

**REQUEST FOR PROPOSALS 2009-07**

**2009 Public Housing Mitigation Initiative**

**for**

**FLORIDA HOUSING FINANCE CORPORATION**

**November 13, 2009**

November 13, 2009

## **SECTION ONE INTRODUCTION**

By Specific Appropriation 1573, the 2009 Florida Legislature appropriated \$1,000,000 to Florida Housing Finance Corporation (“Florida Housing”) to fund the Public Housing Mitigation Initiative (the “Public Housing Initiative”). Funds appropriated under the Public Housing Initiative must be used on a one to one match basis with the US Department of Housing and Urban Development (“HUD”) Stimulus Operating Funds distributed to Public Housing Authorities as defined in section 421.04, Florida Statutes, during Fiscal Year 2009-2010, in order to assist in the preservation and rehabilitation of dwellings which are 30 years or older under control by Public Housing Authorities.

The funds (“RFP Funds”) under the Public Housing Initiative are available to Small Public Housing Authorities (as defined herein).

Florida Housing is soliciting Responses from Small Public Housing Authorities interested in obtaining funds appropriated under the Public Housing Initiative, subject to the terms and conditions of this Request for Proposals.

## **SECTION TWO DEFINITIONS**

For purposes of this document, the following terms shall be defined as follows:

“Applicant”	Any person or legally formed entity that is seeking funding from Florida Housing by responding to a Request for Proposal.
“Architect” or “Registered Architect”	A natural person who is licensed under Chapter 481, Part I, Fla. Stat., to engage in the practice of architecture.
“Board”	The Board of Directors of Florida Housing Finance Corporation.
“Committee”	The review committee composed only of employees of Florida Housing that is established pursuant to Fla. Admin. Code R. 67-49.007.
“Cure”	Any additional documentation, revised pages and such other information as the Applicant deems appropriate to address issues raised during Florida Housing’s evaluation of the Applicant’s Response.

“Days”	Calendar days, unless otherwise specified.
“Florida Housing”	Florida Housing Finance Corporation, a public corporation and public body corporate and politic created by Section 420.504, Fla. Stat.
“General Contractor”	A person or entity duly licensed in the state of Florida with the requisite skills, experience and credit worthiness to successfully provide the units required in the Applicant’s Proposal, and which meets the criteria described in Fla. Admin. Code Rule 67-48.0072.
“HUD Stimulus Funds”	United States Department of Housing and Urban Development Stimulus Operating Funds distributed to Public Housing Authorities as defined in section 421.04, Florida Statutes, during Fiscal Year 2009-2010, in order to assist in the preservation and rehabilitation of dwellings.
“Integrated Assessment Subsystem Individual Agency Report”	A document located at the Real Estate Assessment Center – U.S. Department of Housing and Urban Development which provides the Public Housing Authority’s Score and Designation Status (High Performer, Standard, or Other).
“Interested Party”	A person or entity that obtains a copy of the Request for Proposals from Florida Housing.
“Professional Engineer”	A person who is licensed to engage in the practice of engineering under Chapter 471, Fla. Stat.
“Response”	The written submission by an Applicant to this Request for Proposals.
“RFP”	This Request for Proposals, including all exhibits referenced in this document and all other documents incorporated by reference.
“Small Public Housing Authority or Small PHA”	A public housing authority as defined in Section 421.04, Florida Statutes, with less than 250 public housing units.

“Staff”	Any employee of Florida Housing, including the Executive Director.
“Threshold Item”	A mandatory requirement of the RFP.
“Website”	The Florida Housing Finance Corporation website, the home address of which is <a href="http://www.floridahousing.org">www.floridahousing.org</a> .

