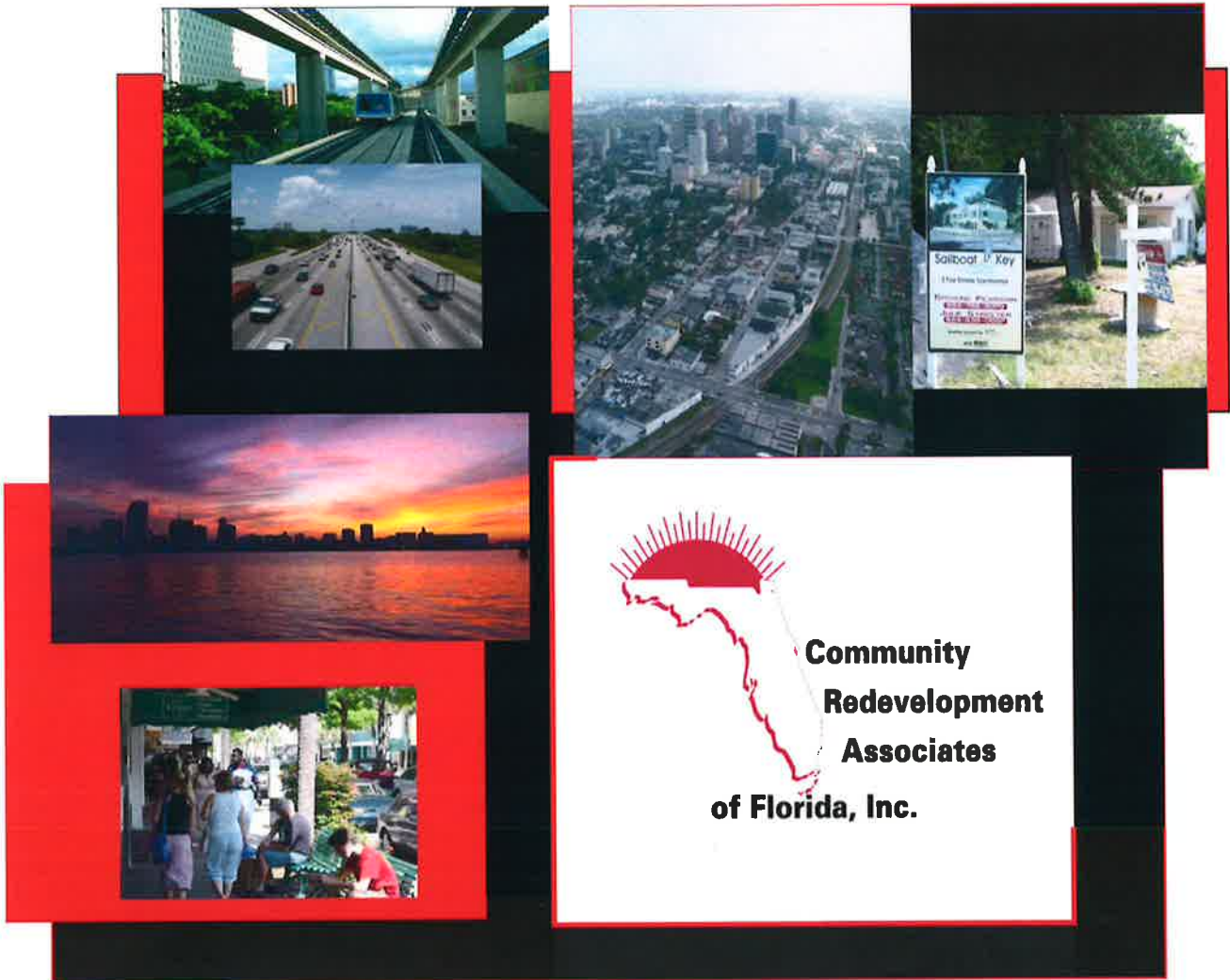


“Where the Emphasis...



**Community
Redevelopment
Associates
of Florida, Inc.**

...Is Always on Community. ”

**PROPOSAL FOR CONSULTANT SERVICES FOR THE MANAGEMENT,
ADMINISTRATION AND IMPLEMENTATION OF CDBG, HOME AND SHIP
PROGRAMS**

RFP No. 06-13-18-10

Supervisory Contact: Andrew Azebeokhai, Executive Vice President/COO

Community Redevelopment Associates of Florida, Inc.

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Section 1- Qualifications and Experience

Letter of Transmittal



Let me introduce you to Community Redevelopment Associates of Florida, Inc. On the following pages you will find information about us that we believe informative and helpful in deciding whether CRA is the firm that can deliver what you need in grant administration, program implementation and technical assistance.

CRA has more than 28 years of experience working with both Entitlement Cities and Urban Counties receiving funding from the Department of Housing and Urban Development Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), and Home Investments Partnership (HOME) programs, as well as affordable housing programs funded by the State of Florida. The expertise offered by us in these areas is unsurpassed.

Our approach to providing direct services to affordable housing programs is comprehensive and adaptable to individual client requirements. CRA is equipped with the latest technology and proprietary tracking software and is hands-on in all aspects of program implementation, including income certification, contractor management, and program monitoring.

CRA fully understands the scope of work and is committed to its clients meeting all regulatory timeliness.

CRA of Florida, Inc. is located at 8569 Pines Blvd. Suite 201, Pembroke Pines, Florida 33024. Persons authorized to make representations on behalf of CRA of FL include: Mr. Martin Larsen, President/CEO, (954) 431-7866 ext. 117, and myself, Andrew Azebeokhai, Executive Vice President/COO, (954) 431-7866 ext. 114.

Thank you for taking the time to learn about Community Redevelopment Associates [EIN 65-0216617].

A blue ink handwritten signature of Andrew Azebeokhai.

Andrew Azebeokhai
Executive Vice President and COO

Our Mission Statement:

We are committed to making lives better by providing services that result in communities that are great places to live, work, and raise a family.

Our Goal:

Is to be the resource in the development of quality communities.





Why Choose Community Redevelopment Associates?

It is our belief that Community Redevelopment Associates is the best choice for filling the City of Coconut Creek needs and the information provided in the following pages will prove that point.

Community Redevelopment Associates of Florida, Inc. (CRA), is a minority owned urban affairs consulting firm based in Pembroke Pines Florida. Established in 1990, CRA has more than 28 years of experience with both the Department of Housing and Urban Development Community Development Block Grant (CDBG) program, and the Florida's State Housing Initiative Partnership (SHIP) program.

CRA sums up its responsibility to its clients simply: ***“Our job is to protect the taxpayer’s money.”***

CRA has provided a combination of grant administration and direct service program implementation for 13 cities in Broward County as well as Broward County itself. This includes transitioning clients to entitlement cities and performing comprehensive Federal and State grant and program management services. We have served the residents of Broward County and its municipalities in various capacities including grants administrator for nearly 28 years. Throughout the years we have overseen programs such as housing repair, commercial façade, capital improvement and transitional housing, unit-for unit replacements and developed new programs such as one-time rental assistance and foreclosure prevention programs for our clients. Contact references have been included for our past clients.

Our experience and expertise include all facets of Federal and State housing and community development programs including the preparation of Consolidated Plans, Local Housing Assistance Plans, Affordable Housing Incentive Plans, operating and maintaining the Integrated Disbursement and Information System (IDIS), the Consolidated Economic Planning Suite and all necessary State and Federal reporting requirements. In addition, we are “hands on” in all aspects of program implementation, including income certification and contractor management. In addition CRA is implementing the Community Land Trust program for multiple clients. We operate as a resource to the clients we serve.

Our firm also has extensive knowledge and hands on practical experience with the HOME program. CRA has served as the prime contractor for the Broward County HOME Consortium residential home repair program. In addition CRA provides ongoing direct service delivery to the HOME program for Miramar, Coconut Creek and the City of Pembroke Pines.

Why Choose (Cont.)

CRA continues to provide administration for several clients' Neighborhood Stabilization Programs (NSP1 & NSP3). We are proud of the fact that the City of Pembroke Pines achieved timely and compliant expenditure of its \$4,398,575 of NSP1 funds as well as its \$2,330,542 NSP3 allocation.

Cumulatively, we have administered, implemented or provided direct services for projects utilizing in excess of \$70,000,000 in grants on behalf of our clients. As a result, we have been "hands on" in the rehabilitation of over \$250,000,000 worth of single family residential housing. While residential home prices have been rising rapidly over the last several years, first time home buyers were assisted in purchasing nearly \$30,000,000 of affordable housing. As a further example CRA has administered more than \$1,000,000 in commercial rehabilitation/ façade funds for the City of Miramar.

The CRA team is multi-disciplinary. Community Redevelopment Associates of Florida has 10 full time staff positions. This includes 2 principals actively engaged in the management of the firm, and 8 full-time employees. Our staff is extensively trained in those disciplines that are required in providing outstanding service to our clients. All of our experienced staff will provide day-to-day services to the management, administration and implementation of Federal and State grant programs for the City of Coconut Creek.

Some History

Established in 1990 Community Redevelopment Associates of Florida, Inc. (CRA) is a minority owned, urban affairs consulting firm based in Pembroke Pines, Florida. We provide a wide-range of services, of which Federal and State grant planning, administration and implementation are primary. With a full-time staff of 10 multi-disciplinary professionals we are prepared for any challenge.



CRA has developed a proven, cost-effective system for the administration of Federal and State housing programs. Grant programs in which we specialize, but are in no way are limited to, include the Dept. of Housing and Urban Development Community Development Block Grant (CDBG) program, Neighborhood Stabilization Program (NSP), and Home Investment Partnership (HOME) program. Additionally we have worked extensively in Florida's State Housing Initiative Partnership (SHIP) program.

The shaping of many of the regulations that guide these Federal and State grant programs have had input from our staff. CRA had representation on the Statewide Housing Needs Task Force which led to the passage of the State of Florida's Sadowski Affordable Housing Act. Our management and staff currently serve on boards of planning, community development, and housing groups and volunteer their expertise in various capacities. Housing programs have been developed and approved by the Florida Housing Finance Corporation, Fannie Mae and the U.S. Department of Housing and Urban Development.

We have been directly responsible for the development and subsequent administration of 10 Federal and State Entitlement programs in South Florida. These communities have included the cities of Pembroke Pines, Miramar, Margate, Tamarac, Plantation, Deerfield Beach, Cooper City, Lauderdale Lakes and West Palm Beach. In 2007 CRA guided Coconut Creek FL through the Entitlement process and now provides planning, management and implementation of that City's programs.

