

<p><b>DELIVER TO:</b>  City of Fort Pierce  100 North U.S. #1  Fort Pierce, FL 34950</p> <p><b>MAIL TO:</b>  City of Fort Pierce Procurement Dept.  P.O. Box 1480  Fort Pierce, FL 34954-1480</p>	<p align="center"><b>REQUEST  FOR  PROPOSALS</b></p> <p align="center">and</p> <p align="center"><b>PROPOSER  ACKNOWLEDGMENT</b></p>
<p>Contact: Gelencia Carter, 772-467-3748</p>	<p>RFP No: 2018-049</p>
<p>Mandatory Pre-Bid Conference Date:  N/A</p>	<p>RFP Title: SALE OR LEASE OF SURPLUS  PROPERTY – 505 NORTH 7<sup>TH</sup> STREET</p>
<p>Mandatory Pre-Bid Location:  N/A</p>	<p>RFP Opening Location:  City of Ft. Pierce Procurement Dept.  100 North U.S. #1, 1st Floor  Ft. Pierce, Florida 34950</p>
<p>RFP Due Date &amp; Time:  3:00 PM, THURSDAY, AUGUST 23, 2018</p>	<p>If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact this department as soon as possible.</p>
<p>Proposer Name: <u>WE LEAP INC.</u>  <u>% Gwendolyn McLeod</u></p> <p>Mailing Address:  <u>PO Box 3852</u>  <u>Fort Pierce FL</u>  <u>34948</u></p>	<p><i>I hereby certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this proposal for the proposer.</i></p> <p align="center">X <u>Gwendolyn McLeod</u>  Authorized Signature (Manual)</p>
<p>City, State, Zip Code:</p>	<p>Typed or Printed Name: <u>Gwendolyn McLeod</u></p>
<p>Type of Entity (Circle One):  <input checked="" type="radio"/> Corporation <input type="radio"/> Partnership <input type="radio"/> Proprietorship</p>	<p>Title: <u>CEO</u></p>
<p>Incorporated in the State of: <u>FL.</u> Year: <u>2014</u></p>	<p>Delivery in _____ days, ARO</p>
<p>Phone Number: <u>772-940-1632</u></p>	<p>Payment Terms: Net 30 Days</p>
<p>Fax Number:</p>	<p>FEIN or SS Number: <u>47-1211755</u></p>
<p>E-Mail Address: <u>We_LEAP@Comcast.net</u></p>	<p>Local Business: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N MWBE: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p>
<p>Bid Security is attached, when required, in the amount of \$ <u>NO BID</u>  F.O.B. DESTINATION</p>	<p>If returning as a "No Bid" state reason:  <u>LEASE OF Property Non Profit</u></p>
<p align="center"><b>THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR BID</b></p>	

August 7, 2018



CITY FORT PIERCE

SALE OR LEASE OF SURPLUS PROPERTY – 505 NORTH 7<sup>TH</sup> STREET

RFP NO. 2018-049

ADDENDUM NO. 1

The purpose of this addendum is to schedule a site-visit, provide modifications and clarifications to the specification, and to include the property appraisal.

SITE-VISIT

All potential bidders are encouraged to attend in order to become familiar with the site conditions. Attendance is optional.

The site-visit will take place:

**10:00AM – 12:00PM, MONDAY, AUGUST 13, 2018**

MODIFICATIONS/CLARIFICATIONS TO SPECIFICATIONS

- 1. **QUESTIONS:** Is this a residential or commercial property?  
**ANSWERS:** The property was last used for a day care but has a residential zoning of R4.
  
- 2. **QUESTIONS:** Do you know the sale price?  
**ANSWERS:** The City Commission typically entertains offers within 10% of the purchase price. Please see the Appraisal information.

All other conditions of this bid remain the same.

Please acknowledge receipt of this addendum and include it with your submittal.

Signature: Gwendolyn McLeod  
Manual

Signature: Gwendolyn McLeod  
Typed or Printed

Company Name: WE LEAP INC.

Address: PO Box 3852  
Fort Pierce FL 34948

Date: 8/29/2018

/gc

Attachments: Property Appraisal

August 16, 2018



CITY FORT PIERCE

SALE OR LEASE OF SURPLUS PROPERTY – 505 NORTH 7<sup>TH</sup> STREET

RFP NO. 2018-049

ADDENDUM NO. 2

The purpose of this addendum is to schedule second (2<sup>nd</sup>) and final site-visit. All potential bidders are encouraged to attend in order to become familiar with the site conditions. Attendance is optional.

The site-visit will take place:

**10:00AM – 11:00AM, MONDAY, AUGUST 20, 2018**

All other conditions of this bid remain the same.

Please acknowledge receipt of this addendum and include it with your submittal.

Signature: Gwendolyn McLeod  
Manual

Signature: Gwendolyn McLeod  
Typed or Printed

Company Name: WE LEAP INC.

Address: PO BOX 3852  
FORT PIERCE FL 34948

Date: 8/24/18

/gc

ATTACHMENT A  
PROPERTY NARRATIVE



PROPOSAL RESPONSE FORM

505 North 7<sup>th</sup> Street

Property Address

WE LEAP INC.

Print or Type Name of Buyer(s)

PO BOX 3852

Address (Street / City, State and Zip Code)

Fort Pierce FL 34948

772-940-1632

Area Code and Telephone Number

Proposed Use of Property:

The proposed use of the property is to establish a women and children shelter in the city of Fort Pierce. The shelter will meet a much needed place of refuge for individuals that have been displaced or made homeless as a result of domestic violence, or financial hardship. The shelter will serve initially up to 20 families

(Use additional sheets, if necessary)

Proposed Property Improvements:

The proposed property improvements will include, Revitalization and restoration of the building to make it inhabital for residential use of adults and children. Industrial Kitchen, Communal Showers/ Restrooms, Interior/Exterior Paint, Privacy Fence, Window and Door Replacements, Upgrade Lighting fixtures, Flooring, Cooling System, Landscaping and parking lot revitalization

(Use additional sheets, if necessary)

Timetable for Making Improvements: Phase 1 - Target Date of occupation of space 9-15

Timetable for Making improvements will be made in several phases through various funding sources. Phase 1 will consist of completing any and all repairs or renovations required to make the building inhabital, and safe for occupants. Kitchen, Restrooms, and facility roofing, windows, doors and floors will be part of phase 1. Also ensuring proper cooling and ventilation and fencing/curtain is in place to secure the building.

(Use additional sheets, if necessary)

**PROPERTY NARRATIVE**



**505 North 7<sup>th</sup> Street**

Property Address

**Proposed Job Creation:**

The proposed job creation will consist of employment of 2 to 4 staff to oversee the operation of a 24-hour Women and Children shelter. Jobs will consist of both part-time and full-time positions. Positions held may include administration, shelter residential workers, childcare, cook, care managers, counselors, and facility upkeep of grounds. The shelter will utilize community volunteers.

(Use additional sheets, if necessary)

**Business Plan (attachment):**

The organization business plan is attached.

(Use additional sheets, if necessary)

**Financial Plan (attachment):**

The organization financial plan is attached.

(Use additional sheets, if necessary)

**Exceptions to Request for Proposal (attachment):**

(Use additional sheets, if necessary)

Gwendolyn McKeed  
Signature of Buyer(s)

8/23/2018  
Date

**OFFER TO PURCHASE/BID FORM**  
**RFP NO. 2018-049**



WE LEAP INC. herein called the Buyer(s), hereby offer(s) and agree(s) to purchase from the City of Fort Pierce, a Municipal Corporation, hereinafter called the City, at the price subject to the terms, conditions, reservations, restrictions, and covenants herein stated, (see attachment(s)), and easements, encumbrances and other matters of record, and to all zoning, building or other Laws or Ordinances, the following described property.

In order to constitute an acceptable offer to purchase (bid), all information requested below must be provided. The form must be submitted in triplicate in a sealed envelope bearing on the outside the name of the bidder, its address, and **RFP No. 2018-049, Sale or Lease of Surplus Property – 505 North 7<sup>th</sup> Street.**

Name of Bidder: WE LEAP INC  
 Address of Bidder: PO BOX 3852  
 City, State, Zip: Fort Pierce FL 34942  
 Telephone Number: 772-940-1632  
 Fax Number: 772-468-1357 Email Address: WE\_LEAP@Comcast.net

ADDRESS	OFFERED BID AMOUNT	5% BID SECURITY AMOUNT
505 North 7 <sup>th</sup> Street	\$ <u>NO BID</u>	\$ <u>0</u>

**BIDDER'S ACKNOWLEDGEMENT**

The Bidder understands that information contained in this Bid Form is to be relied upon by the City of Fort Pierce and Fort Pierce Development Agency in awarding the specified Bid, and such information is warranted by the Bidder to be true. Bidder understands that the City/Agency has the right to verify the information submitted and to seek any additional information relating to the Bidder's qualifications. The discovery of any misstatement, which, in the sole opinion of the City/Agency, materially affects the Bidder's qualifications to perform, shall cause the rejection of the Bid, and if after the award, to cancel the sale of agreement.

Gwendolyn McLeod  
 Bidder of Authorized Representative  
Gwendolyn McLeod  
 Typed Name  
8/23/2018  
 Date

# PROPOSAL TO LEASE

## TAB A - Proposed Use of Property

# PROPOSAL TO LEASE

## Proposed Use of Property

The proposed use of the property located at 505 N. is to establish a women and children shelter in the City of Ft. Pierce. The shelter will provide a much-needed place of refuge for women and their children that have been displaced as a result of domestic abuse or financial hardship. The 24 hour shelter will initially seek to serve and support up to 20 families and will increase as the project funding capacity grows. Although we are a small grass roots organization, WE LEAP INC. has made tremendous progress in making the required steps in increasing awareness of the need of such shelter in our community here in the City of Fort Pierce. Our organization has gained support from various organizations in support of the project, which we believe will be a part of helping to sustain the project. The proposed property is ideal for such shelter since it is near the transportation line, St. Lucie County Health department, St. Lucie County Clerk of Court and Court House, Fort Pierce Police Department, Fort Pierce Fire Station, and other social services agencies including the Department of Children and Families, and Child Support offices.

# PROPOSAL TO LEASE

TAB B- Proposed Property Improvement

# PROPOSAL TO LEASE

## Proposed Property Improvements

The proposed property improvements will include, the revitalization and restoration of the building to bring it up to code enforcement regulations to make it inhabitable and ready for residential use. The primary improvements will include upgrade and repair of facility floors, stairs, windows and doors, kitchen renovations, and bathroom upgrade to provide adult size toilets and four to six communal shower stalls.

Interior and exterior paint, lighting fixtures, Cooling and Heating upgrades, Landscaping and parking lot revitalization will also be apart of the proposed property project improvements. We will be seeking community support and assistance to donate money, labor and materials towards the shelter revitalization project.

# PROPOSAL TO LEASE

## Section A- Target Date for Occupation of Space

# PROPOSAL TO LEASE

## Target Date for Occupation of Space

The time table for making these mentioned improvements on the proposed property will be broken down into phases with phase one consisting of the primary items identified as required items to make the building inhabitable and safe for residents as the initial starting point. Without knowing exactly what those things are it is difficult for us to provide an accurate targeted date for occupation of space. However, we are anticipating that with community support, grants, and other financial sponsors we will be able to secure enough funds and support to complete the required items for phase 1, for a target date for occupation of the space within 9 to 12 months of lease approval.

Examples of known repairs that will be required for building to become inhabital

Phase 1 – Renovation and Repairs to include Kitchen, Restrooms and showers, walls, flooring, windows, doors, interior paint, electrical outlets and light fixtures, security entry /exit panel, and cooling system

Phase 2- Exterior paint, parking lot revitalization, landscaping, privacy fence, etc.

