



# PROPOSAL FOR SCATTERED SITE INFILL HOUSING

## ORIGINAL PROPOSAL TO:

CITY OF FORT LAUDERDALE

NWP COMMUNITY REDEVELOPMENT AGENCY (NWP CRA)

RFP Number: 12385-105

SUBMITTED BY:



*in collaboration with:*



MINORITY BUILDERS COALITION, INC. ♦ 665 SW 27 AVENUE, SUITE 16 ♦ FORT LAUDERDALE, FLORIDA 33312



665 SW 27 Avenue, Suite 16  
Fort Lauderdale, Florida 33312  
Office: (954) 792-1121 ♦ Fax: (754) 200-4982  
Website: [www.MinorityBuilders.org](http://www.MinorityBuilders.org)

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Gregory Brewton, Director  
Eric L. Haynes, Director  
John Milledge, Director  
Gregory L. Durden, Legal  
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Brian C. Johnson

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Grace & Naeem, Inc.

Angela/Wayne Messam,  
Partners  
Messam Construction, Inc.

November 16, 2020

Fausto Vargas  
Procurement Specialist  
City of Fort Lauderdale  
100 N. Andrews Avenue  
Fort Lauderdale, FL 33301

Re.: Request for Proposals (RFP) #12385-105

Dear Mr. Vargas,

Minority Builders Coalition, Inc. (MBC) is pleased to present a proposal to construct 2 single- family detached homes and 2 duplex apartment units within the Northwest Progresso-Flagler Community Redevelopment Area (NWP CRA) on lots identified in Parcel Grouping "I". Our work as an affordable housing developer delivers a triple bottom line whereby: 1. We eliminate blight, enhance the facade and increase taxable properties in the municipal CRA, 2. We provide "wealth generating" affordable homes to low/moderate income families, and 3. We earn revenue that helps sustain or expand our community services to seniors, low/moderate families, small/minority and women owned businesses and job seekers.

Again, thank you for your time and consideration in reviewing our proposal. If should you have any questions or need additional information. Please contact me at (954) 275-2581 or via email at [BCJohnson@minoritybuilders.org](mailto:BCJohnson@minoritybuilders.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Johnson', is written over the typed name and title.

Brian C. Johnson, MBA  
President/CEO

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## 4.2.2. EXECUTIVE SUMMARY

### APPROACH

Minority Builders Coalition's (MBC) approach to this project is to address all aspects of the program planning, design, potential buyer qualification, permitting, construction and close-out process to ensure that each step logically and seamlessly leads to the next step; that the project is concluded efficiently and in accordance with all of the expectations of the Northwest Progresso Flagler Heights Community Redevelopment Area (NWP CRA); and that we can quickly and efficiently sell all six homes to well qualified homebuyers as soon after construction is concluded as is possible. This approach emphasizes the following key principals:

- **Communication** between all team members of progress and issues throughout the process;
- Construction of **high-quality housing** that will be an asset in the near-term and long-term future of this community;
- **Transparency and accountability** for the expenditure of public funds;
- In-house inventory **well qualified local subcontractors and MWBE vendors** to ensure both quality of construction and community benefit;
- **Housing affordability** through ensuring high quality of construction (thereby reducing cost of maintenance and upkeep); incorporation of energy efficient design to lower utility and operating costs; recruitment of qualified **residents from the local area** and **local employers** to keep commuting distances and costs at a minimum;
- **Neighborhood stabilization** through recruitment of qualified residents from the local area that can afford to purchase the homes from the NWP CRA, and maintain and operate new homes long into the future.

### Proposal

This proposed approach from MBC is to construct homes on all of the four (4) lots identified in the solicitation simultaneously so that all homes are completed in a timely manner. This construction effort will be preceded by an aggressive potential buyer qualification program, and thorough program planning, design and permitting. By completing construction of all six (6) homes within a short time period there will be efficiencies in the cost to design, permit and construct; MBC will have a better ability to sell all of the units; and, we will have a significant positive impact on the neighborhood through this very visible public investment and the stabilizing influence of new families.



## 4.2.3. COMPANY INFORMATION

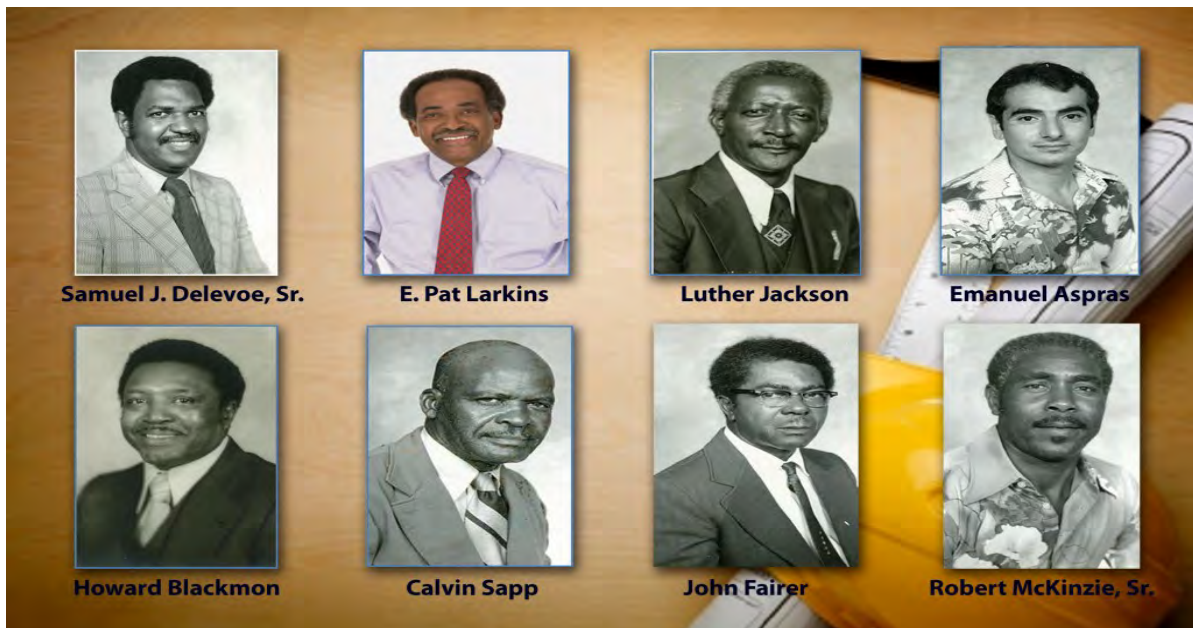
### »» Organization History, Vision and Mission

The Broward County Minority Builders Coalition (MBC) is a 501c(3) nonprofit corporation that was founded in 1971 under the direction of the late E. Pat Larkins, a former city commissioner and local businessman. Our mission is to enhance the construction industry in Broward County by ensuring the proactive participation of highly capable Community Business entities, especially minority and women-owned businesses in contracting through training & skills building, education, networking, capacity building, access to business opportunities and advocacy.

Our mission is to:

- ***Support the growth/viability of disadvantage businesses*** – particularly minority, women, and veteran owned firms as well as race and gender neutral certified small businesses throughout South Florida
- ***Increase employment opportunities*** for local job seekers
- ***Enhance physical quality of homes*** for seniors and low-income persons in our communities

MBC has a sound track record for the successful completion of projects through coordinating trades, developing partnerships, and building positive rapport with architects, engineers, local officials, vendors and clients while maintaining costs. Expert competency in Construction Planning & Scheduling, contract negotiations, project estimating, architectural and engineering design review, Organization & Time Management, Safety & Compliance Management document preparation, building code and regulations, material purchasing, site management through certification of occupancy.



## Team Member Experience: Minority Builders Coalition, Inc. (MBC)

For the past nearly 50 years, MBC has also been a valuable community asset in addressing the housing rehabilitation needs of residents living in Broward County's urban core. We currently partner with various governmental entities (including City of Lauderhill, City of Coral Springs, City of Lauderdale Lakes, the City of Plantation and Broward County) to provide new home construction and home repairs that foster continuous homeownership and sustain tax base generation – even in some of the area's lowest income communities. As such, we have accumulated extensive construction/rehabilitation experience the development of single-family housing projects.

- 28 single family new construction homes completed
- 10 single family new construction homes currently under construction
- Nearly 40 years of home rehabilitation for low and very low-income residents
- More than 40 years of home rehabilitation serves for elderly residents of Broward County
- Nearly 30 years of weatherization/energy efficiency retrofit program experience
- Managing affordable rental housing for nine (9) low/moderate income families
- Supporting a network of more than 300 construction related firms throughout South Florida

## Team Member Experience: Housing Foundation of America (HFA)

Housing Foundation of America, Inc., Inc (HFA) was established in 2005 with the following Mission to preserve and develop livable, affordable housing and address the needs of individuals and families. Housing Foundation of America, Inc

Housing Counseling & Income Certification Experience: Housing Foundation of America, Inc is a HUD approved non-profit organization that provides financial literacy to low- and moderate-income individuals in search of homeownership, and livable affordable housing. Housing Foundation of America is HUD approved housing counseling agency and currently performs the (8) hour homebuyer certification counseling for various cities thorough out Broward Palm Beach and Miami-Dade Counties.

Homebuyer Education Housing Foundation of America, Inc. is the largest provider of monthly homebuyer education workshops for homebuyers in Broward County. We serve the entire South Florida area. In Broward County we partner with the following cities in providing services:

- Pembroke Pines
- Miramar
- Coconut Creek
- Town of Davie
- Fort Lauderdale
- Hallandale Beach



## Team Member Experience: Southeast Florida Community Development Fund, Inc. (SFCDFI)

The Southeast Florida Community Development Fund, Inc.'s (SFCDFI) is an independent 501(c)3 nonprofit organization whose primary mission is to promote community and economic development, access to capital for small businesses, and job creation. The SFCDFI contracts with the South Florida Regional Planning Council for lending expertise, loan management, and administrative and staff support.

The SFCDFI primarily targets low- and moderate-income individuals and activities that revitalize or stabilize:

- low- or moderate-income geographic areas;
- federally designated disaster areas; and
- federally designated distressed or underserved non-metropolitan middle-income geographic areas primarily within Broward, Miami-Dade, Monroe and Palm Beach counties.

The SFCDFI is committed to the following business activities:

- providing construction financing to build affordable single-family homes to first time minority homebuyers; and
- helping disadvantaged small businesses and start-ups by providing loans and development services that will result in successful businesses, the creation of jobs, and promote economic and community development in the primary target markets of Broward, Miami-Dade, Monroe and Palm Beach counties.



