

MOUNT OLIVE DEVELOPMENT CORPORATION

May 8, 2015

City of Fort Lauderdale
HOPWA Program
Department of Sustainable Development
Housing & Community Development (HCD) Division
700 N.W. 19th Avenue
Fort Lauderdale, Florida 33311

RE: RFP #855-11550
HOPWA Grant Funding & Support Services

Dear Sir/Madam:

Attached for your review and approval consideration is Mount Olive Development (MODCO)'s grant application response to the 2015-2016 Request for Proposal #855-11550 HOPWA Grant Funding & Support Service wherein MODCO is requesting a total of \$485,028.28 for MODCO's Project Base Rental Assistance Housing Program.

The funds will be used to assist individuals that are HIV positive through Broward County.

Your consideration in approving this grant application request is greatly appreciated.

Thank you.

Sincerely,

Dr. Rosalind Osgood
President & CEO

401 NW 9th Avenue | Fort Lauderdale, FL | 33311

Phone: (954) 767-9919 | Fax: (954) 522-2423

WWW.MOUNTOLIVEMODCO.ORG

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TAB #1

BID/PROPOSAL SIGNATURE PAGE

Please Note: All fields below must be completed. If the field does not apply to you, please note N/A in that field.

Contractor, if foreign corporation, may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) Mount Olive Development Corporation

Address: 401 NW 9th Avenue

City: Fort Lauderdale State: Florida Zip: 33311

TelephoneNo. 954-767-9919 FAXNo. 954522-2423 Email: drosgood@yahoo.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): _____

Payment Terms (section 1.04 of General Conditions): _____

Total Bid Discount (section 1.05 of General Conditions): _____

Does your firm qualify for MBE or WBE status (section 1.09 of General Conditions): MBE _____ WBE _____

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
_____	_____	_____	_____
_____	_____	_____	_____

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. If this section does not apply to your bid, simply mark N/A.

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, hereby agrees that in no event shall the City's liability for respondent's indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of five hundred dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:
Dr. Rosalind Osgood
Name (printed)
5/13/2015
Date:

Dr. Rosalind Osgood
Signature
CEO
Title

TAB #2

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

<u>NAME</u>	<u>RELATIONSHIPS</u>
N/A	

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

TAB #3

“Not Applicable No Material”

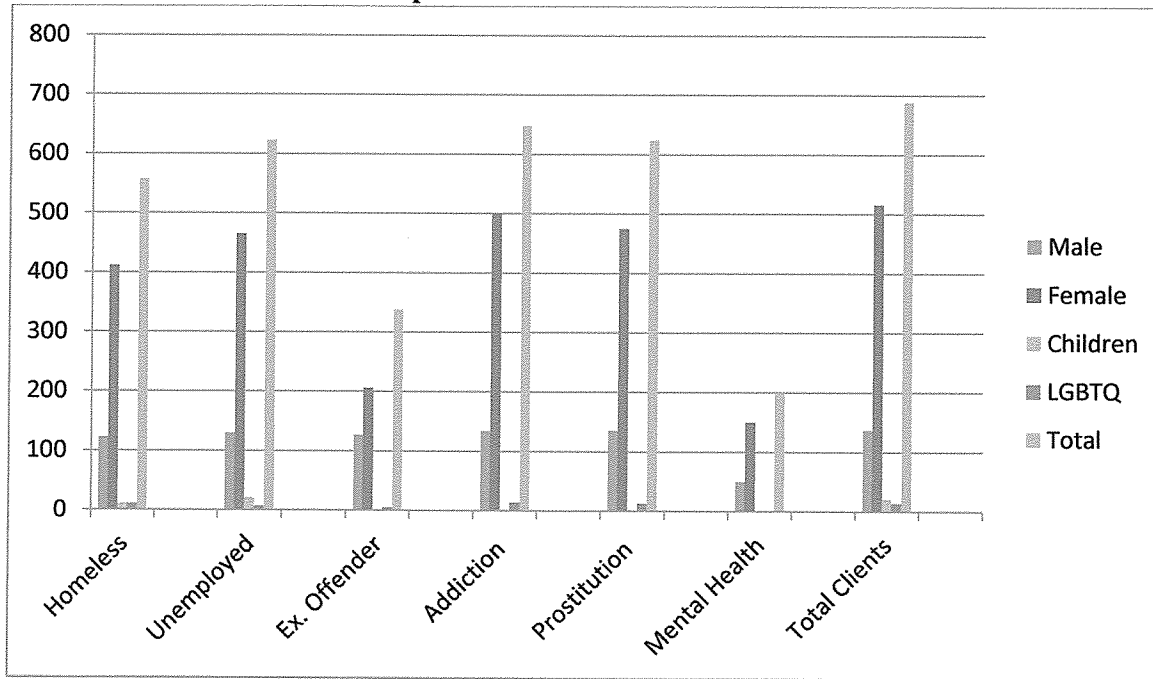
TAB #4

Part IV – Technical Specifications: Proposal Summary

Organizational Capacity and Experience

MODCO is a community-based organization with over 18 years' experience providing quality services to low income families in Broward County. MODCO was incorporated in 1994 as a Community Development Corporation for the New Mount Olive Baptist Church. Since 1996 MODCO has provided services to PLWH/A. MODCO has provided HOPWA Project Based Housing to approximately 725 PLWH/A over the past 16 years nearly 43 annually. **688 (95%) were unduplicated** 81% Homeless, 91% unemployed, 49% ex-offenders, 94% addiction, 91% had been involved in prostitution and 29% had a mental illness diagnoses. See Graph A below for specific breakdown of 688 unduplicated clients. Additionally, MODCO has provided Emergency Housing to 47 individuals 25 unduplicated from 2010-2012.

Graph A: Clients Served Risk Factor Data



MODCO is located in the heart of Ft. Lauderdale with one administrative office and an Enrichment Center Housing Complex in zip code 33311. This area has been identified in the City of Fort Lauderdale's Action Plan as having the majority of the city's low-income residents, as well as being the most heavily populated minority community. It also states that 70% to 100% of the residents in these census tracts have income levels a 80% or below the national poverty level. The 33311 area code also has the highest rate of HIV cases in Broward County. MODCO's Housing Complex is located on the Broward County Transit's Sistrunk Corridor route. Our housing services have been easily accessible to PLWH/A living in Broward County to include the Paul Ryan and Conte Jail facilities under the supervision of the Broward Sheriff's Office. We have provided services to individuals residing or living homeless in Broward County.

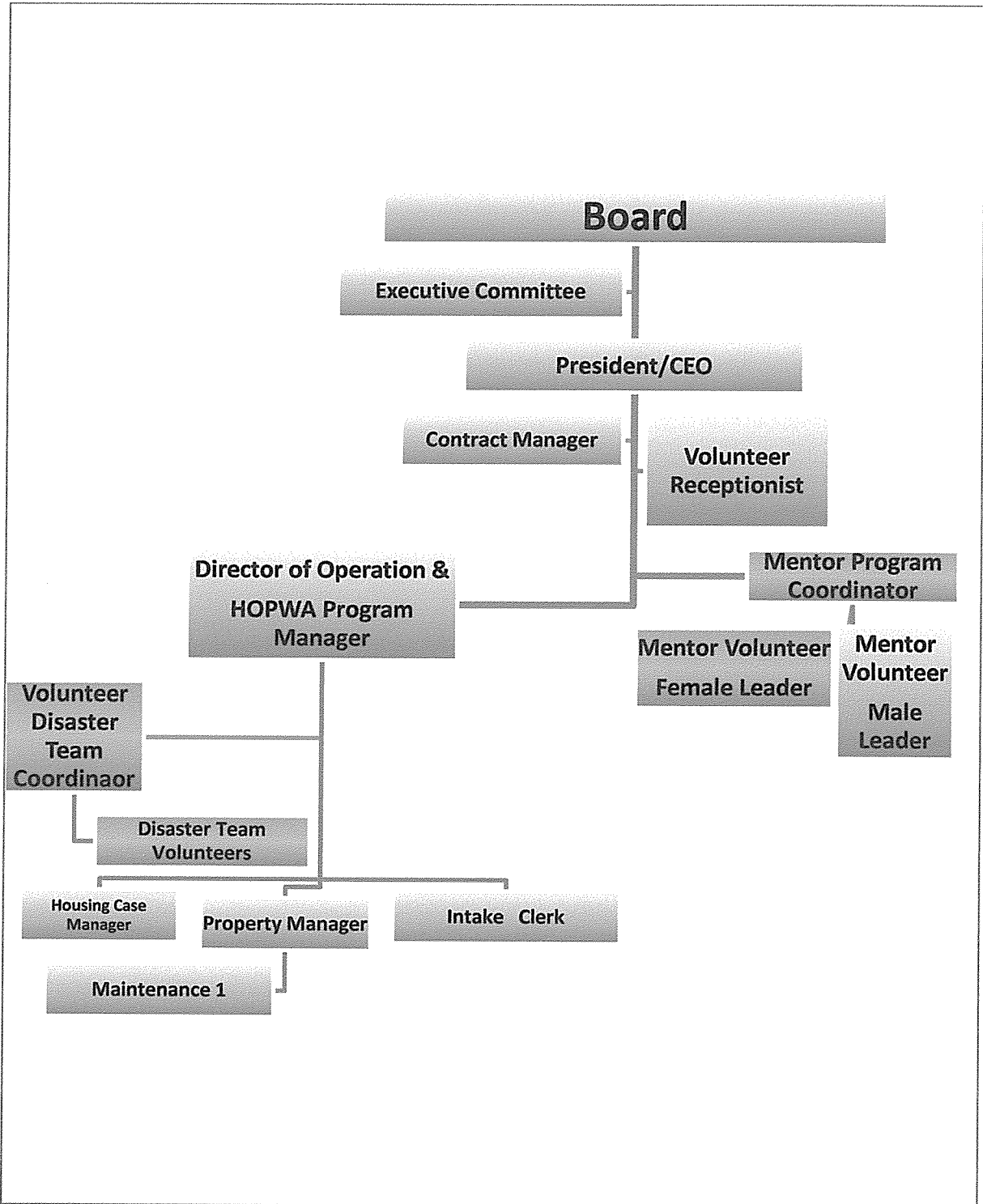
MODCO has provided social services, housing, education and prevention, mentoring, substance abuse prevention and counseling, case management and re-entry services for over 63,564 (primarily HIV positive African American) individuals in Broward County since its inception in 1994 from ages 12-89. Over the past 18 years. MODCO is a Community Development Corporation whose mission is to revitalize low and moderate income communities by providing strategic programs that promote economic development, create jobs, and focus on strengthening families through Public Services, Affordable Housing and Entrepreneurial Ventures. The first two years of MODCO's existence was spent primarily in program planning, community consensus building and establishing operational procedures.

MODCO has received in excess of \$9.1M from various funding sources: the City of Fort Lauderdale, Broward County Housing Finance Authority, Broward County Human Service, the Children Services Council of Broward County, Department of Health, Department of Labor, SAMHSA, United Way of Broward County, New Mount Olive Baptist Church, and private donors, to construct a 4000 sq. ft mix used facility, to renovate 2 two story apartment complexes, to provide housing, to provide indigent care, job training, substance abuse counseling, ex-offender mentoring, life skills training, HIV/AIDS testing, HIV education to over 13,557 individuals, Sexual Assault prevention education information to over 12,345 participants. HOPWA housing for 735 PLWH/A's, medical case management, housing case management, community engagement and support services.

MODCO's core staff collectively has over 60 years of experience in developing and implementing programs for youth and adults from low- income families. MODCO's Staff is currently comprised of five (5) full time employees consisting of our CEO, Director of Operations, Contract Manager, Case Manager, Property Manager and four (3) part-time and twenty-five (25) volunteers). MODCO's Staff has received numerous awards for community service, to include the 2010 Bank America Local Heroes Award, the 2009 JM Family African American Achievers Award, and the 2004 Broward County Urban League's Kathleen Wright Legacy Community Service Award.

MODCO will be responsible for all aspects of the HOPWA Project Based Housing Program. The CEO will be responsible for program oversight. The Contract Manager will be responsible for invoicing and contract compliance. The PBR staff will include fulltime staff of 1 program coordinator, 1 housing case manager, 1 property manager. Part-time staff will include 1 intake clerk, and 1 maintenance helper.

MODCO's Organizational Chart 2015



MODCO's Current Funding Sources Chart

Funder	Contract/ Agreement #	Term of Contract	Program Funded	Contact person	Phone & Email
City of Fort Lauderdale	HP152231-32	October 1 2014 to September 31, 2-15	HOPWA	Mario Desantis	Phone 954-828-4775 Mariod@fortlauderdale.gov
New Mount Olive Baptist Church	NA	NA May 2015 – May 2016	Operations Property Management	Janelle Blake	954-463-5126 JBlake@mountolive.org

African American communities across the United States are more culturally diverse now than any other time in history with increasing numbers of immigrants from African nations, the Caribbean, Central America, and other countries. To ensure African American communities have access to adequate and affordable preventive, intermediate, and acute care, an understanding of the complex role that cultural backgrounds and diverse experiences play in these communities is vital. Cultural identity encompasses distinct patterns of belief and practices that have implications for one's willingness to seek treatment from and to be adequately served by health care providers.

According to the Florida Department of Health, more Blacks in Florida are living with HIV or are already dead from AIDS than any other racial or ethnic group. Based on Ft Lauderdale and Broward County statistics and established relationships with the target populations, MODCO will target African American men and women, Haitian men and women, English speaking Hispanics, and other African and Caribbean immigrants, including lesbian, gay, bisexual, transgender and LGBTQ members of these communities. However, other ethnic groups want be turned away.

Over the last 12 years MODCO has been very successful in reaching the aforementioned hard to reach groups. MODCO has provided Social Case Management, Medical Case Management, and HOPWA Housing Case Management Services to PLWH/A through Broward County Human Services Substance Abuse and Health Care Services, Ryan White Part A Medical Case Management Program, and the City of Fort Lauderdale Community Service Division. The Medical Case Management Program and other Case Management programs have provided a range of client-centered services that linked over 1223 clients to with health care, psychosocial, and other services, and coordination and follow-up of medical treatments. These services ensure timely and coordinated access to medically appropriate levels of health and support services and continuity of care, through ongoing assessment of the client's and other key family members' needs and personal support system. The medical case management includes the provision of treatment adherence counseling to ensure readiness for, and adherence to, complex HIV/AIDS

treatments. Key activities included (1) initial assessment of service needs; (2) development of comprehensive, individualized service plan; (3) coordination of services required to implement the plan; (4) client monitoring to assess the efficacy of the plan; and (5) periodic re-evaluation and adaptation of the plan as necessary over the life of the client. This included all types of case management including face-to-face, phone contact, and many other forms of communication. See Chart below for **Racial/ethnic characteristics of the population previously served 1996-2013**

African American	92%	Haitian	%
American Indian	%	Hispanic	%
Asian	%	Other/Unknown	1%
Caucasian	7%		

MODCO has established a presence in the community and has demonstrated the ability to successfully implement and manage programs that serve the high risk and hard to serve populations. MODCO is recognized as one of the leading Social Service Agencies serving minorities in the State of Florida. MODCO already has formal linkage agreements with several program partners. Staff, mentors, and adult volunteers are highly skilled, competent professionals capable of educating, engaging, inspiring, supporting, guiding, and teaching the target population. **Current related programs include:** HOPWA housing opportunities for PLWH/A; Angels of Hope, a weekly HIV support group; a Narcotics Anonymous support group which meets at 7 AM each week day, and a prison inmate reentry program which deals with linkage to services to connect HIV positive inmates to health care, HOPWA housing, job training, parenting and other support services. For the past 3 years, MODCO has been an HIV testing site licensed through Broward Health Department Hospital (BH). Broward Health is the hospital district that has 40 clinics and testing sites in all parts of Broward County. Additionally, MODCO operates the New Mount Olive Baptist Church Homeless Housing Program that provides low income rental housing to 25 families as well as HOPWA Project Based Housing for 27-32 clients annually.

MODCO's **outreach** has targeted minorities at risk for HIV and PLWH/A underserved groups as well as other service providers that serve the at risk minority populations. MODCO's Project Connection allows us to provide pre and post release transitional skill courses and mentoring to inmates who are HIV positive within their last 90 days of incarceration. This allows us to connect with the inmates and connect them to support services upon release. MODCO also oversees the New Mount Olive Baptist Church Homeless Ministry. This ministry feed the homeless, provide clothing and referrals monthly at our Administrative offices each 3rd Sunday at 1pm. MODCO reaches out to homeless Veterans through an annual Stand Down Community Health and Social Service Fair for Veterans once a year that provides health screening, clothing, food, linkage to housing, spiritual enrichment, hygiene products, haircuts, manicures and other social services to over 325 veterans in conjunction with numerous community based organizations to include: the Department of Veterans Affairs, other Churches, Broward County Health Department, the City of Fort Lauderdale Parks & Recreation Division, Broward Sheriff's Office, the Wayne Barton Foundation, the Westside Gazette, Aids Healthcare Foundation, New Mount Olive Baptist Church, Coalition to End Homeless, Legal Aid of South Florida, Second Chance, Veterans Helping Veterans, WorkforceONE Veterans Services.

MODCO provides HIV/AIDS education and awareness throughout Broward County with a special concentration in the 33311 zip code. This outreach component includes presentations to churches and afterschool program in the 33311; a weekly support group for PLWH/A and Care Givers, in which 50% of the participants live at Broward House. In 2009 MODCO in partnership with RCP organized "Show You Know Community", A community Hip Hop Concert effort in which over 5,023 individuals were tested for HIV; MODCO Organized a Community Forum sponsored by AHF entitled "AIDS is a Civil Rights" with Al Sharpton in August of 2014 in which 3200 individuals attended, MODCO lead the organizing of the First Annual Community World AIDS Day Cookout "It Takes A Villiage" in conjunction with Broward County Government, Broward County Schools, AHF and various other Community Based Organizations which drew over 325 individuals including 215 youth ages 4 to 19 in 2014. MODCO has a proven track record in reaching out and engaging at risk groups. MODCO is often called on by State Legislatures, the City of Fort Lauderdale and The Broward Sheriff's Office to organize Peace Rallies, Community Forums and Crime Prevention Workgroups.

We have provided housing services and assistance in multiple jurisdictions other than the City of Fort Lauderdale. MODCO has earned a reputation of being a source of hope for the marginalized and disenfranchised. We are often called upon by other organizations, government and Elected Officials to provide housing and social services for underserve populations. Please see **Appendix B** for references from Aids Health Care Foundation and the office of State Representative Bobby Dubose's offices.

TAB #5

“Not Applicable No Material”

TAB #6

“Not Applicable No Material”

TAB #7

Part IV – Technical Specifications: Proposal Summary Program Type Description

MODCO is dedicated to accomplishing the objectives of its mission to revitalize urban communities by providing strategic programs that promote economic development, create jobs and focus on strengthening families through Public Services, Affordable Housing, and Entrepreneurial Ventures. HIV/AIDS is an area of primary focus. Data collected from the HIV/AIDS client Needs and Satisfaction Surveys identified unmet housing needs in Broward County for our underserved and most vulnerable population. It is our aim to continue working through the Broward County Continuum of Care Homeless Program to prevent homeless and to enhance our partnership with the city of Fort Lauderdale by working in poor neighborhoods to achieve the outcomes of the objectives outlined in City's 2010-2015 Consolidated Plan that will expand HOPWA Housing, help HOPWA Clients achieve housing stability without depending on HOPWA assistance for eternity. Our dedication to accomplishing this mission will enhance the quality of life for the poorest and neediest residents of our community.

This proposal is to provide Project Based Rental Assistance (PBR) Transitional and/or Permanent Housing. MODCO is requesting \$485,028 HOPWA dollars to provide PBR to 384 clients in Broward County annually or 32 unduplicated monthly. Our goal is to:

- a. Promote HUD's national efforts to increase the availability of decent, safe, and affordable housing for income eligible PLWH/A
- b. Leverage HOPWA funds with other available public resource consistent with community planning processes to create and support affordable housing for PLWH/A
- c. Initiate and cultivate partnerships and innovative strategies among governments to identify and serve the housing and supportive services needs of PLWH/A; and
- d. Provide housing and supportive services that lead to permanent housing for PLWH/A.

MODCO will use funds to provide quality safe affordable housing to PLWH/A in Broward County. MODCO will continue to recruit participants from Broward County Jails (homeless), Community events and 12 Step Programs. MODCO will utilize 32 units located in the City of Fort Lauderdale to serve 32 clients monthly (10 permanent and 22 transitional). See Chart 4.1A for address and specific number of units.

This program will generate approximately \$54,213 in rental income. Our experience has taught us that dedicated trained staff is vital to the success of our HOPWA Housing Program. We have restructured our organization to have the CEO and Contract Manager more involved with this program on all levels. As a result, we have reduce rejections and improved service delivery drastically. We will continue this Best Practice. The rental income will be used to fund salaries/fringes for non-administrative cost. CEO Salary 31% percent Director of Operations 8% and housing case manager 35%.

HOPWA Project Based Housing (PBR) Chart

COFL HOPWA Outcomes	indicators	Activities	Data Source(s)	Data Collection Method
<p>#1 Through the development and implementation of an individualized comprehensive housing stability plan, providing housing assistance and supportive services for low-income HOPWA eligible clients to reduce the risk of homelessness</p>	<p>1.1. 80% of Clients who reside greater than 30 days will achieve initial housing plan goals by designated target dates. 1.2 Eighty percent (80%) of clients will receive assistance with completing a realistic monthly budget and receive the appropriate follow up to ensure adherence to the budget to further client's goal of self-sufficiency. 1.3 Twenty-five percent (25%) of clients will make progress toward self-sufficiency by increasing the percentage of their contribution towards rent, thereby transitioning to self-sufficiency 1.4 Eighty percent (80%) of clients will maintain regular appointments with Primary Care Physician or have contact appropriate medical provider, medical case manager, benefits coordinator, consistent with the client's individual service plan 1.5 Eighty-five percent (85%) of discharged clients will demonstrate an improvement in the Vulnerability Assessment Scale. 1.6 Eighty-five percent (85%) of discharged clients will demonstrate an improvement in the Self-Sufficiency Matrix</p>	<p>1.1. Case Manager meets weekly with participants. 1.2. The case Manger will chart participant progress towards self sufficiency 1.3. The Case Manager will tract service plan activities. 1.4. Case Manger will document improvement in the vulnerability assessment 1.5 Case Manger will document improvement in the vulnerability assessment 1.6 Case Manger will document improvement in the vulnerability assessment</p>	<p>Client self reporting, follow up with service providers, and observation</p>	<p>1.1 Progress notes entered into the PE System 1.2 Progress notes entered into the PE System 1.3 Self-Sufficiency & Vulnerability Scale in the PE System 1.4 Self-Sufficiency & Vulnerability Scale in the PE System 1.5 Self-Sufficiency & Vulnerability Scale in the PE System 1.6 Self-Sufficiency & Vulnerability Scale in the PE System</p>
<p>#2 Through the development and implementation</p>	<p>2.1 90% of the clients who move off a HOPWA PBRH subsidy will obtain self-sufficiency</p>	<p>Case Manger will work in</p>	<p>Follow-up</p>	<p>Progress notes entered into the</p>

of an individualized comprehensive housing stability plan move low-income HOPWA households off a HOPWA Housing Subsidy to self-sufficiency		partnership with participant to develop housing plan and assist with meeting goals.	phone call	PE System
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MODCO will provide Support Services by utilizing a Strength Base Case Management Model to develop Individualized Comprehensive Housing Plans. The Case management will serve as the catalyst for support services delivery. This component is designed to complement the provision of housing assistance to beneficiaries by helping achieve housing stability, reducing homelessness and improving access to quality healthcare.

One full time Housing Case Manager will extend 100% of her time providing case management support services to 100% of program participants by utilizing a Individualized Strength Based Comprehensive Housing Plan as the framework that will determine housing needs, identify eligibility for other assistance. This approach to support service delivery will create a coordinated continuum of care, aid in reducing homelessness, expand HOPWA housing opportunities, improve clients' access to medical care, link clients to other support service and achieving housing stability without long-term dependence on HOPWA assistance.

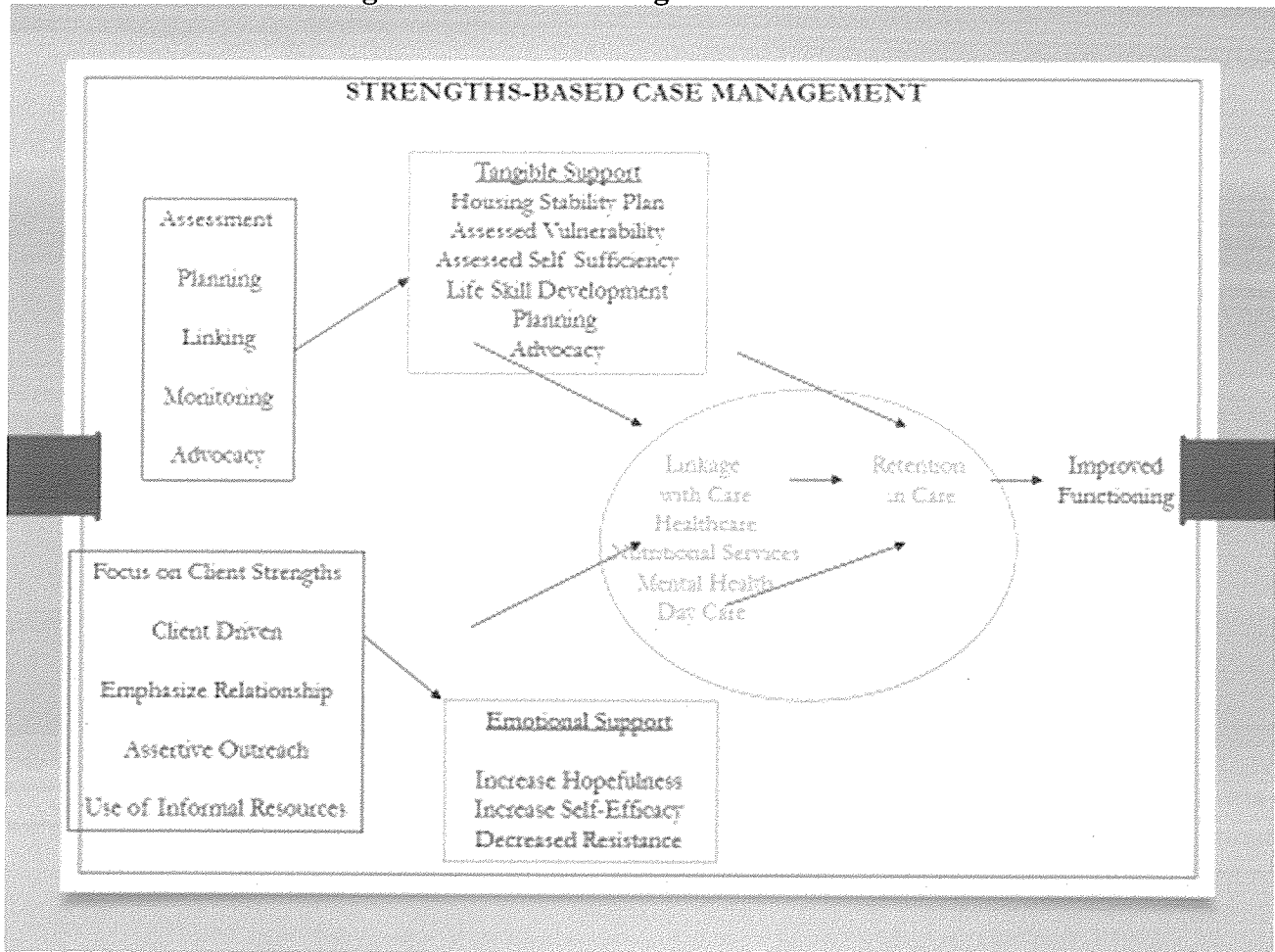
SBCM focuses on possibilities rather than problems and strives to identify and develop strengths to assist clients reach their goals and dreams. It is a process of developing a team that includes the client, the case manager, and the community. It provides a one-on-one service intervention to reduce the barriers that hinder participants from reaching their fullest potential

According to the Mid America Assistance Coalition, this program has a significant impact in providing stability to those who are homeless or at risk of becoming homeless, the chronically mentally ill and substance abusers. A trained case manager works intensively with a relatively small number of individuals or families to provide the resources and support over an extended period of time to enable them to secure and sustain permanent housing. The relationship between the case manager and the participant is a partnership based on advocacy and collaboration. The client's strengths and goals are identified. The case manager works with the client to achieve both short and long term goals and helps the participant access necessary services. Although housing is usually the primary goal, this cooperative relationship may address employment, education, life skills goals, and any other aspirations held by a program participant.

The SBCM Model will allow us to carry out the following five case management components: assessment, planning, linkage, monitoring, and advocacy. The case manager makes an initial assessment of client, helps the client identify personal skills, abilities, and assets through discussion; supports client decision making so that the client sets goals and determines how the goals will be met as a means of developing the Individual Comprehensive Housing Development Plan (ICHDP); encourages client participation in seeking informal sources of assistance; and

works to resolve any client-identified barriers, such as lack of housing, lack of transportation, child care, and social support. Although broad system change is not the intent, the case manager also advocates with department of corrections, child support enforcement agencies, and other providers and seeks system accommodation on behalf of the client. The case manager strives to develop a strong working alliance with the client, which is considered central to the process of linking with and creating an effective community oriented coordinated continuums of care. Case manager and client will develop a, ICHDP for each client within 30 days after initial case management appointment. ICHDP will include goals for transitioning to self-sufficiency to include participation in Life Skills Courses, medical compliance, job training, family reunification if applicable, mentoring, employment assistant and other leverage other resources. Case manager will make monthly contact with client to ensure that client is progressing and to assist in the instance that adjustments need to be made. 100% of all clients will receive case management. 100% of all clients will develop a ICHDP.

Strength Based Case Management Model Chart B



Case Managers will assist and track clients for a minimum of 24 months or longer. Case management will use monthly tracking form and document all needs for change in services. All follow up interviews will be documented (See Appendix A)

The CEO will work to build additional community partnership that will provide job training and placement, financial literacy training and other soft skill development expending 5% of her time

developing support services. Case Manager will expend 100% of her time providing supportive services through assisting clients to achieve self-sufficiency by fulfilling the goals and objectives of their individualized comprehensive housing plan through the Strength Based Case Management approach. We believe that a stabilized housing plan assist in reducing homelessness because it provides a planned strategy for stabilized housing. It provides a road map help individuals overcome the barriers of poverty, substance abuse, HIV/AIDS, mental illness, incarceration and issues that puts them at risk for homelessness.

MODCO is a not for profit 501 © 3. We operate a 794,350 budget. Project Based Rental will constitute 63% of our Agency’s Budget. Our organization is govern by a professional Board of Directors. We employ a professional staff to implement our programs. **Our staff mirrors our constituency.** Several members of our staff including some board members have attended cultural competency workshops over the past year. Our Agency is fully aware of the importance of cultural competence as it affects the delivery of social services. Thus, our Agency recognizes that cultural ignorance is as much an obstacle to behavior modification as lack of awareness. The ability to work effectively within the cultural context of others is of paramount necessity if this program is to succeed. Our staff is cognitive and tolerant to cultural differences. Our Chief Executive Officers is a former member of the Broward County Multicultural Committee. This Committee works with staff to ensure they become culturally proficient. Our staff is knowledgeable of African-American, Hispanic, Caucasian, Jamaican and Haitian cultures. Our demographic breakdown shows that 97% of all clients are minorities .

HOPWA Owned Properties

MODCO will utilize 32 units located in the City of Fort Lauderdale to serve 32 clients monthly (10 permanent and 22 transitional). See Chart 4.1A for address and specific number of units. This program will generate approximately \$54,213 in rental income.

**MODCO’s Waitlist policy/
Procedure**

Because the demand for housing is greater than MODCO can supply, MODCO has developed a waiting list with a policy for addressing housing needs of applicants on the list.

This list is maintained by date of application. As units become available priority is given to applicants that are referred due to homelessness or in jeopardy of becoming homeless based on vacancy and need of the applicant. If MODCO is unable to assist clients in this category at the time of applicant process, staff makes every effort to secure

CHART 4.1a		
Address	Number of Units	Total Units
535 NW 15th Terrance	8 (2) Bedroom	8
1524 NW 6th Street	1 Efficiency 7 (1) Bedrooms 1(2) Bedrooms	9
1530 NW 6th Street	4 (1) Bedrooms	4
751 NW 5th Street	6 (2) Bedrooms	6
429 NW 9th Avenue	3 Bedrooms	3
819 NW 3rd Court	2 (2) Bedrooms	2
		32

housing for them with other HOPWA providers or providers outside of the HOPWA continuum. As vacancy(ies) become available list and applications are reviewed on a first come, first serve basis based on applicant need and availability of apartment type. i.e. if single applicant without children, applicant can only be placed in an efficiency, one bedroom and shared housing.

If contact information on application is no longer valid, application is placed in a closed file. Closed files are secured in the office; client is able to update application and be placed back on waiting list at any time.

PBR Program Discharge Planning -MODCO's Discharge Planning is provided in 3 steps: Assessment, Discharge Plan and Service Coordination. Starting with client assessment and ending with service coordination with client's case manager to reduce the risk of the client falling out of care and to address barrier to self-sufficiency during the transition period. Step 1 – Assessment: Assessment will be based on the assumption that at the time of discharge the client will be at risk of becoming homeless with the risk of falling out of care. Client will be assessed for any co-occurring disorders such as mental health and substance abuse, and financial status that will assist in determining client's housing interventions.

Step 2 – Discharge Plan: A written discharge plan will be processed based on the clients' needs and the resource available to support the process. The plan will be written with the client in order to ensure housing options are acceptable.

Step 3 – Service Coordination: Coordinate services/housing referrals based on assessment and what clients housing and support needs are at discharge. Housing coordination will be coordinated with client and client's case manager in order to communicate timing and coordination of services. Coordination of housing will be accomplished by compiling and having access to available community resources, knowledge of available housing for special needs populations, and by agreements that are already in place before discharge planning actually starts.

Measuring Accomplishments for PBR -

Goals

- Promote HUD's national efforts to increase the availability of decent, safe, and affordable housing for income eligible PLWH/A
- Leverage HOPWA funds with other available public resource consistent with community planning processes to create and support affordable housing for PLWH/A
- Initiate and cultivate partnerships and innovative strategies among governments to identify and serve the housing and supportive services needs of PLWH/A; and
- Provide housing and supportive services that lead to permanent housing for PLWH/A.

Objectives:

- **To provide quality safe housing for 32 PLWH/A**
- **To work collaborative with other service providers and community based organizations**
- **To provide strength based case management**

Indicators:

- 80% of Clients who reside greater than 30 days will achieve initial housing plan goals by designated target dates.
- Eighty percent (80%) of clients will receive assistance with completing a realistic monthly budget and receive the appropriate follow up to ensure adherence to the budget to further client's goal of self-sufficiency.
- Twenty-five percent (25%) of clients will make progress toward self-sufficiency by increasing the percentage of their contribution towards rent, thereby transitioning to self-sufficiency
- Eighty percent (80%) of clients will maintain regular appointments with Primary Care Physician or have contact appropriate medical provider, medical case manager, benefits coordinator, consistent with the client's individual service plan
- Eighty-five percent (85%) of discharged clients will demonstrate an improvement in the Vulnerability Assessment Scale.
- Eighty-five percent (85%) of discharged clients will demonstrate an improvement in the Self-Sufficiency Matrix
- 90% of the clients who move
- HOPWA PBRH subsidy will obtain self-sufficiency

The evaluation process will be comprised of the collection of data through one to one clients interviews and observation. Evaluation will also include the assessment of program goals and will include both formative and summative components. Formative evaluation is facilitated through a participative process with includes the customer satisfaction survey, progress notes and staff observations. As a first step in the process, program evaluators will work in collaboration with MODCO's housing staff and COFL to develop and implement a comprehensive review of data to determine if program met the proposed goals, objectives and outcomes. Individualized Comprehensive Housing Plans will be used as a vital part of evaluation and will be measured through the process logs in the PE System. Data will also be collected through intake forms and , sign-in sheets

Outcomes

- Through the development and implementation of an individualized comprehensive housing stability plan, providing housing assistance and supportive serves for low-income HOPWA eligible clients to reduce the risk of homelessness
- Through the development and implementation of an individualized comprehensive housing stability plan move low-income HOPWA households off a HOPWA Housing Subsidy to self-sufficiency

TAB #8

“Not Applicable No Material”

TAB #9

“Not Applicable No Material”

TAB #10

“Not Applicable No Material”

TAB #11

Organization Eligibility

1.1 Articles of Incorporation:

1.1.1 Provide proof of corporate status and the Provider's Articles of Incorporation recognized by the state as formally establishing a Private Corporation, business, or agency. Documentation **must** be enclosed and labeled as **Attachment 1.1.1**. Proof of corporate status can be obtained from the state of Florida Division of Corporation web page at <http://www.sunbiz.org/>.

Does your organization comply? Yes No

If no, please state reason: _____

1.1.2 Provide documented status of the Provider in Systems for Award Management (SAMS) <https://www.sam.gov/index.html#1> . Documentation must be enclosed and labeled be enclosed and label as **Attachment 1.1.2**.

Does your organization comply? Yes No

If no, please state reason: _____

1.2 Nonprofit Certification - Provide documentation of the Provider's 501(c)(3) tax-exemption status from the Federal Internal Revenue Service and evidence that no part of the Provider agency's earnings work to the benefit of any member, founder, contributor, or individual. Documentation **must** be enclosed and labeled as **Attachment 1.2**. New nonprofits must show evidence of application for 501(c)(3) status at time of submission of RFP and must be designated a 501(c)(3) before any funds may be obligated. Funds are obligated on the date the City Commission approves the funding recommendation and awards the grant.

Does your organization comply? Yes No

If no, please state reason: _____

1.3 Financial Audit and Budget:

1.3.1 Provide a copy of your organization's most recent financial audit. Documentation **must** be enclosed and labeled as **Attachment 1.3.1**.

Does your organization comply? Yes No

If no, please state reason: _____

Does the audit have any findings or any material weaknesses in the audit? Yes

No

If yes, have the findings been cleared? Yes No

If no, reason _____

1.3.2 Provide a statement of having standards of financial accountability that conform to 24 CFR 84.21, "Standards for financial management systems" and applicable OMB circulars. Documentation **must** be enclosed and labeled as **Attachment 1.3.2**.

Does your organization comply? Yes No

If no, please state reason: _____

1.3.3 Provide a statement ensuring that no part of the Provider's net earnings inure to the benefit of any member, founder, contributor, or individual; be neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. Documentation **must** be enclosed and labeled as **Attachment 1.3.3**.

Does your organization comply? Yes No

If no, please state reason: _____

- 1.3.4 Provide a breakdown of all current fiscal years funding sources (including the funding amounts) and all of the proposed funding sources (including the funding amounts) for next year. Documentation **must** be enclosed and labeled **Attachment 1.3.4**. If the Provider has or will be seeking additional funding, that can pay for a similar service sought through HOPWA, please describe.

Does your organization comply? Yes No

If no, please state reason: _____

- 1.3.5 Provide written financial management procedures that include policies/procedures for (a) managing and tracking cash receipts/disbursements, (b) budgeting, (c) purchasing or procurement, and (d) program income. Documentation **must** be enclosed and labeled as **Attachment 1.3.5**.

Does your organization comply? Yes No

If no, please state reason: _____

- 1.3.6 Must provide documented proof of Provider's ability to have financial assets to cover 3 months of HOPWA average invoice for each program. Documented proof includes, but not limited to 1) line of credit 2) reserves and/or 2) liquid assets. Documented proof must be dated within 90 days of the submitted application. Documentation **must** be enclosed and labeled as **Attachment 1.3.6**.

Does your organization comply? Yes No

If no, please state reason: _____

1.4 Organization and Philosophy:

- 1.4.1 Provide the most recent organizational chart for the Provider. Documentation **must** be enclosed and labeled as **Attachment 1.4.1**. Indicate where the proposed project(s) will be/are within your organizational structure. Attach resumes, job descriptions and copies of required licenses of key staff members who shall be responsible for the oversight of the project.

Does your organization comply? Yes No

If no, please state reason: _____

- 1.4.2 Identify the staff person who will serve as the liaison if you are awarded the contract. Said individual shall monitor contract provisions and must be available to meet with the City staff to review activities on an "as needed" basis. Documentation **must** be enclosed and labeled as **Attachment 1.4.2**.

Does your organization comply? Yes No

If no, please state reason: _____

- 1.4.3 Provide a mission statement of your organization. The statement should briefly address the philosophy of your organization. (Limit to two concise paragraphs). Documentation **must** be enclosed and labeled as **Attachment 1.4.3**.

Does your organization comply? Yes No

If no, please state reason: _____

- 1.5 Board of Directors - Provide names and titles of the Provider's current principals including the current Board of Directors, Officers, Administrators, and senior staff. Documentation **must** be

enclosed and labeled as **Attachment 1.5.1.**

Does your organization comply? Yes No

If no, please state reason: _____

1.6 Procedures and Reports:

1.6.1 Explain your system for safeguarding the confidentiality of client's currently in place or that you propose to establish for these purposes. Documentation **must** be enclosed and labeled as **Attachment 1.6.1.**

Does your organization comply? Yes No

If no, please state reason: _____

1.6.2 Provide a statement that insures that the Provider will serve all clients without regard to race, color, religion, marital status, familial status, sexual orientation, ancestry, sex, age, national origin, medical or mental condition and compliance with the Equal Access to Housing in HUD program. Documentation **must** be enclosed and labeled as **Attachment 1.6.2.**

Does your organization comply? Yes No

If no, please state reason: _____

1.6.3 Describe the process used to monitor and control the quality of services provided by staff. Documentation **must** be enclosed and labeled as **Attachment 1.6.3.**

Does your organization comply? Yes No

If no, please state reason: _____

1.6.4 Provide a copy of all monitoring/audit reports from all organizations that provided funding to the Provider within the past year two year. If the Provider has not been monitored by its other funder(s), the Provider should include letters from current funding agency(ies) outlining the Provider's compliance status, based on their most current monitoring. Documentation **must** be enclosed and labeled as **Attachment 1.6.4**

Does your organization comply? Yes No

If no, please state reason: _____

1.7 Collaborations:

1.7.1 List the agencies that collaborate with the Provider in providing coordinated services to the clients the Provider intends to serve. Include Agency Name, Address, Contact Name, Phone Number, and Description of Coordinated Services. Documentation **must** be enclosed and labeled as **Attachment 1.7.1.**

Does your organization comply? Yes No

If no, please state reason: _____

1.7.2 Provide any referral agreements, letters of commitment or documentation of working relationships with any other organizations providing related services. Documentation **must** be enclosed and labeled as **Attachment 1.7.2.**

Does your organization comply? Yes No

If no, please state reason: _____

1.8 Property:

1.8.1 Provide address(es) of property(ies) where program will be conducted and proof of the Provider's right to be in possession of this property, including a copy of the deed to the property that includes the legal description. If the Provider is not the owner of the real property, then the Provider must provide a copy of a lease that shows that the Provider has the right to be in possession of the property, has the right to conduct this business at this location, has the right to make the improvements requested, if applicable, and proof that the term of the lease is as long as the term of the agreement, if awarded funding. Documentation **must** be enclosed and labeled as **Attachment 1.8.1**.

Does your organization comply? Yes No

If no, please state reason: _____

1.8.2 Provide copies of current occupational licenses for each address where business will be conducted. Documentation **must** be enclosed and labeled as **Attachment 1.8.2**.

Does your organization comply? Yes No

If no, please state reason: _____

1.8.3 Provide proof that there are no outstanding City liens against this business or these addresses. Documentation **must** be enclosed and labeled as **Attachment 1.8.3**.