# PROPOSAL TO LEASE

## HOUSING ELEMENT GOALS, OBJECTIVES, AND POLICIES

Goal 6 Maintain and enhance the supply of decent, safe, energy efficient and affordable housing and maximize viable options and opportunities for present and future residents of the City of Fort Pierce.

6.1 Objective: The City of Fort Pierce shall provide for adequate and affordable housing for existing and future residents and households including households with special housing needs and rural and farmworker households.

6.6.3 Policy: The City shall continue to support the Community Redevelopment Agency's administration of the Neighborhood Revitalization Strategy and strategic use of CDBG funds.

6.6.4 Policy: The City shall create a dedicated funding source to undertake physical upgrades to existing public housing units to improve the living conditions of residents.

6.6.5 Policy: Pursue a multifaceted program between local government, non-profit organizations, and neighborhood organizations in order to improve and maintain neighborhoods.

6.6.6 Policy Continue the Neighborhood Enhancement Action Team and other neighborhood planning programs that combine relevant City departments to address multiple issues in the Fort Pierce community.

## **PROPOSAL TO LEASE**

How the lease would further the goals of the City's comprehensive plan.

The women and children shelter would further the goal of the City of Ft. Pierce comprehensive plan in that it will fulfill some of the main objectives which are to protect, improve and promote the quality of the City of Fort Pierce.

Our population and the needs of our community have grown. By partnering with community organizations and supporting the women and children shelter project the City of Fort Pierce will be responding to the changing needs and values of the community, both in the natural and built environments, and thus will be actively continuing to create opportunities to realize this community's desired vision of the future.

The City of Fort Pierce has very little shelters to assist those who have fallen through the cracks and have succumb to homelessness. Due to lack of affordable housing or lack of sustainable employment in our area. Many single women and their children are struggling. This project will help serve a special need that is increasing in our community.

# PROPOSAL TO LEASE

## Proposed Use of Property

The proposed use of the property located at 505 N. is to establish a women and children shelter in the City of Ft. Pierce. The shelter will provide a much-needed place of refuge for women and their children that have been displaced as a result of domestic abuse or financial hardship. The 24 hour shelter will initially seek to serve and support up to 20 families and will increase as the project funding capacity grows. Although we are a small grass roots organization, WE LEAP INC. has made tremendous progress in making the required steps in increasing awareness of the need of such shelter in our community here in the City of Fort Pierce. Our organization has gained support from various organizations in support of the project, which we believe will be a part of helping to sustain the project. The proposed property is ideal for such shelter since it is near the transportation line, St. Lucie County Health department, St. Lucie County Clerk of Court and Court House, Fort Pierce Police Department, Fort Pierce Fire Station, and other social services agencies including the Department of Children and Families, and Child Support offices.

# **PROPOSAL TO LEASE**

**TAB C- Business Plan Attached**

# Executive Summary

## Opportunity

### Problem

WE LEAP INC. is a 501c3 not for profit domestic violence awareness and outreach organization founded by Gwendolyn McLeod in February 2015 in St. Lucie County, FL. For the past four years the organization has provided prevention and intervention information and education to community residents that promote healthy relationships and bring a greater awareness to the issue of domestic violence and abuse to those residing in St. Lucie, Indian River and Martin County. WE LEAP INC.'s is located in the City of Fort Pierce and helps victims of domestic violence from various parts of the Treasure Coast. St. Lucie County does not currently have a women and children shelter and as a result many women and children are living in a state of homelessness.

WE LEAP INC. has positioned itself as a reputable domestic violence awareness organization and Gwen McLeod realizes that the impact that the organization could make on the community would be greater once WE LEAP INC. obtains certified status as a domestic violence organization. WE LEAP is currently seeking to become a certified domestic violence organization. In order to be able to apply for certification the organization must secure and run a shelter for a minimum of 1 year and have provided services for a minimum of 18 months within the community.

WE LEAP is seeking to secure a building in Fort Pierce to bring a women and children shelter to St. Lucie County. The shelter will be used to help female victims of domestic abuse and displaced mothers and their children that are in need of short term temporary housing. There is currently on one Certified Domestic Violence Organization on the Treasure Coast that serves a tri county area. Bringing a centrally located shelter to St. Lucie County that is more accessible to victims in the tri county area would be more beneficial for Treasure Coast residents.

As a resident living on the Treasure Coast Gwen McLeod is grateful for all the organizations that have worked so diligently for many years to serve the needs of our communities. It is in this respect as the founder and director of WE LEAP INC. that

Gwen would like to express our interest in forming partnerships with other service providers in this community and surrounding communities on the Treasure Coast to bring a much needed facility to help Women in children in her in the city of Fort Pierce and on the Treasure Coast. WE LEAP INC. services complement the mission to support children and families, reduce the crime rate in targeted areas, and provide services to unidentified victims of domestic violence and abuse on the Treasure Coast.

The key problem is St. Lucie County is in desperate need of an emergency shelter. Whether it is as a result from natural disasters or economic crisis or relationship problems, a large percentage of homeless or displaced people who will not be needing services that long are placed into extended homelessness due the problem of not having an emergency shelter for support to assist during turbulent life transitions. In fact, shelters may be the most important first step of support, assessment and then placement into a new housing situation. For us to reduce and ultimately end homelessness we need everyone in our community to work together. That also means we all have to change the way we have we have been addressing the issue of housing, homelessness and displaced families within our community.

With the growth rate in St. Lucie County over the past few years not having an adequate mean of emergency sheltering to provide aid to families in need in the City of Fort Pierce is unacceptable. Emergency shelters are so very important and data shows that the majority of people experiencing homelessness or displacement do so temporally. Not only are there not currently very many temporary emergency shelters to meet the need of women or men in need of temporary sheltering, St. Lucie County is in need of an additional local shelter to serve victims fleeing domestic abuse and women in children in need of a safe place in general. Our shelter housing plan will serve a dual purpose. Our primary goal is to provide emergency housing, healing, and support for women and children affected by domestic violence, and sexual assault and exploitation through prevention and intervention services. The second purpose will be to help create a system to assist women and children in need of emergency temporary placement off the streets into a safe place so they can stabilize while in transition to permanent housing.

## **Solution**

The current proposal seeks funding to secure a long term lease on the land and building located at 505 N. 7th Street now currently unoccupied by WLI and use it as a community women and children shelter facility.

Project Objectives Goal To provide a safe therapeutic environment for women who are survivors of domestic violence to receive training, psycho social and legal support services. Having a shelter in the City of Fort Pierce will serve a dual purpose for this organization. One is to provide a resource for the community that will benefit of women in children in need of safe temporary housing and the other will allow WLI, the opportunity to meet the criteria of successful running a shelter in order to be able to apply for certification to become a certified domestic violence awareness center through the Florida Coalition of Domestic Violence.

Project Outcome and Outputs Outcome 1 As a result of being able to purchase its own facility, WLI will provide women who are survivors of domestic violence with a safe and secure shelter where they can recover from domestic violence.

Output 1 To secure a long term lease for the use of the land and building for WLI., with hopes of eventually being able to raise funds towards purchasing the property located at 505 N. 7th Street.

## **Market**

Ft. Pierce has the highest proportion of low income households, at 50 percent. Over 48,000 residents live below the poverty threshold, with poverty being the greatest issue in Ft. Pierce. The overall poverty in the 2010 Census was 17.6 percent, compared to 13.4 percent in 2000. Despite the drop in home prices, affordable housing is an issue for many residents, with 27 percent of household cost burdened by spending more than 30 percent of their income for housing. This is actually up from the 24 percent level in 2005. In terms of family stability, the divorce rate in St. Lucie County is lower than the state rate, and has held steady since 2005. However, the proportion of female-headed households, which can lead to less favorable outcomes for children, is higher than all three peer counties at 12.9 percent, up from 11 percent in 2000. Currently, 29 percent of female-headed households are living below the poverty level.

## Competition

The current alternatives to providing services specifically for Women and Children in need of safe housing include on the Treasure Coast include: Mary's Shelter which is located in Martin County. Mary's shelter are not an emergency shelter, however they do provide services to women 18 years of age or older who are pregnant with no other children in custody. The other vendors providing housing services to women and children is Safe Space. Safe Space is the only Certified Domestic Violence Center on the Treasure Coast. Safe Space has a Domestic Violence Shelter for women and children in an undisclosed location in Martin County. The shelter is only for Women Victims of Domestic Abuse and their children. Safe Space also have a supported living transitional home in Indian River County, for survivors of domestic violence with no dependent children. Safe Space has advocates in St. Lucie County however the organization does not have a shelter or provide housing services in St. Lucie County. This means that women with children in a domestic abuse situation in need of shelter that reside in both Indian River, and St. Lucie County have no other options for sheltering from an abuser unless they are able to commute to Martin County. There is currently no women and children shelter in the City of Fort Pierce that is able to meet the growing needs within our community.

## Why Us?

Charity starts at home and spreads abroad, however so does violence. The unique goal of our organization is to deal with the root causes of abuse and violence and also provide support to those who are living in unsafe situations.

For the past four years our community prevention outreach efforts have targeted both adults, teens and youth to help implement necessary skills for creating and maintaining healthy relationships. These skills promote appropriate conduct in relationships at home, school, workplace and community. Our focus is to provide participants with the knowledge, support and resources needed to break the cycle of derogatory, violent and abusive behaviors which produce dysfunctional relationships. We are on a mission to increase awareness in order to create a new cycle of healthy productive relationships in every area of life. Our concentrated outreach efforts which currently consist of :

- Support groups for Women

- Support groups for Men
- Safe Teens Dating Violence Prevention Program for youth and teens
- Victim Advocacy - providing safe confidential services to any victims of domestic violence who contact WE LEAP INC.
- Community Engagement through Awareness Events and Outreach Booths
- Community Resource and Referral

## Expectations

### Forecast

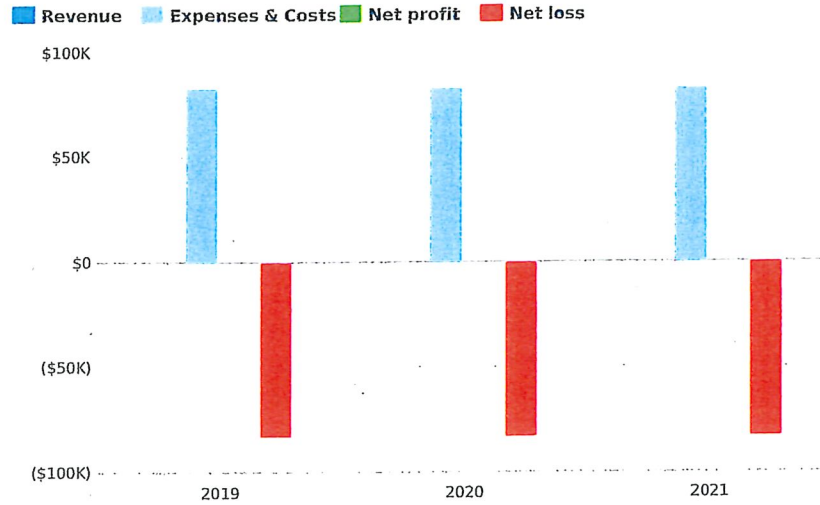
#### Services

WE LEAP INC Abundant Hope Shelter will be a confidential shelter that provides a healing environment for women and their children leaving a critical and often dangerous situation. The shelter will also give women survivors of abuse and their children the space to heal.

