



GRACE Marketplace

**Report to the City Commission
June 5, 2014**

by,

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GRACE Marketplace



EXECUTIVE SUMMARY

- Received keys to campus afternoon of April 17th
- Moved onto campus and began arranging area to provide client services April 18th
- Providing direct client services on campus as of May 5th
- Services provided at least from 9:00 a.m. to 4:00 p.m. Monday – Friday through the balance of May. On many days, services at GRACE Marketplace extended well beyond 4:00 p.m. in order to accommodate the demand for services.
- Additionally, staff spend 2 days per week on the Bo Diddly Plaza accepting applications for bus passes and distributing completed passes.
- During May, 1,351 clients were served at GRACE Marketplace in the midst of movers and renovations.

GRACE Marketplace



GRACE Marketplace June 2014 Calendar of Events

Daily	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The activities below occur at the same time daily unless otherwise noted: Mon-Fri 7-8 Grab& Go Breakfast 8-9 Saturday Hot Breakfast 9:15-10:15 Sunday Hot Breakfast 7-7 Mail Pickup 7-6 Lending Library 8-6 Storage Mon-Fri 5:30-6:30 Dinner Sat & Sun 4:30-5:30 Dinner	June 1 2-4 Bethany Home Bible Study 3-4:30 NA Mtg 6-7 Elliot Ministries	June 2 9-4 Meridian 11:30-1:30 Family Endeavors SSVF 2-3:30 VA Outreach	June 3 8:30-11:30 Three Rivers 9-6 NCFCHH Case Mngr. 9-4 Meridian 10-12 PATH Outreach 11-2 VOA SSVF 4:30-7 The Kickstand	June 4 7-12 NCFCHH Case Manager 9-4 Meridian 9-1 BotM SNAP/ Medicaid Sign-up Assistance 9-1 SafeLink	June 5 8-3:30 NCFCHH Case Manager 9-4 Meridian 10-2 VOA SSVF 1-4 Three Rivers 4:30-7 The Kickstand	June 6 9-4 Meridian	June 7
	June 8 2-4 Bethany Home Bible Study 3-4:30 NA Mtg 6-7 Elliot Ministries	June 9 9-4 Meridian 9-11 Family Endeavors SSVF 2-3:30 VA Outreach	June 10 8:30-11:30 Three Rivers 9-6 NCFCHH Case Mngr. 9-4 Meridian 10-12 PATH Outreach 11-2 VOA SSVF 4:30-7 The Kickstand	June 11 7-12 NCFCHH Case Manager 9-4 Meridian 9-1 BotM SNAP/ Medicaid Sign-up Assistance 9-1 SafeLink	June 12 8-3:30 NCFCHH Case Manager 9-4 Meridian 9-1 Three Rivers 10-2 VOA SSVF 4:30-7 The Kickstand	June 13 9-4 Meridian	June 14
	June 15 2-4 Bethany Home Bible Study 3-4:30 NA Mtg 6-7 Elliot Ministries	June 16 9-4 Meridian 9-4 Jobs for Life 11:30-1:30 Family Endeavors SSVF 2-3:30 VA Outreach	June 17 8:30-11:30 Three Rivers 9-6 NCFCHH Case Manager 9-4 Meridian 9-4 Jobs for Life 10-12 PATH Outreach 11-2 VOA SSVF 4:30-7 The Kickstand	June 18 7-12 NCFCHH Case Manager 9-10 Coalition Mtg 9-4 Meridian 9-4 Jobs for Life 9-1 BotM SNAP/ Medicaid Sign-up Assistance 9-1 SafeLink	June 19 8-3:30 NCFCHH Case Manager 9-4 Meridian 9-4 Jobs for Life 9-1 Three Rivers 10-2 VOA SSVF 4:30-7 The Kickstand	June 20 9-4 Meridian	June 21
	June 22 2-4 Bethany Home Bible Study 3-4:30 NA Mtg 6-7 Elliot Ministries	June 23 9-4 Meridian 9-11 Family Endeavors SSVF 2-3:30 VA Outreach	June 24 8:30-11:30 Three Rivers 9-6 NCFCHH Case Manager 9-4 Meridian 10-12 PATH Outreach 11-2 VOA SSVF 4:30-7 The Kickstand	June 25 7-12 NCFCHH Case Manager 9-4 Meridian 9-1 BotM SNAP/ Medicaid Sign-up Assistance 9-1 SafeLink	June 26 8-3:30 NCFCHH Case Manager 9-4 Meridian 9-1 Three Rivers 10-2 VOA SSVF 4:30-7 The Kickstand	June 27 9-4 Meridian	June 28
	June 29 2-4 Bethany Home Bible Study 3-4:30 NA Mtg 6-7 Elliot Ministries	June 30 9-4 Meridian 11:30-1:30 Family Endeavors SSVF 2-3:30 VA Outreach					