## Key Personnel

The following persons are most responsible for the completion of our new construction projects:

Brian C. Johnson, President/CEO

- Organization leadership – more than 25 years
- Operations management – more than 25 years
- Program development – 20 years
- Quality assurance – more than 17 years
- Project management – 10 years
- Municipal governance (elected Vice Mayor/City Commissioner) – 6 years



Brian Powell, Construction Manager

- Construction Management – 20 years
- License General Contractor – 13 years
- Trade Contractor (Demolition, Misc Concrete, Carpentry, Interior Finishes) – 10 years
- Certifications: County (CBE, SBE, CSBE), State (MBE, FDOT DBE), LEED, EPA
- District Certifications: MDCPS (SBE, MBE, M/WBE) SBBC (M/WBE) SDPBC (SBE, M/WBE)

Harold Davidson, General Contractor

- Certified General Contractor - 18 years
- Construction Management - 18 years
- Trade Contractor - Shell construction, Demolition, Renovation, Carpentry) - 18 years
- State CGC, MBE, SBE

Chester Bishop, Chairman, Housing Foundation of America

- Successfully led HFA in the provision of homebuyer education and financial literacy to hundreds of low to moderate income individuals throughout the tri-county area of Broward, Miami Dade and Palm Beach along with Greensboro North Carolina.
- Successfully provided housing education, financial literacy, title and transfer of property services under the federal funded Neighborhood Stabilization Program for over 10 municipalities. We are currently the main provider of First Time Home buyer services including income certification to the City of Fort Lauderdale.
- Housing Foundation of America, Inc. currently serves as the agency certifying applicants for the City of Fort Lauderdale Cares Act funding for Rental, Mortgage and utilities assistance.
- Provided transfer of title and closing services for Liberty City Trust, Little Haiti Housing, and Opa-Locka Community Development Corporation (CDC).
- Universal Truth Community Development Corporation board member (2004 - 2006)
- President of South Florida Realtists Association (2004 - 2006)
- Housing Opportunity Project for Excellence board member (2004 - 2006)





## Key Roles and Duties on Proposed Project

Position Title	Name	Roles and Responsibilities on Project
President	Brian C. Johnson	Will provide executive leadership and oversight in all areas of this project. Serves as liaison between BCMBC and CRA to ensure that project meets contractual requirements. Will review and monitor all processes for quality and compliance with program guidelines.
Construction Manager	Brian Powell	Responsible for day-to-day management of project. Will provide high-level program support to include: liaison between homeowner and contractor, contract development, review and process invoices, provide contract management support including contract compliance monitoring, technical correspondence, reviewing construction bids and contracts, preparing technical reports and documents, maintaining project and client records, daily communication with contractors, clients, and governmental agencies. Will co-develop construction and cash outlay schedules with GC and will collaborate with GC to ensure projects remain on schedule and within budgets.
General Contractor	Harold Davidson	Responsible for day-to-day monitoring and management of construction related improvements, repairs and renovations. Will oversee all components of the construction process from scheduling to quality of workmanship. Will provide high-level project support to include: contractor consultation, architectural and engineering consulting, design implementation, OSHA safety checks, Green Building Techniques, Coordinate other Safety and health checks, Review change orders, Troubleshoot delays in obtaining permits, delays in supply orders, or general delays by contractors and subcontractors
Homebuyer Engagement	Chester Bishop	Responsible for providing Homebuyer Engagement services including, but not limited to: Pre-purchase workshops, Pre-purchase Counseling, Financial Capability Counseling, Homeless2Hopeful (H2H) Financial Education workshops, Foreclosure Counseling, Reverse Mortgage Counseling, Post Purchase Counseling, Veteran Homeownership Counseling and develop or rehabilitate affordable housing units. Includes workshops, one on one counseling and client follow up through to closing.



## Past Projects & References

Agreement Type	Reference Contact Funding Agency	Location	Project Type	No. of Units	Year Completed
Single Family In-Fill Lot Homes	Kenneth Hobbs Assistant City Manager City of Lauderdale	City of Lauderdale CRA – Cannon Point	New Construction of Single-Family Homes	10	On-going TBC-2022
Single Family In-Fill Lot Homes	Ralph Stone, Executive Director Housing Finance and Community Development Division Broward County	BMSD	New Construction of Single-Family Homes	4	2019
Commercial Façade Program	Kenneth Hobbs Assistant City Manager City of Lauderdale	City of Lauderdale	Construction & program management	4	On-going TBC-2020
Home Repair  Special Needs Barrier Free 2018/2019	Mildred Reynolds Broward County Housing Finance	Broward County- wide	Minor Home Repair Program  Special Needs- Barrier Free	12	On-going TBC-2021
Minor Home Repairs 2018/2019	Peter Dokuchitz City of Plantation	City of Plantation	Minor Home Repair Program	5	On-going TBC-2020
Minor Home Repairs 2018/2019	Tameka Dorsett Finance Manager City of Lauderdale	City of Lauderdale	Minor Home Repair Program	10	On-going TBC-2020
Down Payment Assistance 2018/2019	Tanya Davis-Hernandez City of Lauderdale Lakes	The City of Lauderdale Lakes	First-Time Home Buyer Down Payment Assistance Program	12	On-going TBC-2020
Minor Home Repairs 2017/2018	Neirah Sankar City of Coral Springs	The City of Coral Springs	Minor Home Repair Program	20	On-going TBC-2020
Minor Home Repairs 2016/2017	Neirah Sankar City of Coral Springs	The City of Coral Springs	Minor Home Repair Program	42	2019
Minor Home Repairs 2017/2018	Tanya Davis-Hernandez City of Lauderdale Lakes	The City of Lauderdale Lakes	Minor Home Repair Program	9	2019
Minor Home Repairs 2017/2018	Suzanne Weiss Broward County Housing Finance	Broward County	Minor Home Repair Program, Water- Sewer, Exterior Paint	85	2019
Special Needs Barrier Free 2017/2018	Mildred Reynolds Broward County Housing Finance	Broward County- wide	Minor Home Repair Program SFR	12	2019
Special Needs Barrier Free 2016/2017	Mildred Reynolds Broward County Housing Finance	Broward County- wide	Minor Home Repair Program SFR	4	2018



## Certificate of Good Standing

### *State of Florida Department of State*

I certify from the records of this office that BROWARD COUNTY MINORITY BUILDERS COALITION, INC. is a corporation organized under the laws of the State of Florida, filed on February 2, 1971.

The document number of this corporation is 720180.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on January 29, 2020, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-ninth day of January,  
2020*



*Samuel R. Rouse*  
Secretary of State

Tracking Number: 1718947245CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

## Section 501(c)(3) Determination Letter

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P.O. BOX 2508 CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MM J 3 1997

BROWARD COUNTY MINORITY  
BUILDERS COALITION

771 NW 22ND RD FT LAUDERDALE,  
FL 33311-6884

Employer  
Identification Number;  
23-7170674  
DLN:17053123776007  
Contact Person:  
D. A. DOWNING  
Contact Telephone  
Number : (513)241-199  
Our Letter Dated:  
May 1992 Addendum  
Applies: No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

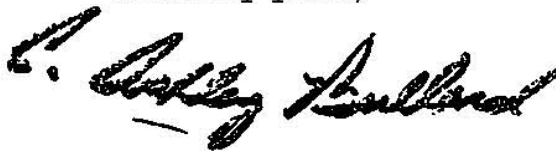
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director



# CERTIFICATE OF LIABILITY INSURANCE - SAMPLE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/10/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> McKinley Financial Services 2890 W State Road 84, Suite 119  Fort Lauderdale FL 33312		<b>CONTACT NAME:</b> Martha Julius <b>PHONE (A/C, No, Ext):</b> (954) 938-2685 <b>FAX (A/C, No):</b> (954) 938-2695 <b>E-MAIL ADDRESS:</b> cmiller@mckinleyinsurance.com	
<b>INSURED</b> Broward County Minority Builders Coalition 665 SW 27th Avenue 12 Fort Lauderdale FL 33312		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> SCOTTSDALE INSURANCE <b>NAIC #</b> 41297 <b>INSURER B:</b> TRAVELERS <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS					
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR    GEI/FL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	CPS2384972	02/27/2020	02/27/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$					
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$					
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$					
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$					
	Directors and Officers						N	N	107322277	09/22/2020	09/22/2021	D/O- LIMITS \$1,000,000 EPL- LIMITS \$1,000,000 RETENTION \$2,5000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Broward County and Housing Finance Authority of Broward County, Florida is listed as an additional insured in respect to the general liability.

<b>CERTIFICATE HOLDER</b> Broward County and Housing Finance Authority of Broward County, Florida 115 South Andrews Avenue Fort Lauderdale, FL 33301	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

ACORD 25 (2016/03)

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CITY OF FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY (CRA)

SCATTERED SITE INFILL HOUSING

RFP Number: 12385-105

Due: Monday, November 16, 2020 @ 2:00p.m.

12




CAM #21-0531

Exhibit 7

Page 14 of 59



# General Contractor License

	Ron DeSantis, Governor	Halsey Beshears, Secretary	
<b>STATE OF FLORIDA</b> <b>DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION</b> <b>CONSTRUCTION INDUSTRY LICENSING BOARD</b> THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES			
<b>DAVIDSON, HAROLD ST JOHN</b> HBR CONSTRUCTION, LLC. 1401 NORTH MANGONIA DRIVE WEST PALM BEACH FL 33401-2441			
<b>LICENSE NUMBER: CGC1509554</b>			
<b>EXPIRATION DATE: AUGUST 31, 2022</b>			
Always verify licenses online at <a href="http://MyFloridaLicense.com">MyFloridaLicense.com</a>			
	Do not alter this document in any form.		
	This is your license. It is unlawful for anyone other than the licensee to use this document.		

## 4.2.4. RESERVED

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## 4.2.5. FINANCIAL INFORMATION

### »» Description of Financial Capacity

MBC has the financial capability to cash flow this project to ensure the efficient and timely completion of the projects without financial related disruptions. Contractors and consultants are promptly paid within five (5) days of payment to MBC from funder. MBC adopts the same system as most municipalities to reimburse Contractors at the final invoicing of the Contract. We currently operate several similar grant funded programs that are paid on a reimbursement schedule.

However, our organization has maintained other revenue streams of unrestricted funds to sustain operational cost and accounts payables. Some of our other revenue streams include our membership service, project consulting fees and our Rental Housing program.

### Fiscal Controls

MBC utilizes a fully automated and integrated accounting system which is a standard accrual system that meets generally accepted accounting principles (GAAP) requirements. The accounting system is designed to track different program funding sources by contract and by general ledger account number. It adopts standards generally accepted in the United States and the standards are applicable to the financial audit in Government Auditing standards issued by the Controller General Office of the United States.

Expenses are charged to each program and cost allocated depending on which program is affected by the expense. This technique provides an efficient tool for the organization to track receipt of funds and expenses incurred. All transactions are entered into the accounting software by MBC's Fiscal Department to make sure that funds are properly cost allocated and accounted for by program, both federal and non-federal. The review of expenditures rests with both the Board of Directors and the Chief Financial Officer. Proper documentation is provided for each expense that is incurred.