Uniquely, two of CRA's clients received their Entitlement or Urban County status as a direct result of our efforts. Successful challenges to the U.S. Bureau of the Census population estimates for Margate FL and Collier County FL were completed, resulting in their receipt of millions of dollars in grant funding.

During the last 28 years, CRA has completed 20 Consolidated Plans including three in 2015. This work included all aspects of the Citizens Participation process. The State of Florida also requires the preparation of Local Housing Assistance Plans for its SHIP program and we have been preparing and implementing them since 1993 for our clients.

Some History Cont.

More than 4000 homes have been purchased and or rehabilitated/hardened through our administration of residential rehabilitation, disaster mitigation and purchase assistance programs. We have screened and income certified thousands of applicants. CRA has had the responsibility for the administration and implementation of upwards of \$27 million in expenditures during a single program year for its clients.

We prepared successful NSP 1 applications for the cities of Pembroke Pines, Miramar, and Coral Springs FL. As part of a public/private partnership, CRA also completed NSP2 grant applications for the cities of Miramar and Pembroke Pines FL.

As a result, CRA worked with the communities of Pembroke Pines, Miramar and Coral Springs to administer their NSP1 purchase assistance/rehabilitation programs which represented approximately \$17 million in NSP funding.



CRA completed intake and review of close to 600 applications for these three cities, developed and educated a network of over 150 realtors and are working to establish ways to address NSP requirements through partnerships that will better facilitate the purchase of NSP eligible properties. 428 households were fully income certified for NSP assistance, over 160 properties closed and transitioned to residential rehabilitation. These numbers include those being acquired directly by the cities of Pembroke Pines and Miramar, FL where we instituted municipal acquisition programs of foreclosed properties.

With respect to NSP 3, the City of Pembroke Pines received an allocation of \$2,330,542 and the City of Miramar received \$2,321,827. Identical strategies were used as those implemented in NSP1. These strategies were met with equal success. As a result, 100% of NSP 3 funding has been expended in both client cities. CRA continues to work with clients to expend program income generated by the NSP 1 and NSP 3 acquisition strategies.

The aforementioned was accomplished while providing administration and direct services to the regular CDBG program as well as CDBG-R, DRI and SHIP programs as well.

However, nothing we have done could be accomplished without a formal management approach and clear vision of what is needed to create successful programs.

Past Performance

The programs administered by CRA have been audited at the local, State and Federal level. Audit results have not resulted in any findings and have always been satisfactory. CRA does not have any pending disciplinary action within any Federal, local or State regulatory body or professional organization. In addition there has never been a claim made against our professional liability insurance. Even with increased federal funding in 2009, our clients were still able to meet the Federal mandated standards for the timely expenditure of federal funds. All cities administered by CRA routinely meet or exceed the HUD 1.5 maximum timeliness standard mandated by HUD.

Example Projects

City of Pembroke Pines

Beginning in 1993 CRA assisted the City of Pembroke Pines in opting out of the Broward County Urban County program. In 1994 we prepared the City's first Consolidated Plan as well as its first Local Housing Assistance Plan. We have been providing administration, management and implementation services ever since and now also implement the City's HOME program, NSP 1 program (100% of the funds obligated). In the past we have provided administration, management and implementation services for the Florida Housing Opportunity Program (FHOP), CDBG-R and both DRI 1 and DRI 2. CRA manages, administers, and/or provides direct services to the City's residential rehabilitation program, purchase assistance program, rental assistance program, foreclosure prevention program, commercial rehabilitation/special economic development projects, public service/senior transportation program, public facilities projects (Children's Harbor), barrier free program, and the Holly Lake Unit-for-Unit replacement program. We are responsible for all day-to-day activities, monitoring, reporting, administration, planning and fiscal management required to maintain the success of the City's programs. The total of grant funds administered on the City's behalf approaches \$30,000,000.

City of Miramar

CRA carried out the Local Housing Assistance Plan process and wrote the City's first Local Housing Assistance Plan in 1998. CRA has been administering the SHIP program for the City of Miramar ever since. CRA has also administered the City's CDBG program since 2000 and completed the planning process for the 2015-2019 Consolidated Plan and 2016-2019 Local Housing Assistance Plan. CRA is also the City's HOME, CDBG, and NSP 1 program (100% of the funds obligated) administrator. In the past we were also responsible administrating the Florida Housing Opportunity Program (FHOP) as well. Sample projects that CRA manages, administer and/or provides direct service to include the City's residential rehabilitation program, purchase assistance program, rental assistance program, foreclosure prevention program, commercial rehabilitation/special economic development and micro-enterprise program, public service/senior transportation program, community outreach program, park improvement project, and land acquisition. CRA undertakes all day-to-day activities, monitoring, reporting, administration, planning and fiscal management. The total grant funds administered on the City's behalf approaches \$27,000,000.

City of Plantation

In 1998, CRA wrote the City's first Local Housing Assistance Plan. We administer, manage and implement the City's residential rehabilitation, purchase assistance and foreclosure prevention programs and as well as the newly developed rental assistance program. The total grant funds administered on the City's behalf approaches \$8,000,000.

Example Projects

City of Coconut Creek

We transitioned the City of Coconut Creek in 2008 to federal entitlement community status making it eligible for CDBG and SHIP funds. CRA prepared the City's first Consolidated Plan and Local Housing Assistance Plan. CRA currently administers a purchase assistance program for the City funded by CDBG, SHIP, FHOP, and the City's own Work Force Housing Linkage Fee (local resources). Our team developed implementation procedures and policies for these purchase assistance programs and continues to provide direct services to all three purchase assistance programs. Prior to the City becoming an entitlement, CRA administered the City's purchase assistance program while it was a member of the Urban County CDBG program (2006). We currently administer the City's residential rehabilitation program and provide overall Federal and State grant program management. The total grant funds over the life of the engagement will approximate \$3,000,000.

City of Coral Springs

When the Dept. of Housing and Urban Development announced the availability of the first round of Neighborhood Stabilization Program funding in the fall of 2008, CRA was retained by Coral Springs to prepare its NSP application and provide contractual services for the implementation of the program. As a result of that effort, the City expenditure of its allocation of \$3,378,142 was authorized. As of this writing, 42 properties have closed and have been transitioned to residential rehabilitation. 100% of the funds were obligated for the program.

Clients Past and Present

Responsibility	Client	Tenure	Project \$
Administrator – Consultants: Community Development Block Grant (CDBG) Program.	City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100	1994 - Present	\$8,970,819
Administrator – Consultants: Neighborhood Stabilization Program 1 (NSP)	City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100	2008 - Present	\$4,398,575
Administrator – Consultants: Neighborhood Stabilization Program 3 (NSP)	City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100	2010 - Present	\$2,330,542
Administrator – Consultants: State Housing Initiative Partnership (SHIP) Program. Coordinated the SHIP certification process.	City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100	1993 - Present	\$12,595,952
Consultant: Prepared the Consolidated Plan as required under the Community Development Block Grant (CDBG) Program for all Entitlement Jurisdictions.	City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100	1994, 1999, 2005, 2010	NA
Consultant: Identified alternative funding sources for the City of Pembroke Pines' Senior Tower Residential Complex. This included identifying and evaluating all sources to determine the best source of funding for the project.	City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100	1992	\$10,200,000
Consultant: Prepared "Analysis of Impediments to Fair Housing", as required of entitlement jurisdictions by HUD and Grant Administration	City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100	1997, 2003, 2010	NA
Consultant: Successfully applied for the State of Florida's Pre-Development Loan Program (PLP), to support development costs associated with the City's planned Senior Tower Residential Complexes.	City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100	1994	\$500,000
Administrator – Consultants: Disaster Recovery Initiative 1	City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100	2006 - Present	\$689,283

<p>Administrator – Consultants: Disaster Recovery Initiative II</p>	<p>City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100</p>	<p>2010 - Present</p>	<p>\$461,101</p>
<p>Administrator – Consultant: HOME Program Residential Rehabilitation</p>	<p>City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100</p>	<p>2006 - Present</p>	<p>\$591,053</p>
<p>Administrator – Consultant: Dept. of HUD CDBG-R Program</p>	<p>City of Pembroke Pines 601 City Center Way Pembroke Pines, FL 33025 Michael Stamm Jr. (954) 392-2100</p>	<p>2009 - Present</p>	<p>\$240,099</p>
<p>Administrator - Consultants: State Housing Initiative Partnership (SHIP) Program. Coordinated the SHIP certification process.</p>	<p>City of Miramar 2300 Civic Center Place Miramar, FL. 33025 Eric Silva, AICP (954) 602-3274</p>	<p>1998 - Present</p>	<p>\$7,026,112</p>
<p>Administrator - Consultant: Community Development Block Grant (CDBG) Program</p>	<p>City of Miramar 2300 Civic Center Place Miramar, FL. 33025 Eric Silva, AICP (954) 602-3274</p>	<p>2000 - Present</p>	<p>\$5,835,228</p>
<p>Administrator – Consultant: Neighborhood Stabilization Program 1 (NSP)</p>	<p>City of Miramar 2300 Civic Center Place Miramar, FL. 33025 Eric Silva, AICP (954) 602-3274</p>	<p>2008 - Present</p>	<p>\$9,312,658</p>
<p>Administrator – Consultant: Neighborhood Stabilization Program 3 (NSP)</p>	<p>City of Miramar 2300 Civic Center Place Miramar, FL. 33025 Eric Silva, AICP (954) 602-3274</p>	<p>2010 - Present</p>	<p>\$2,321,827</p>
<p>Administrator – Consultant: HOME Program Residential Rehabilitation</p>	<p>City of Miramar 2300 Civic Center Place Miramar, FL. 33025 Eric Silva, AICP (954) 602-3274</p>	<p>2008 - Present</p>	<p>\$753,015</p>
<p>Administrator – Consultant: Disaster Recovery Initiative I</p>	<p>City of Miramar 2300 Civic Center Place Miramar, FL. 33025 Eric Silva, AICP (954) 602-3274</p>	<p>2008</p>	<p>\$407,464</p>

