



CITY MANAGER'S OFFICE

CITY MANAGER SIGNATURE REQUEST ROUTING FORM

Rev: 13 | Revision Date: 09/29/2025

SECTION 1 | SUMMARY INFORMATION

Date: 10-13-2025

Commission Agenda Item Letter to the Commission (LTC) Letter to External Stakeholder(s) Other Document

Document Title/Purpose: Participation Agreement for Signature (Felice Fautala - 830 SW 1st Court)

Commission Meeting Date: 12/19/2017 CAM #: 17-1463 Item #: CR-2

CAM attached: Yes No Action Summary Attached: Yes No CIP FUNDED: Yes No

Community Investment Plan (CIP) Project defined as having a life of at least 10 years and a cost of at least \$100,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement. Term "real property" includes land, real estate, realty, or real.

SECTION 2 | REQUESTOR (CHARTER OFFICE/DEPARTMENT)

Charter Office: CAO Router Name: Erica H. Ext: 6088

Department: HCD-CSO Router Name: Angelia Walsh Ext: 6024

Department Approval (Director/Chief): Name Porsha L. Garcia Init PBL Date 10/14/2025

\*Return Document To: Angelia Walsh Department: HCO Ext: 6024

\*REMINDER: Once review and signature at the last level of government (Federal, State, County) is complete, scan the final record copy and send to the City Clerk's Office.

Scan Date: Attach Certified Resolution #: Original form route to CAO: Yes No

THE FOLLOWING SECTIONS ARE FOR CHARTER OFFICE USE ONLY

SECTION 3 | CITY ATTORNEY'S OFFICE (CAO): CAO signed/routed Required Yes No

Is the attached Granicus document final? Yes No Number of Originals Attached: 1

Attorney's Name: Lynn Solomon Approved as to Form: Yes No Initials: JS

Route to: Finance (if applicable) Date: Route to: CCO Date: 10-16-25

SECTION 4 | CITY CLERK'S OFFICE (CCO)

City Clerk Office Receive and Scan Date: Number of Originals: 1

Route to CMO Date: 10/16/25 Route to Mayor Date:

SECTION 5 | CITY MANAGER'S OFFICE (CMO)

LOG #: OCT 87 Date Received: 10/17/25 Received From: CCO

To CM/ACM: R. Williams C. Cooper Y. Matthews B. Rogers

Approved Init.: for continuous routing to Rickelle Williams, City Manager/Executive Director

Disapproved: Comments:

CMO Executive Assistant Route to: CCO | HR | OMB | Other: Date: 10/22/25 Initial: APD



**CITY OF FORT LAUDERDALE  
EMERGENCY HOUSING REPAIR PROGRAM  
PARTICIPATION AGREEMENT**

THIS AGREEMENT, entered into this 21<sup>st</sup> day of October, 2025  
by and between:

**CITY OF FORT LAUDERDALE**, a municipal corporation of the State of  
Florida, hereinafter referred to as “City”

and

**Felice F. Fontana**, a single woman, hereinafter referred to as “Property  
Owner(s)” and/or “Participant(s)”

WHEREAS, the City Commission of City, at its meeting of August 22, 2023, approved CAM 23-0477, which includes substantial amendments to the 2023-2024 Annual Action Plans policies and guidelines and the allocation of State Housing Initiatives Partnership (SHIP) funds for the City of Fort Lauderdale Emergency Housing Repair Program.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable considerations, the receipt and adequacy of which are acknowledged, the parties agree as follows:

1. **PURPOSE**. The purpose of this Agreement is to establish the requirements for the City to provide funding to Property Owner(s) for the purpose of emergency repair of a residential dwelling on Property Owner(s)’s property. This Agreement is subject to compliance with the existing City of Fort Lauderdale Housing Program Policy and Guidelines (“Program”).