We know that survivors of domestic violence often need much more than a safe haven to work through the harmful effects of domestic violence. Our shelter staff will support our residents in rebuilding their lives through providing:

- Safety planning
- Supportive counseling and support groups
- Help building life skills
- Housing assistance
- Employment assistance
- Legal consultations
- Temporary childcare
- Case management
- Practical assistance
- Trauma Counselors
- Support Groups

## Financial Highlights by Year



## Financing Needed

# Opportunity

## Problem & Solution

### Problems Worth Solving

The key problem is St. Lucie County is in desperate need of an emergency shelter. Whether it is as a result from natural disasters or economic crisis or relationship problems, a large percentage of homeless or displaced people who will not be needing services that long are placed into extended homelessness due the problem of not having an emergency shelter for support to assist during turbulent life transitions. In fact, shelters may be the most important first step of support, assessment and then placement into a new housing situation. For us to reduce and ultimately end homelessness we need everyone in our community to work together. That also means we all have to change the way we have we have been addressing the issue of housing, homelessness and displaced families within our community.

With the growth rate in St. Lucie County over the past few years not having an adequate mean of emergency sheltering to provide aid to families in need in the City of Fort Pierce is unacceptable. Emergency shelters are so very important and data shows that the majority of people experiencing homelessness or displacement do so temporally. Not only are there not currently very many temporary emergency shelters to meet the need of women or men in need of temporary sheltering, St. Lucie County is in need of an additional local shelter to serve victims fleeing domestic abuse and women in children in need of a safe place in general. Our shelter housing plan will serve a dual purpose. Our primary goal is to provide emergency housing, healing, and support for women and children affected by domestic violence, and sexual assault and exploitation through prevention and intervention services. The second purpose will be to help create a system to assist women and children in need of emergency temporary placement off the streets into a safe place so they can stabilize while in transition to permanent housing.

## Our solutions

The current proposal seeks funding to secure a long term lease on the land and building located at 505 N. 7th Street now currently unoccupied to use it as a community women and children shelter facility.

Project Objectives Goal To provide a safe therapeutic environment for women who are survivors of domestic violence to :

- receive training, psycho social and legal support services
- provide a safe haven for women and their children in need of temporary housing as a result of financial hardship.
- For the organization to eventually apply for certification through the State of Florida to be recognized as a certified domestic violence organization

Project Outcome and Outputs Outcome 1 As a result of being able to purchase its own facility, WLI will provide women who are survivors of domestic violence with a safe and secure shelter where they can recover from domestic violence.

Output 1 To secure a long term lease for the use of the land and building for WLI, with hopes of eventually being able to raise funds towards purchasing the property.

Output 2 Campaign Project Proposal is for WLI To secure funding for the insurance and renovations required to make the building inhabitable.

Output 3 To secure funding for fees and any other costs associated with the leasing of the building to ensure WLI is the held name of WLI.

Outcome 2 During the leasing of the property WLI will work towards being able to purchase this property or its own facility. Once a long term lease is obtained WLI will be able to start the process of seeking funding so that the repairs and upgrades can be made to the building for it to be an appropriate shelter facility to continue to ensure for the benefit of clients and the sustainability of the organization.

Output 1 To consolidate upgrades and repairs that were made to the building to convert it to a shelter facility for the benefit of WLI as a capital asset to increase the overall financial standing of the organization

Output 2 To eventually be able to purchase the property reassess the value of the building and update accounting to include the purchased property as part of the assets and overall value of the organization.

Outcome 3 As a result of being able to purchase its own facility, WLI will be able to put in place more permanent rehabilitation and recovery services for clients without concern that items will have to be movable or temporary and will be able to make structural changes to benefit client recovery and safety.

Output 1 To facilitate reorganizing of services to establish more permanence for the facility and ensure a more therapeutic environment for women.

Output 2 To facilitate organizing of equipment and furniture to establish more permanence for the facility and ensure a more therapeutic environment for women.

Description of Program Activities: Emergency Shelter/Short-Term Accommodation: Emergency shelter facilities for women for up to three weeks with accommodation, meals. Life-skills and Personal Health and Care: Training on personal hygiene, life-skills, reproductive health. Counselling and Psycho-social support: Basic counselling for trauma caused from domestic violence and rudimentary behavioral modification therapy. Legal Information and Court Support: Basic information on obtaining protection orders, working with law enforcement, legal rights, rights over children, property and protection of human rights. Childcare: Provision of food, shelter, supervision for children accompanying women in the shelter. Permanent Living and Re-Integration: Helping women to reenter independent living and gainful employment. Public Awareness and Education: Educating women and the general public on preventing domestic violence and providing support and intervention to survivors. Skills Training: Providing basic job skill training to women at the shelter.

## Target Market

### Market Size & Segments

#### Women and Children:

##### The Market

Geography St. Lucie County, covering an area of 572 square miles, is north of Martin County, south of Indian River County, and east of Okeechobee County. The land mass includes a 20 mile stretch of beachfront on the Atlantic Ocean and waterfront real estate along the north fork of the St. Lucie River, and a stretch of the Indian River which separates Hutchinson Island, a barrier island, from the mainland. The county has five major communities, including Ft. Pierce, Port St. Lucie, St. Lucie Village, St. Lucie West, and Tradition. In addition, there is a large unincorporated area of the county west of Interstate 95 to the Okeechobee County line which is largely agricultural and farm land. Population In 2010, St. Lucie County had a population of 277,789 up from 260,590 residents in 2007.

**The population is expected to increase to over 350,000 by 2020.** The population included 16,418 infants and toddlers which is up from 4.1 percent in 2000 to 5.9 percent in 2010 (children under age 5), 68,795 children under age 19 up from 16.9 percent in 2000 to 24.8 percent in 2010, and 55,378 elders age 65 and older down from 22.6 percent in 2000 to 19.9 percent in 2010. Compared to the 2000 census, the number of whites is down from 79 percent to 72 percent in 2010, while blacks have increased from 15 percent to 19 percent during the same period. In addition, the Hispanic population has increased from 8 percent in 2000 to 16.6 percent in 2010. Income St. Lucie County's per capita income in 2010 was \$29,670 compared with \$22,664 in 2000. However, per capita income is still well below the state level of \$38,210 at only 78 percent of the state level. As a whole, 39 percent of households in the county are classified as low income.

Ft. Pierce has the highest proportion of low income households, at 50 percent. Over 48,000 residents live below the poverty threshold, with poverty being the greatest issue

in Ft. Pierce. The overall poverty in the 2010 Census was 17.6 percent, compared to 13.4 percent in 2000. Despite the drop in home prices, affordable housing is an issue for many residents, with 27 percent of household cost burdened by spending more than 30 percent of their income for housing. This is actually up from the 24 percent level in 2005. Family Stability In terms of family stability, the divorce rate in St. Lucie County is lower than the state rate, and has held steady since 2005. However, the proportion of female-headed households, which can lead to less favorable outcomes for children, is higher than all three peer counties at 12.9 percent, up from 11 percent in 2000. Currently, 29 percent of female-headed households are living below the poverty level.

According to the 2015 Annual Homeless Assessment Report, more than 154,000 families with children in the United States used a shelter at some point in 2015. While about one-third of all people experiencing homelessness are unsheltered on any given night, this share is much smaller among families with children. The vast majority of families who experienced homelessness in 2015 (90%) were in emergency shelters or transitional housing on a single night in January 2016. [1] For most of these families homelessness is an isolated episode, and they only stay in a shelter for a short period of time. [2] As of 2015, most homeless families with children (65.1%) took shelter in principal cities (the largest city in a metropolitan statistical area). However, between 2007 and 2015 the number of sheltered people in families with children increased by 38 percent in suburban and rural areas. [3] Families with children who experience homelessness are generally composed of a young mother with one or two children under the age of six. [4] While homeless mothers and children tend to be young and to have incomes substantially below the federal poverty level, [5] in many other respects they do not differ in significant ways from other low-income families who do not become homeless. Mothers in both groups are likely to experience comparable rates of mental health problems such as major depression or anxiety and Post-Traumatic Stress Disorder (which are elevated among low-income women relative to all women and typically go untreated). [6] Adults in both groups also have similarly low levels of education and work experience compared with national averages. [7] Both homeless and housed low-income mothers tend to have been exposed to conflict, trauma, and violence, [8] with one study indicating that more than 90 percent of mothers experiencing homelessness had endured "severe physical and sexual abuse, domestic violence, or random violence" — a rate found to be similar to that of other poor mothers. [9] While safety and confidentiality considerations make it difficult to count the number

of families who are in shelters because they are escaping domestic violence, nearly 20 percent of beds in family shelters have been set aside for survivors. [10]

Cited Sources: [1] Henry, Meghan, Rian Watt, Lily Rosenthal, and Azim Shivji. The 2016 Annual Homeless Assessment Report (AHAR) to Congress, Part 1: Point-in-Time Estimates of Homelessness. November 2016. U.S. Department of Housing and Urban Development.

[2] Culhane, Dennis P., Stephen Metraux, Jung Min Park, Maryanne Schretzman, and Jesse Valente. Testing a Typology of Family Homelessness Based on Patterns of Public Shelter Utilization in Four U.S. Jurisdictions: Implications for Policy and Program Planning. *Housing Policy Debate*. May 2007; 18(1).

[3] The 2015 Annual Homeless Assessment Report (AHAR) to Congress, Part 2: Estimates of Homelessness in the United States. October 2016. U.S. Department of Housing and Urban Development.

[4] The 2015 Annual Homeless Assessment Report (AHAR) to Congress, Part 2: Estimates of Homelessness in the United States. October 2016. U.S. Department of Housing and Urban Development.

[5] Gubits, Daniel et al. Family Options Study: Short-Term Impacts of Housing and Services Interventions for Homeless Families. July 2015. U.S. Department of Housing and Urban Development.

[6] There is some indication that mothers in families experiencing homelessness have higher rates of substance abuse than their housed peers, but levels are lower than for single adults experiencing homelessness. Rog, Debra J. and John C. Buckner. Homeless Families and Children. In *Toward Understanding Homelessness: The 2007 National Symposium on Homelessness Research*. Eds. Deborah Dennis, Gretchen Locke, and Jill Khadduri. September 2007. U.S. Department of Health and Human Services and U.S. Department of Housing and Urban Development; Bassuk, Ellen L., John C. Buckner, Jennifer N. Perloff, and Shari S. Bassuk. Prevalence of Mental Health and Substance Use Disorders Among Homeless and Low-Income Housed Mothers. *Am J Psychiatry*. 1998; 155: 1561-1564.

[7] Lowin, Aaron, Sinan Demirel, Sharon Estee, and Bari Schreiner. Homeless Families in Washington State: A Study of Families Helped by Shelters and Their Use of Welfare and Social Services. December 2001. Washington State Department of Social and Health Services Report No. 11.98; Shinn, Marybeth, et al. Predictors of Homelessness

Among Families in New York City: From Shelter Request to Housing Stability. American Journal of Public Health. November 1998; 88(11): 1651-1657. See also Culhane, Dennis P., Stephen Metraux, Jung Min Park, Maryanne Schretzman, and Jesse Valente. Testing a Typology of Family Homelessness Based on Patterns of Public Shelter Utilization in Four U.S. Jurisdictions: Implications for Policy and Program Planning. Housing Policy Debate. May 2007; 18(1).

[8] Rog, Debra J. and John C. Buckner. Homeless Families and Children. In Toward Understanding Homelessness: The 2007 National Symposium on Homelessness Research. Eds. Deborah Dennis, Gretchen Locke, and Jill Khadduri. September 2007. U.S. Department of Health and Human Services and U.S. Department of Housing and Urban Development.