Does your organization comply? Yes No

If no, please state reason: _____

TAB #12

Restrictions

The Provider shall:

- 1.1. be a private non-profit corporation organized under state or local laws; have a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) of the Internal Revenue Code of 1986. New nonprofits must show evidence of application for 501(c)(3) status at time of submission of RFP and must be designated a 501(c)(3) before any funds may be obligated. Funds are obligated on the date the City Commission approves the funding recommendation and awards the grant;

Does your organization comply? Yes No ___

If no, please state reason: _____

Or

be a governmental agency as defined in Florida Statutes Title XII Chapter 166 – Municipality or Title XXX Chapter 421 – Housing Authority;

Does your organization comply? Yes ___ No

If no, please state reason: **DOES NOT APPLY**

- 1.2. not utilize HOPWA funds to supplant any existing programs or resources for HIV programs and services (e.g., HOPWA housing and support services must not be duplicated under Ryan White funding, Medicaid, Department of Children and Families, ADAP, Etc.);

Does your organization comply? Yes No ___

If no, please state reason: _____

- 1.3. have no part of its net earnings inure to the benefit of any member, founder, contributor, or individual; be neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization;

Does your organization comply? Yes No ___

If no, please state reason: _____

- 1.4. have standards of financial accountability that conform to 24CFR 84.21, "Standards for Financial Management Systems" and applicable OMB circulars;

Does your organization comply? Yes No ___

If no, please state reason: _____

- 1.5. provide a format and/or consumer grievance process whereby PWAs may advise the organization of its concerns regarding the operation, organization and implementation of HIV/AIDS related programs;

Does your organization comply? Yes No ___

If no, please state reason: _____

- 1.6. have a demonstrated capacity for carrying out program activities. An organization may satisfy this requirement by hiring experienced, accomplished, key staff members (or a consultant) who have successfully operated similar programs;

Does your organization comply? Yes No ___

If no, please state reason: _____

- 1.7. have a history of serving the HIV/AIDS community. In general, an agency should be able to

show two years of serving the HIV/AIDS community. However, a newly created organization may meet this requirement by demonstrating that its parent organization has at least two years of serving the HIV/AIDS community;

Does your organization comply? Yes No

If no, please state reason: _____

1.8. utilize HOPWA funds to provide housing services only to eligible Broward County residents;

Does your organization comply? Yes No

If no, please state reason: _____

1.9. provide rent standards that comply with the published Section 8 fair market rent or HUD approved community-wide exception rent for the unit size. The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units;

Does your organization comply? Yes No

If no, please state reason: _____

1.10. make certain that each person receiving rental assistance under this program or residing in any rental housing assisted under this program, pays as rent an amount determined in accordance with Section 3(a) of the United States Housing Act of 1937 and Section 8 Housing guidelines. Under these authorities according to 24CFR 574.310(d), each resident must pay as rent the higher of:

- Thirty percent (30%) of the family's monthly adjusted income (adjustment factors include the age of the individual, medical expenses, size of the family and child care expenses);
- Ten percent (10%) of the family's monthly gross income; or
- If the family is receiving payments for welfare assistance from a public agency and a part of the payment, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs, the portion of the payment that is designated;

Does your organization comply? Yes No

If no, please state reason: _____

1.11. Not utilize HOPWA funding to make payments for a service that will be provided for under another third-party benefits program or by an entity that provides services on a prepaid

basis. HOPWA funding must not be utilized to supplant any other sources of funding, including Medicaid, Medicare, private insurance, Ryan White (all parts) and/or any other third party payers;

Does your organization comply? Yes No

If no, please state reason: _____

1.12. not utilize HOPWA funds for healthcare costs such as HIV/AIDS medications unless done so as a last resort. The client's file must provide detailed documentation of all attempts made to secure such medications and/or treatments. The documentation of these attempts should provide the name and title of all parties involved in the request to secure the medications from each organization and the reason the request was denied. In addition, Providers must document that the use of HOPWA resources for medication costs is done so in coordination with the client's individual housing/service plan. The individual housing/service plan must include the plan, (complete with timelines and bench marks), for transitioning the clients' medication costs to mainstream health care resources. It is expected that the use of HOPWA

funds for ADAP and/or Ryan White purposes would be minimal and under extreme circumstances, as most ADAP and/or Ryan White providers have policies in place that allow for a transitioning period and cover gaps in AIDS medication coverage;

Does your organization comply? Yes No

If no, please state reason: _____

- 1.13. provide housing services without regard to ability to pay or the current or past health condition of an individual;

Does your organization comply? Yes No

If no, please state reason: _____

- 1.14. agree if funds are utilized wholly or in part for employee salaries, whether direct or indirect charges, activity reports shall be submitted to the city reflecting real or reasonable activities that directly show the time each particular staff person spends on HOPWA activities;

Does your organization comply? Yes No

If no, please state reason: _____

- 1.15. agree that any equipment, furnishings, and supplies purchased with HOPWA funds, in part or wholly, Provider must provide description of the equipment and furnishings, listing the location and general condition of said property, and a serial, model number or other identification number, and is subject to physical inventory review by the City.

Does your organization comply? Yes No

If no, please state reason: _____

- 1.16. agree that all records are available for inspection by the City or HUD representatives during all normal business hours. Records pertaining to this RFP and award shall be maintained by the Provider and made available, in Broward County, Florida, for the duration of the grant term and retained for a period of four (4) years beyond the last day of the grant term. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the four (4) year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the four (4) year period, whichever is later. Records shall include but not be limited to e-mails, memorandums, correspondence, accounting documents, receipts, invoices, minutes of meetings, surveys and any all other documents or data either electronic, paper or both, associated in any way to the administration and implementation of the HOPWA program and the receipt and disbursement of the HOPWA funds provided.

Does your organization comply? Yes No

If no, please state reason: _____

- 1.17. shall participate in the designated HOPWA client information software system, Provide Enterprises (PE). PROVIDER agrees to access, share, and input data electronically through PE for the purpose to accomplish a more efficient and effective service delivery for Clients; to reduce duplication of Client data; facilitate billing and reimbursement requests; improve integration of Client services; to provide a tool for the CITY, and HOPWA PROVIDERS to collaboratively provide a continuum of housing and care for persons living with HIV and AIDS within and across agencies;

Does your organization comply? Yes No

If no, please state reason: _____

- 1.18. Agree to the permitted uses and disclosures of client data as defined under the Health Insurance Portability and Accountability Act of 1996 (HIPPA) Privacy and Security Rules.

Does your organization comply? Yes No

If no, please state reason: _____

- 1.19. recipients must comply with Title II of the American with Disabilities Act regarding non-discrimination on the basis of disability and provide a statement pledging to abide by the Broward County Human Rights Ordinance with respect to employment, housing and public accommodations based on race, sex, religion, color, national origin, age, disability, marital status, political affiliations, familial status and sexual orientation;

Does your organization comply? Yes No

If no, please state reason: _____

- 1.20. Providers that are affiliated with religious or faith based organizations must agree to provide all eligible activities in a manner that is free from religious influences and in accordance with 24CFR§574.300(c);

Does your organization comply? Yes No

If no, please state reason: _____

- 1.21. Providers must attend the HOPWA meetings provided or organized in full and / or in part by the City. Each agency shall designate a primary representative. In the event the primary representative is unable to attend the HOPWA meetings, an alternate representative shall attend;

Does your organization comply? Yes No

If no, please state reason: _____

- 1.22. be familiar with, understand and have policies in place that complies with Federal regulations including 24 CFR 574.100- 24 CFR 574.655 but not limited to:

- i. Conflicts of Interest
- ii. Environmental Requirements
- iii. Nondiscrimination and Equal Opportunity Requirements
- iv. Affirmatively Furthering Fair Housing
- v. Lead-Based Paint Requirements
- vi. Uniform Administrative Requirements
- vii. Equal Participation of Religious Organizations
- viii. Lobbying and Disclosure Requirements
- ix. Drug-Free Workplace Requirements

- x. Procurement of Recovered Materials

Does your organization comply? Yes No

If no, please state reason: _____

TAB #13

“Not Applicable No Material”

TAB #14

“Not Applicable No Material”

TAB #15

Project Based Rental (PBR/PBRA) Assistance Housing Program Type– (Transitional Housing/Permanent)

The Provider operating and administering this program must:

- provide safe and sanitary housing that is in compliance with all applicable federal, state and local housing codes, licensing requirements, and any other requirements in the jurisdiction where the housing is located;
Does your organization comply? Yes No
If no, please state reason: _____

- make certain that each eligible person residing in any Project Based Rental Housing program pay rent in an amount determined in accordance with Section 3(a) of the United States Housing Act of 1937 and Section 8 Housing guidelines. Under these authorities according to 24CFR§574.310(d), each resident must pay as rent the higher of;
 - Thirty percent (30%) of the family's monthly adjusted income (adjustment factors include the age of the individual, medical expenses, size of the family and child care expenses);
 - Ten percent (10%) of the family's monthly gross income; or the family is receiving payments for welfare assistance from a public agency and a part of the payment, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs, the portion of the payment that is designated;
 - Recipients must assure that funds shall not be utilized to make payments for a service that will be provided for under another third-party benefits program or by an entity that provides services on a prepaid basis.

Does your organization comply? Yes No
If no, please state reason: _____

- conduct an annual Housing Quality Standard (HQS) Inspection for the residential units. The Provider shall provide an HQS inspection at least once in the contract year for every unit funded wholly or in part by HOPWA funds in the Project Based Rent Programs and when HOPWA Project Based Units change clients. A HUD -52580- form must be completed for each inspection and filed in the client file;
Does your organization comply? Yes No
If no, please state reason: _____

- shall adhere to the client termination policy provided in HOPWA regulation 24 CFR 574.310(e) and the City 's termination process. Provider agrees that a Program violation by a client which impacts the integrity of all HOPWA funded housing programs shall result in immediate termination of the offending client from the Program;
Does your organization comply? Yes No
If no, please state reason: _____

- provide outcomes of clients receiving assistance upon 6 months of receiving project based rent;
Does your organization comply? Yes No
If no, please state reason: _____

- provide supportive services appropriate to the client(s) housing needs;
Does your organization comply? Yes No
If no, please state reason: _____

- comply with the provisions in the applicable Code of Federal Regulations. Does your organization comply? Yes No
If no, please state reason: _____

TAB #16

“Not Applicable No Material”

TAB #17

“Not Applicable No Material”

TAB #18

“Not Applicable No Material”

TAB #19

“Not Applicable No Material”

TAB #20

“Not Applicable No Material”

TAB #21

EXHIBIT B

Budget: Fringe Summary

Fiscal Year October 1, 2015 thru September 30, 2016

Agency: **MODCO**

Position Title Staff Name	Projected Annual Fringe for 1 FTE Position	Staff Allocation of Time By FTE	% Salary Billed to HOPWA PBR				% Salary Billed to Program Income			HOPWA In Kind	% Salary billed to Ryan White	% Salary billed to Remaining Grants	% of Total Fringe Across all programs	Calculations Narrative
			Admin Costs	Operations Direct Cost	Operation Service Delivery Costs	Support Services Direct Cost	Admin	Operation Direct or Service Delivery	Support Services Direct Cost	HOPWA In Kind	Ryan White	Other		
														The purpose of Calculations Narrative is to provide a detailed explanation of calculations will be on the contract.
CEO	\$ 15,209.80	1	12.00%	0.00%	0.00%	0.00%		26.00%	5.00%	0.00%	0.00%	57.00%	100%	FICA CALCULATIONS 7.65% x Wages Earned
Director of Operations Sharon Bryant	\$ 11,934.81	1	0.00%	0.00%	70.00%	22.00%		8.00%	0.00%	0.00%	0.00%	0.00%	100%	
Contract Manager Jackie Selders	\$ 9,790.00	1	0.00%	12.25%	20.00%	10.00%		0.00%	0.00%	0.00%	0.00%	57.75%	100%	Workman's Comp Calculations insert calculation
Housing Case Manager Angela Blaine	\$ 8,555.50	1	0.00%	0.00%	0.00%	65.00%		20.00%	15.00%	0.00%	0.00%	0.00%	100%	Unemployment Calculations Calculated at ((insert number) x Wages for all staff; adjusted Quarterly.
Intake Clerk Paula Smith	\$ 7,222.41	0.5	0.00%	0.00%	100.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	100%	Retirement Calculations insert calculation methodology
Property Manager Rodney King	\$ 9,192.00	1	0.00%	0.00%	90.00%	0.00%		0.00%	0.00%	0.00%	0.00%	10.00%	100%	
Maintenance Helper Randy Warren	\$ 9,192.00	0.5	0.00%	0.00%	100.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	100%	Health/Dental/Vision Care insert calculation methodology
Insert Job Title Insert Staff (First last)	\$ -	1	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	Below 100% check	Life Insurance Calculations insert calculation methodology
Insert Job Title Insert Name (First Last)	\$ -	1	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	Below 100% check	

EXHIBIT B

Budget: Personnel Summary

Fiscal Year October 1, 2015 thru September 30, 2016

Agency: **MODCO**

Position Title Staff Name	Projected Annual Salary for 1 FTE Position	Staff Allocation of Time By FTE	% Salary Billed to HOPWA PBR				% Salary Billed to Program Income			HOPWA In Kind	% Salary billed to Ryan White	% Salary billed to Remaining Grants	% of Total Salary Across all Programs equals 100%
			Admin Costs	Operation Direct Costs	Operation Service Delivery Costs	Support Services Direct Cost	Admin	Operation Direct or Service Delivery	Support Services Direct Cost	HOPWA In Kind	Ryan White	Other	
CEO Dr. Rosalind Osgood	\$ 119,480.00	1.00	12.00%	0.00%	0.00%	0.00%		26.00%	5.00%	0.00%	0.00%	57.00%	100%
Director of Operations Sharon Bryant	\$ 61,546.68	1.00	0.00%	0.00%	70.00%	22.00%		8.00%	0.00%	0.00%	0.00%	0.00%	100%
Contract Manager Jackie Selders	\$ 44,698.00	1.00	0.00%	12.25%	20.00%	10.00%		0.00%	0.00%	0.00%	0.00%	57.75%	100%
Housing Case Manager Angela Blaine	\$ 35,000.00	1.00	0.00%	0.00%	0.00%	65.00%		20.00%	15.00%	0.00%	0.00%	0.00%	100%
Intake Clerk Paula Smith	\$ 24,960.00	0.50	0.00%	0.00%	100.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	100%
Property Manager Rodney King	\$ 40,000.00	1.00	0.00%	0.00%	90.00%	0.00%		0.00%	0.00%	0.00%	0.00%	10.00%	100%
Maintenance Helper Randy Warren	\$ 40,000.00	0.50	0.00%	0.00%	100.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	100%
Insert Job Title Insert Staff (First last)	\$ -	1.00	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	Below 100% check
Insert Job Title Insert Name (First Last)	\$ -	1.00	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	Below 100% check

EXHIBIT 6
 Budget: Personnel Narrative
 Fiscal Year October 1, 2015 thru September 30, 2016
 Agency: MODCO

Personnel Title Staff Name		Personnel Budget Narrative Using the HOWA Cross Walk cost definitions located in the Directions tab, provide a detailed explanation of what the staff's HOPWA job responsibilities are.		
		ADMINISTRATION DESCRIPTION	OPERATIONS	SUPPORT SERVICES DESCRIPTION
		Admin Cost	Direct Cost	Direct Costs
CEO Dr. Rosalind Osgood	CEO will expend 43% of her time on this contract. Monitoring Supervising Program Director and evaluating program.			
Director of Operations Sharon Bryant			Director of Operations will serve as the Program Director. She will expend 70% of her time on this contract. Responsibilities will include day to day operation, attending trainings, attending meetings, supervising program staff, 1st client interview. Program Director will report directly to the CEO	Director of Operations will serve as the Program Director. She will expend 22% of her time on this contract providing support services to include inspections, case management, counseling, and assisting clients with job search
Contract Manager Jackie Selders		Contract Manager will expend 12.25% of her time on this contract. Responsible for monthly billing, bill payments (utilities, mortgages, landlord)	Contract Manager will expend 20% of her time in this area of the contract maintaining vendor files, conducting 2nd client interview, procurement, and documenting rents received.	Contract Manager will expend 10% of her time conducting substance abuse counseling
Housing Case Manager Angela Blaine				Housing Case Manager will expend 65% of her time on this contract. She will provide housing case management to 27
Intake Clerk Paula Smith				
Property Manager Rodney King	Property Manager will expend 90% of his time on this contract. Responsibilities include maintenance repairs, property upkeep, supervising maintenance staff, ordering supplies and coordinating contractors			
Maintenance Helper Randy Warren	Maintenance Helper will expend 100% of his time on this contract. Responsibilities include maintenance repairs, property upkeep and assisting Property Manager as needed			

EXHIBIT B

Budget:PBR Salaries and Fringe

Fiscal Year October 1, 2015 thru September 30, 2016

Agency: MODCO

Position Title Staff Name	Projected Annual Salary for 1 FTE Position	Staff Allocation of Time By FTE	Projected Annual Salary Billed to PBR				Projected Annual Salary Billed to PBR	Projected Annual Fringe for 1 FTE Position	Projected Annual Fringe Billed to PBR				Projected Annual Fringed Billed to PBR
			Admin Costs	Operation Direct Costs	Operation Service Delivery Costs	Support Services Direct Cost			Admin Costs	Operation Direct Costs	Operation Service Delivery Costs	Support Services Direct Cost	
CEO Dr. Rosalind Osgood	\$ 119,480.00	1	\$ 14,337.60	\$ -	\$ -	\$ -	\$ 14,337.60	\$ 15,209.80	\$ 1,825.18	\$ -	\$ -	\$ -	\$ 1,825.18
Director of Operations Sharon Bryant	\$ 61,546.68	1	\$ -	\$ -	\$ 43,082.68	\$ 13,540.27	\$ 56,622.95	\$ 11,934.81	\$ -	\$ -	\$ 8,354.37	\$ 2,625.66	\$ 10,980.03
Contract Manager Jackie Selders	\$ 44,698.00	1	\$ -	\$ 5,475.51	\$ 8,939.60	\$ 4,469.80	\$ 18,884.91	\$ 9,790.00	\$ -	\$ 1,199.28	\$ 1,958.00	\$ 979.00	\$ 4,136.28
Housing Case Manager Angela Blaine	\$ 35,000.00	1	\$ -	\$ -	\$ -	\$ 22,750.00	\$ 22,750.00	\$ 8,555.50	\$ -	\$ -	\$ -	\$ 5,561.08	\$ 5,561.08
Intake Clerk Paula Smith	\$ 24,960.00	0.5	\$ -	\$ -	\$ 12,480.00	\$ -	\$ 12,480.00	\$ 7,222.41	\$ -	\$ -	\$ 3,611.21	\$ -	\$ 3,611.21
Property Manager Rodney King	\$ 40,000.00	1	\$ -	\$ -	\$ 36,000.00	\$ -	\$ 36,000.00	\$ 9,192.00	\$ -	\$ -	\$ 8,272.80	\$ -	\$ 8,272.80
Maintenance Helper Randy Warren	\$ 40,000.00	0.5	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 9,192.00	\$ -	\$ -	\$ 4,596.00	\$ -	\$ 4,596.00
Insert Job Title Insert Staff (First last)	\$ -	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insert Job Title Insert Name (First Last)	\$ -	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
#REF! #REF!	\$ 119,480.00	1					\$ -						\$ -
SUB-TOTALS			\$ 14,337.60	\$ 5,475.51	\$ 120,502.28	\$ 40,760.07	\$ 181,075.45	\$ 71,096.52	\$ 1,825.18	\$ 1,199.28	\$ 26,792.37	\$ 9,165.73	\$ 38,982.56

Exhibit B -
Budge - Travel billed to PBR
 Fiscal Year October 1, 2015 thru September 30, 2016
 Agency: **MODCO**

Item	Breakdown of Expenses			Total all	% Charged to HOPWA Calculation Narrative that aligns with the Agency's cost allocation plans
	Admin Costs	Operations Direct Cost	Support Services Direct Cost		
Insert # of miles and rate to be charged to Admin	\$ -			\$ -	
Insert # of miles and rate to be charged to Operations		\$ 1,200.00		\$ 1,200.00	
Insert # miles and rate to be charged to Support Services			\$ -	\$ -	
Parking Receipts/Tolls	\$ -	\$ -	\$ -	\$ -	
Total Travel - Administration	\$ -				
Total Travel - Operations		\$ 1,200.00			
Total Travel- Support Services			\$ -		
Total All Supplies				\$ 1,200.00	

If admin staff for a HOPWA admin-related meeting, bill to admin.

If local meetings that relate to administration of the HOPWA program it is billed against admin. If it is a meeting specifically related to a client's TBRA/TBRV, STRMU, PHP then it is a

If the non admin staff is doing the travel provide service delivery for client it is Service Delivery of the housing if in regards to PHP, STRMU, TBRA/TBRV.

If travel is part of HOPWA funded case management, it gets billed as service delivery HOPWA Support Services Direct Cost

Rules and regulations require a mileage log for any staff who are paid in full or part with HOPWA funds and the agency required to maintain a mileage log for auditing and monitoring.

Exhibit B -
Budget - Supplies billed to PBR
 Fiscal Year October 1, 2015 thru September 30, 2016
 Agency: MODCO

Item	Breakdown of Expenses			Total all	% Charged to HOPWA Calculation Narrative that aligns with the Agency's cost allocation plans
	Admin Cost	Operations Direct Cost	Operations Service Delivery Cost		
Business Card				\$ -	
Computer Supplies (mouse, key boards, software, usb. See equipment list)			1,000.00	\$ 1,000.00	
Day to Day Supplies				\$ -	
Flip Chart Paper				\$ -	
Marketing Materials for HOPWA Program	\$ 125.00			\$ 125.00	
Postage/Delivery				\$ -	
Printer Toner			350.00	\$ 350.00	
Program Charting and Supplies				\$ -	
Xerox Copier and Fax Supplies				\$ -	
Xeroxing Printing Cost only				\$ -	
Xerox Copier Lease and associated Printing Cost				\$ -	
Total Supplies - Administration	\$ 125.00				
Total Supplies - Operations		\$ -			
Total Supplies- Support Services			\$ 1,350.00		
Total All Supplies				\$ 1,475.00	

Exhibit B -

Budget -Equipment Purchased Using Agency Leverage Funding not HOPWA Funding

Fiscal Year October 1, 2015 thru September 30, 2016

Agency: **MODCO**

Item	Agency Leveraged funding	Total all
Appliance: AC Units		\$ -
Appliance: Microwave		\$ -
Appliance: Other		\$ -
Appliance: Refrigerator		\$ -
Appliance: Stove/Oven		\$ -
Appliance: Dishwasher		\$ -
Appliances: Dryer		\$ -
Appliances: Washer		\$ -
Back up External Drives		\$ -
Bed Frames		\$ -
Camera		\$ -
Cell Phone and Equipment		\$ -
Computer Battery Back Up		\$ -
Computer CPU		\$ -
Computer Monitor		\$ -
Computer Set (monitor, key board and CPU)		\$ -
Computer Software		\$ -
File Cabinets: Lateral		\$ -
File Cabinets: Non-Lateral		\$ -
Furniture FAC only		\$ -
Furniture Non-FAC		\$ -
Laptop/Notebook	\$ 2,000.00	\$ 2,000.00
LCD Projectors		\$ -
Maintenance Equipment for Owned Properties		\$ -
Mattresses FAC		\$ -
Phone Systems		\$ -
Printer/Scanner Fax Machine		\$ -
Routers		\$ -
Security (Only hardware and labor)		\$ -
Tablets		\$ -
Total Equipment - Administration		
Total Equipment - Operations		
Total Equipment- Support Services	\$ 2,000.00	
Total All Supplies		\$ 2,000.00

**Exhibit B -
Budget -Program/Services for PBR**
Fiscal Year October 1, 2015 thru September 30, 2016
Agency: **MODCO**

A

Proposed Services (Complete only if Project Based, PHP, STRMU, or TBRV. Do not combine programs. Only enter the program to be funded.)	Number of Unduplicated Clients - Served Monthly	Number of Unduplicated Clients Served Annually	Projected Monthly Expense	Client Program Subsidy Cost As Listed in RFP
PHP	32	384	\$ 18,333.33	\$ 220,000.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total	32	384	\$ 18,333.33	\$ 220,000.00

EXHIBIT B

PBR

Line Item Budget Summary

12 Month Summary

MODCO

Fiscal Year October 1, 2015 thru September 30, 2016

Requested Amount \$ **485,028.28**

CATEGORY	Monthly Costs	Annual Costs
Programs/Service (Facility Based, PB, PHP or STRMU or TBRV)	\$ 18,333.33	\$ 220,000.00
Non Admin Personnel	\$ 13,894.83	\$ 166,738.00
Non Admin Fringe Benefits	\$ 3,096.42	\$ 37,157.00
Non Admin Travel	\$ 100.00	\$ 1,200.00
Non Admin Supplies	\$ 112.50	\$ 1,350.00
Non Admin Other Cost	\$ 2,065.83	\$ 24,790.00
Total HOPWA Administrative Costs (the sum up admin cost for :salaries, fringe, travel, supplies and other)	\$ 2,816.11	\$ 33,793.28
Total All Categories (Program Non Admin and Administration)	\$ 40,419.02	\$ 485,028.28

Congratulations! Your requested HOPWA Administrative costs do not exceed the allowable 7% of the total program cost.

TAB #22

“Not Applicable No Material”

TAB #23

“Not Applicable No Material”

TAB #24

“Not Applicable No Material”

TAB #25

ARTICLES OF INCORPORATION

MOUNT OLIVE DEVELOPMENT CORPORATION (MODCO)

The undersigned hereby associate themselves for the purpose of forming a NOT-FOR-PROFIT corporation pursuant to Chapters 607 and 617, Florida Statutes and certify as follows:

ARTICLE I

NAME

The name of the corporation shall be **MOUNT OLIVE'S DEVELOPMENT CORPORATION (MODCO)**.

ARTICLE II

PRINCIPAL PLACE OF BUSINESS AND MAILING ADDRESS

The principal place of business and the mailing address of this corporation shall be **MOUNT OLIVE BAPTIST CHURCH, 400 N.W. 9th Avenue, Ft. Lauderdale, FL 33311.**

ARTICLE III

PURPOSE(s)

The specific purpose(s) for which the corporation is organized is:

The purposes for which the Corporation is organized are exclusively religious, charitable, scientific, literary and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law. Among those purposes is the revitalization of the low and moderate income communities and the provision of jobs through entrepreneurial opportunities in the City of Ft. Lauderdale through the provision of affordable housing, economic development and public service activities.

ARTICLE IV

POWERS

The Corporation shall have all of the common law and statutory powers of a corporation Not-for-Profit pursuant to the laws of the State of Florida as provided in Section 617.0302 that are not in conflict with the terms of these Articles; provided, however, that notwithstanding any other provisions of these Articles, the Corporation shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended or the corresponding provisions of any future United States Internal Revenue Law. The Corporation shall not issue shares of stock and shall not distribute any part of its income to its members, directors or officer; provided, however, that the Corporation may pay compensation in a reasonable amount to its members, directors, officers and employees for services rendered and may confer benefits upon its members in conformity with its purposes.

ARTICLE V

MEMBERS

Membership of the Corporation shall be vested only in those members in good standings with the congregation of Mount Olive Baptist Church, Inc., 400 N.W. 9th Avenue, Ft. Lauderdale, FL, a Florida Corporation, Not-for-Profit.

FILED
OCT 31 AM 9:44
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

ARTICLE VI

DIRECTORS

- VI.a. Powers:** All corporate powers shall be exercised by or under the authority of and the affairs of the Corporation shall be managed under the direction of the Board of Directors.
- VI.b. Number:** The numbers of Directors shall be determined from time to time in accordance with the By-Laws, but shall never be less than three (3) Directors, and in the absence of any such determination shall be three (3) Directors.
- VI.c. Election - Removal:** Directors of the Corporation shall be elected annually, at the annual meeting of the membership in the manner determined by the By-Laws. Directors may be removed and vacancies of the Board of Directors shall be filled in the manner provided by the By-Laws.
- VI.d. Initial Directors:** The names and addresses of the initial Directors to hold office until the first annual meeting of the membership and until their successors shall have been elected and qualified are as follows:

<u>NAME</u>	<u>ADDRESS</u>
L. James Hudson	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311
Wayne Lomax	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311
Dr. Mack King Carter	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311
Everett Howard	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311
Henry Lumpkins	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311
Raymond Kuma	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311
Arthur E. Williams	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311
George Allen	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311
Jerry Carter	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311
Walter Hunter	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311
Lisa Scurry	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311
Chuck Morton	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311

ARTICLE VI

INITIAL REGISTERED AGENT AND STREET ADDRESS

The name and address of the Initial Registered Agent is:

<u>NAME</u>	<u>ADDRESS</u>
L. James Hudson	400 N.W. 9th Ave., Ft. Lauderdale, FL 33311

ARTICLE VIII

AMENDMENT

These Articles of Incorporation may be amended by the membership from time to time in accordance with the manner provided by the By-Laws.

ARTICLE IX

INDEMNIFICATION

The Corporation shall indemnify any person who is or was a Director, Office, Employee or Agent of the Corporation or is or was serving at the request of the Corporation as a Director, Officer, Employee or Agent of another corporation, partnership, joint venture, trust or other enterprise to the fullest extent permitted by law.

ARTICLE X

BY-LAWS

The By-Laws of this corporation are to be made and adopted by a majority vote of the Directors and said By-Laws may not be altered, amended or rescinded except as in the manner provided in the By-Laws.

ARTICLE XI

DISSOLUTION

In the event of dissolution, the residual assets of the Corporation shall be turned over to one or more organizations which themselves are exempt from federal income tax as organizations described in Sections 170(c)(2) and 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any future United States Internal Revenue Law, or to the federal, state, or local government for exclusively public purposes.

ARTICLE XII

INCORPORATOR

The name and address of the Incorporator to these Article sof Incorporaation is as follows:

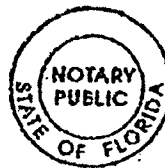
L. James Hudson
400 N.W. 9th Avenue
Fort Lauderdale, FL 33311

The undersigned incorporator has executed these Articles of Incorporaion this 27 day of July, 1994.

L. James Hudson
L. James Hudson

Sworn to and subscribed before me this 27 day of July, 1994.

Debra M. Chatman
Signature of Notary Public - State of Florida



DEBRA M. CHATMAN
My Comm Exp. 9/01/96
Bonded By Service Ins
No. CC225115
 Personally Known Other I. D.

Personally known or Produced Identification

Type of Identification Produced: _____

CERTIFICATE OF DESIGNATION
REGISTERED AGENT/REGISTERED OFFICE

Pursuant to the provisions of sections 607.0501 or 617.0501, Florida Statutes, the undersigned corporation, organized under the laws of the State of Florida, submits the following statement in designating the registered office/registered agent, in the State of Florida.

1. The name of the corporation is: _____
Mount Olive's Development Corporation (MODCO)

2. The name and address of the registered agent and office is:

L. James Hudson

(NAME)

400 N.W. 9th Avenue

(P.O. BOX NOT ACCEPTABLE)

Ft. Lauderdale, FL 33311

(CITY/STATE/ZIP)

HAVING BEEN NAMED AS REGISTERED AGENT AND TO ACCEPT SERVICE OF PROCESS FOR THE ABOVE STATED CORPORATION AT THE PLACE DESIGNATED IN THIS CERTIFICATE, I HEREBY ACCEPT THE APPOINTMENT AS REGISTERED AGENT AND AGREE TO ACT IN THIS CAPACITY. I FURTHER AGREE TO COMPLY WITH THE PROVISIONS OF ALL STATUTES RELATING TO THE PROPER AND COMPLETE PERFORMANCE OF MY DUTIES, AND I AM FAMILIAR WITH AND ACCEPT THE OBLIGATIONS OF MY POSITION AS REGISTERED AGENT.

SIGNATURE L. James Hudson
DATE 7/27/94

FILED
94 OCT 31 AM 9:18
SECRETARY OF STATE
TALLAHASSEE, FLORIDA
EXHIBIT 6083
Page 68 of 328

FLORIDA DEPARTMENT OF STATE DIVISION OF CORPORATIONS	
Detail by Entity Name	
<u>Florida Non Profit Corporation</u>	
MOUNT OLIVE DEVELOPMENT CORPORATION	
<u>Filing Information</u>	
Document Number	N94000005389
FEI/EIN Number	650548855
Date Filed	10/31/1994
State	FL
Status	ACTIVE
Last Event	AMENDMENT AND NAME CHANGE
Event Date Filed	03/23/2004
Event Effective Date	NONE
<u>Principal Address</u>	
401 NW 9TH AVENUE FT. LAUDERDALE, FL 33311	
Changed: 05/29/2002	
<u>Mailing Address</u>	
401 NW 9TH AVENUE FT. LAUDERDALE, FL 33311	
Changed: 05/29/2002	
<u>Registered Agent Name & Address</u>	
OSGOOD, ROSALIND 401 NW 9TH AVENUE FORT LAUDERDALE, FL 33311	
Name Changed: 03/10/2011	
Address Changed: 03/10/2011	
<u>Officer/Director Detail</u>	
<u>Name & Address</u>	
Title CEO	
OSGOOD, DR. ROSALIND 401 NW 9TH AVENUE FT. LAUDERDALE, FL 33311	
Title C	
Rudolph, Sherry 401 NW 9TH AVENUE FT. LAUDERDALE, FL 33311	
Title TREA	
BENNEFIELD, JACQUE 401 NW 9TH AVENUE FT. LAUDERDALE, FL 33311	
Title VC	
MORGAN, GEORGE 401 NW 9TH AVENUE FT. LAUDERDALE, FL 33311	
Title SEC	

BROWN, LINDA
 401 NW 9TH AVENUE
 FORT LAUDERDALE, FL 33076

Title PARLIAMENTARIAN

SMITH, BRILLA
 401 NW 9TH AVENUE
 FORT LAUDERDALE, FL 33311

Title CHAPLAIN

LUMPKINS, HENRY
 401 NW 9TH AVENUE
 FORT LAUDERDALE, FL 33311

Annual Reports

Report Year	Filed Date
2013	04/29/2013
2014	01/31/2014
2015	04/17/2015

Document Images

04/17/2015 -- ANNUAL REPORT	View image in PDF format
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04/29/2013 -- ANNUAL REPORT	View image in PDF format
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03/10/2011 -- ANNUAL REPORT	View image in PDF format
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03/13/2009 -- ANNUAL REPORT	View image in PDF format
01/11/2008 -- ANNUAL REPORT	View image in PDF format
04/25/2007 -- ANNUAL REPORT	View image in PDF format
07/24/2006 -- ANNUAL REPORT	View image in PDF format
07/05/2006 -- ANNUAL REPORT	View image in PDF format
05/13/2005 -- ANNUAL REPORT	View image in PDF format
03/23/2004 -- Amendment and Name Change	View image in PDF format
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05/29/2002 -- ANNUAL REPORT	View image in PDF format
03/01/2001 -- ANNUAL REPORT	View image in PDF format
11/02/2000 -- REINSTATEMENT	View image in PDF format
03/01/1999 -- ANNUAL REPORT	View image in PDF format
01/28/1998 -- ANNUAL REPORT	View image in PDF format
05/20/1997 -- ANNUAL REPORT	View image in PDF format
04/15/1996 -- ANNUAL REPORT	View image in PDF format
02/27/1995 -- ANNUAL REPORT	View image in PDF format

TAB #26

Rosalind Osgood
LOGOUT

Entity Dashboard

[Entity Overview](#)

[Entity Record](#)

[Core Data](#)

[Assertions](#)

[Reps & Certs](#)

[POCs](#)

[Reports](#)

[Service Contract Report](#)

[BioPreferred Report](#)

[Exclusions](#)

[Active Exclusions](#)

[Inactive Exclusions](#)

[Excluded Family Members](#)

[BACK TO USER DASHBOARD](#)

MOUNT OLIVE DEVELOPMENT CORPORATION
DUNS: 152210340 CAGE Code: 5H4M7
Status: Active

401 NW 9TH AVE
FORT LAUDERDALE, FL, 33311-8146,
UNITED STATES

Expiration Date: 01/21/2016
Purpose of Registration: All Awards

Active Exclusions

Active Exclusions
This entity does not have any active exclusions.

[PRINT](#)

SAM | System for Award Management 1.0

IBM v1.P.27.20150327-1711

WWW9

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



TAB #27

Internal Revenue Service

Date: April 30, 2007

MOUNT OLIVE DEVELOPMENT
CORPORATION
MODCO
% L JAMES HUDSON
401 NW 9TH AVE
FT LAUDERDALE FL 33311-8146

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Sheila Schrom 31-02836
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
65-0548855

Dear Sir or Madam:

This is in response to your request of April 30, 2007, regarding your organization's tax-exempt status.

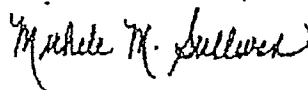
In August 1995 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

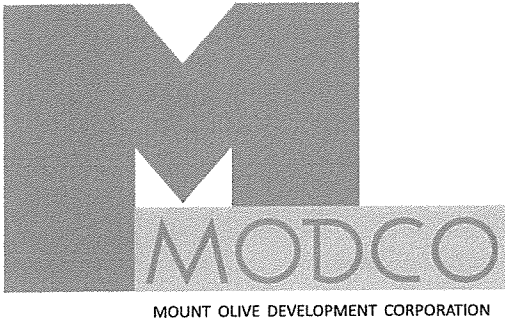
Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

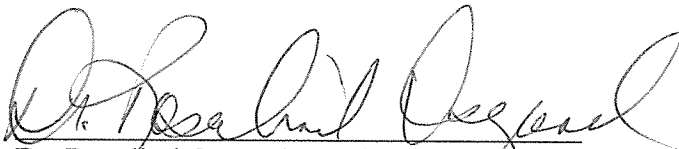


Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1



STATEMENT OF NON-BENEFIT

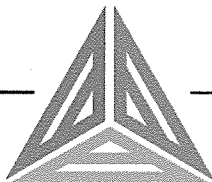
This statement is verification that no part of Mount Olive Development Corporation's net earnings inure to the benefit of any member, founder, contributor, or individual; is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization.



Dr. Rosalind Osgood
Dr. Rosalind Osgood, President & CEO

TAB #28

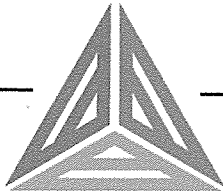
**MOUNT OLIVE DEVELOPMENT CORPORATION
FORT LAUDERDALE, FLORIDA
AUDITED FINANCIAL STATEMENTS
For the Years Ended December 31, 2013 and 2012**



S. DAVIS & ASSOCIATES, P.A.
Certified Public Accountants & Consultants

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Independent Auditor’s Report.....1
Statements of Financial Position.....4
Statements of Activities6
Statements of Cash Flows.....8
Notes to Financial Statements.....9
Reports Required by OMB Circular A-13322



S. DAVIS & ASSOCIATES, P.A.
Certified Public Accountants & Consultants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Mount Olive Development Corporation
Fort Lauderdale, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of Mount Olive Development Corporation ("MODCO") (a nonprofit organization), which comprise the statement of financial position as of December 31, 2013 and 2012, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers

HOLLYWOOD
2521 Hollywood Boulevard
Hollywood, Florida 33020
(954) 927-5900
(954) 927-5927 Fax

MIAMI
1031 Ives Dairy Road, Suite 228
Miami, Florida 33179
(305) 628-1510
(305) 628-1595 Fax

PALM BEACH
8144 Okeechobee Boulevard, Suite B
West Palm Beach, Florida 33411
(561) 547-0545
(561) 253-2747 Fax

TALLAHASSEE
400 N. Adams Street
Tallahassee, Florida 32301
(800) 678-6091

MEMBER
Florida Institute of Certified Public Accountants
American Institute of Certified Public Accountants

EXHIBIT 6094
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INDEPENDENT AUDITOR'S REPORT - Continued

internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of MODCO as of December 31, 2013 and 2012, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 26, 2015 on our consideration of MODCO's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of

that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering MODCO's internal control over financial reporting and compliance.

S. Davis & Associates, P.A.

Hollywood, Florida

February 26, 2015

MOUNT OLIVE DEVELOPMENT CORPORATION
STATEMENT OF FINANCIAL POSITION
December 31, 2013

	2013		
	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
ASSETS			
Current Assets:			
Cash	\$ 533	\$ 3,895	\$ 4,428
Grant receivable	-	146,305	146,305
Due from related party	6,879	-	6,879
Prepaid expenses	10,937	-	10,937
Total Current Assets	<u>18,349</u>	<u>150,200</u>	<u>168,549</u>
Property and equipment – net	52,515	1,581,817	1,634,332
Other assets	25,460	-	25,460
Total Assets	<u>\$ 96,324</u>	<u>\$ 1,732,017</u>	<u>\$ 1,828,341</u>
LIABILITIES AND NET ASSETS			
Current Liabilities:			
Accounts payable and other liabilities	\$ 85,421	\$ -	\$ 85,421
Accrued wages and taxes payable	11,000	-	11,000
Current portion of loans payable	68,763	92,968	161,731
Total Current Liabilities	<u>165,184</u>	<u>92,968</u>	<u>258,152</u>
Loans payable	57,317	925,139	982,456
Total Liabilities	<u>222,501</u>	<u>1,018,107</u>	<u>1,240,608</u>
Net (Deficit) Assets:			
Unrestricted	(126,177)	-	(126,177)
Temporarily restricted	-	713,910	713,910
Total Net (Deficit) Assets	<u>(126,177)</u>	<u>713,910</u>	<u>587,733</u>
Total Liabilities and Net (Deficit) Assets	<u>\$ 96,324</u>	<u>\$ 1,732,017</u>	<u>\$ 1,828,341</u>

See notes to financial statements.

MOUNT OLIVE DEVELOPMENT CORPORATION
STATEMENT OF FINANCIAL POSITION
For the Year Ended December 31, 2012

	2012		
	Unrestricted	Temporarily Restricted	Total
ASSETS			
Current Assets:			
Grant receivable	\$ -	\$ 167,143	\$ 167,143
Due from related party	35,853	-	35,853
Prepaid expenses	10,105	-	10,105
Total Current Assets	<u>45,958</u>	<u>167,143</u>	<u>213,101</u>
Property and equipment – net	10,862	1,675,034	1,685,896
Other assets	23,391	-	23,391
Total Assets	<u>\$ 80,211</u>	<u>\$ 1,842,177</u>	<u>\$ 1,922,388</u>
LIABILITIES AND NET ASSETS			
Current Liabilities:			
Bank overdraft	\$ 11,196	\$ -	\$ 11,196
Accounts payable and other liabilities	108,004	-	108,004
Accrued wages and taxes payable	12,545	-	12,545
Current portion of loans payable	73,834	92,970	166,804
Total Current Liabilities	<u>205,579</u>	<u>92,970</u>	<u>298,549</u>
Loans payable	79,893	1,039,584	1,119,477
Total Liabilities	<u>285,472</u>	<u>1,132,554</u>	<u>1,418,026</u>
Net (Deficit) Assets:			
Unrestricted	(205,261)	-	(205,261)
Temporarily restricted	-	709,623	709,623
Total Net (Deficit) Assets	<u>(205,261)</u>	<u>709,623</u>	<u>504,362</u>
Total Liabilities and Net (Deficit) Assets	<u>\$ 80,211</u>	<u>\$ 1,842,177</u>	<u>\$ 1,922,388</u>

See notes to financial statements.

MOUNT OLIVE DEVELOPMENT CORPORATION
STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2013

	2013		
	Unrestricted	Temporarily Restricted	Total
Revenue and Other Support			
Grant revenue	\$ -	\$ 864,679	\$ 864,679
Contributions	102,526	18,078	120,604
Other income	35,397	72,969	108,366
Net assets released from restrictions	951,439	(951,439)	-
	<u>1,089,362</u>	<u>4,287</u>	<u>1,093,649</u>
Expenses			
Personnel Costs:			
Salaries	57,066	-	57,066
	<u>57,066</u>	<u>-</u>	<u>57,066</u>
Program Services:			
Ex-offender management program expenses	11,180	-	11,180
Ex-offender personnel expenses	8,751	-	8,751
HOPWA program expenses	211,425	-	211,425
HOPWA personnel expenses	217,108	-	217,108
Work Force One Access program expenses	16,584	-	16,584
Work Force One Access personnel expenses	294,674	-	294,674
Miscellaneous programs expenses	43,500	-	43,500
Total Program Services	<u>803,222</u>	<u>-</u>	<u>803,222</u>
Supporting Services:			
General and administration	29,381	-	29,381
Professional services	55,380	-	55,380
Fund development	1,877	-	1,877
Interest and finance expenses	11,788	-	11,788
Depreciation expense	51,564	-	51,564
Total Supporting Services	<u>149,990</u>	<u>-</u>	<u>149,990</u>
Total Expenses	<u>1,010,278</u>	<u>-</u>	<u>1,010,278</u>
Change in net assets	79,084	4,287	83,371
Net (Deficit) Assets, beginning of year	<u>(205,261)</u>	<u>709,623</u>	<u>504,362</u>
Net (Deficit) Assets, end of year	<u>\$ (126,177)</u>	<u>\$ 713,910</u>	<u>\$ 587,733</u>

See notes to financial statements.

MOUNT OLIVE DEVELOPMENT CORPORATION
STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2012

	2012		
	Unrestricted	Temporarily Restricted	Total
Revenue and Other Support			
Grant revenue	\$ -	\$ 642,036	\$ 642,036
Contributions	105,033	6,883	111,916
Other income	38,263	105,229	143,492
Net assets released from restrictions	771,253	(771,253)	-
	<u>914,549</u>	<u>(17,105)</u>	<u>897,444</u>
Expenses			
Personnel Costs:			
Salaries	71,999	-	71,999
	<u>71,999</u>	<u>-</u>	<u>71,999</u>
Program Services:			
Ex-offender management program expenses	29,670	-	29,670
Ex-offender personnel expenses	27,785	-	27,785
HOPWA program expenses	327,421	-	327,421
HOPWA personnel expenses	261,203	-	261,203
Work Force One Access program expenses	10,152	-	10,152
Work Force One Access personnel expenses	100,276	-	100,276
Miscellaneous programs expenses	32,146	-	32,146
Total Program Services	<u>788,653</u>	<u>-</u>	<u>788,653</u>
Supporting Services:			
General and administration	43,593	-	43,593
Professional services	57,750	-	57,750
Fund development	3,005	-	3,005
Interest and finance expenses	13,721	-	13,721
Depreciation expense	49,935	-	49,935
Total Supporting Services	<u>168,004</u>	<u>-</u>	<u>168,004</u>
Total Expenses	<u>1,028,656</u>	<u>-</u>	<u>1,028,656</u>
Change in net assets	(114,107)	(17,105)	(131,212)
Net (Deficit) Assets, beginning of year	<u>(91,154)</u>	<u>726,728</u>	<u>635,574</u>
Net (Deficit) Assets, end of year	<u>\$ (205,261)</u>	<u>\$ 709,623</u>	<u>\$ 504,362</u>

See notes to financial statements.

MOUNT OLIVE DEVELOPMENT CORPORATION
STATEMENTS OF CASH FLOWS
For the Years Ended December 31, 2013 and 2012

	2013	2012
Cash flows from operating activities:		
Change in net assets	\$ 83,371	\$ (131,212)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	51,564	49,935
Forgiveness of loans	(63,010)	(49,689)
Decrease in grants receivable	20,838	25,319
Decrease (Increase) in due from related party	28,974	(11,787)
(Increase) Decrease in prepaid expenses	(832)	24,775
Increase in other assets	(2,069)	(5,177)
(Decrease) Increase in bank overdraft	(11,196)	6,497
(Decrease) increase in accounts payable and other liabilities	(22,584)	23,815
(Decrease) Increase in accrued wages and taxes payable	(1,545)	5,548
Decrease in due to related party	-	(5,257)
Net cash provided by (used in) operating activities	83,511	(67,233)
Cash flows from investing activities:		
Purchase of property and equipment	-	(20,297)
Net cash used in investing activities	-	(20,297)
Cash flows from financing activities:		
Payments on loans payable	(79,083)	(68,536)
Payments on line of credit	-	(5,723)
Proceeds from line of credit	-	150,000
Proceeds from loans	-	11,789
Net cash (used in) provided by financing activities	(79,083)	87,530
Net increase in cash	4,428	-
Cash, beginning of year	-	-
Cash, end of year	\$ 4,428	\$ -
Supplemental disclosure of cash flow:		
Interest paid	\$ 11,788	\$ 13,721
Non-cash investing and financing activities:		
Renegotiation of line of credit to loan payable	\$ -	\$ 149,913

See notes to financial statements.

