

# City of Fort Lauderdale

Northwest-Progresso-Flagler Heights  
Community Redevelopment Agency  
(NWPF CRA)



## APPLICATION FOR CRA FUNDING ASSISTANCE

|  |                |  |  |   |  |
|--|----------------|--|--|---|--|
| Name of Principal Owner in Charge<br><b>Robin Martin, Executive Director</b>   |                | Tel. No.<br><b>954-772-9945</b>  | E-Mail Address<br><b>robin@rebuildingtogetherbroward.org</b> |   |  |
| Primary Contact for this CRA Request<br><b>Robin Martin, Executive Director</b>  |                | Tel. No.<br><b>954-678-5710</b>  | E-Mail Address<br><b>robin@rebuildingtogetherbroward.org</b> |   |  |
| Name of Business<br><b>Rebuilding Together Broward County</b>  |                | Tax I.D. No.<br><b>86-1065925</b>  | Company Website<br><b>www.rebuildingtogetherbroward.org</b>  |   |  |
| Business Address<br><b>4836 12th Ave</b>   |                | Tel. No.<br><b>954-772-9945</b>  | Fax No.<br><b>954-772-9946</b>                               |   |  |
| City<br><b>Oakland Park</b>  |                | State<br><b>FL</b>   | Zip Code<br><b>33334</b>                                     |   |  |
| Commencement Date to Begin Project:<br><b>1/1/2021</b>   |                | <b>JOB INFORMATION</b>   |  |   |  |
| Completion Date for Project:<br><b>12/31/2021</b>  |                |  |  |   |  |
| Check Appropriate Description<br>†Existing Business <input checked="" type="checkbox"/><br>†New Business <input type="checkbox"/>  |                | Project Type<br>†Expansion <input checked="" type="checkbox"/><br>†Relocation <input type="checkbox"/> |  | Facility Description<br>Existing Space <b>0</b> sq. ft.<br>New Space <b>0</b> sq. ft. |  |
| NAICS Code / Industry Type<br><b>813319 - Social Services Organization</b>   |                | Date of Incorporation<br><b>7/10/2003</b>  | State where the business was incorporated<br><b>FL</b>       |   |  |
| Proposed Project Location/City<br><b>Fort Lauderdale</b>   |                | Proposed Address<br><b>Various</b>   |  |   |  |
| Property Control Number(s)<br><b>N/A</b>   |                | Property Owner<br><b>N/A</b>   |  |   |  |
| Owner Tel. No. (include Area Code)<br><b>N/A</b>   |                | Is there a lien on the property?<br>† Yes † No   |  | <b>N/A</b>  |  |
| Bank(s) Where Business Accounts for Projects Are Held  |                |  |  |   |  |
| 1. _____   |                |  |  |   |  |
| 2. _____   |                |  |  |   |  |
| Name of Participating Bank/Lender<br><b>N/A</b>  |                |  |  |   |  |
| Amount<br>\$   | Contact Person | Tel. No. (include Area Code)   | Fax No. (include Area Code)                                  |   |  |
| Name of Other Financial Source   |                |  |  |   |  |
| Amount<br>\$   | Contact Person | Tel. No. (include Area Code)   | Fax No. (include Area Code)                                  |   |  |
| Name of Other Financial Source   |                |  |  |   |  |
| Amount<br>\$   | Contact Person | Tel. No. (include Area Code)   | Fax No. (include Area Code)                                  |   |  |
| Name of Other Financial Source   |                |  |  |   |  |
| Amount<br>\$   | Contact Person | Tel. No. (include Area Code)   | Fax No. (include Area Code)                                  |   |  |
| Name of Other Financial Source   |                |  |  |   |  |
| Project Purpose and Economic Impact<br>The program follows the CRA Redevelopment Plan and its efforts of redevelopment and revitalization of the CRA areas. A major component of the redevelopment strategy is the revitalization of the residential neighborhoods and its Owner Occupied Residential Rehabilitation program. This program fulfills that purpose and preserves affordable housing for residents. |                |  |  |   |  |

**NOTE 1:** If the project receives funds via another City, County, Federal or State program which also requires job creation/retention, the jobs created/retained for those programs must be in addition to the jobs required under this program.

**NOTE 2:** If project includes the purchase of equipment using CRA funds, then there must not be another UCC filing for the equipment.

**Management:** Owners, partners, officers, all holders of outstanding stock — 100% of ownership must be shown (use separate sheet if necessary).

|     |      |                  |         |      |    |
|-----|------|------------------|---------|------|----|
| N/A | Name | Complete Address | % Owned | From | To |
|     | Name | Complete Address | % Owned | From | To |
|     | Name | Complete Address | % Owned | From | To |
|     | Name | Complete Address | % Owned | From | To |
|     | Name | Complete Address | % Owned | From | To |

| PROJECT/ACTIVITY COST SUMMARY  |               |
|--|---------------|
| 1. Please state the overall project cost:  | \$ 300,000.00 |
| 2. Please state the overall project costs related to the CRA's assisted activity?        | \$ 300,000.00 |
| 3. Please indicate the sources and uses of funds for the project on the following table. |               |

| Project Source(s) of Funding                            | Amount                       | Rate    | Term |
|---|------------------------------|---------|------|
| Bank Loan (specify)                                     | 0                            |         |      |
| City funds  | 0                            |         |      |
| CRA funds   | 300,000.00                   |         |      |
| Company's current cash assets                           | 0                            |         |      |
| Owner equity (specify)                                  | 0                            |         |      |
| Other (specify)   |                              |         |      |
| Other (specify)   |                              |         |      |
| Other (specify)   |                              |         |      |
| <b>Total Sources</b>                                    | <b>300,000.00</b>            |         |      |
| Select the Use(s) of Funds and the Amount Need for Each | Sources of Funds (Yes or No) | Amount  |      |
| Land Acquisition  | No                           |         |      |
| Real Property Acquisition                               | No                           |         |      |
| Utility and road infrastructure improvements            | No                           |         |      |
| New construction of commercial and industrial buildings | No                           |         |      |
| Rehabilitation of commercial and industrial buildings   | No                           |         |      |
| Purchase and installation of equipment and fixtures     | No                           |         |      |
| Other (specify) Owner occupied rehab                    | Yes                          | 300,000 |      |
| Other (specify)   |                              |         |      |
| Other (specify)   |                              |         |      |
| <b>Total Uses</b>                                       |                              |         |      |

NOTE 3: Other "uses" include Architectural/Engineering Fees, Application Fees, Permit Fees Impact Fees

**BUSINESS INDEBTEDNESS:** Furnish the following information on all outstanding installment debts, code and other liens, notes and mortgages payable that relate to this project. The present balances should agree with the latest balance sheet submitted (*use a separate sheet if necessary*).

| To Whom Payable | Original Amount | Original Date | Present Balance | Rate of Interest       | Maturity Date | Monthly Payment |
|-----------------|-----------------|---------------|-----------------|------------------------|---------------|-----------------|
| Name:<br>_____  | \$              |               | \$              | % <input type="text"/> |               | \$              |
| Name:<br>_____  | \$              |               | \$              | % <input type="text"/> |               | \$              |
| Name:<br>_____  | \$              |               | \$              | % <input type="text"/> |               | \$              |
| Name:<br>_____  | \$              |               | \$              | % <input type="text"/> |               | \$              |
| Name:<br>_____  | \$              |               | \$              | % <input type="text"/> |               | \$              |

