



# Orange County Government

Orange County  
Administration Center  
201 S Rosalind Ave.  
Orlando, FL 32802-1393

## Legislation Text

---

**File #:** 24-939, **Version:** 1

---

### Interoffice Memorandum

**DATE:** June 17, 2024

**TO:** Mayor Jerry L. Demings and County Commissioners

**THROUGH:** N/A

**FROM:** Tanya Wilson, AICP, Director, Planning, Environmental and Development Services Department

**CONTACT:** Scott Skraban, Manager

**PHONE:** (407) 836-5363

**DIVISION:** Fiscal and Operational Support Division

**ACTION REQUESTED:**

Approval of Application for Impact Fee Grant for Qualified Non-Profit Organizations in the amount of \$10,000 to be used for the Law Enforcement, Fire Rescue, and Transportation Impact Fees for Bridge to Independence, Inc. District 6. (Fiscal and Operational Support Division)

**PROJECT:** Bridge to Independence, Inc. - Application for Impact Fee Grants for Qualified Non-profit Organizations

**PURPOSE:** Bridge to Independence is a private PreK-12 school located at 2138 West Colonial Drive, Orlando, Florida 32804, serving the Pine Hills community. The school has recently purchased a new property at 5225 Alhambra Drive, Orlando, Florida 32808 and intends to move its school operations to that site. The school is operated by Bridge to Independence Inc., which has submitted a request for a \$10,000 grant from the County's Non-Profit Impact Fee Grant Program to help pay for law enforcement, fire rescue, and transportation impact fees assessed by the County on the existing 21,391 sq. ft. structure, previously used as an assembly. Impact Fees totaling \$97,297.24 are assessed on the existing structure due to a change of use from assembly to a school, and credits were applied for the prior use. The structure is located in unincorporated Orange County.

The Internal Revenue Service has recognized Bridge to Independence, Inc. as a 501 (c) (3) tax-exempt organization, and county staff has reviewed the grant request. Staff has determined the applicant to be eligible for the county's Non-Profit Impact Fee Grant Program, as described in Administrative Regulation 6.15.01. The application, staff review sheet, and permit information sheet

---

**File #: 24-939, Version: 1**

---

are attached. The complete application with all supporting documentation has been reviewed by the Grant Oversight Committee and is on file and available for examination in the Fiscal and Operational Support Division.

**BUDGET: N/A**

APR 25 2024

BCC Mtg. Date: July 9, 2024

CEDS / FOS



**APPLICATION FOR IMPACT FEE GRANT  
FOR QUALIFIED NON-PROFIT ORGANIZATIONS**

Orange County Concurrency Management Office  
Community, Environmental and Development Services Department  
201 South Rosalind Avenue, 2nd Floor

Mailing address: PO Box 1393  
Orlando, Florida 32802-1393  
Phone: (407) 836-5691

The Orange County Board of County Commissioners created this *Non-Profit Impact Fee Grant Program* to assist qualified non-profit organizations that provide community services to County residents. The maximum grant amount is \$10,000, which can be used to defray the impact fee costs of new construction. To apply for an impact fee grant, please complete this application and return the signed originals (faxed applications will not be processed) and all required attachments (see checklist below) in person or by mail to the Concurrency Management Office.

**NOTE:** A valid building permit application is required prior to filing this application. Filing of a building permit application does not, however, guarantee this grant will be approved. The required review and Board of County Commissioners approval of this application may require 45 to 60 days to complete, so please plan accordingly. Grant approval in no way supersedes existing zoning or building specifications and requirements.

**1. Application Checklist (please indicate the forms and documentation you are submitting with your application)**

Form	When Required
<input type="checkbox"/> Agent Authorization	If applicant is not the organization's authorized representative
<input checked="" type="checkbox"/> Relationship Disclosure Form	For all applicants
<input checked="" type="checkbox"/> Specific Project Expenditure Report	For all applicants
<input checked="" type="checkbox"/> Proof of your organization's Section 501(c)(3) certification	For all applicants
<input checked="" type="checkbox"/> A copy of your organization's current fiscal year budget	For all applicants
<input checked="" type="checkbox"/> A copy of your organization's budget for the project	For all applicants
<input checked="" type="checkbox"/> Floor plan of the proposed structure/addition	For all applicants

**2. Background Information**

Non-profit organization name Bridge to Independence, Inc.  
Applicant name Nicole Phillips Hollis  
Address, city, state, ZIP 5225 Alhambra Drive, Orlando, FL 32808  
Phone 407-487-1502 Fax 407-487-1504 Email nicolephollis@gmail.com

**3. Description of Services (please be detailed—use attachments as needed)**

A. Please briefly describe your non-profit organization's mission, history, and services.

Bridge to Independence provides a diverse student body with best possible education by focusing on the fundamental academic discipline in an atmosphere that affirms academic achievement, maintains a caring learning environment.