The Minority Builders Coalition, Inc. has an open line of credit for \$150,000 with Comerica Bank that we utilize to ensure efficient cash flow management of these types of projects (see below). This amount is more than sufficient to manage the six (6) homes that we are contemplating herein.



## Independent Financial Audit Report FY2019

### **BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**

**Audited Financial Statements  
For the Years ended December 31, 2019 and 2018**



**HCT Certified Public Accountants and Consultants, LLC  
3816 Hollywood Boulevard, Suite 203  
Hollywood, Florida 33021  
Telephone: (954) 966-4435  
Facsimile: (954) 962-7747**



CITY OF FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY (CRA)  
SCATTERED SITE INFILL HOUSING  
RFP Number: 12385-105  
Due: Monday, November 16, 2020 @ 2:00p.m.

16

CAM #21-0531  
Exhibit 7  
Page 18 of 59

**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**FISCAL YEARS ENDED DECEMBER 31, 2019 AND 2018**

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## **FINANCIAL SECTION**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Broward County Minority Builders Coalition, Inc.  
Fort Lauderdale, Florida

We have audited the accompanying financial statements of the Broward County Minority Builders Coalition, Inc. (a nonprofit organization) (the "Coalition"); which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Coalition as of December 31, 2019 and 2018, and changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

West Palm Beach  
Phone (561) 655-2664

Miami  
Phone (305) 331-8768

Hollywood  
Phone (954) 966-4435

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 29, 2020 on our consideration of the Coalition's internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Coalition's internal control over financial reporting and compliance.

*HCT Certified Public Accountants & Consultants, LLC*

Hollywood, Florida

September 29, 2020

**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**STATEMENTS OF FINANCIAL POSITION**  
**AS OF DECEMBER 31, 2019 AND 2018**

<b>ASSETS</b>	<b>2019</b>	<b>2018</b>
Current assets:		
Cash	\$ 78,212	\$ 72,911
Investments	901	901
Grants receivable	61,625	71,712
Contract receivable	554,334	418,922
Other receivables, net	73,842	92,658
Total current assets	<u>768,914</u>	<u>657,104</u>
Non-current assets:		
Property and equipment, net	234,134	653,841
Total assets	<u>\$ 1,003,048</u>	<u>\$ 1,310,945</u>
 <b>LIABILITIES AND NET ASSETS</b>		
Current liabilities:		
Accounts payable and accruals	\$ 405,292	\$ 354,579
Payroll and payroll taxes payable	63,276	66,458
Due to CEO	-	25,000
Current portion of capital lease payable	1,063	1,063
Total current liabilities	<u>469,631</u>	<u>447,100</u>
Non-current liabilities:		
Deferred revenue	-	277,229
Mortgage payable, net of current portion	355,616	355,616
Notes payable	29,500	363,768
Security deposits	15,022	12,622
Total liabilities	<u>869,769</u>	<u>1,456,335</u>
 <b>TOTAL NET ASSETS (DEFICIT)</b>		
Without donor restriction	<u>133,279</u>	<u>(145,390)</u>
 <b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 1,003,048</u>	<u>\$ 1,310,945</u>

The accompanying notes to the financial statements are an integral part of these financial statements

**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018**

	Without Donor Restrictions	
	2019	2018
<b>Unrestricted Net Assets</b>		
Support		
Grants	\$ 395,621	\$ 412,004
Membership dues	17,614	24,644
Rental income	81,740	80,030
Contributions	77,287	44,000
Program service	298,920	150,894
Other income	297,917	2,369
Total unrestricted support	<u>1,169,099</u>	<u>713,941</u>
Expenses		
Program service:		
Home Touch	491,161	461,262
Property Management	102,075	93,674
County/City Home Repair	193,161	74,671
Total program service expenses	<u>786,397</u>	<u>629,607</u>
Support service:		
Management and general	58,935	114,557
Fundraising	45,098	49,895
Total support service	<u>104,033</u>	<u>164,452</u>
Total expenses	<u>890,430</u>	<u>794,059</u>
Increase (decrease) in net assets without donor restriction	<u>278,669</u>	<u>(80,118)</u>
Change in net assets	278,669	(80,118)
Net deficit, beginning of year	(145,390)	(65,272)
Net assets (deficit), end of year	<u>\$ 133,279</u>	<u>\$ (145,390)</u>

The accompanying notes to the financial statements are an integral part of these financial statements

**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities:		
Change in net assets	\$ 278,669	\$ (80,118)
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:		
Depreciation and amortization	15,193	15,261
Gain on sale of fixed asset	95,246	-
(Increase) decrease in assets:		
Grants receivable	10,087	(26,316)
Contract receivable	(135,412)	(43,141)
Other receivable	18,816	209,797
Increase (decrease) in liabilities:		
Accounts payable and accruals	50,713	(91,878)
Payroll and payroll taxes payable	(3,182)	4,834
Net cash provided by (used in) operating activities	<u>305,130</u>	<u>(11,561)</u>
Cash flows from investing activities:		
Purchases of fixed assets	-	(41,784)
Net cash (used in) investing activities	<u>-</u>	<u>(41,784)</u>
Cash flows from financing activities:		
Principal payments to directors	(25,000)	-
Principal payments to notes payable	(277,229)	93,187
Proceeds from security deposits	2,400	800
Net cash provided by (used in) financing activities	<u>(299,829)</u>	<u>93,987</u>
Net (decrease) increase in cash	5,301	40,642
Cash, beginning of year	72,911	32,269
Cash, end of year	<u>\$ 78,212</u>	<u>\$ 72,911</u>
Supplemental disclosure of cash flows:		
Cash paid for interest	<u>\$ (4,883)</u>	<u>\$ (4,883)</u>

The accompanying notes to the financial statements are an integral part of these financial statements

**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED DECEMBER 31, 2019**

	<u>Home Touch</u>	<u>Property Management</u>	<u>County/City Home Repair</u>	<u>Total Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total Support Service</u>	<u>Total</u>
<b>FUNCTIONAL EXPENSES</b>								
Personnel Services:								
Salaries	\$ 319,162	\$ 44,068	\$ 142,794	\$ 506,024	\$ 3,433	\$ 42,185	\$ 45,618	\$ 551,642
Total Personnel Services	<u>319,162</u>	<u>44,068</u>	<u>142,794</u>	<u>506,024</u>	<u>3,433</u>	<u>42,185</u>	<u>45,618</u>	<u>551,642</u>
Other Operating Expenses:								
Contract services	-	-	-	-	491	300	791	791
Material	61,819	4,914	300	67,033	2,011	-	2,011	69,044
General administrative	5,876	1,296	2,570	9,742	7,026	-	7,026	16,768
Conferences and travel	4,430	-	-	4,430	-	300	300	4,730
Leases and rentals	14,571	-	-	14,571	350	-	350	14,921
Insurance	22,869	8,422	1,613	32,904	1,267	-	1,267	34,171
Interest	-	-	-	-	17,137	-	17,137	17,137
Professional fees	27,645	8,320	31,198	67,163	-	-	-	67,163
Property taxes	-	1,077	-	1,077	-	-	-	1,077
Rent	21,645	6,661	10,349	38,655	-	2,313	2,313	40,968
Repairs and maintenance	10,670	26,692	-	37,362	11,241	-	11,241	48,603
Utilities and telephone	2,385	529	4,337	7,251	-	-	-	7,251
Depreciation and amortization	-	-	-	-	15,193	-	15,193	15,193
Other expenses	89	96	-	185	786	-	786	971
Total Other Operating	<u>171,999</u>	<u>58,007</u>	<u>50,367</u>	<u>280,373</u>	<u>55,502</u>	<u>2,913</u>	<u>58,415</u>	<u>338,788</u>
Total Functional Expenses	<u>\$ 491,161</u>	<u>\$ 102,075</u>	<u>\$ 193,161</u>	<u>\$ 786,397</u>	<u>\$ 58,935</u>	<u>\$ 45,098</u>	<u>\$ 104,033</u>	<u>\$ 890,430</u>

The accompanying notes to the financial statements are an integral part of these financial statements



**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED DECEMBER 31, 2018**

	<u>Home Touch</u>	<u>Property Management</u>	<u>County/City Home Repair</u>	<u>Total Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total Support Service</u>	<u>Total</u>
<b>FUNCTIONAL EXPENSES</b>								
Personnel Services:								
Salaries	\$ 322,968	\$ 77,110	\$ 65,368	\$ 465,446	\$ 47,816	\$ 39,563	\$ 87,379	\$ 552,825
Total Personnel Services	<u>322,968</u>	<u>77,110</u>	<u>65,368</u>	<u>465,446</u>	<u>47,816</u>	<u>39,563</u>	<u>87,379</u>	<u>552,825</u>
Other Operating Expenses:								
Contract services	3,866	1,137	456	5,459	3,789	-	3,789	9,248
Material	53,109	129	52	53,290	5,429	-	5,429	58,719
General administrative	300	1,480	-	1,780	1,991	-	1,991	3,771
Conferences and travel	4,512	-	-	4,512	-	300	300	4,812
Leases and rentals	12,447	69	69	12,585	139	69	208	12,793
Insurance	22,410	2,479	993	25,882	7,246	-	7,246	33,128
Interest	-	-	-	-	4,883	-	4,883	4,883
Professional fees	7,702	3,261	1,631	12,594	1,694	-	1,694	14,288
Rent	20,245	3,720	4,339	28,304	8,059	9,859	17,918	46,222
Repairs and maintenance	11,506	-	-	11,506	13,998	104	14,102	25,608
Utilities and telephone	2,149	3,644	1,476	7,269	2,248	-	2,248	9,517
Depreciation and amortization	-	-	-	-	15,261	-	15,261	15,261
Other expenses	48	645	287	980	2,004	-	2,004	2,984
Total Other Operating	<u>138,294</u>	<u>16,564</u>	<u>9,303</u>	<u>164,161</u>	<u>66,741</u>	<u>10,332</u>	<u>77,073</u>	<u>241,234</u>
Total Functional Expenses	<u>\$ 461,262</u>	<u>\$ 93,674</u>	<u>\$ 74,671</u>	<u>\$ 629,607</u>	<u>\$ 114,557</u>	<u>\$ 49,895</u>	<u>\$ 164,452</u>	<u>\$ 794,059</u>

The accompanying notes to the financial statements are an integral part of these financial statements

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# **Notes to Financial Statements**

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**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**Notes to Financial Statements**  
**Years Ended December 31, 2019 and 2018**

**NOTE 1 – ORGANIZATION**

Broward County Minority Builders Coalition, Inc. (the “Coalition”) is a non-profit organization formed under the laws of the State of Florida in February 1971. The Coalition is tax exempt under Section 501(c)(3) of the Internal Revenue Code. It is engaged primarily in the administration of economic and community development programs for the benefit of improving quality of life for economically disadvantage residents of Broward County, Florida.

