,000	20,000
Staff & Board Development	15,000	15,000	0
Office Equipment/Supplies	20,000	20,000	0
Miscellaneous	18,086	22,400	4,314
Transfer to Capital Improv.	1,060,000	2,160,000	1,100,000
Total Other Expenditures	2,659,586	3,783,900	1,124,314
Total Expenditures	3,803,786	5,028,100	1,224,314

CAPITAL IMPROVEMENT FUND

	APPROVED FY2021	PROPOSED FY2022	INCREASE/ DECREASE
REVENUES:			
Balance Brought Forward	600,000	91,000	-509,000
Solid Waste Authority	91,000	91,000	0
Transferred from Trust Fund	1,060,000	2,160,000	1,100,000
USDA Grant	0	150,000	150,000
CDBG Grant	300,000	237,000	-63,000
Total Revenue	2,051,000	2,729,000	678,000

EXPENDITURES:

Construction Projects

Property Acquisition	600,000	800,000	200,000
BH Infrastructure Improvement	1,320,000	1,130,000	-190,000
Dog Park	131,000	149,000	18,000
USDA Community Garden	0	150,000	
Westgate Avenue	0	500,000	500,000
Total Expenditures	2,051,000	2,729,000	678,000

Transportation Planning Agency Fund

	APPROVED FY2021	PROPOSED FY2022	INCREASE/ DECREASE	CONSTRUCTION
REVENUES:				
Balance Brought Forward	4,467,000	6,354,982	1,887,982	
Belvedere Heights Phase 1	0	0	0	
Belvedere Heights Phase 2	0	0	0	
Westgate Ave Streetscape	0	0	0	
Seminole Boulevard	887,982	0	-887,982	
Cherry Road	1,000,000	0	-1,000,000	
Total Revenue	6,354,982	6,354,982	0	
EXPENDITURES:				
Construction Projects				
Belvedere Heights Phase 1	1,104,000	1,104,000	0	2021
Belvedere Heights Phase 2	956,000	956,000	0	2022
Westgate Ave Streetscape	2,407,000	2,407,000	0	2023
Seminole Boulevard	887,982	887,982	0	2023
Cherry Road	0	1,000,000	1,000,000	2024
Total Expenditures	5,354,982	6,354,982	1,000,000	

FW: Belvedere Heights Phase II - Project 2019024

Holly Knight

Thu 7/8/2021 9:23 AM

To: Elizee Michel <EMichel@pbcgov.org>;

Cc: Kristine Frazell-Smith <Kfsmith@pbcgov.org>; Kathleen Farrell <KFarrell@pbcgov.org>; Morton Rose <MRose@pbcgov.org>; Sandra Ospina M. <SOspina@pbcgov.org>; Colleen Flanagan <CFlanagan@pbcgov.org>;

Elizee,

We are processing the CEI task for the Belvedere II project and will need a check from the CRA for \$275,000.

Consultant \$184,000
Contingency \$50,000
Staff Costs \$41,000
Total \$275,000

Please send the check to my attention. Colleen can send you a scan of the consultant's scope/fee if you would like to see it.

Thank You,
Holly

From: Colleen Flanagan <CFlanagan@pbcgov.org>
Sent: Thursday, July 8, 2021 9:20 AM
To: Holly Knight <HKnight@pbcgov.org>
Cc: Colleen Flanagan <CFlanagan@pbcgov.org>
Subject: Belvedere Heights Phase II - Project 2019024

Hi Holly:

The scope of services is \$183,991.50, for CRA check.

Thank you,
Colleen

Colleen Flanagan
Tech Assistant I
Palm Beach County
Roadway Production Division
(561) 684-4192
CFlanagan@pbcgov.org



1.05



Departamento de
Servicios Públicos de Agua
Ingeniería

8100 Forest Hill Blvd
West Palm Beach, FL 33413
(561) 493-6000
Fax: (561) 493-6085
www.pbcwater.com

Condado de Palm Beach
Junta de Comisionados
del Condado

Dave Kerner, Alcalde
Robert S. Weinroth, Vicealcalde
Maria G. Marino
Gregg K. Weiss
Maria Sachs
Melissa McKinlay
Mack Bernard

Administrador del Condado
Verdenia C. Baker

"Un Empleador con Igualdad de
Oportunidades de Empleo y
Acción Afirmativa"

23 de junio de 2021

Re: NUEVA TUBERIA PRINCIPAL DE AGUA EN GOLFVIEW
HEIGHTS - WESTGATE COMMUNITY
Proyecto No. 21-025
DIRECCIÓN DE LA OBRA: «SITE_ADDRESS», WEST
PALM BEACH FL

Estimado Residente o Propietario de Negocio:

El Departamento de Servicios Públicos de Agua del Condado de Palm Beach (PBCWUD, *por sus siglas en inglés*) está iniciando un proyecto para mejorar el sistema de agua en su comunidad. Este proyecto incluye la instalación de una nueva tubería principal de agua en el derecho de paso de la calle frente a su propiedad y reemplazar la conexión de la tubería a su medidor de agua actual. Mientras se realiza la obra para reemplazar la tubería de agua existente, PBCWUD también reemplazará los hidrantes contra incendios actuales y añadirá varios hidrantes más. Este proyecto mejorará la calidad del sistema de distribución de agua, ayudará a mantener la calidad de su agua potable y reducirá la cantidad de tiempo que tomará para realizar cualquier reparación requerida al sistema de agua en el futuro.