### **SECTION THREE PROCEDURES AND PROVISIONS**

A. An Applicant must submit an original and five (5) copies of the Response in a sealed envelope marked “RFP 2009-07.” Each envelope or package containing Responses must clearly state the name of the Applicant. In addition, an Offeror must submit an electronic copy of the Proposal on a compact disc at the time the hard copies are submitted. The Response that is the original must clearly indicate “Original” on that Response. Florida Housing shall not accept a faxed or e-mailed Response. Florida Housing must receive any Responses on or before **2:00 p.m., Eastern Time, on December 2, 2009**. Failure to comply with these instructions shall result in treating the Response as non-responsive and Florida Housing shall reject the Response. Responses shall be opened at that time and consecutively numbered. Responses must be addressed to:

Sherry Green  
Contracts Administrator  
Florida Housing Finance Corporation  
227 North Bronough Street, Suite 5000  
Tallahassee, FL 32301-1329  
(850) 488-4197; Fax (850) 414-6548  
Email: [sherry.green@floridahousing.org](mailto:sherry.green@floridahousing.org)

B. This RFP does not commit Florida Housing to award any funding to any Applicant or to pay any costs incurred in the preparation or mailing of a Response.

C. Florida Housing reserves the right to:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Responses received as a result of this RFP;
3. Obtain information concerning any or all Applicants from any source;
4. Select for award a Response based upon evaluation standards described in this RFP.

D. Any Interested Party may submit any question regarding this RFP in writing via mail, fax, or e-mail to Sherry Green, at the following address:

Sherry Green  
Contracts Administrator  
Florida Housing Finance Corporation  
227 North Bronough Street, Suite 5000  
Tallahassee, FL 32301-1329  
(850) 488-4197; Fax (850) 414-6548  
Email: [sherry.green@floridahousing.org](mailto:sherry.green@floridahousing.org)

All questions are due by 5:00 p.m., Eastern Time, on November 17, 2009. Phone calls shall not be accepted. Florida Housing expects to respond to all questions by 5:00 p.m., Eastern Time, on November 20, 2009. Florida Housing shall post a copy of all questions received and their answers on Florida Housing's Website at [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/AppPage\\_LegalRFPs.aspx](http://apps.floridahousing.org/StandAlone/FHFC_ECM/AppPage_LegalRFPs.aspx). Florida Housing shall also send a copy of those questions and answers in writing to any Interested Party that requests a copy. Florida Housing shall determine the method of sending its answers, which may include regular U.S. mail, overnight delivery, fax, e-mail or any combination of the above. Only written responses or statements from Sherry Green, Contracts Administrator, or her designee, that are posted on the Website shall bind Florida Housing. No other means of communication, whether oral or written, shall be construed as an official response or statement from Florida Housing.

E. Any person who wishes to protest the contents of this RFP, or other specifications, including addenda, must file a protest in compliance with Section 120.57(3), Fla. Stat., and Fla. Admin. Code R. 28-110. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

F. Florida Housing expects to select more than one Applicant to award the funding contemplated by this RFP. Any such Applicants shall be selected through Florida Housing's review of each Response, considering the factors identified in this RFP, and any other factors that it considers relevant to serving the best interests of Florida Housing and its perception of the needs for the property.

G. Except for the Certification Statement, which is a threshold item and which cannot be cured, each Applicant shall be allowed to submit Cures to address issues or deficiencies in the Applicant's Response raised by Florida Housing during its evaluation of the Applicant's Response. The time period for submitting the Cures will be no fewer than seven (7) Calendar Days from the date the evaluation notice is sent by electronic delivery by Florida Housing. Such evaluation notice will provide the deadline for submitting the Cures. A new form, page or exhibit provided to Florida Housing during this period shall be considered a replacement of that form, page or exhibit if such form, page or exhibit was previously submitted in the Applicant's Response. Pages of the Response that are not revised or otherwise changed may not be resubmitted, except that documents executed by third parties must be submitted in their entirety, including

all attachments and exhibits referenced therein, even if only a portion of the original document was revised. Where revised or additional information submitted by the Applicant creates an inconsistency with another item in that Response, the Applicant shall also be required in its submittal to make such other changes as necessary to keep the Response consistent as revised. To be considered by Florida Housing, the Applicant must submit one (1) original hard copy and four (4) photocopies of all additional documentation and revisions and such revisions, changes and other information must be received by the deadline set forth herein. Any subsequent revision submitted prior to the deadline shall include a written request from the Applicant for withdrawal of any previously submitted revision(s).