The Coalition is funded primarily through grants from the Federal government and state agencies. Currently, its major programs include:

**Home Touch:** This program provides assistance to improve the quality of life for all older Americans by providing carpentry, plumbing, electrical and other emergency home repairs and improvements to preserve health and safety and to correct code violations.

**Property Management:** This program provides funding for the acquisition and rehabilitation of rental property for low and very-low income households in the City of Fort Lauderdale.

**County/City Home Repair:** These are several programs between Broward County, City of Coral Springs, City of Lauderdale Lakes, and City of Plantation and the Coalition for grant administration services for Home Repair administration services. The Coalition only collects the administrative service fees.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Basis of Accounting**

The Coalition maintains its records on the *accrual basis of accounting*. Under this method, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Federal and state grants and contracts are recorded concurrently with supporting services expenses as performance occurs under the terms of the agreement.

**B. Basis of Presentation**

The Coalition reports information regarding its financial position and activities according to Financial Accounting Standards Board (FASB) in its Statement of Financial Accounting Standards FASB ASU 2016-14, “Presentation of Financial Statements of Not-For-Profit Entities.” Under FASB ASU 2016-14, the Coalition is required to report information regarding its financial position and activates according to two classes of net assets: *net assets with donor restrictions* and *net assets without donor restrictions*. Accordingly, net assets of the Coalition and changes therein are classified and reported as follows on the next page:

**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**Notes to Financial Statements**  
**Years Ended December 31, 2019 and 2018**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**B. Basis of Presentation (Continued)**

Without Donor Restriction, Net Assets – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of Coalition's management and the board of directors.

With Donor Restriction, Net Assets – Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of Coalition or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity. As of December 31, 2019 and 2018, there were no net assets with donor restrictions.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

**Measure of operations** – The statements of activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to Coalition's ongoing services. Nonoperating activities are limited to other activities considered to be of a more unusual or nonrecurring nature. Revenue generated from programs is recognized upon the provision of the service.

**C. Use of Estimates**

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**D. Cash and Cash Equivalents**

Cash and cash equivalents include investments with original maturities of three months or less. Cash and cash equivalents are stated at fair value. There were no cash equivalents as of December 31, 2019.

**E. Investments**

Investments in mutual funds are measured at fair value in the accompanying statements of financial position based upon quoted market prices. Realized and unrealized gains or losses are reported in the statements of activities as increases or decreases in net assets.

**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**Notes to Financial Statements**  
**Years Ended December 31, 2019 and 2018**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**E. Investments (Continued)**

*Fair Value Measurements*

Fair value measurements establish a hierarchy giving the highest priority to quoted market prices in active markets (Level 1), the next priority (Level 2) to observable inputs other than Level 1 prices, such as quoted prices of similar assets, and the lowest priority to unobservable data (Level 3). Fair value measurements are required to be separately disclosed by level within the fair value hierarchy. At December 31, 2019 and 2018, the Coalition's investments in mutual fund and money market funds are classified in the highest level of hierarchy (Level 1).

**F. Accounts receivable**

Accounts receivable primarily consist of amounts due from grants, and are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to an allowance for uncollectible accounts based on its assessment of the current status of individual accounts. Such estimates are based on management's experience, the aging of the receivables, subsequent receipts and current economic conditions. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the allowance and credit to accounts receivable.

**G. Property and Equipment**

Property and equipment are defined by the Coalition as assets with an initial, individual cost of more than \$500 and an estimated useful life in excess of one year. Property and equipment purchased or acquired are recorded at cost or estimated historical cost. Donated or contributed property and equipment are recorded at their estimated fair value at the time of donation.

The costs of normal maintenance and repairs are charged to operations as incurred. Major outlays for property, equipment and improvements are capitalized as projects are constructed and depreciated over the remaining useful lives of the related assets, as applicable. Depreciation of property and equipment is computed using the straight-line method over an estimated useful life of 3–20 years.

**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**Notes to Financial Statements**  
**Years Ended December 31, 2019 and 2018**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**H. Contributions**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction end or the stated restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

***Contributed Services***

Contributed services are recognized at fair value if the services received (a) create or enhance long-lived assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

The Organization receives a substantial amount of services donated by members of the board of the directors in carrying out the Organization's mission. No amounts have been reflected in the financial statements for those services since they do not meet the criteria for recognition.

**I. Advertising**

Advertising costs are charged to operations as incurred. Advertising costs for the years ended December 31, 2019 and 2018 were \$1,141 and \$858, respectively.

**J. Functional Allocation of Expenses**

The costs of providing program and other activities have been summarized on a functional basis in the statements of activities. Expenses are allocated to functional categories based on allocation of time spent on the programs, utilization of space and other allocation methodologies, as appropriate. Directly identifiable expenses are charged to programs and supporting services. Management and general administrative expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support of the Organization. Such allocations are determined by management on an equitable basis. The expenses that are allocated include the following on the next page:



**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**Notes to Financial Statements**  
**Years Ended December 31, 2019 and 2018**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**J. Functional Allocation of Expenses (Continued)**

<b><u>Expense</u></b>	<b><u>Method of Allocation</u></b>
Grants, membership dues, rental income, contributions and service	Time and effort
Other income	Time and effort
Home Touch Expenses	Time and effort
Property Management	Time and effort
Home Repair	Square Footage
Management and General	Full Time Equivalent
Fundraiser	Time and effort

**K. Income Taxes**

The Coalition is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. However, in the past they have had unrelated business activities. Accordingly, provisions for taxes are estimated and recorded when there is anticipated liability. The Coalition owned and operated a commercial plaza as rental property. Rental income and expenses related to property management were segregated and taxes are calculated in accordance with provisions of the Internal Revenue Service. There are no income taxes anticipated for the rental activity for the current year.

The Coalition has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualified for deductible contributions as provided in the Section 170 (b)(1)(A)(vi).

**NOTE 3 – CONCENTRATIONS**

**Cash**

The Coalition maintains its cash in bank deposit accounts with a financial institution which at times may exceed federally-insured limits. The Coalition has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash.

**Support, Revenue and Receivables**

Of the Coalition's total support and other revenue, approximately 34% and 58% was from Federal programs and state projects for the years ended December 31, 2019 and 2018.

**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**Notes to Financial Statements**  
**Years Ended December 31, 2019 and 2018**

**NOTE 4 – INVESTMENTS**

Investments carried at market value, as of December 31, 2019 and 2018 consisted of the following:

	<u>2019</u>	<u>2018</u>
Cash management fund		
Cost	\$ 901	\$ 901
Fair value	<u>901</u>	<u>901</u>
Unrealized loss	<u>\$ -</u>	<u>\$ -</u>

Investments (all Level 1 measurements) are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect the amounts reported in the statements of financial position.

**NOTE 5 – PROPERTY AND EQUIPMENT**

Property and equipment, net consists of the following at December 31:

	<u>2018</u>	<u>Additions</u>	<u>Disposals</u>	<u>2019</u>
Land	\$ 94,590	\$ -	\$ (49,710)	\$ 44,880
Construction in progress	355,842	-	(355,842)	-
Building	139,084	-	-	139,084
Building improvements	174,543	-	-	174,543
Vehicles	73,513	-	-	73,513
Others (leased vehicle)	23,657	-	-	23,657
Computer and equipment	95,160	1,038	-	96,198
Office furniture and fixtures	<u>19,571</u>	<u>-</u>	<u>-</u>	<u>19,571</u>
Total Fixed Assets	975,960	1,038	(405,552)	571,446
Less accumulated depreciation and amortization	<u>(322,119)</u>	<u>(15,193)</u>	<u>-</u>	<u>(337,312)</u>
Total Property and Equipment, net	<u>\$ 653,841</u>	<u>\$ (15,193)</u>	<u>\$(405,552)</u>	<u>\$ 234,134</u>

Depreciation expense totaled \$15,193 for the year ended December 31, 2019

**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**

**Notes to Financial Statements**

**Years Ended December 31, 2019 and 2018**

**NOTE 6 – MORTGAGE PAYABLE**

On December 11, 2011, the Coalition incurred a deferred loan for the acquisition and rehabilitation of a four-unit, multi-family rental property. Proceeds of the deferred loan were passed through from the City of Ft. Lauderdale from the State Housing Initiatives Partnership (SHIP) program; and are secured by a 20-year interest free mortgage loan payable to the City of Ft. Lauderdale. The loan is forgivable and is not required to be repaid as long as the Coalition complies with certain covenants which include but are not limited to the rental of property to low and very-low income households. The balance on the mortgage payable was \$355,616 at December 31, 2019.

**NOTE 7 – GRANT CONTINGENCIES**

Cost reflected in the accompanying financial statements relating to government funded programs are subject to additional financial and compliance audits by the grantors or their representatives. Such audits could result in the disallowance of any item charged to the programs. Management is of the opinion that disallowances, if any, will not have a material impact on the accompanying financial statements. The possible disallowance by the Grantor of any item charged to the program, if any, cannot be determined at this time. No provision for any liability that may result has been made in the financial statements.

**NOTE 8 – COMPENSATED ABSENCES**

The Coalition does not accrue for compensated absences since vacation and sick time do not carry over from year to year.

**NOTE 9 – RELATED PARTY TRANSACTIONS**

In 2015, there was a loan extended to the Coalition from The Capacity Coaches, LLC for \$25,000. The Capacity Coaches, LLC is an organization owned by the CEO of the Coalition. The loans were intended to cover immediate needs. On January 25, 2018, the Coalition entered into a loan agreement with the Capacity Coaches, LLC for the repayment of the loan. As of December 31, 2019, the loan was paid off.

**NOTE 11 – INFORMATION ABOUT LIQUIDITY**

The Coalition has not set up a board designed reserve with the objective of setting funds aside to be drawn upon in the event of financial distress or an immediate liquidity need resulting from events outside the typical life cycle of converting financial assets to cash or settling financial liabilities. In such event, the Coalition does have lines of credit it can use.

**BROWARD COUNTY MINORITY BUILDERS COALITION, INC.**  
**Notes to Financial Statements**  
**Years Ended December 31, 2019 and 2018**

**NOTE 12 – MANAGEMENT’S REVIEW**

Subsequent events have been evaluated through September 29, 2020, which is the date that the financial statements were available to be issued.

The Coalition evaluated its December 31, 2019 financial statements for subsequent events through the date the financial statements were available to be issued. As a result of the spread of the COVID-19 coronavirus, economic uncertainties have arisen and will likely have a negative impact to financial operations; although such potential impact is unknown at this time.