<p>Administrator – Consultant: Dept. of HUD CDBG-R Program</p>	<p>City of Miramar 2300 Civic Center Place Miramar, FL. 33025 Eric Silva, AICP (954) 602-3274</p>	<p>2009 - Present</p>	<p>\$209,887</p>
<p>Administrator- Consultants: Neighborhood Stabilization Program 1 (NSP)</p>	<p>City of Coral Springs 9551 West Sample Rd. Coral Springs, FL 33065 Susan Hess (954) 344-1160</p>	<p>2008 – 2014</p>	<p>\$3,378,142</p>
<p>Administrator- Consultants: Disaster Recovery Initiative 1</p>	<p>City of Coral Springs 9551 West Sample Rd. Coral Springs, FL 33065 Susan Hess (954) 344-1160</p>	<p>2010 - 2014</p>	<p>\$430,298</p>
<p>Administrator – Consultants: Community Development Block Grant (CDBG) Program.</p>	<p>City of Coconut Creek 4800 West Copans Road Coconut Creek, FL 33063 Scott Stoudenmire (954) 973-6756</p>	<p>2008 - Present</p>	<p>\$1,483,120</p>
<p>Administrator – Consultants: State Housing Initiative Partnership (SHIP) Program</p>	<p>City of Coconut Creek 4800 West Copans Road Coconut Creek, FL 33063 Scott Stoudenmire (954) 973-6756</p>	<p>2008 - Present</p>	<p>\$465,319</p>
<p>Administrator – Consultants: Workforce Affordable Housing Program</p>	<p>City of Coconut Creek 4800 West Copans Road Coconut Creek, FL 33063 Scott Stoudenmire (954) 973-6756</p>	<p>2008 - Present</p>	<p>\$980,000</p>
<p>Administrator – Consultants: CDBG Purchase Assistance program</p>	<p>City of Coconut Creek 4800 West Copans Road Coconut Creek, FL 33063 Scott Stoudenmire (954) 973-6756</p>	<p>2006</p>	<p>\$355,572</p>
<p>Consultant: Providing direct service and contractor management for HOME Consortium Single-Family residential rehabilitation program.</p>	<p>Broward County 115 South Andrews Avenue, Room 311 Fort Lauderdale, FL 33301 Suzanne Fejes (954) 357-5805</p>	<p>2006 - Present</p>	<p>\$2,681,377</p>
<p>Consultant: Providing direct service and contractor management Florida SHIP Disaster Program.</p>	<p>Broward County 115 South Andrews Avenue, Room 311 Fort Lauderdale, FL 33301 Ms. Mildred Reynolds (954) 765-5336</p>	<p>2007- 2015</p>	<p>\$755,842</p>

<p>Consultant – Providing direct delivery services DRI 1 program</p>	<p>Broward County 115 S. Andrews Avenue, Room 329B, Fort Lauderdale, FL 33301 Yvette Lopez (954)357-6612</p>	<p>2011 - 2015</p>	<p>\$1,000,000</p>
<p>Consultant: Prepared the “Unincorporated Area Neighborhood Study” (South County Annexation)</p>	<p>Broward County 115 S. Andrews Avenue, Room 329B, Fort Lauderdale, FL 33301 Ralph Stone (954)357-6612</p>	<p>1998 - 1999</p>	<p>NA</p>
<p>Consultant: Annexation study for the South County Area of Broward County</p>	<p>Broward County 115 S. Andrew Avenue, Room 329K, Fort Lauderdale, FL 33301 Ralph Stone (954) 357-6612</p>	<p>2003</p>	<p>NA</p>
<p>Consultant: Prepared “Unincorporated Area Neighborhood Study” (North-Central County Annexation)</p>	<p>Broward County 115 S. Andrew Avenue, Room 329K, Ft. Lauderdale, FL 33301 Ralph Stone (954) 357-6612</p>	<p>1999</p>	<p>NA</p>
<p>Administrator – Consultants: State Housing Initiative Partnership (SHIP) Program. Coordinated the SHIP certification process.</p>	<p>City of Plantation 400 NW 73rd Avenue Plantation, FL. 33317 Patrick Haggerty (954) 797-2246</p>	<p>1998 - Present</p>	<p>\$7,203,460</p>
<p>Administrator: Small Cities Community Development Block Grant (CDBG) Program</p>	<p>Cooper City 9090 Southwest 50th Place, Cooper City, FL 33329-0910, Horacio Montes de Oca (954) 434-4300</p>	<p>2000 - 2016</p>	<p>\$419,000</p>
<p>Administrator – Consultants: State Housing Initiative Partnership (SHIP) Program. Coordinated SHIP certification process.</p>	<p>City of Sunrise 10770 West Oakland Park Blvd., Sunrise, FL. 33351 Tom Kassawara (954) 746-3291</p>	<p>1998 - 2001</p>	<p>\$526,929</p>
<p>Administrator – Consultants: Community Development Block Grant (CDBG) Program.</p>	<p>City of Sunrise 10770 West Oakland Park Blvd., Sunrise, FL. 33351 Tom Kassawara (954) 746-3291</p>	<p>1999 - 2001</p>	<p>\$2,495,756</p>
<p>Consultant: Prepared the City’s Consolidated Plan as required under the Community Development Block Grant (CDBG) Program for all Entitlement Jurisdictions</p>	<p>City of Sunrise 10770 West Oakland Park Blvd., Sunrise, FL. 33351 Tom Kassawara (954) 746-3291</p>	<p>1999</p>	<p>NA</p>

<p>Consultant: Prepared the City's Consolidated Plan as required under the Community Development Block Grant (CDBG) Program for all Entitlement Jurisdictions</p>	<p>City of Tamarac 7525 NW 88th Avenue Tamarac, FL. 33321 J. Christopher Reed 954) 724-1292</p>	<p>2000-2010</p>	<p>NA</p>
<p>Administrator - Consultants: Community Development Block Grant (CDBG) Program</p>	<p>City of Tamarac 7525 NW 88th Avenue Tamarac, FL. 33321 J. Christopher King (954) 724-1292</p>	<p>2000 - 2004</p>	<p>\$1,381,600</p>
<p>Consultant: Prepared "Analysis of Impediments to Fair Housing" as required of entitlement jurisdictions by HUD and Grant Administration</p>	<p>City of Tamarac; 7525 NW 88th Avenue Tamarac, FL. 33321 J. Christopher King (954) 724-1292</p>	<p>2003 - 2004</p>	<p>N/A</p>
<p>Consultant: Prepared application for proposed Capital Improvement projects in response to Broward County Community Development Division Request for Funding under the CDBG Program.</p>	<p>City of Tamarac 7525 NW 88th Avenue Tamarac, FL. 33321 J. Christopher King (954) 724-1292</p>	<p>1998 - 2004</p>	<p>\$244,217</p>
<p>Administrator - Consultants: State Housing Initiative Partnership (SHIP) Program. Coordinated the SHIP certification process.</p>	<p>City of Tamarac 7525 NW 88th Avenue Tamarac, FL. 33321 J. Christopher King (954) 724-1292</p>	<p>1998 - 2004</p>	<p>\$2,743,728</p>
<p>Consultant: Prepared a successful challenge to the U.S. Bureau of the Census estimate of its population which allowed it to become an entitlement community.</p>	<p>City of Margate 5790 Margate Blvd. Margate, FL 33063 Len Golub (954) 972-6454</p>	<p>1996 - 1997</p>	<p>NA</p>
<p>Consultant: Prepared the Consolidated Plan as required under the Community Development Block Grant (CDBG) Program for all Entitlement Jurisdictions</p>	<p>City of Margate 5790 Margate Blvd. Margate, FL 33063 Len Golub (954) 972-6454</p>	<p>1998 - 2000</p>	<p>\$410,000</p>
<p>Consultant: Prepared the Local Housing Assistance Plan as required by the State Housing Initiative Partnership (SHIP) Program.</p>	<p>City of Margate 5790 Margate Blvd. Margate, FL 33063 Len Golub (954) 972-6454</p>	<p>1998 - 1999</p>	<p>\$300,655</p>
<p>Administrator - Consultants: Purchase Assistance and Minor Home Repair Programs under the CDBG Urban County Program</p>	<p>City of Lauderdale Lakes 4300 NW 36th Street Lauderdale Lakes, FL. 33319-5599 Christina Samuels (954) 731-1212</p>	<p>1998 - 2001</p>	<p>\$300,000</p>

<p>Consultant: Prepared four applications for proposed projects in response to Broward County Community Development Division Request for Funding under the CDBG and HOME Program</p>	<p>City of Lauderdale Lakes 4300 NW 36th Street Lauderdale Lakes, FL 33319-5599 Christina Samuels (954) 731-1212</p>	<p>1998</p>	<p>\$466,940</p>
<p>Administrator – Consultants: Community Development Block Grant (CDBG) Program.</p>	<p>City of Lauderdale Hill 2000 City Hall Drive Lauderhill, FL 33313 Lurleen Evans (954) 730-3019</p>	<p>1997- 1999</p>	<p>\$712,000</p>
<p>Administrator – Consultants: State Housing Initiative Partnership (SHIP) Program. Coordinated the SHIP certification process.</p>	<p>City of Lauderdale Hill 2000 City Hall Drive Lauderhill, FL 33313 Lurleen Evans (954) 730-3019</p>	<p>1998 - 2000</p>	<p>\$290,000</p>
<p>Consultant: Feasibility analysis for informal challenge to U.S Bureau of the Census population estimate.</p>	<p>City of N. Lauderdale 100 West Atlantic Boulevard, Pompano Beach, Florida 33060 Ms. Tammy Reed-Holguin (954) 724-7048</p>	<p>2006 - 2007</p>	<p>N/A</p>
<p>Consultant: Prepared a successful Flood Mitigation Assistance grant.</p>	<p>Town of Golden Beach 1 Golden Beach Drive Golden Beach, FL 33160 Robert "Skip" Johnston (305) 933-3825</p>	<p>1997</p>	<p>NA</p>

<p>Consultant: Coordinated the Consolidated Planning process</p>	<p>City of Pompano Beach 100 West Atlantic Boulevard, Pompano Beach, Florida 33060 Phyllis Korab (954) 786-4504</p>	<p>2005 - 2006</p>	<p>\$550,000</p>
<p>Administrator – Consultants: Small Cities CDBG Program. Responsibilities included Citizen Participation process, Resident Surveys, Environmental Review, Public Notice, Application Submission and Program Administration.</p>	<p>City of Groveland 156 South Lake Avenue Groveland, FL 34736 Sayward Sherburne (352) 429-2141</p>	<p>1995</p>	<p>\$500,000</p>
<p>Consultant: Additional annexation studies for the South County Area of Broward County</p>	<p>Town of Pembroke Park 3150 SW 52nd Avenue, Pembroke Park, FL. 33023 Dr. Robert Levy (954) 966-4600</p>	<p>2003 - 2004</p>	<p>NA</p>

<p>Consultant: Prepared a successful challenge of the U.S. Bureau of the Census estimate of its population which allowed it to become an Urban County.</p>	<p>Collier County 2800 North Horseshoe Drive Naples, Florida 34104 Dan Blalock (941) 403-2330</p>	<p>1999 - 2000</p>	<p>NA</p>
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CRA cannot warrant that individual reference contacts continue to be employed by the respective clients or hold the same positions.