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS
December 31, 2013 and 2012

NOTE 1 – ORGANIZATION

Mount Olive Development Corporation (“MODCO”) is a nonprofit organization formed under the laws of the State of Florida (the “State”) exclusively for religious, charitable, scientific, literary and educational purposes and is tax exempt under Section 501(c)(3) of the Internal Revenue Code. MODCO’s mission is to revitalize the low and moderate income communities of Broward County by providing affordable housing, social services and job opportunities.

MODCO is funded primarily through contributions from related parties and grants from federal and state government bodies. Membership of MODCO shall be vested only in members who are in good standing in the congregation of Mount Olive Baptist Church (the “Church”). Significant programs include:

A Place of Grace Housing Program (“HOPWA”): The Place of Grace program provides rental housing for income-eligible HIV/AIDS persons and their families at two locations. MODCO also subleases several rental units under the program. The program is funded by HOWPA (Housing Opportunities for Persons With Aids).

Work Force One Access Program (ACCESS: Reaching Within to Achieve Beyond): The Access program provides for the enrollment for a period of one (1) year of one hundred (100) out of school youth between the ages of sixteen (16) and twenty-one (21) who have not been enrolled the year before. Activities provided under the program include literacy/basic skills remediation for all out of school youth scoring less than 8.9 grade level in reading and/or math on a TABE test, work experience (paid or unpaid), job shadowing, part-time jobs, internships, life skills training, leadership training, entrepreneurial training, family planning education, mentoring, case management and counseling. The required outcome of the ACCESS program is unsubsidized employment, or enrollment in post-secondary education for all enrolled youth.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables and other liabilities.

The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) No. 958-205, *Presentation of Financial*

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS - Continued
December 31, 2013 and 2012

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Basis of Accounting - Continued

Statements for Not-for-Profit Organizations. Under ASC No. 958-205, the organization is required to report information regarding its financial position and activities according to the three classes of net assets as follows:

Unrestricted Net Assets - represents resources which have met all applicable restrictions and/or resources generated by other sources.

Temporarily Restricted Net Assets - represents resources recognized as restricted support until such time when associated restrictions have been met.

Permanently Restricted Net Assets - represents resources that contain a stipulation that permanently restricts the use of such funds, but allows earnings from the funds to be used in a certain manner.

MODCO, currently, has no permanently restricted net assets.

Contributions

MODCO records contributions in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification ASC No. 958-605-25 *Accounting for Contributions Received and Contributions Made, Not for Profit Entities*, which requires the Organization to distinguish between contributions received and unconditional promises to give that increase permanently restricted net assets, temporarily restricted net assets and unrestricted net assets based on the existence or nature of any donor restrictions. Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Support received for funding of MODCO's programs has been classified as unrestricted and temporarily restricted net assets. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. (FASB) Accounting Standards Codification ASC No. 958-605-25 also provides that support and revenues received as an agent or intermediary for third party organizations do not increase the net assets of the organization. Liabilities due to these third parties are recognized to the extent that cash and resources are received. MODCO receives no support and revenues in agency or intermediary transactions.

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS - Continued
December 31, 2013 and 2012

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Functional Allocation of Expenses

The costs of providing MODCO's programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the program and supporting services benefited by their natural classification.

Property and Equipment

Property and equipment, including improvements, are stated at original cost, or fair value on the date received, if donated, less accumulated depreciation. These assets are depreciated using the straight-line method over their estimated useful lives as follows:

Buildings	40 Years
Furniture	7 Years
Machinery and equipment	3-5 Years

MODCO capitalizes all expenditures for property and equipment in excess of \$500.

As required by the HOPWA loan and grant agreements, rental properties located at 1524 NW 6th Street and 535 NW 15th Terrace, Fort Lauderdale, Florida, are restricted for use by tenants meeting specified requirements. The Housing Finance Authority of Broward County has a lien on the properties as collateral for the loans.

Donated Services

Volunteers have made significant contributions of their time and services in assisting MODCO in its daily operations. The value of this contributed time is not reflected in these statements since it is not susceptible to objective valuation.

Credit Risk

Financial instruments, which potentially subject the organization to concentrations of credit risk, consist principally of cash and cash equivalents and grants receivable. The organization tries to limit the amount of its credit exposure by placing its cash and cash equivalents with high quality financial institutions. Additionally, the organization tries to limit its deposits at each bank to \$250,000, the amount insured by the Federal Deposit Insurance Corporation (FDIC).

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS - Continued
December 31, 2013 and 2012

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Cash

Cash includes cash in checking accounts which are held in separate accounts by program per donor requirements. All grant agreements stipulate the use of cash received by the programs.

MODCO has no cash equivalents.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 3 – GRANTS RECEIVABLE

Following is a summary of grants receivable at December 31, 2013 and 2012:

	<u>2013</u>	<u>2012</u>
HOPWA	\$ 120,611	\$ 115,556
Workforce One Access Program	23,777	42,005
Ex-Offender Mentoring	1,917	9,583
Total	<u>\$ 146,305</u>	<u>\$ 167,144</u>

MODCO considers all grants receivable to be fully collectible; accordingly, no allowance for doubtful accounts is considered necessary. If amounts become uncollectible, they will be charged to operations when that determination is made.

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS - Continued
December 31, 2013 and 2012

NOTE 4 - PROPERTY AND EQUIPMENT

The composition of property and equipment as of December 31, 2013 and 2012 is as follows:

	Beginning Balance <u>January 1, 2013</u>	<u>Additions</u>	<u>Disposals/ Reclass</u>	Ending Balance <u>December 31, 2013</u>
Land	\$ 147,808	\$ -	\$ -	\$ 147,808
Building and fixed equipment	1,797,821	-	-	1,797,821
Furniture, fixtures and equipment	44,049	-	-	44,049
Transportation equipment	19,863	-	-	19,863
Totals at historical cost	<u>2,009,541</u>	<u>-</u>	<u>-</u>	<u>2,009,541</u>
Accumulated depreciation for:				
Building and fixed equipment	288,152	44,928	-	333,080
Furniture, fixtures and equipment	15,631	6,636	-	22,267
Transportation equipment	19,862	-	-	19,862
Total accumulated depreciation	<u>323,645</u>	<u>51,564</u>	<u>-</u>	<u>375,209</u>
Capital assets, net	<u>\$ 1,685,896</u>	<u>\$ 51,564</u>	<u>\$ -</u>	<u>\$ 1,634,332</u>

	Beginning Balance <u>January 1, 2012</u>	<u>Additions</u>	<u>Disposals/ Reclass</u>	Ending Balance <u>December 31, 2012</u>
Land	\$ 147,808	\$ -	\$ -	\$ 147,808
Building and fixed equipment	1,797,821	-	-	1,797,821
Furniture, fixtures and equipment	23,752	20,297	-	44,049
Transportation equipment	19,863	-	-	19,863
Totals at historical cost	<u>1,989,244</u>	<u>20,297</u>	<u>-</u>	<u>2,009,541</u>
Accumulated depreciation for:				
Building and fixed equipment	243,227	44,925	-	288,152
Furniture, fixtures and equipment	10,621	5,010	-	15,631
Transportation equipment	19,862	-	-	19,862
Total accumulated depreciation	<u>273,710</u>	<u>49,935</u>	<u>-</u>	<u>323,645</u>
Capital assets, net	<u>\$ 1,715,534</u>	<u>\$ 49,935</u>	<u>\$ -</u>	<u>\$ 1,685,896</u>

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS - Continued
December 31, 2013 and 2012

NOTE 4 - PROPERTY AND EQUIPMENT - Continued

Depreciation expense for the period ended December 31, 2013 and 2012 was \$51,564 and \$49,935, respectively.

NOTE 5 - INCOME TAXES

MODCO is exempt from federal and state income taxes under the provisions of Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provisions for these taxes have been made in the financial statements.

Accounting for Uncertainty in Income Taxes - On January 1, 2011, MODCO adopted the recognition requirements for uncertain income tax positions as required by generally accepted accounting principles, with no cumulative effect adjustment required. Income tax benefits are recognized for income tax positions taken or expected to be taken in a tax return, only when it is determined that the income tax position will more-likely-than-not be sustained upon examination by taxing authorities. MODCO has analyzed tax positions taken for filing with the Internal Revenue Service and all state jurisdictions where it operates. MODCO believes that income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse affect on MODCO's financial condition, results of operations or cash flows. Accordingly, MODCO has not recorded any reserves or related accruals for interest and penalties for uncertain income tax positions at December 31, 2011.

MODCO is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. MODCO believes it is no longer subject to income tax examinations for years prior to 2007.

MODCO's policy is to classify income tax related interest and penalties in interest expense and other expenses, respectively.

NOTE 6 - RELATED PARTIES

During fiscal years 2013 and 2012, MODCO paid to the Church the amounts of \$13,000 and \$4,000, respectively, for the rental space occupied by the Work Force One Program in a building owned by the Church. All amounts were reimbursed to MODCO under the Work Force One Program. No lease agreement exists.

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS - Continued
December 31, 2013 and 2012

NOTE 6 - RELATED PARTIES - Continued

In February 2008, MODCO entered into an arrangement with the Church to provide property management services. MODCO charges a management fee of 20% of gross income collected on behalf of the Church. Management fees earned for the years ended December 31, 2013 and 2012 approximated \$30,000 and \$31,000, respectively.

During the years ended December 31, 2013 and 2012, MODCO received contribution income from the Church in the amount of \$96,200 and \$96,483, respectively, to cover payroll and other general administrative expenses.

During the years ended December 31, 2013 and 2012, MODCO administered the indigent program on behalf of the Church. Expenses incurred, approximating \$14,000 and \$12,000 respectively, were reimbursed by the Church and recorded by MODCO as a reduction in expenses.

NOTE 7 – LOANS PAYABLE

The loans payable at December 31, 2013 and 2012 consists of the following:

	<u>2013</u>	<u>2012</u>
Housing Finance Authority – Loan II	\$ 301,156	\$ 311,156
City of Fort Lauderdale	75,140	82,610
BB&T Bank (Formerly Bank Atlantic)	92,113	144,278
Regions Bank	33,967	40,415
Broward County – Loan I	306,760	320,080
Broward County – Loan II	126,014	130,676
Broward County – Loan III	127,740	133,298
Fort Lauderdale Community Redevelopment Agency– Loan I	28,598	42,896
Fort Lauderdale Community Redevelopment Agency – Loan II	14,000	21,000
Fort Lauderdale Community Redevelopment Agency – Loan III	31,627	47,441
Fort Lauderdale Community Redevelopment Agency – Loan IV	7,072	9,431
Mount Olive Baptist Church	-	3,000
	<u>1,144,187</u>	<u>1,286,281</u>
Less current portion	161,731	166,804
	<u>\$ 982,456</u>	<u>\$ 1,119,477</u>

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS - Continued
December 31, 2013 and 2012

NOTE 7 – LOANS PAYABLE - Continued

Housing Finance Authority - Loan II

In April 2002, MODCO obtained a \$400,000 loan from the Housing Finance Authority of Broward County at a zero percent rate of interest, originally, due in full on December 31, 2011. However, to reflect the time value of money, the liability recorded in the financial statements reflects future payments, discounted at an imputed interest rate of 7.9% which was the organization's long term borrowing rate at December 2011. Proceeds from the loan were used to:

- 1) repay an outstanding line of credit of \$100,000, together with accrued interest
- 2) repay the debt due to the Church for the use of its \$75,000 line of credit, as disclosed in Note 7, together with accrued interest; and
- 3) for escrow of \$211,273 for the renovation to certain buildings during 2001.

The note was secured by a mortgage deed and a security agreement. On October 31, 2003, the balance of \$64,343 remaining in escrow was transferred to offset the loan. During the year ended December 31, 2005, management renegotiated with the Housing Finance Authority of Broward County for quarterly payments of \$5,000 to be made towards Loan I and Loan II commencing January 2005 and ending December 2011, at which time all outstanding unpaid principal balance together with accrued and unpaid interest, if any shall be due and payable. In the first instance, the quarterly payments of \$5,000 will be applied to Loan I, after which, the quarterly payment will be applied to Loan II balance until repaid. At December 31, 2007, Loan I was fully repaid.

In January 2010, management renegotiated an amendment to Loan II as follows:

- 1) increase the amount of the loan by \$88,000, thereby increasing the note from \$400,000 to \$488,000;
- 2) modify and extend the maturity date of the note as secured by the mortgage, from December 31, 2011 to March 31, 2028; and
- 3) the unpaid principal balance, together with accrued and unpaid interest, if any, shall be due and payable in quarterly payments of \$5,000 beginning January 1, 2012 through March 31, 2028.

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS - Continued
December 31, 2013 and 2012

NOTE 7 – LOANS PAYABLE - Continued

The renewed note is secured by a mortgage deed which has a balloon payment of \$1,156, due upon maturity of the mortgage. At December 31, 2013 and 2012, the principal balance on the loan was \$301,156 and \$311,156, respectively.

City of Fort Lauderdale

In April 2000, MODCO obtained a loan in the amount of \$99,200 from the City of Fort Lauderdale for the rehabilitation and improvements to the rental property located at 535 NW 15th Terrace, Fort Lauderdale. The loan carries a zero percent rate of interest and is for a period of twenty (20) years, with no payment during the first ten (10) years. Commencing the first day of the first month of the eleventh year after completion of the rehabilitation project, monthly installments will approximate \$830. At December 31, 2013 and 2012, the principal balance on the loan was \$75,140 and \$82,610, respectively.

BB&T – Loan

In January 2012, MODCO obtained a line of credit in the amount of \$150,000 from Bank Atlantic (now BB&T Bank) to assist with cash flow requirements. On November 1, 2012 the outstanding principal and interest balances were converted to fixed interest rate loan at 6.250% per annum. Commencing December 1, 2012 the loan balance will be repaid over 29 months with monthly payments of \$5,419, including interest. Final payment will be due on May 1, 2015. The loan is secured as follows: mortgage on MODCO's property located at 1524 NW 6th Street, Ft. Lauderdale, FL 33309; assignment of rents from the mortgaged property; and a commercial security agreement covering all of MODCO's inventory, chattel paper, accounts, equipment, and general intangibles. At December 31, 2013 and 2012, the principal balance on the loan was \$92,113 and \$147,278, respectively.

Regions Bank

In March 2011, MODCO obtained a loan in the amount of \$50,427 from Regions Bank to assist with working capital requirements. The loan carries an interest rate of 7.9 percent per annum with monthly installments of \$783 including interest. Final payment will be due on March 3, 2016. The loan is secured by a commercial security agreement. At December 31, 2013 and 2012, the principal balance on the loan was \$33,967 and \$40,415, respectively.

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS - Continued
December 31, 2013 and 2012

NOTE 7 – LOANS PAYABLE – Continued

Broward County - Loan I

In June 2006, MODCO obtained a mortgage and promissory note in the amount of \$400,000 from Broward County to secure the Home Investment Partnership (HOME) program grant to assist with the construction of the Sistrunk Mixed-Use Facility in Fort Lauderdale, Florida. The mortgage and promissory note is a forgivable deferred payment loan. The loan shall be reduced at a rate of 3.33% on the anniversary date of each year following the date of execution of the promissory note. The loan has restrictive covenants which require MODCO to use the property only for development of affordable residential rental units as described in the HOME Funding Agreements and shall remain in effect following the completion of the project. MODCO shall rent the HOME assisted units only to income eligible families as defined in the HOME Funding Agreements for the term. At December 31, 2013 and 2012, the balance of the forgivable deferred loan was \$306,760 and \$320,080, respectively.

Broward County - Loan II

In December 2010, MODCO obtained a mortgage and promissory note in the amounts of \$140,000 from Broward County to assist with the construction of the Sistrunk Mixed-Use Facility in Fort Lauderdale, Florida. The loan was provided in conjunction with the Home Investment Partnership Program (HOME) Funding grant agreements, and is a forgivable deferred payment loan. The loan shall be reduced at a rate of 3.33% on the anniversary date of each year following the date of execution of the promissory note. The loan has restrictive covenants which require MODCO to use the property only for development of affordable residential rental units as described in the HOME Funding Agreements and shall remain in effect following the completion of the project. MODCO shall rent the HOME assisted units only to income eligible families as defined in the HOME Funding Agreements for the term of affordability. At December 31, 2013 and 2012, the principal balance of the forgivable deferred loan was \$126,014 and \$130,676, respectively.

Broward County - Loan III

In December 2010, MODCO obtained a mortgage and promissory note in the amount of \$166,917 from Broward County to assist with the construction of the Sistrunk Mixed-Use Facility in Fort Lauderdale, Florida. Although the loan agreement for the \$166,917 was fully executed in December 2010, it was not disbursed until February 2011. The loan was provided in conjunction with the Home Investment Partnership Program (HOME) Funding grant agreements, and is a forgivable deferred payment loan.

NOTE 7 – LOANS PAYABLE – Continued

The loan shall be reduced at a rate of 3.33% on the anniversary date of each year following the date of execution of the promissory note. The loan has restrictive covenants which require MODCO to use the property only for development of affordable residential rental units as described in the HOME Funding Agreements and shall remain in effect following the completion of the project. MODCO shall rent the HOME assisted units only to income eligible families as defined in the HOME Funding Agreements for the term of affordability. At December 31, 2013 and 2012, the principal balance on the loan was \$127,740 and \$133,298, respectively.

Fort Lauderdale Community Redevelopment Agency

Loan I

In July 2010, MODCO obtained a loan in the amount of \$71,493 from Fort Lauderdale Community Redevelopment Agency (the "Agency") to assist with the construction of the Sistrunk Mixed-Use Facility in Fort Lauderdale, Florida. The loan carries a zero percent rate of interest and is for five years. In accordance with the terms of the promissory note, payment on the principal amount shall not be required so long as the property is not sold or transferred for a five-year period following the final disbursement of funds. 20% of the Agency funds will become due and payable to the Agency upon sale or transfer of the property during the five-year period, or a default of the terms of the agreement occurs. After the five years from the completion date, the principal balance due shall be reduced to zero provided MODCO has complied with all the terms of the agreement and is not in default. The loan is secured by a second mortgage on real estate owned by MODCO. At December 31, 2013 and 2012, the principal balance on the loan was \$28,598 and \$42,896, respectively.

Loan II

In September 2010, MODCO obtained a loan in the amount of \$35,000 from Fort Lauderdale Community Redevelopment Agency (the "Agency") to assist with the construction of the Sistrunk Mixed-Use Facility in Fort Lauderdale, Florida. The loan carries a zero percent rate of interest and is for five years. In accordance with the terms of the promissory note, payment on the principal amount shall not be required so long as the property is not sold or transferred for a five-year period following the final disbursement of funds. 20% of the Agency funds, as defined in the agreement, will be forgiven annually. The remaining portion of the Agency funds will become due and payable to the Agency upon sale or transfer of the property during the five-year period, or a default of the terms of the agreement occurs. After the five years from the completion date, the principal balance due shall be reduced to zero provided MODCO has complied with all the terms of the agreement and is not in default.

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS - Continued
December 31, 2013 and 2012

NOTE 7 – LOANS PAYABLE – Continued

The loan is secured by a second mortgage on real estate owned by MODCO. At December 31, 2013 and 2012, the principal balance on the loan was \$14,000 and \$21,000, respectively.

Loan III

In August 2010, MODCO obtained a loan in the amount of \$79,069 from Fort Lauderdale Community Redevelopment Agency (the "Agency") to assist with the construction of the Sistrunk Mixed-Use Facility in Fort Lauderdale, Florida. The loan carries a zero percent rate of interest and is for five years. In accordance with the terms of the promissory note, payment on the principal amount shall not be required so long as the property is not sold or transferred for a five-year period following the final disbursement of funds. 20% of the Agency funds, as defined in the agreement, will be forgiven annually. The remaining portion of the Agency funds will become due and payable to the Agency upon sale or transfer of the property during the five-year period, or a default of the terms of the agreement occurs. After the five years from the completion date, the principal balance due shall be reduced to zero provided MODCO has complied with all the terms of the agreement and is not in default. The loan is secured by a second mortgage on real estate owned by MODCO. At December 31, 2013 and 2012, the principal balance on the loan was \$31,627 and \$47,411, respectively.

Loan IV

In January 2012, MODCO obtained a loan in the amount of \$11,789 from Fort Lauderdale Community Redevelopment Agency (the "Agency") to assist with the construction of the Sistrunk Mixed-Use Facility in Fort Lauderdale, Florida. The loan carries a zero percent rate of interest and is for five years. In accordance with the terms of the promissory note, payment on the principal amount shall not be required so long as the property is not sold or transferred for a five-year period following the final disbursement of funds. 20% of the Agency funds, as defined in the agreement, will be forgiven annually. The remaining portion of the Agency funds will become due and payable to the Agency upon sale or transfer of the property during the five-year period, or a default of the terms of the agreement occurs. After the five years from the completion date, the principal balance due shall be reduced to zero provided MODCO has complied with all the terms of the agreement and is not in default. The loan is secured by a second mortgage on real estate owned by MODCO. At December 31, 2013 and 2012, the principal balance on the loan was \$7,072 and \$9,431, respectively.

Mount Olive Baptist Church

In September 2010, MODCO obtained a loan in the amount of \$65,000 from the New Mount Olive Baptist Church (the "Church") to assist with cash flow requirements. The loan is interest-free and is repayable over twenty one (21) months starting January 20, 2011 and ending September 20, 2012.

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS - Continued
December 31, 2013 and 2012

NOTE 7 – LOANS PAYABLE – Continued

To secure the loan, MODCO has given a security interest in the management fee that is received monthly from the Church for management of rental properties owned by the Church. If MODCO does not pay the full amount of the loan when the final payment is due, the Church will charge an interest rate of 9% per annum.

Mount Olive Baptist Church

At December 31, 2013 and 2012, the principal balance on the loan was \$-0- and \$3,000, respectively. The loan was paid in full on January 24, 2013. No interest was assessed or paid.

At December 31, 2013, the aggregate amount of principal repayments due over the ensuing five years and thereafter are as follows:

<u>Year Ending</u>		
2014	\$	161,733
2015		130,845
2016		75,300
2017		53,500
2018		53,500
Thereafter		669,309
	<u>\$</u>	<u>1,144,187</u>

NOTE 8 – LEASES

In April 2009, MODCO entered into a lease agreement for certain equipment. The lease is for 60 months and requires monthly payments of \$100. Future minimum lease payments each year to 2014, as follows:

<u>Year Ending</u>		
2014		5,600
	<u>\$</u>	<u>5,600</u>

NOTE 9 - FUNDING CONCENTRATIONS

In fiscal years ended December 31, 2013 and 2012, MODCO received approximately 79% and 72%, respectively, of its revenue from federal grants. If these sources of revenue were discontinued and other sources were not available this would have a significant impact on MODCO's ability to operate and to continue its current programs.

NOTE 10 – SUBSEQUENT EVENTS

The Organization did not have any other subsequent events through February 26, 2015 which is the date the financial statements were available to be issued for events requiring recording or disclosure in the financial statements for the year ended December 31, 2013.

**MOUNT OLIVE DEVELOPMENT CORPORATION
REPORTS REQUIRED BY OMB CIRCULAR A-133
For the Year Ended December 31, 2013**

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**MOUNT OLIVE DEVELOPMENT CORPORATION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For Year Ended December 31, 2013**

<u>Federal Grantor/Pass-through Entity Program Title</u>	<u>Federal CFDA</u>	<u>Contract Number</u>	<u>Program Award Amount</u>	<u>Reimbursable Expenditures</u>
Passed through City of Fort Lauderdale Housing Opportunities for Persons with AIDS (HOPWA) Project based Rental Assistance	14.241	HP12/13 1850 -1853	\$ 698,526	\$ 544,333
US Department of Labor, Ex-Offender President Re-integration of Ex-Offenders passed through Opportunity Industrialization Center (OIC)	17.270	PE 15246-06-60	\$ 17,250	17,250
US Department of Labor, Passed through Broward County, Florida WorkForce One Employment Solutions ACCESS Program Out of school youth - Reaching Within to Achieve Beyond	17.259	2013-2014-WIA-11169	292,833	303,096
Total US Department of Labor			310,083	320,346
Total Federal Expenditures			\$ 1,008,609	\$ 864,679

See notes to the Schedule of Expenditures of Federal Awards.

MOUNT OLIVE DEVELOPMENT CORPORATION
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended December 31, 2012

NOTE 1 - GENERAL

The accompanying Schedule of Expenditures of Federal Awards ("SEFA") included herein represents the activity of Mount Olive Development Corporation's ("MODCO") Federal grant programs passed-through the State of Florida, City of Fort Lauderdale, Broward County and local agencies.

NOTE 2 - BASIS OF PRESENTATION

The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE 3 – BASIS OF ACCOUNTING

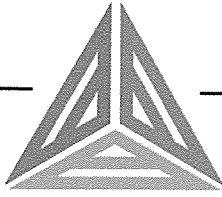
The expenditures in the accompanying SEFA are presented using the accrual basis of accounting. The accrual basis recognizes expenses when they are incurred.

NOTE 4 – DEFERRED MORTGAGES AND PROMISSORY NOTES

MODCO was required to obtain mortgages and promissory notes to secure funding under the Home Investments Partnership (HOME) program grant to assist with the construction of the mixed use facility project. The mortgages and promissory notes are deferred payment loans and, along with the HOME grant, have specific restrictive compliance requirements, which if not complied with, may result in reimbursement to the funding agencies. If there is non-compliance with the restrictive covenants, the reimbursements could have a material effect on the financial position of MODCO.

NOTE 5 – CONTINGENCIES

Grant monies received and disbursed by MODCO are for specific purposes and are subject to review by grantor agencies. Such audits may result in request for reimbursement due to disallowed expenditures. Based upon prior experience, MODCO does not believe that such disallowances, if any, would have a material effect on the financial position of MODCO. As of December 31, 2013, management is not aware of any material questioned or disallowed costs as a result of grant audits in process or completed.



S. DAVIS & ASSOCIATES, P.A.
Certified Public Accountants & Consultants

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Mount Olive Development
Fort Lauderdale, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Mount Olive Development Corporation ("MODCO") (a nonprofit organization), which comprise the statement of financial position as of December 31, 2013, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 26, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered MODCO's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of MODCO's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS* - CONTINUED**

Compliance and Other Matters

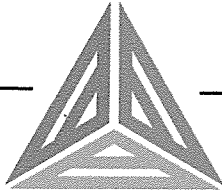
As part of obtaining reasonable assurance about whether MODCO's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

S. Davis & Associates, P.A.

Hollywood, Florida
February 26, 2015



S. DAVIS & ASSOCIATES, P.A.
Certified Public Accountants & Consultants

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY OMB CIRCULAR A-133 - CONTINUED**

Board of Directors
Mount Olive Development
Fort Lauderdale, Florida

Report on Compliance for Each Major Federal Program

We have audited Mount Olive Development Corporation's ("MODCO") (a nonprofit organization) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of MODCO's major federal programs for the year ended December 31, 2013. MODCO's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of MODCO's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about MODCO's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of MODCO's compliance.

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MOUNT OLIVE DEVELOPMENT CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2013

Opinion on Each Major Federal Program

In our opinion, MODCO complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2013.

Report on Internal Control over Compliance

Management of MODCO is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered MODCO's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of MODCO's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

S. Davis & Associates, P.A.

Hollywood, Florida
February 26, 2015

MOUNT OLIVE DEVELOPMENT CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2013

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditor's report issued: Unqualified opinion

Internal control over financial report:

 Material weakness(es) identified? ___yes X no

 Significant deficiency(ies) identified that are not
 considered to be material weaknesses? ___yes X none reported

Noncompliance material to financial statements
 noted? ___yes X no

Federal Awards

Internal control over major programs:

 Material weakness(es) identified? ___yes X no

 Significant deficiency(ies) identified that are not
 considered to be material weakness? ___yes X none reported

Type of auditor's report issued on compliance for
 major programs: Unqualified opinion

Any audit findings disclosed that are required to be
 reported in accordance with section 510(a) of
 Circular A-133? ___yes X no

Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Programs</u>
14.241	U.S. Department of Housing and Urban Development – Housing Opportunities for persons with AIDS (HOPWA)
16.812	U.S. Department of Justice – Second Chance Act prisoner Re-entry Initiative (Project Rescue)

Dollar threshold used to distinguish between Types
 A and Type B programs: \$ 300,000

Auditee qualified as a low-risk auditee? ___yes X no

MOUNT OLIVE DEVELOPMENT CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued
For the Year Ended December 31, 2013

SECTION II - FINANCIAL STATEMENT FINDINGS

Current Year Findings

There were no findings in the current year.

Prior Year Comments and Status

We consider the following deficiency in internal control over financial reporting to be a material weakness:

2010-1 Promissory Notes (as modified)

Criteria

Based on requirements of grant funding agreements, MODCO obtained additional funding which was secured by various forgivable promissory notes. Such notes should be recorded as a liability in accordance with generally accepted accounting principles.

Condition

Four forgivable deferred payment promissory notes were executed during the year ended December 31, 2010, for a total of \$457,497 and one forgivable deferred payment promissory note was executed in 2006 for \$400,000. The proceeds and related liability were not properly recorded.

Effect

At December 31, 2010, total liabilities and revenue were understated by the amount of the promissory notes. An adjustment was made to correct the balances.

Recommendation

We noted that the grant agreements had conflicting information which caused some confusion. We, therefore, recommend that management ensures that all executed legal documents are properly reviewed and understood to ensure proper recording in the accounting records.

Management's Response

MODCO has existing internal policies and procedures for contracts. The actual contracts in question were very misleading as they indicated that the contracts

MOUNT OLIVE DEVELOPMENT CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued
For the Year Ended December 31, 2013

SECTION II - FINANCIAL STATEMENT FINDINGS

Prior Year Comments and Status - Continued

Management's Response

were for grants and not loans. To ensure that it does not happen again, MODCO will modify the internal policies and procedures to ensure that the Chief Executive Officer, Accountant, Contract Manager and a member of the Board, review all contracts.

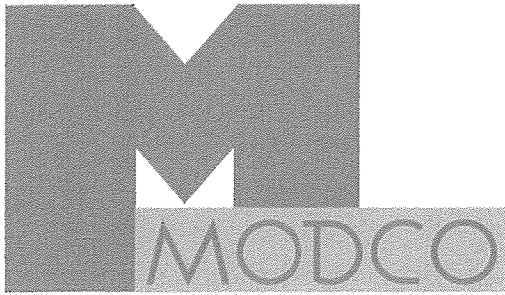
Current Year Status

Resolved.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no findings in the current or prior year.

TAB #29



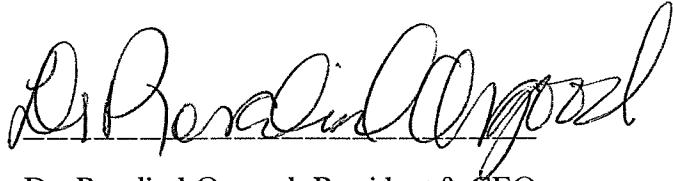
MOUNT OLIVE DEVELOPMENT CORPORATION

STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS

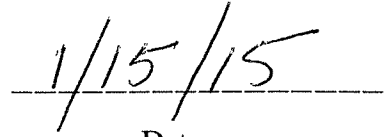
This statement certifies that Mount Olive Development Corporation (MODCO) has financial management standards and shall provide for the following:

- Accurate, current and complete disclosure of the financial results of each federally sponsored project or program in accordance with the reporting requirements set forth in 84.52.
- Records that identify adequately the source and application of funds for federally sponsored activities.
- Effective control over and accountability for all funds, property and other assets.
- Comparison of outlays with budget amounts for each award.
- Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the US Treasury and the issuance of redemption of checks, warrants or payments by other means for program purposes by the recipient.
- Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.
- Accounting records including costs accounting records that are supported by source documentation.
- Where the Federal Government guarantees or insure the repayment of money borrowed by the recipient, HUD, at its discretion, may require adequate bonding and insurance if the bonding and insurance requirements of the recipient are not deemed adequate to protect the interest of the Federal Government.
- HUD may require adequate fidelity bond coverage where the recipient lacks sufficient coverage to protect the Federal Government's interest.

- Where bonds are required in the situations described above, the bonds shall be obtained from companies holding certificates of authority as acceptance sureties, as prescribed in 31 CFR Part 223, "Surety Companies Doing Business with the United States"

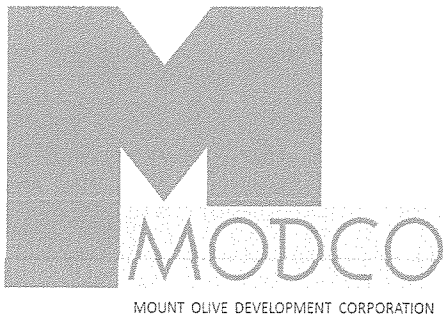


Dr. Rosalind Osgood, President & CEO



Date

TAB #30



STATEMENT OF NON-INUREMENT

The purpose of this Statement of Non-Inurement is to ensure that Mount Olive Development Corporation (MODCO) is fulfilling its responsibilities to act as a competent and trustworthy steward of its resources and is behaving in a way that is consistent with the following IRS requirement:

A section 501(c)(3) organization must not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. No part of the net earnings of a section 501(c)(3) organization may inure to the benefit of any private shareholder or individual. A private shareholder or individual is a person having a personal and private interest in the activities of the organization.

To avoid the conferment of material private inurements or benefits in the types of transactions described above, the organization will enter into transactions solely to benefit the charitable purposes of the organization, rather than for a private party's benefit. The organization will exercise due diligence to ensure that any proposed transaction is fair and reasonable. This means that the organization could not have obtained a more advantageous arrangement with reasonable effort.

The organization will ensure that the intent of this policy is carried out by:

- Screening proposed transactions through the applicable boards, advisory boards, and committees, and other processes set out in the organization's procedures
- Taking care that organizational policies and procedures pertaining to the signing of contracts are followed. (For example, the board may require contracts in excess of a certain amount or duration to be executed by the board rather than the executive director.)
- Putting in place additional procedures that may apply in connection with contract bids for building construction, renovation and repair projects.

 
Dr. Rosalind Osgood, President & CEO Please Print

Signature

5/5/15
Date

401 NW 9th Avenue | Fort Lauderdale, FL | 33311

Phone: (954) 767-9919 | Fax: (954) 522-2423

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TAB #31

**MODCO's Current Funding Sources
Chart**

Funder	Contract/ Agreement #	Term of Contract	Program Funded	Contact person	Phone & Email
City of Fort Lauderdale	HP152231-32	October 1 2014 to September 31, 2-15	HOPWA	Mario Desantis	Phone 954-828-4775 Mariod@fortlauderdale.gov
New Mount Olive Baptist Church	NA	NA May 2015 – May 2016	Operations Property Management	Janelle Blake	954-463-5126 JBlake@mountolive.org

TAB #32

MOUNT OLIVE DEVELOPMENT CORPORATION

401 NORTHWEST NINTH AVENUE

FORT LAUDERDALE, FL 33311

Accounting Policies and Procedures Manual

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Introduction

This manual has been prepared to document the internal accounting procedures for Mount Olive Development Corporation, hereinafter referred to as MODCO, incorporated in the State of Florida on October 31, 1994. MODCO is a non-profit entity whose primary purpose is to revitalize low and moderate income communities in Broward County by providing affordable housing, social services and job opportunities.

In the area of housing, MODCO's focus is the provision of low-cost accommodation to AIDS victims. The foundation of this vital service currently rests on MODCO's ownership of two apartment buildings located at 1524 North West 6th Street and 535 North West 15th Terrace and land located at 1530 North West 6th Street in Fort Lauderdale. These buildings and the land were purchased and rehabilitated with a combination of four (4) loans from the City of Fort Lauderdale and the Housing Finance Authority of Broward County with terms - including amendments - ranging from zero to 10% interest, forgiveness of the debt over ten (10) years and maturity dates ranging from five (5) to twenty (20) years. The land located at 1530 North West 6th Street is earmarked for the construction of another building scheduled to be completed in 2010. This construction is being financed with a combination of two (2) loans from the Housing Finance Authority of Broward County and CRA. Further, as an extension of its services in providing affordable housing, MODCO manages rental properties owned by a related entity, the Mount Olive Baptist Church.

The purpose of this manual is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

All personnel with a role in the management of MODCO's fiscal operations are expected to uphold the policies in this manual. It is the intention of MODCO that this accounting manual serves as the basis for a necessary and vital commitment to proper, accurate financial management and reporting.

Organizational Structure

MODCO's organizational structure is as shown on the chart on page 5. In any small organization with limited staff, division of duties often do not conform to the precise requirements necessary to achieve sound and effective internal control over transactions. Accordingly, MODCO has put certain policies and procedures in place to deal with this problem as under:

More direct involvement of the President/CEO in the fiscal operations of the company especially as regards review and approval of transactions

1. Retaining the services of an independent outside accountant to provide an independent control point in the review, processing and posting of transactions and the preparation of interim and year-end financial reports.
2. Monthly financial reporting to the Board of Directors provides significant Board oversight. It should be noted that all Board members are volunteers who receive no compensation for their services but are happy to provide their services in the interests of the residents of Broward County served by MODCO.

Payroll

Personnel:

1. The CEO is charged with the responsibility of maintaining personnel files on staff persons.
2. Each personnel file should contain the following information, at a minimum.
 - a. Employment application or resume
 - b. A record of background investigation
 - c. Date of employment
 - d. Position, pay scales, pay rates and changes therein
 - e. Authorization of payroll deductions (Form W-4)
 - f. I-9 Immigration Form
 - g. Termination data, when applicable
3. All personnel records are to be kept locked in a locking file cabinet in the CEO's office. Access to these files other than by the CEO, Accountant/Fiscal Manager, Board Treasurer or the auditor should be requested in writing to the CEO.

Payroll Preparation and Timekeeping:

1. Timesheets are to be prepared by all staff persons bi-weekly and attached to the check request for payroll disbursements by the Public Services Manager. Time should be input on a daily basis and, if in writing, completed in ink. Correction fluid should **never** be used in preparing timesheets. If an error needs to be corrected, a line should be drawn through the item and the corrected information recorded, and initialed by the person who made the correction.
2. Timesheets are to include specific time spent on each grant/project.
3. Timesheets are to be signed by the staff person and his/her supervisor.
4. All approved time sheets are attached to check request forms
5. All approved timesheets must be reviewed by the Accountant/Fiscal Manager, who will check for form, accuracy, completeness and proper approval.
6. Specifically, the Accountant/Fiscal Manager ensures that duly approved check request vouchers are attached to time sheets and reviews documentation for the following:
 - a. address and name changes
 - b. hours worked, by grant/project (cost center)
 - c. changes in pay rates or employment status
 - d. vacation, sick or personal hours used and earned

Division of Duties

The following is a list of personnel with given functions and responsibilities within the accounting department:

President/CEO

- Reviews and approves all financial reports, including bank reconciliations.
- Reviews annual budget and submits to Board for approval.
- Reviews and approves all claims for reimbursement of Federal and State funds
- Reviews opened mail and cash receipts log submitted by Public Services Manager
- Ensures that backup documentation (vouchers/invoices) is submitted with bi-weekly check requisitions.
- Reviews credit card charges made by staff, checks to expense summaries and initials/signs expense summaries as evidence of approval and review (see credit card purchases on page)
- Signs all check requisitions as evidence of review and approval
- Signs checks as one of two signatories
- Prepares performance evaluations for staff and gives discretionary merit and cost of living increases in salary within stipulated limits.
- Communicates with accountant on salary increases for adjustment to payroll records

Director of Operations (HOPWA, OIC, Case and Property Management)

HOPWA/Property Management:

- Qualify tenants (AIDS Victims) for monthly rental discount based on source and amount of income and enter data on rent computation sheet
- Convenes monthly tenant meeting on the 5th of every month and attends with Intake Clerk
- Ensures that money orders for rent are presented to, and received by Intake Clerk.
- Receives from Intake Clerk original and copies of all money orders and copies of receipts given to tenants
- Reconciles money orders with copies of receipts and prepares rent distribution sheet specifying tenants, apartment numbers, rents collected and any balance due
- Forwards/delivers money orders to Office Assistant (Main Office) with copy of rent distribution sheet
- Files rent distribution sheet by month with copies of money orders and receipts attached
- Prepares monthly reports for submission to City of Ft Lauderdale (HOPWA division) requesting payment of portion of tenants' rent to be paid by HOPWA
- Delivers report to HOPWA division office and picks up HOPWA check when available
- Forwards HOPWA check to Office Assistant with attached rent distribution report

Division of Duties

Director of Operations - Continued (HOPWA, OIC, Case and Property Management)

OIC:

- Receives weekly mentor report prepared by OIC mentor, specifying client, date of service and outcome
- Prepares monthly report for submission to OIC of Broward County
- Supervises Intake Clerk and Case Managers

Case Management (HIV):

- Schedule appointments with prospective clients to determine eligibility for support services
- Refers clients to appropriate counseling agencies where counseling is required
- Maintains progress logs for each client specifying type of service provided, time utilized (units of service) and status
- Approves progress logs prepared by Intake Clerk
- Prepares monthly reports for reimbursement to OIC of Broward County based on units of service.

Case Manager (HOPWA)

- Meets with HOPWA eligible clients and develops a comprehensive, individualized housing plan
- Works with area providers (HOPWA etc) to determine best housing solution for clients
- Assists clients in locating, acquiring, financing and maintaining affordable and appropriate housing
- Coordinates and implements housing plan
- Monitors client to assess ongoing effectiveness of housing plan
- Revises housing plan as necessary based client-specific advocacy and/or review of service utilization
- Refers all cases to Director of Operations for review and approval

Intake Clerk

- Meets with HIV clients (cases) pre-approved by Director of Operations for support services
- Prepares/updates progress logs for each client
- Submits progress logs to Director of Operations for approval
- Attends monthly tenant meetings with Director of Operations
- Collects rents from tenants (money orders) and prepares and issues receipts
- Copies money orders and submits with originals to Director of Operations together with carbon copies of receipts.

Division of Duties

Public Services Manager

- Opens bank statements and receives all other opened mail and cash receipts log from Office Assistant.
- Checks cash receipts (checks, money orders) to cash receipts log
- Submits all mail to CEO for review and appropriate direct action where required.
- Sorts/collates all mail after review by CEO.
- Places mail of a financial or tax nature (bank statements/tax notices) in a special folder and submits to accountant bi-weekly for appropriate action.
- Communicates with Accountant on all tax notices received to determine necessity for urgent attention and immediately transmits to Accountant (fax or e-mail) per his direction.
- Reviews bi-weekly three-part check requisitions prepared by Office Assistant with attached supporting documentation for accuracy and ensures proper project/account distribution.
- Presents check requisitions to CEO for approval
- Presents approved check requisitions with supporting documentation to Accountant for payment (bi-weekly)
- Checks rents received (money orders) and HOPWA check to rent distribution sheets prepared by Dir. of Operations.
- Prepares detailed same-day deposit slip specifying source of funds
- Makes deposit at MODCO's bank (Regions)
- Attaches bank-receipted deposit ticket to deposit slip
- Submits all documents to Office Assistant for filing

Office Assistant/Receptionist:

- Receives and opens all incoming mail, *except* the bank statements.
- Receives from Dir. of Operations, all money orders for portion of rents paid by HOPWA tenants along with rent distribution sheet
- Receives from Dir. of Operations check from the City of Ft. Lauderdale (HOPWA Division) for portion of rents paid by City based on HOPWA contract together with copy of HOPWA rent distribution summary.
- Prepares three-part check request vouchers and signs as preparer
- Prepares cash receipts log and invoice log.
- Mails/hand delivers checks
- Maintains files

Personnel on New Grants/Projects

- For grants/projects requiring new personnel, the procurement of all such personnel will be subject to the pre-qualification requirements contained in the grant contract

- The specific administrative duties of new personnel employed on new projects will be as defined in the grant contract

Division of Duties

Personnel on New Grants/Projects – Continued

- Depending on the overall objectives of the grant, new grant personnel will fall under the direct supervision of either the Director of Operations or the Public Services Manager (Refer Organization Chart on page 5)

Board Members

- Treasurer and Parliamentarian currently has check signing authority on all bank accounts
- Treasurer ensures that all checks submitted for signing are supported by approved check requisition vouchers and invoices.
- Parliamentarian performs above function whenever Treasurer is unable to
- Performs periodic review and adjustment of remuneration paid to CEO.

Accountant/Fiscal Manager (Independent)

- Reviews all check requisitions and supporting documentation for validity, accuracy and completeness.
- Reviews bank-receipted deposit tickets and reconciles with deposit slips
- Processes receipts and disbursements, including payroll and payroll tax deposits
- Ensures correct and proper general ledger account distribution for all income and expense items
- Prepares check disbursement/cash balance reports
- Submits disbursement checks with all supporting documentation and check disbursement/cash balance reports to check signatories for review and signing.
- Maintains and reconciles the general ledger monthly.
- Reconciles all bank accounts monthly
- Signs all bank statements and bank reconciliations as evidence of preparation submits to CEO for review and approval.
- Prepares monthly and year-to-date financial statements for monthly Board meetings
- Prepares quarterly payroll tax returns, including electronic filing as required
- Prepares year-end Forms W-2 and 1099
- With input from the President/CEO, the Director of Operations and the Public Service Manager, develops/prepares the annual budget.
- Prepares annual Form 990
- Coordinate with external auditors on the timing and execution of the annual audit of the financial statements.
- Perform appropriate income and expense cut-off procedures as required, post all year-end adjusting entries to general ledger and prepare final year-end trial balance and financial statements for submission to auditors
- Prepares all financial statement supporting schedules for submission to auditors.
- Provide ongoing on-site and off-site assistance to auditors during the course of the

audit

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Cash Receipts Procedures

1. The Office Assistant receives all incoming mail. All checks/money orders received by the Office Assistant are recorded on a cash receipts log which states the program to which the income is attributed, and stamped "For deposit only".
2. The Office Assistant then forwards the mail and cash receipts log to the Public Services Manager, who reconciles the receipts to the cash receipts log and forwards the log and mail to the CEO for final review and approval.
3. Next, the Public Services Manager prepares a same-day deposit slip and deposits the funds into the relevant account. All funds are deposited into the company's savings account except where the contract governing a particular program requires that funds be maintained in a separate independent bank account.
4. Funds for rents collected from tenants under an arrangement between MODCO and the Mount Olive Baptist Church for the management of these rental properties are deposited in a separate bank account in accordance with this arrangement.
5. Deposits are not mailed but are taken directly to the bank. The Public Services Manager attaches the bank-receipted deposit ticket to the deposit slip retained in the deposit book and files the cash receipts log together with the rent distribution summaries by date order.
6. The cash receipts log, rent distribution summaries and the deposit books are given to the Accountant /Fiscal Manager at the time of his bi-weekly check-writing, posting and update of the general ledger
7. Any cash receipts not deposited on the same day are secured overnight in a locked fire-proof cabinet in the Public Services Manager's office. These receipts are deposited on the following day. No deposit is locked in the file cabinet for more than 24 hours.
8. Simultaneous with the bi-weekly check disbursement process, the Accountant/Fiscal Manager posts all cash receipts to the general ledger using the company's accounting program
9. In accordance with current FDIC deposit insurance limits, aggregate balances in all bank accounts should not exceed \$250,000 up to December 31, 2013 and \$100,000 thereafter.