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# **Compliance Section**

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING  
STANDARDS*

To the Board of Directors of  
Broward County Minority Builders Coalition, Inc.  
Fort Lauderdale, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the Broward County Minority Builders Coalition, Inc. (the "Coalition") (a nonprofit organization), which comprise the statement of financial position as of December 31, 2019, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 29, 2020.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Coalition's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Coalition's internal control. Accordingly, we do not express an opinion on the effectiveness of the Coalition's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Coalition's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Coalition's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Coalition's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*HCT Certified Public Accountants & Consultants, LLC*

Hollywood, Florida

September 29, 2020



## Proof of Construction Financing



Southeast Florida Community Development Fund, Inc.  
= Oakwood Boulevard, Suite 250, Hollywood, Florida 33020  
954-924-3653 Phone, 954-924-3654 FAX

November 13, 2020

RE: Minority Builders Coalition Construction Financing

To Whom It May Concern:

Please accept this letter of good standing and bank reference for the above referenced customer.

The Southeast Florida Community Development Fund, Inc. is committing a revolving loan of \$1,000,000 to finance construction costs for the NWPF CRA Scattered Site Infill Homes being proposed.

Minority Builders Coalition, Inc. has a very satisfactory track record with managing our construction financing and this would be the third project we will finance to assist the organization with constructing up to 11 attractive homes.

If you need any further information pertaining to this or have any questions please contact me at (917) 496-3635

Sincerely,

Jeffrey Tart  
Senior Loan Officer  
Revolving Loan Fund Programs

South Florida Regional Planning Council  
One Oakwood Boulevard, Suite 250  
Hollywood, Florida 33020  
954 924 3653; FAX 954 924 3654  
Cell: 917-496-3635  
E-mail:





## Proof of Operating Line of Credit

Comerica Bank

January 28, 2020

Brian Johnson, President  
Broward County Minority Builders Coalition, Inc.  
665 SW 27<sup>th</sup> Avenue, Ste. 16  
Fort Lauderdale, FL 33312

RE: Revolving Line of Credit

Dear Mr. Johnson,

This letter will confirm that Broward County Minority Builders Coalition, Inc. has a \$150,000.00 Revolving Line of Credit which is in good standing with Comerica Bank.

Sincerely,

Victor Mogollon  
Assistant Vice President  
Commercial Banking  
Comerica Bank

Comerica Bank

MC 5172, 1675 North Military Trail, 6th Floor, Boca Raton, FL 33486 • [comerica.com](http://comerica.com)



CITY OF FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY (CRA)

SCATTERED SITE INFILL HOUSING

RFP Number: 12385-105

Due: Monday, November 16, 2020 @ 2:00p.m.

18

## 4.2.6. PROJECT PLANS & INFORMATION

The following is an overview of what makes Minority Builders Coalition the ideal partner for the NWP CRA based on the proposal selection criteria:



### Developer's Proposed Construction Cost

We believe that this proposal fully meets the goals and expectations of the CRA as it relates to its vision for affordable housing in the NWP CRA. We have recently utilized conceptual site plans that we believe will greatly enhance the streetscape of the NWP CRA communities. We also believe that we can fulfill the affordability requirement by building homes with a purchase price that conforms to affordable ranges.

The construction of these residences is a "Turn Key" operation. We will submit for a building permit within 90 days following execution of a Development Agreement with the CRA, and close on project financing within 3 months of execution of the Development Agreement, with commencement of construction within 3 three months thereafter and Final certificates of occupancy for all residences issued within 15 months of commencement of construction.

### Lot Specific Model Home & Cost

The following are model descriptions and which lot each model will be on:

**Model I** is a three bedrooms, two bathrooms home with a two cars garage. Air-conditioned living area is 2,220 square feet

**Model III** is a three (3) bedrooms, two bathrooms home with a two cars garage. Air-conditioned living area is 1,990 square feet.

**Model V** is a four (4) bedrooms, two bathrooms home with a two cars garage. Air-conditioned living area is 1,995 square feet

**Duplex Model** is a 2 story, three (3) bedrooms, two bathrooms home with a one car garage. A/C living area is 2,940 SF (1,470 SF for each unit).

All pricing includes program management & design, development fees and costs, site work including tree removal and demolition, all vertical construction per the attached plans and specification

LOT	ADDRESS	MODEL	COST PER A/C SF	TOTAL COST
#8	1708 & 1710 NW 8 Court	I, III or V	\$122.49	\$195,000
#9	1718 NW 8 Court	I, III or V	\$122.49	\$195,000
#11	1813 NW 8 Street	Duplex	\$127.55	\$375,000
#12	1813 NW 19 Avenue	Duplex	\$127.55	\$375,000

**CITY OF FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY (CRA)**  
**SCATTERED SITE INFILL HOUSING**  
**RFP Number: 12385-105**  
**UNIT PRICE BID SCHEDULE**

All bid items shall include costs for all materials, equipment, labor, supervision, permit fees, taxes, insurance, bonds, miscellaneous costs and Contractor's overhead and profit. Costs for materials and equipment shall be included where applicable.

Item No.	Description	Estimated Quantity	Unit	Unit Price	Estimated Amount
1.	MODEL "I"				
2.	MODEL "III"	2		\$ 195,000	\$ 390,000
3.	MODEL "V"				\$ -
4.	DUPLEX	2		\$ 375,000	\$ 750,000
<b>SUBTOTAL</b>					<b>\$ 1,140,000</b>
<b>LUMP SUM FIXED PRICE ITEMS:</b>					
MOBILIZATION + DEVELOPMENT FEES					<b>\$ 360,000</b>
<b>GRAND TOTAL</b>				<b>\$</b>	<b>1,500,000.00</b>

**TOTAL IN WORDS**

**ONE MILLION FIVE HUNDRED THOUSAND**

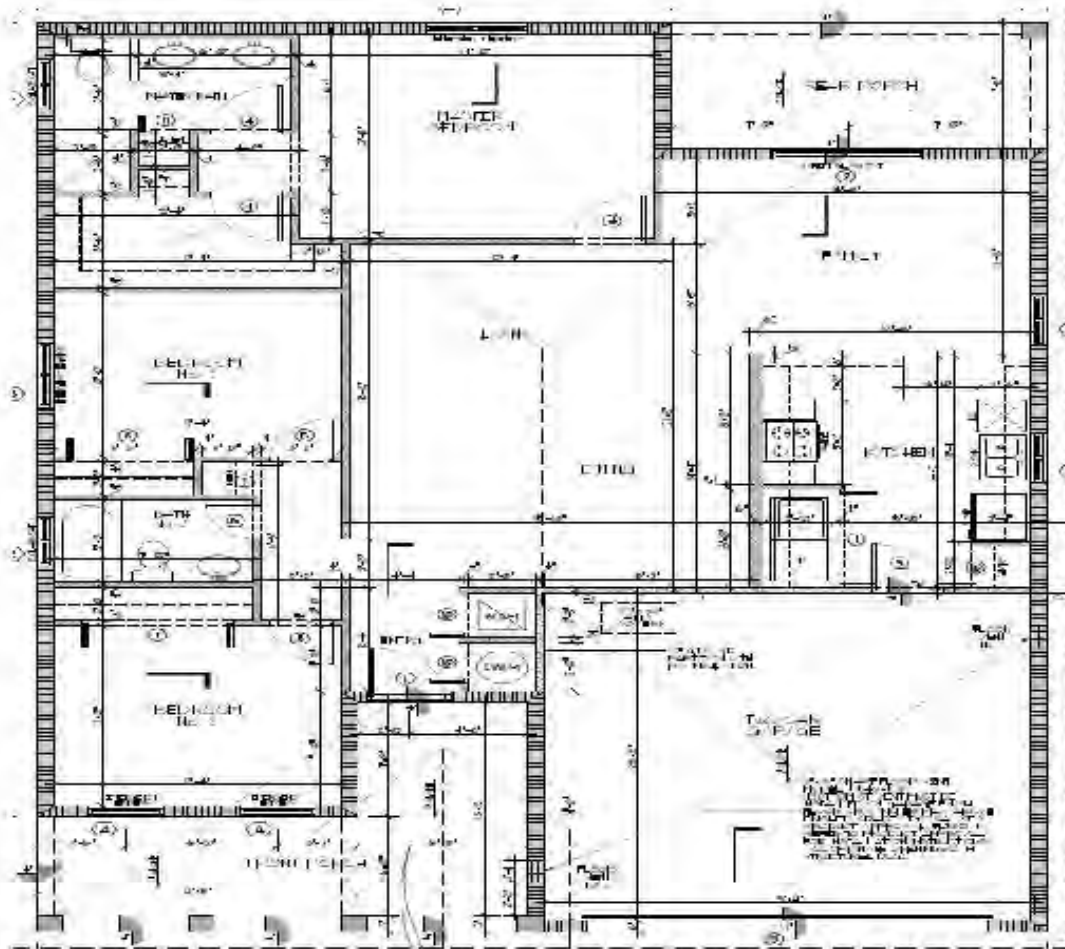


## MODEL 1

3 BEDROOMS, 2 BATHROOMS, LIVING, DINING,  
FAMILY KITCHEN, & 2 CARS GARAGE

### RESIDENCE CALCULATIONS

LIVING-A/C AREA: 2 CARS	1,500 SQ. FT.
GARAGE:	423 SQ. FT.
FRONT PORCH:	182 SQ. FT.
REAR PORCH:	115 SQ. FT.
TOTAL RESIDENCE:	2,220 SQ. FT.