**THE FOLLOWING ITEMS MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION**

1. A business plan which describes the company mission, market analysis, applicant capacity, economic analysis and project feasibility, a brief history and description of the company (*including the founding of the company*), overview of operations, product information, customer base, method and areas of distribution, primary competitors and suppliers within the County.
2. A list of general and limited partners, officers, directors and shareholders of the company. Please provide a resume for all the principals and key management.
3. Corporate income tax returns for the last three years (*personal returns may also be requested*).
4. Two separate lists that detail the existing jobs on your payroll and the new jobs to be created (*within the list please provide the job title of each position, a brief description of each position, annual salary for existing and new positions and the industry average salary for those positions*).
5. If machinery and equipment are being purchased with CRA funds, provide a list of all the items to be purchased, with quotes on vendor's letterhead. Include a statement from the manufacturer, attesting to the economic life of the equipment.
6. If business is a franchise, include a copy of the franchise agreement;
7. Bank Commitment Letter detailing the conditions of the loan approval.
8. Copy of IRS determination letter as a non-profit organization (*required for all non-profit organizations only*).
9. Signed copy of resolution or minutes from the meeting of the governing body authorizing submission of the application (*required for all non-profit organizations only*).
10. Articles of Incorporation or Division of Corporations information identifying authorized signatories
11. Copy of the Property Deed (*if the applicant is the owner*)
12. Copy of By-Laws (*required for all non-profit organizations only*).
13. Please sign and submit *Statement of Personal History* and *Credit Check Release* (as attached).
14. If project involves construction, please provide a minimum of two (2) detailed cost estimates prepared by Architect/Engineer and/or General Contractor, preliminary plans and specifications, Architectural Illustration and photos of existing conditions.
15. Attach a street map showing the location of the proposed project, Property Folio number and Legal Description.
16. Preliminary Project Schedule.

**The following items are also needed, if your funding request is \$500,000 or more**  
(*not applicable for Commercial Façade, Streetscape Enhancement and Property and Business Improvement Incentive requests*)

17. CPA audited corporate financial statements for the last three years (*Profit and Loss Statement and a Balance Sheet*).
18. If the most recent business return and/or financial statement is more sixty (60) days old, please submit a current Interim Financial Statement.
19. Three year financial pro formas which include operating statements, balance sheets, funding sources, and use details.
20. Ten year revenue and expense projection for the project
21. Copy of sales/purchase agreement when purchasing land or a building (*or an executed lease if applicable*).
22. Provide details regarding any credit issues, bankruptcies and lawsuits by any principal, owning 20% or more of the business.
23. The names of all affiliates and/or subsidiary companies, and their previous three (3) years financial statements and Interim Financial Statements if the financial statements are more than sixty (60) days old.
24. Letter from the Department of Sustainable Development (DSD) approving the proposed project with zoning and land use designations, and Plan Development Review number and comments.
25. Identification and qualifications of project development team (*i.e., attorney, engineer, architect, general contractor, etc.*).

- 26. Current Broward County Assessed Value, new capital investment dollars and total estimated new assessment when completed and placed into service.
- 27. Existing Leases, Lease commitments and tenant makeup (*if applicable*).
- 28. Copy of Environmental Report showing there are no Environmental issues (*if applicable*).
- 29. Copy of Appraisal Report (*if applicable*).

**THE FOLLOWING ITEMS ARE REQUIRED AFTER CRA BOARD APPROVAL AND PRIOR TO EXECUTION OF AN AGREEMENT AND RELEASE OF FUNDS**


- 30. Evidence that all funds are in-place to fully fund the project.
- 31. A copy of the City approved project plans, contract with General Contractor and permits (Prior to Release of Funds)
- 32. Scope of work and all project costs
- 33. Copies of Insurance Certificates (Builders Risk/All Risk Policy, Commercial General Liability, Workers Compensation with the City of Fort Lauderdale and the Fort Lauderdale CRA listed as Additional Insured.

**APPLICANTS CERTIFICATION**

By my signature, I certify that I have read and understand the application, criteria, loan fees and program requirements. I further certify that all the information I (we) supplied is correct and accurate. All of the owners of the company/organization (*regardless of ownership percentage*) are aware of this loan and are in full agreement with the business securing financing for this project. My (our) signature(s) represent my (our) agreement to comply with City of Fort Lauderdale Community Redevelopment Agency, as it relates to this CRA funding request.

Each Proprietor, General Partner, Limited Partner and Business Owner, owning 20% or more must sign below. For all Non-Profit Organizations, all guarantors must be approved by City of Fort Lauderdale Community Redevelopment Agency.

Business Name: Rebuilding Together Broward County, Inc.

By:  Executive Director 1/28/2021  
 Signature and Title Date

**Guarantors:**

|                              |               |
|------------------------------|---------------|
| _____<br>Signature and Title | _____<br>Date |
| _____<br>Signature and Title | _____<br>Date |
| _____<br>Signature and Title | _____<br>Date |
| _____<br>Signature and Title | _____<br>Date |
| _____<br>Signature and Title | _____<br>Date |





Rebuilding Together Broward County, Inc.  
4836 NE 12<sup>th</sup> Ave.  
Oakland Park, Fl. 33334  
Office: (954) 772-9945  
Fax: (954) 772-9946  
[www.rebuildingtogetherbroward.org](http://www.rebuildingtogetherbroward.org)  
[info@rebuildingtogetherbroward.org](mailto:info@rebuildingtogetherbroward.org)  
EIN # 86-1065925

**Rebuilding Together Broward County, Inc.**

***Building a Healthy Neighborhood  
Block-by-Block Community Revitalization***

**2021 Fort Lauderdale CRA Application**

**Attachments**

**Page 4 Requested Documents**

## ATTACHMENT 1

**1 - A business plan which describes the company mission, market analysis, applicant capacity, economic analysis and project feasibility, a brief history and description of the company (including the founding of the company), overview of operations, product information, customer base, method and areas of distribution, primary competitors and suppliers within the County.**

Rebuilding Together Broward County, Inc. (Rebuilding Together) is a local affiliate of the nation's largest nonprofit organization dedicated to ensuring a safe and healthy home for every person while improving the existing low-income housing stock. Incorporated in 2003, our mission is *Repairing homes, revitalizing communities, rebuilding lives.*

In partnership with the community, our primary goal is to eliminate unsafe and deplorable living conditions for low-income homeowners who are elderly, veterans, and/or have disabilities. Our impact extends beyond the individuals served to revitalize and stabilize vulnerable neighborhoods and communities across the county.

Rebuilding Together works to make a sustainable impact in our community by addressing quality of life issues by providing critical home repairs and improvements at no cost to the homeowner. Rebuilding Together's activities have a direct impact on: (1) retention of low-income home ownership and improvement of affordable housing stock, (2) health, safety and independence of vulnerable populations, and (3) community and neighborhood revitalization.

Since its inception, Rebuilding Together has made immediate, long-term, and significant health and safety repairs to nearly 800 homes, changing the lives of more than 1,750 individuals. The retail value of Rebuilding Together services is estimated at almost \$6,000,000 based on financial donations, volunteer labor, and donated materials and supplies offered by dozens of local businesses and companies.

With the support of grants such as these, Rebuilding Together Broward is now able to provide home improvements and renovations to 150+ homes in the community annually. Additionally, the vast majority of the homes are owned by low income homeowners that are elderly, veteran or disabled and are primarily located within areas of high concentration poverty, blight and need.