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Financial Systems & Controls Update:

- o GRACE's books and records are now in Cash-Basis GAAP (Generally Accepted Accounting Principles)
- o Independent accounting and banking systems being implemented to obtain 100% transparency and to prevent co-mingling of funds
- o "Lean" Six Sigma methodology being used for systems development and documentation (our volunteer controller is a Certified Six Sigma "Black Belt")
- o ACCHH's Internal Audit function has started and is operating

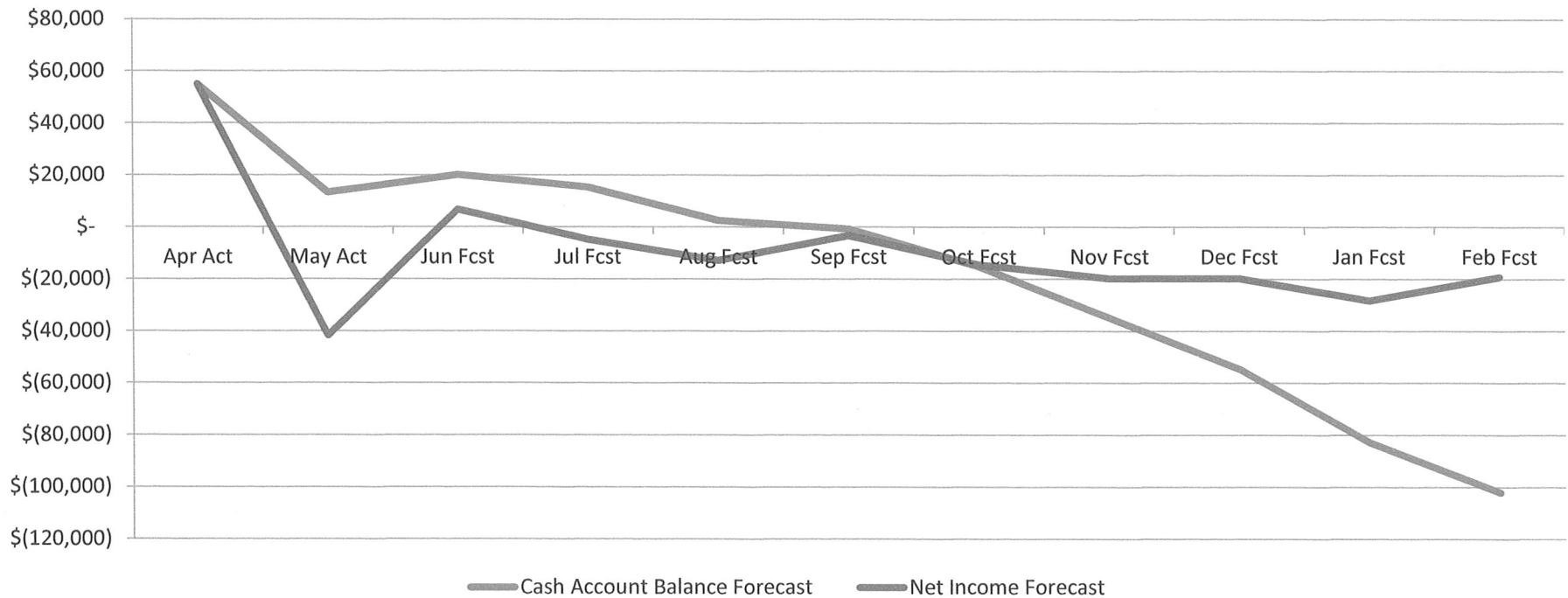
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Primary and Pertinent Issue:

Annualized, operating expenses for the services defined in the Service Agreement, at the facility provided, are projected to be +\$200K more than the \$308K funding provision (see Attachment #A for details)

FIGURE 1: Cash balance and Net Income Forecast



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ACCHH's Game Plan to Cover the +\$200K Shortfall:

- 1) Increase ACCHH's fundraising programs to "Maximum Effort" level, examples:
 - New motor donor program has received 4 vehicles to be sold in June
 - Planning underway for a thrift store to support the GRACE Marketplace
 - Planning underway for a "signature" fundraising event

- 2) Solicit use of facility Medical building offices to:
 - Offer office & workspace to local & regional charities and nonprofits to come to the GRACE Marketplace and offer their services,
 - Shared services offering reduces GRACE's operating costs
 - GRACE program gains rental revenues from renters

- 3) Maintain "lean" cost planning and cost control systems as needed to operate the GRACE Marketplace as efficiently as possible

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Request to the City Commission:

Modify the Service Agreement to Give ACCHH control of the offices in the Medical Building and give ACCHH the funds to make necessary repairs? (The State just approved \$300K for capital improvements at the facility.)