2. **SCOPE**. The funding proceeds obtained in conjunction with this Agreement shall be used solely in connection with the rehabilitation, construction, and related soft costs for the house, see attached Exhibit “A” on Property Owner(s)’s property (“Project”) having the address of:

**830 S.W. 11<sup>th</sup> Court  
Fort Lauderdale, Florida 33315**

Legally described as:

Lot 8, Block 2, OF VINIK NO. 2, according to the plat thereof as recorded in Plat Book 25, Page 33, Public Records of Broward County, Florida. (“Property”).

3. **FORM OF ASSISTANCE**. The amount of the grant will not exceed Fifteen Thousand and No/100 Dollars (**\$15,000.00**). Upon execution of this Participation Agreement, the Program Maximum amount of the grant shall be earmarked and set aside for the Property Owner(s) to be used solely for the Property Owner(s)’ Emergency Housing Repair Project. The monies provided shall be withdrawn and used on behalf of the Property Owner(s) by City solely to pay for the Project costs. Participants shall have no personal claim to the project funds. Payments shall

be made in accordance with the procedures provided in the form Contractor Agreement and Construction Contract Addendum used by the City and on file with the City's administrator for the Program ("Construction Contract"). A participant and heirs to the qualified property will be limited to single lifetime assistance under this program.

(a) Interest Rate. The interest rate on the principal amount of the funding shall be zero percent (0%) per annum.

(b) Term of Repayment and Participation in Future Programs

The Fifteen Thousand and Zero cent \$15,000.00 Principal is in the form of a grant and no repayment is required. Participants in this grant program shall not be eligible to participate in any other City funded home rehabilitation program for a period of Twenty-four (24) months. The Twenty-four (24) Months shall be calculated from the final inspection completion date for the work completed under this program.

4. ADMINISTRATION. As an administrative function, the City shall retain any and all unused portion of the award grant amount within ten (10) working days from the date of completion and acceptance of the work, which shall be the date of the Certificate of Completion for the Project.

Disbursements for hard costs to the General Contractor shall be made payable to the General Contractor, requiring the Property Owner(s)' signature in countersigning and releasing the check for payment(s) to the General Contractor. The Property Owner(s) shall not unreasonably withhold approval of any partial or final payments to General Contractor, subject to the requirements set forth or referred to in the City's Program Guidelines.

5. COMMUNICATIONS. Any and all communications arising under this Agreement shall be transmitted as follows:

(a) All notices, demands, requests, instructions, approvals, proposals, and claims shall be in writing.

(b) Notice by either party under this Agreement should be deemed sufficient if given in writing and hand delivered and return receipt requested or sent by registered or certified mail, postage prepaid and return receipt requested, to the appropriate parties indicated below:

AS TO THE CITY:  
Rickelle Williams, City Manager  
City of Fort Lauderdale  
101 NE 3rd Andrews Avenue, Suite 2100  
Fort Lauderdale, Florida 33301

With a Copy to:  
D Wayne M. Spence, Interim City Attorney  
City of Fort Lauderdale  
City Attorney's Office  
1 E. Broward Blvd., Suite 1320  
Fort Lauderdale, Florida 33301

AS TO THE PROPERTY OWNER(S):

**Felice F. Fontana**  
830 S.W. 11<sup>th</sup> Court  
Fort Lauderdale, Florida 33315

(c) Any such notices shall be deemed to have been given as of the time of actual delivery or, in the case of mailing, when the same has been deposited in the mail.

6. SEVERABILITY. If any section, subsection, clause, sentence, or provision of this Agreement shall be held invalid for any reason, the remainder of the Agreement shall not be affected thereby.

7. INTEGRATION. This Agreement and all exhibits attached hereto, specifically referenced within, shall constitute the entire agreement between City and Participant(s); no prior written, prior, or contemporaneous oral promises or representations shall be binding. This Agreement shall not be amended except by written instrument signed by both parties.

8. GOVERNING LAWS/VENUE. This Agreement shall be governed by the laws of the State of Florida with venue lying in Broward County for the purpose of any litigation that may arise out of this Agreement.