B. What will be the primary purpose or use of the new structure/addition? (Supporting documentation may be required.)

Private School K-12th and Preschool K2-VPK. Educational Institution.

C. Will there be secondary purposes or uses for the new structure/addition? If so, please explain. (Supporting documentation may be required.)

NO

D. Please describe the clientele to be served by the new structure/addition, as well as the structure's anticipated service area.

Pre K- 12th grade students will be the clientele served at the location.

**3. Description of Services (continued)**

E. Will any fees be charged to those who use the services provided at the new structure/addition?

NO

F. Will any County residents be ineligible for the services provided at the new structure/addition?

NO

G. Is your organization presently receiving any other funding from Orange County? If so, please explain.

NO funding

**4. Tax-Exempt Status and Financial Information**

Is your non-profit organization exempt from taxation under Title 26, Section 501(c)(3) of the U.S. Code?

Yes  No

(NOTE: To be eligible, you must attach proof of your organization's Section 501(c)(3) certification, a copy of your organization's budget for the current fiscal year, and a copy of your organization's budget for the project.)

**5. Project Details for the Proposed New Structure/Addition**

Building permit application number

B23904786

Physical address

5225 Alhambra Drive, Orlando, FL 32808

Square footage of the proposed structure/addition

21,391 sq. ft.

Portion to be used for primary purpose or use identified in Section 3B (please indicate on project floor plan)

100%

**6. Audits, Records and Records Retention**

Any NFP receiving a grant pursuant to this program shall establish and maintain documentation, in a format acceptable to Orange County, adequately demonstrating that the construction project was completed and used to provide the services described in the original approved application and shall provide such documentation to Orange County one (1) year after completion of construction. The NFP shall furthermore retain all financial records, supporting documents, and any other documents pertinent to the use of grant funds for a period of three (3) years after completion of any construction related to the impact fee grant. Orange County shall have the right to inspect the NFP's activities and records as reasonably necessary to confirm compliance with this program.

**IMPORTANT:** Impact fees are due at the time a building permit is issued. This impact fee grant cannot be used until officially approved by the Board of County Commissioners. If an applicant chooses to pull building permits prior to grant approval, this grant application is voided because the grant cannot be applied retroactively.

**7. Request and Signature**

Nicole Phillips Hollis  
(Name of authorized representative)

am the duly authorized representative of

Bridge to Independence Inc.  
(Name of non-profit organization)

This organization requests that the above-referenced project be considered for a grant in the amount of \$ 97,298.24 to be applied toward road, fire, and sheriff impact fees due on the project's building permit.

I hereby certify that the information submitted with and pursuant to this application is true and correct to the best of my knowledge.

Nicole Phillips Hollis  
(Signature)

April 17, 2024  
(Date)



# Bridge to Independence

PRIVATE SCHOOL

**B**ehavior **R**espect **I**ntegrity **D**iligence **G**rades **E**xcellence

April 16, 2024

Orange County Concurrency Management Office  
Community, Environmental and Development Services Department  
201 South Rosalind Avenue, 2<sup>nd</sup> floor  
Orlando, FL 32802-1393

Re: Parcel# 19-22-29-6954-07-195      Permit No. B23904786  
5225 Alhambra Drive  
Orlando, FL 32808

On behalf of the board of directors, parents, students, and staff of Bridge to Independence, Inc. (BTI) thank you for your consideration of this request for inclusion in the Orange County's impact fee assistance program for nonprofit organizations.

Bridge to Independence, Inc., is a non-profit 501©(3) organization that operates Bridge to Independence private school. BTI is currently located at 2138 West Colonial Drive, Orlando, FL 32804. Bridge to Independence had purchased 5225 Alhambra Drive, Orlando, FL 32808 building on January 31, 2023. Bridge To Independence, Inc was approved on January 05, 2023 for a special exception by the Board of Zoning Adjustment.