[9] Bassuk, Ellen L., et al. The Characteristics and Needs of Sheltered Homeless and Low-Income Housed Mothers. American Journal of the American Medical Association. 1996; 276(8): 640-646, cited in Gubits, Daniel et al. Family Options Study: Short-Term Impacts of Housing and Services Interventions for Homeless Families. July 2015. U.S. Department of Housing and Urban Development; Browne, Angela and Shari S. Bassuk. Intimate Violence in the Lives of Homeless and Poor Housed Women: Prevalence and Patterns in an Ethnically Diverse Sample. American Journal of Orthopsychiatry. April 1997; 67(2): 261-278; Behavioral Health Among Adults in Families Experiencing Homelessness. Research Brief. Forthcoming. U.S. Department of Health and Human Services.

[10] The 2015 Annual Homeless Assessment Report (AHAR) to Congress, Part 2: Estimates of Homelessness in the United States. October 2016. U.S. Department of Housing and Urban Development.

## Competition

The current alternatives to providing services specifically for Women and Children in need of safe housing on the Treasure Coast include: Mary's Shelter which is located in Martin County. They are not an emergency shelter, however they do provide services to women 18 years of age or older who are pregnant with no other children in custody. The other vendors providing housing services to women and children is Safe Space. Safe Space is the only Certified Domestic Violence Center on the Treasure Coast. Safe Space has a Domestic Violence Shelter for women and children in an undisclosed location in Martin County. The shelter is only for Women Victims of Domestic Abuse and their children. Safe Space also have a supported living transitional home in Indian River County, for survivors of domestic violence with no dependent children. Safe Space has advocates in St. Lucie County however the organization does not have a shelter or provide housing services in St. Lucie County. This means that women with children in a domestic abuse situation in need of shelter that reside in both Indian River, and St. Lucie County have no other options for sheltering from an abuser unless they are able to commute to Martin County. There is no women and children shelter in the City of Fort Pierce that is able to meet the growing needs within our community.

Other non sheltering organizations providing assistance to women and children in St. Lucie County are experiencing similar circumstances when it comes to having a safe place for these women to go. Female victims of domestic violence or sexual assault, or those experiencing financial hardships that has led to homelessness is a growing concern in the City of Fort Pierce and for those we serve on the Treasure Coast.

## Execution

### Marketing & Sales

For the past 4 years WLI has put on its Purple Tie Event annual fundraiser to raise funds in support of the organizations programs, services and awareness outreach initiatives. Our motto is " Everyone Deserves A Healthy Relationship" WLI is currently expanding its fundraising base in other areas including special events to include annual teen dating violence awareness community 5K race, random raffle drawings, individual giving and sponsorship especially from local businesses. WLI currently promotes and attracts its donors and sponsors for the organizations programs, services and events through, physical and digital promotion, email newsletters, search engine optimization, social media outreach, and TV and radio commercials, and interviews. We will use these same outlets to increase awareness for support of the women and children shelter.

Since its inception in 2014, WLI has built partnerships with community stakeholders to facilitate its work and to provide a referral and assistance framework for women who are survivors of domestic violence. WLI has effective partnerships with the City of Fort Pierce Police Department, City of Port St. Lucie Police Department and with the St. Lucie County Sheriffs Department and other social services agencies to ensure that the clients with children are able to access any needed social services.

Through WLI continued collaborative efforts in the community our organization has branded itself as the lead awareness organization through promoting healthy relationships within our community through various awareness events centered around domestic abuse and teen dating abuse. We have established relationships that will be very instrumental in supporting our desire to bring a women and children shelter into our community. WLI, expects the local community to rally around this cause and support us through in kind donations ,local food suppliers and service providers in support of the shelter.

WLI believes bringing a Women and Children Shelter to Fort Pierce will provide a more central location for those in need of safe housing and that the shelter will be locally sourced by many organizations that would benefit from having the shelter here.

Collaboration with community partners is also how we have increased our band throughout the community. The Department of Juvenile Justice Faith Community Network, Council of Social Service Agencies and United Against Poverty also collaborates closely with WLI to provide access to life-skills training and networking opportunities with other organizations working with women and children, as well as technical capacity assistance for programs.

Indian River State College provides interns to WLI to assist with provision of services of community outreach and support groups and will also be very beneficial with the staffing of volunteers of a local shelter. Fort Pierce Woman Club, Boys and Girls Clubs, and many of the social services agencies and business have utilized the outreach services of the WLI organization.

Evaluation WLI has continued to improve its data collection and analysis of services provided. Measurement tools used for evaluation include evaluation forms when training's are carried out, client satisfaction surveys, collection of testimonials and feedback from clients, pre-tests and post-tests, observation tools and staff and volunteer appraisals. Formal program evaluations have been done in collaboration with university student volunteers and recommendations incorporated into current program implementation methodologies. WLI will continue these evaluation methods for our program and services and incorporate findings in our project report complete with pictures and financial reporting at the end of the project.

## **Operations**

### **Locations & Facilities**

The WLI, office is physically located in St. Lucie County. The organization is housed inside of the Multicultural Resource Center located at 302 N. 23rd Street in the City of Fort Pierce. The Multicultural Resource Center provides office space for WLI to use for administrative purposes and space to meet with clients and to host support groups. The facility does not provide shelter.

WLI is seeking a building that will be used as a women and children shelter that will provide:

- Office wing that is comprised of four offices and one restroom
- Kitchen/ Dining / Other with a fully functioning commercial grade kitchen
- Multipurpose room that can be used for various purposes
- Sleeping Quarters
- Childcare Classrooms

The ideal location will be close to public transportation, close proximity to law enforcement and social service agencies and health department.

### **Technology**

The proposed women and children shelter will have an automatic security gate, security cameras, and silent panic alarm. The center will also have a 24 hour telephone hotline center. Secured Wifi and password protected computer access for staff and residents use. Security digital keyed entry panels on shelter entrance and exits.

### **Equipment & Tools**

The women and shelter will need to have a privacy fence around the property to ensure client privacy and confidentiality.

# Company

## Overview

WE LEAP INC. is a 501c3 non profit organization, located in St. Lucie County. The organization is comprised of a volunteer board of directors and CEO. WLI, has been very instrumental in developing various advocacy and outreach events designed to increase awareness of domestic violence in the community within the 4 years of the organization being established. The organizations CEO and Founder Gwen McLeod, has been awarded the PNC. Bank Visionary Award in 2017, and The Department of Juvenile Justice Community Excellence Award. Gwen McLeod through WLI has spearheaded the movement to increase teen dating violence awareness in the community. In 2017 the City of Fort Pierce, the City of Port Saint Lucie, and the St. Lucie County Commission all agreed that education of youth about the dangers of unhealthy relationship is a priority. All three municipalities recognized the WLI outreach efforts and have put proclamations in place declaring February as Teen Dating Violence Awareness Month.

## Organization Leadership

### Management

Gwendolyn McLeod is the founder and executive director of the nonprofit 501c3 organization

WE LEAP INC. Gwen is an exceptional leader who was born, raised and educated in St. Lucie County. Mrs. McLeod obtained a Master's Degree in Organizational Learning and Leadership from Barry University and she has over 15 years of experience working with at risk children and families. She is a commissioned Notary Public in the State of Florida, with over Nine years of notary experience. Mrs. McLeod serves on the Board of Directors for the Woman's Club of Fort Pierce as a Vice president and has held the position of the Faith Representative on the Circuit 19 Advisory Board 2015-2016. Gwen is also a member of the 19th Circuit Victims Rights Coalition.

Mrs. McLeod professional background includes 3 years of employment with the Indian River County School District as a Behavior Specialist, seven years working for the State of Florida with the Department of Juvenile Justice as a Juvenile Probation Officer and also as a DCF Child Protective Investigator with the Department of Children and Families. Gwen is an entrepreneur and is the owner of Successful Solutions LLC., a business providing services on the Treasure Coast that include: Mobile Notary Services, Educational Advocacy Services, Support Coordination Services as well as Life Coaching Services for adults and teens.

We Leap Inc. provides free monthly empowerment and awareness sessions that promote healthy relationships for men, women and teens while increasing awareness of domestic and family abuse, and its impact on the community as a whole .

Gwen has developed a comprehensive network of personal and professional contacts with key community leaders. This will be instrumental in raising the profile of the Abundant Hope shelter within the community as well as having a significant impact on fundraising activities.

# Financial Plan

## Forecast

### Key assumptions

The women and children shelter is expecting to serve at least 20 families who are victims of Domestic Violence or are experiencing economic hardship that has led to homelessness during year one and then increase to serving 40 in year 2 and 60 in year 3.

Once the shelter is operational for a full year, We Leap will seek DVEC Certification. This will require setting up evidence-based practices for informing DVEC on particular prevention strategies that are making a positive difference in the lives of survivors. In addition, this data will allow for We Leap to secure sustainable state and federal funding by garnering support for proven programs.

### YEAR ONE:

The primary expenses in year one pertain to capital and operational costs of running a shelter. The average costs per person in the shelter will be \$ 2,500.00 in year one. For 20 individuals that equates to \$50,000.00

We Leap will need to be able to supply the basic necessities for those needing to reside in the shelter. In order to do that we will need to begin simulated DVEC training for case managers to be able to manage calls from DVEC with referrals for shelter from Domestic Violence victims. This will require 40 hour DVEC Certification for each advocate that covers shelter-based outcomes from how to take taking hotlines, care for shelter residents and proper case management of shelter residents.

Cost to cover communications and safety will be a central component to providing assistance in the shelter. Phones lines and wifi for security enabled cameras and a security gate with password provided access will be needed. Phone access will need to be provided 24 hours to process DVEC hotlines and to assist with case management of shelter residents.

In addition, DVEC shelter counselors will coordinate group advocacy.

We Leap will seek to secure food donations from local food pantries and hot meal kitchen sites to stock the kitchen for those coming into the shelter.

In our first two years, we are projecting \$ 365,856.00 in expenses and profits are unknown at the moment.

We expect shelter costs and salaries to be our two top expense. The first-year payroll costs will be minimal as Gwen McLeod will be doing most of the outreach. As things ramp up, we will bring on a couple of employees to help out. Fuel expenses should be minimal as we plan on leaving the van onsite and have minimal need to travel except to and from police stations for picking up prospective survivors.

We will have a modest outreach and advocacy budget — with much of our outreach being a continuation of presentations, literature and word of mouth and no-cost social media — as well as a small maintenance and repair budget for the van. The communications and shelters office equipment is new and shouldn't cost more than \$1,000 annually to maintain and repair for the first two years.

<u>Name/Position</u>	<u>Computation</u>
<u>Cost</u>	
Program Coordinator \$ 70,500	\$23,500 x 100% x 3 years
Advocate \$135,000	\$45,000 x 100% x 3 years
Administrative Assistant \$ 7,200	\$10/hr. x 20 hrs / month x 36 months

The Program Coordinator will coordinate the We Leap Program project by organizing regular coordinating meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all shelter activities.