9. ENTIRE AGREEMENT. This Agreement shall constitute the entire Agreement between City and Participant for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the City and the Participant with respect to this Agreement. No prior written, prior or contemporaneous oral promises, or representations shall be binding. This Agreement shall not be amended except by written instrument signed by both parties.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

**CITY OF FORT LAUDERDALE**, a  
municipal corporation of the State of Florida

By: Rickelle Williams  
Rickelle Williams, City Manager

Date: 10/21/2025

APPROVED AS TO FORM AND  
CORRECTNESS.  
D' Wayne M. Spence, Interim City Attorney

By: [Signature]  
Lynn Solomon, Assistant City Attorney

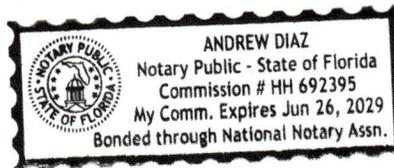
Date: 10/15/2025

STATE OF FLORIDA:  
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 21<sup>st</sup> day of October, 2025, by Rickelle Williams, as City Manager of the City of Fort Lauderdale, a municipal corporation of the State of Florida.

Andrew Diaz  
Signature of Notary Public, State of Florida

Andrew Diaz  
Name of Notary Typed, Printed or Stamp



Personally Known  OR Produced Identification   
Type of Identification Produced \_\_\_\_\_

WITNESSES:

[Signature]  
Jonathan Rogers  
Print Name

[Signature]  
Danielle Sterling  
Print Name

OWNER(S)/PARTICIPANT(S):

By: [Signature]  
**Felice Fontana**  
830 S.W. 11<sup>th</sup> Court  
Fort Lauderdale, Florida 33315

Date: Oct. 13, 2025

STATE OF FLORIDA  
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 13 day of October, 2025, by Felice Fontana.

[Signature]  
Signature of Notary Public, State of Florida  
Danielle Sterling  
Name of Notary Typed, Printed or Stamped



DANIELLE STERLING  
Commission # HH 292274  
Expires July 25, 2026

Personally Known \_\_\_\_\_ OR Produced Identification FDL  
Type of Identification Produced \_\_\_\_\_

EXHIBIT "A"  
SCOPE OF WORK

## EXHIBIT A

City of Fort Lauderdale  
Housing and Community Development Division  
**Emergency Housing Repair Program**

REHABILITATION SCOPE OF WORK  
PROJECT ADDRESS: **830 SW 11<sup>th</sup> Court Fort Lauderdale, 33315**  
PROJECT HOMEOWNER: **Felice Fontana**

CASE NO. **RS 25-013**

**GENERAL NOTES TO BIDDERS:**

**Section 3**

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

**Minimum requirement: Awarded Contractor must be a licensed General Contractor.**

- 1) Bid submittal shall be acknowledged as the Contract bid amount, irrespective of any error in the computation of line items. Bids with computation errors may be disqualified.
- 2) Bid submittal shall include all costs to obtain permits as required from the City of Fort Lauderdale Building Services Division.
- 3) All work performed per the current Florida Building Code (FBC), National Electric Code (NEC) and within acceptable industry standards.
- 4) Good workmanship: Contractor shall perform work within good construction practices. Construction materials must be of good quality and free of defects.
- 5) Clean site: Contractor shall keep the site clean and free of construction debris and waste at all times. All construction waste and debris must be disposed of in a timely fashion as per local, State and Federal regulations.
- 6) Secured areas: Contractor shall make a reasonable and conscientious effort to exclude unauthorized persons from the site/work area. Contractor may use barriers, signage, and/or any other reasonable means of exclusion.
- 7) Timeline: Awarded Contractor must submit a written work schedule when signing the Homeowner/Contractor Agreement. Failure to provide the appropriate documentation will result in automatic forfeiture and project award to the next successful bidder. Contractor shall complete the project within 50 working days from the date of Building Permit Issuances.