Funds Received by Wire Transfer:

There are some programs in which the funds are deposited directly into one of the company's specified accounts based on reimbursement claims submitted to the various Agencies by the Public Services Manager. In these cases, the procedures are as follows:

10. The Public Services Manager reconciles the remittance advice to the reimbursement claim as submitted, records any differences on the reimbursement claim with explanatory notes and forwards a copy to the Accountant/Fiscal Manager

Cash Receipts Procedures

Funds Received by Wire Transfer - Continued

11. Next, the Accountant/Fiscal Manager immediately updates the general ledger cash account to reflect these electronic deposits and an accurate general ledger cash balance. The Accountant reconciles the total of all cash receipts at the time of the monthly reconciliation of the bank accounts.

Inter-Fund Transfers:

The general account should not exceed \$10,000 at any time, adjusted for any recent un-cleared checks yet to be presented. All funds received should be deposited into a savings account except where prohibited by contract. It will therefore be necessary to transfer funds from the savings account into the checking account. In order to transfer funds from the savings into the checking account, the following procedures must be followed:

12. After updating the invoice log as under 'Cash Disbursement Procedures (3)', the Accountant/Fiscal Manager determines, by reference to the available cash balance as adjusted for any un-cleared items, if there are adequate funds to pay the bi-weekly expenses.
13. The Accountant then prepares a transfer memo as required, for signature by the CEO to transfer the necessary amount from the savings account to the checking account, as long as the remaining balance does not exceed \$10,000. These transfers will occur concurrently with the associated disbursements.

Cash Disbursements Procedures

1. Office Assistant enters incoming invoices in an invoice log and delivers all to the Public Services Manager for review. Invoice log shows invoice date, invoice number, payee, amount due and due date
2. At least three (3) days prior to the bi-weekly disbursement dates, Public Services Manager checks invoices to invoice log for validity and accuracy, signs as reviewer, forwards log to Accountant/Fiscal Manager, and returns invoices to Office Assistant pending preparation of check request vouchers
3. Accountant/Fiscal Manager reviews invoice log, updates log for payroll and payroll taxes to be paid, signs log and determines availability of funds and necessity for any inter-fund transfers
4. Accountant/Fiscal Manager prepares memo specifying total invoices to be paid, funds available and amount of any necessary transfer from the savings account and/or other accounts, attaches the updated invoice log and forwards to CEO for review and approval
5. CEO signs invoice log and memo as evidence of review and approval and forwards to Public Services Manager.
6. Public Services Manager transfers required funds from savings and/or other accounts to the general checking account (online or in person at the bank), prints or receives bank debit/credit advice, attaches bank debit/credit advice to transfer memo and signs transfer memo as person making the approved transfer
7. Public Services Manager then forwards invoice log with attached transfer memo and bank debit/credit advice to Office Assistant for preparation of three-part check request vouchers
8. Office Assistant prepares a check request voucher at least one (1) day prior to bi-weekly disbursement dates, signs as preparer, attaches invoice log, invoices and other supporting documentation and forwards to CEO for approval
9. CEO signs check request vouchers as approved and forwards to Public Services Manager who then presents to Accountant/Fiscal Manager with all attachments for payment
10. Accountant/Fiscal Manager reviews check request vouchers for evidence of approval and for accuracy and consistency with attached documentation and invoice log, inputs invoices into the accounting system and prints three-part disbursement checks. All disbursements are to be made by check. The company does not use a petty cash fund
11. After printing the disbursement checks, the Accountant/Fiscal Manager prints and attaches a check disbursement register showing deposits made, all checks printed for the current bi-weekly period and ending cash balance.

Cash Disbursements Procedures

12. Accountant/Fiscal Manager then presents the disbursement checks with all supporting documentation and check disbursement register to the first check signatory -usually the Treasurer of the Board- for review and signing.
13. First check signatory reviews supporting documentation for any discrepancy or inconsistency, signs checks and forwards to second check signatory who double checks the work, signs checks, cancels invoices by stamping 'PAID' in red ink and forwards checks and all supporting documentation to Public Services Manager.
14. Public Services Manager separates checks to be mailed from checks to be picked up, attaches payee signature sheet and forwards all to Office Assistant for mailing or hand delivery.
15. Office Assistant places all checks in envelopes with first attached voucher, mails those to be mailed as determined by Public Services Manager and retains those to be picked up.
16. Office Assistant delivers pick-up checks to walk-in payees after they sign off on the payee signature sheet.
- 17.. Office Assistant files one copy (white) of check request voucher with supporting documentation in vendor files in name order, detaches the transfer memo from the invoice log, files all the second copies (pink) by batch in date order with the invoice log and attaches the third copy (yellow) to the second check disbursement voucher and files in numerical order.
18. Office Assistant files transfer memo separately in a 'bank transfers' folder by date order. Voided checks are filed in a 'voided checks folder' by date order.
19. If Office Assistant is absent, checks are mailed/delivered by the Public Services Manager.

Reconciliations

Cash Flow:

MODCO is to maintain a minimum of five percent (5%) of the operating budget between all its bank accounts at all times. Thus, with an operating budget of \$1,200,000, the cash balance in all accounts must be at least \$60,000. In the event that balances fall below the 5% level the CEO and Treasurer of the Board should be notified immediately.

Bank Reconciliations:

1. Bank statements are to be received unopened by the Public Services Manager. The Public Services Manager must review the contents for inconsistent check numbers, signatures, cash balances and payees and endorsements. After this cursory review is conducted, the Public Services Manager initials and dates the bottom, right hand corner of the first page of each bank statement reviewed. The reviewed bank statement should then be forwarded to the CEO.
2. The CEO ensures that the Public Services Manager has signed the statements as evidence of initial review, scans the statements for any unusual items, and signs next to the Public Services Manager and returns statements to the Public Services Manager
3. The Public Services Manager places statements in a temporary folder and presents to the Accountant/Fiscal Manager at the bi-weekly check disbursement
4. The Accountant/Fiscal Manager reconciles each account promptly upon receipt of the bank statements. All accounts must be reconciled no later than 10 days after receipt of the monthly bank statements. In the event it is not possible to reconcile the bank statements in this period of time, the CEO should be notified by a written memo from the Accountant/Fiscal Manager.
5. When reconciling the bank accounts, the following items should be included in the procedures:
 - a. A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
 - b. A comparison of inter-fund bank transfers to be certain that both sides of the transactions have been recorded on the books.
 - c. An investigation of items adjusted by the bank, i.e., returned checks or deposits.
 - d. A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
 - e. An accounting for the sequence of checks both from month to month and within a month.
 - f. An examination of canceled checks for authorized signatures, irregular endorsements, and alterations

Reconciliations

Bank Reconciliations - Continued:

- g. A review and proper mutilation of void checks.
 - h. Investigate and write back checks which have been outstanding for more than six months.
6. Completed bank reconciliations with attached bank statements are forwarded by the Accountant/Fiscal Manager to the CEO who reviews, initials and dates the reconciliations and then forwards to the Office Assistant for filing in date order.

Reconciliations of Other General Ledger Accounts:

1. Each month the Accountant/Fiscal Manager should review the ending balance shown on the balance sheet for such accounts as cash, accounts receivable, accounts payable, prepaid expenses and deposits. The Accountant/Fiscal Manager should prepare/generate schedules of accounts receivable, prepaid expenses, deposits and the aging of accounts payable to support the balances shown on the balance sheet.
2. Assets - These accounts will include cash, prepaid expenses, property, equipment and fixtures and security deposits.
 - a. Cash - The balances in cash accounts should agree with the balances shown on the bank reconciliations for each month.
 - b. Prepaid Expenses - The amounts in these accounts should equal advance payments paid to vendors at the end of the accounting period.
 - c. Property, Equipment & Fixtures - The amounts in this account should equal the totals generated from the audited depreciation schedules. When additional purchases are made during the year, the balances in the accounts may be updated accordingly.
 - d. Security Deposits - The balance in this account should equal amounts paid in escrow to landlords, lessors, utility companies and should not change frequently, but should be updated as applicable.
3. Liabilities - These accounts are described as accounts payable, payroll tax liabilities, loans and mortgages payable, and amounts due to others.
 - a. Accounts Payable - The balance in this account should equal amounts owed to vendors at the end of the accounting period and the aging report.
 - b. Payroll Tax Liabilities - The amounts in these accounts should equal amounts withheld from employee paychecks as well as MODCO's portion of the expense for the period which has not yet been remitted to the government authorities.
 - c. Due to Others - If there are any amounts owed to others, including related party the end of the period they should be recorded and the correct balance maintained

Reconciliations

Reconciliations of Other General Ledger Accounts (continued)

in the general ledger accounts.

4. Income/Expenses - These accounts are described as income from grants, contributions, rents and other miscellaneous income, and expense line items such as salaries, property repairs and maintenance, rental expenses, etc.
 - a. Income - The amounts charged to the various cash accounts should be reconciled with funding requests, reimbursement claims, etc. All sources of income due at the end of the period which have not yet been received should be recognized (accrued) accordingly.
 - b. Gross Salary Accounts - The balances in the gross salary accounts should be reconciled quarterly with the amounts reported on quarterly payroll returns.
 - c. The property repairs and maintenance account should be reviewed for capital items and adjustment made to the fixed asset accounts accordingly.
 - d. All amounts due to vendors at the end of the period which have not yet been paid should be recognized (accrued) accordingly
 - d. All income and expense items should be reviewed for reasonableness and consistency as compared to the company's operating budget. Material discrepancies and variances should be reported to the Board at their monthly meeting (See 'Financial Reporting')

Purchases

Contractual Services:

Services contracted for the repair and maintenance of MODCO's properties must be preceded by requests for bids from various contractors qualified to perform such services. Selection should not be solely on the basis of the lowest bid, but should also put significant emphasis experience and recommendations. The procedures governing such services are as follows:

1. One (1) month prior to scheduled commencement date, Director of Operations invites bids from qualified contractors specifying a deadline date beyond which bids will not be considered.
2. All bids are accumulated in contractor files in the office of the Director of Operations and evaluated for selection following the closing date of the bid.
3. In the evaluation process, Director of Operations uses recommendations, Better Business Bureau reports and online customer reviews as applicable and assigns the contractor a score ranging from 1 to 10 in these areas.
4. Except where there are extenuating circumstances that suggest otherwise, the contractor with the highest overall score will be awarded the contract.
5. The Director of Operations must forward a copy of the winning contract together with evaluation documents to the accounting department for inclusion in a vendor file
6. Contracts for purchasing other products or services (similar to a purchase order) should be created and maintained in vendor files in the accounting department

Consultants

Contracts with consultants will include rate and schedule of pay, specific services to be performed, time frame for delivery, and other relevant information such as plan of work etc. Justification for payment should be submitted to file. For example, if the company hires a grant writer to create a grant, a copy of the final version must be included in a vendor file.

Credit Card Purchases:

1. The President, Director of Operations and the Public Services Manager carry corporate credit cards in their names. In terms of available credit, these three cards function as one unit such that exceeding the limit on any one card, prevents usage of the other two until the situation is rectified by payment. **In every case of credit card usage, the individual will be held personally responsible in the event that any charge is deemed personal or unauthorized.**
2. Authorized uses of the credit card include:
 - a. Airline or rail tickets (at coach class or lower rates) for properly authorized

Purchases

Credit Card Purchases (Continued)

- business trips related to specific programs. The account code noted on the expense summary referred to below, will help reconcile the costs of travel with the proper program to be charged.
- b. Lodging and meal charges that do not exceed the authorized reimbursement rates. Such rates may either be independently set by the budgets for specific programs or established by MODCO.
 - c. Car rental charges (for mid-size or smaller vehicles) for properly authorized business trips
 - d. Properly authorized expenditures for which a credit card is the only allowed method of payment such as emergency or online purchases (Emergency purchases are for items immediately needed prior to the next bi-weekly check preparation)
 - e. Business telephone and teleconferencing calls
3. Receipts should be compiled and submitted with an expense report on a bi-weekly basis (See example of expense report under 'Forms and Checklists')
4. Unauthorized use of the credit card includes:
- a. Personal or non-business expenditures of any kind.
 - b. Expenditures which have not been properly authorized.
 - c. Travel, meals, entertainment, gifts or other expenditures which are prohibited by:
 1. Modco's policies and/or operating budget
 2. Federal, state, or local laws or regulations
 3. Grant conditions, restrictions or policies of the entities from which Modco receives funds.
 4. Any single expenditure which exceeds the \$500.00 limit as set by this manual

Proper Documentation for all Purchases, including Credit Card Purchases:

Every instance of credit card or other purchase must be documented with travel authorizations, receipts/invoices, individuals paid for, nature of business, etc. before the expense will be considered authorized and will be approved for payment. See details below.

- A. Lodging - Provide an itemized receipt from the hotel detailing every charge and the name of the person(s) for whom lodging was provided.
- B. Meals - Provide receipts showing separately the cost for food/beverage and gratuities, and including the names of every person for whom food or beverage was provided and

Purchases

Proper Documentation for all Purchases, including Credit Card Purchases (Continued)

the specific business purpose which was furthered by the expenditure. For example, A Luncheon Meeting with Nancy Neville, president of the Des Moines Economic Development Corporation, and Reginald Burke, executive director of the Iowa Housing Corporation, to discuss renewal/expansion of the XYZ Housing grant@

- C. Other Expenditures – An invoice/receipt from the vendor detailing every individual good or service purchased (including class of service for commercial transportation) accompanied by an explanation of the specific business purpose which was furthered by each expenditure. For example, ARound trip coach flight Ft Lauderdale to Washington for Ex-Offender conference to discuss processes and procedures for improving rehabilitation services offered to ex-offenders.@
- D. All charges in excess of two hundred and fifty dollars (\$250.00) must be referred to the Executive Director for approval prior to making the charge

All credit card users will summarize all charges on an expense summary sheet (See exhibit) detailing date, amount of charge, reason for charge as per items B and C above and account codes relating to program/cost center to be charged. The Executive Director will review the expense summary sheet, initial all charges in excess of \$250.00 as evidence of approval and sign the bottom right of the sheet as evidence of review. Prior to making payment, the Accountant/Fiscal Manager will reconcile the expense summary sheets to the credit card statements, check all charges to supporting documentation, check for approval by the Executive Director and verify that the programs/cost centers to be charged are proper.

Major Expenditures:

For all major capital and other expenditures in excess of \$2,000, such as computers, furniture, audit services, insurance, printing services, etc., three bids must be obtained before a purchasing decision is made. All bids, including phone quotes, must be recorded and kept on file.

Fixed Asset Management

1. A permanent property and equipment log or database (Fixed Asset Register) is to be maintained by the Accountant/Fiscal Manager for all fixed assets purchased by Modco.
2. The log should contain the following information:
 - a. date of purchase
 - b. description of item purchased
 - c. identification/serial number (if applicable)
 - d. received by donation or purchased
 - e. cost or fair market value on the date receipt
 - f. donor or funding source, if applicable
 - g. funding source restrictions on use or disposition
 - h. depreciation period
 - i. vendor name and address
 - j. warranty period if applicable
 - k. inventory tag number (all fixed assets should be tagged with a unique identifying number)
 - l. number of the check used to pay for the equipment
3. At least annually, a physical inspection and inventory should be taken of all MODCO's fixed assets and reconciled to the general ledger balances. Adjustments for dispositions should be made.
4. The Accountant/Fiscal Manager must be informed, in writing, via e-mail of any material changes in the status of property and equipment. This should include changes in location, sale of, scrapping of and/or obsolescence of items and any purchase or sale of real estate.
5. All capital items which have a cost greater than \$500.00 will be capitalized and depreciated.

Payroll

Payroll Preparation and Timekeeping (Continued):

Following review, the Accountant/Fiscal Manager inputs payroll change and time data, prints payroll checks and attaches a payroll summary report.

7. The CEO should review the payroll summary report for inappropriate payees or unusual hours/items
8. Paychecks should be distributed by the Public Services Manager on Friday of the week in which printed. In the event that a paycheck is picked up by a designated person other than the staff person, a memo should be received in writing from the staff person and proper identification should be requested from the party picking up the pay check.

Financial Reporting and Budgeting

Monthly Reports:

The Accountant/Fiscal Manager should prepare a set of monthly financial reports for distribution to the CEO and the Board of Directors. The reports should include: a combined balance sheet and a statement of income and expenses for all departments/cost centers (grants/projects). The statement of income and expenses should show budget-to actual figures with applicable variances. Separate income and expense reports for each department (grant/project) will be provided upon request as required.

The monthly statements should be reviewed by the CEO and then submitted to the Board Treasurer for initial comments. After the Treasurer's approval, the statements will be mailed to individual Board members. The monthly statements will then be approved by the Board at the monthly Board meeting held on the last Thursday of the month following the statement period.

Year-End Report/Audit:

At fiscal/calendar year-end, a year end audit should be performed and the audited report and financial statements presented to the Board at the next monthly meeting immediately following completion of the audit. The Accountant/Fiscal Manager with the assistance of relevant staff will ensure smooth and timely completion of the audit. In accordance with various grant agreements, audited financial statements approved by the Board must be submitted to grantors within 120 days after the year end. The audited financial statements and report will be initially reviewed by the CEO, The Treasurer of the Board and the Accountant/Fiscal Manager. Any necessary modifications will be communicated to the auditors by the Accountant/Fiscal Manager prior to issue of the final draft

Bids for an independent auditor to conduct this audit will be accepted between November 1 and December 15. In accordance with MODCO's policy, at least three proposals will be considered. The auditing process will begin on or about February 20.

Budgeting:

During the month of January, the annual budget will be prepared by the Accountant/Fiscal Manager. The budget will be submitted to the CEO for review. After review by the CEO, any necessary changes will be made prior to submission to the Board for approval at the January meeting. Any and all subsequent modifications must be approved by the Board.

Grant Compliance

1. When a new grant is received or renewed, a copy of the executed grant must be forwarded to the Accountant/Fiscal Manager.
2. The Accountant/Fiscal Manager should set up a permanent file for the grant and maintain the contract along with any other financial correspondence regarding the grant.
3. It is the responsibility of the Fiscal Manager to review the grant contract and extract any fiscal items which must be complied with by MODCO. Typically, for government grants, reference will be made to various publications put out by the Office of Management and Budget (OMB) and the Comptroller General's Office to which MODCO is responsible for adhering.

Currently, the publications include:

OMB Circular A-110	AGrants and Agreements with Institutions of Higher Learning, Hospitals and Other Non-Profit Organizations@
OMB Circular A-122	ACost Principles for Non-Profit Organizations@
OMB Circular A-133	AAudits of Institutions of Higher Learning & Other Non-Profit Organizations@

Governmental Generally Accepted Accounting Principles:

4. It is a policy of MODCO to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, MODCO's employees are expected to bring to the attention of management, any instances of non-compliance.
5. When MODCO is expending federal funds, the Accountant/Fiscal Manager should ensure that strict adherence is made to Governmental Generally Accepted Accounting Principles and MODCO satisfies the stipulations contained in the above OMB Circulars.
6. MODCO will never request or utilize federal funds to pay for the following costs:
 - a. Bad debt expense
 - b. Contingencies
 - c. Contributions or donations to others
 - d. Entertainment expenses
 - e. Fines and penalties
 - f. Interest, fundraising and other financial costs
7. Federal funds received in advance will be deposited into a separate federally insured bank account. (It is the current policy of MODCO to receive federal funds only on a

reimbursement basis.)

Fiscal Policy Statements

1. All cash accounts owned by MODCO will be held in financial institutions which are federally insured and have received a favorable CRA (Community Reinvestment Act) rating.
2. All capital expenditures which exceed \$1,000 will be capitalized on the books and records of MODCO
3. No salary advances will be made under any circumstances.
4. No travel cash advances will be made except under special conditions (for example, in accordance with reimbursement based grants) and pre-approved by the Treasurer of the Board of Directors. Reimbursements will be paid upon full expense reporting using the official reimbursement form within the normal disbursement schedule.
5. Any item whose value exceeds \$100.00, received via donation, will be recorded in the books and records of MODCO, provided that such value can be readily and accurately determined..
6. Fiscal Management personnel are required to take annual vacation which will not interfere with fiscal procedures. Variances to this policy shall be made in special circumstances, with written permission from the CEO.
7. All volunteer time which exceeds \$100.00 shall be recorded in the books and records of MODCO.
8. It is the policy of MODCO to reimburse out of pocket expenses only when supporting documentation has been presented for approved costs incurred.
9. It is the policy of MODCO to establish pay rates which equal or surpass the federal minimum wage.
10. It is the goal of MODCO to maintain a minimum of five percent (5%) of the operating budget between its operating and savings bank accounts at all times. In the event that balances fall below that amount the CEO and Treasurer of the Board should be notified immediately.
11. All funds received by MODCO for each project will be segregated into separate project accounts in the general ledger to avoid any possibility of commingling project monies with general operating funds. A full computerized ledger accounting system will be maintained. Monthly financial statements including Balance Sheet and Statement of Revenues and Expenses will be produced for each project as a separate Department.
12. The CEO and Treasurer of the Board are signatories on all bank accounts of MODCO. A third signatory will be one of the other Board members with the most seniority. Two signatures are required for all disbursements and any disbursements exceeding \$20,000 must be authorized in writing by one of the Board of Directors with signature authority, currently the Treasurer and Parliamentarian.

13. Bank statements will be reconciled monthly in order to account for any outstanding or lost checks and to ensure accurate cash balances in the general ledger and financial statements
14. Expense reports will be maintained which will disclose the nature of expenses, the dates incurred and the accounts/cost centers to be charged.
15. Separate files will be maintained for each bank account and each vendor. Files will be kept separately for each fiscal/calendar year.
16. The services of a Certified Public Accountant will be engaged to perform a formal financial audit of the company's year-end financial statements
17. Correction fluid should never be used in preparing timesheets or any accounting documents.

Conflict of Interest Policy

A conflict of interest may arise whenever the personal or professional interest of any officer, Board Member, staff member and certain consultants is potentially at odds with the best interests of MODCO. Although the legal standards for avoiding conflict of interest for nonprofit organizations are fairly limited, MODCO will avoid where possible, even the appearance of impropriety.

There may be cases where Individuals and businesses qualified to provide goods and services needed by MODCO are limited, and therefore situations may arise where Board Members are commercially engaged by MODCO, or hired by MODCO, for example, on social service/community projects-workshops, summer camps, performances, etc. Because these situations all involve potential conflict of interest, the following procedures apply:

If an issue is to be decided by the Board that involves potential conflict of interest for a Board Member, it is the responsibility of the Board Member to:

1. Identify the potential conflict of interest.
2. Not participate in discussion of the program or motion being considered.
3. Not vote on the issue.

It is the responsibility of the Board to:

1. Only decide to hire or contract with the Board member if they are the best qualified individuals available, and willing to provide the goods or services needed at the best price.
2. Record in the minutes of the Board Meeting the potential conflict of interest, and the use of the procedures and criteria of this policy.

Although it is not a conflict of interest to reimburse Board Members for expenses incurred (such as the purchase of supplies), Board Members are prohibited by law from being paid for serving on the Board.

Any member of the Board, any Committee, or Staff who is an officer, board member, a committee member, or staff member of a client organization or vendor of MODCO shall identify his or her affiliation with such agency or agencies. Further, in connection with any committee or board action specifically directed to that agency, he/she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Board, any Committee, Staff, and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

Conflict of Interest Policy

Conflict of Interest Disclosure

At this time, I am a board member, committee member, or an employee of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with MODCO which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with MODCO.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with MODCO.

Date: _____

Signature: _____

Printed: _____

RECORDS RETENTION POLICY

The corporate records of Mount Olive Development Corporation (Modco) are important documents. Corporate records include essentially all documents produced or received by employees, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar or an appointment book.

The law requires a Company to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could result in the assessment of penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the Company in contempt of court, or seriously disadvantage the Company in litigation.

Modco expects all employees to fully comply its records retention policies and procedures, provided that all employees should note the following general exception to any stated destruction policy or schedule: If you believe, or if Modco informs you, that Company records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until legal counsel determines the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that this exception applies, or have any question regarding the possible applicability of this exception, you must refer the matter immediately to management.

Modco periodically reviews/revises its records retention or destruction policies or schedules in order to ensure legal compliance, and also to accomplish other company objectives as mentioned above. Several specific categories of documents with minimum retention periods are as listed below. The retention or destruction of any documents not specifically identified below must be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

(7) years beyond the life of the agreement, and ten (10) years in the case of publicly filed contracts.

- (a) Tax & Accounting Records: Tax and accounting records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the Company's revenues. Modco retains hard copies of tax and accounting records at least seven (7) years. Electronic copies of these records are maintained in perpetuity.
- (b) Employment Records/Personnel Records: State and federal statutes require that Modco keep certain recruitment, employment and personnel information. Modco maintains personnel files that reflect performance reviews and any complaints brought against Modco or individual employees under applicable state and federal statutes. Modco retains all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Modco retains all employment and personnel records for at least six (6) years.
- (c) Board and Board Committee Materials: Modco retains minutes of Board and

Committee meetings in perpetuity in the Company's minute book.. Copies of all Board and Board Committee materials are retained for at least three (3) years by Modco.

- (d) Press Releases/Public Filings: Modco retains permanent copies of all press releases and publicly filed documents on the theory that the Company should have its own copy to test the accuracy of any document a member of the public can theoretically produce against that Company.
- (e) Legal Files: Modco consults with legal counsel to determine the retention period of particular documents, but, in general, legal documents are maintained for at least ten (10) years.
- (f) Marketing Documents and Other Corporate Files: Modco retains final copies of all marketing documents for the same period of time it keeps other corporate files, at least three (3) years.

Modco applies an exception to this three-year policy for leases, licenses and other legal documentation. These are retained for at least three years beyond the life of the agreement.

- (g) Contracts: Executed copies of all contracts entered into by Modco are retained for at least seven (7) years beyond the life of the agreement, and ten (10) years in the case of publicly filed contracts.
- 1. HOPWA Contracts Final, execution copies of all City of Fort Lauderdale HOPWA Program contracts entered into by the MODCO shall be available for inspection by the City of Fort Lauderdale or HUD representatives during all normal business hours. Records pertaining to this Agreement shall be maintained by the participant and made available, in Broward County, Florida for the duration of the grant term and retained for a period of four (4) years beyond the last day of the grant term. If any litigation claim, negotiation, audit or other action involving the records has been started before the expiration of the year period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the four year period. Whichever is later. Records shall include but not be limited to client files, emails, memorandums, correspondence, accounting documents, receipts, invoices, minutes of meetings, surveys any and all other documents or data either electronic, paper or both, associated in any way to administration and implementation of this Agreement and the receipt and disbursement of the HOPWA funds provided in this Agreement.
- (h) Electronic Mail: When it is determined that E-mail that needs to be saved, Modco prints a hard copy and keeps it in the appropriate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Failure to comply with this Records Retention Policy may result in punitive action against
the
offending employee, including suspension or termination.

READ, UNDERSTOOD, AND AGREED:

Employee's signature

Date:

Monthly Meeting Checklist

During each monthly meeting, procedures performed should include the following:.

1. The board of directors shall approve new signers to each bank account if applicable.
2. The board of directors shall approve any new and necessary bank accounts.
3. As required, new signers shall complete the appropriate signature card and corporate resolutions.
4. Name, address and telephone directory of new board members will be obtained and forwarded to the Accountant/Fiscal Manager.
5. A review of the current operating procedures should be made with the chairperson and treasurer and reaffirmed or revised.
6. All financial institutions should be notified of any changes to the authorized signers of the accounts within three (3) business days following the annual meeting.

Computer System Backup Procedures

1. The Accountant/Fiscal Manager should password protect the accounting system to safeguard against unauthorized use.
2. The Accountant/Fiscal Manager should ensure adequate computer virus and internet protection and should ensure that updates are current.
3. The Accountant/Fiscal Manager is responsible for backing up the hard drive of the accounting system at the end of each check run.
4. Backups should be done on flash and/or external hard drives. Two backups should be maintained. One backup should be kept on-site in a fire-proof safe while the other should be kept off-site at the premises of the Accountant/Fiscal Manager.

Appendix – Forms and Checklists

Included in the forms and checklists utilized in the daily operations of MODCO are the following:

1. Check Requisition Form - Exhibit A
2. Employee Time Sheet - Exhibit B
3. Expense Summary Report - Exhibit C
4. Rent Distribution Summary - Exhibit D

TAB #33



May 13, 2015

In response to RFP85511550 HOPWA Grant Funding & Support Services

Documented Proof of Provider's Financial Assets:

MODCO is requesting \$485,228.28. We anticipate that our monthly invoice will be \$40,419.02. MODCO liquid assets that will cover 3 months of HOPWA average invoice for PBR. (See Attachment for documented proof).

MODCO also has a relationship with New Mount Olive Baptist Church in which the Church will provide 1 month of payroll funds and be reimbursed upon MODCO receiving HOPWA funds.

Sincerely,

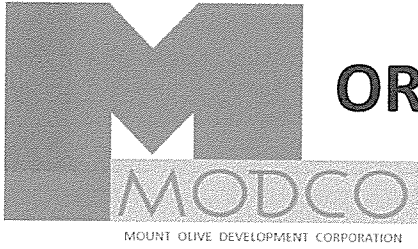
Dr. Rosalind Osgood

MOUNT OLIVE DEVELOPMENT CORPORATION
STATEMENT OF FINANCIAL POSITION
December 31, 2013

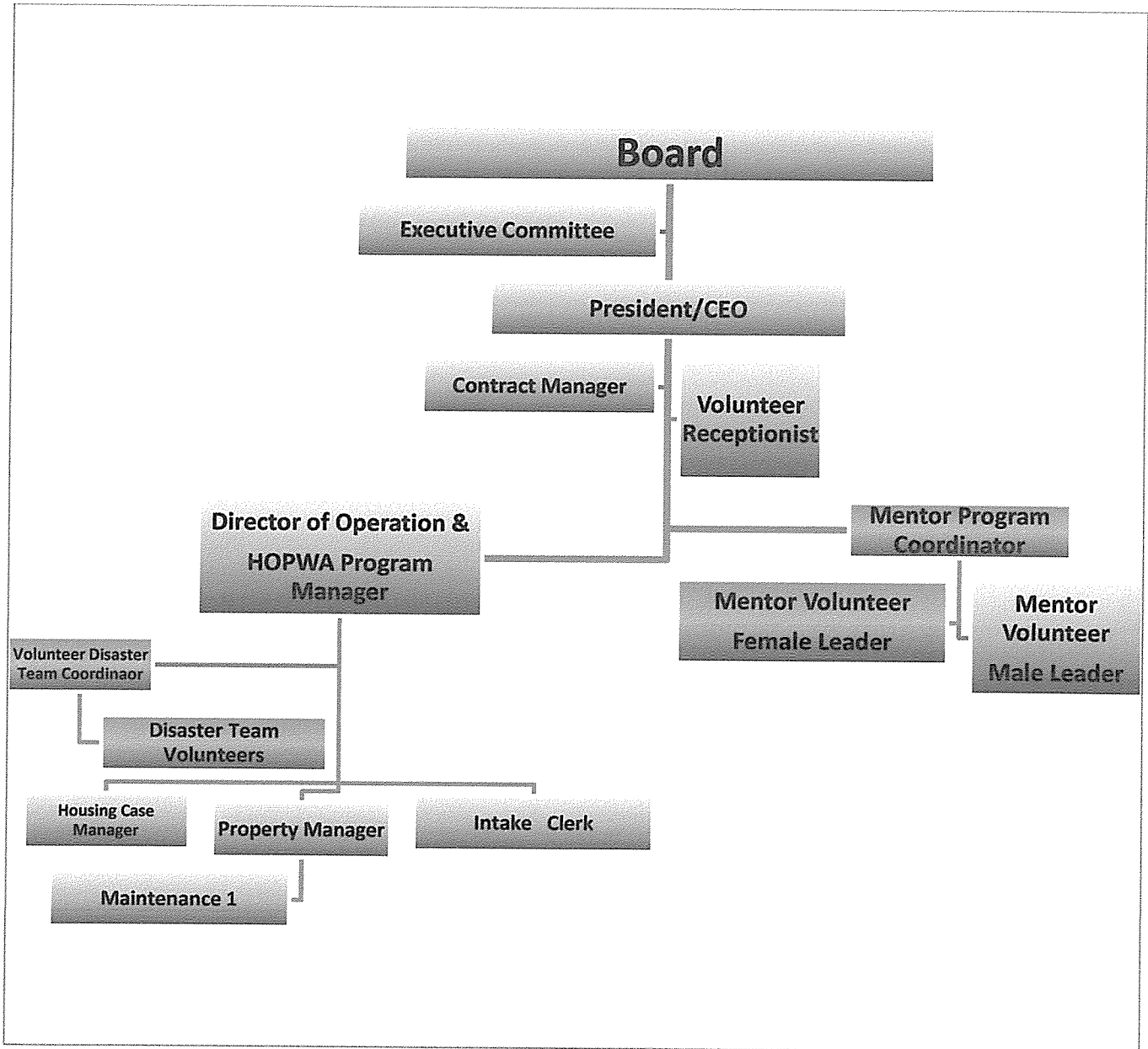
	2013		
	Unrestricted	Temporarily Restricted	Total
ASSETS			
Current Assets:			
Cash	\$ 533	\$ 3,895	\$ 4,428
Grant receivable	-	146,305	146,305
Due from related party	6,879	-	6,879
Prepaid expenses	10,937	-	10,937
Total Current Assets	<u>18,349</u>	<u>150,200</u>	<u>168,549</u>
Property and equipment – net	52,515	1,581,817	1,634,332
Other assets	25,460	-	25,460
Total Assets	<u>\$ 96,324</u>	<u>\$ 1,732,017</u>	<u>\$ 1,828,341</u>
LIABILITIES AND NET ASSETS			
Current Liabilities:			
Accounts payable and other liabilities	\$ 85,421	\$ -	\$ 85,421
Accrued wages and taxes payable	11,000	-	11,000
Current portion of loans payable	68,763	92,968	161,731
Total Current Liabilities	<u>165,184</u>	<u>92,968</u>	<u>258,152</u>
Loans payable	57,317	925,139	982,456
Total Liabilities	<u>222,501</u>	<u>1,018,107</u>	<u>1,240,608</u>
Net (Deficit) Assets:			
Unrestricted	(126,177)	-	(126,177)
Temporarily restricted	-	713,910	713,910
Total Net (Deficit) Assets	<u>(126,177)</u>	<u>713,910</u>	<u>587,733</u>
Total Liabilities and Net (Deficit) Assets	<u>\$ 96,324</u>	<u>\$ 1,732,017</u>	<u>\$ 1,828,341</u>

See notes to financial statements.

TAB #34



ORGANIZATIONAL CHART 2015



401 NW 9th Avenue | Fort Lauderdale, FL | 33311

Phone: (954) 767-9919 | Fax: (954) 522-2423

WWW.MOUNTOLIVEMODCO.ORG

ANGELA BLAINE

4126 Inverrary Boulevard, Apt# 2605, Lauderhill, Fort Lauderdale, FL 33319-4170

Cell Phone#: 954 793 8639

Email Address: angela.blaine@gmail.com

CAREER SUMMARY

A highly competent, experienced and qualified individual with over 10 years experience of working with unemployed people to achieve a range of positive outcomes which included employment, training, obtain suitable housing and education placements. Has the aptitude and confidence to liaise with all internal and external levels of an organization to identify; market and maximize potential sources of business development. Demonstrated track record of exceeding all targets; maximizing opportunities for people with a diverse range of social needs. A minimum of 20 years administrative experience at all levels ranging from Office Junior to Personal Assistant to Managers, Directors and CEO. I am a permanent resident of the USA.

SIGNIFICANT CAREER ACCOMPLISHMENTS

Mount Olive Development Corporation (MODCO)
Housing Case Manager - (Fort Lauderdale, Florida)

February 2010 – Present

Currently employed at Mount Olive Development Corporation, a nonprofit 501 (c) (3) organization that revitalizes urban communities by promoting economic development, creating jobs and focuses on strengthening families through public services, affordable housing and entrepreneurial ventures. As a Housing Case Manager funded by the U.S. Department of Housing and Urban Development (HUD), Housing Opportunities for persons with chronic health issues. I assess eligible clients to determine their unmet housing needs and work to develop a comprehensive individualized housing stabilization plan that assist the client in identifying barriers to achieve self sufficiency. I developed a personal support system with the client and continually examine the ongoing effectiveness of the housing plan collaboratively making the necessary adjustments to ensure we are achieving our stated goals and objectives. I assisted the client(s) with gaining access to health care and services by linking client(s) with Medicaid, Medicare, Broward County Health Department and the Ryan White Healthcare program. I maintained up to date client files, progress notes and track clients outcomes on the Provide Enterprise (P.E.) System. I prepare statistical data required for federal reporting and to the Director of Operations. I regularly participate in local planning efforts by attending meetings and training sessions to keep abreast of the chronic health services and resources available in our community thereby ensuring the client(s) I serve can achieve self-sufficiency.

Pathways Recruitment (Midland Heart Housing Association)
Recruitment Consultant/Team Leader - (Birmingham, England)

March 2001 to August 2009

While employed at Focus Pathways Recruitment (part of the Midland Heart Housing Association), I served as a Recruitment Consultant within the Employment Service Unit of a Social Housing group. The aimed was securing employment and other related opportunities for people who had little or no experience working for the largest Social Housing organization in Birmingham. I operated within multi-cultural communities and developed a comprehensive understanding of the various employment needs of clients. I conducted assessments and matched potential candidates with appropriate employment opportunities by identifying their experience, qualifications and transferable skills.

Facilitated individual and group workshops in developing “self marketing” skills that included resume preparation, job search and interview skills. I designed and developed training workshops for confidence building/enhancing motivation and mentored clients by providing the appropriate career advice and development.

I ensured that we secured jobs for a wide range of clients servicing commercial enterprise and contributed to the generation of over 2 million dollars of internal business each year from its inception. I implemented and managed the administration division of Focus Pathways Recruitment agency. I proactively developed the business externally and managed key accounts to deliver temporary worker requirements. I was the first point of contact to the hiring managers, as I understood the specific areas of business and roles of each position. I oversaw and lead recruitment events on behalf of the hiring departments for “bulk recruitment”, recruitment of staffing teams and specific individuals. I processed candidate’s applications to if all legislative and internal procedural requirements are completed to auditable standards. I researched and analyzed recruitment trends to maintain competitive within the market. I organized and advertised exhibitions for employment opportunities.

Sutton Coldfield College of Further Education
Visiting Lecturer -(Birmingham, England)

September 2002 to June 2003

While employed at Sutton Coldfield College of Further Education via the Chartered Institute of Personnel & Development (CPD professional program) I designed and delivered lecturers covering Employment Law; Resourcing (recruitment/selection); Employee Development and Employee Relations. Assisted students in conducting Human Resources background research supported students with their extended studies (dissertations) and assignments. I assessed student’s assignments to ensure the required standards were met and they achieved their academic goals.

EDUCATION/PROFESSIONAL ENRICHMENT

My education is the equivalent of 4 Degree levels in Adult/Further Education Teaching, Business Administration, Human Resource and Recruitment.

Registered Recruiter – The Institute of Recruitment Professionals	- MIRP	(British qualification) 2009
Certificate in Recruitment Practice	- CertRP	(British qualification) 2009
City & Guilds 7407 Further Education Teaching Certificate,	- Level 4	(British qualification) 2003
National Vocational Qualification (NQV4) D32/D33 Assessor’s Award,		(British qualification) 2002
National Vocational Qualification (NVQ 3) – Business Administration,		(British qualification) 1998
City & Guilds 7307 Adult Teacher Training Certificate,		(British qualification) 1995
Certificate in Personnel Practice – Institute of Personnel & Development,		(British qualification) 1995

AFFILIATION AND BOARDS

Institute of Recruitment Professionals	(former member)
Institute of Personnel & Development	(former member)

Sharon L. Bryant
2820 N.W. 8th Street
Fort Lauderdale, Florida 33311
954/394-9088
sbryant@mountolivemodco.org

Employment Experience

Mount Olive Development Corporation (MODCO) **04/2000 – Present**
401 N.W. 9th Avenue
Fort Lauderdale, Florida 33311

Director of Operations **01/2008 – Present**

- Assist with the organization’s financial and Administrative Operations
- Manage contracts to include program audits and monitoring And insure contract compliance
- Manage MODCO Properties and Client Service
- Assist with the management of MODCO’s Emergency Service Program
Coordinate human resource processing with CEO
- Attend monthly board meetings & provide staff support to Finance, Real Property and Economic Development Committees, and work with Treasurer to implement financial policies, procedures and controls
- Supervise staff and staff responsibilities
- Manage Housing and Case Management Office
- Responsible for implementing and monitoring intake procedures, Orientation, housing and life skill management, training, supervision, Exit evaluation and all other services provided.

Office Manager **04/2000 – 2004**

Assisted with the day to day operations of the organization under the supervision of the Executive Director.

- Processed accounts payables and receivables
- Processed monthly reports to program funders
- Assisted with annual audits
- Maintain organization files

Ryan White Part A Medical Case Manager **2004 – 2009**

Coordinated required services available through MODCO’s Ryan White Part A Services funded by the Broward County Human Services Department.

Professional Vita

Rosalind V. Osgood, MPA;M.DIV;DPA

1819 NW 3rd Court

Fort Lauderdale, FL 33311

Phone: 954-261-4398

Website: WWW.DROMINISTRIES.COM

Education

- 12/07 New Orleans Baptist Theological Seminary, New Orleans, LA
Masters Degree in Divinity
- 01/02 -Nova Southeastern University, Ft. Lauderdale, FL
Doctoral Degree in Public Administration
Dissertation Topic: An Examination of Kohlberg's Theory of Cognitive Moral Development: A Study of Elected Municipal Officials in Florida.
- 06/99 - Nova Southeastern University, Fort Lauderdale, FL
Masters Degree in Public Administration

Experience

- 10/06 to Present: Broward County School Board District 5 Representative
Elected Official
- 07/02 to Present: Mount Olive Development Corporation Fort Lauderdale, FL
President/CEO
 - Responsible day to day operation, all transactions regarding finances, fund development, partnerships, expansion, grant writing, and any and all matters concerning the agency growth and/ or interaction within the community.
- 06/2010 to Present : New Mount Olive Baptist Church
Minister of Christian Education
 - Responsible for all aspects of Christian Education, New Member Intake, and Women's Ministry coordination
- 08/04 to Present: Nova Southeastern University Huizinga School of Business and Entrepreneurship
Adjunct Professor
 - Teaching the following courses in the Masters of Public Administration Program: Leadership, Strategic Planning, Leadership, Organizational Behavior, and Disaster Relief.

- 03/99 to 07/02: Broward League of Cities, Fort Lauderdale, FL
- Director of Special Projects**
- Design and implement City projects and project time lines for major countywide initiatives for such things as Census 2000.
 - Lobbying local, state and congressional legislators
 - Collaborate with municipal appointed officials, elected officials and businesses to formulate and fund strategies to address transportation, education and environmental growth management issues in Broward County
 - Provide staff support for Annexation, Education, Human and Social Resources, Historical and Citrus Canker Committees.
 - Designed and implemented the volunteer program for the 1999 State of Florida Neighborhood Conference

- 01/97-3/99: American Red Cross, Fort Lauderdale, FL
- Assistant Director of Health and Safety**

- Managed the day-to-day operations of the Health and Safety Department
- Supervised 148 Volunteers and 2 paid employees
- Developed innovative and creative marketing strategies to promote Red Cross Health & Safety Programs in Broward County
- Screened, Interviewed, hired and trained professional staff of volunteers
- Monitored Health and Safety programs to ensure contract compliance
- Conducted monthly fiscal analysis and plan revenue generating strategies to effectively manage departmental budget of five hundred thousand dollars
- Created a Countywide Program for residence of Broward County to be trained certified in the American Red Cross HIV Train the Trainer Program

Clergy Activities

- Licensed & Ordained Minister of the Gospel, February 2006
- Itinerate Preacher
- Former Youth Instructor for the Southern Regional Youth Division of the National Baptist Convention USA, Inc.
- Founder of the Women Reaching Women Word Network

Professional Activities

- Member of Link, Incorporated - Fort Lauderdale Chapter
- Member of Alpha Kappa Alpha Sorority, Incorporated – Zeta Rho Omega Chapter
- Member of American Society For Public Administrators
- Member of the Florida School Board Association

Volunteerism

- Member of the World AIDS Museum Board of Directors
- Member of the City of Fort Lauderdale Northwest Progresso Heights CRA Advisory Board
- Member of the Broward Behavioral Health Coalition
- Vice Chair of the One Community Partnership Committee
- Member of the Broward County Housing Council
- Member of the Broward Commission on Substance Abuse Board of Directors
- Chaplain for the City of Fort Lauderdale Police Department

Publications

- Presented a paper entitled "Moral Development and Municipal Elected Officials" at the 2001 Southeast Conference for Public Administrators
- Presented a paper entitled "Ethics in Municipal Government in Florida" at the 2002 Conference for Minority Public Administrators

Special Recognitions

- 2013 became the First Female Chaplain for the City of Fort Lauderdale Police Department
- 2014 chosen as one of Legacy Magazines 50 Most Influential African Americans
- 2010 recipient of the Bank America Local Hero Award
- 2009 recipient of the JM Family African American Achievers Award for Community Service
- 2006 recipient of the Community Foundation of Broward County Lifetime Achievement Award for work with the HIV Community
- Featured in the Saturday, February 5, 2005 lifestyle section of the Sun-Sentinel Newspaper.
- Recipient of the 2004 Broward County Urban League's Kathleen Wright Legacy Community Service Award.