## ATTACHMENT 2

2 - A list of general and limited partners, officers, directors and shareholders of the company.  
Please provide a resume for all the principals and key management

### Rebuilding Together Broward County

#### Board of Director's Roster 2021

##### Executive Committee Members

###### Board Chair

Traci Miller  
SR. VP Business Development | Shareholder  
Miller Construction Company  
614 South Federal Highway  
Fort Lauderdale, FL 33301  
Personal: 954-868-2549  
Direct: 954-847-0608  
traci.miller@millerconstruction.com

###### Vice Chair

Dwight Reed  
Owner  
Service Master Restore  
1210 Stirling Road, Suite 8A  
Dania Beach, FL 33004  
Personal: (954) 309-4579  
Work (954) 922-2020  
dwightreedvreed@aol.com

###### Treasurer

Patty Tincher  
VP of Finance,  
Carrfour Supportive Housing, Inc.  
1398 SW 1st Street, 12th Floor  
Miami, FL 33135  
Work: (305) 371-8300 ext. 1321  
Ptincher@carrfour.org

##### Secretary

Joel E. Greenberg, P.A.  
Partner  
Greenberg Law  
400 N. Pine Island Rd., #200,  
Plantation, FL 33324  
Personal: (954) 775-7099  
Work: (954) 749-0500  
joel@joelgreenberglaw.com

##### Board Members

Andrew Caksackkar  
Systems Analyst  
Florida Power & Light Company  
4711 NW 58<sup>th</sup> St.  
Tamarac, FL 33319  
Personal: (954) 391-0731  
Work: (954) 321-2050  
Andrew.Caksackkar@fpl.com

Jerry W DuBois  
President  
JWR Construction Services Inc.  
1311 West Newport Center Dr.  
Deerfield Beach, FL 33442  
Work: (954) 480-2800  
Personal: (954) 729-5555  
jdubois@jwrconstruction.cc



Don England  
Consultant  
Weatherby Healthcare  
1103 NE 26<sup>th</sup> Street  
Wilton Manors, FL 33305  
Personal: (954) 702-0998  
don.english@me.com

Stefanie Salomon  
Peckar & Abramson, P.C.  
One S.E. Third Avenue, Suite 3100  
Miami, Florida 33131  
Personal: (954) 701-0113  
Work (305) 358-2600 x5235  
ssalomon@pecklaw.com

Elvira Smatt  
Community Banking District Manager  
Wells Fargo Bank, N.A.  
350 East Las Olas Blvd, 18<sup>th</sup> floor  
Ft lauderdale, FL 33401  
Personal: (954) 329-6286  
Elvira.Smatt@wellsfargo.com

Richard Tommer  
Owner  
College Hunks Hauling Junk and Moving  
2701 Hollywood Blvd  
Hollywood, FL 33020  
Personal: (754) 581-4200  
Work: (954) 774-9704  
Richard.tommer@chhj.com

George Valle  
Vice President,  
Fifth Third Bank  
200 E. Las Olas Blvd., Suite 1200,  
Fort Lauderdale, FL 33301  
Personal: (305) 505-2747  
Work: (954) 514-3021  
gv.valle@gmail.com

## RESUME OF KEY STAFF

1717 SW 32nd Place  
Fort Lauderdale, FL 33315

954-756-4422 - cell  
rmartindjc@hotmail.com

# *Robin S. Martin Jr.*

**Objective** To continue in a career that serves those who are marginalized in society and provides leadership to foster collaboration and empowerment amongst community, religious, and individuals in the area of social services.

### **Experience**

|           |  |                                  |
|-----------|--|----------------------------------|
| 2016- Pr. | Rebuilding Together Broward, Inc.        | Executive Director               |
| 2007-2016 | HOPE South Florida, Inc.                 | Executive Director               |
| 2000-2004 | Broward Coalition for the Homeless, Inc. | Dir. of Programs/ Business Admin |

### **Education**

|           |                                      |                   |   |
|-----------|--------------------------------------|-------------------|---|
| 2004–2007 | Trinity Western Univ./Seminary, ACTS | Vancouver, Canada | <ul style="list-style-type: none"><li>Master's of Divinity, 3.68 GPA</li></ul>                        |
| 2001–2004 | Florida Atlantic University          | Davie, FL         | <ul style="list-style-type: none"><li>Bachelors in Business Administration, 3.6 GPA</li></ul>         |
| 1999–2001 | Broward Community College            | Hollywood, FL     | <ul style="list-style-type: none"><li>A. A., Associates in Business Administration, 3.8 GPA</li></ul> |

### **Other**

1995-1998 United States Army – Specialist – MOS: 35M Radar Technician

### **Awards/Community Involvement**

- Broward Behavioral Health Coalition, Board Member – 2012-present (Mental Health Managing Entity – oversees \$42M dollars in state funding)
- Homeless Continuum of Care Committee, Board Member – 2012-present (Broward County Gov. Advisory Board – oversees \$18M in County/HUD funding)
- Meet The Need, Inc., Board of Ambassador Member – 2012-2016
- 20 Under 40 Emerging Leader's Award – 2014 - Miami Herald
- Non-Profit Leader of the Year – 2012 - Bank Atlantic/211 Academy Awards.
- Lifework Leadership Class – 2010 - National Christian Foundation of S. Fl.

### ATTACHMENT 3

**3 - Corporate income tax returns for the last three years (personal returns may also be requested).**

N/A

### ATTACHMENT 4

**4 - Two separate lists that detail the existing jobs on your payroll and the new jobs to be created (within the list please provide the job title of each position, a brief description of each position, annual salary for existing and new positions and the industry average salary for those positions).**

Existing Jobs:

Operations Director – general operations management and program services.

Annual Salary – 77,000

Client Outreach Coordinator – Client outreach and assessment services – Annual Salary - \$40,000

New Jobs:

N/A

### ATTACHMENT 5

**5 - If machinery and equipment are being purchased with CRA funds, provide a list of all the items to be purchased, with quotes on vendor's letterhead. Include a statement from the manufacturer, attesting to the economic life of the equipment.**

N/A

**ATTACHMENT 6**

**5 - If business is a franchise, include a copy of the franchise agreement;**

N/A

**ATTACHMENT 7**

**7 - Bank Commitment Letter detailing the conditions of the loan approval.**

N/A

**ATTACHMENT 8**

**8 - Copy of IRS determination letter as a non-profit organization (required for all non-profit organizations only).**

IRS Determination Letter Attached

ATLANTA GA 39901-0001

In reply refer to: 0752453551  
June 13, 2016 LTR 4168C 0  
86-1065925 000000 00  
00031855  
BODC: TE

REBUILDING TOGETHER BROWARD COUNTY  
INC  
4836 NE 12TH AVE  
OAKLAND PARK FL 33334-4804



038072

Employer ID Number: 86-1065925  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated June 02, 2016, regarding your tax-exempt status.

We issued you a determination letter in April 2004, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate 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 a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).