ACCHH Goals for the offices:

- 1) Attract more charities and nonprofits to the facility. Fact: multiple nonprofit organizations have asked for space at the GRACE Marketplace and have been turned away because there is no place to put them.

- 2) Fundraising for Sustainability. Get nonprofits who move to the GRACE Marketplace to pay rent or share in the costs of operating the facility.

- 3) Centralize Services for Homeless Persons for more cost effective delivery. Where multiple groups are providing services in different locations in Gainesville, working together at one location would be more cost effective for all, including the City of Gainesville.

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Current Medical Building Rental Assumptions:

3,600 SQ FT rental space at \$6/ft = \$1,800/month, 90% Leaseup in 3-6 months

Summary of ACCHH's Project Plan if City gives it control of the offices and Capital funding to address repairs (see detail in backup):

- 1) Develop a business plan and budget for leasing of the building - to produce a forecast of gross potential rents and a lease-up timeline
- 2) Produce and publish an RFP for the repairs needed to open and use the offices (Attachment A)
- 3) Produce and publish an RFP for a property management company to perform the leasing function
- 4) Form a committee to review the rental applications and determine rent and CAM concessions when/if appropriate
- 5) The Grand Opening Party

GRACE Marketplace Cash Flow

ATTACHMENT A

Apr & May Actuals/ Jun to Feb Forecast

As of June 4, 2014

(Unaudited)

			<u>2014</u>								<u>2015>>></u>	
	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	
	Act	Act	Fcst	Fcst	Fcst	Fcst	Fcst	Fcst	Fcst	Fcst	Fcst	
GRAPH DATA												
Cash Account Balance Forecast	\$ 55,108	\$ 13,397	\$ 20,185	\$ 15,410	\$ 2,584	\$ (691)	\$ (15,167)	\$ (34,887)	\$ (54,607)	\$ (82,878)	\$ (102,098)	
Net Income Forecast	\$ 55,108	\$ (41,710)	\$ 6,788	\$ (4,775)	\$ (12,826)	\$ (3,275)	\$ (14,476)	\$ (19,720)	\$ (19,720)	\$ (28,272)	\$ (19,220)	
INCOME STATEMENT												
Cash Sources												
City & County Grants - GRACE	\$ 80,092	\$ -	\$ 54,660	\$ 43,312	\$ 43,312	\$ 43,312	\$ 43,312	\$ 25,667	\$ 25,667	\$ 25,667	\$ 25,667	
HMIS	1,250	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	
Donations of Cash & Donation Sales	-	-	-	-	-	-	-	-	-	-	-	
Other	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	
Subtotal	\$ 81,367	\$ 1,175	\$ 55,835	\$ 44,487	\$ 44,487	\$ 44,487	\$ 44,487	\$ 26,842	\$ 26,842	\$ 26,842	\$ 26,842	
Cash Uses												
Facility Operations												
Utilities (GRU ROM)	\$ -	\$ -	\$ -	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,000	\$ 7,500	\$ 7,500	\$ 7,000	\$ 7,000	
Waste Disposal	-	252	252	252	252	252	252	252	252	252	252	
Pest	-	-	175	175	175	175	175	175	175	175	175	
Lawn Maint (gas & equipment)	-	-	300	300	300	300	100	100	100	100	100	
General Maint & Supplies	-	4,982	2,500	2,000	1,500	1,000	1,000	1,000	1,000	1,000	1,000	
Telephone & Internet	-	759	865	865	865	865	865	865	865	865	865	
Office Cleaning & Minor Maint	-	1,208	100	100	100	100	100	100	100	100	100	
Laundry Room Equipment	-	-	900	50	50	50	50	50	50	50	50	
Travel	576	374	250	250	250	250	250	250	250	250	250	
Staff Development Training	-	150	150	150	150	150	3,000	150	150	150	150	
Temporary Cold Shelter	-	-	-	-	-	-	-	-	-	-	-	
Misc	<u>452</u>	<u>395</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Subtotal	\$ 1,029	\$ 8,121	\$ 5,492	\$ 12,642	\$ 12,142	\$ 11,642	\$ 13,792	\$ 10,442	\$ 10,442	\$ 9,942	\$ 9,942	