- 8) Payment requests may be submitted in a maximum of three intervals with the first interval representing 35% of work completed, the second representing 35% and a final payment of 30%.
- 9) If not otherwise stated, the bidder shall include, as a separate item, any task or provision not specified in the work write-up and must be deemed necessary for successful project completion.
- 10) All measurements and quantities specified in this document are approximations and must be checked and verified to be true by the bidder prior to submitting a bid. Discrepancies must be reported immediately via **Infor**. If the Contractor has any comments or questions regarding the work item specifications please follow **Infor** instructions.
- 11) General Contractor is required to obtain Housing and Community Development's (HCD) cover letter to expedite the permitting process. Contractor may be subject to a fine of \$250 per day for any days over the completion date. Liquidated damages shall affect contract sum and may be withheld from payment.
- 12) Contractor is required to provide all required insurance certificates (including subcontractor) to HCD within five (5) business days of award. Failure to provide appropriate insurance documentation will result in automatic forfeiture and award made to the next successful bidder.
- 13) All building permits and plans/drawings must be submitted for review to the Construction Review Specialist (CRS) prior to submittal to the Building Services Division.
- 14) Contractor shall obtain signed and notarized Homeowner Selection Sheet provided by HCD with selection of items including; but not limited to paint, tile, grout, kitchen and bathroom cabinets, and countertops. A copy shall be provided to the CRS.

**\*\*\*USE HCD REHABILITATION PRICE LIST FOR ALL NEEDED ITEMS\*\*\***

**1. HVAC REPLACEMENT**

**1 Total**

**1. Removal of Existing Equipment**

- Disconnect and remove one (1) existing 1.5 -ton air handler and condenser unit. Safely dispose of all removed equipment and associated materials in accordance with local environmental regulations. Recover refrigerant per EPA Section 608 standards. Inspect existing platform, ductwork, electrical connections, and refrigerant line set for compatibility and integrity.

**2. Supply and Install New 2.5-Ton Air Handler**

- Provide and install one (1) new 1.5 -ton (or properly sized) high-efficiency electric air handler, compatible with the new condenser unit. Ensure full compliance with the 2023 Florida Building Code and current energy efficiency standards (minimum SEER2-compliant system).
- Installation includes:
  - Factory-installed 10 kW electric heat strip
  - New float switch/condensate safety shut-off device
  - New electrical whip and disconnect box (if required)
  - New drain pan and reconnection or replacement of condensate line
  - New vibration isolators or support brackets (if platform/hangers are deteriorated)
  - All necessary duct transitions, flexible connectors, sealants, and fasteners
  - New air filter and clearly labeled filter access

**3. Supply and Install New 2.5-Ton Condenser Unit**

- Provide and install one (1) new high-efficiency condenser unit compatible with the new air handler. Ensure compliance with the 2023 Florida Building Code and applicable energy standards.
- Installation includes:
  - Proper mounting on a stable platform or pad. Connection to existing or new refrigerant line set. Electrical connections and disconnect box (if required). Proper refrigerant charge and system calibration

**4. Compatibility and System Verification**

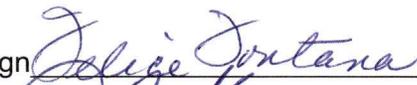
- Verify compatibility of existing refrigerant line set; flush or replace as necessary. Perform vacuum, leak check, and charging per manufacturer specifications. Ensure all refrigerant handling complies with EPA Section 608 standards. Install all components per manufacturer instructions and Florida Mechanical Code (Chapters 3 & 6). Test and balance airflow, amperage, and refrigerant pressures. Adjust system for quiet, efficient, and even airflow throughout the home.

**6. Final Connections and Restoration**

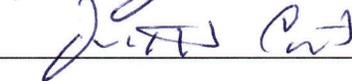
Reconnect or replace thermostat wiring as needed. Obtain all required electrical permits and inspections. Seal wall or ceiling penetrations around line set, ducts, and condensate lines. Clean up all job-related debris and packaging. Restore any finishes disturbed during installation.

I, Felice Fontana, understand and agree to the proposed Scope of Work listed above:

Homeowner (Felice Fontana) Print FELICE FONTANA Date 10/13/2025

Homeowner (Felice Fontana) Sign  Date 10/13/2025

Construction Review Specialist  Date 10/13/25

Housing Program Supervisor  (PWT) Date 10/13/2025