#### **SECTION FOUR TERMS AND CONDITIONS**

A. RFP Funds are available to Applicants subject to the following requirements:

1. The Applicant must qualify as a Small Public Housing Authority.
2. The RFP Funds must be used for the preservation and rehabilitation of public housing units that are 30 years or older.
3. Public housing units rehabilitated with RFP Funds shall not be demolished within 7 years of the completion of the rehabilitation.
4. RFP Funds may only be used on public housing units restricted to occupancy by households earning less than or equal to 80% of the area median income.
5. RFP Funds will be awarded in the form of a grant.
6. RFP Funds must be expended within two (2) years from the date the Board approves the award of the funds to the Applicant.
7. Subject to 6. above and 8. below, the amount of RFP Funds awarded to any Applicant shall not exceed the amount stated in the last column of the State PHA Chart attached hereto as RFP Exhibit A (the "State PHA Chart").
8. Any returned or unused RFP Funds from one or more PHAs shall be allocated by Florida Housing among the other Small PHAs awarded RFP Funds, on a pro-rata basis in accordance with the State PHA Chart.

B. The following fees apply to this RFP:

1. Response Fee:

Applicants shall submit to Florida Housing no later than the deadline for submitting Responses established in Section Three herein a single non-refundable proposal fee of \$50.

2. Credit Underwriting Fee:

The credit underwriting fee shall be submitted to Florida Housing's Credit Underwriter within seven (7) Calendar Days of the date the Applicant accepts the invitation to enter the credit underwriting process. The actual amount of the fees will be determined based on the current contract and any addendum for services between Florida Housing and the Credit Underwriter(s) in effect at the time underwriting begins.

The following fees are not the fees that will be charged, but are listed below for estimation purposes of completing the pro-forma in the Response.

- a. Initial credit underwriting fee (estimated amount for pro-forma purposes only):..... \$3,000
- b. Fee for additional credit underwriting services (estimated amount for pro-forma purposes only):.....\$150 per hour

3. Commitment Fee:

Applicants shall submit to Florida Housing no later than the execution of the grant agreement by the Applicant and Florida Housing, a single non-refundable commitment fee of \$250.

4. Inspection Fee:

Applicants shall submit to the Credit Underwriter a single non-refundable inspection fee estimated to be \$500 after inspection is completed.

5. Additional Fees:

Funding recipients will be responsible for all fees and costs associated with Florida Housing's legal counsel related to this Initiative.

**SECTION FIVE  
INFORMATION TO BE PROVIDED IN RESPONSE**

In providing the following information, restate each request and sub-request for information (with its letter and number), limit the Proposal to one bound volume, and do not include material outside of such volume. Responses to the requests should be included immediately after the restated request, to the extent practicable.

The Response should be submitted utilizing the Response Form attached hereto as RFP Exhibit B.

**A. APPLICANT AND DEVELOPMENT INFORMATION:**

1. Provide a “signed” or “executed” Applicant Certification and Acknowledgment form located in RFP Exhibit B behind a tab labeled “**Exhibit 1**”. **Failure to include and provide a manual signature of the certification statement shall result in rejection of the Response.**
2. Provide the name of the Applicant as it appears on the document(s) creating the Public Housing Authority.
3. Public Housing Authority Status; behind a tab labeled “**Exhibit 2**”, provide:
  - a. A copy of the resolution adopted by the local governing body by which the Public Housing Authority was established; and
  - b. A copy of the most recent published Integrated Assessment Subsystem Individual Agency Report from HUD.

The Public Housing Authority (“PHA”) understands and acknowledges that it is the PHA’s responsibility to contractually ensure that it substantially and materially participates in the management and operation of the property.