Meal Services (ROM)	\$ -	\$ 130	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Staff					5x		5x				5x	
ACCHH Salaries & expenses (excl ED)	\$ 11,559	\$ 17,786	\$ 26,255	\$ 30,255	\$ 39,307	\$ 30,255	\$ 39,307	\$ 30,255	\$ 30,255	\$ 30,255	\$ 39,307	\$ 30,255
Placeholder	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$ 11,559	\$ 17,786	\$ 26,255	\$ 30,255	\$ 39,307	\$ 30,255	\$ 39,307	\$ 30,255	\$ 30,255	\$ 30,255	\$ 39,307	\$ 30,255
Vehicles												
Insurance	\$ -	\$ -	\$ 107	\$ 107	\$ 107	\$ 107	\$ 107	\$ 107	\$ 107	\$ 107	\$ 107	\$ 107
Gas	-	64	500	500	500	500	500	500	500	500	500	500
Maintenance & Repairs	-	100	500	50	50	50	50	50	50	50	50	50
Placeholder	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$ -	\$ 164	\$ 1,107	\$ 657	\$ 657	\$ 657	\$ 657	\$ 657	\$ 657	\$ 657	\$ 657	\$ 657
General & Administrative												
Banking Fees	\$ 36	\$ 30	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Liability Insurance	4,321	-	2,157	2,157	2,157	2,157	2,157	2,157	2,157	2,157	2,157	2,157
Accounting fees (Audit)	-	-	-	-	-	-	-	-	-	-	-	-
Placeholder	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$ 4,357	\$ 30	\$ 2,207	\$ 2,207	\$ 2,207	\$ 2,207	\$ 2,207	\$ 2,207	\$ 2,207	\$ 2,207	\$ 2,207	\$ 2,207
Capital Improvements & Other												
Admin Bldg AC & Rehab	\$ -	\$ 11,213	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone cabling	7,372	3,686	5,986	-	-	-	-	-	-	-	-	-
Computers & Software	1,943	1,755	1,000	500	-	-	-	-	-	-	-	-
Placeholder	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$ 9,315	\$ 16,654	\$ 10,986	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total \$ Uses	\$ 26,259	\$ 42,885	\$ 49,047	\$ 49,262	\$ 57,313	\$ 47,762	\$ 58,963	\$ 46,562	\$ 46,562	\$ 55,113	\$ 46,062	
Net Cash Flows	\$ 55,108	\$ (41,710)	\$ 6,788	\$ (4,775)	\$ (12,826)	\$ (3,275)	\$ (14,476)	\$ (19,720)	\$ (19,720)	\$ (28,272)	\$ (19,220)	

GRACE Marketplace



BACKUP

Cost Estimate to Open Offices

- 1.MECHANICAL:
 - M1. North and South Goodman units are operational. Service needed and included.
 - M2. Replace 5 ton Carrier System. It is flat (no freon), an R-22 system, and rotted out, maybe can be repaired...replacement is in this estimate.
- 2.ELECTRCAL:
 - E1. Supply and install missing light covers, replace bad ballasts and bulbs, clean existing light covers.
 - E2. Replace non-working receptacles/GFCI's. Wiring issues apply to contingency.
 - E3. Terminate middle-of-floor stub-ups for electrical and mechanical services in 2ea. Locations. Provide floor access plates for these future services.
- 3.PLUMBING:
 - P1. Repair/ replace hot water heater. This estimate includes replacing corroded input line and repairing non-working heaters (one of five operational).
 - P2. Replace existing corroded sink faucets, P-Traps, and water supply lines.
 - P3. Toilet Flush-valve repair/replacements.
 - P4. Water fountain cooling compressors—leave as-is.
- 4.CONSTRUCTION:
 - C1. Retro 2ea. Bathrooms to ADA compliance. Need to identify which ones assumed.
 - C2. Repair inoperatable windows/ replace missing screens.
 - C3. Suspended ceiling repair.
 - C4. Super-clean of bathrooms, windows, cabinets, carpets, and VCT tile strip and wax.
- **TOTAL: \$20,338**