References

Available Upon Request

RESUME' FOR JACQUELINE S. STEWART, CBHT

Jacqueline S Stewart
1441 W. Dania Beach Blvd.
Dania Beach, Florida 33004
(954) 478-6266

EDUCATION:

Associate of Science Degree- Criminal Justice
Grambling State University

Certified Behavior Health Technician
State of Florida

WORK EXPERIENCE

Mount Olive Development Corporation **2010-Present**
Fort Lauderdale, Florida

Project Rescue Ex Offender Coordinator: Coordinate Services for men and women being released from Broward County Jails and Prisons with non violent offences. Coordinate mentoring services, housing, helping to secure housing, applying for food stamps, Medicaid and disability. Provide Services to inmates at Paul Rein Facility through life skills programs.

Mount Olive Development Corporation **2003-Present**
Fort Lauderdale, Florida

Public Service Manager/Prevention Specialist/Outreach Educator: Duties consist of providing leadership in all public service initiatives implemented by MODCO. These duties include staffing the human services committee, supervising human service staff, coordinating human services activities, program monitoring and evaluation. Duties also include case management and facilitating community workshops, which consist of the following: Sexual Assault Values and Education, Financial Literacy, HIV/Aids, Alcohol and Substance Abuse Programs. Currently administers the Emergency Assistance Program which assists individuals with emergency rental, utility, food and clothing needs. Represent MODCO at homeless coalition meetings work with Emergency Food and Shelter Program to administer emergency services to homeless individuals and families.

100 Black men of Greater Fort Lauderdale **2009- present**
Fort Lauderdale, Florida

HIV Outreach Coordinator: Work part time providing HIV Outreach Services to residents of Broward County through HIV Seminars, Training, Street Outreach and a High School Peer Educator for Broward County Schools.

Ann Storck Center

2001-2003

Fort Lauderdale, Florida

Supervisor and Training Coordinator: Duties consisted of supervising and training staff for the exercise and rehabilitation programs, for residential facility that provided housing and services for moderate to severely mental and physically disabled clients. Specials skills include: training in behavior modification, rehabilitation and preparatory of life skills for the handicapped. Voted "Rookie of the Year" for achievements and leadership abilities in working with the handicapped.

City Club of Baton Rouge

1998-2000

Baton Rouge, Louisiana

Hostess. Planned and prepared exclusive upscale private club for private functions and parties.

Maison Blanche

1995-1998

Baton Rouge, Louisiana

Assistant Manager/Sales Associates. Responsibilities included cashiering, purchasing and pricing merchandise, promoting sales and advertising for the company.

Ford's Printing and Office Supplies

1990-1995

Grambling, Louisiana

Assistant Manager/Sales Associates. Duties included the following: customer service, typesetting, filing, shipping and receiving, opening and closing store.

References: Upon Request

PAULETTE LYNNE SMITH
4042 NORTHWEST 19TH STREET, APT. f211
LAUDERHILL, FL 33313
(954) 639-3918

CAREER OBJECTIVE:

To obtain a secretarial position within a company where I can contribute My hardworking ability, positive attitude while utilizing my education and Special skills in Automated Office Management

SPECIAL SKILLS:

- MS Office 97 (Word, Access, Excel, Power Point)
- WordPerfect, Lotus, Accounting, Payroll Clerk
- Knowledge of Office Equipment (fax machines, printers, calculator)
- Work well without supervision
- Ability to meet deadlines

EDUCATION:

ER/BETA TEC, Fort Lauderdale, FL
Automated Office Management

Gene Whiddon Adult Center, Fort Lauderdale, FL
Certificate (Data Entry Operations, Computer Operations)
Dillard High School, Fort Lauderdale, FL, clerical courses, Typing
Shorthand

EXPERIENCE:

2002-Present **Mt. Olive Development Corporation** Volunteer Service
for four months, became permanent January 2003 as the
Administrive Secretary

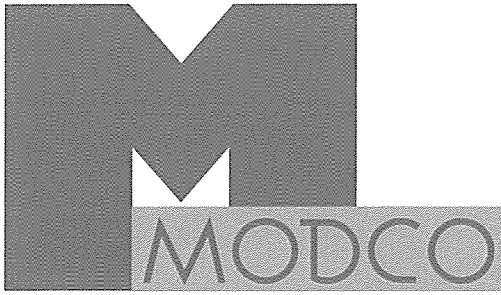
1993/1994 **Broward County Courthouse, Deerfield Beach, FL**
File Clerk
Responsibilities, purging files, in numeric and
alphabetical filing.

1994—1999

United Parcel Service, Davie, FL
Data Entry Clerk,
Responsibilities, input C.O.D. information

1999-Present

Mt. Olive Development Corporation, Ft. Lauderdale,
FL
Administrive Secretary
Responsibilities, assist Executive Director, and Property
Manager.



MOUNT OLIVE DEVELOPMENT CORPORATION

Job Description for Administrative Assistant

Duties

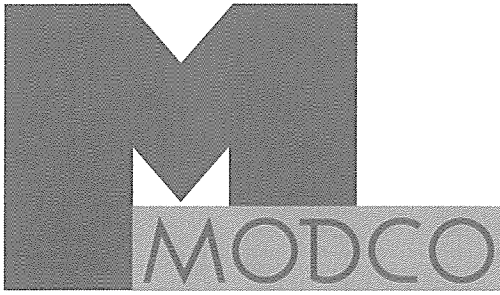
- Provide administrative support to MODCO's personnel
- Draft letters, memos, agendas, faxes
- Answer phones as needed
- Schedule client meetings on-site
- Prepare documents for Federal Express
- Open and distribute mail
- Keep filing current
- Make travel arrangements
- Ordering office supplies
- Report to the Director of Operations
- Complete Initial Intake for Case Management & HOPWA Clients
- PCIS data entry
- All other administrative duties necessary

Requirements

High school diploma or equivalent and 2 years experience in an administrative position preferred. Individual must be motivated and well-organized with attention to detail; possess excellent verbal and written communication skills and interpersonal skills; capable of meeting deadlines and working independently with minimal supervision; proficient in Microsoft Word, Excel and PowerPoint. Approximately 20 hours per week. At least three days a week

Salary

Part-time position. Flexible hours possible. \$10-11/hr. Salary is commensurate to applicant's experience and credentials. MODCO, Inc. is an equal opportunity employer.



MOUNT OLIVE DEVELOPMENT CORPORATION

Job Description Public Services Manager

Qualifications:

Education and Experience:

Public Services Manager must be a highly organized, self-motivated and experienced individual. Must have a college degree from an accredited educational institution or five years supervisory experience required. Non-profit and contract/grant management experience preferred. Proficiency with Microsoft Office 2007 required. Communication skills must be effective and courteous, requiring high integrity when dealing with confidential information.

Licenses Requirements:

A valid Florida license and a satisfactory driving record.

Physical Requirements and Working Conditions:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the Administrative Office; strength to lift and carry materials weighing up to 10 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Responsibilities & Duties:

Contract Manager (40%)

- ◆ Process Account Payables and Receivables to insure office and properties operations.
- ◆ Process bi-weekly check request for processing of payroll and Account Payables/Receivables
- ◆ Insure maintenance of organization's financial records
- ◆ Work with CPA during annual audits
- ◆ Work with CPA & Executive Director to prepare financial information & reporting to various government and or private donors
- ◆ Make bank deposits (Must be confirmed by the CEO)

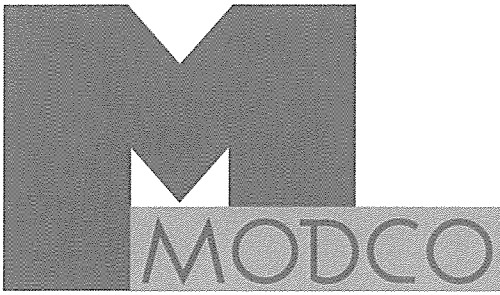
- ◆ Assist Executive Director in Recruiting & prescreening applicants for vacant positions
- ◆ Coordinating human resource processing with the CEO
- ◆ Working with employee fringe benefit programs and vendors
- ◆ Provide staff support to Finance Committee, and working with Treasurer to implement financial policies, procedures and controls
- ◆ Attend monthly board meetings
- ◆ Assist with the management of MODCO's operating and project budgets in coordination with CEO and Treasurer
- ◆ Responsible for maintaining financial records for annual audit

Programmatic Management (60%)

- ◆ Assist CEO and Director of Operations in Recruiting & Prescreening applicants for vacant positions
- ◆ Prioritizes, assigns, and supervises the work activities of all public service programs, assign staff and volunteers in coordination with the Director of Operations
- ◆ Coordinate Public Service program delivery
- ◆ Provide staff support to Human Services Committee, and working with the Chair of the Human Services Committee to make recommendations for service delivery strategies
- ◆ Serve as the MODCO staff liaison for Community Coalitions and Boards as instructed by the CEO
- ◆ Attend monthly board meetings
- ◆ Responsible for direct coordination of human services programs, support staff and systems
- ◆ Represents MODCO at agency, community and other meetings as directed by the President/CEO
- ◆ Serve as office manager for MODCO's Administrative Offices
- ◆ Perform other duties as requested by President & CEO

Performs other related duties as required

This is a full-time exempt position. Salary depends on experience



MOUNT OLIVE DEVELOPMENT CORPORATION

Director of Administration & Property Management

Requirements:

Director of Administrations and Property Management must be a highly organized, self-motivated and experienced individual. Must have a college degree or five years management experience required. Non-profit and grant management experience preferred. Computer spreadsheet and word processing skills are necessary. Proficiency with Quick-books and Excel required. Communication skills must be effective and courteous, requiring high integrity when dealing with confidential information.

Responsibilities & Duties:

Financial and Administrative

- ◆ Process Account Payables and Receivables in insure office and properties operations.
- ◆ Process bi-weekly check request for processing of payroll and Account Payables/Receivables
- ◆ Insure maintenance of organization's financial records
- ◆ Work with CPA during annual audits
- ◆ Make bank deposits
- ◆ Recruit & prescreen applicants for vacant positions
- ◆ Coordinating human resource processing with Executive Director
- ◆ Working with employee fringe benefit programs and vendors
- ◆ Provide staff support of Finance, Real Property and Economic Development Committee, and working with Treasurer to implement financial policies, procedures and controls.
- ◆ Attend monthly board meetings
- ◆ Work with CPA to prepare financial information and reporting to various government and or private donors
- ◆ Assist with the planning, preparation, and management of MODCO's operating and project budgets in coordination with Executive Director and Treasurer
- ◆ Responsible for administrative support staff and systems
- ◆ Assist with building development project and other projects as needed
- ◆ Supervise staff and staff responsibilities
- ◆ Attend community meetings

Management of Contracts

- ◆ Managing grants to include program audits and monitoring
- ◆ Insure contract compliance
- ◆ Process all monthly program(s) report(s)
- ◆ Process program(s) reimbursement reports
- ◆ Maintain business relationship between funders and organization
- ◆ Attend Program Director's meetings and training sessions
- ◆ Collect and maintain all program component reports
- ◆ Monitor Program Coordinators for program services
- ◆ Recruit & prescreen applicants for vacant positions

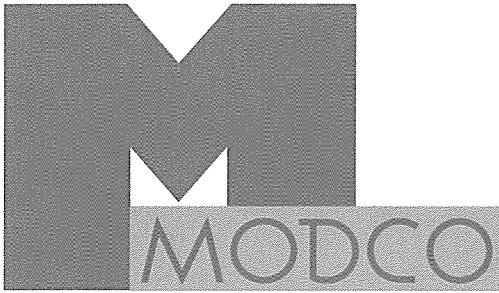
Management of Properties & Client Services

- ◆ Responsible for recruiting, screen new tenants to insure full occupancy of buildings
- ◆ Responsible for the Coordination of all client/tenant service needs and the management of real property used to operate housing program
- ◆ Responsible for ensuring that comprehensive services focused on stabilizing the lives of MODCO client/tenants are provided in a timely manner.
- ◆ Responsible for implementing and monitoring intake procedures, orientation, housing and life management, training, supervision, exit evaluation and all other services provided.
- ◆ Ensures that all components of the MODCO HOPWA Program; Client Services; Property Management Programs are meeting the guidelines and principles set forth by HUD and the local municipalities who are partners with MODCO.
- ◆ Ensures case record documentation is current, accurate and thorough.
- ◆ Maintains client/property files and documentation in accordance with established program policies and procedures.
- ◆ Prepares and maintains a monthly status log of all activities performed.
- ◆ Coordinates and facilitates weekly and monthly client/tenant meetings.
- ◆ Responsible for the tracking and logging of client files.
- ◆ Coordinate & monitor all case management activities for MODCO clients.
- ◆ Responsible for monthly rent computations and collections.
- ◆ Verify and approve client assistance through other agencies.
- ◆ Prepares weekly and monthly reports of intake activities.
- ◆ Represents MODCO at agency, community and other meetings as directed by the Executive Director.
- ◆ Provide and coordinate random drug test
- ◆ Work with and coordinate maintenance and repairs needed for upkeep of building, grounds and individuals apartments.
- ◆ Ensure enforcement of all code mandated by the City of Ft. Lauderdale Code Enforcement Division.
- ◆ Perform other duties as requested by Executive Director.

Emergency Services

- ◆ Access needs of individuals seeking assistance through the emergency program.
- ◆ Perform verification of needs.
- ◆ Maintain records and backup documentation for individuals assisted.
- ◆ Coordinate referral sources for additional services needed.
- ◆ Provide assistance to individuals once authorization is received from Executive Director

This is a full-time exempt position. Salary depends on experience



MOUNT OLIVE DEVELOPMENT CORPORATION

JOB DEVELOPER AND EDUCATION SPECIALIST JOB DESCRIPTION

Job Developer Responsible for Reaching out to business, as well as seeking out new corporate partners, a job developer actively researches potential job opportunities for client base. The job developer will develop and use an outreach and marketing strategies for this program to effectively develop and maintains relationships with prospective employers throughout the community.

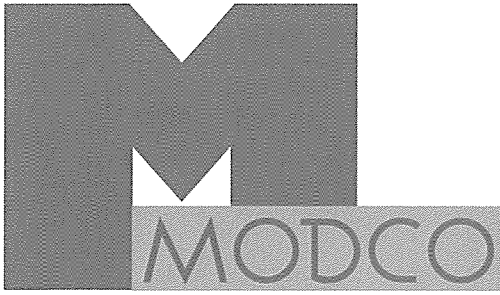
The job developer will provide soft skills training to clients in both group and one-on-one settings, coach them within areas such as interview skills, corporate attire and professional etiquette and documents all client progress.

Once a client has been placed, the job developer routinely checks in with both the client and employer. Serving as intermediary performance manager, and relays both positive and negative feedback between the two parties for a predetermined length of time. In the event that the placement does not work out, the client may be required, based on the feedback of his former employer, to participate in additional training prior to being sent out on new interviews.

This person must have a minimum of 5 years of experience and a Bachelors Degree in Business Administration, or Public Administration or 5 year experience providing services in a social service environment.

RESPONSIBILITIES:

- DEVELOP JOB LEADS WITH BROWARD COUNTY
- CONDUCT ASSESSMENT (TABE TEST) FOR EDUCATIONAL AND EMPLOYMENT FOR CLIENTS REFERRED FOR SERVICES
- DETERMINE CLIENT EDUCATIONAL AND EMPLOYMENT, SIT WITH CLIENT AND CASE MANAGER TO IMPLEMENT PLAN (TABE TEST)
- CONDUCT TABE TEST
- CONDUCT EMPLOYABILITY SKILLS TRAINING
- MAKE CLIENT REFERRAL FOR EMPLOYMENT OPPORTUNITIES
- COORDINATE MINI JOB FAIRS
- TRACK CLIENT PROGRESS AND REPORT TO CASE MANAGER



MOUNT OLIVE DEVELOPMENT CORPORATION

HOUSING CASE MANAGER JOB DESCRIPTION

JOB DESCRIPTION: Responsible for providing case management services to HIV positive individuals and families seeking housing placement and access to medical and other support services. Must have or be willing to develop working knowledge of homeless issues, oppression, client advocacy, community resources, drug and alcohol issues, mental health issues, and human development. Will be responsible for all facets of referrals to housing providers. The work schedule may require some evening and weekend hours.

MAJOR RESPONSIBILITIES AND TASKS

A. Direct Services

1. Provide Case Management to assigned caseload.
2. Develop and maintain case file on all participants in accordance with program policies and procedures.
3. Conduct Initial Assessment to identify participant housing needs.
4. Develop a comprehensive individualized housing plan
5. Coordinate services to develop and implement participant housing plan.
6. Place participants in housing opportunities and provide ongoing support for each participant until they have obtained stable housing.
7. Assist participants in locating, acquiring, financing and maintaining affordable and appropriate housing and provide linkages with local entitlement and benefits offices as required.
8. Provide referrals to and coordinate services with additional services as required. This may include but not be limited to assisting with employment and training/placement, assisting with school enrollment/attendance and other support services.
9. Use behavior management and solution focused techniques to facilitate personal growth and minimize crisis.
10. Coordinate and consult with other housing case managers on employment/educational/vocational services.
11. Complete discharge plans, and provide after care services once participant has received stabilized housing.
12. Assist Program Manager in completing program status reports to funding sources as outline in program grant.
13. Knowledgeable of all HOPWA and Ryan White Part A program eligibility requirements, documentation and compliance.

401 NW 9th Avenue | Fort Lauderdale, FL | 33311

Phone: (954) 767-9919 | Fax: (954) 522-2423

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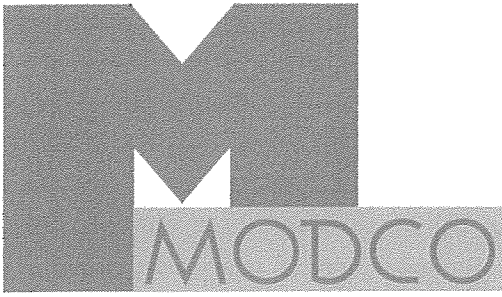
B. *Staff Development*

1. Attend all associate staff meetings.
2. Attend scheduled HCM in-service trainings in order to develop professional skills.
3. Attend relevant trainings and conference in the community to develop professional skills.

C. *Other Duties*

1. Serve as liaison between the program and referral agencies, service agencies and appropriate committees. Develop a positive relationship with community partners.
2. Keep the Program Manager informed of issues and concerns related to clients, staff and/or program.
3. Provide direction and work as a team with the Organization's Project Based Rental Assistance and Emergency Transitional Housing Programs.

TAB #35



MOUNT OLIVE DEVELOPMENT CORPORATION

City of Fort Lauderdale
HOPWA Program

Dear Sir/Madam:

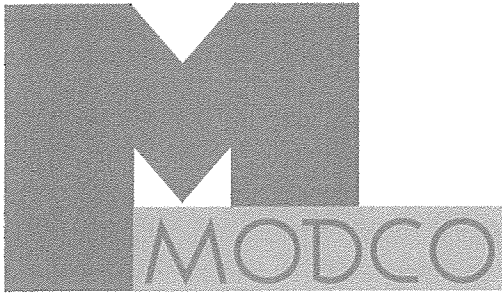
Sharon L. Bryant, Property Manager/Housing and Case Management Program Manager will serve as direct liaison to City Staff. Ms. Bryant has worked with City Staff for the past fifteen years and will continue to monitor contract provisions. She is responsible for the day to day operations of this program. She reports directly to the President and CEO. Additionally, Dr. Rosalind Osgood, President and CEO, will also be readily available to meet with city staff as needed. We look forward to continuing our ongoing working relationship with City Staff as we serve those who are HIV positive.

Contact Information: Sharon L. Bryant
954/764-6488 (Office)
954/394-9088 (Cell)

Sincerely,

Dr. Rosalind Osgood
President and CEO

TAB #35



MOUNT OLIVE DEVELOPMENT CORPORATION

City of Fort Lauderdale
HOPWA Program

Dear Sir/Madam:

Sharon L. Bryant, Property Manager/Housing and Case Management Program Manager will serve as direct liaison to City Staff. Ms. Bryant has worked with City Staff for the past fifteen years and will continue to monitor contract provisions. She is responsible for the day to day operations of this program. She reports directly to the President and CEO. Additionally, Dr. Rosalind Osgood, President and CEO, will also be readily available to meet with city staff as needed. We look forward to continuing our ongoing working relationship with City Staff as we serve those who are HIV positive.

Contact Information: Sharon L. Bryant
954/764-6488 (Office)
954/394-9088 (Cell)

Sincerely,

Dr. Rosalind Osgood
President and CEO

TAB #36



Mount Olive Development Corporation (MODCO)

MISSION STATEMENT

MODCO's Mission is to revitalize urban communities by providing strategic programs that promote economic development, create jobs and focus on strengthening families through Public Services, Affordable Housing, and Entrepreneurial Ventures, with HIV/AIDS being an areas of primary concern.

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Phone: (954) 767-9919 | Fax: (954) 522-2423

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TAB #37

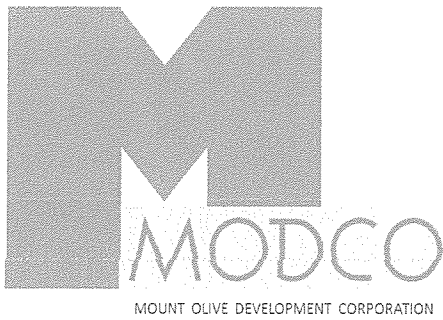
Board Roster
Mount Olive Development Corporation

Name	Address	Work Phone/Fax	Home Phone	Cellular Phone	Email
Jacque Benerfield		561-241-9666		754-366-7240	benerfieldjacque@hotmail.com
Henry Lumpkin	Home 4441 NW 13 th Court Fort Lauderdale, FL 33311		954-731-1758	954 288-0723	h.lumpkins@comcast.net
George Morgan	Home 3331 NW 8 th Court Fort Lauderdale, FL 33311		954-651-5408	954 651-5408	Akabaker@bellsouth.net
Brilla Smith	9986 N 52nd Street Sunrise, FL		954-0673-4415		Mygoods4u@hotmail.com
Linda Carter Brown	5640 SW 4 th Court Plantation, FL 33317	Fax: 954 584-6158	954-792-7591		
Sherry Rudolph	6034 SW 19 th Court N. Lauderdale, FL 33068		954-465-8868		sherry@legally-clean.com

SENIOR STAFF

Dr. Rosalind Osgood President & CEO	401 N.W. 9 th Avenue Fort Lauderdale, Fl 33311	954/767-9919 954/522-2423 (fax)		954/261-4398	drossgood@yahoo.com
Sharon L. Bryant Dir. of Operations	1530 N.W. 6 th Street Fort Lauderdale, Florida 33311	954/764-6488 954/525-2235 (fax)		954/394-9088	sbryant@mountolivevideo.org
Jacqueline Stewart Public Service Coord.	401 N.W. 9 th Avenue Fort Lauderdale, Florida 33311	954/767/9919 954/522-2423			jselders@bellsouth.net

TAB #38



Confidentiality Policy

All persons employed in whole or in part by Mount Olive Development Corporation (MODCO) are required to keep confidential all information acquired through their employment duties and are bound by the strictest regulations concerning client confidentiality as follows:

1. Persons housed, diagnosed, counseled, treated and rehabilitated including persons formerly housed, diagnosed, counseled, treated and rehabilitated for HIV/AIDS, drug and alcohol abuse and dependence, mental health/mental illness shall be secure in the confidentiality of their names, identities, client records/files and the information contained therein except as disclosure is permitted by law and regulations.
2. In addition, care shall be taken to maintain all reports, billings and authorizations in a manner that ensures client confidentiality.
3. All documents containing client – identifying information should be placed in desk drawers, file cabinets or other secure places when not in use. Under no circumstances should such documents be left on top of desks or out overnight.
4. Phone conversations as well as conversations within the office concerning client names or identify should be conducted in a sensitive and discreet manner.
5. Conversations outside of the office should never in any way concern client information, identity or names unless for business purposes with appropriate staff.
6. Breaches of confidentiality are grounds for disciplinary action.

Progressive Discipline

In the event that a staff member violates the regulations or the policies and procedures related to confidentiality, progressive disciplinary action and re-training when indicated at the discretion of the supervisor will take place.

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First Offense: Verbal warning. The Director or Supervisor will review the employee's understanding and knowledge of the policy and procedure.

Second Offense:

Written warning and the Director or Supervisor will review policy and procedures with the staff. If retraining is necessary, the employee will participate in re-training.

Third Offense: The employee will be subject to either a Suspension or Termination depending on the review of the circumstances. Re-training will be required.

Re-Disclosure Rights

In addition to maintaining individuals confidentiality, employees must also be cognizant and observant of rules related to re-disclosure of confidential information. Clients' rights in these situations are as follows:

A. All client informed consent forms must contain a statement to the following effect:

"These records are protected under Federal and State regulations governing Confidentiality of HIV/AIDS, Mental Health/Illness and Alcohol and Drug Abuse Client Records and cannot be disclosed without my written consent unless otherwise provided for in the Regulations. The individual or agency to which this information is being sent is prohibited from re-disclosing this information to another party."

B. In addition, when client information is being released, such a Re-Disclosure statement shall be attached to:

1. All fax cover sheets
2. All e-mail communications
3. All regular mail correspondence

C. Staff shall not re-disclose client information without the proper use of a signed client consent form and only specified information for the reasons stated on the consent.

Revocation of Consent Rights

A. All client informed consent forms will contain a statement that allows client's to revoke their consent form(s) either verbally or in writing.

B. In cases where a client desires to revoke their consent form(s) the client will place an (X) through the consent form(s) being revoked. The (X) will be made in a different colored ink than was used for original signature purposes and a date of revocation shall be clearly indicated on the form. After the revocation date any subsequent release of information without a new signed release is considered to be a violation of a client's confidentiality and re-disclosure rights and will result in disciplinary action.

Storing, Security and Access to Records

All authorization and fiscal records kept at the program office with client identifying information shall be maintained in locked file cabinets or within a locked room. Keys to the file cabinet/room shall be maintained by the Department Heads (Fiscal and Program) and made available to designated departmental staff requiring access to these files in order to complete the functions of their position. Other staff not directly involved in authorization, Quality Assurance or payment functions shall not have access to these files unless otherwise deemed appropriate by both the Fiscal and Program Department Heads.

Confidentiality Training

As an employee of Mount Olive Development Corporation (MODCO) with access to patient information related to HIV/AIDS, Mental Health/Illness and Drug and Alcohol services and protected under State and Federal Confidentiality laws I certify that I have read the above policies and procedures and have been given the opportunity to discuss and seek clarification of the above and agree to abide by said confidentiality policies and procedures.

Employee Name (Print)

Employee Signature

Witness

MOUNT OLIVE DEVELOPMENT CORPORATION
401 NW 9th AVENUE, SUITE ONE
FORT LAUDERDALE, FLORIDA 33311

Consent to Release and Obtain Confidential Information

Client's Name _____
Social Security Number _____
Date of Birth _____

My signature below indicates that I am giving permission for Mount Olive Development Corp. to

- Release confidential information from my records.
 Obtain confidential information from my records at _____
 Both release and obtain confidential information and exchange information on any ongoing basis.
 Release/exchange information related to HIV test results/HIV status.

Information will be released/obtained/exchanged via either/and telephone, written reports, verbal reports, and photocopies of my records.

The purpose of the information disclosure is to:

- To enhance and coordinate services in order to ensure quality housing.
 To communicate significant information to individuals, agencies, and/or organizations regarding the above named client.
 Other _____

The type of information requested/disclosed is:

- | | |
|---|---|
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Medical Information |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> Progress Reports |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> Progress Reports |
| <input type="checkbox"/> Drug/Alcohol use/treatment information | <input type="checkbox"/> Psychological Evaluation |
| <input type="checkbox"/> HIV Status | <input type="checkbox"/> Treatment Plan |
| <input type="checkbox"/> Income/financial information | <input type="checkbox"/> Urine drug test results |
| <input type="checkbox"/> Other _____ | |

The name of the Organization/Individual and whom this information will be exchanged/release /obtained is:

Name _____ Contact _____

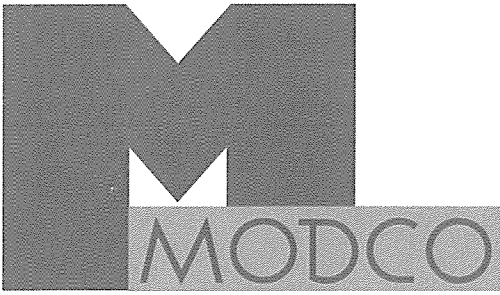
Address _____

Phone _____ Fax _____

I understand that my records are protected under both federal (42 CFR Part 2) and state 381.004, F.S. Part III, Ch. 400, 455.667 (5), F.W.) Regulations and cannot be disclosed with out my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in response to it, and that this consent automatically expires one year from the date signed unless as alternate date, condition, or event is specified below.

Alternate Specified Expiration _____
Client's (Adult Guardian Signature) _____
Staff Signature _____ Date _____

TAB #39



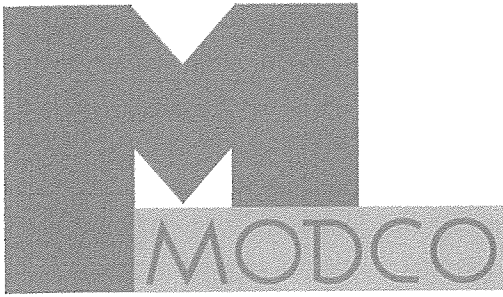
MOUNT OLIVE DEVELOPMENT CORPORATION

NON-DISCRIMINATION STATEMENT

To meet all Federal laws, State and Local requirements MODCO has adopted the necessary Codes of Ethics, Non-discrimination, and Equal Employment Opportunities Policies and Procedures as outlined in MODCO's Employee Handbook and Policy and Procedure Manual to ensure that our agency will serve all clients without regard to race, color, religion, marital status, familiar status, sexual orientation, ancestry, sex, age, national origin, medical or mental condition in compliance with the Equal Access to Housing in HUD programs.

 5/1/15
Dr. Rosalind Osgood Date
President and CEO

TAB #40



MOUNT OLIVE DEVELOPMENT CORPORATION

QUALITY CONTROL PROCESS

Following is the process used to monitor and control the quality of services provided by staff:

Performance Appraisal-MODCO carries out its mission through the individuals and collective contributions of its employees. To do our best, we need to know that our contributions will be recognized and acknowledged. Monitoring staff performance and providing feedback is not an isolated event, but rather an ongoing process that takes place throughout the year. Thus, MODCO's performance appraisal is part of a process and provides an excellent opportunity for its President & CEO to communicate with staff about past performances, evaluation of job satisfaction, and to make plans for staff's future performance.

On an annual basis during the month preceding an employee's permanent status anniversary month, the employee shall complete a written performance self appraisal and the employee's supervisor shall complete a written performance appraisal, resulting in a formal discussion between employee and supervisor.

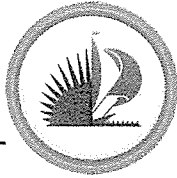
MODCO's goals of the performance appraisal process are to help staff members feel:

- Positive about the job
- Motivate to do well and to develop
- Benefit by specific, constructive feedback
- Appreciation for specific contributions
- Inform about current and future performance expectations outlined in their job description
- Involvement as a participant in the process

Responsibility of the President & CEO is to ensure MODCO's performance standards:

- Serve as an objective basis for communicating about staff's performance
- Enable the employee to differentiate between acceptable and unacceptable results
- Increase job satisfaction because employees know when tasks are performed well.

TAB #41



Monday, February 23, 2015

Dr. Rosalind Osgood, President and CEO
Mount Olive Development Corporation (MODCO)
401 NW 9 Ave
Fort Lauderdale, FL 33311

SUBJECT: On-Site Sub-Recipient Monitoring Review of Housing Opportunities for Persons with HIV/AIDS (HOPWA) Project Based Rent (PBR) program for Fiscal Year (FY) 2013/2014.

Dear Dr. Osgood:

The City of Fort Lauderdale (City) received MODCO's response dated October 24, 2014 regarding the On-Site Sub-recipient Monitoring Review of Housing Opportunities for Persons with HIV/AIDS (HOPWA) Project Based Rent (PBR) program for Fiscal Year 2013/2014.

On July 30 and 31, 2014, the City conducted its annual monitoring of the FY 2013/2014 HOPWA funded Project Based Rent (PBR) program administered by MODCO to determine compliance with applicable Housing and Urban Development (HUD) laws, regulations, and MODCO's capacity to carry out this program. The on-site sub-recipient monitoring review, along with the PE desk audits, resulted in two (2) findings and one (1) concern for FY 2013/2014 sub-recipient monitoring

Based on your response submitted on 11/24/2014, the corrective action plan (CAP) has been accepted. On a date to be determined, the office will perform the annual desk top and onsite monitoring to ensure that the corrective action plans have been implemented and to ensure compliance with HUD laws and regulations. Once the monitoring is completed, the City will determine if the FY 2013/2014 findings and or concerns can be cleared and identify any additional findings and/or concerns. A letter under separate cover will be sent to confirm day, time, location and requested materials.

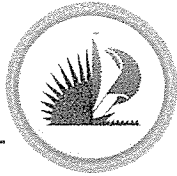
Should MODCO be unable to comply and/or implement the corrective measures submitted to the City on 11/24/2014 the findings and/or concerns will not be cleared. In accordance with the Fiscal Year 2014/2015 HOPWA Participant Agreement, HOPWA funds that have been allocated for Fiscal Year 2014/2015 may be subject to recapture by the City. Additionally, the City will approve no further reimbursements until the participant fulfils the requirement.

Thank you for the courtesies extended to our office during the review process. We appreciate your staff's cooperation and assistance. If you have any questions relating to the review please contact me at (954) 828-4775 or via e-mail at mariod@fortlauderdale.gov.

Sincerely,

Mario DeSantis

Mario DeSantis M.A.Ed., CPM | HOPWA Administrator



Monday, August 25, 2014

Dr. Rosalind Osgood, President and CEO
Mount Olive Development Corporation (MODCO)
401 NW 9 Ave
Fort Lauderdale, FL 33311

SUBJECT: On-Site Sub-Recipient Monitoring Review of Housing Opportunities for Persons with HIV/AIDS (HOPWA) Project Based Rent (PBR) program for Fiscal Year (FY) 2013/2014 and FY 2012/2013 sub-recipient findings.

Dear Dr. Osgood:

On July 30 and 31, 2014, the City conducted its annual monitoring of the FY 2013/2014 HOPWA funded Project Based Rent (PBR) programs administered by MODCO to determine compliance with applicable Housing and Urban Development (HUD) laws, regulations, and MODCO's capacity to carry out this program.

The City reviewed the FY 2012/2013 corrective actions measures for compliance and implementation. MODCO has implemented the corrective actions measures that were submitted on December 18, 2013. Therefore, FY 2012/2013 seven (7) findings and two (2) concerns are cleared. A letter under separate cover is being sent to clear the finding.

During the July 30 and 31, 2014 monitoring visit, I met with Jackie Selders, Contracts Manager, Ferris Ryan, Accountant, Sharon Bryant, Director of Operations and Angela Blaine, Housing Case Manager and you. Using the COFL desktop monitoring policy, along with the on-site visit, City of Fort Lauderdale (COFL) reviewed and verified:

- i. 7-PBR client case files;
- ii. fiscal reimbursement submissions;
- iii. submitted e-copy files that included financial, payroll, various policies and procedures and time and effort reports; and
- iv. property bought in part or whole with HOPWA funds were present and accounted.

At the conclusion of the annual monitoring, I discussed with you and your staff the results of the monitoring visit and Provide Enterprise (PE) desktop monitoring. The on-site sub-recipient monitoring review, along with the PE desk audits, resulted in two (2) findings and one (1) concern for FY 2013/2014 sub-recipient monitoring. A finding is a violation of the Federal Regulations and must be adequately addressed with documentation.

A finding is a violation of the Federal Regulations and must be adequately addressed with documentation. Please provide a written response to the findings and/or concerns by **September 30, 2014**. Written response to each finding and concern should include, 1) timelines for implementation, 2) associated activities and 3) policy and procedures to ensure internal controls will be in place. Upon approval by COFL, corrective action measures must be in place by the date set in the COFL approval letter.

Should MODCO be unable to provide and comply with adequate corrective measures, HOPWA funds that have been allocated for FY 2013/2014 may be subject to recapture by the City of Fort Lauderdale (COFL). Additionally, the COFL will approve no further reimbursements until the participant fulfills the requirement.

Thank you for the courtesies extended to our office during the review process. We appreciate your staff's cooperation and assistance. If you have any questions relating to the review, please feel free to contact.

Sincerely,

Mario DeSantis

Mario DeSantis M.A.Ed., CPM | HOPWA Administrator

PURPOSE OF EVALUATION

The purpose of the monitoring visit was to assess compliance with Federal Regulations whereas "Grantees are responsible for ensuring that grants are administered in accordance with the requirements of this part and other applicable laws. Grantees are responsible for ensuring that their respective project sponsors carry out activities in compliance with all applicable requirements." 24 CFR 574.500(a)

The City of Fort Lauderdale Participation agreement with MODCO reiterates compliance of the federal regulations as follows:

Article III – Grant Activities, Section 3.5

The Participant is solely responsible for providing services in accordance with all applicable regulations. The City's Community Development Division will provide technical assistance to ensure compliance.

Article X - Certifications, 10.1 & 10.3

The Participant agrees to comply with all applicable federal regulations, including but not limited to the following requirements:

10.1 General HUD Program Requirements, identified at 24 CFR Part 574.

10.3 Applicable OMB Circulars, identified at 24 CFR Part 574.605.

Article XV, General Conditions, Section 15.1

The Participant agrees to comply with all applicable federal regulations, including but not limited to the following requirements:

15.1 General HUD Program Requirements, identified at 24 CFR Part 574.3 - 574.665, as presently promulgated and as may be revised.

Article XVIII, HOPWA Performance Financial Management, Section 18.1

18.1 Within 90 days of the date of execution of this Agreement, the Participant agrees, to either obtain a certificate of completion of HOPWA Financial Management Online Training (<http://www.hudhre.info/index.cfm?do=viewHopwaFinancialTraining>) by at least one of its employees, or to demonstrate financial management capacity to carry out the provisions 24 C.F.R. 85.20.

Additionally, the City of Fort Lauderdale utilized the Housing Opportunities for Persons with HIV/AIDS Grantee Oversight Resource Guide provided by HUD in the monitoring process. Throughout the fiscal year the City provided training for all HOPWA providers detailing every chapter in the guidebook before the monitoring process began. In so doing, the City provided the opportunity for technical assistance for all the providers, as needed.

There are several documents that may assist you with questions regarding HOPWA programmatic and fiscal requirements:

1. **HOPWA Code of Federal Regulations**

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=c895eae7059ad19d039698771a21d2da&rqn=div5&view=text&node=24:3.1.1.3.7&idno=24>

2. **HOPWA Oversight and Grantee Resource Guide**

https://www.onecpd.info/resources/documents/HOPWAOversightGuide_Aug2010.pdf

3. **HOPWA Financial Management training guide, and other program requirements**

<https://www.onecpd.info/resources/documents/HOPWAFinancialManagementTrainingManual.pdf>

FINDINGS, CONCERNS, AND CORRECTIVE ACTIONS:

VIEWS OF RESPONSIBLE OFFICIALS AND PLANNED CORRECTIVE ACTION:

Finding 1 – FINANCIAL SYSTEMS, INTERNAL CONTROLS and SUPPORTIVE SERVICES

CONDITION: Upon a review of accounting records provided by MODCO, the City determined that policy and procedures to track program income by source and track how program income will be re-issued on allowable HOPWA activities were missing from the accounting manual. Program income may come from vending machines, laundry machines, client's rent portion and subsidy portion for owned properties.

CRITERIA:

City of Fort Lauderdale Participation Agreement Articles that pertain to compliance with applicable federal regulations:

Article III – Grant Activities, Section 3.5

3.5 The Participant is solely responsible for providing services in accordance with all applicable regulations. The City's Community Development Division will provide technical assistance to ensure compliance.

Article X - Certifications, 10.1 & 10.3

The Participant agrees to comply with all applicable federal regulations, including but not limited to the following requirements:

10.1 General HUD Program Requirements, identified at 24 CFR Part 574.

10.3 Applicable OMB Circulars, identified at 24 CFR Part 574.605.

Article XV, General Conditions, Section 15.1

The Participant agrees to comply with all applicable federal regulations, including but not limited to the following requirements:

15.1 General HUD Program Requirements, identified at 24 CFR Part 574.3 - 574.665, as presently promulgated and as may be revised.

MODCO is not in compliance with Federal Regulation §200 and §574.605:

24 CFR 574.605- Applicability of OMB Circulars:

In part....OMB Circulars A-110 and A-122 apply with respect to the use of funds under the program by private non-profit entities. (OMB Circular A-122 – Principles of fiscal controls and accounting).

Payments made to the sponsor are considered program income and the allowed use of such income is limited. The sponsor agency should track such income specifically in relation to its balance sheet for the HOPWA project. That is, program income should be reflected as such in the HOPWA project's detailed expenditure report.

There are limitations on what a non-profit sponsor can do with program income. There are three allowable uses for project income for a non-profit:

- Add income to funds committed to the project by HUD through the grantee and used to further eligible project or program objectives (this is the preferred HOPWA grant agreement method for the re-use of funds);
- Use income to finance the non-Federal share of the project or program; and/or

- Deduct income from the total project or program allowable cost in determining the net allowable costs on which the Federal share of costs is based

Consistent with grant agreement, income received will be used to supplement project funds committed to the sponsor by the grantee to further program objectives. In all cases, project income is considered a restricted revenue source and should be used only for eligible HOPWA activities and should receive approval from COFL. Program income received may not be spent on administrative activities.

As further described in the *HOPWA Grantee Oversight and Monitoring Guide Chapter 9, Section 3: Financial Systems and Fund Tracking, Pages 169-174.*
https://www.onecpd.info/resources/documents/HOPWAOversightGuide_Aug2010.pdf

QUESTIONED COSTS: unknown

EFFECT: MODCO is in violation of this regulation, which could result in loss of funding for the HOPWA PBR Programs.

CORRECTIVE ACTION MEASURE: MODCO must establish and implement written policy and procedures in their Accounting Policy and Procedures Manual to:

1. track how receipt of payments are made to the sponsor agency that are considered program income;
2. to track how HOPWA program income will be re-issued on eligible HOPWA activities that exclude administration costs; and
3. provide crosswalk to its balance sheet (ledger) to track program income by source and track how program income will be re-issued on allowable HOPWA activities.

SPECIAL CONDITION for FY 2013/2014 RIEMBURSEMENT: Should MODCO be unable to provide and comply with adequate corrective measures by **September 30, 2014**, HOPWA funds that have been allocated for Fiscal-Year 2013/2014 may be subject to recapture by the City of Fort Lauderdale (COFL). Additionally, the COFL will approve no further reimbursements until the participant fulfils the requirement.

Finding 2- FINANCIAL SYSTEMS, INTERNAL CONTROLS and SUPPORTIVE SERVICES

CONDITION: Upon a review of accounting records provided by MODCO, the City determined that MODCO's cost allocation plan was absent from the accounting manual. Cost Allocation plan should align with the HOPWA Financial Management Training Guide and OMB Circulars. Although one of the staff has complied and obtain a certificate of completion of HOPWA Financial Management Online Training, the account who oversees the fiscal portion should also demonstrate financial management capacity to carry out the provisions 24 C.F.R. 85.20.

CRITERIA:

City of Fort Lauderdale Participation Agreement Articles that pertain to compliance with applicable federal regulations:

Article III – Grant Activities, Section 3.5

- 3.5 The Participant is solely responsible for providing services in accordance with all applicable regulations. The City's Community Development Division will provide technical assistance to ensure compliance

Article X - Certifications, 10.1 & 10.3

The Participant agrees to comply with all applicable federal regulations, including but not limited to the following requirements:

10.1 General HUD Program Requirements, identified at 24 CFR Part 574.

10.3 Applicable OMB Circulars, identified at 24 CFR Part 574.605.

Article XV, General Conditions, Section 15.1

The Participant agrees to comply with all applicable federal regulations, including but not limited to the following requirements:

15.1 General HUD Program Requirements, identified at 24 CFR Part 574.3 - 574.665, as presently promulgated and as may be revised.

Article XVIII, HOPWA Performance Financial Management, Section 18.1

18.1 Within 90 days of the date of execution of this Agreement, the Participant agrees, to either obtain a certificate of completion of HOPWA Financial Management Online Training (<http://www.hudhre.info/index.cfm?do=viewHopwaFinancialTraining>) by at least one of its employees, or to demonstrate financial management capacity to carry out the provisions 24 C.F.R. 85.20.

MODCO may not be in compliance with OMB circulars:

The sponsor needs to describe cost allocation methodology in MODCO's Accounting Manual.

As further described in the *HOPWA Grantee Oversight and Monitoring Guide Chapter 9, Financial Management and Documentation, Pages 57-58.*

https://www.onecpd.info/resources/documents/HOPWAOversightGuide_Aug2010.pdf

As further described in the HOPWA Financial Management training guide

<https://www.onecpd.info/resources/documents/HOPWAFinancialManagementTrainingManual.pdf>

QUESTIONED COSTS: unknown

EFFECT: MODCO is in violation of this regulation, which could result in loss of funding for the HOPWA PBR Programs.