The Advocate is a liaison with the law enforcement agency, the Program Coordinator and Shelter residents. She/he will dedicate 100% of their time to assisting with case

management of domestic violence, sexual assault, dating violence and stalking as well as safety planning and taking hotlines.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of \$10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

**TOTAL PERSONNEL: \$212,700**

Fringe Benefits - Fringe benefits are based on actual known costs. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>
<u>Cost</u>	
<u>Program Coordinator</u>	
Employer's FICA \$ 5,393	\$70,500 x 7.65%
Health Insurance \$ 4,315	\$70,500 x 6.12%
Workmen's Compensation \$ 705	\$70,500 x 1.00%
Unemployment Compensation \$ 353	\$70,500 x 0.50%
<u>Advocate</u>	

Employer's FICA                      \$135,000 x 7.65%  
     \$ 10,328

Health Insurance                      \$135,000 x 6.12%  
     \$ 8,262

Workmen's Compensation              \$135,000 x 1.00%  
     \$ 1,350

Unemployment Compensation      \$135,000 x 0.50%  
     \$ 675

Administrative Assistant

Employer's FICA                      \$ 7,200 x 7.65%  
     \$ 551

Health Insurance                      \$ 7,200 x 6.12%  
     \$ 441

Workmen's Compensation              \$ 7,200 x 1.00%  
     \$ 72

Unemployment Compensation \$ 7,200 x 0.50%  
     \$ 36

**TOTAL FRINGE BENEFITS:    \$32,481**

**TOTAL PERSONNEL AND FRINGE BENEFITS: \$245,181**

**Equipment**

Item	Computation
Cost (8) Video Cameras	\$750 x 8 cameras
\$6,000	

The video cameras will be used to monitor the shelter for safety.

**TOTAL EQUIPMENT: \$6,000**

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**Supplies**

<u>Supply Items</u>	<u>Computation</u>
<u>Cost</u>	
Office Supplies \$5,400	\$150/month x 36 months
(paper, computer discs, pens, etc.)	
Postage \$1,800	\$50/month x 36 months
75 Victim Assistance Kits \$1,875	\$25/kit x 75 kits

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

**TOTAL SUPPLIES: \$9,075**

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**Contracts**

WE LEAP INC Women and Children Shelter Business Plan

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<u>Item</u>	<u>Computation</u>
<u>Cost</u>	
Cell Phone Service \$ 2,700	\$ 75/month x 36 months
Vehicle Lease \$ 10,800	\$ 300/month x 36 months

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

A vehicle is needed for use by the Shelter Advocates, and other program staff to transport victims to and from the shelter, court, and other agencies and resources.

**TOTAL CONTRACTS :\$13,500**

**-----Other Costs**

<u>Description</u>	<u>Computation</u>
<u>Costs</u>	
Sexual Assault Training Manual \$ 625	\$ 25/manual x 25 manuals
Resource Manual \$ 1,875	\$ 25/manual x 75 manuals
Crisis Hotline \$ 2,700	\$ 75/month x 36 months
Brochures \$ 500	\$.25/brochure x 1,000 copies x 2 Titles
Rent \$54,000	\$1.50/sq. foot x 1,000 sq. feet x 36 months

Utilities	\$200/month x 36 months
\$ 7,200	
Housing Assistance	\$500/family x 12 families/year x 3 years
\$18,000	

The Sexual Assault Training manuals will be purchased from the National Coalition on Domestic Violence Education Center and will be used in conjunction with the on-site training that will be provided by the Program Coordinator.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, and stalking. Copies of the manual will be provided to all units of Advocates and to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the area do not have long distance service, and it is a long distance call for most of them to the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the first year.

The Victim Services Program will utilize the lease location as a safe house that is located in the local community. The house is used to provide temporary housing to victims of domestic violence and their minor children who are in need of a safe place to stay after fleeing an abusive situation.

The cost of utilities (i.e., gas, electric, and water service) is estimated to average \$400/month. The services are necessary to ensure that the house is suitable for occupancy.

Funds have been budgeted to provide transitional housing assistance to at least one victim of domestic violence, dating violence, sexual assault or stalking each month. Each victim and her dependents will receive up to \$500 to assist with rent and utility payments or security deposits.

**TOTAL OTHER COSTS: \$92,100**

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**Budget Category Amount**

**1. Personnel \$212,700**

**2. Fringe Benefits \$32,481**

**3. Equipment \$6,000**

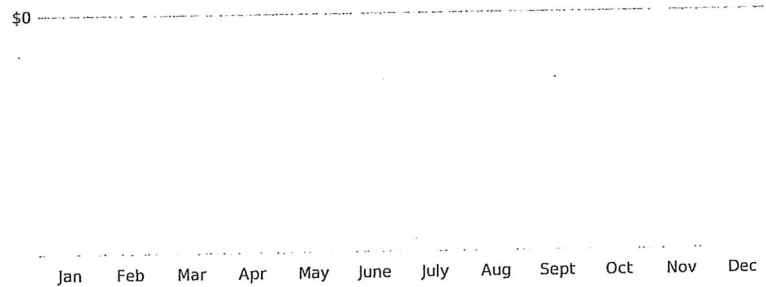
**4. Supplies \$9,075**

**5. Contracts \$13,500**

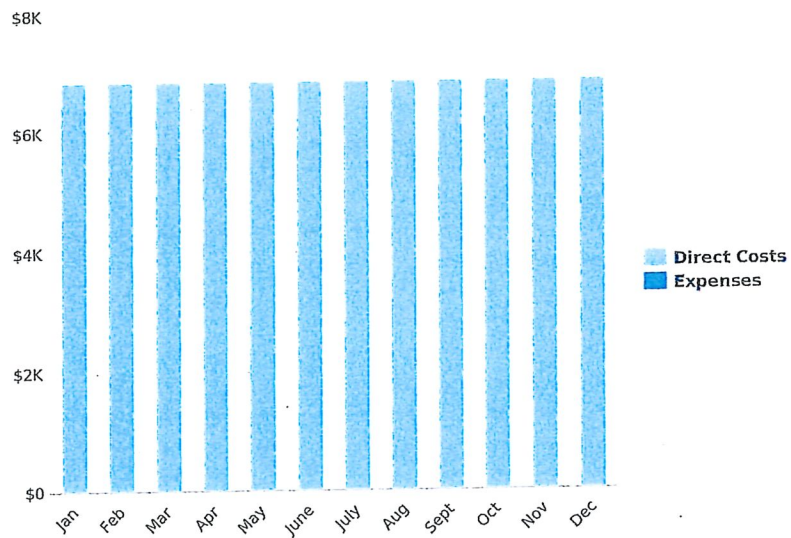
**6. Other Costs \$92,100**

**TOTAL PROJECT COSTS \$ 365,856.00**

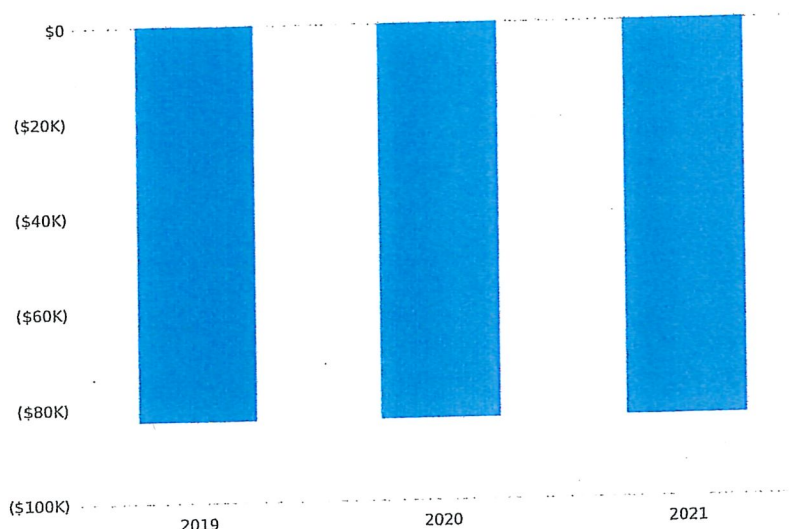
## Revenue by Month



## Expenses by Month



## Net Profit (or Loss) by Year



## Financing

Currently, We Leap's primary source of funding are through the online portal on the We Leap home page, donations and the Purple Tie Event in October. In 2016, the event brought in a total of \$8,000. In 2017, the event brought in \$12,000. We Leap anticipates another \$4,000 increase in this year's event.

We Leap is exploring various forms of possible funding sources such as the Mary Kay Foundation which has funded over 46 shelters in Florida in various locations.

In addition, the United States Department of Justice Office of Violence against Women also offers grants and formula funding to assist with training, outreach and legal support via the justice system that We Leap intends to explore further.

The National Coalition against Domestic Violence (NCADV) also issues grant monies for training and education for advocates which We Leap will pursue after operating the shelter for one year.

Finally, We Leap is continuously applying for grants via grants.gov, e-civic, instrumentL, Philanthropy Digest and through various local foundations.

## Statements

### Projected Profit and Loss

	2019	2020	2021
<b>Revenue</b>			
<b>Direct Costs</b>	\$82,500	\$82,500	\$82,500
Gross Margin	(\$82,500)	(\$82,500)	(\$82,500)
Gross Margin %			
<b>Operating Expenses</b>			
<b>Total Operating Expenses</b>			
<b>Operating Income</b>	(\$82,500)	(\$82,500)	(\$82,500)
Interest Incurred			
Depreciation and Amortization			
Income Taxes	\$0	\$0	\$0
<b>Total Expenses</b>	\$82,500	\$82,500	\$82,500
<b>Net Profit</b>	(\$82,500)	(\$82,500)	(\$82,500)
<b>Net Profit / Sales</b>			

## Projected Balance Sheet

	2019	2020	2021
Cash	(\$82,500)	(\$165,000)	(\$247,500)
Accounts Receivable			
Inventory			
Other Current Assets			
<b>Total Current Assets</b>	<b>(\$82,500)</b>	<b>(\$165,000)</b>	<b>(\$247,500)</b>
Long-Term Assets			
Accumulated Depreciation			
<b>Total Long-Term Assets</b>			
<b>Total Assets</b>	<b>(\$82,500)</b>	<b>(\$165,000)</b>	<b>(\$247,500)</b>
Accounts Payable	\$0	\$0	\$0
Income Taxes Payable	\$0	\$0	\$0
Sales Taxes Payable			
Short-Term Debt			
Prepaid Revenue			
<b>Total Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Long-Term Debt			
<b>Total Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Paid-In Capital			
Retained Earnings		(\$82,500)	(\$165,000)
Earnings	(\$82,500)	(\$82,500)	(\$82,500)
<b>Total Owner's Equity</b>	<b>(\$82,500)</b>	<b>(\$165,000)</b>	<b>(\$247,500)</b>
<b>Total Liabilities &amp; Equity</b>	<b>(\$82,500)</b>	<b>(\$165,000)</b>	<b>(\$247,500)</b>

## Projected Cash Flow Statement

	2019	2020	2021
<b>Net Cash Flow from Operations</b>			
Net Profit	(\$82,500)	(\$82,500)	(\$82,500)
Depreciation & Amortization			
Change in Accounts Receivable			
Change in Inventory			
Change in Accounts Payable	\$0	\$0	\$0
Change in Income Tax Payable	\$0	\$0	\$0
Change in Sales Tax Payable			
Change in Prepaid Revenue			
<b>Net Cash Flow from Operations</b>	<b>(\$82,500)</b>	<b>(\$82,500)</b>	<b>(\$82,500)</b>
<b>Investing &amp; Financing</b>			
Assets Purchased or Sold			
Investments Received			
Change in Long-Term Debt			
Change in Short-Term Debt			
Dividends & Distributions			
<b>Net Cash Flow from Investing &amp; Financing</b>			
Cash at Beginning of Period	\$0	(\$82,500)	(\$165,000)
Net Change in Cash	(\$82,500)	(\$82,500)	(\$82,500)
<b>Cash at End of Period</b>	<b>(\$82,500)</b>	<b>(\$165,000)</b>	<b>(\$247,500)</b>