ALL PROJECTS SHOWN WERE COMPLETED AT OR BELOW BUDGET - ALL ONGOING PROJECTS ARE AT OR BELOW BUDGET

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Leadership Team Resumes

Our Leadership Team

Martin R. Larsen Co-Founder, President/CEO

Mr. Larsen has an extensive background in finance, housing and housing related issues, management, and commercial real estate. He has held such corporate financial management positions as Chief Financial Officer, Vice President of Finance, and Comptroller in firms generating revenues in excess of \$20 million.

Qualifications and Prior Experience

- University of Miami, Business Admin / Marine Biology, Miami, Fl. 1967-1971
- Additional Studies:
 - Rutgers University
 - Nova University
 - Broward Community College
 - Miami Dade Community College
- Past Member, American Association of Political Consultants
- Licensed Real Estate Broker

Example Projects

- Analysis of Impediments to Fair Housing Choices, City of Pembroke Pines
- Successful challenge to the U.S. Census population estimates for the City of Margate
- Successful challenge to the U.S. Census population estimates for Collier County
- Developed the Housing Availability/Rent Survey element, HRS District #10, ADM Housing Needs Assessment Project, Broward County, Florida
- Member, City of Pembroke Pines Economic Development Mission to Astrakhan Russia
- City of Pembroke Pines' Pre-Development Loan Program Application
- Developed "Alternative Funding Sources" and "Demographics and Market Data" studies Senior Center project, City of Pembroke Pines
- Review Partner, Entitlement (CDBG) Project, City of Pembroke Pines
- Review Partner, Entitlement (CDBG) Project, City of Tamarac
- Review Partner, Entitlement (CDBG) Project, City of Miramar
- Review Partner, Entitlement (CDBG) Project, City of Coconut Creek
- Review Partner, Entitlement (CDBG) Project, City of Miami Beach
- Financial analysis/pro-forma, for \$3.6 million Industrial Revenue Bond for 80,000 square foot warehouse - office facility in Broward County, Florida
- Developed proprietary database tracking and management system for purchase assistance and housing rehabilitation programs

Larsen Cont.

Community Service:

- Chairman, Planning and Zoning Advisory Board, City of Pembroke Pines, FL, 1995/96, 1996/97, 1997/98, 1998/99, 1999/00
- Member, Planning and Zoning Advisory Board, City of Pembroke Pines, Fl 1989 – 2000
- Vice Chairman, Consumer Affairs Advisory Board, City of Pembroke Pines, Fl 1990/91
- Statewide Task Force on Affordable Housing, 1990
- Statewide Housing Needs Task Force, 1991/92
(Realtor Working Group on Sadowski Affordable Housing Act)
- Chairman of the Board/President Florida Division, American Cancer Society, 2008 – 09
- Member, Board of Directors and Executive Committee, Broward Unit, American Cancer Society, 1995 - Present
- Member, Board of Directors and Executive Committee, Florida Division, American Cancer Society, 1998 – Present
- President, Broward Unit, American Cancer Society, 2003-04
- Chairman, Smoke-Free for Health, Inc., - Constitutional Amendment Initiative 6, eliminating the health hazards of second-hand smoke from enclosed indoor workplaces
- Chairman, Advocacy and Public Policy, Florida Division, American Cancer Society 2000/01, 2001/02
- Chairman, Public Issues, American Cancer Society, Broward County 1995/96, 1996/97
- Southeastern Regional Representative for Public Issues, Florida Division, American Cancer Society 1997/98, 1998/99, 1999/00
- Past Member, Consultant review committee, Broward County School Board
- Chairman, Legislative Affairs Committee, Miramar/Pembroke Pines Chamber of Commerce, 1989/90, 1990/91, 1991/92, 1992/93
- Chairman, Finance and Budget Committee, Hollywood Area Board of Realtors, 1988/89, 1989/90
- Chairman, Government Affairs Committee, Hollywood Area Board of Realtors, 1990/91, 1991/92

Andrew Azebeokhai
Executive Vice President/COO

Mr. Azebeokhai is an experienced coordinator and moderator of workshops in both classroom and non-classroom settings. As an adjunct professor for Florida Memorial College, he gained valuable experience as moderator in classroom-type setting. Mr. Azebeokhai is responsible for the daily implementation of all client programs. He is also charged with instructing clients on important aspects of State and Federal Programs. The programs coordinated by Mr. Azebeokhai have received positive recognition from the Miami Herald, the Sun-Sentinel and the Annual Report from the Florida Housing Finance Agency (now the Florida Housing Finance Corporation).

Qualifications and Prior Experience

- Voorhees College, (Bachelor of Science) South Carolina
- St. Thomas University, (Masters Degree) Miami, Florida
- Member: Steering Committee; State Housing Initiative Partnership (SHIP)
- Professor (Adjunct): Florida Memorial College, Miami, FL.

Example Projects

- SHIP Programs Administrator: Cities of Pembroke Pines, Miramar, Plantation, Coconut Creek and previously, Sunrise, Lauderhill and Tamarac
- CDBG Programs Administrator: Cities of Pembroke Pines, Miramar, Plantation, Coconut Creek and previously, Sunrise, Lauderhill and Tamarac
- Local Housing Assistance Plan (LHAP): Cities of: Pembroke Pines, Lauderhill, Margate, Tamarac, Deerfield Beach, Plantation, and Miramar.
- Consolidated Plan Preparation: Cities of: Pembroke Pines, Margate, Deerfield Beach, Sunrise, and Tamarac.
- Single-Family Residential Rehabilitation, Cities of Pembroke Pines, Lauderdale Lakes, Sunrise, Miramar, Tamarac, Plantation, Pompano Beach, Cooper City
- First-Time Home-Buyer Program, Cities of Pembroke Pines, Lauderdale Lakes, Tamarac, Plantation, Miramar, Sunrise, Coconut Creek

Community Service

- Member, Broward County Local Housing Partnership
- Member, Broward Affordable Housing Task Force
- Member, METT--Minority Economic Think Tank
- Member, Florida Housing Finance Agency (FHFA)/Steering Committee SHIP Report
- Director, Caribbean-American Chamber of Commerce
- Director, Caribbean-American Democratic Club

Marilyn D. Callwood
Economic & Community Development Manager

Mrs. Callwood facilitates all aspects of grant management, administration, and implementation on behalf of CRA's clients. Her main area of focus at this time is the creation and submission of grant planning and reporting documents for clients and Federal and State regulatory agencies. She also conducts program and staff assessments to ensure community and client goals are being met.

Qualifications and Prior Experience

- Nova Southeastern University (Bachelor of Science, Legal Studies) Fort Lauderdale, FL
- Licensed Florida Real Estate Agent 2013 to Present
- Licensed Florida Notary 2005 to Present

Example Projects

- 2007 – Title I Supplemental Education Services Grant Application & Implementation McKnight Doctoral Fellowship Program.
- 2007 - Florida Education Fund Grant Application and Implementation. Summer Enrichment Program.
- 2008 – Institute of Education Sciences: Urban League of Broward County
- 2015 – CDBG Action Plans, Strategic Plans and Citizen Participation Plans: City of Miramar, City of Pembroke Pines, and City of Coconut Creek
- 2015-2019 – CDBG Consolidated Plans: City of Miramar, City of Pembroke Pines, and Coconut Creek
- 2016-2019 - SHIP Local Housing Assistance Plan: Pembroke Pines, Miramar and Coconut Creek
- Broward County HOME Consortium Housing Rehabilitation Program - Single family-housing rehabilitation for 4 Broward County FL cities (Miramar, Pembroke Pines, Coconut Creek
- Miramar FL Economic Incentive Programs (Commercial Rehabilitation and Job Creation) - Commercial facade and micro-enterprise job creation and retention.
- Environmental Reviews – Manage preparation of Environmental Review Records for Federally assisted projects in all client cities. Environmental reviews are conducted for all projects – including Format II reviews when appropriate.

Professional Affiliations

- Member, Miami Realtors Association – Present
- Member, National Association of Female Executives – 2010-2013

Civic

- President Phi Alpha Delta Pre-Law Fraternity – Nova Southeastern University – 2004-2006
- Nova Southeastern University Alumni Association - Present
- Red Cross Disaster Volunteer – Present
- Assistant Director, Miramar Optimist Cheerleading - Present

Alexander T. Goldstein, MPA

Community Development Specialist

Mr. Goldstein assists in facilitating all aspects of grant management, administration, and implementation of behalf of CRA's clients. His main area of focus at this time is the creation and submission of grant planning and report documents for clients and Federal and State regulatory agencies. He is also responsible for all aspects of IDIS reporting and the execution of funding draw-downs.