CORRECTIVE ACTION MEASURE: MODCO must establish and implement cost allocation plan in their Accounting Policy and Procedures Manual. Cost Allocation plan should align with the HOPWA Financial Management training guide and OMB Circulars. By October 31, 2014, MODCO's accountant must obtain a certificate of completion of HOPWA Financial Management Online Training (<http://www.hudhre.info/index.cfm?do=viewHopwaFinancialTraining>) to demonstrate financial management capacity to carry out the provisions 24 C.F.R. 85.20

SPECIAL CONDITION for FY 2013/2014 RIEMBURSEMENT: Should MODCO be unable to provide and comply with adequate corrective measures by **September 30, 2014**, HOPWA funds that have been allocated for FY 2013/2014 may be subject to recapture by the City of Fort Lauderdale (COFL). Additionally, the COFL will approve no further reimbursements until the participant fulfils the requirement.

Concern 1 – Contact COFL in timely fashion when fiscal and programmatic issues arise

CONDITION: For the second consecutive year, COFL was required to reconcile fiscal expenditures submitted in the fiscal year because MODCO staff failed to communicate the issue to COFL at the time the issue presented itself. As a result, COFL staff time has spent vast amount of time correcting the fiscal issue(s) covering many months.

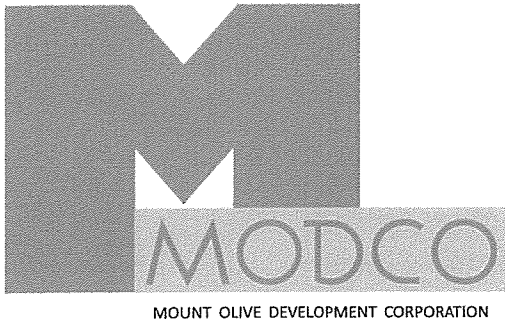
CRITERIA:

City of Fort Lauderdale Participation Agreement Articles that pertain to compliance with applicable federal regulations

CORRECTIVE ACTION MEASURE: MODCO must establish and implement internal controls procedures to ensure staff contacts COFL HOPWA Administrator as fiscal and/or programmatic questions and/or issues arise.

SPECIAL CONDITION for FY 2013/2014 RIEMBURSEMENT: Should MODCO be unable to provide and comply adequate corrective action measures by **September 30, 2014**, the City will approve no further reimbursements until the participant fulfils the requirement

TAB #42



List of Collaborating Agencies

Care Resource

871 W. Oakland Park Blvd
Fort Lauderdale, FL 33311
Contact: Thomas S. Pietrogallo
954/567-7141 x283

Care Resource will provide the following services: HIV/STI Counseling, Testing & Treatment; House Case Management; Medical Case Management; Peer Linkage Services (ARTAS & PROACT); Primary Medical Care; Dental Services; Substance Abuse & Mental health Counseling; and Pharmacy

Legal Aid Service of Broward County, Inc.

491 N. State Road 7
Plantation, Florida 33317
Contact: Patrice Paldino
954/358-5636

Legal Aid provides representation or advice and counsel in eviction and foreclosure cases, writs, three day notices, tenants' rights and responsibilities, and unit habitability.

SunServe, Inc.

2312 Wilton Drive
Wilton Manors, FL 33305
Contact: Mark Ketcham
954/764-5150

SunServe, Inc. provides case management; individual and group mental health services; transgender information and referral; youth education, support and suicide prevention; senior day care services for those over 60; support services for seniors in the community; education and training for the entire community; money management classes for HOPWA clients.

Broward House Inc.

1726 S.E. 3rd Avenue
Fort Lauderdale, Florida 33316
Contact: Tomas Soto
954/522-4749 x1211

Broward House provides case management; substance abuse treatment; mental health counseling; HIV and substance abuse prevention programs; HIV counseling, testing, and referral; HIV awareness and risk reduction education; access and adherence to medical care and treatment; tenant based rental voucher program; independent housing; supportive transitional housing; homeless respite care.

Catholic Charities Archdiocese of Miami Inc.

Linkage to Care Office
1505 N.E. 26th Street
Wilton Manors, Florida 33305
Contact: Norm Embree
954/630-9793

Catholic Charities provides emergency financial assistance for those living with disability including HIV or AIDS defining illnesses; linkage and HIV case management for those in need of resource identification; HIV medication adherence counseling; self sufficiency guidance and peer networking.

Second Chance Society, Inc.

Contact: Pat Vickers
954/763-5999

Second Chance Society provides funding for job-related items such as trade tools, uniforms, steel toe work boots, special clothing, re-certifications, etc. SCS funding removes the material barrier so one can be fully equipped to start a job once an employment offer has been made; funding for vocational training such as tuition, text books, and course materials and supplies for a variety of courses and at a variety of schools. (Examples: Home Health Aide, C.N.A., Welding, Culinary Arts, Security, Forklift, CDL, Medical Assistant, Plumbing, etc.).

TAB #43

Collaborative Linkage Agreement

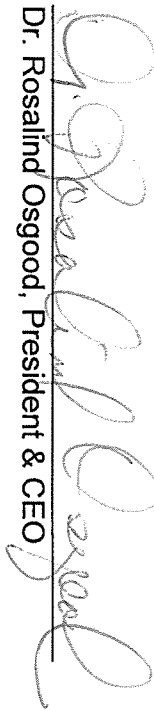
Mount Olive Development Corporation (MODCO) and Care Resource, Inc.
May 1, 2015 – April 30, 2018

Issue	Points of Agreement
<p>Statement of an agreement to collaborate and for what purpose.</p> <p>What are the goals of the collaborative effort?</p> <p>Description of each collaborating agency.</p> <p>Full name and address of each agency.</p>	<p>Mount Olive Development Corporation (MODCO) and Care Resource, Inc. are pleased to enter into a collaborative agreement to provide services to individuals living in Broward County.</p> <p>This agreement is initiated with the intent that the expertise of each agency will be combined to benefit those seeking services in order to ensure a high level of service delivery and continuum of care.</p> <p>Mount Olive Development Corporation (MODCO) is a Faith-Based Community Development Corporation whose mission is to revitalize low and moderate income communities by providing strategic programs that promote economic development, create jobs and focus on strengthening families through Public Services, Affordable Housing, and Entrepreneurial Ventures with a focus on providing services to individuals living with HIV/AIDS.</p> <p>Care Resource, Inc., a Federally Qualified Healthcare Center with locations in Fort Lauderdale, Miami – Midtown, Little Havana and Miami Beach that strives through education, prevention, research, care and treatment and support services, to improve upon the health and overall quality of life of our diverse South Florida communities in need.</p> <p>Mount Olive Development Corporation (MODCO) Administrative Office 401 N.W. 9th Avenue Fort Lauderdale, FL 33311 Tel: 954-767-9919</p> <p>Dr. Mack King Carter Enrichment Center Housing and Case Management Office</p>

Issue	Points of Agreement
<p>Statement of the goods and services that each collaborating agency is willing to exchange.</p>	<p>1530 N.W. 6th Street Ft. Lauderdale, Florida 33311 Tel: 954-764-6488</p> <p>Care Resource Fort Lauderdale Location: 871 W. Oakland Park Blvd Fort Lauderdale, FL 33311 Tel: 954-567-7141</p> <p>Care Resource Administrative Office: 3510 Biscayne Blvd Miami, FL 33137 Tel: 305-576-1234</p> <p>MODCO services include but are not limited to:</p> <ul style="list-style-type: none"> • HIV Counseling and Testing • Housing Case Management • HOPWA Project Based Rental Assistance • Affordable Housing <p>Care Resource, Inc.</p> <ul style="list-style-type: none"> • HIV/STI Counseling, Testing & Treatment • Housing Case Management • Medical Case Management • Peer Linkage Services (ARTAS & PROACT) • Primary Medical Care • Dental Services • Substance Abuse & Mental Health Counseling • Pharmacy

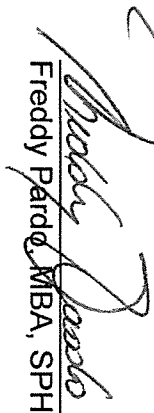
Issue	Points of Agreement
<p>Contact Person</p>	<p>Mount Olive Development Corporation Dr. Rosalind Osgood, President and CEO Phone: (954) 767-9919 FAX: (954) 522-2423</p> <p>Sharon L. Bryant, Director of Operations Phone: (954) 764-6488 FAX: (954) 525-2235</p> <p>Care Resource, Inc. Thomas S. Pietrogallo, Director of Psychosocial Services Tel: 954-567-7141 x 283 FAX: 305-571-2020</p> <p>Ausline Perry, Director of Medical and Pharmacy Services Tel: 954-567-7141 x 201 FAX: 305-571-2020</p>
<p>Statement of responsibilities related to confidentiality.</p>	<p>Each agency's policies and procedures regarding confidentiality will be applicable to the other for the purpose of this agreement. By virtue of this agreement both parties agree to uphold the other's confidentiality policies, defaulting to the most stringent, including HIPPA privacy practices, where applicable. All referrals and communications must be supported by a consent to release confidential information.</p>
<p>Statement of non-discrimination</p>	<p>All services will be applied uniformly and without regard to race, sex, color, national origin, religion or disability, recognizing target population eligibility standards for programs including Minority AIDS Initiative program for services</p>
<p>Public Records</p>	<p>Both Parties will comply with Chapter 119, Florida Statutes with regard to public records.</p>
<p>Indemnity</p>	<p>No element of this agreement will be construed to imply any form of financial obligation or liability, nor to confer on one party the capacity to represent or act as an agency of the other. Both parties agree to hold the other harmless from all claims for injury to persons or damages to property caused or asserted to have been caused by the negligent act or omission of the other.</p>

For Mount Olive Development Corporation, Inc.


Dr. Rosalind Osgood, President & CEO

Date Signed: 5/6/15

For Care Resource, Inc.


Freddy Parde, MBA, SPHR, Director of Operations

Date Signed: 5/6/15

Collaborative Linkage Agreement

Mount Olive Development Corporation (MODCO) and Legal Aid Service of Broward County, Inc.
 May 1, 2015 – April 30, 2018

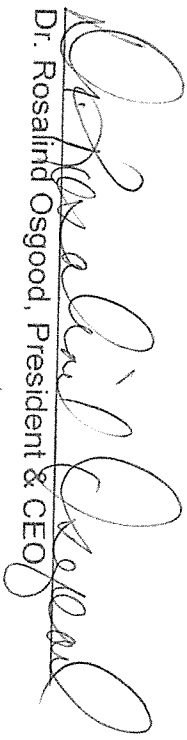
Issue	Points of Agreement
<p>Statement of an agreement to collaborate and for what purpose.</p>	<p>Mount Olive Development Corporation (MODCO) and Legal Aid Service of Broward County, Inc. are pleased to enter into a collaborative agreement to provide services to individuals living in Broward County.</p>
<p>What are the goals of the collaborative effort?</p>	<p>This agreement is initiated with the intent that the expertise of each agency will be combined to benefit those seeking services in order to ensure a high level of service delivery and continuum of care.</p>
<p>Description of each collaborating agency.</p>	<p>Mount Olive Development Corporation (MODCO) is a Faith-Based Community Development Corporation whose mission is to revitalize low and moderate income communities by providing strategic programs that promote economic development, create jobs and focus on strengthening families through Public Services, Affordable Housing, and Entrepreneurial Ventures with a focus on providing services to individuals living with HIV/AIDS.</p>
<p>Full name and address of each agency.</p>	<p>Legal Aid Service of Broward County, Inc. provides high quality free civil legal advice, representation and education to the disadvantaged of Broward County so as to improve the lifestyle and living conditions of the low income community and encourage self-sufficiency.</p> <p>Mount Olive Development Corporation (MODCO) Administrative Office 401 N.W. 9th Avenue Fort Lauderdale, FL 33311 Tel: 954-767-9919</p>

Issue	Points of Agreement
<p>Statement of the goods and services that each collaborating agency is willing to exchange.</p>	<p>Dr. Mack King Carter Enrichment Center Housing and Case Management Office 1530 N.W. 6th Street Ft. Lauderdale, Florida 33311 Tel: 954-764-6488</p> <p>Legal Aid Service of Broward County, Inc. 491 N. State Rd. 7 Plantation, FL 33317</p> <p>MODCO services include but are not limited to:</p> <ul style="list-style-type: none"> • HIV Counseling and Testing • Housing Case Management • HOPWA Project Based Rental Assistance • Affordable Housing <p>Legal Aid Service of Broward County, Inc.</p> <ul style="list-style-type: none"> • Representation or advice and counsel in eviction and foreclosure cases, writs, three day notices, tenants' rights and responsibilities, and unit habitability
<p>Contact Person</p>	<p>Mount Olive Development Corporation Dr. Rosalind Osgood, President and CEO Phone: (954) 767-9919 FAX: 522-2423</p> <p>Sharon L. Bryant, Director of Operations Phone: (954) 764-6488 FAX: (954) 525-2235</p> <p>Legal Aid Service of Broward County, Inc. Anthony Karrat, Esq., Executive Director</p>

4.21.15

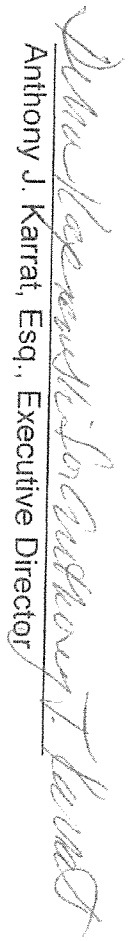
Issue	Points of Agreement
Statement of responsibilities related to confidentiality.	<p>Each agency's policies and procedures regarding confidentiality will be applicable to the other for the purpose of this agreement. By virtue of this agreement both parties agree to uphold the other's confidentiality policies, defaulting to the most stringent, including HIPPA privacy practices, where applicable. All referrals and communications must be supported by a consent to release confidential information. Both parties also acknowledge the strict limitations of the attorney-client privilege which will govern any confidentiality issues.</p>
Statement of non-discrimination	<p>All services will be applied uniformly and without regard to race, sex, color, national origin, religion or disability, recognizing target population eligibility standards for programs including Minority AIDS Initiative program for services</p>
Public Records	<p>Both Parties will comply with Chapter 119, Florida Statutes with regard to public records.</p>
Indemnity	<p>No element of this agreement will be construed to imply any form of financial obligation or liability, nor to confer on one party the capacity to represent or act as an agency of the other. Both parties agree to hold the other harmless from all claims for injury to persons or damages to property caused or asserted to have been caused by the negligent act or omission of the other.</p>

For Mount Olive Development Corporation, Inc.


 Dr. Rosalind Osgood, President & CEO

Date Signed: 5/4/2015

For Legal Aid Service of Broward County, Inc.


 Anthony J. Karrat, Esq., Executive Director

Date Signed: 5/4/15

Collaborative Linkage Agreement

Mount Olive Development Corporation (MODCO) and SUNSERVE, INC.

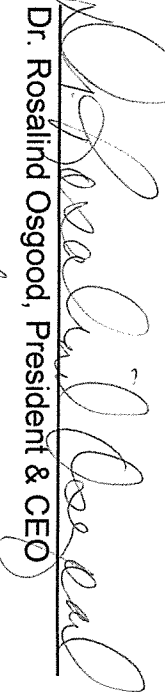
May 1, 2015 – April 30, 2018

Issue	Points of Agreement
<p>Statement of an agreement to collaborate and for what purpose.</p>	<p>Mount Olive Development Corporation (MODCO) and SunServe, Inc. are pleased to enter into a collaborative agreement to provide services to individuals living in Broward County.</p>
<p>What are the goals of the collaborative effort?</p>	<p>This agreement is initiated with the intent that the expertise of each agency will be combined to benefit those seeking services in order to ensure a high level of service delivery and continuum of care.</p>
<p>Description of each collaborating agency.</p>	<p>Mount Olive Development Corporation (MODCO) is a Faith-Based Community Development Corporation whose mission is to revitalize low and moderate income communities by providing strategic programs that promote economic development, create jobs and focus on strengthening families through Public Services, Affordable Housing, and Entrepreneurial Ventures with a focus on providing services to individuals living with HIV/AIDS.</p>
<p>Full name and address of each agency.</p>	<p>Sunshine Social Services, Inc. dba SunServe is a private, nonprofit social services agency for the South Florida LGBTQ Community. Founded in 2002, the agency provides HIV/AIDS Housing and Project AIDS Care Case Management, Mental Health Services, Senior and Transgender Services and extensive Youth Services.</p> <p>Mount Olive Development Corporation (MODCO) Administrative Office 401 N.W. 9th Avenue Fort Lauderdale, FL 33311 Tel: 954-767-9919</p> <p>Dr. Mack King Carter Enrichment Center Housing and Case Management Office 1530 N.W. 6th Street Ft. Lauderdale, Florida 33311</p>

Issue	Points of Agreement
<p>Statement of the goods and services that each collaborating agency is willing to exchange.</p>	<p>Tel: 954- 764-6488</p> <p>Sunshine Social Services, Inc. dba SunServe 2312 Wilton Drive Wilton Manors, FL 33305 954-764-5150</p> <p>MODCO services include but are not limited to:</p> <ul style="list-style-type: none"> • HIV Counseling and Testing • Housing Case Management • HOPWA Project Based Rental Assistance • Affordable Housing <p>SunServe services include but are not limited to:</p> <ul style="list-style-type: none"> • Case Management • Individual and Group Mental Health Services • Transgender information and referral • Youth education, support and suicide prevention • Senior Day care services for those over 60 • Support services for seniors in community • Education and training for the entire community • **Money Management classes for HOPWA clients**
<p>Contact Person</p>	<p>Mount Olive Development Corporation Dr. Rosalind Osgood, President and CEO Phone: (954) 767-9919 FAX: 522-2423</p> <p>Sharon L. Bryant, Director of Operations Phone: (954) 764-6488 FAX: (954) 525-2235</p>


Issue	Points of Agreement
	<p>Sunshine Social Services, Inc. dba SunServe Mark Ketcham, Executive Director Gary Hensley, Director of Case Management 954-764-5150</p>
Statement of responsibilities related to confidentiality.	<p>Each agency's policies and procedures regarding confidentiality will be applicable to the other for the purpose of this agreement. By virtue of this agreement both parties agree to uphold the other's confidentiality policies, defaulting to the most stringent, including HIPPA privacy practices, where applicable. All referrals and communications must be supported by a consent to release confidential information.</p>
Statement of non-discrimination	<p>All services will be applied uniformly and without regard to race, sex, color, national origin, religion or disability, recognizing target population eligibility standards for programs including Minority AIDS Initiative program for services</p>
Public Records	<p>Both Parties will comply with Chapter 119, Florida Statutes with regard to public records.</p>
Indemnity	<p>No element of this agreement will be construed to imply any form of financial obligation or liability, nor to confer on one party the capacity to represent or act as an agency of the other. Both parties agree to hold the other harmless from all claims for injury to persons or damages to property caused or asserted to have been caused by the negligent act or omission of the other.</p>

For Mount Olive Development Corporation, Inc.


Dr. Rosalind Osgood, President & CEO

Date Signed: May 4, 2015

For SunServe, Inc.


Mark Ketcham, Executive Director

Date Signed: 5/4/15

Collaborative Linkage Agreement

**Broward House Inc. and Mount Olive Development Corporation (MODCO)
May 1, 2015 – April 30, 2018**

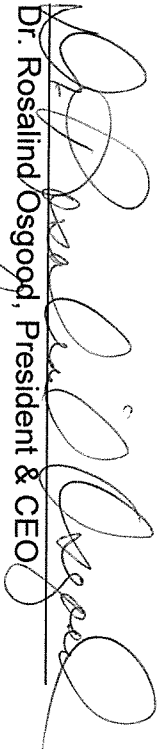
Issue	Points of Agreement
<p>Statement of an agreement to collaborate and for what purpose.</p> <p>What are the goals of the collaborative effort?</p> <p>Description of each collaborating agency.</p> <p>Full name and address of each agency.</p>	<p>Broward House Inc. and Mount Olive Development Corporation (MODCO) are pleased to enter into a collaborative agreement to provide services to individuals living in Broward County.</p> <p>This agreement is initiated with the intent that the expertise of each agency will be combined to benefit those seeking services in order to ensure a high level of service delivery and continuum of care.</p> <p>Broward House, Inc. is a private, nonprofit service organization located in Ft. Lauderdale, FL with several service and housing locations. Established in 1988, this multifaceted agency provides housing, Behavioral Health and supportive services to individuals with and at risk for HIV/AIDS and other health issues.</p> <p>Broward House, Inc. 1726 SE 3rd Ave Fort Lauderdale, FL 33316 Tel: 954-522-4749</p> <p>Mount Olive Development Corporation (MODCO) 401 N.W. 9th Avenue Fort Lauderdale, FL 33311 Tel: 954-767-9919</p>
<p>Statement of the goods and services that each collaborating agency is willing to exchange.</p>	<p>Broward House services include but are not limited to:</p> <ul style="list-style-type: none"> ➤ Case Management ➤ Substance Abuse Treatment ➤ Mental Health Counseling

Issue	Points of Agreement
	<ul style="list-style-type: none"> ➤ HIV and Substance Abuse Prevention Programs ➤ HIV Counseling, Testing, and Referral ➤ HIV Awareness and Risk Reduction Education ➤ Access and Adherence to medical care and treatment ➤ Tenant Based Rental Voucher Program ➤ Independent housing ➤ Supportive transitional housing (Fort Lauderdale Assisted Living Facility) ➤ Homeless Respite Care <p>MODCO services include but are not limited to:</p> <ul style="list-style-type: none"> • HIV Counseling and Testing • Housing Case Management • HOPWA Project Based Rental Assistance • Affordable Housing
Contact Person	<p>Broward House Tomas Soto, COO Phone: (954) 522-4749 ext. 1211 FAX: (954) 522-9357 <i>Client Services Director ext 2202</i></p> <p><i>Residential and Behavioral Health Services ext 3234</i></p> <p>Mount Olive Development Corporation Dr. Rosalind Osgood, President and CEO Phone: (954) 767-9919 FAX: 522-2423</p> <p>Sharon L. Bryant, Director of Operations Phone: (954) 764-6488 FAX: (954) 525-2235</p>

4.21.15

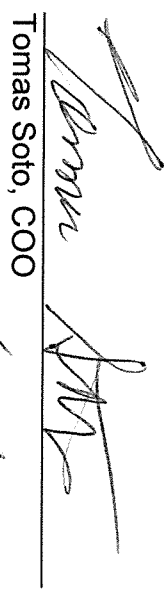
Issue	Points of Agreement
Statement of responsibilities related to confidentiality.	Each agency's policies and procedures regarding confidentiality will be applicable to the other for the purpose of this agreement. By virtue of this agreement both parties agree to uphold the other's confidentiality policies, defaulting to the most stringent, including HIPPA privacy practices, where applicable. All referrals and communications must be supported by a consent to release confidential information.
Statement of non-discrimination	All services will be applied uniformly and without regard to race, sex, color, national origin, religion or disability, recognizing target population eligibility standards for programs including Minority AIDS Initiative program for services
Public Records	Both Parties will comply with Chapter 119, Florida Statutes with regard to public records.
Indemnity	No element of this agreement will be construed to imply any form of financial obligation or liability, nor to confer on one party the capacity to represent or act as an agency of the other. Both parties agree to hold the other harmless from all claims for injury to persons or damages to property caused or asserted to have been caused by the negligent act or omission of the other.

For Mount Olive Development Corporation, Inc.


 Dr. Rosalind Osgood, President & CEO

Date Signed: April 28, 2015

For Broward House, Inc.


 Tomas Soto, COO

Date Signed: 4/28/15

Collaborative Linkage Agreement

Mount Olive Development Corporation (MODCO) and Catholic Charities
May 1, 2015 – April 30, 2018

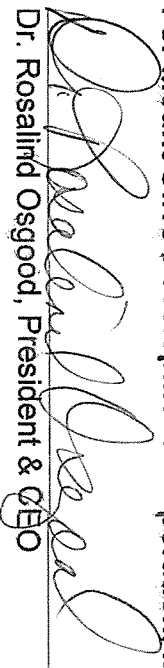
Issue	Points of Agreement
<p>Statement of an agreement to collaborate and for what purpose.</p>	<p>Mount Olive Development Corporation (MODCO) and Catholic Charities are pleased to enter into a collaborative agreement to provide services to individuals living in Broward County.</p>
<p>What are the goals of the collaborative effort?</p>	<p>This agreement is initiated with the intent that the expertise of each agency will be combined to benefit those seeking services in order to ensure a high level of service delivery and continuum of care.</p>
<p>Description of each collaborating agency.</p>	<p>Mount Olive Development Corporation (MODCO) is a Faith-Based Community Development Corporation whose mission is to revitalize low and moderate income communities by providing strategic programs that promote economic development, create jobs and focus on strengthening families through Public Services, Affordable Housing, and Entrepreneurial Ventures with a focus on providing services to individuals living with HIV/AIDS.</p>
<p>Full name and address of each agency.</p>	<p>Catholic Charities of the Archdiocese of Miami Inc. is a private, nonprofit service organization located in Wilton Manors, Florida with several service and program locations. Incorporated in 1931, Catholic Charities has been providing services to those living with HIV/AIDS since 1993.</p> <p>Mount Olive Development Corporation (MODCO) Administrative Office 401 N.W. 9th Avenue Fort Lauderdale, FL 33311 Tel: 954-767-9919</p> <p>Dr. Mack King Carter Enrichment Center Housing and Case Management Office 1530 N.W. 6th Street Ft. Lauderdale, Florida 33311 Tel: 954-764-6488</p> <p>Catholic Charities Archdiocese of Miami Inc. Linkages to Care Office 1505 NE 26 Street Wilton Manors, Florida 33305 954-630-9793</p>

Issue	Points of Agreement
<p>Statement of the goods and services that each collaborating agency is willing to exchange.</p>	<p>MODCO services include but are not limited to:</p> <ul style="list-style-type: none"> • HIV Counseling and Testing • Housing Case Management • HOPWA Project Based Rental Assistance • Affordable Housing <p>Catholic Charities services include but are not limited to:</p> <ul style="list-style-type: none"> • Emergency Financial Assistance for those living with disability including HIV or AIDS defining illness. • Linkage and HIV Case Management for those in need of resource identifications. • HIV Medication Adherence Counseling • Self Sufficiency Guidance and Peer Networking
<p>Contact Person</p>	<p>Mount Olive Development Corporation Dr. Rosalind Osgood, President and CEO Phone: (954) 767-9919 FAX: 522-2423</p> <p>Sharon L. Bryant, Director of Operations Phone: (954) 764-6488 FAX: (954) 525-2235</p> <p>Catholic Charities Mr. Norman J. Embree Phone: (954) 630-9793 FAX: (954) 567-0656</p>
<p>Statement of responsibilities related to confidentiality.</p>	<p>Each agency's policies and procedures regarding confidentiality will be applicable to the other for the purpose of this agreement. By virtue of this agreement both parties agree to uphold the other's confidentiality policies, defaulting to the most stringent, including HIPPA privacy practices, where applicable. All referrals and</p>

4.21.15

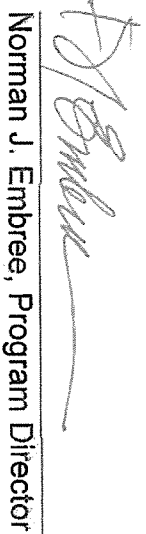
Issue	Points of Agreement
	communications must be supported by a consent to release confidential information.
Statement of non-discrimination	All services will be applied uniformly and without regard to race, sex, color, national origin, religion or disability, recognizing target population eligibility standards for programs including Minority AIDS Initiative program for services
Public Records	Both Parties will comply with Chapter 119, Florida Statutes with regard to public records.
Indemnity	No element of this agreement will be construed to imply any form of financial obligation or liability, nor to confer on one party the capacity to represent or act as an agency of the other. Both parties agree to hold the other harmless from all claims for injury to persons or damages to property caused or asserted to have been caused by the negligent act or omission of the other.

For Mount Olive Development Corporation, Inc.


 Dr. Rosalind Osgood, President & CEO

Date Signed: May 5, 2015

For Catholic Charities


 Norman J. Embree, Program Director

Date Signed: May 5, 2015

Collaborative Linkage Agreement

Mount Olive Development Corporation (MODCO) and Second Chance Society, Inc.
May 1, 2015 – April 30, 2018

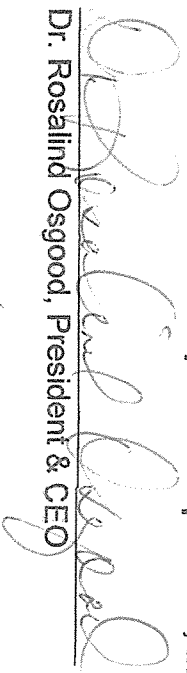
Issue	Points of Agreement
<p>Statement of an agreement to collaborate and for what purpose.</p> <p>What are the goals of the collaborative effort?</p> <p>Description of each collaborating agency.</p> <p>Full name and address of each agency.</p>	<p>Mount Olive Development Corporation (MODCO) and Second Chance Society, Inc. are pleased to enter into a collaborative agreement to provide services to individuals living in Broward County.</p> <p>This agreement is initiated with the intent that the expertise of each agency will be combined to benefit those seeking services in order to ensure a high level of service delivery and continuum of care.</p> <p>Mount Olive Development Corporation (MODCO) is a Faith-Based Community Development Corporation whose mission is to revitalize low and moderate income communities by providing strategic programs that promote economic development, create jobs and focus on strengthening families through Public Services, Affordable Housing, and Entrepreneurial Ventures with a focus on providing services to individuals living with HIV/AIDS.</p> <p>Second Chance Society, Inc.(SCS) has been operating in Broward County since June, 2001. Its mission is to help homeless and other struggling individuals to get back to self-sufficiency. This is accomplished through its "Hand-Up Program" which provides funding for job-related items one needs to start a job, and/or for vocational training. SCS has assisted over 3600 individuals since its inception.</p> <p>Mount Olive Development Corporation (MODCO) Administrative Office 401 N.W. 9th Avenue Fort Lauderdale, FL 33311 Tel: 954-767-9919</p> <p>Dr. Mack King Carter Enrichment Center Housing and Case Management Office</p>

Issue	Points of Agreement
Statement of the goods and services that each collaborating agency is willing to exchange.	<p>1530 N.W. 6th Street Ft. Lauderdale, Florida 33311 Tel: 954- 764-6488</p> <p>MODCO services include but are not limited to:</p> <ul style="list-style-type: none"> • HIV Counseling and Testing • Housing Case Management • HOPWA Project Based Rental Assistance • Affordable Housing <p>Second Chance Society, Inc.</p> <ul style="list-style-type: none"> • Funding for <u>job-related</u> items such as trade tools, uniforms, steel toe work boots, special clothing, re-certifications, etc. SCS funding removes the material barrier so one can be fully equipped to start a job once an employment offer has been made. • Funding for <u>vocational training</u> such as tuition, text books, and course materials and supplies for a variety of courses and at a variety of schools. (Examples: Home Health Aide, C.N.A., Welding, Culinary Arts, Security, Forklift, CDL, Medical Assistant, Plumbing, etc.).
Contact Person	<p>Mount Olive Development Corporation Dr. Rosalind Osgood, President and CEO Phone: (954) 767-9919 FAX: 522-2423</p> <p>Sharon L. Bryant, Director of Operations Phone: (954) 764-6488 FAX: (954) 525-2235</p> <p>Second Chance Society, Inc. Pat Owen, Founder & Executive Director Paula Vickers, Program Coordinator Phone: (954) 763-5999 FAX: (954) 763-5999</p>

4.21.15

Issue	Points of Agreement
Statement of responsibilities related to confidentiality.	Each agency's policies and procedures regarding confidentiality will be applicable to the other for the purpose of this agreement. By virtue of this agreement both parties agree to uphold the other's confidentiality policies, defaulting to the most stringent, including HIPPA privacy practices, where applicable. All referrals and communications must be supported by a consent to release confidential information.
Statement of non-discrimination	All services will be applied uniformly and without regard to race, sex, color, national origin, religion or disability, recognizing target population eligibility standards for programs including Minority AIDS Initiative program for services
Public Records	Both Parties will comply with Chapter 119, Florida Statutes with regard to public records.
Indemnity	No element of this agreement will be construed to imply any form of financial obligation or liability, nor to confer on one party the capacity to represent or act as an agency of the other. Both parties agree to hold the other harmless from all claims for injury to persons or damages to property caused or asserted to have been caused by the negligent act or omission of the other.

For Mount Olive Development Corporation, Inc.


 Dr. Rosalind Osgood, President & CEO

Date Signed: 5/6/15

For Second Chance Society


 Pat Owen, Executive Director

Date Signed: 5/6/15



February 11, 2014

John P. (Jack) Seiler
Mayor, City of Fort Lauderdale
Chairperson
CareerSource Broward
Council of Elected Officials

Peter Bober
Mayor, City of Hollywood
Vice-Chairperson
CareerSource Broward
Council of Elected Officials

Tim Ryan
Vice-Mayor
Board of County Commissioners
Chairperson Pro Tem
CareerSource Broward
Council of Elected Officials

Pamela Sands
Board Chairperson
Broward Workforce
Development Board, Inc.

Mason C. Jackson
President/CEO
CareerSource Broward

Dr. Rosalind Osgood
President & CEO
Mount Olive Development Corporation
401 N.W. 9th Avenue
Fort Lauderdale, Florida 33311

Dear Dr. Osgood:

I am pleased to support your application to the Veterans' Employment and Training Services, U.S. Department of Labor – Stand Down Event for funding of MODCO's 2nd Annual Homeless Veterans Give Back Day, to be conducted for the homeless veterans of Broward County, Florida. As you know we operate American Job Centers under the Workforce Investment Act of 1998. Also because of state law, we manage the veteran's representatives under the Wagner Peyser Act, and serve thousands of veterans each year.

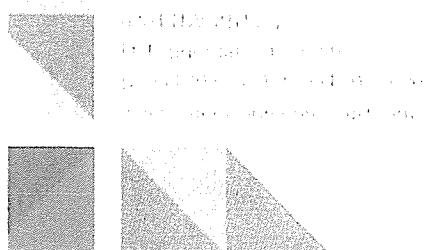
It is incumbent upon us to respond to the needs of homeless veterans in our community. We want to help MODCO fill in service gaps by bringing together in one location governmental agencies, community agencies and service providers to provide a comprehensive system that will encourage and assist Broward County's homeless veterans to overcome their distrust and feelings of isolation. This will provide a place where they can connect with people who have shared experiences and have overcome them and received encouragement and the help needed to rebuild their lives.

It is without hesitation that I support your efforts in this valuable and important event.

We will work with your organization to provide whatever services we can to the veteran population of Broward County.

Sincerely,

Mason Jackson
President/CEO
CareerSource Broward





PARTNERSHIP EVENT/PROGRAM AGREEMENT

Event/Program: 2014 Veterans Stan Down Give Back Day

Date(s): Saturday, Dec. 13 of 2014

Area(s) of Use: Holiday park Gym & Social Center Small Auxiliary room .

Admission: N/A

Mount Olive Development Cooperation will provide:

- Certificate of Liability Insurance providing coverage with a minimum of \$1'000,000 City of Fort Lauderdale shall be named as an "Additional Insured" on all policies. In the Certificate Holder section of the Certificate, the following must be included: City of Fort Lauderdale, Parks and Recreation Department, 1350 W. Bro ward Blvd. Fort Lauderdale, FL 33312
Housing
Employment Services
Clothing
Meals
Haircuts
Hygiene Kits
Financial Assistance
Veterans Benefits
Treatment Services

City of Fort Lauderdale will provide:

Facility use without rental fees of:
Holiday Park social center, auxiliary room and the gymnasium from 7:00am to 2:00pm

BOTH PARTIES HAVE AGREED TO PROVIDE THE ABOVE DESIGNATED SERVICES FOR THE EVENT/PROGRAM.

Partner Signature, Title

Company

Date

City Employee Signature, Title

10-21-19
Date

Carl Williams:
Deputy Director for Parks and Recreation

Date



MOU for Community Partnerships

The City of Fort Lauderdale recognizes that certain organizations exist within the community whose purpose is to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from Fort Lauderdale Parks and Recreation (FLPR) and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

Fort Lauderdale Parks and Recreation recognizes that at times it is in the best interest of the community that we work with outside organizations in coordinating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations, each party can contribute to greater public service without relinquishing their separate identities or responsibilities.

To this end, FLPR is willing to establish a working relationship and cooperative agreement with the Mount Olive Development Corporation, (hereafter "Affiliate"). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference.

This Memorandum of Understanding (MOU) for Community Partnerships is no guarantee of any funding from FLPR but it does provide priority status for assignment of facilities at the discretion of FLPR. Failure to carry out the responsibilities detailed below may result in a loss of priority status for the assignment of facilities and/or termination of permit.

PART I: COMMUNITY PARTNER INFORMATION

Organization name: New Mount Olive Baptist Church

Address: 401 N.W. 9th Ave. City, State, Zip: Fort Lauderdale, FL, 33311

Phone: (954) 764-6488 Fax:

Corporation name: Mount Olive Development Corporation (as it appears in articles of incorporation)

Date of incorporation: 10/31/94 State incorporated in: FL Federal ID #: 650548855

Program Coordinator: Osgood, Dr. Rosalind Will you be on-site? Yes No

Title: CEO Phone: (954) 764-6488 Cell:

E-mail address: Fax:

Additional Contact: Jacqueline Selders Will you be on-site? Yes No

Title: Phone: (954) 478-6266 Cell:

E-mail address: jselders357@bellsouth.net Fax:

PART II: PROGRAM/EVENT DETAILS

Program/Event name: 2014 Veterans Stan Down Give Back Day

Purpose of program/event (check one): Awareness Recreation Fundraiser Other _____

Requested location: Holiday Park - Social Center, Social Center small auxiliary room

Estimated daily attendance: 200 Age of participants Adults and seniors.

Requested dates and time of program/event: 12/13/2014 from 7am to 2pm

Has this program/event been held in the past? Yes No

If yes, please list past dates and locations: JC CARTER PARK Social Center and Gym

Detailed event description (include instructors, activities, entertainment, vendors, etc.)

Stan Down is a military term referring to the brief period of time a soldier leave an active combat area to rest and regain strength. The "Homeless Veteran Give Back Day" Stand Down will bring a wide range of specialized resources together and provide an opportunity for our homeless veterans to access a broad spectrum of services at one convenient location and create a plan for a re-entry into mainstream society.

Are you planning to charge admission or registration fee? Yes No
If yes, how much? \$: _____

Are you planning on having any type of concession? Yes No
If yes, State Health Dept. must be notified 10 days prior to event. Call John Litscher at 954-632-8094.

Are you planning to play or have music? Yes No
If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, disc jockey, etc): _____

The Organization will be required to furnish, seven (7) days prior to the Program/Event, proof of general liability insurance in the amount of \$1,000,000.00 to the City's Risk Manager. The City shall be named in the policy as an additional insured. If applicant is a state agency or political subdivision as defined by Section 768.28, Florida Statutes, as may be amended from time to time, and self-insured pursuant to that section, they shall provide written verification of liability protection to the City's Risk Manager for approval.

Applicant/Organization agrees to indemnify and hold harmless CITY, as well as its employees and agents, against any and all damage of any nature whatsoever including but not limited to death or injury, property damage, claims, suits, actions, judgments, attorney fees and court costs arising out of, attributable to or in any way connected with the use of the facility pursuant to this application or activities arising out of or related to this application.

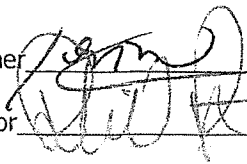
If Applicant/Organization is a state agency or political subdivision as defined in Section 768.28, Florida Statutes, as may be amended from time to time, the above indemnification provision does not apply and they agree to be fully responsible for the acts and omissions of their agents or employees to the extent permitted by law.

Organization agrees to comply with all applicable local, state and federal laws and regulations.

City reserves the right to terminate use by Organization immediately for failure to comply with any of the provisions in this application. City reserves the right to terminate use by Organization for any reason upon 48 hours prior notice.

APPROVALS:

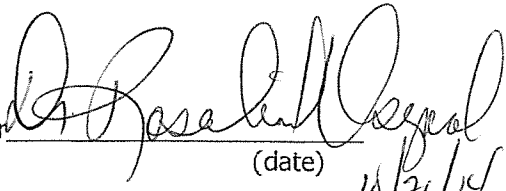
Recreation Programmer



10-21-14


(date)

Community Partner



(date)

Recreation Coordinator



(date)

Supervisor

10/21/14

(date)

Deputy Director

(date)

Director

(date)



Everyone needs a Second Chance!..

Second Chance Society, Inc.

1835 SE 4th St

Fl. Lauderdale, FL 33316

Phone: 954-763-5999 Fax: 954-763-5922

E-Mail: help@secondchancesociety.org

Board of Directors

Board Chair
Kim Saiswick

Vice Chair
Grant Sadowski

Secretary
Jean Ready, RN

Treasurer & Founder
Pat Owen

Directors
Terrence Conover
Robert Coyle
Marta Prado
Richard Shields
Sheri Whittington

Advisory Council

Marcia Barry-Smith
Rev. Mark Caldwell
Paul Panagos, CPA
Hon. Giselle Pollack
Dr. Allen Reesor

Administrative Assistant
Paula Vickers

The Second Chance Society is a United Way of Broward County 2013 to 2014 funded Community Impact Partner and integral member of the Continuum of Care for the Homeless.



Additional funding is provided by individual, corporate and foundation donors. SCS has just one paid employee, and is otherwise staffed on an all volunteer basis.

August 5th, 2014

Dr. Rosalind Osgood, President & CEO
Mount Olive Development Corporation
401 NW 9th Avenue
Fort Lauderdale, FL 33311

Dear Dr. Osgood:

I am pleased to support your application for the Veterans' Employment and Training Service, U.S. Department of Labor – Stand Down Event for funding of the Homeless Veterans Give Back Day, to be conducted for the homeless veterans of Broward County, Florida.

It is incumbent upon us to respond to the needs of the homeless Veterans in our community, to fill in service gaps by bringing together in one location local governmental agencies, community agencies and service providers to provide a comprehensive system that will encourage and assist Broward County's homeless Veterans to overcome their distrust and feelings of isolation, provide a place where they can connect with people who have shared experiences and have overcome them and receive encouragement and the help needed to rebuild their lives.

It is without hesitation that I support your efforts in this valuable and important event.

In the struggles for progress,

Pat Owen
Program Director
Second Chance Society

When no one else cares, we care. When no other hope exists, we exist. When the future seems dark, we hold up the light.



Shadowwood II, Inc.

307 S.W. 5th Street
Ft. Lauderdale, FL 33311

(954) 462-3711
(954) 462-9058 Fax
Email: ShadowwoodII@bellsouth.net
www.ShadowwoodII.com

Dr. Rosalind Osgood, President & CEO
Mount Olive Development Corporation
401 N.W. 9th Avenue
Fort Lauderdale, Florida 33311

Dear Dr. Osgood:

I am pleased to support your application to the Veterans' Employment and Training Service, U.S. Department of Labor – Stand Down Event for funding of the Homeless Veterans Give Back Day, to be conducted for the homeless veterans of Broward County, Florida.

It is incumbent upon us to respond to the needs of homeless veterans in our community, to fill in service gaps by bringing together in one location local governmental agencies, community agencies and service providers to provide a comprehensive system that will encourage and assist Broward County's homeless veterans to overcome their distrust and feelings of isolation, provide a place where they can connect with people who have shared experiences and have overcome them and receive encouragement and the help needed to rebuild their lives.

It is without hesitation that I support your efforts in this valuable and important event.

In the struggle for progress,

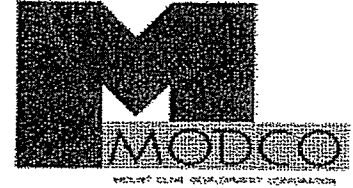
M. E. Yarnall

CEO Shadowwood II Inc.

*Accredited for commitment to standards of excellence in Human Services by Broward County, FL
Successfully serving the homeless with shelter, food, clothing and hope since 1994*



NEW MOUNT OLIVE BAPTIST CHURCH



2014 VETERANS STAND DOWN

SAVE THE DATE!!!

December 13, 2014

8:30 AM to 2 PM

Holiday Park - Fort Lauderdale, FL

"STAND DOWN" is a military term referring to the brief period of time a soldier leaves an active combat area in order to rest and regain strength. The "Homeless Veteran Give Back Day" Stand Down will bring a wide range of specialized resources together and provide an opportunity for our homeless veterans to access a broad spectrum of services at one convenient location and create a plan for a re-entry into mainstream society.

PLEASE PLAN TO ATTEND

We need **YOUR HELP!** Come to the Stand Down to meet one-on-one with homeless Veterans' to assess their needs and provide access to your resources. Services that were offered at previous Stand Downs included:

- | | | |
|---------------------|--------------|----------------------|
| Housing | Meals | Financial Assistance |
| Employment Services | Haircuts | Veteran Benefits |
| Clothing | Hygiene Kits | Treatment Services |

To register, please complete this form and email or fax to Sharon Bryant at MODCO. Should you have questions or require further information, please call 954/764-6488. We look forward to working with you during our Homeless Veteran Give Back Day Stand Down! Thank you for your support!

E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: Department of Veterans Affairs

TYPE OF SERVICE PROVIDED: Dental Screening

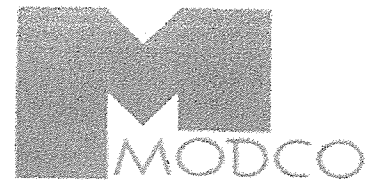
AGENCY CONTACT NAME: Monika Peters

E-MAIL: MONIKA.PETERS@VA.GOV AGENCY PHONE: 305 575-3146

CELL PHONE: _____ AGENCY FAX: _____

HOW MANY TABLES & CHAIRS NEEDED: 2 tables / 6 to 8 chairs

1530 N.W. 6th Street
Fort Lauderdale, Florida 33311
954/764-6488



2014 VETERANS STAND DOWN

SAVE THE DATE!!!

December 13, 2014

8:30 AM to 2 PM

Holiday Park - Fort Lauderdale, FL

“STAND DOWN” is a military term referring to the brief period of time a soldier leaves an active combat area in order to rest and regain strength. The “Homeless Veteran Give Back Day” Stand Down will bring a wide range of specialized resources together and provide an opportunity for our homeless veterans to access a broad spectrum of services at one convenient location and create a plan for a re-entry into mainstream society.