0752453551  
June 13, 2016 LTR 4168C 0  
86-1065925 000000 00  
00031856

REBUILDING TOGETHER BROWARD COUNTY  
INC  
4836 NE 12TH AVE  
OAKLAND PARK FL 33334-4804

Sincerely yours,



Teri M. Johnson  
Operations Manager, AM Ops. 3

## ATTACHMENT 9

**9 - Signed copy of resolution or minutes from the meeting of the governing body authorizing submission of the application (required for all non-profit organizations only).**

Minutes Attached



Rebuilding Together Broward County, Inc.  
4836 NE 12<sup>th</sup> Ave., Oakland Park, FL 33334  
Office: (954) 772-9945 | Fax: (954) 772-9946  
www.rebuildingtogetherbroward.org  
info@rebuildingtogetherbroward.org

**Rebuilding Together Broward County, Inc.  
Board of Directors Meeting**

**January 27, 2021  
MINUTES**

| <b>Board Member</b>       | <b>Present/Absent</b> | <b>Board Member</b>   | <b>Present/Absent</b> |
|---------------------------|-----------------------|-----------------------|-----------------------|
| Traci Miller, Chair       | P                     | Don England           | P                     |
| Dwight Reed, Vice Chair   | P                     | Stefanie Salomon      | P                     |
| Joel Greenberg, Secretary | P                     | Elvira Smatt          | P                     |
| Patty Tincher, Treasurer  | P                     | Richard Tommer        | A                     |
| Jerry DuBois              | P                     | George Valie          | P                     |
| <b>Staff</b>              |                       | <b>Guests Present</b> |                       |
| Robin Martin, Ex. Dir.    | P                     |                       |                       |

Meeting called to order by Board Chair at 8:00AM  
Meeting Location: Zoom Meeting

Recording: Robin Martin

**Quorum**

| <b>Topic</b>                   | <b>Discussion</b>   | <b>Action / Responsibility Party</b>                       |
|--------------------------------|---|--|
| <b>CALL TO ORDER</b>           | Welcome and Introductions   | Traci Miller, Chair called the meeting to order            |
| <b>Chair's Opening Remarks</b> | Opening Remarks<br><br>Discussion on Board Meetings, time and location. The consensus was to keep the meetings as they are.<br><br>Discussion on annual retreat/meeting at the TC in February.<br><br>Board Orientation books, to include board member bios and head shots. | Traci Miller, Chair  |
| <b>Approval of Minutes</b>     | The December minutes were included in the packet.   | **MOTION: George motioned to approve the December minutes, |

|  |  |   |
|--|--|---|
| <p><b>State of the Organization</b></p>  | <p>Verbal and written report on the overall state of the organization.</p> <p>Overview of the current partners and funding secured for 2021.</p> <p>Discussion on the possibility of partnering with the City of Plantation.</p> <p>Discussion on the continued impact of COVID-19 and volunteers.</p>         | <p>Don seconded, and the minutes passed unanimously.</p> <p>Robin Martin, Ex. Dir.</p>  |
| <p><b>NEW BUSINESS</b></p> <p><b>2021 Board Meetings and Strategic planning</b></p> <p><b>2021 Fort Lauderdale CRA Application</b></p> <p><b>Annual Conflict of Interest Form</b></p> <p><b>New Board Member</b></p> | <p>Discussion on the retreat and 2021 goals and objectives.</p> <p>Discussion on the 2021 Fort Lauderdale CRA application. Need approval to apply for funding.</p> <p>Discussion on the need for every Board member to fill out the Annual Conflict of Interest Form.</p> <p><b>Andrew Caksackkar, FPL</b></p> | <p>**MOTION: George motioned to approve the 2021 Fort Lauderdale CRA application, Don seconded, and the motion passed unanimously.</p> <p>**MOTION: Joel motioned to approve the board membership of Andrew Caksackkar, George seconded, and the motion passed unanimously.</p> |
| <p><b>STRATEGIC/BUSINESS REPORTS</b></p> <p><b>Finance Committee</b></p>   | <p>Formal Report for YTD through November was included in the Board packet.</p> <p>The health of the organization maintains strong despite the current COVID pandemic.</p>   | <p>George Valle, Committee Member</p>   |





|  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• <b>Revitalizing Communities</b> <ul style="list-style-type: none"> <li>○ <b>Volunteer Days</b></li> </ul> </li> </ul> <p><b>Policies and Procedures Review</b></p> <p><b>Board Retreat – Strategic Plan</b></p> | <p>Update on status of Volunteer projects. Consensus continues to be holding off on hosting any significant volunteer projects.</p> <p>We did host a small event for PPG employees that went off well. The project only included 15 volunteers and was socially distanced.</p> <p>No further discussion</p> <p>DRAFT Strategic Plan was completed during the Jim Moran Institute on Leadership. This will be discussed at the next Board Retreat in February.</p> |  |
| <p><b>FOR THE GOOD OF THE ORDER</b></p>  | <p>Nothing to add</p>   |  |
| <p><i>Meeting adjourned at 9:00 AM</i></p>   |   |  |

**ATTACHMENT 10**

**10 - Articles of Incorporation or Division of Corporations information identifying authorized signatories**

Division of Corporations Attached



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Not For Profit Corporation  
REBUILDING TOGETHER BROWARD COUNTY, INC.

### Filing Information

**Document Number** N03000005887  
**FEI/EIN Number** 86-1065925  
**Date Filed** 07/10/2003  
**State** FL  
**Status** ACTIVE  
**Last Event** AMENDMENT  
**Event Date Filed** 06/04/2009  
**Event Effective Date** NONE

### Principal Address

4836 NE 12TH AVE  
OAKLAND PARK, FL 33334

Changed: 04/05/2017

### Mailing Address

4836 NE 12TH AVE  
OAKLAND PARK, FL 33334

Changed: 04/05/2017

### Registered Agent Name & Address

Martin, Robin S, Jr.  
4836 NE 12TH AVE  
OAKLAND PARK, FL 33334

Name Changed: 04/05/2017

Address Changed: 04/05/2017

### Officer/Director Detail

#### **Name & Address**

Title Board Chair

Tommer, Richard, Mr.  
4836 NE 12TH AVE  
FORT LAUDERDALE, FL 33334

Title Treasurer

Tincher, Patty  
4836 NE 12TH AVE  
OAKLAND PARK, FL 33334

Title ED

Martin, Robin S, Jr.  
1717 SW 32nd Place  
Fort Laderdale, FL 33315

Title Director

DuBois, Jerry  
4836 NE 12TH AVE  
OAKLAND PARK, FL 33334

Title VP

Valle, George  
4836 NE 12TH AVE  
OAKLAND PARK, FL 33334

Title Secretary

Greenberg, Joel, Mr.  
4836 NE 12TH AVE  
OAKLAND PARK, FL 33334

Title Director

Miller, Traci  
4836 NE 12TH AVE  
OAKLAND PARK, FL 33334

Title Director

Smatt, Elvira  
4836 NE 12TH AVE  
OAKLAND PARK, FL 33334

Annual Reports

| Report Year | Filed Date |
|-------------|------------|
| 2018        | 04/20/2018 |
| 2019        | 03/15/2019 |
| 2020        | 04/06/2020 |

Document Images

[04/06/2020 -- ANNUAL REPORT](#)

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|   |  |
|---|--|
| <a href="#">03/15/2019 -- ANNUAL REPORT</a>         | <a href="#">View image in PDF format</a> |
| <a href="#">04/20/2018 -- ANNUAL REPORT</a>         | <a href="#">View image in PDF format</a> |
| <a href="#">04/05/2017 -- ANNUAL REPORT</a>         | <a href="#">View image in PDF format</a> |
| <a href="#">04/20/2016 -- AMENDED ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
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| <a href="#">03/04/2015 -- ANNUAL REPORT</a>         | <a href="#">View image in PDF format</a> |
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| <a href="#">06/04/2009 -- Amendment</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">01/28/2009 -- ANNUAL REPORT</a>         | <a href="#">View image in PDF format</a> |
| <a href="#">01/17/2008 -- ANNUAL REPORT</a>         | <a href="#">View image in PDF format</a> |
| <a href="#">01/03/2007 -- ANNUAL REPORT</a>         | <a href="#">View image in PDF format</a> |
| <a href="#">01/17/2006 -- ANNUAL REPORT</a>         | <a href="#">View image in PDF format</a> |
| <a href="#">01/21/2005 -- ANNUAL REPORT</a>         | <a href="#">View image in PDF format</a> |
| <a href="#">11/09/2004 -- REINSTATEMENT</a>         | <a href="#">View image in PDF format</a> |
| <a href="#">07/10/2003 -- Domestic Non-Profit</a>   | <a href="#">View image in PDF format</a> |