Bridge to Independence will relocate the PreK-12 school at 5225 Alhambra Drive, Orlando, FL 32808 servicing the Pine Hills community and surrounding areas. The school daily operations schedule will be Monday – Friday from 7:30 am to 6:00 p.m. The school community is working very hard to secure required funds for completion of the interior construction of an existing 21,391sq. ft., building which has approximate capacity of 250 students. As you know this project involved many studies and surveys like site engineering, civil engineering, MEP engineering, architectural design and planning, property survey, fire risk analysis, asbestos survey, traffic engineering studies etc., which form soft cost of the project. The school has been able to secure so far about 80% of the funds needed to complete the project by July 31, 2024. We are optimistic that the remaining funds can be secured by the school community to provide a better educational environment for our students. However, we feel strongly that financial assistance from the Orange County Government is vital for much appreciated investment in the future of education.

BTI first year to today, our students, parents, faculty, and staff have combined to transfer an ideal school into a compelling and meaningful educational experience. As a community, we have sought to represent the epitome of empathy, collaboration, and problem solving to the world. Our students' conduct at conferences, sportsmanship in athletics, and passionate curiosity have captured the hearts and minds of those who have had the fortune to work with them.

As the possibility of the Orange County's assistance is discussed, we ask that you might carefully consider the following points:

- 99 % Attendance Rate
- 1 to 1 Technology Integration:100 percent of students have access to a digital device.
- 100% High School Graduation on time
- 100% College Bound: 100 percent of our students matriculate to higher education.

Your consideration to accept our application for assistance is not only appreciated, but also imperative to underwrite much of the unbudgeted expenses of our school's expansion. Thank you for many years of the support of our mission, and for kind consideration of our request. Please feel free to contact me at 407-497-9850 cell if you need additional information.

Thanks,

Nicole Phillips Hollis, Executive Director

---

2138 WEST COLONIAL DRIVE  
ORLANDO, FL 32804

407.487.1502- Office  
407.487.1504- Fax

[btischool.com](http://btischool.com)

For Staff Use Only:  
Initially submitted on \_\_\_\_\_  
Updated on \_\_\_\_\_  
Project Name (as filed) \_\_\_\_\_  
Case Number \_\_\_\_\_

**RELATIONSHIP DISCLOSURE FORM**  
**FOR USE WITH DEVELOPMENT RELATED ITEMS, EXCEPT THOSE WHERE THE COUNTY IS THE PRINCIPAL OR PRIMARY APPLICANT**

This relationship disclosure form must be submitted to the Orange County department or division processing your application at the time of filing. In the event any information provided on this form should change, the Owner, Contract Purchaser, or Authorized Agent(s) must file an amended form on or before the date the item is considered by the appropriate board or body.

For staff use only

**Part I**

**INFORMATION ON OWNER OF RECORD PER ORANGE COUNTY TAX ROLLS:**

Name: Nicole Phillips Hollis c/o Bridge to Independence, Inc.  
Business Address (Street/P.O. Box, City and Zip Code): 5225 Alhambra Drive  
Orlando, FL 32808  
Business Phone (407) 487-1502  
Facsimile (407) 487-1504

**INFORMATION ON CONTRACT PURCHASER, IF APPLICABLE:**

Name: Bridge to Independence, Inc  
Business Address (Street/P.O. Box, City and Zip Code): 5225 Alhambra Drive  
Orlando, FL 32808  
Business Phone (407) 487-1502  
Facsimile (407) 487-1504

**INFORMATION ON AUTHORIZED AGENT, IF APPLICABLE:**

(Agent Authorization Form also required to be attached)

Name: N/A  
Business Address (Street/P.O. Box, City and Zip Code): \_\_\_\_\_  
\_\_\_\_\_  
Business Phone ( ) \_\_\_\_\_  
Facsimile ( ) \_\_\_\_\_

*For Staff Use Only:*  
Initially submitted on \_\_\_\_\_  
Updated on \_\_\_\_\_  
Project Name (as filed) \_\_\_\_\_  
Case Number \_\_\_\_\_

**Part II**

**IS THE OWNER, CONTRACT PURCHASER, OR AUTHORIZED AGENT A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?**

\_\_\_ YES  NO

**IS THE MAYOR OR ANY MEMBER OF THE BCC AN EMPLOYEE OF THE OWNER, CONTRACT PURCHASER, OR AUTHORIZED AGENT?**

\_\_\_ YES  NO

**IS ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC? (When responding to this question please consider all consultants, attorneys, contractors/subcontractors and any other persons who may have been retained by the Owner, Contract Purchaser, or Authorized Agent to assist with obtaining approval of this item.)**