Education

Florida International University-August 2016

Master of Public Administration
Graduate Certificate in Community Development
Steven J. Green School of International and Public Affairs
Overall GPA: 3.8 (Magna Cum Laude)

Florida Gulf Coast University- May 2013

Bachelor of Arts-May 2013
Major: Political Science
Overall GPA: 3.7 (Cum Laude)

Qualifications and Prior Experience

- Develop Annual Grant Performance Reports.
- Administer, monitor, and complete all reporting requirements for CDBG, HOME, NSP and SHIP housing grant programs.
- Compiled distribute, receive, review, approve, and ensure compliance with housing grant programs.
- Develop and implement strategic planning guidelines and procedures for the use of state and federal grant funding.
- Review sub-grantee performance to ensure compliance with federal and state rules and regulations governing respective granting programs by recipients and sub-recipients.
- Ensure compliance with Federal and State rules and regulations governing respective granting programs by recipients and sub-recipients.
- Prepare commission reports, amendments and contract documents.
- Conduct environmental reviews and program inspection reports.
- Develop Strategic Plans and Annual Budgets including but not limited to Local Housing Assistance Plans, Consolidated Plans, Consolidated Annual Performance Evaluation Reports, and Annual Action Plans.
- Internal and external monthly, quarterly, and annual reports.
- Davis-Bacon Monitoring to ensure compliance.
- Preparing for your LHAP and Enhancing your Housing Strategies, Oct. 2016
- Florida Housing Finance Corporation Affordable Housing Catalyst Program and the Florida Housing Coalition Inc. Certifications-Understanding the Income Certification Process, Jan. 2017
- Community Land Trusts, Jan. 2017
- Integrated Disbursement and Information System (IDIS) Training Seminar May 2018

Civic

- Pi Sigma Alpha Member (The National Political Science Honor Society), 2012
- Golden Key International Honor Society, 2010
- The National Society of Leadership and Success, 2010
- Pi Alpha Alpha Member (The National Honor Society for Public Affairs and Administration), 2015

Management Team Ongoing Training and Continuing Education

Andrew Azebeokhai

- ✚ Certificate - Conference on Growth Management/Development Patterns, Lincoln Institute of Land Policy
- ✚ Certificate - Conference on Affordable Housing, Shimberg Institute, University of Florida
- ✚ Certificate of Completion - Enhancing Your Affordable Housing Strategies - Florida Department of Community Affairs
- ✚ Certificate - U.S. Housing and Urban Development Lead Based Inspector Training Course
- ✚ Certificate of Training Excellence - Occupational Safety and Health Administration
- ✚ Certificate of completion - U.S. Housing and Urban Development Environmental Review Training Course
- ✚ U.S. HUD - Training on Community Development Block Grant and HOME administration

Marilyn Callwood

- ✚ Real Estate Title & Closing – Attorney’s Title Fund Broward (2006)
- ✚ Management Training – Urban League of Broward County (2008)
- ✚ Proposal Writing & Grant Research – Urban League of Broward County (2008)
- ✚ Documentation Tools and Techniques – Children’s Services Council of Broward (2008)
- ✚ Public Speaking & Effective Presentations – Children’s Services Council of Broward (2008)
- ✚ Advance Quantum Programming and Training – Component Control (2010)
- ✚ U.S. Dept. of Labor Prevailing Wage Seminar – (2015)
- ✚ Effective Management of CDBG Sub recipients (2015)
- ✚ Davis-Bacon Training Course (2015)
- ✚ CHDO Set Aside Reservation (2015)
- ✚ Econ Planning Suite Advanced Course (2015)
- ✚ Econ Planning Suite Beginner Course (2015)

Staff Training and Continuing Education

Effective Written Agreements [ICF- HUD]

 Andrew Azebeokhai

Recapture and Resale [ICF- HUD]


 Andrew Azebeokhai

Income Certification Training [DCA – FHFC – HUD]


 AndrewAzebeokhai

 Alex Goldstein

 Dalmari Cantero

 Denise Creary

 Marilyn Callwood

 Virginia Bermudez




Program Administration for Home Ownership [SHIP – FHC]

 Andrew Azebeokhai


My Safe Florida Home WINGS Training

 Jaime Torres

Building HOME Training [HUD]

 Andrew Azebeokhai

Housing Rehabilitation Workshop [SHIP - FHFC - DCA]

 Andrew Azebeokhai

Non-Profit Training Workshop [SHIP - FHFC - DCA]

 Andrew Azebeokhai

Housing 101 Workshop [SHIP - FHFC - DCA]


 Andrew Azebeokhai

Integrated Disbursement and Information System (IDIS) [HUD]

 Martin Larsen

 AndrewAzebeokhai

 Marilyn Callwood

 Alex Goldstein

Staff Training and Continuing Education (Continued)

Consolidated Plan Training and Program Management [HUD]

 Martin Larsen

Creating Homeownership Opportunities: HOME, HOPE 3, and CDBG [HUD]

 Martin Larsen

HUD Lead Based Paint Reduction Training [HUD]

 Andrew Azebeokhai


CDBG Timeliness Conference Training [HUD]

 Andrew Azebeokhai

Labor Relations / Davis-Bacon Compliance Training [HUD]

 Andrew Azebeokhai


 Marilyn Callwood

 Denise Creary

Environmental Review Procedures for Responsible Entities [HUD]


 Andrew Azebeokhai

Fair Housing Training

 Martin Larsen

 Andrew Azebeokhai

OSHA Workplace Safety Training

 Andrew Azebeokhai

Lincoln Institute of Land Policy – Growth Management, Development Patterns and Urban Sprawl

 Martin Larsen

 Andrew Azebeokhai

Shimberg Institute for Affordable Housing – Summer Institute

 Andrew Azebeokhai



**Recognition-
Applicant Thank You Letters**

CRF, cannot thank
you for any help
you've given
I pray all
blessings
for God bless you &
your family

**EVEN THOUGH
YOU DIDN'T HAVE TO DO IT,
YOU DID IT ANYWAY.
AND IT WAS
MUCH APPRECIATED.**

Kevin Family
2/26



Thanks
To
Denise
Creary

I just want to say thank you and to show my
appreciation for all you did for me that i am
now in my own home
God bless you always
Keep up the good work

From Pamela Morgan

Denise & Everyone at CRA,

You stuck with us to the end and
because you did, you made our dream
come true!

EVEN THOUGH
YOU DIDN'T HAVE TO DO IT,
YOU DID IT ANYWAY.
AND IT WAS
MUCH APPRECIATED.

Without your assistance, we would
not have been able to own such a
big and beautiful home.

From the Bottom of our Hearts...

Thank You!

▽
Monica & Wellington Hernandez
(and kids!)

4/29/16

Denise,

I was so blessed to have had the opportunity to work with someone like you. Thank you for always being so kind and helpful. Thank you for continuously offering kind words of encouragement. Thank you for guiding me through this process.

Sincerely,

Katie Wayan

Thanks

a

"Latte"

November 18, 2017

Community Redevelopment
8569 Pines Blvd, suite 207
Pemb Pines FL 33024

Good Morning Virginia and Maive

I would like to thank you for great customer service you provided. Everytime I called and left messages one of you ladies always returned my calls. Even due to my physical challenge I could not stand on line for the application, I just want to let you know that I appreciated you took time to returned my calls and speak with me and told me you hope to see me there. May God bless you

Louise Theronakis
2618 Taylor Drive
Miramar FL 33023
305-542-6913

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Section 2- Resources and Availability

Our Management Approach

There are key elements to the successful management and implementation of any grant funded program, albeit a purchase assistance or residential rehabilitation program. The following section offers a brief discussion of a few of them.

Staff Experience

CRA has been administering and providing direct services for, among others, purchase assistance, residential rehabilitation, and economic development affordable housing programs for 28 years. Our staff possesses the necessary government, real estate, lending and scattered site construction management backgrounds to effectively and efficiently administer the aforementioned programs. Our staff is well versed in the various State and Federal regulations which govern the administration and direct services funded by a variety of grant sources.

CRA staff receives continuing education and training throughout the year, staying abreast of ever changing federal grant program regulations. In addition, in-service training is also provided routinely on the practical aspects of program implementation, including conflict mediation and complaint resolution. This training is necessary to ensure program quality and compliance.

Customer Service



As a private sector grant administrator, providing customer service that is timely and responsive to the community and our clients is a priority. It is critical to our success as a business. We have established standards for customer service as it relates to the various aspects of program administration.

Being responsive to the client (governmental staff), the general public seeking information, and last and perhaps most important, direct beneficiaries (program participants) is paramount. Similar expectations are required of the various other role players involved in implementing any grant program. Additionally, our staff is multi-lingual, speaking English and Spanish.



Our staff lives by the credo that at the end of every work day they know that a family's life has been made better through their efforts.

Performance Standards - Quality Control

Performance measure and standards are established for CRA, the programs we administer, and the associated tasks we must undertake. This includes budget and fiscal control and program management.

Performance Standards - Quality Control Cont.

CRA focuses its efforts on the most efficient means available, producing high quality work that achieves the client's programmatic goals. Staff meetings where expenditure updates and monthly goal accomplishments are reported to management are regularly held. Management is also able to track productivity of the staff through our database tracking system.

A comprehensive analysis of a program's plan of work is done to determine the effort required to implement the program and resources are assigned accordingly. CRA will continuously reassess the program, direct service activities and resources required to ensure timely completion of all associated tasks. Monitoring and review procedures have been established and are utilized at various benchmarks during program implementation. Record keeping is extremely detailed and in keeping with the transparency required of public records and maintained electronically.

A system of checks and balances is in place to further the quality of work performed. The two principals of the company serve as review partners to ensure further quality control of documents produced or procedures implemented in conjunction with the management and oversight of the programs. All projects must have management authorization before any federal expenditure is reimbursed.

Project Tracking, Monitoring, Electronic Backup

To provide adequate project tracking, monitoring, and electronic backup, CRA adapted SAGE ACT! database management software and record keeping systems to efficiently manage client programs. Utilizing this software provides centralized access to up-to-date information for residents, our client cities and all relevant regulatory agencies.



Economies of Scale Approach

Using the economy of scale approach, we are able to provide services at a reduced cost to our clients. Review of prior year contractor and grantee costs associated with direct delivery reveal a reduction of per unit costs as high as 30 percent. This provides for more “dollars on the street” and applicants assisted.

Financial Capacity

Community Redevelopment has been successfully operating for 28 years. That success has been fueled by our commitment to operating efficiently. Our economy of scale approach allows for lower costs per client than traditional approaches.

Further, it is our policy that we do not disburse or act as a custodian for any grant funds. CRA requires the all funds be held in trust by the grantee.

Capacity

Our core service is program management with specialization in the administration of programs and activities funded by the U.S. Department of Housing and Urban Development (HUD) and the State of Florida in accordance with appropriate regulations



We have a fully developed and operational performance delivery plan that utilizes our staffing, program knowledge, modern technology and database monitoring capabilities that allows us to complete projects in a timely manner. With our “economy of scale approach” we can bring our service to you at the lowest possible project cost.