# Appendix

## Profit and Loss Statement (With monthly detail)

2019	Jan '19	Feb '19	Mar '19	Apr '19	May '19	June '19	July '19	Aug '19	Sept '19	Oct '19	Nov '19	Dec '19
Total Revenue												
Total Direct Costs	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875
Gross Margin	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)
Gross Margin %												
Operating Expenses												
Operating Income	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)
Interest Incurred												
Depreciation and Amortization												
Income Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875	\$6,875
Net Profit	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)
Net Profit / Sales												

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## Women and Children Shelter

	2019	2020	2021
Total Revenue			
Total Direct Costs	\$82,500	\$82,500	\$82,500
Gross Margin	(\$82,500)	(\$82,500)	(\$82,500)
Gross Margin %			
Operating Expenses			
Operating Income	(\$82,500)	(\$82,500)	(\$82,500)
Interest Incurred			
Depreciation and Amortization			
Income Taxes	\$0	\$0	\$0
Total Expenses	\$82,500	\$82,500	\$82,500
Net Profit	(\$82,500)	(\$82,500)	(\$82,500)
Net Profit / Sales			

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Women and Children Shelter

Balance Sheet (With Monthly Detail)

2019	Jan '19	Feb '19	Mar '19	Apr '19	May '19	June '19	July '19	Aug '19	Sept '19	Oct '19	Nov '19	Dec '19
Cash	(\$6,875)	(\$13,750)	(\$20,625)	(\$27,500)	(\$34,375)	(\$41,250)	(\$48,125)	(\$55,000)	(\$61,875)	(\$68,750)	(\$75,625)	(\$82,500)
Accounts Receivable												
Inventory												
Other Current Assets												
<b>Total Current Assets</b>	<b>(\$6,875)</b>	<b>(\$13,750)</b>	<b>(\$20,625)</b>	<b>(\$27,500)</b>	<b>(\$34,375)</b>	<b>(\$41,250)</b>	<b>(\$48,125)</b>	<b>(\$55,000)</b>	<b>(\$61,875)</b>	<b>(\$68,750)</b>	<b>(\$75,625)</b>	<b>(\$82,500)</b>
Long-Term Assets												
Accumulated Depreciation												
<b>Total Long-Term Assets</b>												
<b>Total Assets</b>	<b>(\$6,875)</b>	<b>(\$13,750)</b>	<b>(\$20,625)</b>	<b>(\$27,500)</b>	<b>(\$34,375)</b>	<b>(\$41,250)</b>	<b>(\$48,125)</b>	<b>(\$55,000)</b>	<b>(\$61,875)</b>	<b>(\$68,750)</b>	<b>(\$75,625)</b>	<b>(\$82,500)</b>
Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Taxes Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sales Taxes Payable												
Short-Term Debt												
Prepaid Revenue												
<b>Total Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Long-Term Debt												
<b>Total Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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# Women and Children Shelter

	2019	2020	2021
Cash			
Accounts Receivable	(\$82,500)	(\$165,000)	(\$247,500)
Inventory			
Other Current Assets			
<b>Total Current Assets</b>	<b>(\$82,500)</b>	<b>(\$165,000)</b>	<b>(\$247,500)</b>
Long-Term Assets			
Accumulated Depreciation			
<b>Total Long-Term Assets</b>			
<b>Total Assets</b>	<b>(\$82,500)</b>	<b>(\$165,000)</b>	<b>(\$247,500)</b>
Accounts Payable	\$0	\$0	\$0
Income Taxes Payable	\$0	\$0	\$0
Sales Taxes Payable			
Short-Term Debt			
Prepaid Revenue			
<b>Total Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Long-Term Debt			
<b>Total Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Paid-In Capital			
Retained Earnings		(\$82,500)	(\$165,000)
Earnings	(\$82,500)	(\$82,500)	(\$82,500)
<b>Total Owner's Equity</b>	<b>(\$82,500)</b>	<b>(\$165,000)</b>	<b>(\$247,500)</b>
<b>Total Liabilities &amp; Equity</b>	<b>(\$82,500)</b>	<b>(\$165,000)</b>	<b>(\$247,500)</b>

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Women and Children Shelter

Cash Flow Statement (With Monthly Detail)

2019	Jan '19	Feb '19	Mar '19	Apr '19	May '19	June '19	July '19	Aug '19	Sept '19	Oct '19	Nov '19	Dec '19
Net Cash Flow from Operations												
Net Profit	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)
Depreciation & Amortization												
Change in Accounts Receivable												
Change in Inventory												
Change in Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Income Tax Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Sales Tax Payable												
Change in Prepaid Revenue												
Net Cash Flow from Operations	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)	(\$6,875)
Investing & Financing												
Assets Purchased or Sold												
Investments Received												
Change in Long-Term Debt												

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# Women and Children Shelter

	2019	2020	2021
<b>Net Cash Flow from Operations</b>			
Net Profit	(\$82,500)	(\$82,500)	(\$82,500)
Depreciation & Amortization			
Change in Accounts Receivable			
Change in Inventory	\$0	\$0	\$0
Change in Accounts Payable	\$0	\$0	\$0
Change in Income Tax Payable			
Change in Sales Tax Payable			
Change in Prepaid Revenue			
<b>Net Cash Flow from Operations</b>	<b>(\$82,500)</b>	<b>(\$82,500)</b>	<b>(\$82,500)</b>
<b>Investing &amp; Financing:</b>			
Assets Purchased or Sold			
Investments Received			
Change in Long-Term Debt			
Change in Short-Term Debt			
Dividends & Distributions			
<b>Net Cash Flow from Investing &amp; Financing</b>			
Cash at Beginning of Period	\$0	(\$82,500)	(\$165,000)
Net Change in Cash	(\$82,500)	(\$82,500)	(\$82,500)
<b>Cash at End of Period</b>	<b>(\$82,500)</b>	<b>(\$165,000)</b>	<b>(\$247,500)</b>

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# **PROPOSAL TO LEASE**

**TAB D- FINANCIAL PLAN ATTACHED**

## Financial Plan WE LEAP INC.

Once the shelter is operational for a full year, We Leap will seek DVEC Certification. This will require setting up evidence-based practices for informing DVEC on particular prevention strategies that are making a positive difference in the lives of survivors. In addition, this data will allow for We Leap to secure sustainable state and federal funding by garnering support for proven programs.

### YEAR ONE:

The primary expenses in year one pertain to capital and operational costs of running a shelter. The average costs per person in the shelter will be \$ 2,500.00 in year one. For 20 individuals that equates to \$50,000.00

We Leap will need to be able to supply the basic necessities for those needing to reside in the shelter. In order to do that we will need to begin simulated DVEC training for case managers to be able to manage calls from DVEC with referrals for shelter from Domestic Violence victims. This will require 40 hour DVEC Certification for each advocate that covers shelter-based outcomes from how to take taking hotlines, care for shelter residents and proper case management of shelter residents.

Cost to cover communications and safety will be a central component to providing assistance in the shelter. Phones lines and wifi for security enabled cameras and a security gate with password provided access will be needed. Phone access will need to be provided 24 hours to process DVEC hotlines and to assist with case management of shelter residents.

In addition, DVEC shelter counselors will coordinate group advocacy.

We Leap will seek to secure food donations from local food pantries and hot meal kitchen sites to stock the kitchen for those coming into the shelter.

In our first two years, we are projecting \$ 365,856.00 in expenses and profits are unknown at the moment.

We expect shelter costs and salaries to be our two top expense. The first-year payroll costs will be minimal as Gwen McLeod will be doing most of the outreach. As things ramp up, we will bring on a couple of employees to help out. Fuel expenses should be minimal as we plan on leaving the van onsite and have minimal need to travel except to and from police stations for picking up prospective survivors.

We will have a modest outreach and advocacy budget — with much of our outreach being a continuation of presentations, literature and word of mouth and no-cost social media — as well as a small maintenance and repair budget for the van. The communications and shelters office equipment is new and shouldn't cost more than \$1,000 annually to maintain and repair for the first two years.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator	\$23,500 x 100% x 3 years	\$ 70,500

## Financial Plan WE LEAP INC.

Advocate	\$45,000 x 100% x 3 years	\$135,000
Administrative Assistant	\$10/hr. x 20 hrs / month x 36 months	\$ 7,200

The Program Coordinator will coordinate the We Leap Program project by organizing regular coordinating meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all shelter activities.

The Advocate is a liaison with the law enforcement agency, the Program Coordinator and Shelter residents. She/he will dedicate 100% of their time to assisting with case management of domestic violence, sexual assault, dating violence and stalking as well as safety planning and taking hotlines.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of \$10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

**TOTAL PERSONNEL: \$212,700**

Fringe Benefits - Fringe benefits are based on actual known costs. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
<u>Program Coordinator</u>		
Employer's FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315
Workmen's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
<u>Advocate</u>		
Employer's FICA	\$135,000 x 7.65%	\$ 10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Workmen's Compensation	\$135,000 x 1.00%	\$ 1,350

**Financial Plan  
WE LEAP INC.**

Unemployment Compensation \$135,000 x 0.50% \$ 675

Administrative Assistant

Employer's FICA \$ 7,200 x 7.65% \$ 551

Health Insurance \$ 7,200 x 6.12% \$ 441

Workmen's Compensation \$ 7,200 x 1.00% \$ 72

Unemployment Compensation \$ 7,200 x  
0.50% \$ 36

**TOTAL FRINGE BENEFITS: \$32,481**

**TOTAL PERSONNEL AND FRINGE BENEFITS: \$245,181**

**Equipment**

Item	Computation	Cost (8)
Video Cameras	\$750 x 8 cameras	\$6,000

The video cameras will be used to monitor the shelter for safety.

**TOTAL EQUIPMENT: \$6,000**

**Supplies**

Supply Items	Computation	Cost
Office Supplies	\$150/month x 36 months	\$5,400
(paper, computer discs, pens, etc.)		
Postage	\$50/month x 36 months	\$1,800
75 Victim Assistance Kits	\$25/kit x 75 kits	\$1,875

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who

## Financial Plan WE LEAP INC.

seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

**TOTAL SUPPLIES: \$9,075**

**Contracts**

Item	Computation	Cost
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
Vehicle Lease	\$ 300/month x 36 months	\$ 10,800

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

A vehicle is needed for use by the Shelter Advocates, and other program staff to transport victims to and from the shelter, court, and other agencies and resources.

**TOTAL CONTRACTS :\$13,500**

**Other Costs**

Description	Computation	Costs
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$.25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000

The Sexual Assault Training manuals will be purchased from the National Coalition on Domestic Violence Education Center and will be used in conjunction with the on-site training that will be provided by the Program Coordinator.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, and stalking. Copies of the manual will be

## Financial Plan WE LEAP INC.

provided to all units of Advocates and to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the area do not have long distance service, and it is a long distance call for most of them to the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. Additional copies of the brochures need to be reproduced. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the first year.

The Victim Services Program will utilize the lease location as a safe house that is located in the local community. The house is used to provide temporary housing to victims of domestic violence and their minor children who are in need of a safe place to stay after fleeing an abusive situation.

The cost of utilities (i.e., gas, electric, and water service) is estimated to average \$400/month. The services are necessary to ensure that the house is suitable for occupancy.

Funds have been budgeted to provide transitional housing assistance to at least one victim of domestic violence, dating violence, sexual assault or stalking each month. Each victim and her dependents will receive up to \$500 to assist with rent and utility payments or security deposits.