\_\_\_ YES  NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship:

\_\_\_\_\_

\_\_\_\_\_ N / A \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use additional sheets of paper if necessary)

For Staff Use Only:  
Initially submitted on \_\_\_\_\_  
Updated on \_\_\_\_\_  
Project Name (as filed) \_\_\_\_\_  
Case Number \_\_\_\_\_

**Part III**  
**ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

*Nicole Phillips Hollis*  
Signature of  Owner,  Contract Purchaser  
or  Authorized Agent

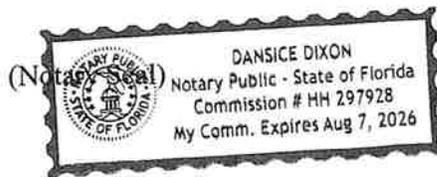
Date: 4/18/2024

Print Name and Title of Person completing this form: Nicole Phillips Hollis Executive Director

STATE OF FLORIDA :  
COUNTY OF Orange :

I certify that the foregoing instrument was acknowledged before me this 18<sup>th</sup> day of April, 2024 by Nicole D Phillips Hollis. He/she is personally known to me or has produced FL DL Exp 10128 as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the 18<sup>th</sup> day of April, in the year 2024.



*D. Dixon*  
Signature of Notary Public  
Notary Public for the State of Florida  
My Commission Expires:  
Aug 7<sup>th</sup> 2026

Staff signature and date of receipt of form

Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein

For Staff Use Only:

Initially submitted on \_\_\_\_\_

Updated On \_\_\_\_\_

Project Name (as filed) \_\_\_\_\_

Case or Bid No. \_\_\_\_\_

Specific Project Expenditure Report (Revised November 5, 2010)

For use as of March 1, 2011

**ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT**

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

This is the initial Form: \_\_\_\_\_

This is a Subsequent Form: \_\_\_\_\_

For staff use only

**Part I**

Please complete all of the following:

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls): \_\_\_\_\_

Bridge to Independence, Inc.

Name and Address of Principal's Authorized Agent, if applicable: \_\_\_\_\_

N/A

List the name and address of all lobbyists, consultants, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)

1. Name and address of individual or business entity: Nicole Phillips Hollis  
Are they registered Lobbyist? Yes \_\_\_ or No

2. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_

3. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_

4. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_

5. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_

6. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_

7. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_

8. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_

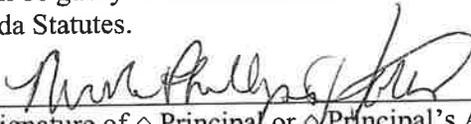


For Staff Use Only:  
Initially submitted on \_\_\_\_\_  
Updated On \_\_\_\_\_  
Project Name (as filed) \_\_\_\_\_  
Case or Bid No. \_\_\_\_\_

**Part III**  
**ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

I hereby certify that information provided in this specific project expenditure report is true and correct based on my knowledge and belief. I acknowledge and agree to comply with the requirement of section 2-354, of the Orange County code, to amend this specific project expenditure report for any additional expenditure(s) incurred relating to this project prior to the scheduled Board of County Commissioner meeting. I further acknowledge and agree that failure to comply with these requirements to file the specific expenditure report and all associated amendments may result in the delay of approval by the Board of County Commissioners for my project or item, any associated costs for which I shall be held responsible. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Date: 4/18/2024

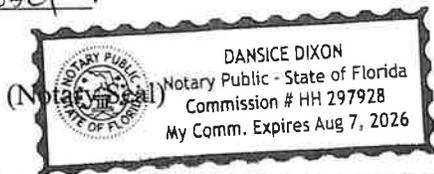
  
\_\_\_\_\_  
Signature of  Principal or  Principal's Authorized Agent  
(check appropriate box)

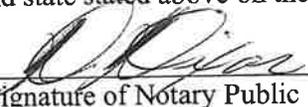
PRINT NAME AND TITLE: Nicole Phillips Hollis Executive Director

STATE OF FLORIDA :  
COUNTY OF Orange :

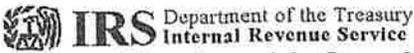
I certify that the foregoing instrument was acknowledged before me this 15<sup>th</sup> day of April, 2024 by Nicole D Phillips Hollis. He/she is personally known to me or has produced FL DL Exp 10/28 as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the 15<sup>th</sup> day of April, in the year 2024.