CRA provides a program specialist that supervises each individual purchase assistance and residential rehabilitation project. In addition, there will always be a review partner and staff managers to provide project management and

oversight. Separate internal financial management provides full time control as it relates to encumbering and expending client’s program funding within the stipulated timeframe. Our staff of 10 is full-time and operates out of the main office in Pembroke Pines. Intake activities can be provided at a client location as required as well as from our website at www.crafla.com.

Every staff member has their own modern up-to-date computer workstation. Each station is networked to four high speed servers housed in our main office. Utilizing two T1 phone lines our new phone system is capable of handling high volume. Our website is housed in a secure offsite facility on a dedicated web server. Our applicant tracking database is backed up daily.

Insurance

The firm carries all required insurance coverages, including General Liability with a Commercial Umbrella, Professional Liability and Workers Compensation. Coverages are in amounts that equal or exceed that which is routinely required by our clients. CRA is a Drug Free Work Place.

Technical Assistance

CRA can provide technical assistance from planning and completing your grant applications to program close outs and reporting in Federal and State programs. Our expertise extends to administration, management and implementation for CDBG/NSP, SHIP, HOME and disaster funding (DRI and CDBG-R).

On an individual project basis we have assisted with revamping existing programs for Entitlements and developed work-out plans so they could meet HUD expenditure rate guidelines. Workout plans developed by CRA have been cited by HUD as “best practice”. Assistance in developing community and economic development programs that are compliant with Federal and State programs is also available.

Direct services to existing CDBG, HOME and other affordable housing programs such as income certification and application processing can be provided. The firm has established relationships with housing, community and economic development agencies.

We have experience working with and monitoring non-profits, lenders, title companies, construction contractors, architects and engineers. On behalf of our clients we have developed and maintained a lenders’ consortium of reputable lenders for the purchase assistance programs. Pool management of licensed and insured general contractors for residential rehabilitation programs is also provided. We actively conduct outreach activities to build these pools to encourage, small, minority and women owned businesses to participate.

The Davis-Bacon Act requires that all contractors and subcontractors performing on federal contracts (and contractors or subcontractors performing on federally assisted contracts under the related Acts) in excess of \$2,000 pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits listed in the contract’s Davis-Bacon wage determination. CRA has been providing Davis-Bacon Compliance Monitoring of contractors and subcontractors payrolls for nearly two decades.

Section 3 of the Housing and Urban Development Act of 1968 is HUD’s legislative directive for providing preference to low- and very low-income residents of the local community (regardless of race or gender), and the businesses that substantially employ these persons, for new employment, training, and contracting opportunities resulting from HUD funded projects. We can provide development of effective Section 3 programs.



What We Can Do For You

Administration and Planning

- CDBG/HOME Consolidated Plans
- CDBG/HOME Consolidated Annual Action Plans
- Analysis of Impediments to Fair Housing Choice
- Program Policy and Control Development
- Citizen Participation Plans and Workshops
- Community Needs Assessments
- Environmental Reviews
- Local Housing Assistance Plans (SHIP)
- Housing Market Analysis
- Regulatory Compliance
- IDIS and DRGR fiscal management
- Urban Planning

Program Development and Implementation

- Assessment of current programs and projects effectiveness
- Analysis of program efficiency
- Applicant intake, processing and income certification
- Residential purchase and down payment assistance programs
- Residential Rehabilitation programs including DRI
- Unit for Unit Residential Housing replacement programs
- Rental Assistance Programs
- Foreclosure Prevention Programs
- Commercial Rehabilitation programs
- Management of Residential and Commercial Contractor pools
- Economic Development programs

Technical Assistance*

- Fiscal Management and Controls
- Davis- Bacon Compliance
- Section 3 Compliance
- Work-out Plans for underperforming programs

***Technical Assistance can be provided in any planning or programmatic area beyond those specifically mentioned.**

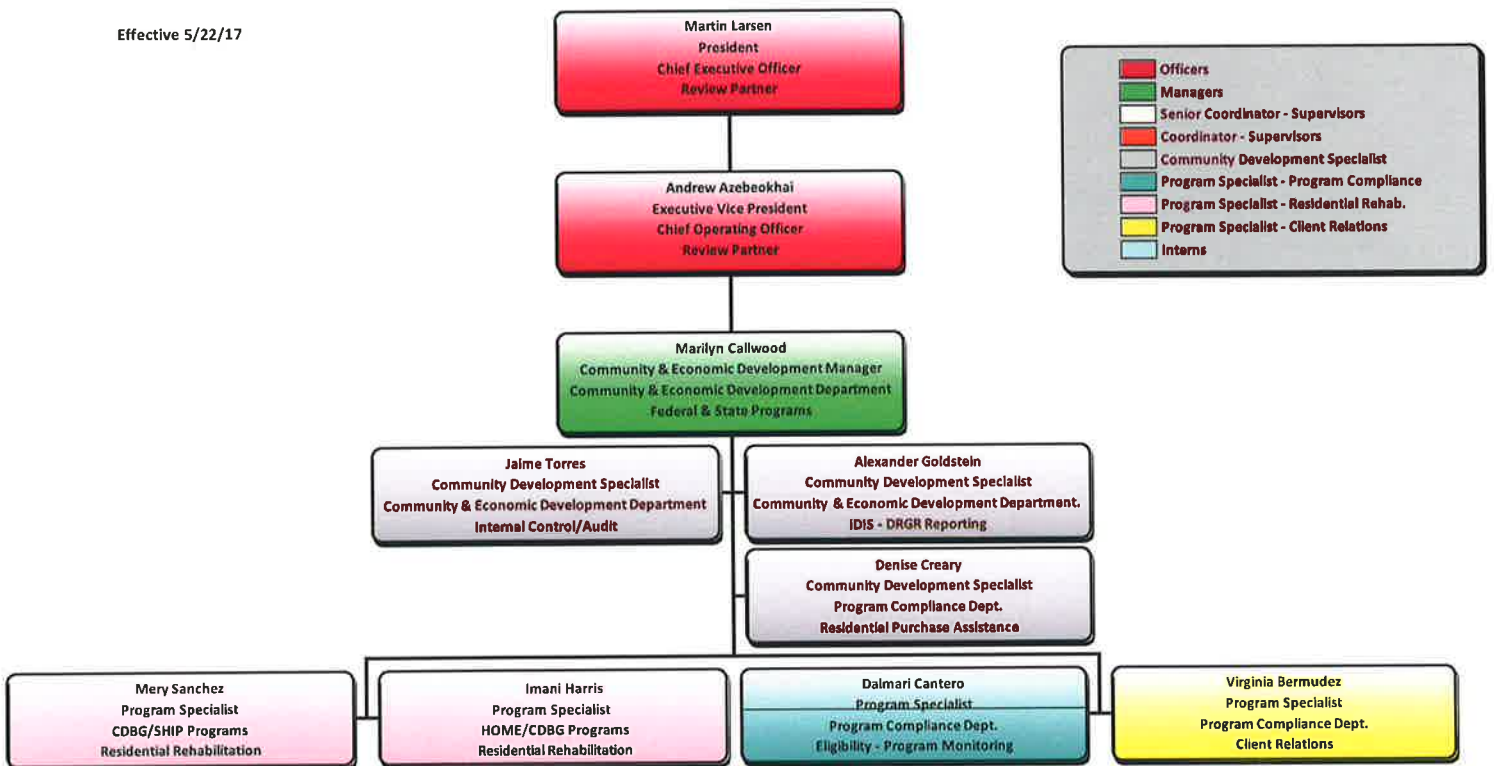


Staffing

<u>Staffing</u>	<u>Position</u>	<u>Responsibilities</u>
Martin R. Larsen	President/CEO	Review Partner
Andrew Azebeokhai	Executive Vice President/COO	Review Partner
Marilyn Callwood	Community & Economic Development Manager	Supervises all staff. Develops program policy and implementation procedures. Primary project contact. Responsible for comprehensive IDIS and DRGR reporting
Alexander Goldstein, MPA	Community Development Specialist - Community & Economic Development	Consolidated Plan and Action Plan preparation; Environmental reviews and technical assistance.
Jaime Torres	Community Development Specialist - Budget and Financial Management	Maintains budget and financial controls relating to client expenditures. Tracks and reports on MWBE requirements. Liaison to client Finance Departments.
Denise Creary	Community Development Specialist - Program Compliance Department	Coordinates applications and residential closing activities for Purchase assistance programs.
Imani Harris	Program Specialist - Residential Rehabilitation	Assists in managing individual scattered site residential rehabilitation projects.
Dalmari Cantero	Program Specialist - Program Compliance	Processes program applications, completes third party-verifications, income certifies applicants.
Mery Sanchez	Program Specialist – Residential Rehabilitation	Assists in managing individual scattered site residential rehabilitation projects.
Virginia Bermudez	Project Specialist - Client Relations	Facilitates application intake, facilitates Contractor Bid submissions, answers general applicant questions. Provides general administrative support.

Community Redevelopment Associates of Florida, Inc.
Operational Reporting

Effective 5/22/17





Section 3- References

References

- 1. Project Name and Location:** CDBG Consultant Management Services- City of Miramar
Scope of services provided: Implementing, administering and monitoring the City's Housing and Community Development Programs.
Cost of Project: CDBG- \$1,534,795; HOME- \$279,947; SHIP-\$749,906; NSP1-\$9,312,658; NSP3-\$2,321,827
Contact Person/Title: Eric Silva, AICP/Director, Community and Economic Development Department
Business Address: 2200 Civic Center Place, Miramar, FL 33025
Telephone/Fax Number: (954) 602-3200/ (954) 602-4713
Email Address: ebsilva@miramarfl.gov
Start and Completion Date of Contract: 9/27/2017-Present
- 2. Project Name and Location:** Grant Administration for Community Redevelopment Projects- City of Pembroke Pines
Scope of services provided: Supply management, administration, and implementation of CDBG, SHIP, NSP, and DRI.
Cost of Project: CDBG-\$3,117,326; HOME-\$540,013; SHIP-\$2,692,140; NSP1-\$4,398,575; NSP3-\$2,330,542
Contact Person/Title: Michael Stamm Jr. /Director, Planning and Economic Development Department
Business Address: 601 City Center Way, 3rd Floor, Pembroke Pines, FL 33025
Telephone/Fax Number: (954) 392-2100/ (954) 435-6546
Email Address: mstamm@ppines.com
Start and Completion Date of Contract: 11/3/2015-Present
- 3. Project Name and Location:** Community Development Block Grant Minor Home Repair Program- City of Plantation
Scope of services provided: Carry out CDBG activities assigned by the City, supervise and manage the program.
Cost of Project: CDBG-\$1,351,260; SHIP-\$1,357,376
Contact Person/Title: Peter S Dokuchitz III, AICP/Principle Planner, Zoning and Economic Development Department
Business Address: 400 NW 73 Avenue, Plantation, FL 33317
Telephone/Fax Number: (954) 797-2265/ (954) 797-2793
Email Address: pdokuchitz@plantation.org
Start and Completion Date of Contract: 2/11/2015-Present



Section 4- Required Documents

SECTION IV - REQUIRED DOCUMENTS**Proposal Requirements Checklist**

Proposer has completed the required documents listed in the checklist below. The required documents shall be executed, notarized (if applicable), and submitted as a condition to this Request for Proposals.