Photos Department of State, Division of Corporations



**2020 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT**

DOCUMENT# N03000005887

**Entity Name:** REBUILDING TOGETHER BROWARD COUNTY, INC.

**Current Principal Place of Business:**

4836 NE 12TH AVE  
OAKLAND PARK, FL 33334

**Current Mailing Address:**

4836 NE 12TH AVE  
OAKLAND PARK, FL 33334 US

**FEI Number:** 86-1065925

**Certificate of Status Desired:** No

**Name and Address of Current Registered Agent:**

MARTIN, ROBIN S JR.  
4836 NE 12TH AVE  
OAKLAND PARK, FL 33334 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

**SIGNATURE:** ROBIN MARTIN

04/06/2020

Electronic Signature of Registered Agent

Date

**Officer/Director Detail :**

Title BOARD CHAIR  
Name TOMMER, RICHARD MR.  
Address 4836 NE 12TH AVE  
City-State-Zip: FORT LAUDERDALE FL 33334

Title TREASURER  
Name TINCHER, PATTY  
Address 4836 NE 12TH AVE  
City-State-Zip: OAKLAND PARK FL 33334

Title ED  
Name MARTIN, ROBIN S JR.  
Address 1717 SW 32ND PLACE  
City-State-Zip: FORT LADERDALE FL 33315

Title DIRECTOR  
Name DUBOIS, JERRY  
Address 4836 NE 12TH AVE  
City-State-Zip: OAKLAND PARK FL 33334

Title VP  
Name VALLE, GEORGE  
Address 4836 NE 12TH AVE  
City-State-Zip: OAKLAND PARK FL 33334

Title SECRETARY  
Name GREENBERG, JOEL MR.  
Address 4836 NE 12TH AVE  
City-State-Zip: OAKLAND PARK FL 33334

Title DIRECTOR  
Name MILLER, TRACI  
Address 4836 NE 12TH AVE  
City-State-Zip: OAKLAND PARK FL 33334

Title DIRECTOR  
Name SMATT, ELVIRA  
Address 4836 NE 12TH AVE  
City-State-Zip: OAKLAND PARK FL 33334

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

**SIGNATURE:** ROBIN S MARTIN JR

EXECUTIVE DIRECTOR

04/06/2020

Electronic Signature of Signing Officer/Director Detail

Date

**ATTACHMENT 11**

**11 - Copy of the Property Deed (if the applicant is the owner)**

N/A

**ATTACHMENT 12**

**12 - Copy of By-Laws (required for all non-profit organizations only).**

By-Laws Attached



Rebuilding Together Broward County, Inc.  
4836 NE 12<sup>th</sup> Ave., Oakland Park, Fl. 33334  
Office: (954) 772-9945 | Fax: (954) 772-9946  
www.rebuildingtogetherbroward.org  
info@rebuildingtogetherbroward.org  
EIN # 86-1065925

## **Rebuilding Together Broward County Inc.**

### **Corporate Bylaws**

#### Article I: Principal Office

The principal office of Rebuilding Together Broward County, Inc. (hereinafter "Corporation"), shall be located in Broward County, Florida, with such additional offices as may from time to time be designated by the Board of Directors (hereinafter "Board").

#### Article II: Purposes

The Corporation is organized and will be operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or its successor provisions.

The Corporation's mission statement is "Repairing Homes, Revitalizing Communities, Rebuilding Lives." Our goal is to preserve and revitalize houses and communities, assuring that low-income homeowners, particularly those who are elderly, disabled and/or veterans live in comfort, safety and independence.

The Corporation performs necessary home repairs, implements home safety programs, and participates in non-profit entity revitalization projects in addition to special projects that may be requested by Rebuilding Together's National Office or Corporation's Board of Directors. Each year the Corporation also participates in National Rebuilding Day.

Consistent with the foregoing purposes the corporation may engage in any lawful activity that may be incidental or reasonably necessary to those purposes, and may exercise all powers now or hereafter available to corporations organized under the State of Florida Nonprofit Corporation Act.

#### Article III: Persons, Non-Profit Organizations and Projects Eligible for Assistance

Those persons, non-profit organizations and projects that conform to the Corporation's mission statement and/or goals and meet eligibility requirements as determined by the Board are eligible for assistance by the corporation. The Board will review these criteria from time to time. There will be no charges assessed to the recipients for this assistance.

#### Article IV: Board of Directors

Section 1. *General Powers.* The Board shall manage the affairs of the corporation.

Section 2. *Number, Term and Election.* The number of Directors constituting the Board shall be a minimum of five. Terms of Directors shall be up to two (2) three year terms. Directors shall be elected by the Board at any regular meeting in which quorum is present.

The Executive Director of the corporation shall be an ex-officio (non-voting) member of the Board of Directors.

Section 3. *Regular Meetings.* The Board will hold regular meetings as fixed by these Bylaws or by resolution of the Board, for the purpose of conducting the business of the corporation. A minimum of four regular and one annual meetings of the Board shall be held without other notice than this Bylaw. The Board may provide by resolution the time and place for the holding of additional regular meetings of the Board without other notice than such resolution.

Section 4. *Special Meetings.* Special meetings of the Board may be called by the Chairman or any two Directors. The place of the meeting shall be specified in the notice of the meeting.

Section 5. *Notice.* Notice of any special meeting of the Board shall be given at least two days previously thereto by written notice delivered personally, sent by mail or sent by electronic media to each Director at his/her address as shown by the records of the corporation. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 6. *Quorum and Voting.* The transaction of all business shall require a quorum of the Board composed of a 51% majority of voting Board members. The affirmative vote of a majority of the Directors present shall be the act of the Board on any question, except where the Act of a greater number is required by these Bylaws or by statute.

Section 7. *Powers and Duties.* The Board shall have the control and management of the affairs and property of the corporation. The Directors may delegate certain of their duties to the officers of the corporation, but such delegation shall not relieve the Board of the responsibility for any action so taken. All Directors must comply with the policies and responsibilities set forth in the governance forms as required by the Rebuilding Together National Office or the Corporation's Board of Directors.

Section 8. *Contracts.* The Board may authorize, in writing, one or more officers, agents or employees of the Corporation to enter into any contract or execute any instrument on its behalf. Such authorization may be general or confined to specific instances. Unless authorized by the Board, no officer, agent or employee shall have any power to bind the Corporation or to render it liable for any purpose or amount.

Section 9. *Gifts*. The Board may accept, on behalf of the Corporation, any gift, bequest, devise or other contribution for the purpose of the Corporation on such terms and conditions the Board determines.

Section 10. *Records of Proceedings*. The minutes of the governing board shall contain the names of persons who were present for discussions (and that a quorum is present) and votes relating to Corporation business and record of any votes taken in connection with the proceedings. Minutes shall be distributed to the Board prior to each subsequent meeting.

All corporate records (defined as minutes and any documents referred to in the minutes) will be maintained and backed up electronically and kept indefinitely.