**TOTAL OTHER COSTS: \$92,100**

---

### **Budget Category Amount**

**1. Personnel \$212,700**

**2. Fringe Benefits \$32,481**

**3. Equipment \$6,000**

**4. Supplies \$9,075**

**5. Contracts \$13,500**

**6. Other Costs \$92,100**

**TOTAL PROJECT COSTS \$ 365,856.00**

# PROPOSAL TO LEASE

## TAB E- REFERENCES



## 19<sup>th</sup> Judicial Circuit Victims' Rights Coalition

Serving Indian River, Martin,  
Okeechobee and St. Lucie Counties

411 South 2<sup>nd</sup> Street  
Fort Pierce, FL 34950  
772-462-1369

August 22, 2018

To Whom It May Concern:

The 19<sup>th</sup> Judicial Circuit Victims' Rights Coalition is comprised of Victim Service Providers, Law Enforcement Agencies and volunteers who are dedicated to protecting the rights of victims within the criminal justice system, advancing awareness and providing education of victim rights as well as coordinating services among community agencies on behalf of crime victims.

We Leap Inc. is an active member of the 19<sup>th</sup> Judicial Circuit Victims' Rights Coalition. Gwen McLeod has donated her time and skills to enhance the events and programs offered by the Coalition to help educate the public and raise awareness for Victims' Rights in St. Lucie County.

The Victims' Rights Coalition supports We Leap, Inc. in providing a women and children shelter in Fort Pierce. As agencies that work with victims of crime, the need for safe, temporary housing is a priority need for St. Lucie County.

Thank you,

Amy McKown

President

August 20, 2018

Re.: Letter of Support for WE LEAP

Dear City of Fort Pierce,

As a person who is very connected to our Fort Pierce community for the last 17 years, I'd like to take a moment to express my support for the vision of WE LEAP under the leadership of Gwen McLeod, in their quest to open a homeless shelter within our city limits, targeting homeless women and children. I have known Mrs. McLeod for many years in a professional capacity, and can speak of her professionalism and dedication to the families not only in our town, but all around the Treasure Coast. She spends endless hours to ensure that families are safe, children are fed, and they all have a place to rest their heads at night. However, that task has become increasingly more difficult as we have seen a depletion of resources in our community, while at the same time experiencing an increase in homelessness and food insecurity. Especially in my profession as a veteran police officer, it has become increasingly more difficult to point impacted families in the right direction, as it would require many of them to travel outside of our county to seek the assistance they may need. It is not uncommon to come across a mother and her children who face eviction, or other reasons for losing their home. Options at this time are getting on long housing waiting lists, cramming multiple families into a small home, separating kids from parents and spreading them among family members, sleeping in cars, or getting a place in one of the rooming houses, which often also house questionable adult males. None of these are great or necessarily safe options for our community children. These are temporary fixes that don't address the larger issue – giving our adults the means and tools to learn how to become self-sufficient to take care of themselves and their families in the future, and break the generational cycle of being a family in crisis.

It is for those reasons that I believe we are way overdue for a local homeless shelter, especially designed for women and their children. I believe Mrs. McLeod and WE LEAP, with their experience in assisting that target audience for many years, are the right ones to fill that particular void in our community. Mrs. McLeod is well in tune with the existing needs, has a way to properly communicate solutions, and has the resources and skills to connect people to organizations that can help beyond what WE LEAP may be able offer. Not only do I support Mrs. McLeod and WE LEAP in their endeavor, but in my personal and professional capacity, I would be humbled to extend my helping hand to the cause.

Please feel free to contact me, should you have further questions.

Sincerely,



Dani Dreizehnter

Fort Pierce Woman's Club

P O Box 3794

Fort Pierce, FL 34948

Dear City of Fort Pierce,

This letter is presented to you today as a Letter of Recommendation for Gwen McLeod. Gwen has been An outstanding member to this club for 4 years consistently! She holds the position of 2<sup>nd</sup> Vice President In the club currently, which over sees the membership roster for the club. She renews memberships And makes calls to remind, keeps our current roster of 106 members updated constantly. She also Holds the Position for our GFWC District 10 as being our Chairman of the Domestic Violence and Awareness. This position entails in getting every Woman's Club from Sebastian FL to Boca Raton to Understand the cause, Host events, give ideals for those clubs to raise money for the Domestic Violence and Awareness cause thru GFWC. This is a true passion of Gwen, she has taken her passion for the cause and thru her charity of We Leap, Inc.... has truly bought training, awareness and violence prevention to many people in the Treasure Coast Area. With her dedication and determination, the shelter will be coming to the Treasure Coast! My Letter of Recommendation is very easy to give with such a hard worker and determined person.

If you need to contact me in person, feel free to call 804-731 6119 or email me at [Jerry@marykay.com](mailto:Jerry@marykay.com)

Sincerely,

Jerry Koedyker

FPWC President

# PROPOSAL TO LEASE

TAB F- Past Experiences



# City of Fort Pierce, Florida PROCLAMATION

WHEREAS, the establishment of Teen Dating Violence Awareness and Prevention Month will benefit young people, their families, schools and communities regardless of socioeconomic status, gender, sexual orientation or ethnicity; and

WHEREAS, everyone, has the right to a safe and healthy relationship and to be free from abuse.

NOW, THEREFORE, I Linda Hudson, Mayor of the City of Fort Pierce, Florida, do hereby proclaim the month of February:

## *Teen Dating Violence Awareness and Prevention Month*

in the City of Fort Pierce and urge all citizens to BREAK THE SILENCE and promote awareness and prevention of the quiet epidemic of teen dating violence.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Fort Pierce, Florida, to be affixed this 4th day of February, 2017.

  
MAYOR/COMMISSIONER





"A City for All Ages"

# Proclamation

**WHEREAS**, females between the ages of 16-24 are more vulnerable to intimate partner violence, experiencing abuse at a rate almost triple the national average; and

**WHEREAS**, one in three adolescent girls in the United States is a victim of physical, emotional or verbal abuse from a dating partner, a figure that far exceeds victimization rates for other types of violence affecting youth; and

**WHEREAS**, high school students who experience victimization in a dating relationship are more likely to use drugs and alcohol, engage in risky sexual behaviors, carry patterns of abuse into future relationships, experience a disruption in the normal development of self-esteem and body image and commit suicide; and

**WHEREAS**, nearly half of teens who experience dating violence report that incidents of abuse took place in a school building or on school grounds, only 33% of teens who are in an abusive relationship ever tell anyone about the abuse, and 81% of parents surveyed either believe teen dating violence is not an issue or admit they do not know if it is in one; and

**WHEREAS**, these statistics indicate a quiet epidemic that demands our attention and a change for the better; and

**WHEREAS**, by educating the public at large about the dangers, pervasiveness and warning signs of teen dating violence, and especially by educating young people about healthy relationships and relationship skills, we can effect positive change; and

**WHEREAS**, by formally recognizing Teen Dating Violence Awareness and Prevention Month, the City of Port St. Lucie can support valued community stakeholders, like We Leap, Inc., in carrying out the needed public education.

**NOW, THEREFORE**, I, Gregory J. Oravec, Mayor of the City of Port St. Lucie, do hereby proclaim that February 2018, be observed as:

## Teen Dating Violence Awareness and Prevention Month

in Port St. Lucie and urge all citizens to **BREAK THE SILENCE** and promote the awareness and prevention of the quiet epidemic of teen dating violence.

In witness whereof, I have hereunto set my hand and caused the Official Seal of the City of Port St. Lucie, Florida, to be affixed, this sixth day of February in the year of our Lord, two thousand eighteen.



Gregory J. Oravec, Mayor

FOL: Karen Phillips, City Clerk

**RESOLUTION**  
**A RESOLUTION PROCLAIMING FEBRUARY 2017 AS "TEEN DATING VIOLENCE AWARENESS AND PREVENTION MONTH" IN ST. LUCIE COUNTY, FLORIDA**

**WHEREAS**, the Board of County Commissioners of St. Lucie County, Florida has made the following determinations:

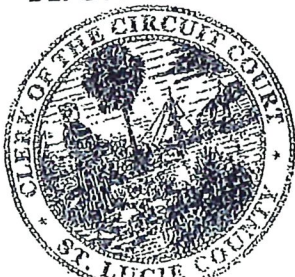
1. Females between the ages of 16-24 are more vulnerable to intimate partner violence, experiencing abuse at a rate almost triple the national average.
2. One in three adolescent girls in the United States is a victim of physical, emotional or verbal abuse from a dating partner, a figure that far exceeds victimization rates for other types of violence affecting youth.
3. High school students who experience physical violence in a dating relationship are more likely to use drugs and alcohol, are at greater risk of suicide and are much more likely to carry patterns of abuse into future relationships.
4. Young people victimized by a dating partner are more likely to engage in risky sexual behaviors and the experience may disrupt normal development of self esteem and body image.
5. Nearly half of teens who experience dating violence report that incidents of abuse took place in a school building or on school grounds. Only 33% of teens who are in an abusive relationship ever tell anyone about the abuse, and 81% of parents surveyed either believe teen dating violence is not an issue or admit they do not know if it one.
6. By providing young people with education about healthy relationship and relationship skills and by changing attitudes that support violence, we recognize that dating violence can be prevented.
7. It is essential to raise community awareness and to provide training for teachers, counselors and school staff so that they may recognize when youth are exhibiting signs of dating violence.
8. The establishment of Teen Dating Violence Awareness and Prevention Month will benefit young people, their families, schools and communities regardless of socioeconomic status, gender, sexual orientation or ethnicity.
9. Everyone has the right to a safe and healthy relationship and to be free from abuse.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of St. Lucie County, Florida that this Board does hereby proclaim the month of February 2017 as "Teen Dating Violence Awareness and Prevention Month" and urge all citizens to **BREAK THE SILENCE** and promote the awareness and prevention of the quiet epidemic of teen dating violence.

**PASSED AND DULY ADOPTED** this 21<sup>st</sup> day of February, 2017.

**ATTEST:**

  
\_\_\_\_\_  
**DEPUTY CLERK**



**BOARD OF COUNTY COMMISSIONERS**  
**ST. LUCIE COUNTY, FLORIDA**

**BY:**

  
\_\_\_\_\_  
**CHAIRMAN**

**APPROVED AS TO FORM AND CORRECTNESS:**

  
\_\_\_\_\_  
**COUNTY ATTORNEY**



**WE LEAP INC. AWARENESS PROGRAMS  
EVERYONE DESERVES A HEALTHY RELATIONSHIP**



**One in six abused women reports that her partner first abused her during pregnancy, and according to the Centers for Disease Control, at least 4 to 8 percent of pregnant women report suffering abuse during pregnancy.**

**New Beginnings Program** Educates, empowers and supports first time expectant mothers between the ages of 13-25 years of age. WE LEAP INC. conducts community baby showers as an awareness, intervention and prevention mechanism to introduce new mothers to resources and programs that are available to assist during difficult times of parenting. The empower showers will provide first time mothers with tools for identifying an unhealthy relationship and then providing tools and information to help build and maintain a healthy relationship, to promote a safe and healthy environment free from domestic violence and child abuse.