PLEASE PLAN TO ATTEND

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Housing	Meals	Financial Assistance
Employment Services	Haircuts	Veteran Benefits
Clothing	Hygiene Kits	Treatment Services

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E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: VA Regional Office, Saint Petersburg, Bay Pines, FL

TYPE OF SERVICE PROVIDED: VA Benefits (Compensation, Pension, Survivor Benefits, Loan Guaranty Program, Education, etc.)

AGENCY CONTACT NAME: John Hinton

E-MAIL: John.Hinton@va.gov

AGENCY PHONE: (727)319-5931

CELL PHONE: N/A

AGENCY FAX: (727)319-7761

HOW MANY TABLES & CHAIRS NEEDED: Request one table and three chairs. Also, must have access to electrical power for laptop.

1530 N.W. 6th Street
Fort Lauderdale, Florida 33311
954/764-6488



Rec'd 11/20/14

2014 VETERANS STAND DOWN

SAVE THE DATE!!!

December 13, 2014

8:30 AM to 2 PM

Holiday Park - Fort Lauderdale, FL

"STAND DOWN" is a military term referring to the brief period of time a soldier leaves an active combat area in order to rest and regain strength. The "Homeless Veteran Give Back Day" Stand Down will bring a wide range of specialized resources together and provide an opportunity for our homeless veterans to access a broad spectrum of services at one convenient location and create a plan for a re-entry into mainstream society.

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- | | | |
|---------------------|--------------|----------------------|
| Housing | Meals | Financial Assistance |
| Employment Services | Haircuts | Veteran Benefits |
| Clothing | Hygiene Kits | Treatment Services |

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E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: Florida Dept. of Veteran Affairs

TYPE OF SERVICE PROVIDED: Claim Submission

AGENCY CONTACT NAME: Don Reish

E-MAIL: ReishD@FDVA.state.fl.us AGENCY PHONE: 954 475 5500 x 1786

CELL PHONE: 954 701-2038 AGENCY FAX: 954 746-1746

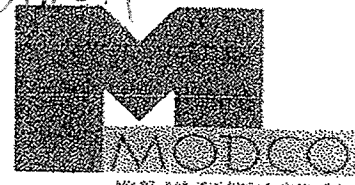
HOW MANY TABLES & CHAIRS NEEDED: 1 table / 2 chairs

1530 N.W. 6th Street
Fort Lauderdale, Florida 33311
954/764-6488

Date changed from 10/11/14 to December 13, 2014



NEW MOUNT OLIVE BAPTIST CHURCH



2014 VETERANS STAND DOWN SAVE THE DATE!!!

October 11, 2014

8:30 AM to 2 PM

Joseph C. Carter Park - Fort Lauderdale, FL

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|---------------------|--------------|----------------------|
| Housing | Meals | Financial Assistance |
| Employment Services | Haircuts | Veteran Benefits |
| Clothing | Hygiene Kits | Treatment Services |

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E-MAIL COMPLETED FORM TO: srbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: Broward Regional Health Planning Council

TYPE OF SERVICE PROVIDED: SSUF (Suppallie Sues For vet. funds)

AGENCY CONTACT NAME: Lisa Agan

E-MAIL: lagate@brhpc.org

AGENCY PHONE: 954-561-9681

CELL PHONE: 954-892-2726

AGENCY FAX: x1227

HOW MANY TABLES & CHAIRS NEEDED: 1 TABLE - 3 chairs

1530 N.W. 6th Street
Fort Lauderdale, Florida 33311
954/764-6488



NEW MOUNT OLIVE BAPTIST CHURCH



2014 VETERANS STAND DOWN SAVE THE DATE!!!

October 11, 2014

8:30 AM to 2 PM

Joseph C. Carter Park - Fort Lauderdale, FL

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- Housing, Meals, Financial Assistance, Employment Services, Haircuts, Veteran Benefits, Clothing, Hygiene Kits, Treatment Services

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E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: FDVA

TYPE OF SERVICE PROVIDED: Claims

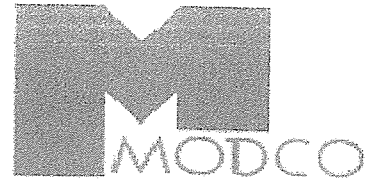
AGENCY CONTACT NAME: Carlos Gabino

E-MAIL: gabinoc@FDVA.state.fl.us AGENCY PHONE: 954-625-8727

CELL PHONE: AGENCY FAX: 954-746-1746

HOW MANY TABLES & CHAIRS NEEDED: 1 table 2 chairs

1530 N.W. 6th Street Fort Lauderdale, Florida 33311 954/764-6488



2014 VETERANS STAND DOWN
SAVE THE DATE!!!

October 11, 2014

8:30 AM to 2 PM

Joseph C. Carter Park - Fort Lauderdale, FL

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- | | | |
|---------------------|--------------|----------------------|
| Housing | Meals | Financial Assistance |
| Employment Services | Haircuts | Veteran Benefits |
| Clothing | Hygiene Kits | Treatment Services |

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E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: FTL Vet Center

TYPE OF SERVICE PROVIDED: Readjustment Counseling

AGENCY CONTACT NAME: Derek Graner

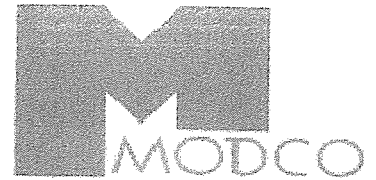
E-MAIL: derek.graner@va.gov

AGENCY PHONE: 954-356-7926

CELL PHONE: AGENCY FAX:954-356-7609

HOW MANY TABLES & CHAIRS NEEDED: 1table 2chairs

1530 N.W. 6th Street
Fort Lauderdale, Florida 33311
954/764-6488



2014 VETERANS STAND DOWN
SAVE THE DATE!!!

October 11, 2014

8:30 AM to 2 PM

Joseph C. Carter Park - Fort Lauderdale, FL

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- | | | |
|---------------------|--------------|----------------------|
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E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: Impact Broward

TYPE OF SERVICE PROVIDED: Veteran to Veteran Mentorship (peer support)

AGENCY CONTACT NAME: Carolina Giraldo

E-MAIL: cgiraldo@impactbroward.org

AGENCY PHONE: 954-484-7117

CELL PHONE: 954-655-6624

AGENCY FAX: 954-484-8292

HOW MANY TABLES & CHAIRS NEEDED: 1 Table, 2 chairs

1530 N.W. 6th Street
Fort Lauderdale, Florida 33311
954/764-6488

Veterans Helping Veterans Program Overview

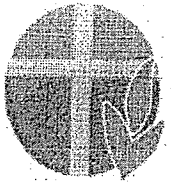
The goal of the program is to match a “Battle Buddy” to a Veteran who will provide one-on-one coaching support to Veterans having trouble readjusting to civilian life. Mentors assist the mentees navigating through the VA process, court proceedings, trying to find jobs, educational resources and being a supportive ally through it all. Most of our Veteran mentees are court assigned through Broward County’s Veterans Court system. The court aims at providing treatment for Vets suffering from mental health and substance abuse problems which are usually service connected. Treatment is provided by the Veterans Affairs professionals. Our mentors serve as a support system and advocate for their mentees that are court assigned. Mentees that are court ordered, however, do have certain obligations they must comply with:

1. The Judge has specified that each mentee’s length in the program will be based upon his/her charges. If they are charged with a misdemeanor, they are expected to remain in the program for at least a year. If charged with a felony, they are expected to remain for at least 18 months. The Veterans Court Judge will make the final decision of whether or not the mentee should continue with the program.
2. We ask mentors and mentees to, at a minimum, telephone once a week and meet once a month.

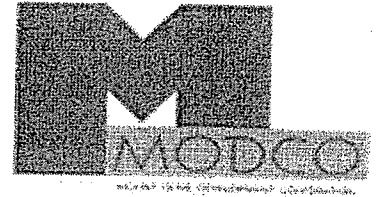
The program will also provide mentors to any Veterans referred to us by any Veteran Organizations in Broward County and the VA. Mentees referred to our program do not have a time constraint or any other obligation to fulfill in order to stay with the program. The mentors will focus on helping them find community resources as well as being a friend.



IMPACT BROWARD, INC. IS A TAX-EXEMPT, NOT-FOR-PROFIT ORGANIZATION AS DESCRIBED IN SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE. FEDERAL I.D. #59-1297932. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800 435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. IMPACT BROWARD, INC. CHARITABLE REGISTRATION NUMBER IS CH-1200.



NEW
MOUNT OLIVE
 BAPTIST CHURCH



**2014 VETERANS STAND DOWN
 SAVE THE DATE!!!**

October 11, 2014

8:30 AM to 2 PM

Joseph C. Carter Park - Fort Lauderdale, FL

“STAND DOWN” is a military term referring to the brief period of time a soldier leaves an active combat area in order to rest and regain strength. The “Homeless Veteran Give Back Day” Stand Down will bring a wide range of specialized resources together and provide an opportunity for our homeless veterans to access a broad spectrum of services at one convenient location and create a plan for a re-entry into mainstream society.

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E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: HOPE South Florida

TYPE OF SERVICE PROVIDED: Homelessness Assistance (Rental Subsidy)

AGENCY CONTACT NAME: Elroy John

E-MAIL: ejohn@hopesouthflorida.org AGENCY PHONE: 954-835-5241

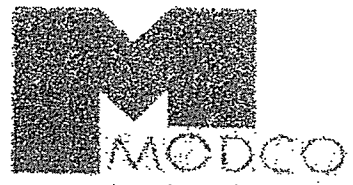
CELL PHONE: 954-770-4920 AGENCY FAX: 954-206-0047

HOW MANY TABLES & CHAIRS NEEDED: 1/1

**1530 N.W. 6th Street
 Fort Lauderdale, Florida 33311
 954/764-6488**



N.W.
MOUNT OLIVE
 BAPTIST CHURCH



2014 VETERANS STAND DOWN
SAVE THE DATE!!!

October 11, 2014

8:30 AM to 2 PM

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E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: Legal Aid / Coast to Coast Legal Services

TYPE OF SERVICE PROVIDED: Legal

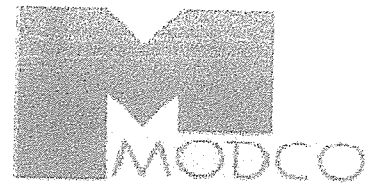
AGENCY CONTACT NAME: Wendy Wilson

E-MAIL: wwilson@legalaid.org AGENCY PHONE: 9/358-5638

CELL PHONE: 3/505-8907 AGENCY FAX: 9/736-2400

HOW MANY TABLES & CHAIRS NEEDED: 1 Table / 2 chairs

1530 N.W. 6th Street
Fort Lauderdale, Florida 33311
954/764-6488



2014 VETERANS STAND DOWN
SAVE THE DATE!!!

October 11, 2014

8:30 AM to 2 PM

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E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: United Way of Broward County - Mission United

TYPE OF SERVICE PROVIDED: Case Management and Rental Assistance for homeless veterans.

AGENCY CONTACT NAME: Pablo Calvo, Director Supportive Services for Veteran Families

E-MAIL: pcalvo@unitedwaybroward.org

AGENCY PHONE: 954-462-4850

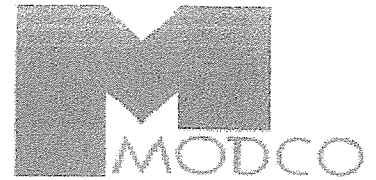
CELL PHONE: 305-302-5470 _____

AGENCY FAX: 954-462-4877

HOW MANY TABLES & CHAIRS NEEDED: One Table – Three Chairs

1530 N.W. 6th Street
Fort Lauderdale, Florida 33311
954/764-6488

Long



2014 VETERANS STAND DOWN

SAVE THE DATE!!!

October 11, 2014

8:30 AM to 2 PM

Joseph C. Carter Park - Fort Lauderdale, FL

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Housing	Meals	Financial Assistance
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E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: Urban League of Broward County- SSVF/Mission United Program

TYPE OF SERVICE PROVIDED: SSVF – Housing assistance for homeless veterans

AGENCY CONTACT NAME: David Stamps

E-MAIL: dstamps@ulbcfl.org AGENCY PHONE: 954-625-2564

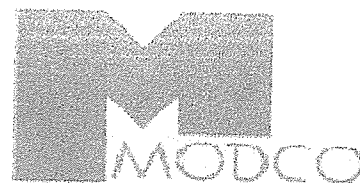
CELL PHONE: 754-779-1032 AGENCY FAX: 754-200-5750

HOW MANY TABLES & CHAIRS NEEDED: 1 table (next to United Way’s Mission United table) and 4 chairs (2 case managers and 2 for clients)

1530 N.W. 6th Street
Fort Lauderdale, Florida 33311
954/764-6488



NEW
MOUNT OLIVE
 BAPTIST CHURCH



2014 VETERANS STAND DOWN

SAVE THE DATE!!!

October 11, 2014

8:30 AM to 2 PM

Carter Park - Fort Lauderdale, FL

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E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: VA Regional Office

TYPE OF SERVICE PROVIDED: VA Benefits

AGENCY CONTACT NAME: John Hinton

E-MAIL: John.Hinton@va.gov

AGENCY PHONE: 727-319-5931

CELL PHONE:

AGENCY FAX: 727-319-7761

HOW MANY TABLES & CHAIRS NEEDED: 1 table / 3 chairs

1530 N.W. 6th Street
 Fort Lauderdale, Florida 33311
 954/764-6488



NEW
MOUNT OLIVE
 BAPTIST CHURCH



Saturday

2014 VETERANS STAND DOWN
SAVE THE DATE!!!

October 11, 2014

8:30 AM to 2 PM

Joseph C. Carter Park - Fort Lauderdale, FL

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E-MAIL COMPLETED FORM TO: sbryant356@bellsouth.net or FAX to 954/525-2235

AGENCY NAME: Volunteers of America

TYPE OF SERVICE PROVIDED: HVRP PROGRAM

AGENCY CONTACT NAME: Mania Polanco

E-MAIL: mpolanco@voa-fla.org AGENCY PHONE: _____

CELL PHONE: 305-2970-6176 AGENCY FAX: _____

HOW MANY TABLES & CHAIRS NEEDED: _____

1530 N.W. 6th Street
 Fort Lauderdale, Florida 33311
 954/764-6488

TAB #44



MODCO's HOPWA funding housing program components are operated from locations listed below:

The Dr. Mack King Carter Enrichment Center
Housing and Case Management Office
1530 N.W. 6th Street
Fort Lauderdale, Florida 33311
954/764-6488
954/525-2235 (fax)

MODCO's Administrative Office
401 N.W. 9th Avenue
Fort Lauderdale, Florida 33311
954/767-9919
954/522-2423 (fax)

MODCO HOPWA funded apartments are located at the following addresses:

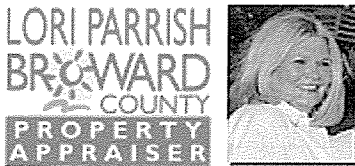
535 N.W. 15th Terrace (MODCO owned)
Apts. 1-8
Fort Lauderdale, Florida 33311

1524 N.W. 6th Street (MODCO owned)
Apts: 1-9
Fort Lauderdale, Florida 33311

1530 N.W. 6th Street (MODCO owned)
Apts. 1-4
Fort Lauderdale, Florida 33311

751 N.W. 5th Street (Managed by MODCO,
owned by the New Mount Olive Baptist
Church
Apts. 1-6
Fort Lauderdale, Florida 33311

429 N.W. 9th Avenue (Managed by MODCO,
Owned by the New Mount Olive Baptist Church
Apt. #3
Fort Lauderdale, Florida 33311



Site Address	1530 NW 6 STREET, FORT LAUDERDALE	ID #	5042 04 24 0290
Property Owner	MOUNT OLIVE DEVELOPMENT CORP	Millage	0312
Mailing Address	401 NW 9 AVE FORT LAUDERDALE FL 33311	Use	12
Abbreviated Legal Description	DORSEY PARK FIRST ADD 21-30 B LOT 3 LESS N 10 FOR RD RW AND LOT 4 LESS RD BLK 2		

The just values displayed below were set in compliance with Sec. 193.011, Fla. Stat., and include a reduction for costs of sale and other adjustments required by Sec. 193.011(8).

Property Assessment Values					
Click here to see 2014 Exemptions and Taxable Values as reflected on the Nov. 1, 2014 tax bill.					
Year	Land	Building	Just / Market Value	Assessed / SOH Value	Tax
2015	\$79,560	\$318,700	\$398,260	\$398,260	
2014	\$79,560	\$299,050	\$378,610	\$378,610	\$1,246.00
2013	\$79,560	\$287,280	\$366,840	\$366,840	\$8,665.93

IMPORTANT: The 2015 values currently shown are "roll over" values from 2014. These numbers will change frequently online as we make various adjustments until they are finalized on June 1. Please check back here AFTER June 1, 2015, to see the actual proposed 2015 assessments and portability values.

2015 Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
Just Value	\$398,260	\$398,260	\$398,260	\$398,260
Portability	0	0	0	0
Assessed/SOH	\$398,260	\$398,260	\$398,260	\$398,260
Homestead	0	0	0	0
Add. Homestead	0	0	0	0
Wid/Vet/Dis	0	0	0	0
Senior	0	0	0	0
Exempt Type 34-15	\$398,260	\$398,260	\$398,260	\$398,260
Taxable	0	0	0	0

Sales History			
Date	Type	Price	Book/Page or CIN
1/6/2004	WD	\$65,000	36781 / 115
3/4/2002	QC*	\$100	32902 / 855
5/7/2001	CET	\$100	31637 / 658
4/9/1998	D	\$100	29191 / 1184
7/17/1998	SWD	\$100	28634 / 186

Land Calculations		
Price	Factor	Type
\$8.50	9,360	SF
Adj. Bldg. S.F. (Card, Sketch)		4475
Units		4

* Denotes Multi-Parcel Sale (See Deed)

Special Assessments								
Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc

1
* 03-12-2005
This Document Prepared By and Return to:
Complete Title Solutions
2740 E. Oakland Park Blvd., Suite 101
Fort Lauderdale, FL 33306

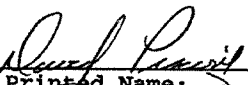
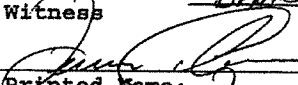
Parcel ID Number: 10204-24-02900
Grantee #1 TIN:
Grantee #2 TIN:

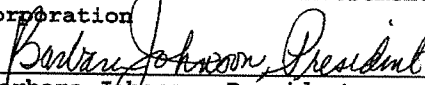
Warranty Deed

This Indenture, Made this 6th day of January, 2004 A.D. Between American Commonwealth Investment Corporation, a corporation existing under the laws of the State of Florida of the County of Broward, State of Florida, grantor, and Mount Olive Development Corporation, a corporation existing under the laws of the State of Florida whose address is: 401 NW 9th Avenue, Fort Lauderdale, FL 33311 of the County of Broward, State of Florida, grantee.

Witnesseth that the GRANTOR, for and in consideration of the sum of TEN DOLLARS (\$10) DOLLARS, and other good and valuable consideration to GRANTOR in hand paid by GRANTEE, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said GRANTEE and GRANTEE'S heirs, successors and assigns forever, the following described land, situate, lying and being in the County of Broward, State of Florida to wit:
Lot 4, less the North 10 Feet thereof for road right-of-way, Block 2, of DORSEY PARK FIRST ADDITION, according to the plat thereof, as recorded in Plat Book 21, page 30, of the Public Records of Broward County, Florida.

and the grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.
In Witness Whereof, the grantor has hereunto set its hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Printed Name: DAVID PISCIONE
Witness

Printed Name: DENNIS COLONNA
Witness

American Commonwealth Investment Corporation
By:  (Seal)
Barbara Johnson, President
P.O. Address: 2727 E. Oakland Park Blvd. #205-G
Fort Lauderdale, FL 33306

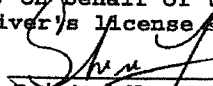
STATE OF Florida
COUNTY OF Broward

(Corporate Seal)

The foregoing instrument was acknowledged before me this 6th day of January, 2004 by Barbara Johnson, President of American Commonwealth Investment Corporation, a Florida Corporation, on behalf of the corporation she is personally known to me or she has produced her Florida driver's license identification.



Sherri M. Lemon
Commission #DD192099
Expires: Mar 10, 2007
Bonded Thru
Atlantic Bonding Co Inc


Printed Name: Sherri M. Lemon
Notary Public
My Commission Expires:



Site Address	535 NW 15 TERRACE 1-8, FORT LAUDERDALE	ID #	5042 04 24 0310
Property Owner	MOUNT OLIVE DEVELOPMENT CORP	Millage	0312
Mailing Address	401 NW 9 AVE FORT LAUDERDALE FL 33311	Use	08

Abbreviated Legal Description	DORSEY PARK FIRST ADD 21-30 B LOT 6,7 BLK 2
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The just values displayed below were set in compliance with Sec. 193.011, Fla. Stat., and include a reduction for costs of sale and other adjustments required by Sec. 193.011(8).

Property Assessment Values					
Click here to see 2014 Exemptions and Taxable Values as reflected on the Nov. 1, 2014 tax bill.					
Year	Land	Building	Just / Market Value	Assessed / SOH Value	Tax
2015	\$33,900	\$368,950	\$402,850	\$256,370	
2014	\$33,900	\$331,760	\$365,660	\$233,070	\$1,800.00
2013	\$33,900	\$213,210	\$247,110	\$211,890	\$6,347.51

IMPORTANT: The 2015 values currently shown are "roll over" values from 2014. These numbers will change frequently online as we make various adjustments until they are finalized on June 1. Please check back here AFTER June 1, 2015, to see the actual proposed 2015 assessments and portability values.

2015 Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
Just Value	\$402,850	\$402,850	\$402,850	\$402,850
Portability	0	0	0	0
Assessed/SOH	\$256,370	\$402,850	\$256,370	\$256,370
Homestead	0	0	0	0
Add. Homestead	0	0	0	0
Wid/Vet/Dis	0	0	0	0
Senior	0	0	0	0
Exempt Type 34-15	\$256,370	\$402,850	\$256,370	\$256,370
Taxable	0	0	0	0

Sales History			
Date	Type	Price	Book/Page or CIN
5/14/1999	WD	\$163,000	29465 / 122
1/1/1968	WD	\$2,800	

Land Calculations		
Price	Factor	Type
\$3.00	11,300	SF
Adj. Bldg. S.F. (Card, Sketch)		6415
Units		8

Special Assessments								
Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc
03								

Return to: New River Title Co. - W/C
800 E. Broward Blvd. Suite 510
Ft. Lauderdale, FL 33301



INSTR # 99261130
OR BK 29465 PG 0122
RECORDED 05/18/99 11:58 AM
COUNTY RECORDS DIVISION
BROWARD COUNTY
DOC TAX PD(F.S.201.02) 1,141.00
DEPUTY CLERK 1032

James T. Iannaccone
800 East Broward Boulevard
Suite #510
Ft. Lauderdale, Florida 33301

Parcel ID Number: 0204-24-0310

Warranty Deed

This Indenture, Made this 14th day of May, 1999 A.D., Between Mary A. Hill, a single woman

of the County of _____, State of _____, grantor, and Mount Olive Development Corp., a corporation existing under the laws of the State of Florida

whose address is:

of the County of _____, State of Florida, grantee.

Witnesseth that the GRANTOR, for and in consideration of the sum of TEN DOLLARS (\$10) DOLLARS, and other good and valuable consideration to GRANTOR in hand paid by GRANTEE, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said GRANTEE and GRANTEE'S heirs, successors and assigns forever, the following described land, situate, lying and being in the County of Broward State of Florida to wit: Lots 6 and 7, Block 2 of DORSEY PARK FIRST ADDITION, according to the plat thereof as recorded in Plat Book 21, Page 30 of the Public Records of Broward County, Florida.

and the grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

In Witness Whereof, the grantor has hereunto set his hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Herry B. Kelley
Printed Name: Herry B. Kelley
Witness

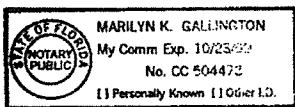
Mary A. Hill (Seal)
Printed Name: Mary A. Hill
P.O. Address: 416 NW 16 AVE
Ft. Lauderdale, FL 33311

Marilyn K Gallington
Printed Name: Marilyn K Gallington
Witness

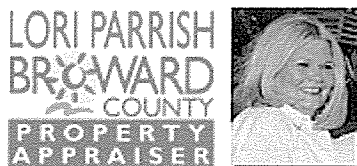
STATE OF Florida
COUNTY OF Broward

The foregoing instrument was acknowledged before me this 14th day of May, 1999 by Mary A. Hill, a single woman

he is personally known to me or he has produced his Florida driver's license as identification



Marilyn K Gallington
Printed Name: _____
Notary Public
My Commission Expires: _____



Site Address	1524 NW 6 STREET, FORT LAUDERDALE	ID #	5042 04 24 0300
Property Owner	MT OLIVE DEV CORP	Millage	0312
Mailing Address	401 NW 9 AVE FORT LAUDERDALE FL 33311	Use	12

Abbreviated Legal Description	DORSEY PARK FIRST ADD 21-30 B LOT 5 LESS RD BLK 2
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The just values displayed below were set in compliance with Sec. 193.011, Fla. Stat., and include a reduction for costs of sale and other adjustments required by Sec. 193.011(8).

Property Assessment Values					
Click here to see 2014 Exemptions and Taxable Values as reflected on the Nov. 1, 2014 tax bill.					
Year	Land	Building	Just / Market Value	Assessed / SOH Value	Tax
2015	\$52,620	\$234,150	\$286,770	\$286,770	
2014	\$52,620	\$219,510	\$272,130	\$272,130	\$2,371.00
2013	\$52,620	\$210,740	\$263,360	\$263,360	\$7,695.73

IMPORTANT: The 2015 values currently shown are "roll over" values from 2014. These numbers will change frequently online as we make various adjustments until they are finalized on June 1. Please check back here AFTER June 1, 2015, to see the actual proposed 2015 assessments and portability values.

2015 Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
Just Value	\$286,770	\$286,770	\$286,770	\$286,770
Portability	0	0	0	0
Assessed/SOH	\$286,770	\$286,770	\$286,770	\$286,770
Homestead	0	0	0	0
Add. Homestead	0	0	0	0
Wid/Vet/Dis	0	0	0	0
Senior	0	0	0	0
Exempt Type 34-15	\$286,770	\$286,770	\$286,770	\$286,770
Taxable	0	0	0	0

Sales History			
Date	Type	Price	Book/Page or CIN
6/19/1996	WD	\$68,000	25178 / 419
12/18/1995	CET	\$53,000	24301 / 597
7/28/1995	CE*	\$100	23745 / 352
12/1/1990	QCD	\$100	18010 / 621

Land Calculations		
Price	Factor	Type
\$11.00	4,784	SF
Adj. Bldg. S.F. (Card, Sketch)		4512
Units		9

* Denotes Multi-Parcel Sale (See Deed)

Special Assessments								
Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc

Return to: (please self-addressed stamped envelope)

Name:

MITCHELL D. KLEIN, P.A.

Address: 1120 E. Hallandale Beach Blvd.
Hallandale, Florida 33009

This instrument Prepared by: MITCHELL D. KLEIN, P.A.

Address: 1120 E. Hallandale Beach Blvd.
Hallandale, Florida 33009

Property Appraisers Parcel Identification (Folio) Number(s):

Grantee(s) S.S. #s:

WARRANTY DEED FROM CORPORATION

96-361026 T#001
07-25-96 07:26AM

476.00
DOCU. STAMPS-DEED
RECVD. BROWARD CTY
B. JACK OSTERHOLT
COUNTY ADMIN.

SPACE ABOVE THIS LINE FOR PROCESSING DATA

SPACE ABOVE THIS LINE FOR RECORDING DATA

This Warranty Deed Made and executed the 19th day of June A.D. 1996 by
AMERICAN GENERAL HOME EQUITY, INC.,
a corporation existing under the laws of Florida
at 2511 S. University Drive, Plantation, Florida 33324

hereinafter called the grantor, to Mt. Olive Development Corporation,
a Florida corporation,
whose post office address is 400 N.W. 9th Avenue, Ft. Lauderdale, FL 33311

hereinafter called the grantees:

(Wherever used herein the terms "grantor" and "grantee" include all the parties to this instrument, singular and plural, the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, wherever the context so admits or requires.)

Witnesseth: That the said grantor, for and in consideration of the sum of \$ 10.00 and other valuable considerations, receipt whereof is hereby acknowledged, by these presents does grant, bargain, sell, alien, remise, release, convey and confirm unto the grantees all that certain land situate in Broward County, State of Florida, viz:

Lot 5, less the North 10 feet, Block 2, DORSEY PARK FIRST ADDITION, according to the Plat thereof, recorded in Plat Book 21, Page 30 of the Public Records of Broward County, Florida

RECORDED IN THE OFFICIAL RECORDS BOOK OF BROWARD COUNTY, FLORIDA COUNTY ADMINISTRATOR

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

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantees that it is lawfully seized of said land in fee simple; that it has good right and lawful authority to sell and convey said land; that it hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances.

In Witness Whereof the said grantor has caused these presents to be executed in its name, and its corporate seal to be hereunto affixed, by its proper officers thereunto duly authorized, the day and year first above written.

(CORPORATE SEAL)

ATTEST: [Signature] Secretary

AMERICAN GENERAL HOME EQUITY, INC.

Signed, sealed and delivered in the presence of:

Witness Signature

Printed Name

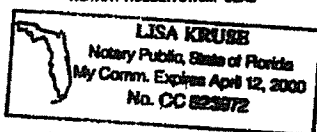
Printed Name

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH
WORDS

I hereby certify that on this day, before me, an officer duly authorized to administer oaths and take acknowledgments, personally appeared LARRY A. BOGIE and Sandra C. [Signature]

respectively of AMERICAN GENERAL HOME EQUITY, INC., the corporation in whose name the foregoing instrument was executed, and that they severally acknowledged executing the same for such corporation, freely and voluntarily, under authority duly vested in them by said corporation, and that the seal affixed thereto is the true corporate seal of said corporation, that I relied upon the following form of identification of the above-named person: [Signature] and that an oath (was) (was not) taken.

NOTARY RUBBER STAMP SEAL



Witness my hand and official seal in the County and State last aforesaid this 19th day of June, A.D. 19 96

[Signature] Lisa Kruse
Printed Notary Signature

134764



NEW MOUNT OLIVE BAPTIST CHURCH

400 Northwest Ninth Avenue ~ Fort Lauderdale, Florida 33311

Phone: (954) 463-5126 Fax: (954) 525-9454

www.mountolive.org

Dr. Mack King Carter, Senior Pastor

March 11, 2008

Broward County Housing Authority
4780 North State Road 7
Lauderdale Lakes, Florida 33319

Dear Sir/Madam:

Please be advised that as of March 1, 2008 Nell's Property Management has been replaced by Mount Olive Development Corporation to provide property management services for the New Mount Olive Baptist Church. The properties are located at:

819 N.W. 3rd Street, Ft. Lauderdale, Florida 33311
751 N.W. 5th Street, Ft. Lauderdale, Florida 33311
437 N.W. 9th Avenue, Ft. Lauderdale, Florida 33311
429 N.W. 9th Avenue, Ft. Lauderdale, Florida 33311
427 N.W. 9th Avenue, Ft. Lauderdale, Florida 33311

Please forward all payments to Mount Olive Development Corporation, 401 N.W. 9th Avenue, Ft. Lauderdale, Florida 33311, for the following tenants that receive rent vouchers from your organization.

Parker, Cathy #1609705
Reese, Ella #7605402

If additional information is needed I may be reached at 954/463-5126.

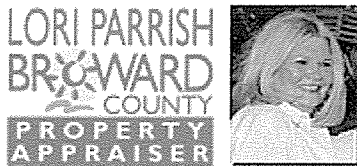
Thank you.

Sincerely,

William Lyons
Church Administrator

143

210



Site Address	751 NW 5 STREET, FORT LAUDERDALE	ID #	5042 03 01 1770
Property Owner	NEW MOUNT OLIVE MISSIONARY BAPTIST CHURCH INC	Millage	0312
Mailing Address	400 NW 9 AVE FORT LAUDERDALE FL 33311	Use	08

Abbreviated Legal Description	NORTH LAUDERDALE 1-48 D LOT 27,28,29 BLK 15
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The just values displayed below were set in compliance with Sec. 193.011, Fla. Stat., and include a reduction for costs of sale and other adjustments required by Sec. 193.011(8).

Property Assessment Values					
Click here to see 2014 Exemptions and Taxable Values as reflected on the Nov. 1, 2014 tax bill.					
Year	Land	Building	Just / Market Value	Assessed / SOH Value	Tax
2015	\$28,690	\$200,410	\$229,100	\$201,250	
2014	\$28,690	\$180,160	\$208,850	\$182,960	\$1,965.52
2013	\$28,690	\$164,780	\$193,470	\$166,330	\$4,915.94

IMPORTANT: The 2015 values currently shown are "roll over" values from 2014. These numbers will change frequently online as we make various adjustments until they are finalized on June 1. Please check back here AFTER June 1, 2015, to see the actual proposed 2015 assessments and portability values.

2015 Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
Just Value	\$229,100	\$229,100	\$229,100	\$229,100
Portability	0	0	0	0
Assessed/SOH	\$201,250	\$229,100	\$201,250	\$201,250
Homestead	0	0	0	0
Add. Homestead	0	0	0	0
Wid/Vet/Dis	0	0	0	0
Senior	0	0	0	0
Exempt Type 91-15	\$169,050	\$192,450	\$169,050	\$169,050
Taxable	\$32,200	\$36,650	\$32,200	\$32,200

Sales History			
Date	Type	Price	Book/Page or CIN
9/3/2002	DR*		33818 / 1231
3/16/1999	WD	\$175,000	29352 / 862
			2590 / 43

Land Calculations		
Price	Factor	Type
\$3.00	9,563	SF
Adj. Bldg. S.F. (Card, Sketch)		4375
Units		6

* Denotes Multi-Parcel Sale (See Deed)

Special Assessments								
Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc

INSTR # 99175135
OR BK 29352 PG 0862
RECORDED 03/31/99 11:51 AM
COUNTY RECORDS DIVISION
BROWARD COUNTY
DOC TAX PD(F.S.201.02) 1,225.00
DEPUTY CLERK 1008

This Document Prepared By and Return to:
David W. Leskar, Esquire
Shepard & Leskar, P.A.
100 South Pine Island Road
Suite 201
Plantation, Florida 33324

Parcel ID Number:

Warranty Deed

This Indenture, Made this 16th day of March, 1999 A.D., Between
E. Gerald Cooper, a married man

of the County of Broward, State of Florida, grantor, and
Mount Olive Baptist Church, a corporation existing under the laws of
the State of Florida
whose address is:

of the County of _____, State of Florida, grantee.

Witnesseth that the GRANTOR, for and in consideration of the sum of
TEN DOLLARS (\$10) DOLLARS,
and other good and valuable consideration to GRANTOR in hand paid by GRANTEE the receipt whereof is hereby acknowledged, has
granted, bargained and sold to the said GRANTEE and GRANTEE'S heirs, successors and assigns forever, the following described land, situate,
lying and being in the County of Broward, State of Florida to wit:
Lots 27, 28 and 29, Block 15, of NORTH LAUDERDALE, according to the
Plat thereof, as recorded in Plat Book 1, Page 48, of the Public
Records of Miami-Dade County, Florida; said property situate, lying
and being in Broward County, Florida.

Subject to restrictions, reservations and easements of record, if
any, and taxes subsequent to 1998.

The property herein conveyed DOES NOT constitute the HOMESTEAD
property of the Grantor, nor does it abut or adjoin the HOMESTEAD
PROPERTY, In fact, Grantor resides at 26 Pelican Isle, Fort
Lauderdale, Florida 33301.

Record & Return: New Civic Title Co inc

and the grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

In Witness Whereof, the grantor has hereunto set his hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Printed Name: BARBARA NASH
Witness

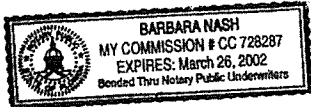
E. Gerald Cooper (Seal)
P.O. Address: 26 Pelican Isle
Fort Lauderdale, Florida 33301

Marilyn K. Gallington
Printed Name: Marilyn K. Gallington
Witness

STATE OF Florida
COUNTY OF Broward

The foregoing instrument was acknowledged before me this 16th day of March, 1999 by
E. Gerald Cooper, a married man

who is personally known to me or who has produced his Florida driver's license as identification.



[Signature]
Printed Name: _____
Notary Public
My Commission Expires: _____

2



Site Address	429 NW 9 AVENUE 1-4, FORT LAUDERDALE	ID #	5042 04 05 0900
Property Owner	NEW MOUNT OLIVE MISSIONARY BAPTIST CHURCH INC	Millage	0312
Mailing Address	400 NW 9 AVE FORT LAUDERDALE FL 33311	Use	08

Abbreviated Legal Description	TUSKEGEE PARK 3-9 B LOT 4 BLK 7
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The just values displayed below were set in compliance with Sec. 193.011, Fla. Stat., and include a reduction for costs of sale and other adjustments required by Sec. 193.011(8).

Property Assessment Values					
Click here to see 2014 Exemptions and Taxable Values as reflected on the Nov. 1, 2014 tax bill.					
Year	Land	Building	Just / Market Value	Assessed / SOH Value	Tax
2015	\$21,000	\$77,720	\$98,720	\$91,270	
2014	\$21,000	\$69,740	\$90,740	\$82,980	\$675.00
2013	\$21,000	\$63,450	\$84,450	\$75,440	\$2,267.67

IMPORTANT: The 2015 values currently shown are "roll over" values from 2014. These numbers will change frequently online as we make various adjustments until they are finalized on June 1. Please check back here AFTER June 1, 2015, to see the actual proposed 2015 assessments and portability values.

2015 Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
Just Value	\$98,720	\$98,720	\$98,720	\$98,720
Portability	0	0	0	0
Assessed/SOH	\$91,270	\$98,720	\$91,270	\$91,270
Homestead	0	0	0	0
Add. Homestead	0	0	0	0
Wid/Vet/Dis	0	0	0	0
Senior	0	0	0	0
Exempt Type 34-15	\$91,270	\$98,720	\$91,270	\$91,270
Taxable	0	0	0	0

Sales History			
Date	Type	Price	Book/Page or CIN
9/3/2002	DR*		33818 / 1231
1/14/2000	WD	\$85,000	30216 / 193

Land Calculations		
Price	Factor	Type
\$3.00	7,000	SF
Adj. Bldg. S.F. (Card, Sketch)		2076
Units		3

* Denotes Multi-Parcel Sale (See Deed)

Special Assessments								
Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc

Return to: New River Title Co. - W/C
800 E. Broward Blvd. Suite 510
Ft. Lauderdale, FL 33301



INSTR # 100052087
OR BK 30216 PG 0193
RECORDED 01/28/2000 11:27 AM
COMMISSION
BROWARD COUNTY
DOC STMP-D 595.00
DEPUTY CLERK 1006

This Instrument Prepared By:
James T. Iannaccone, P.A.
800 East Broward Boulevard
Suite #510
Ft. Lauderdale, Florida 33301

Parcel ID Number: 0204-05-0900

Warranty Deed

This Indenture, Made this 14th day of January, 2000 A.D., Between
DAISY, CURRY, an unmarried widow
LEE (DLC)

of the County of Miami-Dade, State of Florida, grantor, and
MOUNT OLIVE BAPTIST CHURCH

whose address is: 429 NW 9th Avenue, Fort Lauderdale, Florida

of the County of Broward, State of Florida, grantee.

Witnesseth that the GRANTOR, for and in consideration of the sum of
TEN DOLLARS (\$10) DOLLARS,
and other good and valuable consideration to GRANTOR in hand paid by GRANTEE, the receipt whereof is hereby acknowledged, has
granted, bargained and sold to the said GRANTEE and GRANTEE'S heirs, successors and assigns forever, the following described land, situate,
lying and being in the County of Broward, State of Florida, to wit:
Lot 4, Block 7, in TUSKEGEE PARK, according to the Plat thereof as
recorded in Plat Book 3, Page 9, of the Public Records of Broward
County, Florida.

Subject to restrictions, reservations and easements of record, if
any, and taxes subsequent to 1999.

and the grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.
In Witness Whereof, the grantor has hereunto set her hand and seal the day and year first above written.
Signed, sealed and delivered in our presence:

Printed Name: DZELLA FRIDGER (Seal)
Witness: Daisy L Curry
DAISY, CURRY
LEE (DLC)
P.O. Address: 1400 NW 116th Street, Miami, FL 33167

Printed Name: Charlene E. Iannaccone
Witness: [Signature]

STATE OF Florida
COUNTY OF Miami-Dade
The foregoing instrument was acknowledged before me this 14th day of January, 2000 by
DAISY, CURRY, an unmarried widow
LEE (DLC)
she is personally known to me or she has produced her Florida driver's license as identification.

Printed Name: FRANCIS B. GRAY
Notary Public
My Commission Expires: _____
OFFICIAL NOTARY SEAL

MASTER LEASE

1. The Contract made this ___ day of _____, 20__ between _____
_____ as owner of (address) _____
_____, _____, _____,
Herein call the Lessor and _____,
called the Lessee.

2. Witness, that in consideration of the sum is hereby acknowledged to have been received
as rent accruing under this lease in the further consideration of the covenant agreements
and conditions herein contained of the part of the Lessee of
(address) _____,
_____, _____.

3. To have and to hold the same for the full term of the 12 months beginning on the _____
day of _____, 20__ and ending on the _____ day of _____, 20__.
The said Lessee yielding and paying to Lessor therefore the sum or \$ _____ per
occupied apartment per month, and one month deposit in the amount of \$ _____
beginning _____, 20__ for the term of _____, 20__ through
_____, 20__.

4. Utilities: Water, sewage and garbage is included in Lessee's monthly rent. Electrical
service is the responsibility of the Lessee.

Witness our hands and seal this _____ day of _____, 20__.

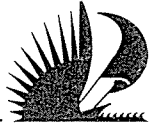
Signature, LESSOR

Print Name

Signature, LESSEE

Print Name

TAB #45



Venice of America

CITY OF
FORT LAUDERDALE BUSINESS TAX YEAR 2014-2015

BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
(954)828-5195

Business ID:1401519 Business Name:DR MACK KING CARTER ENRICHMENT CTR
Business Address:1530 NW 6 ST
Tax Category:APARTMENTS (3 OR MORE) Tax#:742239 Fee:

DR MACK KING CARTER ENRICHMENT CTR
SHARON BRYANT DIRECTOR
1530 NW 6 ST
FORT LAUDERDALE, FL 33311

DETACH AND POST THIS RECEIPT IN A CONSPICUOUS PLACE

Business ID: 1401519
Tax Number: 742239
Business Name: DR MACK KING CARTER ENRICHMENT CTR
Business Address: 1530 NW 6 ST
Business Owner: BRYANT, SHARON DIRECTOR

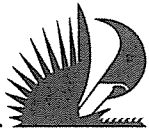
- This Receipt is issued for the period commencing October 1st and ending September 30th of the years shown above.
- If you have moved out of the city, please provide a written statement.
- A transfer of business location within the city limits is subject to zoning approval. Please complete a Business Tax Transfer Application and bring it to our office to obtain the necessary approval.
- A Transfer fee applies of 10% of the annual business tax fee. The fee shall not be less than \$3.00, nor greater than \$25.00.
- If you have sold your business, please provide us with a copy of the Bill of Sale.

Please be advised that this issuance of a Business Tax Receipt establishes that the business you intend to conduct is a use permitted by the City Zoning Code for the location at which you intend to operate. The issuance of a Business Tax Receipt in no way certifies that the property located at this address is in compliance with other provisions of the City Code of Ordinances.

BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
TEL (954)828-5195 FAX (954)828-6929
WWW.FORTLAUDERDALE.GOV

EXHIBIT 6 280
15-0693
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RECEIVED JUL 14 2014



Venice of America

CITY OF
FORT LAUDERDALE BUSINESS TAX YEAR 2014-2015

BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
(954)828-5195

Business ID: 9041125 Business Name: MOUNT OLIVE DEVELOPMENT CORP
Business Address: 401 NW 9 AV
Tax Category: OFFICE USE ONLY Tax#: 714798 Fee:

MOUNT OLIVE DEVELOPMENT CORP
MOUNT OLIVE DEVELOPMENT CORP
401 NW 9TH AVENUE
FORT LAUDERDALE, FL 33311

DETACH AND POST THIS RECEIPT IN A CONSPICUOUS PLACE

Business ID: 9041125
Tax Number: 714798
Business Name: MOUNT OLIVE DEVELOPMENT CORP
Business Address: 401 NW 9 AV
Business Owner: NEW MOUNT OLIVE

- This Receipt is issued for the period commencing October 1st and ending September 30th of the years shown above.
- If you have moved out of the city, please provide a written statement.
- A transfer of business location within the city limits is subject to zoning approval. Please complete a Business Tax Transfer Application and bring it to our office to obtain the necessary approval.
- A Transfer fee applies of 10% of the annual business tax fee. The fee shall not be less than \$3.00, nor greater than \$25.00.
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BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
TEL (954)828-5195 FAX (954)828-6929
WWW.FORTLAUDERDALE.GOV

EXHIBIT 6 281
15-0693
Page 281 of 328



CITY OF
FORT LAUDERDALE BUSINESS TAX YEAR 2014-2015

Venice of America

BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
(954)828-5195

Business ID: 9042901 Business Name: MOUNT OLIVE DEVELOPMENT CORP
Business Address: 535 NW 15 TER
Tax Category: APARTMENTS (3 OR MORE) Tax#: 716175 Fee:
FEE PER UNIT

MOUNT OLIVE DEVELOPMENT CORP
MOUNT OLIVE DEVELOPMENT CORP
401 NW 9 TH AVE
FORT LAUDERDALE, FL 33311

DETACH AND POST THIS RECEIPT IN A CONSPICUOUS PLACE

..... X X

Business ID: 9042901
Tax Number: 716175
Business Name: MOUNT OLIVE DEVELOPMENT CORP
Business Address: 535 NW 15 TER
Business Owner: MOUNT OLIVE DEV CORP

- This Receipt is issued for the period commencing October 1st and ending September 30th of the years shown above.
- If you have moved out of the city, please provide a written statement.
- A transfer of business location within the city limits is subject to zoning approval. Please complete a Business Tax Transfer Application and bring it to our office to obtain the necessary approval.
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BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
TEL (954)828-5195 FAX (954)828-6929
WWW.FORTLAUDERDALE.GOV



CITY OF
FORT LAUDERDALE BUSINESS TAX YEAR 2014-2015

Venice of America

BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
(954)828-5195

Business ID: 991419 Business Name: MT OLIVE BAPTIST CHURCH
Business Address: 751 NW 5 ST
Tax Category: APARTMENTS (3 OR MORE) Tax#: 038935 Fee:
FEE PER UNIT

MT OLIVE BAPTIST CHURCH
RAYKUMA
401 NW 9 AVE
FORT LAUDERDALE, FL 33311

DETACH AND POST THIS RECEIPT IN A CONSPICUOUS PLACE

Business ID: 991419
Tax Number: 038935
Business Name: MT OLIVE BAPTIST CHURCH
Business Address: 751 NW 5 ST
Business Owner: MT OLIVE BAPTISH CHURCFH

- This Receipt is issued for the period commencing October 1st and ending September 30th of the years shown above.
- If you have moved out of the city, please provide a written statement.
- A transfer of business location within the city limits is subject to zoning approval. Please complete a Business Tax Transfer Application and bring it to our office to obtain the necessary approval.
- A Transfer fee applies of 10% of the annual business tax fee. The fee shall not be less than \$3.00, nor greater than \$25.00.
- If you have sold your business, please provide us with a copy of the Bill of Sale.