Section 11. *Resignation and Removal of Directors*. Any Director or officer may resign at any time. The resignation of a Director shall be made in writing and shall take effect at the time specified therein and if no time be specified, at the time of its receipt by the Chairman or Secretary. The acceptance of a resignation shall not be necessary to make it effective. Directors may be removed for cause by a two-thirds vote of the Directors present at a meeting at which a quorum is present. Failure to attend three consecutive regular meetings will constitute notice of resignation subject to approval by Board of Directors.

Section 12. *Advisory Committee*. An advisory committee may be established and will be composed of a group of non Board member volunteers, for the purpose of advising the Board.

Section 13. *Executive Committee*. The Executive Committee shall be composed of the Officers of the Corporation and the Immediate Past Chairman as voting members and the Executive Director as an ex-officio (non-voting) member. The Executive Committee shall have all the powers and authority of the Board in the intervals between meetings of the Board and shall provide a report of all actions to the Board.

Section 14. *Committees*. The Board shall be authorized to establish committees, assign their responsibilities and establish a committee chair, to further implement the interests and activities of the Corporation, of which the committees shall consist of at least three members, at least one of which shall be a Director. A quorum of a simple majority of voting members shall be required to conduct business of the committee.

Section 15. *Membership and Board Development Committee*. The Membership and Board Development Committee shall be chaired by a Director and composed of at least two additional members of the Board. The purpose of the Governance Committee is to establish a slate of officers to be presented at the annual meeting for election, nominate members to the Board of Directors and present governance policies to the Board of Directors.

#### Article V: Officers

Section 1. *Officers Specified*. There shall be a Board Chair, Vice Chair, Secretary and Treasurer.



Section 2. *Terms and Election.* Officers of the corporation shall be elected for a term of one year by the Board at its annual election meeting which shall be in the regular meeting held during the month of December, or if there is not such a meeting, the first Board meeting after December. Only voting members of the Board are eligible for election. No Director may occupy more than one office simultaneously.

Section 3. *Duties and Powers:* *More detailed roles and responsibilities shall be outlined by separate written instrument.*

(a) Board Chair. The Board Chair shall be the presiding officer of the Corporation and shall direct the activities of the Corporation in a manner prescribed by the Board for any and all purposes in conducting the business of the Corporation.

(b) Vice Chair. In the absence of the Board Chair or in the event of his/her death, inability or refusal to act, the Vice Chair, unless otherwise determined by the Board of the Corporation, shall perform the duties of the Chair and when so acting shall have all the powers and be subject to all the restrictions upon the Chair.

(c) Secretary. It shall be the duty of the Secretary to take, record and distribute the minutes of all meetings of the Board, to issue proper notices of all meetings, to file reports and statements as required by law, and to perform such other duties as may be assigned by the Board.

(d) Treasurer. It shall be the duty of the Treasurer to oversee the finances of the Corporation. The Treasurer shall be responsible for providing the annual budget to the Board for approval and ensuring the development and review of financial policies and procedures. The Treasurer shall perform such other duties as may be assigned by the Board of Directors.

#### Article VI: Corporate Funds

All funds of the Corporation not otherwise employed shall be deposited in such banks, savings and loan associations or trust companies as the Board may from time to time determine.

All checks, drafts, notes and evidence of indebtedness of the corporation more than \$5,000 shall be signed by any two (2) members of the Executive Committee with the exception of any reoccurring or previously approved debts. Any checks, drafts, notes or evidence of indebtedness of the corporation less than \$5,000 may be signed by any one member of the Executive Committee or Executive Director.

#### Article VII: Fiscal Year

The fiscal year for the corporation shall be Jan 1 through Dec 31.

#### Article VIII: Action by Consent

Any action required or permitted to be taken at any meeting of the Board may be taken without a meeting if all members of the Board sign a written or electronic consent to such action and such written consent is filed with the minutes of the proceedings of the Board.

#### Article IX: Waiver of Notice

Whenever notice is required to be given to any Director of the corporation under the provisions of the law or under the provisions of the Articles of Incorporation or by these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice. Presence without objection shall also constitute a waiver of notice.

#### Article X: Director and Staff

The Executive Director is hired by the Board. The Executive Director has day-to-day responsibilities for the Corporation, including carrying out the Corporation's goals and policies. The Executive Director will attend all board meetings, report on the progress of the Corporation, answer questions of the Board and carry out the duties described in the job descriptions. The Board can designate other duties as necessary.

The Executive Director shall be an ex-officio member of the Board. The Executive Director shall be the Chief Executive Officer of the Corporation and shall conduct the activities and business of the Corporation subject to the direction of the Chairman and the Board. All other staff members will report to the Executive Director.

#### Article XI: Indemnification

To the extent not inconsistent with applicable law, every person who is or was a director, officer, employee, or agent of the Corporation shall be indemnified by the Corporation against all liability and reasonable expense that may be incurred by him or her in connection with or resulting from any claim, action, suit, or proceeding.

#### Article XII: Dissolution Clause

The affiliate may be dissolved only with the authorization by the Board given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the Board. Upon dissolution all remaining assets of the affiliate, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to such tax-exempt organizations (with purposes similar to those of the affiliate) and as shall be chosen by the then existing Board.

#### Article XIII: Amendments

These By-Laws may be altered, amended, or repealed by a two-thirds vote of the Directors at any duly scheduled meeting or by mail ballot of the Board.

Certificate

This is to certify that the foregoing is a true and correct copy of the Bylaws of the Corporation named in the title thereto and that such Bylaws were revised and duly adopted by the Board of said Corporation on the 29<sup>th</sup> day of August 2018.

Affiliate Bylaws

(approved on July 23, 2003)  
(updated on August 7, 2003)  
(updated on June 29, 2006)  
(updated on May 31, 2007)  
(updated on August 10, 2010)  
(updated on April 2, 2013)  
(updated May 12, 2014)  
(updated on August 29, 2018)

**ATTACHMENT 13**

**13 - Please sign and submit Statement of Personal History and Credit Check Release (as attached).**

Statement of Personal History and Credit Check Release Attached



# Northwest-Progresso-Flagler Heights Community Redevelopment Agency

## PERSONAL HISTORY STATEMENT

**PLEASE READ CAREFULLY - PRINT OR TYPE**

Each Proprietor (if a Sole Proprietorship), General Partner (if Partnership), Limited Partner (if Partnership), Officer, Director and Business Owner (owning 20% or more of the business), must complete a Personal History Statement. For all Non-Profit Organizations, all guarantors must complete this form and be approved as guarantors by the City of Fort Lauderdale Community Redevelopment Agency.

|  |                                     |
|--|-------------------------------------|
| Applicant/Business Name:<br>Rebuilding Together Broward County | Participating Bank/Lender:          |
| City: <u>Oakland Park</u> State: <u>FL</u> Zip: <u>33334</u>   | City: _____ State: _____ Zip: _____ |

**Personal Statement of (if you do not have a middle name, put NMN):**

First Name: Robin Middle: Scott Last: Martin Jr. Date \_\_\_\_\_

Social Security No.: \_\_\_\_\_ of Birth: \_\_\_\_\_ Place of Birth: Miami, FL


|  |   |
|--|---|
| Present Address: _____<br>City: _____ State: <u>FL</u> Zip: <u>33315</u><br>from: _____ To: <u>present</u> | Previous Address: _____<br><i>(needed if in present address less than 5 years)</i><br>City: _____ State: <u>FL</u> Zip: <u>33020</u><br>From: _____ To: _____ |
| Loan Requested from CRA: \$ <u>N/A</u>   | Are you a U.S. Citizen: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO   |
| Loan Request from Bank(s): \$ <u>N/A</u>   | If NO, are you a Lawful Permanent Resident Alien: <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| Percentage of Company Ownership: <u>N/A</u> %  | Alien Registration Number: _____  |

IT IS IMPORTANT THAT THE NEXT THREE (3) QUESTIONS BE ANSWERED COMPLETELY. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU. HOWEVER, AN UNTRUTHFUL ANSWER WILL CAUSE YOUR APPLICATION TO BE DENIED.