**WE MATTER – EDUCATING & EMPOWERING YOUTH**



**Awareness and Prevention Training for Teen Leaders**

**Youth-Led Awareness Projects and Campaign**

**Decreased Victimization and Perpetration**

**Serve As Positive Role Models and Peer Educator**

**ANNUAL TEEN DATING VIOLENCE AWARENESS SYMPOSIUM**

**Studies show that bullying and teen dating violence is a major social problem: one in five female high school students report being physically and/ or sexually abused by a dating partner and one in three teens say they know a friend who has been hit, punched or slapped by a partner.**

**WE LEAP INC. AWARENESS PROGRAMS  
EVERYONE DESERVES A HEALTHY RELATIONSHIP**



**NOW SERVING: PORT ST. LUCIE & FORT PIERCE**



**NO MORE**  
"THAT DOESN'T HAPPEN TO GUYS"

**HE MATTERS**



**1 in 7 men will be a victim of domestic violence or abuse in their lifetime. A man is severely assaulted by his wife/girlfriend every 14.6 SECONDS**

**HE MATTERS Men Empowerment and Awareness sessions is designed to break the silence about domestic violence against men, and promote male involvement in domestic violence awareness and advocacy in the community**

**SHE MATTERS**



**1 in 4 women will be victims of domestic violence or abuse in their lifetime.**

**SHE MATTERS Empowerment and Awareness sessions is designed to break the silence about domestic violence against women, and promote women involvement in domestic violence awareness and advocacy in the community.**



P.O. Box 446 □ Fort Pierce, FL 34954  
Phone: (772) 672-3710 □ Fax: (772) 618-6616 □ website: [www.mrcfamily.com](http://www.mrcfamily.com)  
***Building Strong Families, Growing Great Kids!***

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August 4, 2017

Dear Gwen,

All of us at the Multicultural Resource Center deeply appreciate your collaboration and participation in our 2017 summer program. Your presentation to our students on teen dating violence awareness from your Safe Teen Leadership Program was informative, interactive, and empowering. This appreciation extends to you personally and to *We Leap, Inc.* We are encouraged to know that you and your organization are dedicated to serving those who have suffered from domestic violence and to educating our community on this important issue. You are an extraordinary presenter, Gwen McLeod. St. Lucie County is fortunate that you are part of our community and doing such important work with a passion and dedication to serve.

It was evident in all 8 weeks of the training's that this is an issue of great importance and interest to all participants. It was also evident that your presentation touched many because they either have been personally impacted or know of someone who has suffered from the unhealthy control of another human being. I highly recommend this Safe Teens Leadership Program and would encourage you to continue your pursuit of educating youth and teens about this serious and sensitive topic. Because of you and *We Leap, Inc.* these individuals now know that there is support available and that others care deeply. We cannot thank you enough.

Best wishes as you continue your work and grow your organization. Please let us know how we might continue to partner. We want what you want and that is for all citizens of our community to enjoy healthy and nurturing relationships.

Sincerely,

Marcus Dixon, Executive Director

MRC - Multicultural Resource Center



Walmart Distribution Center 7038  
4001 S Jenkins Rd.  
Fort Pierce, Florida  
34981  
772.467.4500

May 18, 2015

Dear Gwen McLeod,

On behalf of the Florida HR Managers for Walmart Logistics I would like to thank you for taking part in our 2015 HR Strategy Meeting. This Florida HR Strategy Meeting has only been taking place for three years now and because of dedicated Community Leaders such as you it continues to grow and improve. Your talk on "Domestic violence awareness in the Workplace" was one of the most talked about upon completion of our meeting. The HR Managers can utilize the information that you shared to help them in their daily work to support our associates.

It was an honor for our team to have had you as part of our panel.

Sincerely,  
Christie Briggs-Goldson PHR  
Divisional HR Manager, Florida and Puerto Rico  
Walmart Logistics



## **EVERYONE DESERVES A HEALTHY RELATIONSHIP**

Dear Community Partner,

I would like to take this opportunity to introduce our organization. We are WE LEAP INC. a 501c3 not for profit domestic violence awareness and outreach organization founded in June 2014 in St. Lucie County, FL. Our organization provides prevention and intervention information and education to community residents that promote healthy relationships and bring a greater awareness to the issue of domestic violence and abuse.

Charity starts at home and spreads abroad, however so does violence. The unique goal of our organization is to deal with the root causes of abuse and violence and also provide support to those who are living in unsafe situations. Our community prevention outreach efforts will target both adults, and youth to help implement necessary skills for creating and maintaining healthy relationships. These skills will promote appropriate conduct in relationships at home, school, workplace and community. Our focus is to provide participants with the knowledge, support and resources needed to break the cycle of derogatory, violent and abusive behaviors which produce dysfunctional relationships. We are on a mission to increase awareness in order to create a new cycle of healthy productive relationships in every area of life. Our concentrated outreach efforts which currently consist of community support groups and mentoring teens and youth in the community will progressively begin to reduce occurrences of violence and abuse particularly in predominate areas of Fort Pierce affected by violence, drugs, and poverty.

As a resident living on the Treasure Coast I am grateful for all the organizations that have worked so diligently for many years to serve the needs of our communities. It is in this respect as the founder and director of WE LEAP INC. that I would like to express our interest in forming partnerships with other service providers in this community and surrounding communities on the Treasure Coast. WE LEAP INC. services complement the mission to support children and families, reduce the crime rate in targeted areas, and provide services to unidentified victims of domestic violence and abuse on the Treasure Coast. We would very much like to hear from you and hope to receive a favorable response soon. Please visit our website for current events and programs or give me a call at 772-940-1632.

**We Are Working Together for Our Community's Future!**

Sincerely,  
Gwen McLeod  
Executive Director  
WE LEAP INC.  
302 N. 23<sup>rd</sup> Street  
Fort Pierce, FL. 34947  
Phone: 772.940.1632  
E-mail address  
WE\_LEAP@COMCAST.NET  
Website: WE-LEAP2.COM

**"All you can change is yourself, but sometimes that changes everything!" –  
Gary W Goldstein**

# HE MATTERS- REAL D.A.D PROGRAM

## (REAL DEDICATED AND DEPENDABLE)



### REAL D.A.D

#### (REAL DEDICATED AND DEPENDABLE)

WHEN: PROGRAM WILL MEET MONTHLY THE 2<sup>ND</sup> & 4<sup>TH</sup> MONDAY'S

WHERE: MULTICULTURAL RESOURCE CENTER, 302 N. 23RD ST. FT PIERCE FL.

TIME: 6:30PM TO 8:00PM

FACILITATORS: MR. JERRIME SHELLS AND MR. JOSEPH SANTIAGO

ACT US: WEB: WE-LEAP2.COM EMAIL: WE\_LEAP@COMCAST.NET PHONE: 772-940-1632

Free Enrollment

REAL D.A.D's program is a male intervention program under the WE LEAP INC. (HE MATTERS) outreach initiative. Father's and fathers to be will be equipped with the leadership tools to become the leaders of our households and communities as a constant hero in our children's life. Male teens and young adults without children are extremely encouraged to attend. REAL DAD's is ideal for fathers 13-18 years of age and older. The program objectives include:

- Fatherhood Skill Development and Training
- Father & Child Socialization, outings and activities
- Male Bonding between Fathers and Fathers to be
- Increased male awareness on domestic abuse issues
- "Men that Matter Do Not Batter"
- Increase Dedicated and Dependable Fathering.
- Build a strong male support network for fathers
- Promote healthy relationships



501C3 NON PROFIT



**Everyone Deserves  
A Healthy Relationship**

**Break the Cycle of Abuse**

**Join the Awareness  
Movement**

**To End Domestic Violence &  
Teen Dating Violence**

**VISIT OUR WEBSITE:  
WE-LEAP2.COM  
Phone: 772.940.1632**

**VISIT WE LEAP INC. ON  
FACEBOOK**

**Visit the WE LEAP website  
for upcoming community  
outreach programs and  
events, or to make tax  
deductible donations**

**Florida Domestic Violence  
Hotline at  
1-800-500-1119**



is it  
**ABUSE?**

**Dating Violence**



September 14, 2018

**We Leap Inc.**

P.O. Box 3852

Ft. Pierce, FL 34948

Attn: Gwendolyn McLeod

**RE: Clarification Information – RFP No. 2018-049 Sale or Lease of Surplus Property  
505 North 7<sup>th</sup> Street**

Dear Ms. McLeod:

I would like to thank you for responding to RFP No. 2018-049- Sale or Lease of Surplus Property 505 North 7<sup>th</sup> Street. After reviewing your submittal it has been determined that clarification is required in order for staff to proceed to the Evaluation phase of this process. In your submittal, you proposed to lease the building but there was no clear understanding of a proposed lease rate per square foot, or if you anticipate making improvements to the structure along with a timeline. I am requesting that you clearly state a response to the following:

- Lease rate per square foot or if you're proposing to lease at no cost
- Proposed improvements
- Timeline for the improvements.

Please provide this additional information on or before **Friday, September 21, 2018 by 5:00 P.M.** If you fail to complete and return this information on or before this date, the City of Fort Pierce will be entitled to reject your submittal for failure to provide additional information required to evaluate your proposal.

You may submit this information, via email ([biddesk@city-ftpierce.com](mailto:biddesk@city-ftpierce.com)), copy to Gelencia Carter ([garter@city-ftpierce.com](mailto:garter@city-ftpierce.com)), or U.S. Postal Mail (100 North U. S. #1, Fort Pierce, FL 34950). If you have any questions please feel free to contact the Purchasing Division at (772) 467-3748.

We appreciate your interest in doing business with the City of Fort Pierce.

Sincerely,

**CITY OF FORT PIERCE**

Gelencia Carter, MPA  
Purchasing Manager

GC/lh

cc: Rebecca Grohall, Director of Planning



09/19/2018

City of Fort Pierce  
100 North US1, Fort Pierce, Fl. 34950  
Fort Pierce, Fl 349450

RE: Clarification Information- RFP No. 2018-049 Sale or Lease of Surplus Property

Dear City of Fort Pierce,

This letter is to provide clarification on our submittal of the Lease of Surplus Property located at 505 North 7<sup>th</sup> Street.

In response to clarification in the following areas: Lease Rate, Proposed Improvements, and Timeline for the improvements.

- **Lease rate per square foot or if you're proposing to lease at no cost.**

WE LEAP INC. is seeking a long term leasing arrangement with the City of Fort Pierce to establish a women and children shelter at no cost or at a cost of \$1.00 each year for the use of the property.

- **Proposed Improvements**

The current proposed improvements to the building will include renovations, repairs or replacement of necessary aspects of the building to make it ADA compliant, safe and inhabitable for residential use. The proposed improvements if necessary will consist of Roof Repairs »Grounds (parking lot, landscaping, fencing) »Building interior / exterior painting. Repairs for the Ceiling, Flooring, Windows, Walls, Doors, HVAC, insulation, plumbing, electrical wiring, and light fixtures. Kitchen Upgrades to include Counter Tops, Cabinets, and appliances. Bathroom renovations to include adding showers and adult sinks and toilets. Laundry Room, Sprinkler System, and Security System.

- **Timeline for the Improvements**

Planning and Managing A Construction/Renovation Project of this magnitude will require the development of a (PCIC) Planning-Capital & Improvement Committee. The PCIC will be responsible for the overall development of the scope of work , planning required for capital improvements to the property and how to pay for the capital improvements. This committee will be instrumental in helping Identify/estimate cost of improvements for the scope of work for this project.

The Scope of Work will help us to:

- know the scope of the significant capital improvement and if an architect may be required
  - identify if a general contractor, construction manager and landscape designer should be consulted through a planning process
  - Determine “wants” vs. “needs”
  - Identify potential costs associated with hiring a property manager, construction manager, architect, and general contractor
- Determine how to pay for capital improvements
- Fundraising ( Purple Tie Event, Annual 5K, Silent Auctions, Donations, Pledges)
  - Grants (Various Providers)
  - Other Funding Sources

Phase 1 – Development of a (PCIC) Planning-Capital & Improvement Committee  
30 days

Phase 2 - Building/Shelter layout and Design and Architech/ Engineer Plans  
1 to 2months

Phase 3 - Securing Contractors- Bid Proposals  
30-45days

Phase 4- Commencing with the project plan repairs and improvements  
4 to 6 months

Total Timeline Estimated for project completion  
9 to 12 months

I hope that this information provides the clarification needed. Thanks for your assistance in this process.

Sincerely,

Gwendolyn McLeod, M.S.  
CEO & FOUNDER  
WE LEAP INC.