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BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
TEL (954)828-5195 FAX (954)828-6929
WWW.FORTLAUDERDALE.GOV



CITY OF
FORT LAUDERDALE BUSINESS TAX YEAR 2014-2015

Venice of America

BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
(954)828-5195

Business ID: 985568 Business Name: MODCO INC
Business Address: 1524 NW 6 ST
Tax Category: APARTMENTS (3 OR MORE) Tax#: 697651 Fee:
FEE PER UNIT

MODCO INC
MODCO INC
407 NW 9 AVE., #1
FORT LAUDERDALE, FL 33311

DETACH AND POST THIS RECEIPT IN A CONSPICUOUS PLACE

Business ID: 985568
Tax Number: 697651
Business Name: MODCO INC
Business Address: 1524 NW 6 ST
Business Owner: L JAMES HUDSON

- This Receipt is issued for the period commencing October 1st and ending September 30th of the years shown above.
- If you have moved out of the city, please provide a written statement.
- A transfer of business location within the city limits is subject to zoning approval. Please complete a Business Tax Transfer Application and bring it to our office to obtain the necessary approval.
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BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
TEL (954)828-5195 FAX (954)828-6929
WWW.FORTLAUDERDALE.GOV

TAB #46



CITY OF FORT LAUDERDALE
LIEN / ACCOUNT ACTIVITY RESEARCH RESULTS
 100 N ANDREWS AVE., FORT LAUDERDALE FL 33301
 954-828-5155-LIENS / 954-828-5881-FAX

REQUESTOR'S NAME: MOUNT OLIVE DEVELOPMENT CORP

STANDARD SEARCH

PROPERTY ADDRESS: 1530 NW 6 ST

RUSH SEARCH

FOLIO NUMBER: 0204240290

THE REFERENCED PROPERTY IS WITHIN OUR MUNICIPAL BOUNDARIES AND IS IN OUR MUNICIPAL SERVICES AREA.

FOR PROPERTIES NOT IN OUR MUNICIPAL SERVICES AREA CONTACT:

- OFFICE OF ENVIROMENTAL SERVICES: 954-831-0987
 TOWN OF LAUDERDALE BY THE SEA: 954-776-0576

	ACCOUNT/ LOCATION	ACCOUNT BALANCE	ESTIMATED COST/DAY	BALANCE AS OF	LIEN STATUS YES/NO *PENDING
Municipal Utility Services:	2081493	139.32	3.87	4/13/15	P
WATER <input checked="" type="checkbox"/>					
SEWER <input checked="" type="checkbox"/>					
SANIT <input checked="" type="checkbox"/>					
IRRIGATION <input type="checkbox"/>					
FIRE SVC <input type="checkbox"/>					
STORM <input checked="" type="checkbox"/>					
UNDERGROUND <input type="checkbox"/>					
Storm Water <input type="checkbox"/>					
Municipal utility deposit on hand:	302.00				
Other Services:					
Alarm Response Fees: 954-828-5476	NA				N
Fire Inspection Fees: 954-828-5961	NA				N
Special Assessments: 954-828-6545	NA				N
Pending Accounts Receivables: 954-828-4646	NONE				

Community Inspections and/or Code Enforcements: 954-828-5207

SEE ATTACHED Our review Found Did not find Municipal Code Enforcement activity on the property being reviewed which may include pending or certified liens. Please fax a copy of lien activity research results to community inspections (954-828-5974) to complete the lien search process.

Alfreda

5/6/15

UTILITY BILLING & COLLECTIONS

DATE

The accuracy of the information furnished herein is not warranted or guaranteed and disclaimer is hereby made as to the accuracy of said information until final billing and audit. It is strongly urged that monies be escrowed until final amounts are determined by billing and auditing. Any amounts which are due and owing at the time of closing and which remain unpaid shall constitute a lien on this property where authorized by law.

*Pending payment of final water bill *N/A - account not in current owner's name



CITY OF
FORT LAUDERDALE
FLORIDA

DATE: May 6, 2015
TO: MOUNT OLIVE DEVELOPMENT CORP.
ADDRESS: 1530 NW 6 ST
FOLIO: 0204240290

As of today, our records show that there is/are 1 open/pending Code Enforcement complaint(s)/ violation(s) for the above referenced property. Please see attachment(s).

For any additional information please contact the person indicated on the attachment(s)

The city does not warrant or guarantee the accuracy of any information furnished until final billing and audit.

DEPARTMENT OF SUSTAINABLE DEVELOPMENT
700 N.W. 19TH AVENUE, FORT LAUDERDALE, FLORIDA 33311 | (954) 828-6520
www.fortlauderdale.gov

EQUAL OPPORTUNITY EMPLOYER



CITY OF
FORT LAUDERDALE
FLORIDA

May 7, 2015

MOUNT OLIVE DEVELOPMENT CORP
401 NW 9 AVENUE
FORT LAUDERDALE, FL 33311

Re: Payment Receipt for 1530 NW 6th Street

Dear Property Owner,

This letter is to confirm that the payment of \$518.81 for case number CE97071635 has been received. Once the payment post to the City's account, the Release of Lien will be sent to for processing and to be recorded at Broward County. Please allow approximately two weeks for this process.

If you have any questions, please feel free to contact me at pgoldwire@fortlauderdale.gov or 954.828.5249.

Respectfully,

Porshia L. Goldwire
Interim Administrative Services Supervisor
Code Compliance Division
954.828.5249
pgoldwire@fortlauderdale.gov

DEPARTMENT OF SUSTAINABLE DEVELOPMENT
700 N.W.19TH AVENUE, FORT LAUDERDALE, FLORIDA 33311 | (954) 828-6520
www.fortlauderdale.gov

INSPECTION HISTORY
CITY OF FORT LAUDERDALE

CASE NO : CE97071635
 ADDRESS : 1530 NW 6 ST
 OWNER : MOUNT OLIVE DEVELOPMENT CORP
 DATE : May 06, 2015
 DESCRIPT : CUT THE OVERGROWTH AND REMOVE ALL TRASH AND DEBRIS
 FROM THE PROPERTY

DATE	TIME	TYPE	INSP	COMMENTS
06/11/98	10:35:09	LIE	207	COMPLAINT RECORDED ulmed
06/11/98	10:34:23	LIE	207	LOT CLRNG LIEN FILED IN BROWARD CTY RECORDS 5/13/98 BK28208PG0148
06/09/98	10:09:08	NV		MAKEVIO RECORDED home1
01/30/98	12:59:48	BIL	207	COMPLAINT RECORDED ulmed
01/30/98	12:58:51	BIL	207	GREEN CARD SIGNED 1/22/98
01/20/98	12:42:47	BIL	207	COMPLAINT RECORDED ulmed
01/20/98	12:41:51	BIL	207	LC SACE SENT 1/20/98 \$506.51 LH
09/09/97	09:33:27	REI	207	
09/09/97	09:33:10	REI	207	LL RETURNED UNCLAIMED JW
08/27/97	13:12:27	REI	207	
08/08/97	13:12:07	REI	207	O/G
07/30/97	11:35:50	INS	207	
07/29/97	11:35:41	CE		COMPLAINT RECORDED BY ulmed
		FE		LOT LETTER PRINTED BY levip
		LL		LIEN RECORDED home1
		FE		LC SACE PRINTED BY home1

CODE ENFORCEMENT

DATE: _____

FOR ADDITIONAL INFORMATION

PLEASE CONTACT: *DEANNA BOLMAN*

PHONE: 954-828-*5327*



CITY OF FORT LAUDERDALE
LIEN / ACCOUNT ACTIVITY RESEARCH RESULTS
 100 N ANDREWS AVE., FORT LAUDERDALE FL 33301
 954-828-5155-LIENS / 954-828-5881-FAX

REQUESTOR'S NAME: MOUNT OLIVE DEVELOPMENT CORP

STANDARD SEARCH

PROPERTY ADDRESS: 535 NW 15 TER

RUSH SEARCH

FOLIO NUMBER: 0204240310

THE REFERENCED PROPERTY IS WITHIN OUR MUNICIPAL BOUNDARIES AND IS IN OUR MUNICIPAL SERVICES AREA.

FOR PROPERTIES NOT IN OUR MUNICIPAL SERVICES AREA CONTACT:

- OFFICE OF ENVIRONMENTAL SERVICES: 954-831-0987
- TOWN OF LAUDERDALE BY THE SEA: 954-776-0576

	ACCOUNT/ LOCATION	ACCOUNT BALANCE	ESTIMATED COST/DAY	BALANCE AS OF	LIEN STATUS YES/NO *PENDING
Municipal Utility Services:	2023256	215.39	11.59	4/13/15	P
WATER <input checked="" type="checkbox"/>					
SEWER <input checked="" type="checkbox"/>					
SANIT <input type="checkbox"/>					
IRRIGATION <input type="checkbox"/>					
FIRE SVC <input type="checkbox"/>					
STORM <input checked="" type="checkbox"/>					
UNDERGROUND <input type="checkbox"/>					
Storm Water <input type="checkbox"/>					
Municipal utility deposit on hand:		310.00			
Other Services:					
Alarm Response Fees:	NA				N
954-828-5476					
Fire Inspection Fees:	NA				N
954-828-5961					
Special Assessments:	NA				N
954-828-6545					
Pending Accounts Receivables:	NONE				
954-828-4646					

Community Inspections and/or Code Enforcements: 954-828-5207

SEE ATTACHED Our review Found Did not find Municipal Code Enforcement activity on the property being reviewed which may include pending or certified liens. Please fax a copy of lien activity research results to community inspections (954-828-5974) to complete the lien search process.

Alfreda 5/6/15

 UTILITY BILLING & COLLECTIONS DATE

The accuracy of the information furnished herein is not warranted or guaranteed and disclaimer hereby made as to the accuracy of said information until final billing and auditing. It is strongly urged that monies be ascertained and final amounts are determined by billing and auditing. Any amounts which are due and owing at the time of closing and which remain unpaid shall constitute a lien on the property where authorized by law.

*Pending payment of final water bill *N/A – account not in current owner's name



CITY OF
FORT LAUDERDALE
FLORIDA

DATE: May 6, 2015
TO: MOUNT OLIVE DEVELOPMENT CORP.
ADDRESS: 535 NW 15 TER 1-8
FOLIO: 0204240310

As of today, our records show that there is/are 0 open/pending Code Enforcement complaint(s)/ violation(s) for the above referenced property. Please see attachment(s).

For any additional information please contact the person indicated on the attachment(s)

The city does not warrant or guarantee the accuracy of any information furnished until final billing and audit.

DEPARTMENT OF SUSTAINABLE DEVELOPMENT
700 N.W. 19TH AVENUE, FORT LAUDERDALE, FLORIDA 33311 | (954) 828-6520
www.fortlauderdale.gov

EQUAL OPPORTUNITY EMPLOYER



CITY OF FORT LAUDERDALE
LIEN / ACCOUNT ACTIVITY RESEARCH RESULTS
 100 N ANDREWS AVE., FORT LAUDERDALE FL 33301
 954-828-5155-LIENS / 954-828-5881-FAX

REQUESTOR'S NAME: MOUNT OLIVE DEVELOPMENT CORP

STANDARD SEARCH

PROPERTY ADDRESS: 751 NW 5 ST

RUSH SEARCH

FOLIO NUMBER: 0203011770

THE REFERENCED PROPERTY IS WITHIN OUR MUNICIPAL BOUNDARIES AND IS IN OUR MUNICIPAL SERVICES AREA.

FOR PROPERTIES NOT IN OUR MUNICIPAL SERVICES AREA CONTACT:

- OFFICE OF ENVIROMENTAL SERVICES: 954-831-0987
 TOWN OF LAUDERDALE BY THE SEA: 954-776-0576

	ACCOUNTY LOCATION	ACCOUNT BALANCE	ESTIMATED COST/DAY	BALANCE AS OF	LIEN STATUS YES/NO *PENDING
Municipal Utility Services:	2020776	171.39	7.51	4/13/15	P
WATER <input checked="" type="checkbox"/>					
SEWER <input checked="" type="checkbox"/>					
SANIT <input type="checkbox"/>					
IRRIGATION <input type="checkbox"/>					
FIRE SVC <input type="checkbox"/>					
STORM <input checked="" type="checkbox"/>					
UNDERGROUND <input type="checkbox"/>					
Storm Water <input type="checkbox"/>					
Municipal utility deposit on hand:		150.00			
Other Services:					
Alarm Response Fees:	NA				N
954-828-5476					
Fire Inspection Fees:	NA				N
954-828-5961					
Special Assessments:	NA				N
954-828-6545					
Pending Accounts Receivables:	NONE				
954-828-4646					

Community Inspections and/or Code Enforcements: 954-828-5207

SEE ATTACHED Our review Found Did not find Municipal Code Enforcement activity on the property being reviewed which may include pending or certified liens. Please fax a copy of lien activity research results to community inspections (954-828-5974) to complete the lien search process.

Alfreda

5/6/15

UTILITY BILLING & COLLECTIONS

DATE

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*Pending payment of final water bill *N/A - account not in current owner's name



CITY OF
FORT LAUDERDALE
FLORIDA

DATE: May 6, 2015
TO: MOUNT OLIVE DEVELOPMENT CORP.
ADDRESS: 751 NW 5 ST
FOLIO: 0203011770

As of today, our records show that there is/are 0 open/pending Code Enforcement complaint(s)/ violation(s) for the above referenced property. Please see attachment(s).

For any additional information please contact the person indicated on the attachment(s)

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DEPARTMENT OF SUSTAINABLE DEVELOPMENT
700 N.W. 19TH AVENUE, FORT LAUDERDALE, FLORIDA 33311 | (954) 828-6520
www.fortlauderdale.gov

EQUAL OPPORTUNITY EMPLOYER



CITY OF FORT LAUDERDALE
LIEN / ACCOUNT ACTIVITY RESEARCH RESULTS
 100 N ANDREWS AVE., FORT LAUDERDALE FL 33301
 954-828-5155-LIENS / 954-828-5881-FAX

REQUESTOR'S NAME: MOUNT OLIVE DEVELOPMENT CORP

STANDARD SEARCH

PROPERTY ADDRESS: 1524 NW 6 ST

RUSH SEARCH

FOLIO NUMBER: 0204240300

THE REFERENCED PROPERTY IS WITHIN OUR MUNICIPAL BOUNDARIES AND IS IN OUR MUNICIPAL SERVICES AREA.

FOR PROPERTIES NOT IN OUR MUNICIPAL SERVICES AREA CONTACT:

- OFFICE OF ENVIROMENTAL SERVICES: 954-831-0987
- TOWN OF LAUDERDALE BY THE SEA: 954-776-0576

	ACCOUNT/ LOCATION	ACCOUNT BALANCE	ESTIMATED COST/DAY	BALANCE AS OF	LIEN STATUS YES/NO *PENDING
Municipal Utility Services:	2023131	203.33	7.23	4/13/15	P
WATER <input checked="" type="checkbox"/>					
SEWER <input checked="" type="checkbox"/>					
SANIT <input type="checkbox"/>					
IRRIGATION <input type="checkbox"/>					
FIRE SVC <input checked="" type="checkbox"/>					
STORM <input checked="" type="checkbox"/>					
UNDERGROUND <input type="checkbox"/>					
Storm Water <input type="checkbox"/>					
Municipal utility deposit on hand:		250.00			
Other Services:					
Alarm Response Fees: 954-828-5476	NA				N
Fire Inspection Fees: 954-828-5961	NA				N
Special Assessments: 954-828-6545	NA				N
Pending Accounts Receivables: 954-828-4646	NONE				

Community Inspections and/or Code Enforcements: 954-828-5207

SEE ATTACHED Our review. Found Did not find Municipal Code Enforcement activity on the property being reviewed which may include pending or certified liens. Please fax a copy of lien activity research results to community inspections (954-828-5974) to complete the lien search process.

Alfreda

5/6/15

UTILITY BILLING & COLLECTIONS

DATE

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*Pending payment of final water bill *N/A - account not in current owner's name



CITY OF
FORT LAUDERDALE
FLORIDA

DATE: May 6, 2015
TO: MOUNT OLIVE DEVELOPMENT CORP.
ADDRESS: 1524 NW 6 ST
FOLIO: 0204240300

As of today, our records show that there is/are 0 open/pending Code Enforcement complaint(s)/ violation(s) for the above referenced property. Please see attachment(s).

For any additional information please contact the person indicated on the attachment(s)

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DEPARTMENT OF SUSTAINABLE DEVELOPMENT
700 N.W. 19TH AVENUE, FORT LAUDERDALE, FLORIDA 33311 | (954) 828-6520
www.fortlauderdale.gov

EQUAL OPPORTUNITY EMPLOYER

TAB 47

“Not Applicable No Material”

APPENDIX A

TAB 48

Mount Olive Development Corporation - MODCO
Housing Case Management - HOUSING STABILIZATION PLAN

Client Name:	Client ID #	Date of Birth:
HCM:	Date of Plan:	Review Date:

CLIENT NEEDS

- Primary Medical Care
- Health Insurance Continuation Program (HICP)
- Substance Abuse
- Mental Health
- Support System
- HOPWA Housing Program
- Emergency Transition Housing
- Assisted Living Facility Housing
- Substance Abuse Housing
- Project Based Rent Housing
- Community Based Housing
- Tennant Based Rental Voucher
- Mental Health Housing
- Other Housing Assistance
- Employment
- Income
- Education
- Basic Life Skills (cooking, laundry, banking, etc)
- Budgeting
- Transportation / Bus Pass
- Furniture
- Clothes
- Childcare and Support
- Legal Services
- Benefits Application
- Other:

FACTORS THAT THREATEN HOUSING STABILITY

- Domestic Violence
- Frequent Hospitalization
- Health Related Work Limitations
- Unemployment
- Other:
- Other:

**Mount Olive Development Corporation - MODCO
Housing Case Management - HOUSING STABILIZATION PLAN**

OBJECTIVE:1

Date	What area of concern	Outcomes	Resources	Target Date	Achieve Date

CLIENT STRENGTH:

OBJECTIVE: 2

Date	What area of concern	Outcomes	Resources	Target Date	Achieve Date

CLIENT STRENGTH:

**Mount Olive Development Corporation - MODCO
Housing Case Management - HOUSING STABILIZATION PLAN**

OBJECTIVE: 3

Date	What area of concern	Outcomes	Resources	Target Date	Achieve Date

CLIENT STRENGTH:

OBJECTIVE:4

Date	What area of concern	Outcomes	Resources	Target Date	Achieve Date

CLIENT STRENGTH:

**Mount Olive Development Corporation - MODCO
Housing Case Management - HOUSING STABILIZATION PLAN**

OBJECTIVE: 5

Date	What area of concern	Outcomes	Resources	Target Date	Achieve Date

CLIENT STRENGTH:

OBJECTIVE: 6

Date	What area of concern	Outcomes	Resources	Target Date	Achieve Date

CLIENT STRENGTH:

**Mount Olive Development Corporation - MODCO
Housing Case Management - HOUSING STABILIZATION PLAN**

ACKNOWLEDGEMENT

CLIENT

- I participated in the development of this Housing Stabilization Plan.
- I agree with this Housing Stabilization Plan
- I have been offered a copy of this stabilization plan.
- I accepted declined my own copy of the plan

CASE MANAGER

- I agree with this Housing Stabilization Plan.

Signature:

Signature:

Date:

Date:

Overview of Strengths Based Case Management

**Diane Etzel-Wise, MA, CTRS
JoAnn Howley**

**University of Kansas
School of Social Welfare
1545 Lilac Lane
Lawrence, KS 66044**

**SAMHSA / CSAT / CMHS Treatment for Homeless Program
Technical Assistance Workshop**

January 25, 2006

Overview of the Strengths Principles for Case Management Practice

We are attempting to briefly provide a practice framework that can guide what you do on a day-to-day basis with consumers.

The Six Strengths principles outline a framework for practice from a strengths perspective. They are the core values and beliefs that drive all of the skills and techniques that would be taught to case managers and other practitioners serving persons with mental illness using a strengths model. The strengths model is a bit different than other psychiatric rehabilitation models in that it is largely driven by what the case manager values, what he/she believes.

We must believe that people can and do recover, and that the way that we practice can significantly improve someone's chances of recovery.

The 6 blocks on the PowerPoint slide spell out the 6 strengths principles, and we stack them all together to make the point that they operate as a whole, not separately.

Our goal is to help you think more reflexively about your practice and the values upon which it is based, so that you can become more pro-active case managers in your work.

The Six Principles

People have the capacity to learn, grow, and change.

Focus on strengths rather than deficits.

The client is seen as the director of the helping relationship.

The helping relationship is primary and essential.

The preferred setting for our work is the natural environment of the community.

The community is an oasis of resources.

Critical Elements of the Helping Relationship

In the Strengths Model, the relationship is primary and essential. It is therefore important that we continuously evaluate the working relationships we have with people. We want relationships with people that contribute to their recovery journey rather than serve as an obstacle. Effective helping relationships should be:

- 1) **Purposeful:** The relationship should be goal-directed toward helping the person recover, reclaim or transform their life. The two of you should share a common agenda that defines the work you do together and provides a foundation for each helping encounter. The opposite of this would be a relationship that is reactive or crisis-oriented.
- 2) **Reciprocal:** The role of the case manager should resemble being more like a traveling companion with the person on their recovery journey rather than a travel agent. The two of you should learn from each other and enjoy the time you spend together. The opposite of this would be a relationship that is one-sided or hierarchical.
- 3) **Genuine:** The case manager should convey a sense of sincere commitment to the helping relationship. The person should feel that the case manager has a genuine investment in their recovery journey that goes beyond merely being a paid professional. The opposite of this would be a relationship that seems distant and cold.
- 4) **Trusting:** The relationship should be based on mutual trust and respect. The case manager should demonstrate this through a consistent display of their words, actions and body postures. The case manager strives to create an environment in which the person feels comfortable sharing their hopes, fears and dreams. The case manager refrains from being judgmental and instead seeks understanding and meaning. The opposite of this would be a relationship that is characterized by mistrust or lack of respect.
- 5) **Empowering:** An empowering relationship is one in which the client sees themselves as the director of the helping process. Case managers make a conscious effort to assist the person exercise their own power in such areas as: establishing their identity, making their own decisions, exercising their right to fail, accessing information and resources, gaining competency in effecting change in one's life and community. The opposite of this would be a relationship that is disempowering and teaches or reinforces powerlessness.

Core Behaviors Required for Engagement in the Strengths Model

1. Schedules meetings with the person at a time and place (provides community choices) mutually agreed upon. (In most situations, minimum contact is one time per week.)

2. Case manager and consumer are involved in an informal activity as a backdrop for getting to know each other (e.g. cup of coffee, shooting baskets, walking, etc.).

3. Case manager engages person in a conversational manner, exploring interests and experiences that they have in common.

4. Case manager uses empathy, reinforcing comments, both verbally and non-verbally.

5. Case manager discusses purpose of case management and mutual expectations (Looks toward replacement of self, focusing on graduated disengagement).

6. Case manager uses every opportunity to identify personal and environmental strengths.

7. If having difficulty engaging with a person, case manager reviews with team in group supervision by presenting clearly and concisely the situation to generate new ideas.

Hope Inducing Behaviors

1. Building hope and providing respect

- Listening actively (e.g., good eye contact, feeding back what they are saying, etc.)
- Being available when the person needs to talk
- Demonstrating caring and kindness
- Doing things with the person that are fun
- Communicating that “I believe in you” and “I am on your side”
- Giving positive, encouraging comments
- Accepting a person whether they succeed or fail and celebrating the effort if they do not succeed
- Asking a person’s opinion/choice about all aspects of the helping process
- Showing genuine enthusiasm for what the person is saying or doing
- Sharing something in common with the person
- Sharing personal experience when appropriate
- Letting them know you’re “human” e.g. “yes, I have bad times too”, “I make mistakes”, etc.

2. Treating people with respect

- Supporting a person’s decisions and desires by accepting them and helping achieve them rather than putting down or minimizing (even subtly) a person’s choices and desires
- Following through on appointments
- Returning calls and promptly
- Keeping all promises
- Being on time
- Treating people like you want to be treated

3. Focusing on the positive

- Talking about the future as being positive rather than dwelling on past occurrences that may not have gone well
- Focusing on what a person has been doing well and their strengths
- Praising things that are going well
- When things are not going well, reminding the person of past successes
- Normalizing a person’s experience by letting him/her know that other people experience similar things
- Communicating a “Can do” attitude
- Pointing out achievements/success
- Letting a person know he/she can try again if something doesn’t work out

4. Celebrating accomplishments and success

- Giving specific praise about things a person does well
- Celebrating accomplishments/successes - big and (particularly) small ones

5. Being there for the person/sticking with them

- Going with a person to a doctor appointment or court hearing for support and to help reduce fear
- Advocating for a person when he/she is unable to obtain a resource by educating others, convincing the keeper of the resource to assist the person, etc.
- Visiting the person if they are in the hospital
- Helping the person negotiate with the psychiatrist around medications if he/she is having difficulty (support what they need and want).
- Continue attempts to engage with a person who may be isolating or leery of the mental health system or more difficult to work with. Do not give up.

6. Helping people work toward the goals that are important to them

- Helping a person establish goals
- Helping a person achieve their goals by breaking them down into achievable steps, helping to get resources, recognizing small steps, etc.
- Making sure the goals you are working on are actually the person's goals
- Letting the consumer know that his/her goals are possible to achieve
- Showing enthusiasm and excitement towards the person's goals
- Working on goals that move people to self-sufficiency and independence (e.g. being own payee, jobs/education, etc.)

7. Promoting choice

- Acknowledging and supporting the right for all people to make their own life decisions and having control of their course of treatment
- Generating many options for what the person wants
- Linking the person to information and resources to make informed decisions
- Having choice of services and ability to change providers
- Including people receiving services in all treatment decisions and discussions

8. Promoting education

- Providing education to people about their recovery, methods for dealing with symptoms and medications
- Educating family members to help build relationships and understanding

9. Promoting a future beyond the mental health system

- Communicating to people that they may not need services forever (e.g., payee, case management, etc).
- Spending time with people outside the mental health center in natural community settings
- Promoting integration by using community resources and engaging people in non-mental health related activities

Spirit Breaking Behaviors

1. Restrictive practices or resources

- Being put on a court order or getting extensions of a court order
- Having a payee
- Being “placed” in a residential setting (e.g., group home, nursing home, etc.)
- Telling a person who wants to go to college that it has been decided that they have to go to vocational technical training instead
- Telling people they aren’t ready to work
- Telling people they can’t have relationships with other people receiving services
- Making people have medications monitored when they are capable of doing it on their own
- Being handcuffed when a person is picked up on petition

2. Negative staff attitudes/perceptions about people with psychiatric disabilities

- Telling a person that they can’t get better unless they take their medications
- Saying (or thinking) “you’ll always be on medications”
- Attributing things to the illness and making generalizations (e.g., the person is manipulative, non-compliant, etc.)
- Focusing on “labels” or the illness rather than the person as a unique individual
- Devaluing the person
- Imposing our own standard of living on people

3. Invasive interventions

- Medication injections
- Random urine analysis

4. Disrespectful/belittling interactions of staff

- Talking down to people (e.g., talking to the person as if they aren’t intelligent enough to understand)
- Treating adults as children (e.g., telling the person they can’t/shouldn’t drink - then they see CM at a bar)
- Giving compliments that are conditional (e.g., “You did this great, but...”)
- Ignoring the person (e.g., talking about someone in front of the them, not recognizing the person and continuing to do paperwork, etc.)
- Not valuing or respecting a person’s time by having him/her wait for long periods of time (e.g., to see someone, flexible support funds)
- Taking a parental stance/chastising (e.g. “ I told you.... If you would have listened to me...”)
- Under normal circumstances (excluding assertive outreach), going to people’s homes unannounced/without calling first
- Being rude to people (e.g. using derogatory expressions, not following through on what you said you would do, forgetting phone calls, breaking appointments, being tactlessly direct (e.g. you smell, go home and bathe)
- Not listening to what a person is saying (e.g., A person says they want to earn more money and you refer them to a prevocational program)
- Making promises or saying that you will do something that you do not do.

5. Poverty

- The person always having to worry about “how am I going to pay for this?”
- Accepting charity (e.g. going to food banks, second hand stores)

6. Services

- Focusing services on maintaining people at their current level rather than helping people achieve goals (e.g. helping clients obtain employment, educational pursuits)
- Building people up to accomplish something (you can do this!) and then it taking months to get them the resource
- Refusing to do something because “it’s not my job”
- Having infrequent contact with the person
- Changing case managers or psychiatrists once the person has established a relationship with the them
- Providing too many services (e.g., the person is referred to every program in the agency)
- Changing peoples’ medications which leads to relapse of symptoms or severe side effects
- Setting too many traditional boundaries on the working relationship (e.g., can’t recognize person out in the community, “professional distance”, etc.)
- Putting contingencies on resources (e.g., you can only have assistance with housing if you go to groups)

7. Goals

- Imposing our ideas of what a person “should” be doing or what their goals “should” be on the consumer
- Ignoring the person’s dreams/goals by not pursuing them, now writing them down etc.
- Family members controlling decisions for the client
- Reframing the person’s goal into the professional’s goal (e.g., “I want more friends” becomes “Improve socialization skills”)

8. Discrimination

- Not being able to find decent housing because landlords have had bad experiences in the past with the person or other people receiving services – or not being able to get a desired apartment because the landlord does not take section 8 vouchers
- Employers/employees treating the person poorly (e.g., making fun, not hiring, etc...)
- The side effects of medication (e.g., impotence, weight gain, etc.) that contribute to the person feeling “different” than others
- Person being embarrassed about having a mental illness
- Being looked at as sexual predator

9. Family

- Lack of support by family (e.g., family does not want much contact, treats the person like a child, etc.)

COMPARISON ASSESSMENT: SEE HANDOUT pp 9 and 10 for STRENGTHS ASSESSMENT ON DEAN
Client's Name: Dean

Age: 42

Axis I: 295.10 Schizophrenia: Disorganized Type

Axis II: 301.7 Antisocial Personality Disorder

Axis III: high blood pressure

Axis IV: illiteracy, unemployment

Axis V: GAF score: 20

Living Situation

Client has been living in Wichita for two years. Spent first five months living either in either homeless shelters or on the streets. Now resides in the Sedgwick County Transitional Living Apartments with three other roommates. Does not interact much with roommates. Has been accused of taking food belonging to roommates. Becomes hostile when confronted.

Client came to Wichita via bus from Little Rock Arkansas. Had been living in group home there for eight years. Ran away from group home to find an uncle who he thought lived here in Wichita. No record of uncle living in Wichita. Transported to shelter by police after trying to spend the night at bus station.

Psychiatric History

First psychiatric hospitalization at age 17. Mother committed him after he became threatening to her. Spent 14 years in Arkansas State Hospital. Discharged in 1978 to group home. Re-hospitalized 12 times between 1978 and 1986.

Vocational/ Educational History

Client attended public schools until 3rd grade. Was withdrawn by parents to be home schooled. Client has limited reading and writing skills. Has never help paid employment. Only vocational activity has been work crew units (janitorial) at Arkansas State Hospital.

Social History

Client's father died when he was 12. Mother died when client was 33. Client has no social support network here in Kansas. Has difficulty making friends. Client has never been married.

Financial

Client receives \$376 in Supplemental Security Income. Sedgwick County Department of Mental Health is client's payee. Is not able to manage money well.

Presenting Problem

Client currently attends day treatment program five days per week. Has been increasingly hostile during the past few weeks. Was suspended for one day last week for yelling at clerical staff when they refused to give him bus tickets. Client states that he does not want to be at day treatment and wants to go to work. He has been repeatedly calling Social Security telling them that Sedgwick County is stealing his money and that he wants to be his own payee. Client is currently being prescribed Navane, but may need to go back on Prolixin injections. Client seemed to respond better to the Prolixin injections. May need to be re-hospitalized if further behavioral problems continue.

Strengths Assessment

Consumer's Name

Case Manager's Name

Dean

John

Current Status: What's going on today? What's available now?	Individual's Desires, Aspirations: What do I want?	Resources, Personal Social: What have I used in the past?
Daily Living Situation		
<p>Living in Transitional Living Apts. (I don't want to stay there, but its better than the shelter).</p> <p>Likes to cook hot dogs, corn dogs, mac & cheese, burritos, etc.</p> <p>Has bus card</p>	<p>I want a place of my own</p> <p>I want to learn how to cook more Mexican food</p> <p>I need new shoes!</p>	<p>Lived in Bellview group home (hated it!- could only watch TV until 9:00pm, they decided what you could watch and they told you when to go to bed)</p>
Financial/Insurance		
<p>\$376 SSI (\$120 goes for rent) \$78 food stamps</p> <p>Sedgwick County is my payee I get \$50 per week for spending money. They make me put the rest in savings (I don't need savings, I need food)</p>	<p>I want to be my own payee (They are messing with my money and it's not right)</p> <p>I want to have more money to do the things I want</p>	<p>Mom used to be payee until she got real sick. Transferred payeeship to Bellview. Mom used to give me extra money.</p>
Vocational/Educational		
<p>I go to classes at day treatment: symptom management, money management, etc. (Those things don't help me at all)</p>	<p>I want a job</p> <p>I want out of day program</p>	<p>I used to sweep floors and clean bathrooms at ASH. I did a good job. Would sometimes wash dishes in the kitchen.</p>
Social Supports		
<p>Tony – roommate (He pays for cable, sometimes we put our money together and rent movies)</p> <p>I don't like my other roommates. They're weirdos, something's really wrong with them.</p>	<p>I wouldn't mind getting married. There is a girl at day program I like. She likes me too. Staff don't like it. They say you can't date in day program or TL. I'm going to ask her out when I get out of here.</p>	<p>Mom – she was always there for me.</p> <p>Never got along with my dad.</p> <p>Uncle (Bud) – we used to go fishing. He moved here to Wichita when I was a kid, but I don't know where he is now.</p> <p>Cousins</p>

Health		
<p>I'm in good health, but my teeth hurt.</p> <p>Medications (Prolixin, Cogentin) make me drowsy and sometimes like I'm coming out of my head. I do better at night.</p>	<p>I need to get my teeth looked at. I think they might have to pull a couple.</p> <p>I want to stop taking medications. I don't like the side effects</p>	<p>I used to have asthma when I was a kid, but I do better now, as long as I don't try to run when it's cold outside</p>
Leisure / Recreational		
<p>I like to watch TV – old westerns, Vincent Price movies. I watch any movie that is on TV.</p> <p>Tony and I rent movies. He likes comedies, but I like action (It doesn't matter though)</p> <p>I know a lot about movies</p>	<p>I want my own TV for my room. I have enough in savings to get one, but they say I can't use it for that.</p> <p>I want a VCR</p>	<p>Used to go fishing a lot</p> <p>Used to have my own pole and tackle box.</p> <p>Used to go to the movie house when I was a kid, sometimes with mom, sometimes with friends</p>

What are my priorities?

1. I want a job
2. I want to be my own payee
3. I want out of day program
4. I want my own place

Consumer's Comments:	Case Manager's Comments:
	Dean is a very funny guy. He tells great stories. I have also never met a person who knew so much about movies (knows who starred in just about every movie)
Consumer's Signature _____	Case Manager's Signature _____
Date _____	Date _____

Group Supervision: Process Description

Group supervision is the fuel that keeps strengths model practice alive and strong on a team level. The structure is designed to keep the team focused on generating creative strategies, rather than digressing into venting or rehashing of problems. Group supervision consists of six steps; each is distinct and critical to the success of the process. Each discussion of a client situation should take no more than 20-30 minutes so that four to five clients can be covered during a typical two hour supervision.

Step 1: Hand out Strengths Assessments - The presenting staff person makes copies of a strengths assessment for every team member and hands them out. The process will NOT work unless each team member has his or her own copy of the strengths assessment for the person being presented.

Step 2: What do I need? - The presenting staff person states very precisely what he or she needs from the team (i.e., I need ideas on how to engage with Mary; I need help on how to assist Joe to reach his goal, etc.). This keeps the provider and team focused on what is to be accomplished in this meeting.

Step 3: Thumbnail sketch - The presenting staff person gives a one to two minute description of the situation and a few things that have already been tried.

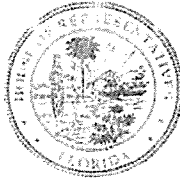
Step 4: Questions only - For five to ten minutes the team asks questions of the staff person to further clarify things written on the strengths assessment. For example, "It says here that the grandmother is supportive. Tell me more about her role in the person's life." No advice can be given in this section, only questions based on the material in the strengths assessment.

Step 5: Brainstorming - For five to ten minutes the team brainstorms ideas. The presenting staff person **MUST** write down every idea without speaking (i.e., no evaluation of the ideas or "yes, buts"). For example, "The client could ask the grandmother to call her every Saturday to see how she is doing." The list should include 20 to 40 ideas.

Step 6: Top Three - The presenting staff person reviews the ideas and identifies the three that are the most useful and asks for clarification on any ideas if necessary. Depending on the nature of the goal being reviewed, the provider may present the list to the client (at their next meeting) as possible strategies to help him or her reach the goal, or may choose two or three strategies he or she will employ in order to make progress toward the goal.

APPENDIX B

TAB 49



Florida House of Representatives
Representative Bobby B. DuBose
District 94

District Office:
128 S.E. 1st Street
Fort Lauderdale, FL 33301
P: (954) 467-4205
F: (954) 467-4207

Capitol Office:
1402 The Capitol
402 South Monroe Street
Tallahassee, FL 32399-1300
P: (850) 717-5094

May 6, 2015

Dr. Rosalind Osgood
President and CEO
Mount Olive Development Corporation
401 N.W. 9th Avenue
Fort Lauderdale, Florida 33311

RE: HOPWA Grant Funding & Support Services Application

Dear Dr. Osgood,

I, Representative DuBose of the 94 District, would like to extend this Letter of Support to Mount Olive Development Corporation (MODCO) in their favor to receive funding from the City of Fort Lauderdale for HOPWA Grant Funding & Support Service.

My offices here and in Tallahassee have worked closely with MODCO to assist the community and provide services to individuals that are infected and affected by the HIV/AIDS virus. Although statistics show a promising decrease in cases, there is still more work to do. MODCO is highly valued and well respected throughout Broward County.

The Mount Olive Development Corporation has proven to be a solid and exemplary pillar in our community and I believe it is imperative for MODCO to continue to offer its services to those in need.

Thank you for considering their grant application.

A handwritten signature in black ink, appearing to read "Bobby B. DuBose".

The Honorable Bobby B. DuBose
Florida State Representative
District 94

Collaborative Linkage Agreement

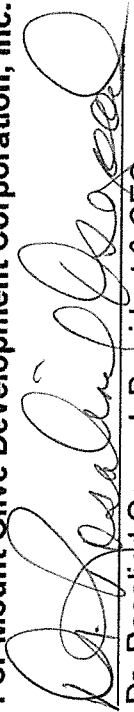
**Mount Olive Development Corporation (MODCO) and AIDS Healthcare Foundation
May 1, 2015 – April 30, 2018**

Issue	Points of Agreement
<p>Statement of an agreement to collaborate and for what purpose.</p> <p>What are the goals of the collaborative effort?</p> <p>Description of each collaborating agency.</p>	<p>Mount Olive Development Corporation (MODCO) and AIDS Healthcare Foundation are pleased to enter into a collaborative agreement to provide services to individuals living in Broward County.</p> <p>This agreement is initiated with the intent that the expertise of each agency will be combined to benefit those seeking services in order to ensure a high level of service delivery and continuum of care.</p> <p>Mount Olive Development Corporation (MODCO) is a Faith-Based Community Development Corporation whose mission is to revitalize low and moderate income communities by providing strategic programs that promote economic development, create jobs and focus on strengthening families through Public Services, Affordable Housing, and Entrepreneurial Ventures with a focus on providing services to individuals living with HIV/AIDS.</p> <p>AIDS Healthcare Foundation is a private, not-for-profit corporation dedicated to providing advocacy and medicine to persons living with HIV/AIDS (PLWHA) regardless of ability to pay. AHF operates a highly collaborative and multidisciplinary client-centered care for improved client health outcomes. AHF is engaged within Broward County's coordinated service delivery, comprehensive scopes of service and client-centered approaches for PLWHA managed care programs, lifesaving medical outpatient treatment and pharmacy services. AHF also provides a variety of services that aim to reduce HIV infections, including a robust testing program and linkage-to-care program, which is described below. AHF is a recipient of numerous grants from both the Florida Department of Health and Florida's various Ryan White eligible metropolitan areas (EMAs).</p>
<p>Full name and address of each agency.</p>	

<p>Issue</p>	<p>Points of Agreement</p> <p>Mount Olive Development Corporation (MODCO) Administrative Office 401 N.W. 9th Avenue Fort Lauderdale, FL 33311 Tel: 954-767-9919</p> <p>Dr. Mack King Carter Enrichment Center Housing and Case Management Office 1530 N.W. 6th Street Ft. Lauderdale, Florida 33311 Tel: 954- 764-6488</p> <p>AIDS Healthcare Foundation (AHF) Southern Bureau Headquarters 700 SE 3rd Ave 4th Floor Ft. Lauderdale, FL 33316 Tel: 954-522-3132</p>
<p>Statement of the goods and services that each collaborating agency is willing to exchange.</p>	<p>MODCO services include but are not limited to:</p> <ul style="list-style-type: none"> • HIV Counseling and Testing • Housing Case Management • HOPWA Project Based Rental Assistance • Affordable Housing <p>AIDS Healthcare Foundation</p> <ul style="list-style-type: none"> • One on one guidance and support • Assist with registration paperwork • Partner and Confirmatory testing • Immediately schedule appointments for the client's 1st two appointments • Treatment and care, regardless of the ability to pay
<p>Contact Person</p>	

Issue	Points of Agreement
	<p>Mount Olive Development Corporation Dr. Rosalind Osgood, President and CEO Phone: (954) 767-9919 FAX: 522-2423</p> <p>Sharon L. Bryant, Director of Operations Phone: (954) 764-6488 FAX: (954) 525-2235</p> <p>AIDS Healthcare Foundation Jason King, Advocacy and Legislative Affairs Manager Phone (954) 522-3132 ext 3267 FAX (954) 522-3260</p> <p>Michelle Morgan, Associate Director Linkage to Care Phone (954) 734-5465 FAX (954) 522-3260</p>
Statement of responsibilities related to confidentiality.	Each agency's policies and procedures regarding confidentiality will be applicable to the other for the purpose of this agreement. By virtue of this agreement both parties agree to uphold the other's confidentiality policies, defaulting to the most stringent, including HIPPA privacy practices, where applicable. All referrals and communications must be supported by a consent to release confidential information.
Statement of non-discrimination	All services will be applied uniformly and without to regards to race, sex, color, national origin, religion or disability, recognizing target population eligibility standards for programs including Minority AIDS Initiative program for services
Public Records	Both Parties will comply with Chapter 119, Florida Statutes with regard to public records.
Indemnity	No element of this agreement will be construed to imply any form of financial obligation or liability, nor to confer on one party the capacity to represent or act as an agency of the other. Both parties agree to hold the other harmless from all claims for injury to persons or damages to property caused or asserted to have been caused by the negligent act or omission of the other.

For Mount Olive Development Corporation, Inc.



Dr. Rosalind Osgood, President & CEO

Date Signed: 5/4/2015

For AIDS Healthcare Foundation



Michael Kahane, Bureau Chief

Date Signed: 5/2/15

TAB #50

“Not Applicable No Material”

TAB 51

“Not Applicable No Material”

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PART IV – TECHNICAL SPECIFICATIONS, Program Type Description	
A. Permanent Housing Placement (PHP) and Short Term Rent, Mortgage and Utilities (STRMU)	Tab 5: N/A
B. Facility Based (FAC)	Tab 6: N/A
C. Project Based Rent Assistance (PBR/PBRA)	Tab 7..... 023
D. Tenant Based Rent Voucher Assistance (TBRV/RBRA)	Tab 8: N/A
E. Housing Non-Housing Subsidy Case Management	Tab 9: N/A
F. Program Non-Housing Subsidy Legal Services	Tab 10: N/A
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PART IV – TECHNICAL SPECIFICATIONS: PROPOSAL

SUMMARY, Program Type Specific Requirements

A. Permanent Housing Placement (PHP) And Short Term Rent, Mortgage and Utilities (STRMU)	Tab 13: N/A
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E. Housing Non-Housing Subsidy Case Management	Tab 17: N/A
F. Program Non Housing Subsidy Legal Services	Tab 18: N/A

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