IF YOU ANSWER "YES" TO ANY OF THE QUESTIONS BELOW, PLEASE FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, WHETHER MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION.

- Are you presently under indictment, on parole or probation?  YES  NO  
*(If YES, indicate the date parole or probation is to expire)*
- Have you ever been charged with and/or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted.  YES  NO
- Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor vehicle violation?  YES  NO

**I hereby authorize the City of Fort Lauderdale to request criminal record information about me from the criminal justice agencies for the purpose of determining my eligibility.**

|   |                             |                   |
|---|-----------------------------|-------------------|
| Signature  | Title<br>Executive Director | Date<br>1/28/2021 |
|---|-----------------------------|-------------------|

\*ORIGINAL SIGNATURES REQUIRED





# Northwest-Progresso-Flagler Heights Community Redevelopment Agency

## CREDIT CHECK RELEASE FORM

I authorize the City of Fort Lauderdale Community Redevelopment Agency to obtain such information (*from any source necessary*), as the City/CRA may require concerning statements made in the application for the CRA funding (*including but not limited to, obtaining a copy of my credit report, current loan status reports and financial information from the Participating Bank/Lender*).

**PLEASE NOTE:** Each Proprietor (*if a Sole Proprietorship*), General Partner (*if Partnership*), Limited Partner (*if Partnership*), Officer, Director and Business Owner (*owning 20% or more of the business*), must complete this Credit Check Release Form. For all Non-Profit Organizations, all guarantors must complete this form and be approved as guarantors by the City of Fort Lauderdale Community Redevelopment Agency.

First Name: Robin Middle: Scott Last: Martin Jr.

Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License (State and Number): \_\_\_\_\_

Home/Cellular Phone No.: 954-756-4422 Office No.: 954-678-5710

Current Home Address (*PO Boxes not accepted*): \_\_\_\_\_

City: Fort Lauderdale State: FL Zip Code: 33315

Employer: Rebuilding Together Broward County

Employer Address: 4836 NE 12th Ave

City: Oakland Park State: FL Zip Code: 33334

Company Phone No.: 954-772-9945 Other No.: 954-678-5710

Signature: 

Date: 1/28/2021

\*ORIGINAL SIGNATURES REQUIRED





City of Fort Lauderdale  
Community Redevelopment Agency (CRA)

914 Sistrunk Boulevard, Suite 200  
Fort Lauderdale, FL 33311  
Tel: 954-828-4514  
Fax: 954-828-4500  
E-mail: npf-cra@fortlauderdale.gov

## Northwest-Progresso-Flagler Heights Community Redevelopment Agency

### APPLICATION REQUEST SUPPLEMENTAL INFORMATION

#### CRA Incentive Programs

Please select the incentive(s) you are applying for and insert the amount of funding assistance you are seeking:

|                                     |  |               |
|-------------------------------------|--|---------------|
| <input type="checkbox"/>            | COMMERCIAL FAÇADE IMPROVEMENT PROGRAM  | \$ _____      |
| <input checked="" type="checkbox"/> | <i>Residential Façade and Landscaping</i><br>PROPERTY AND BUSINESS IMPROVEMENT PROGRAM | \$ 300,000.00 |
| <input type="checkbox"/>            | STREETScape ENHANCEMENT PROGRAM  | \$ _____      |
| <input type="checkbox"/>            | DEVELOPMENT INCENTIVE PROGRAM  | \$ _____      |
| <input type="checkbox"/>            | PROPERTY TAX REIMBURSEMENT PROGRAM   | \$ _____      |

Please provide a supplement sheet responding to the following numbered questions:

1. Please describe your project.
2. What is the address, folio number and legal description of the property.
3. What is the existing and proposed use of the property? Please note that certain uses are not eligible for CRA assistance. This includes convenience stores, pawn shops, check cashing stores, tattoo parlors, massage parlors, liquor stores and other uses as may be determined by the CRA that are inconsistent with the CRA Community Redevelopment Plan. Please note that there will be restrictive covenants placed on the property for minimum of 5 years restricting use of the property to only those uses for which CRA funding was provided.
4. Are the proposed improvements to the property being made on behalf of a proposed tenant for the property. If so, please provide a copy of the lease agreement.
5. What is the zoning of the property?
6. Are you the property owner? Please provide a copy of the deed of the property. You must be the owner of the property to apply.
7. Is your project new construction or is it renovation?
8. What is the total capital investment of your project and what is your hard construction and soft cost? (While property acquisition cost is not an eligible CRA expense, it may be included in your total capital investment)
9. What is the current Broward County Assessed Value of the property?
10. Is there a mortgage on the property? Please provide OR Book and Page. Please note that CRA funding is in the form of a 0% interest forgivable loan, forgiven after 5 year of project completion secured by a first

mortgage or subordinate mortgage on the property. Projects receiving over \$225,000 in CRA assistance will be secured by a forgivable loan forgiven after 7 years to 10 years depending on the level of CRA funding. Other forms of security in lieu of a forgivable mortgage will be considered on a case by case basis.

11. Are there any other liens or pending liens on the property? Please provide OR Book and Page.
12. Are there any code violations on the property? Identify.
13. Is the property listed "For Sale." Please note that properties listed for sale may not apply for CRA program funding.
14. How many new permanent jobs will be created by the project? Please describe the jobs to be created and projected salaries.
15. What is the estimated construction commencement date of the project? Please note that no work is to commence on the project unless a Program Agreement is approved and fully executed between the CRA and the property owner and that work must commence within 90 days of CRA funding approval.
16. What is the estimated completion date of the project? Please note that all approved projects must be completed within a maximum of three (3) years.
17. Please provide proof of your matching funds (i.e. bank statement, line of credit, etc.) and identify other proposed forms of financing for your project.
18. Do you have general liability and fire and casualty insurance on the property? You will be required to demonstrate proof of insurance and may include bonding requirements as required by the City/CRA prior to commencement of work. The cost of insurance may be included as part of your total project cost funded by the program.
19. Have you previously received funding from the CRA? Explain.

**If you are applying for funding from the Commercial Façade Improvement Program, Property & Business Improvement Program and/or Streetscape Enhancement Program, please also complete the following:**

20. Do you have a detailed scope of work? If so, please include for CRA review and approval.
21. Do you have completed architectural drawings for the scope of work to be performed? Please include along with architectural illustration(s) of the proposed work, material specifications, color selections, etc. Please note that architectural cost may be included as part of your total project cost.
22. Have your project plans been submitted for City Development Review and/or permitting and if so what are the status of the plans and the plan review number? All work must be permitted and approved by the Building Official.
23. Do you have detailed, written contractor cost estimates? If so, please provide.
24. Have you selected a contractor from the attached City/CRA Approved Contractor List? Please note if your contractor is not on the City/CRA approved list, it may be possible to have your contractor become an approved CRA Contractor. He/She will need to complete the attached Contractor Application for consideration.
25. If you are applying for the Façade Program or Property and Business investment Program, and if you are not using a City /CRA Approved Contractor, you must secure two detailed licensed and insured contractor cost estimates and CRA funding is limited to 60% of the lowest cost estimate not to exceed \$50,000 which can only be funded on a reimbursement basis, rather than a direct payment to the contractor. In addition, all

projects over \$50,000 may be assigned a CRA Construction Review Specialist who will determine the scope of work to be funded and will secure contractor pricing for the project, manage funding request and provide general project oversight.