Proposer shall electronically submit all required documents and any other pertinent information electronically through the eBid System.

Required Documents	Yes	No
Proposer Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proposal Confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Indemnification Clause	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Collusive Affidavit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proposer's Qualification Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drug-Free Workplace Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sworn Statement on Public Entity Crimes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exceptions to the RFP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scrutinized Companies Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational Plan – Scope of Services Proposed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Submitted Pricing through the eBid System “Line Items” Tab	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proposal: (1) Qualifications and Experience (2) Resources and Availability (3) References	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business Tax Receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copies of Valid Licenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acknowledgement of Addenda (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PROPOSER INFORMATION

Communications concerning this proposal shall be addressed to:

Company Name: Community Redevelopment Associates of Florida, Inc.

Social Security/Federal Tax I.D. No.: 65-0216617

Proposer's Name (Print): Andrew Azebeokhai Title: Executive Vice President/COO

Address: 8569 Pines Blvd. Suite 201

City/State/Zip: Pembroke Pines, Florida, 33024-2841

Phone: (954) 431-7866 Fax: (954) 431-6882

Email: azebeokhai@crafla.org

ACKNOWLEDGEMENT OF ADDENDA

Instructions: Complete Part I or Part II, Whichever Applies

Part I:

Proposer has examined copies of all the Contract Documents and of the following Addenda (receipt of all which is hereby acknowledged).

Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____

Part II:

No Addendum was received in connection with this RFP.

It is understood and agreed by Proposer that the City reserves the right to reject any and all proposals, to make awards on all items or any items according to the best interest of the City, and to waive any irregularities in the proposal or in the proposals received as a result of the RFP. It is also understood and agreed by the Proposer that by submitting a proposal, Proposer shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/selection process until and unless a contract has been agreed to and signed by both parties.



Proposer's Authorized Signature

06/11/18

Date

Andrew Azebeokhai
Proposer's Printed Name

PROPOSAL CONFIRMATION

In accordance with the requirements to provide Consultant Services for the Management, Administration and Implementation of CDBG, HOME and SHIP Programs pursuant to RFP No. 16-13-18-10, the undersigned submits the attached proposal.

Proposer accepts and hereby incorporates by reference in this proposal all of the terms and conditions of the scope of work, including EPA Standards, Motor Vehicle Safety Standards and required warranty and guarantee certificates.

Proposer is fully aware of the scope of work based on these requirements, the legal requirements (federal, state, county and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the work and has made such independent investigation as Proposer deems necessary.

This proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham proposal; Proposer has not solicited or induced any person; firm or a corporation to refrain from proposing and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over City.

The Proposer shall acknowledge this Proposal by signing and completing the spaces provided. I hereby submit this Proposal Package for Consultant Services for the Management, Administration and Implementation of CDBG, HOME and SHIP Programs, RFP No. 06-13-18-10 to the City of Coconut Creek with the full understanding of the Request for Proposal, General Terms and Conditions, Special Terms and Conditions, Detailed Requirements, and the entire Proposal Package.

Andrew Azebeokhai
Proposer's Name

[Handwritten Signature]
Signature

06/11/18
Date

State of: Florida

County of: Broward

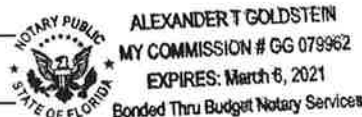
The foregoing instrument was acknowledged before me this 11 day of June, 2018, by Andrew Azebeokhai, who is (who are) personally known to me or who has produced as identification and who did (did not) take an oath.

[Handwritten Signature]
Notary Public Signature

Alexander T. Goldstein
Notary Name, Printed, Typed or Stamped

Commission Number:

My Commission Expires:



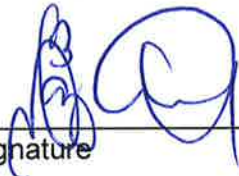
INDEMNIFICATION CLAUSE

(Page 1 of 1)

The parties agree that one percent (1%) of the total compensation paid to Contractor for the work of the contract shall constitute specific consideration to Contractor for the indemnification to be provided under the Contract. The Contractor shall indemnify and hold harmless the City Commission, the City of Coconut Creek, and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the City, or any of their agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in any way by any limitation on this amount or type of damages compensation or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation Acts, Disability Benefit Acts or other Employee Benefit Acts. Nothing in this section shall affect the immunities of the City pursuant to Chapter 768, Florida Statutes, as amended from time to time, nor shall it constitute an agreement by the City to indemnify Contractor, its officers, employers, subcontractors or agents against any claim or cause of action.

Andrew Azebeokhai
Contractor's Name



Signature

06/11/18
Date

State of: Florida

County of: Broward

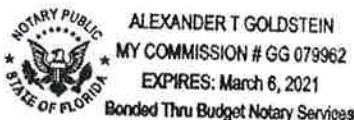
The foregoing instrument was acknowledged before me this 11 day of June, 2018, by _____, who is (who are) personally known to me or who has produced _____ as identification and who did (did not) take an oath.


Notary Public Signature

Alexander T. Goldstein
Notary Name, Printed, Typed or Stamped

Commission Number: _____

My Commission Expires: _____



NON-COLLUSIVE AFFIDAVIT

State of Florida)

)ss.

County of Broward)

Andrew Azebeokhai being first duly sworn, deposes and says that:

- (1) He/she is the Partner
(Owner, Partner, Officer, Representative or Agent)
of Community Redevelopment Associates of Florida, Inc. the Proposer that has submitted the attached proposal;
- (2) He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- (3) Such proposal is genuine and is not a collusive or sham proposal;
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham proposal in connection with the work for which the attached proposal has been submitted; or to refrain from bidding in connection with such work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm or person to fix the price or prices in the attached proposal of any other Proposer, or to fix an overhead, profit, or cost elements of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- (5) The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

Virginia Bermudez
Virginia Bermudez

By: [Signature]

Andrew Azebeokhai
(Printed Name)

Executive Vice President/COO
(Title)

ACKNOWLEDGEMENT

State of Florida

County of Broward

The foregoing instrument was acknowledged before me this 11 day of June,
20 18, by Andrew Azebeokhai, who is personally known to me or who has produced
as identification and who did (did not) take an oath.

WITNESS my hand and official seal

[Signature]

NOTARY PUBLIC



ALEXANDER T GOLDSTEIN
MY COMMISSION # GG 079962
EXPIRES: March 6, 2021
Bonded Thru Budget Notary Services

Alexander T. Goldstein
(Name of Notary Public: Print, Stamp, or
Type as Commissioned.)

PROPOSER'S QUALIFICATION STATEMENT

In order to properly evaluate the proposal submittals, Proposers are expected to complete the questionnaire and include the following documentation. By attesting to this submittal, Proposer guarantees the truth and accuracy of all statements and answers herein contained.

SUBMITTED TO: City of Coconut Creek
Purchasing Division
4800 West Copans Road
Coconut Creek, FL 33063

Check One

Submitted By: Community Redevelopment Associates of Florida, Inc.
Name: Andrew Azebeokhai
Address: 8569 Pines Blvd. Suite 201
City, State, Zip: Pembroke Pines, Florida, 33024-2841
Telephone No. (954) 431-7866
Fax No. (954) 431-6882

- Corporation
Partnership
Individual
Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is: Community Redevelopment Associates of Florida, Inc.

The address of the principal place of business is: 8569 Pines Blvd. Suite 201 Pembroke Pines, FL, 33024

2. If Proposer is a corporation, answer the following:

- a. Date of Incorporation: 04/18/1990
b. State of Incorporation: Florida
c. President's Name: Martin Larsen
d. Vice President's Name: Andrew Azebeokhai
e. Secretary's Name: N/A
f. Treasurer's Name: N/A
g. Name and Address of Resident Agent: N/A

3. If Proposer is an individual or a partnership, answer the following:

- a. Date of Organization: N/A
b. Name, Address and Ownership Units of all Partners: N/A
c. State whether general or limited partnership: N/A

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

N/A

5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute. N/A

6. How many years has your organization been in business under its present business name? 28

a. Under what other former name has your organization operated?

N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this proposal. Please attach certificate of competency and/or state registration.

License Number: CQ1008302

8. Litigation/Judgments/Settlements/Debarments/Suspensions:
Submit information on any pending litigation and any judgments and settlements of court cases relative to providing the Consultant Services for the Management, Administration and Implementation of CDBG/HOME/SHIP Programs that have occurred within the last three (3) years. Also indicate if your firm has been debarred or suspended from bidding or proposing on a procurement project by any government during the last five (5) years.

N/A

9. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

No

10. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

Please refer to "Leadership Team Resume" Section.

11. State the name of the individual(s) and titles who will personally supervise the work:

Martin Larsen, President/CEO, Andrew Azebeokhai, Executive Vice President/COO, Marilyn Callwood, Community and Economic Development Manager

12. State the name and address of the attorney, if any, for the business of the Proposer:

Alan H. Baseman (561) 626-2101 ext. 18

Comiter, Singer Baseman & Braun, LLP

3801 PGA Boulevard Suite 604, Palm Beach Gardens, FL 33410

13. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Proposer's business and indicate the percentage owned of each such business and/or individual:

N/A

14. State the names, addresses and the type of business of all firms that are partially or wholly owned by Proposer:

N/A

15. State the name of Surety Company which will be providing the bond, and the name and address of agent:

N/A

16. List the following information concerning all Proposer's contracts in progress as of the date of submission and completed projects over the last five (5) years. (In case of any co-venture, list the information for all co-ventures.)