  
\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of Florida  
My Commission Expires: Aug 7<sup>th</sup> 2026

Staff signature and date of receipt of form  
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.



Department of the Treasury  
Internal Revenue Service

Cincinnati Service Center  
CINCINNATI OH 45999-0038

In reply refer to: 0256581538  
Sep. 12, 2023 LTR 4168C 0  
16-1643585 202312 67

00032871

BODC: TE

BRIDGE TO INDEPENDENCE INC  
% NICOLE PHILLIPS-HOLLIS  
5225 ALHAMBRA DRIVE  
ORLANDO FL 32804

Employer ID number: 16-1643585  
Form 990 required: Y

Dear EXEMPT ORGANIZATION:

We're responding to your request dated Sep. 05, 2023, about your tax-exempt status.

We issued you a determination letter in 06302003, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

066572

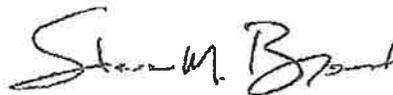
0256581538  
Sep. 12, 2023 LTR 4168C 0  
16-1643585 202312 67  
00032872

BRIDGE TO INDEPENDENCE INC  
% NICOLE PHILLIPS-HOLLIS  
5225 ALHAMBRA DRIVE  
ORLANDO FL 32804

local time, Monday through Friday (Alaska and Hawaii follow Pacific  
time).

Thank you for your cooperation.

Sincerely yours,

A handwritten signature in black ink that reads "Steve M. Brown". The signature is written in a cursive style with a large, stylized "S" and "B".

Steve M. Brown, Operations Manager  
Operations 3-CIN

## Staff Review Sheet Impact Fee Grant Requests for Non-Profits

Non-profit Name: Bridge to Independence, Inc.

Address: 5225 Alhambra Drive Orlando, FL 32808

Contact Person: Nicole Phillips Hollis

BCC District: #6

Estimated Fees: \$97,298.24

Requested Funding: \$10,000

Use: Bridge to Independence, Inc intends to assist the community by providing education to children Pre-K-12.

### SCORING:

Tax Exempt (Y/N)	Y
Budget (Y/N)	Y
Accessibility	S
Purpose	S
Benefit Area	S
Established	S
Building Permit Number	B23904786

S = Satisfactory      N = Not Satisfactory

**COMMENTS:** Bridge to Independence, Inc would like to remodel an existing building to provide education to the community of Orange County.

**RECOMMENDATION:**      APPROVAL

# Impact Fee Estimation



**Orange County Government**  
**Fiscal and Operational Support Division**  
**Planning, Environmental and Development Services Department**  
**Impact Fee Administration**

<b>Building Permit Number:</b>			<b>Parcel I.D. Number:</b>			<b>Impact Fee Zone:</b>		
B23904786			19-22-29-6954-07-195			1		
<b>Building Permit Land Use:</b>			Alterations Nonresidential					
Impact Fee Category	Land Use Type	Rate	Size	Per	Impact Fee Amount	Credit Applied	Impact Fee Assessment*	Credit Details
Fire	Office/Institutional	305.00	21,391	Per 1,000 Sq. ft.	\$6,524.26	\$7,337.11	\$0.00	
Law	Private Schools	104.00	21,391	Per 1,000 Sq. ft.	\$2,224.66	\$15,679.60	\$0.00	
Transportation Suburban	School	8,443.64	21,391	1,000 Sq. Ft.	\$180,617.90	\$83,319.66	\$97,298.24	
<b>Orange County Impact Fee Totals:</b>					<b>\$189,366.82</b>	<b>\$106,336.37</b>	<b>\$97,298.24</b>	

Demo permit #: N/A

Demo/Change of use: CHANGE OF USE

Demo/Change of Use Land Use Type: PUBLIC ASSEMBLY

Demo / Change of Use Units: 21,391

Impact Fee Land Use Type: SCHOOL

Land Use Units or Sq. Ft.: 21,391

\* Impact fees are assessed after Division of Building Safety review approval. Please be advised that Impact Fees are subject to change and may be monitored on Fast Track. If you have additional questions or concerns, please contact the Impact Fee Administration at (407)-836-5691.

**Building Permits (Fast Track)**