26. For Streetscape Enhancement Program projects, see additional requirements for projects in excess of \$300,000 as required by Florida Statute 255.20.

I Robin Martin attest that the information is correct to the best of my knowledge. I further understand that the CRA program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner/applicant. I further understand that I am responsible for providing all documentation required by The CRA.



Signature of

Property Owner or Business Owner

**Robin Martin, Executive Director**

Print Name

#### **ATTACHMENT 14**

**14 - If project involves construction, please provide a minimum of two (2) detailed cost estimates prepared by Architect/Engineer and/or General Contractor, preliminary plans and specifications, Architectural Illustration and photos of existing conditions.**

N/A

#### **ATTACHMENT 15**

**15 - Attach a street map showing the location of the proposed project, Property Folio number and Legal Description.**

N/A

#### **ATTACHMENT 16**

**16 - Preliminary Project Schedule.**

The work is ongoing and will continue once awarded. The work on homes will be completed by December 31,2021

#### **ATTACHMENTS 17 – 29**

N/A – the request if for less than the \$500,000 threshold



# Northwest-Progresso-Flagler Heights Community Redevelopment Agency

## APPLICATION REQUEST SUPPLEMENTAL INFORMATION

### ATTACHMENT 1

#### **1 – Please describe your project.**

Rebuilding Together respectfully seeks support to help provide repairs and/or rehabilitation to a minimum of 60 homes, ensuring that over 90 low income seniors, disabled persons, and veterans can live in a healthier neighborhood.

Rebuilding Together's *Building a Healthy Neighborhood* program targets multiple homes in a given area in need of repairs and rehabilitation and performs these services at no cost to the homeowners. Every Rebuilding Together project is a product of collaboration. For each project, Rebuilding Together recruits skilled labor, materials, and volunteers at a discounted rate or no cost.

The program is ongoing, and projects are done throughout the year. The community revitalization program culminates in one-day Block Rebuild projects that include 100+ volunteers working on 5-10 homes on one specific block. During the year, we have at least 4 large project days in which we gather community support to provide improvements and our team of Home Technicians work on 1-2 homes additionally each week.

All of the homes in this program are provided exterior paint, landscaping, and minor safe and healthy home improvements. Clients access our services through referral and an application process. We are well known in our community and referrals come from numerous sources. The projects are done as the homes are needed and scheduled in connection with volunteers and donors.

All Rebuilding Together clients must have a total household income of no more than 50% of the area median income in Broward County. However, over 85% rely on Social Security as their sole source of income, and they fall well below the poverty level.

### ATTACHMENT 2

#### **2 – What is the address, folio number and legal description of the property.**

N/A

### **ATTACHMENT 3**

#### **3 – What is the existing and proposed use of the property?**

The properties that will receive revitalization are all homeowner occupied housing.

### **ATTACHMENT 4**

#### **4 – Are the proposed improvements to the property being made on behalf of a proposed tenant for the property. If so, please provide a copy of the lease agreement.**

The properties that will receive revitalization are all homeowner occupied housing.

### **ATTACHMENT 5**

#### **5 – What is the zoning of the property?**

All of the properties are zoned residential.

### **ATTACHMENT 6**

#### **6 - Are you the property owner? Please provide a copy of the deed of the property. You must be the owner of the property to apply.**

N/A

### **ATTACHMENT 7**

#### **7 - Is your project new construction or is it renovation?**

Renovation

#### **ATTACHMENT 8**

**8 - What is the total capital investment of your project and what is your hard construction and soft cost? (While property acquisition cost is not an eligible CRA expense, it may be included in your total capital investment)**

The average capital investment/home repairs for each home will be no more than \$5,000.

#### **ATTACHMENT 9**

**9 - What is the current Broward County Assessed Value of the property?**

N/A – each home will be a single family property and are of various Broward County Assessed Values.

#### **ATTACHMENT 10**

**10 - Is there a mortgage on the property?**

N/A

#### **ATTACHMENT 11**

**11 - Are there any other liens or pending liens on the property?**

N/A – No, there will not be any repairs done on properties with liens or pending liens.

#### **ATTACHMENT 12**

**12 - Are there any code violations on the property?**

N/A – There is no single property being renovated. Some of the homes may have code violations and the repairs that we provide will be to remove those violations.



### **ATTACHMENT 13**

**13 - Is the property listed "For Sale."**

No, none of the properties being renovated will be listed for sale.

### **ATTACHMENT 14**

**14 - How many new permanent jobs will be created by the project? Please describe the jobs to be created and projected salaries.**

None.

### **ATTACHMENT 15**

**15 - What is the estimated construction commencement date of the project? Please note that no work is to commence on the project unless a Program Agreement is approved and fully executed between the CRA and the property owner and that work must commence within 90 days of CRA funding approval.**

Work on the homes will commence immediately post approval and signed contract.

### **ATTACHMENT 16**

**16 - What is the estimated completion date of the project? Please note that all approved projects must be completed within a maximum of three (3) years.**

The estimated completion date is 12/31/2021.

### **ATTACHMENT 17**

**17 - Please provide proof of your matching funds (i.e. bank statement, line of credit, etc.) and identify other proposed forms of financing for your project.**

This grant will primarily be matched with in-kind materials and volunteer services.

#### **ATTACHMENT 18**

**18 - Do you have general liability and fire and casualty insurance on the property?**

N/A – The homes are all private homeowner properties.

#### **ATTACHMENT 19**

**19 - Have you previously received funding from the CRA? Explain.**

Yes, Rebuilding Together Broward County received \$255,000 in funding for fiscal year 2020 to provide home repairs for clients living in the Historic Dorsey Riverbend community.

#### **ATTACHMENT 20**

**20 - Do you have a detailed scope of work? If so, please include for CRA review and approval.**

All of the homes renovated will receive exterior paint, landscaping, and minor safe and healthy home improvements. Additionally, the clients will receive our full 25 point home safety inspection and will be provided additional services that they are qualified for.

#### **ATTACHMENT 21**

**21 - Do you have completed architectural drawings for the scope of work to be performed?**

N/A

#### **ATTACHMENT 22**

**22 - Have your project plans been submitted for City Development Review and/or permitting and if so what are the status of the plans and the plan review number? All work must be permitted and approved by the Building Official.**

N/A

**ATTACHMENT 23**

**23 - Do you have detailed, written contractor cost estimates? If so, please provide.**

N/A

**ATTACHMENT 24**

**24 - Have you selected a contractor from the attached City/CRA Approved Contractor List? Please note if your contractor is not on the City/CRA approved list, it may be possible to have your contractor become an approved CRA Contractor. He/She will need to complete the attached Contractor Application for consideration.**

N/A

**ATTACHMENT 25**

**25 - If you are applying for the Facade Program or Property and Business investment Program, and if you are not using a City /CRA Approved Contractor, you must secure two detailed licensed and insured contractor cost estimates and CRA funding is limited to 60% of the lowest cost estimate not to exceed \$50,000 which can only be funded on a reimbursement basis, rather than a direct payment to the contractor. In addition, all projects over \$50,000 may be assigned a CRA Construction Review Specialist who will determine the scope of work to be funded and will secure contractor pricing for the project, manage funding request and provide general project oversight.**

N/A

**ATTACHMENT 26**

**26 - For Streetscape Enhancement Program projects, see additional requirements for projects in excess of \$300,000 as required by Florida Statute 255.20.**

N/A