<u>Name of Project</u>	<u>Owner</u>	<u>Total Contract Value</u>	<u>Contracted Date of Completion</u>	<u>% of Completion to Date</u>
------------------------	--------------	-----------------------------	--------------------------------------	--------------------------------

Please see attached "Current Workload" Document

17. Have you personally inspected the site of the proposed work?

Yes No

18. Do you have a complete set of documents, including drawings and addenda, if applicable?

Yes No

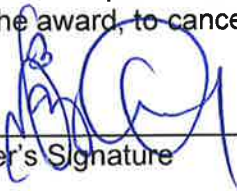
19. Did you attend the pre-proposal conference if any such conference was held?

Yes No NO Conference Held

20. Bank References:

Bank	Address/City/State/Zip	Telephone
Sun Credit Union	701 Promenade Drive, Pembroke Pines, FL 33026	(954) 967-4441
TD Bank	7999 Pines Blvd., Pembroke Pines, FL 33024	(954) 981-6123

The Proposer acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by City in awarding the contract and such information is warranted by Proposer to be true. The discovery of any omission or misstatement that materially affects the Proposer's qualifications to perform under the contract shall cause the City to reject the proposal, and if after the award, to cancel and terminate the award and /or contract.



 Proposer's Signature

06/11/18

 Date

**ACKNOWLEDGEMENT
PROPOSER'S QUALIFICATION STATEMENT**

State of Florida

County of Broward

On this the 11 day of June, 20 18, before me, the undersigned Notary Public of the State of Florida, Personally appeared

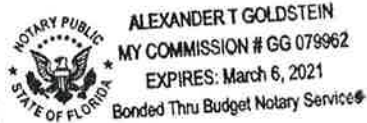
Andrew Azebeokhai And
(Name(s) of individual(s) who appeared before notary)

whose name(s) is/are Subscribed to within the instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal.

NOTARY PUBLIC

SEAL OF OFFICE:



NOTARY PUBLIC, STATE OF FLORIDA

Alexander T. Goldstein

(Name of Notary Public: Print, Stamp, or Type as Commissioned)

- Personally known to me, or
- Produced identification

(Type of Identification Produced)

- DID take an oath, or
- DID NOT take an oath

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with *Florida Statutes*, Chapter 287, Section 287.087 hereby certifies that Community Redevelopment Associates of Florida, Inc. does:
(Name of Business)

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of *Florida Statutes*, Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Proposer's Signature

CRA of Florida, Inc.
Company Name

02/11/18
Date

**SWORN STATEMENT
ON PUBLIC ENTITY CRIMES
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with RFP No. 06-13-18-10 for Consultant Services for the Management, Administration and Implementation of CDBG/HOME/SHIP Programs.
2. This sworn statement is submitted by CRA of FL, Inc. (name of entity submitting sworn statement) whose business address is 8569 Pines Blvd. Suite 201, Pembroke Pines, FL, 33024 and (if applicable) its Federal Employer Identification Number (FEIN) is 65-0216617. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: N/A.)
3. My name is Andrew Azebeokhai and my
(Please print name of individual signing)
relationship to the entity named above is Executive Vice President/COO.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, includes but is not limited to:
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal

power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, who are active, or who have been active, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity within the last five (5) years of this sworn statement.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **Please check all statements that are applicable.**

- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)
- There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)
- The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

9. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. **Please check if statement is applicable.**

- The person or affiliate has not been placed on the convicted vendor list.
(If the box is not checked, please describe any action taken by or pending with the Department of General Services.)

10. The herein sworn statement shall be subject to and incorporate all the terms and conditions contained in Section 287.133 of the Florida Statutes.

11. Conviction of a public entity crime shall be cause for disqualification.

Andrew Azebeokhai
Proposer's Name


Signature

Date: 06/11/18

State of: Florida

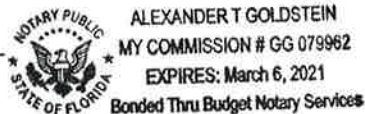
County of: Broward

The foregoing instrument was acknowledged before me this 11 day of June, 2018, by Andrew Azebeokhai, who is (who are) personally known to me or who has produced _____ as identification and who did (did not) take an oath.


Notary Public Signature

Alexander T. Goldstein
Notary Name, Printed, Typed or Stamped

Commission Number: _____



My Commission Expires: _____

EXCEPTIONS TO THE RFP

NOTE: Proposals that are exceptions to that which are specified and outlined below. (Additional sheets may be attached.) However, all alterations or omissions of required information or any change in proposal requirements is done at the risk of the Proposer presenting the proposal and may result in the rejection thereof.

Price Proposal- CRA is submitting the price for HOME as a fixed fee (\$2,800 per unit)- See explanation below

HOME has become an unreliable source of project funding. The funding has become unreliable due to inconsistent issuance of the HOME funding allocation to the HOME Consortium members. In 2018 the HOME Consortium members are just beginning to expend the 2016 – 17 allocation due to the slowness in issuance of the ILA's by the Consortium administrators. The 2017 – 18 allocations to the Consortium members will more than likely not become available before the middle of 2019 and the 2018 – 19 allocation before 2020.

As such it made no sense to have resources on standby for a period of 18 months at minimum when the client pays for those resources only when an individual project is undertaken. Those resources are now applied to other client projects where CRA provides direct delivery services within the scope of its administrative duties.


As such we have lowered the fee from a percentage to a fixed fee to reflect that resources will be redirected to ongoing client projects.

**SCRUTINIZED COMPANIES
CERTIFICATION PURSUANT TO
FLORIDA STATUTE § 215.4725 AND § 215.473**

I, Andrew Azebeokhai, on behalf of Community Redevelopment Associates of Florida, Inc.,
Print Name Company Name

certifies that Community Redevelopment Associates of Florida, Inc. does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Cuba or Syria.


Signature

Executive Vice President/COO
Title

(954) 431-7866 ext. 114
Phone

06/11/18
Date

Operational Plan-Scope of Services Proposed

Administration and Planning

- CDBG/HOME Consolidated Plans
- CDBG/HOME Consolidated Annual Action Plans
- Analysis of Impediments to Fair Housing Choice
- Program Policy and Control Development
- Citizen Participation Plans and Workshops
- Community Needs Assessments
- Environmental Reviews
- Local Housing Assistance Plans (SHIP)
- Housing Market Analysis
- Regulatory Compliance
- IDIS and DRGR fiscal management
- Urban Planning

Program Development and Implementation

- Assessment of current programs and projects effectiveness
- Analysis of program efficiency
- Applicant intake, processing and income certification
- Residential purchase and down payment assistance programs
- Residential Rehabilitation programs including DRI
- Unit for Unit Residential Housing replacement programs
- Rental Assistance Programs
- Foreclosure Prevention Programs
- Commercial Rehabilitation programs
- Management of Residential and Commercial Contractor pools
- Economic Development programs

Technical Assistance*

- Fiscal Management and Controls
- Davis- Bacon Compliance
- Section 3 Compliance
- Work-out Plans for underperforming programs

***Technical Assistance can be provided in any planning or programmatic area beyond those specifically mentioned.**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/6/2018

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 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).

PRODUCER Gateway-Acentria Insurance 2430 W. Oakland Park Blvd. Fort Lauderdale FL 33311	CONTACT NAME: PHONE (A/C, No. Ext): 954-735-5500		FAX (A/C, No): 954-735-2852
	E-MAIL ADDRESS: certificates@gatewayins.com		
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURER A : Allied Property & Casualty Insurance Company			42579
INSURER B : RetailFirst Ins Company			
INSURER C : Travelers Casualty & Surety			
INSURER D : Nationwide Insurance Company of America			25453
INSURER E :			
INSURER F :			

INSURED COMMRED-CD
 Community Redevelopment Associates of Florida Inc.
 8569 Pines Boulevard, 201
 Pembroke Pines FL 33024

COVERAGES

CERTIFICATE NUMBER: 1533648582

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		ACPBPOZ3046737555	7/2/2018	7/2/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ACPBPOZ3046737555	7/2/2018	7/2/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ACPCAP3016737555	7/2/2018	7/2/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	052019069	1/1/2018	1/1/2019	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Prof Liability			106250953	2/25/2018	2/25/2019	Prof Liability 1,500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 City of Coconut Creek is listed as Additional Insured with respects to General Liability only.

CERTIFICATE HOLDER**CANCELLATION**

City of Coconut Creek
 Attn: Linda Jeethan
 4800 W. Copans Road
 Coconut Creek FL 33063
 USA

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

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State of Florida

Department of State

I certify from the records of this office that COMMUNITY REDEVELOPMENT ASSOCIATES OF FLORIDA, INC. is a corporation organized under the laws of the State of Florida, filed on April 18, 1990.

The document number of this corporation is L66074.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on March 12, 2018, 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 Twelfth day of March, 2018*



Ken DeFoner
Secretary of State

Tracking Number: CC5177079856

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

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

LOCAL BUSINESS TAX RECEIPT

ACCOUNT-NO: 20070285/01
RECEIPT-NO: 172740

RECEIPT-YEAR: OCTOBER 1, 2017 thru SEPTEMBER 30, 2018

BUS-NAME : COMMUNITY REDEVELOPMENT ASSOC. OF FLORIDA INC.
BUS-ADDR : 8569 PINES BLVD STE 201-208 AND 210
PEMBROKE PINES FL 33024-6668

NOTICE

In the event the business to which this receipt was issued changes hands, the receipt will become null and void. An application for a new receipt must be made.



BUS-DESCR : CONSULTANT TO NON-PROFIT & MUNICIPA

RECEIPT-TYPE: REGULAR LICENSE

BUSINESS-CLASSIFICATION	INV/UNITS	EFFECTIVE	PERMIT-NUMBER/COMMENTS	RCT-TYPE
PCL CONSULTANT (UNCLASSIFIED)	0	10/01/2017		P/Pines
SIGN BUSINESS SIGN	1	10/01/2017		P/Pines





RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIVISION OF REAL ESTATE**

THE CORPORATION HEREIN HAS REGISTERED UNDER THE
PROVISIONS OF CHAPTER 475, FLORIDA STATUTES

COMMUNITY REDEVELOPMENT ASSOCIATES OF FLA INC

8569 PINES BLVD STE 201
PEMBROKE PINES FL 33024

LICENSE NUMBER: CQ1008302

EXPIRATION DATE: MARCH 31, 2020

Always verify licenses online at MyFloridaLicense.com



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