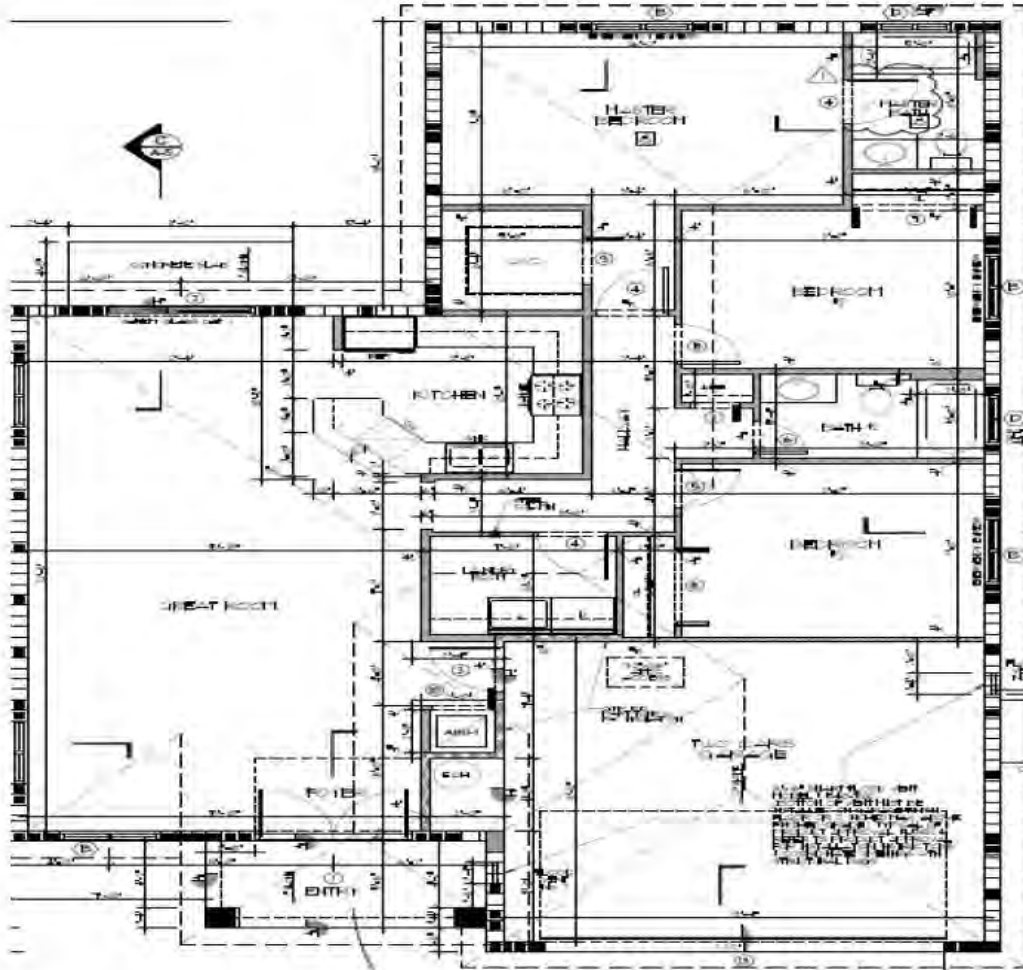


## MODEL III

3 BEDROOMS, 2 BATHROOMS, GREAT ROOM, KITCHEN, & 2 CARS GARAGE

### RESIDENCE CALCULATIONS

LIVING - A/C AREA: 2 CARS	1,505 SQ.FT.
GARAGE:	417 SQ.FT.
FRONT PORCH:	68 SQ.FT.
<b>TOTAL RESIDENCE:</b>	<b>1,990 SQ.FT.</b>



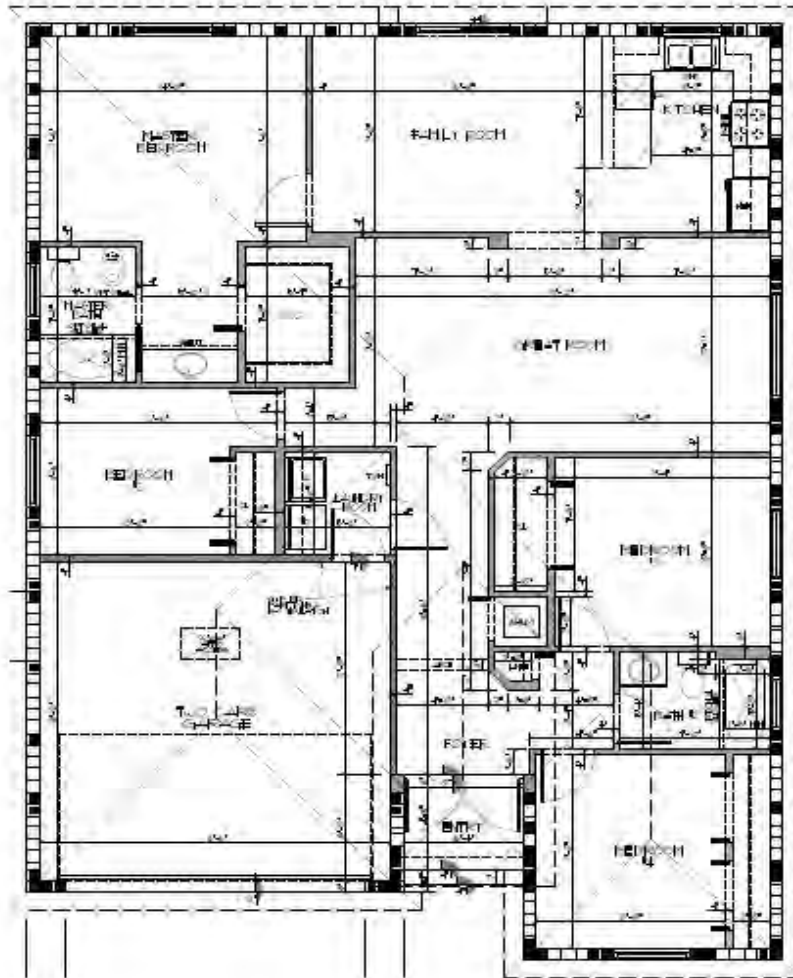
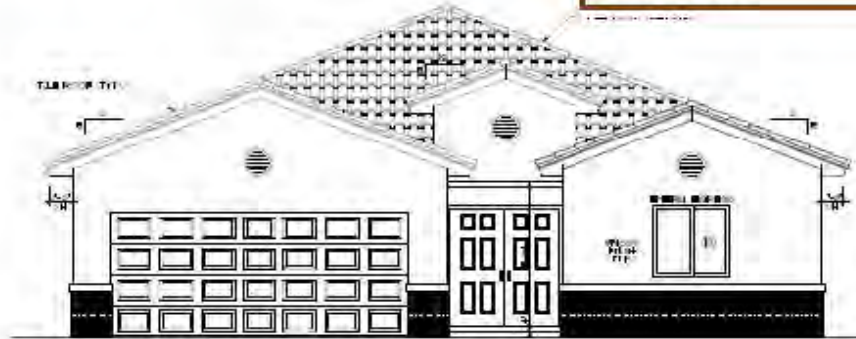


## MODEL V

4 BEDROOMS, 2 BATHROOMS, GREAT ROOM,  
FAMILY, KITCHEN, BREAKFAST & 2 CARS GARAGE

### RESIDENCE CALCULATIONS

LIVING - A/C AREA: 2 CARS	1,592 SQ. FT.
2 CARS GARAGE:	374 SQ. FT.
FRONT PORCH:	29 SQ. FT.
TOTAL RESIDENCE:	1,995 SQ. FT.



# DUPLEX MODEL

2 STORIES, 3 BEDROOMS, 2 BATHROOMS, GREAT ROOM,  
KITCHEN, 1 CAR GARAGE, LARGE COVERED PATIO

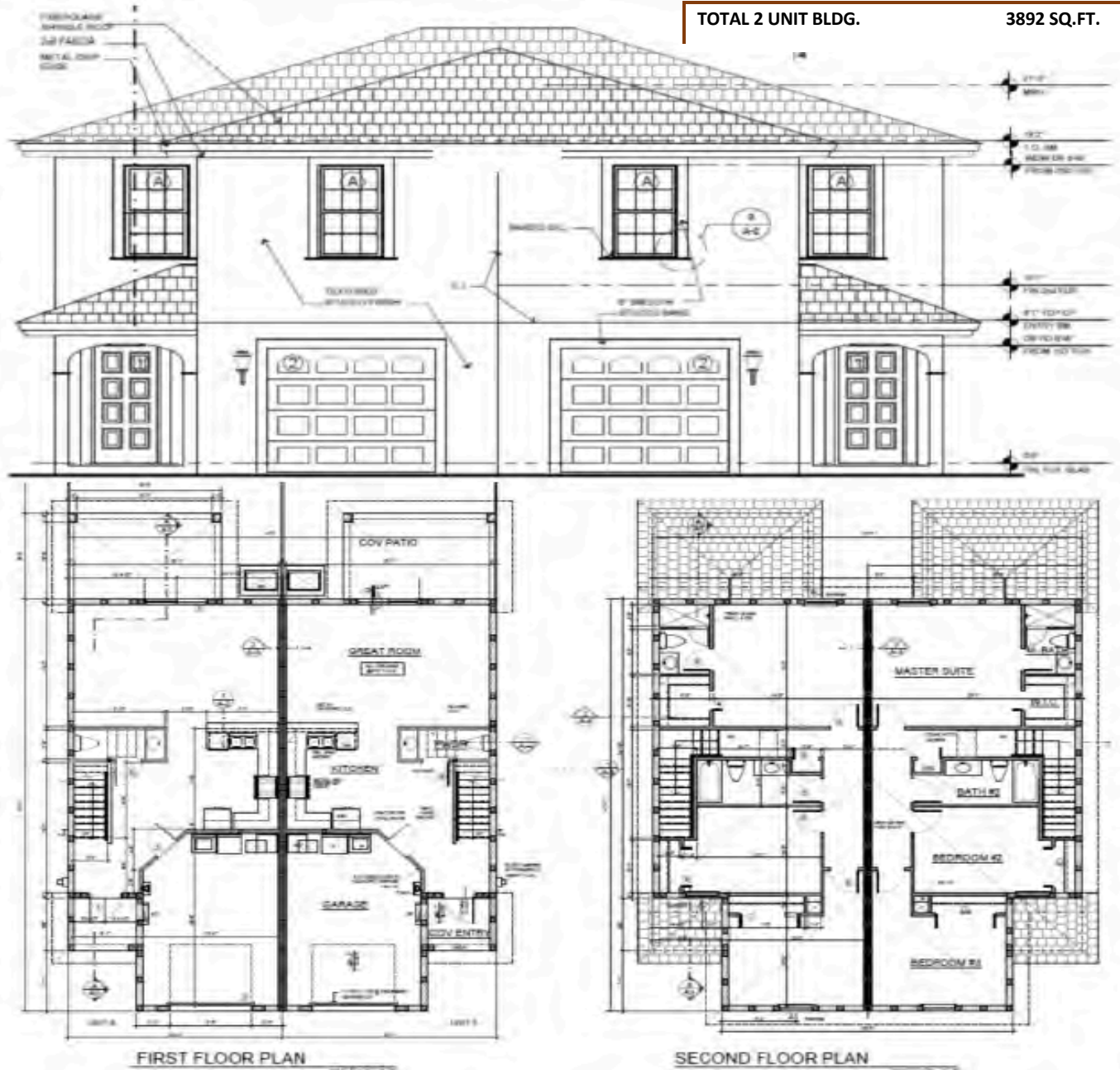
## AREA CALCULATIONS

### AIR-CONDITIONED AREAS

1 <sup>st</sup> FLOOR A/C	624 SQ.FT.
2 <sup>nd</sup> FLOOR A/C	846SQ.FT.
<b>TOTAL A/C AREA</b>	<b>1470 SQ.FT.</b>

### NON AIR-CONDITIONED AREAS

GARAGE:	266 SQ.FT.
COVERED ENTRY:	38 SQ.FT.
COVERED PATIO:	152 SQ.FT.
<b>TOTAL UNIT</b>	<b>1946 SQ.FT.</b>
<b>TOTAL 2 UNIT BLDG.</b>	<b>3892 SQ.FT.</b>