La línea roja en el mapa aéreo incluido representa el lindero del área del proyecto.

Aunque no anticipamos que la obra de construcción para este proyecto comience sino hasta 2023, actualmente estamos en el proceso de examinar las condiciones existentes dentro de su vecindario para propósitos de la fase de diseño. Durante los siguientes varios meses, usted puede esperar ver a trabajadores sondeando el área del proyecto, conduciendo estudios y marcando las calles y/o las aceras utilizando pintura soluble a base de agua para propósitos de examinación y sondeo. No anticipamos que ninguna parte de este trabajo cause ninguna gran inconveniencia para los residentes, comercios o visitantes al área.

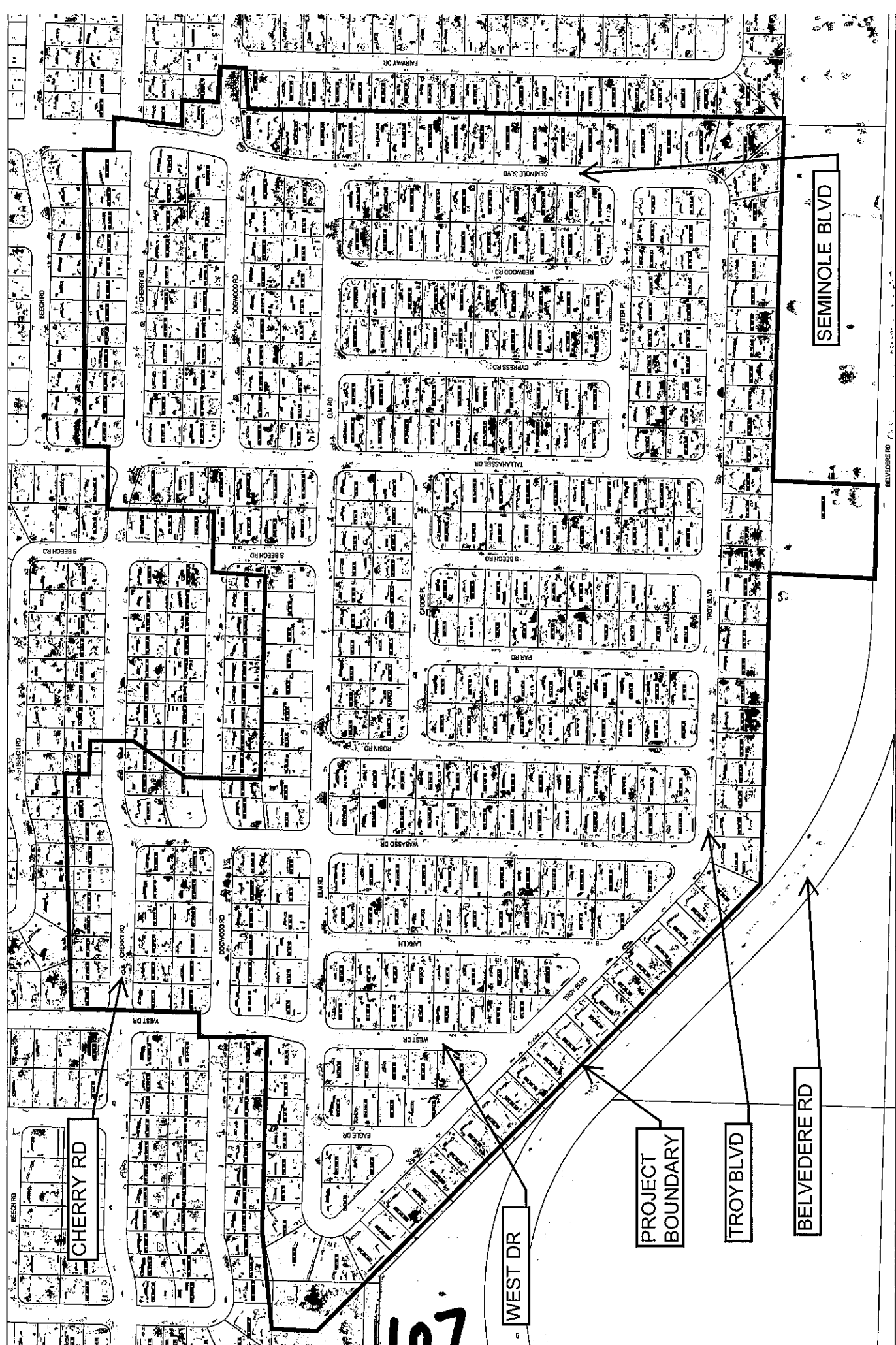
Le mantendremos informado a lo largo de este proyecto para cerciorarnos que usted estará preparado y para reducir cualquier posible inconveniencia. Si usted tiene alguna pregunta, sírvase llamar a nuestra Línea Directa de Información de Proyectos de Agua al 561.493.6251 y utilice el número de proyecto 21-025 como referencia.

Sinceramente,
Ralph Estime
Ralph Estime
Coordinador de Proyectos II

* Vea la traducción en español al dorso de este impreso.

* Si ou bezwen yon kopi lèt sa a an kreyòl, tanpri souple rele 561.493.6251.

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