## Standard Features and Amenities

 <b>NEW SINGLE FAMILY HOMES FEATURES</b>	
<b>STRUCTURAL FEATURES</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Concrete block construction</li> <li><input checked="" type="checkbox"/> Monolithic foundation</li> <li><input checked="" type="checkbox"/> Engineered roof truss system</li> <li><input checked="" type="checkbox"/> Architectural 30 year roof shingles, or</li> <li><input checked="" type="checkbox"/> Barrel or S-Tiles on roof</li> <li><input checked="" type="checkbox"/> 6 mil vapor barrier under slab</li> <li><input checked="" type="checkbox"/> 140 mph wind design on structural components exceeds local code</li> <li><input checked="" type="checkbox"/> Termite treating under slab</li> <li><input checked="" type="checkbox"/> Textured stucco exterior walls</li> </ul>	<b>INTERIOR FEATURES</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Min. 8' 1" ceilings throughout home</li> <li><input checked="" type="checkbox"/> Six panel interior doors</li> <li><input checked="" type="checkbox"/> Marble window sills</li> <li><input checked="" type="checkbox"/> Orange peel texture walls</li> <li><input checked="" type="checkbox"/> Knock down finish on ceilings</li> <li><input checked="" type="checkbox"/> Quality interior paint with easy to clean semi-gloss in kitchens and baths</li> <li><input checked="" type="checkbox"/> Ventilated shelving in closets</li> <li><input checked="" type="checkbox"/> Full washer and dryer hook up</li> <li><input checked="" type="checkbox"/> Telephone outlets in bedrooms, kitchen and living areas</li> <li><input checked="" type="checkbox"/> 200 Amp electrical service</li> <li><input checked="" type="checkbox"/> GFCI receptacles in kitchen, bath and garage</li> <li><input checked="" type="checkbox"/> White or cream switches and outlets</li> <li><input checked="" type="checkbox"/> Attractive 3.5" baseboard</li> <li><input checked="" type="checkbox"/> Ceramic tile wet areas (kitchen, bath, laundry and entry floors)</li> <li><input checked="" type="checkbox"/> Quality stain resistant carpet in balance of living area floors</li> <li><input checked="" type="checkbox"/> Door locks on master bedroom and baths</li> <li><input checked="" type="checkbox"/> High quality plumbing fixtures</li> <li><input checked="" type="checkbox"/> Walls in garage with stucco and paint</li> </ul>
<b>ENERGY SAVING FEATURES</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Double pane insulated windows</li> <li><input checked="" type="checkbox"/> Insulation in ceilings</li> <li><input checked="" type="checkbox"/> Foil faced insulation in exterior walls</li> <li><input checked="" type="checkbox"/> Roof ventilation</li> <li><input checked="" type="checkbox"/> High efficiency central air conditioning</li> <li><input checked="" type="checkbox"/> Ceiling fan pre-wires included</li> <li><input checked="" type="checkbox"/> Insulated steel entrance door</li> <li><input checked="" type="checkbox"/> Quick recovery 50 gallon water heater</li> </ul>	<b>SAFETY FEATURES</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Impact glass windows, optional</li> <li><input checked="" type="checkbox"/> Smoke detectors throughout</li> <li><input checked="" type="checkbox"/> Carbon dioxide detectors</li> <li><input checked="" type="checkbox"/> Automatic security lights front and rear of house</li> <li><input checked="" type="checkbox"/> Dead bolt on exterior doors</li> </ul>
<b>EXTERIOR FEATURES</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Two Car Garage</li> <li><input checked="" type="checkbox"/> Coach lights on garage exterior</li> <li><input checked="" type="checkbox"/> Garage door opener with two remotes</li> <li><input checked="" type="checkbox"/> Superior water resistant ext. latex paint</li> <li><input checked="" type="checkbox"/> Decorative NatureScape landscape &amp; Sod</li> <li><input checked="" type="checkbox"/> Professionally designed landscape; trees, shrub, etc.</li> <li><input checked="" type="checkbox"/> Irrigation/Sprinkler system with rain sensor</li> <li><input checked="" type="checkbox"/> Three hose bibs</li> <li><input checked="" type="checkbox"/> Three external GFCI protected receptacles</li> <li><input checked="" type="checkbox"/> Smooth finished driveway and walks</li> </ul>	<b>ADDITIONAL AMENITIES</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Washer and Dryer (Electric)</li> <li><input checked="" type="checkbox"/> Chandelier</li> <li><input checked="" type="checkbox"/> Homeowner Selection of Exterior Paint from 3 Color Options</li> <li><input checked="" type="checkbox"/> Homeowner Selection of Interior Wall Paint from Contractor's color chart</li> <li><input checked="" type="checkbox"/> Window Treatments, Blinds</li> </ul>
<b>KITCHEN &amp; BATH FEATURES</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Quality kitchen cabinets and vanities with decorative Counter tops</li> <li><input checked="" type="checkbox"/> High Quality Kitchen Appliances; Refrigerator, Range, Microwave,</li> <li><input checked="" type="checkbox"/> Ice maker line with valve in kitchen</li> <li><input checked="" type="checkbox"/> Steel bathtub with porcelain finish</li> <li><input checked="" type="checkbox"/> Ceramic tile on bathtub surround walls</li> <li><input checked="" type="checkbox"/> Tile on bathroom floors</li> <li><input checked="" type="checkbox"/> Quality kitchen appliances including dishwasher smooth top range, range hood and disposer</li> <li><input checked="" type="checkbox"/> Two compartment stainless steel sink</li> <li><input checked="" type="checkbox"/> Elongated toilets</li> </ul>	<b>BONUS AMENITIES</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Gift Certificate from Publix</li> <li><input checked="" type="checkbox"/> Gift Certificate from City Furniture</li> <li><input checked="" type="checkbox"/> Gift Certificate from Home Depot/Lowes</li> </ul>
<b>OPTIONAL UPGRADES AVAILABLE</b>	





# SITE PLAN Parcel Grouping "I"



## Development Approach/Timelines

### Development Approach

In cooperation with the City of NWP CRA and our network of minority/women owned contractors and consultants, MBC staff will:

- 1) facilitate the development of affordable housing, homeownership, rental and supportive services;
- 2) assist in full employment opportunities for residents at a living wage or greater;
- 3) facilitate residential and commercial development in the area;
- 4) facilitate technical and financial assistance for businesses;
- 5) attract new businesses to the area through increased density of working families; and
- 6) facilitate area beautification programs through construction new homes that upgrade and maintain the appearance and value of properties in the community

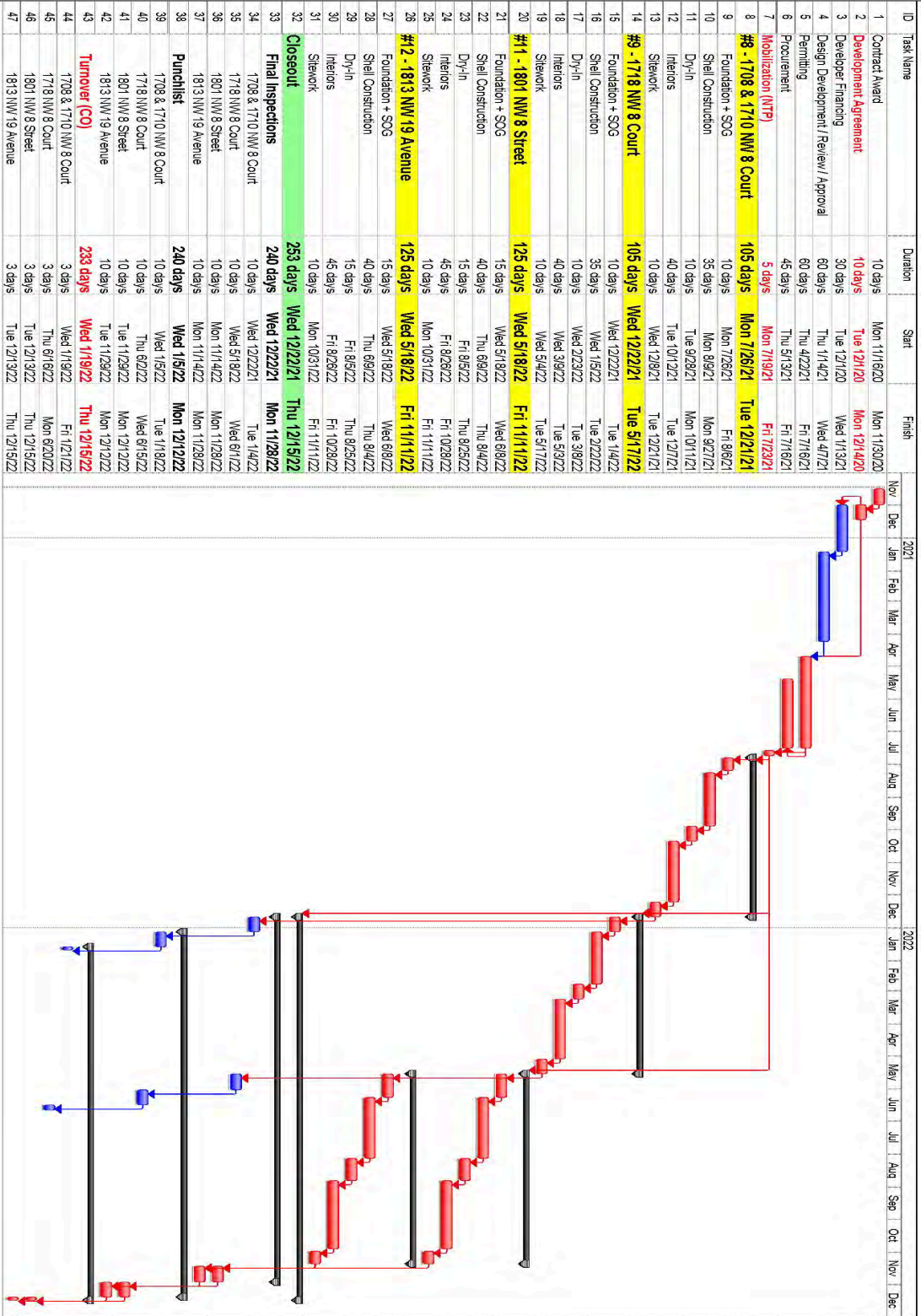
**Table 1. MBC Strategic Quality Principles**

Priority Area	Objectives	Specific Activities
Quality Workmanship	<ul style="list-style-type: none"> <li>○ Rehabilitated homes shall fully conform to required design specifications, local codes and FBC codes</li> <li>○ Rehabilitated homes shall exceed HUD housing quality standards and the most innovative Barrier Free design concepts.</li> </ul>	<ul style="list-style-type: none"> <li>○ Use quality materials</li> <li>○ Provide quality workmanship</li> <li>○ Conduct detailed quality inspections of all work completed and immediately remedy any nonconforming areas</li> <li>○ Include Energy-Efficient improvement where feasible and other construction strategies that promote minimal energy usage in homes</li> </ul>
Homebuyer Satisfaction	<ul style="list-style-type: none"> <li>○ Homebuyer are the most important component of the process. We value their input, engage them early in the process and we seek to have their complete satisfaction with the improvements/repairs we complete</li> </ul>	<ul style="list-style-type: none"> <li>○ Conduct satisfaction surveys of homeowners to ensure they are completely satisfied with work completed</li> <li>○ Serve as Liaison between Homeowner and Contractor to assuage any issues.</li> <li>○ Take immediate actions to remedy any items with which the homeowners are not completely satisfied</li> </ul>
Functionality and Appeal	Rehabilitated homes shall achieve the functionality to accommodate the disabled while also creating or maintaining an attractive living environment for the homeowner	Any repairs, replacements or additions to the homes shall seek to produce physical upgrades that add to the aesthetic and economical value of the properties, while removing barriers to independence

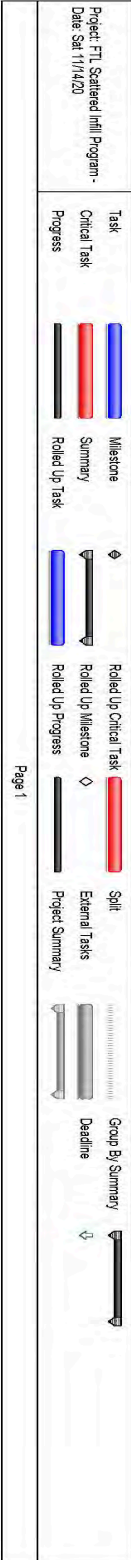




## PROJECT TIMELINE



## Schedule/Timeline



## 4.2.7. HOME BUYER INFORMATION

### Sales and Marketing Plan

MBC proposes to market the homes in the NWP CRA community using traditional marketing strategies such as but not limited to:

- Print media
- Project site signs and literature
- Buyer referrals

First time homebuyer programs administered by both Broward County's Office of Housing Finance and the City of Fort Lauderdale.

Contracted Buyers will be referred to both the City of Lauderdale. and the HFA for income certification and mandatory homeownership counseling. In addition to the above, MBC has compiled an extensive list of persons interested in purchasing homes within the price range specified.

MBC also proposes to work closely with the established partners of both the City of Fort Lauderdale and the HFA, to include lenders, title companies and other providers of ancillary services to the sponsor agencies. We believe that cooperation with the agencies partners will have a tremendous positive impact on the overall success of our marketing strategy.

MBC will afford all buyers a personalized home buying experience with the assistance of a sales representative who will assist the buyer with product selections. Buyers will have the opportunity to actually touch and feel the products that will be incorporated into their homes. In short, Buyers will get the same personal touch that MBC clients enjoy.

Project Signage will be placed in conspicuous locations on site and will provide contact information for sales information. Minority Builders will also incorporate the logos of the City of Fort Lauderdale on the project signs if the entities so desire.

Our marketing efforts will be in compliance with all applicable Federal, State and Local laws and we will ensure the opportunity for homeownership is made available to everyone without regard to race, creed, gender, religious preferences, etc. This project will be an equal housing opportunity.

The overall marketing plan will depend on sales volume and can and will be adapted as the market dictates.

## »»» Homebuyer Assistance

Housing Foundation of America's goal is to provide services for first-time homebuyers, distressed homeowners, and any other needs as it pertains to housing. We have developed our programs to include; Pre-purchase workshops, Pre-purchase Counseling, Financial Capability Counseling, Homeless2Hopeful (H2H) Financial Education workshops, Foreclosure Counseling, Reverse Mortgage Counseling, Post Purchase Counseling, Veteran Homeownership Counseling and develop or rehabilitate affordable housing units. We have become a full-service provider by listening to the hardships of the people in the communities we serve.

Through workshops, one on one counseling and client follow up we have developed our offerings to meet the requirements of individuals and families that want to attain homeownership and financial stability. We have witnessed through our programs: individuals learning healthy financial practices; changing their families housing stability and investing in asset building to stabilize their future. We take great pride in being part of their homeownership story knowing that we make a difference as an organization to these individuals and their families.

The screenshot displays the 'Free HUD Workshops' website with the URL [www.homeapproved.org](http://www.homeapproved.org). The page features the Housing Foundation of America, Inc. logo and a navigation menu. Four workshop listings are shown, each with a photo of a couple, the workshop title, date, time, location, and capacity.

Workshop Title	Date	Time	Location	Max Capacity
HUD Certified Homebuyer Workshop - Miramar	01 Feb 2020	10:00 AM	Miramar Branch Library Auditorium - 2050 Civic Center Place, Pembroke Pines, FL 33025	100
HUD Certified Homebuyer Workshop - Greensboro	08 Feb 2020	10:00 AM	Keller Williams Realty of Greensboro - 1501 Highwoods Blvd., Suite 400, Greensboro, NC 27410	60
HUD Certified Homebuyer Workshop - BCC Pembroke Pines	08 Feb 2020	10:00 AM	BCC South Regional Library - 7900 Pines Blvd., Pembroke Pines, FL 33028	-
HUD Certified Homebuyer Workshop - Miami Gardens	22 Feb 2020	10:00 AM	City of Miami Gardens Community Room - 18605 NW 27th Ave., Miami	-



## 4.2.8. MINORITY/WOMEN (MWBE) PARTICIPATION

The Minority Builders Coalition, Inc. (MBC) has been a leading advocate and services provider that has targeted critical economic development services to minority low/moderate income communities and minority entrepreneurs throughout South Florida for nearly 50 years. We have well documented successes in: (1) advocating policies that promote economic inclusion of MWBEs, (2) partnering with other project owners, developers and contractors to source capable and ready MWBEs to local projects, (3) helping MWBE firms to grow their capacity through year round support services, and (4) encouraging MWBEs to give back to minority communities through hiring local workers, performing community services, sponsoring schools/community events and/or funding youth scholarships.

### LEADING ADVOCATES FOR MWBEs FOR 50 YEARS

**Maintains** a membership base of 110 minority, women and certified small businesses including contractors, architects, engineers, professional consultants and suppliers

### TRACK RECORD OF MWBE INCLUSION ON OUR PROJECTS

At least 50% of our own employees and executive leadership would qualify as MWBEs. We have also consistently utilized MWBEs (members and non-members) and local certified small businesses on all of our new construction and home rehabilitation projects.

## 4.2.9. SUBCONTRACTORS (N/A)

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# 4.2.10

## REQUIRED FORMS



### Non-Collusion Statement

City of Fort Lauderdale

Bid 12385-105

#### NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

- 3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

#### NAME

NOT APPLICABLE

#### RELATIONSHIPS

NOT APPLICABLE

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

Authorized Signature

Brian C. Johnson

Name (Printed)

President/CEO

Title

Date

10/13/2020 8:00 AM

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## Local Business Preference (LBP)

City of Fort Lauderdale

Bid 12385-105

### LOCAL BUSINESS PREFERENCE

Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, (Ordinance No. C-12-04), provides for a local business preference.

In order to be considered for a local business preference, a bidder must include the Local Business Preference Certification Statement of this bid/proposal, as applicable to the local business preference class claimed at the time of bid submittal.

Upon formal request of the City, based on the application of a Local Business Preference the Bidder shall, within ten (10) calendar days, submit the following documentation to the Local Business Preference Class claimed:

- A) Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, and
- B) List of the names of all employees of the bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of bid submittal shall result in the bidder being found ineligible for the local business preference.

**THE COMPLETE LOCAL BUSINESS PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: [https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTVFI\\_DIV2PR\\_S2-186LOBUPRPR](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-186LOBUPRPR)**

**Definitions:** The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City and shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City or shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
3. Class C Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

### LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local business preference classification as indicated herein, and further certifies and agrees that it will re-affirm its local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

- |     |   |  |
|-----|---|--|
| (1) | Brow Cnty Minority Builders Coalition, Inc. | is a <b>Class A Business</b> as defined in City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City. |
|     | Business Name                               |  |
| (2) |   | is a <b>Class B Business</b> as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.                                   |
|     | Business Name                               |  |
| (3) |   | is a <b>Class C Business</b> as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.  |
|     | Business Name                               |  |
| (4) |   | requests a <b>Conditional Class A</b> classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  |
|     | Business Name                               | requests a <b>Conditional Class B</b> classification as defined in the City of Fort Lauderdale   |

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CITY OF FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY (CRA)

SCATTERED SITE INFILL HOUSING

RFP Number: 12385-105

Due: Monday, November 16, 2020 @ 2:00p.m.

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CAM #21-0531

Exhibit 7

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- (5)  Business Name Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.
- (6)  Business Name is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186 and does not qualify for Local Preference consideration.

BIDDER'S COMPANY:  Broward County Minority Builders Coalition, Inc.

AUTHORIZED  
COMPANY  
PERSON:

Brian C. Johnson

President/CEO

SIGNATURE:

PRINTED NAME

DATE:

TITLE

11/13/2020

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CITY OF FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY (CRA)

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## Non-Discrimination Certification Form

City of Fort Lauderdale

Bid 12385-105

### CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH NON-DISCRIMINATION PROVISIONS OF THE CONTRACT

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-187(c), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

The Contractor shall not, in any of his/her/its activities, including employment, discriminate against any individual on the basis of race, color, national origin, religion, creed, sex, disability, sexual orientation, gender, gender identity, gender expression, or marital status.

1. The Contractor certifies and represents that he/she/it will comply with Section 2-187, Code of Ordinances of the City of Fort Lauderdale, Florida, as amended by Ordinance C-18-33 (collectively, "Section 2-187").
2. The failure of the Contractor to comply with Section 2-187 shall be deemed to be a material breach of this Agreement, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
3. The City may terminate this Agreement if the Contractor fails to comply with Section 2-187.
4. The City may retain all monies due or to become due until the Contractor complies with Section 2-187.
5. The Contractor may be subject to debarment or suspension proceedings. Such proceedings will be consistent with the procedures in section 2-183 of the Code of Ordinances of the City of Fort Lauderdale, Florida.

Authorized Signature

Brian C. Johnson, President/CEO  
Print Name and Title

Date

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CITY OF FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY (CRA)

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## Addendum

City of Fort Lauderdale

Bid 12385-105



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
954-828-5933 Fax 954-828-5576  
[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

ITB NO. 12385-105

### Scattered Site Infill Housing

#### **ADDENDUM NO. 1**

ISSUED: August 21, 2020

This Addendum is being issued to provide the following information. It is hereby made a part of the Plans and Specifications and shall be included with all contract documents.

Acknowledge receipt of this Addendum by inserting its number and date on the CITB Construction Bid Certification Page.

**a) Opening Bid, Questions and Answers will be extended:**

**New Dates:**

**Questions and Answers: November 9, 2020**

**Opening Bid: November 16, 2020**

All other terms, conditions, and specifications remain unchanged.

*Fausto Vargas*  
Procurement Specialist

Company Name: Brian C. Johnson, President/CEO  
(please print)

Bidder's Signature: *[Signature]*

Date: 11/13/2020

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CITY OF FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY (CRA)

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