4. Provide the requested information regarding the contact person. All correspondence regarding this RFP and the Response will be directed to the contact person.
5. Provide the following information behind a tab labeled “**Exhibit 3**”:
  - a. The name and location which includes the street address, city, zip code and county of each development that contains public housing units for which RFP Funds are being requested.  
  
Note: Applicants will not be allowed to change the public housing units following submission of the Response to this RFP.
  - b. The total number of public housing units within each development.
  - c. The total number of public housing units within each development for which RFP Funds are being requested.
  - d. The age of each public housing unit for which RFP Funds are being requested.
6. Provide evidence in the form of tax collection records, recorded legal documents or other written documents sufficient to confirm that the age of each public housing unit for which RFP Funds are being requested is 30 years or older behind a tab labeled “**Exhibit 4**”.

**B. SOURCES AND USES:** If total sources are not equal to or greater than total costs, the Applicant will be required to revise the Response.

- a. Provide the information on the Activity Chart to list the proposed activity and the cost estimate of each activity for each public housing development behind a tab labeled “**Exhibit 5**”.
- b. Provide a copy of the physical needs assessment or Parts I and II of the 5 Year Plan, submitted to HUD, whichever is more recent, that shows the need for the proposed activities identified in the Proposal behind a tab labeled “**Exhibit 6**”.

Additional Needs – In the event that Florida Housing has additional funds to allocate, the Applicant will be required to provide the information in a. and b. above to show a need for additional funding during the credit underwriting process.

#### Eligible Activities

**Eligible activities are limited to life-safety, health, sanitation, or security-related repairs or improvements which result in making the units safe and secure, and meeting requirements of state, federal, or local regulation. These may include but are not limited to:**

- Replacement of obsolete systems and equipment with energy-efficient systems and equipment that reduce consumption
- Work items related to code compliance, including abatement of Lead-Based Paint and implementation of accessibility standards
- Correction of environmental issues
- Rehabilitation and modernization activities that have been delayed or not undertaken because of insufficient funds
- Emergency generator system
- Sprinkler system
- Emergency alert or call system
- Rewiring-fire safety & sprinkler system
- Fire alarms-new or updated
- Smoke detectors or smoke detection systems-new or updated
- Security surveillance system
- Enhanced lighting
- Roof replacement or repair
- Plumbing replacement or repair
- Improvement of project access to handicapped persons
- Repair or improvement to large boiler and chiller water systems
- Closed circuit security tv system

- Intercom system
- Install locks-exterior or interior
- Regulatory federal, state, or local required repairs or improvements
- Security card access system
- Fence
- Exterior waterproofing of building
- Automated or remote activated entrance and exit door latch system

Fees listed in Section Four of this RFP are eligible costs.

Attach construction estimates to document costs of repairs or improvements to the public housing units behind a tab labeled "**Exhibit 7**". The construction estimates should come from a Professional Engineer, General Contractor, or Architect and the estimates should describe and provide corresponding cost estimates of each proposed repair and renovation in connection with the work as described in this section.

**C. TERMS AND CONDITIONS:** Indicate the requested grant amount. Grant amount cannot exceed the limit per PHA as identified on the State PHA Chart. If the Applicant's request amount is not stated in whole dollars, the amount will be rounded down to the nearest dollar by Florida Housing during evaluation of the Response and the adjusted amount will be considered the Applicant's request amount. Applicants may not increase the amount of the request after the Response deadline has passed unless there are leftover funds determined to be available. In such a case, the State PHA Chart will be adjusted to reflect the increase in additional funds on the same pro rata basis used for the original State PHA Chart among the participating PHAs.

## **SECTION SIX CERTIFICATION**

By inclusion and execution of the Applicant Certification and Acknowledgement form provided in Section Five, subsection A(1), of this RFP, each Applicant certifies that:

A. The Applicant submits this Response without prior understanding, agreement, or connection with any person or entity submitting a separate Response.

B. Any material submitted in response to this RFP is a public record pursuant to Chapter 119, Fla. Stat., and subject to examination upon request, after Florida Housing provides a notice of decision pursuant to Section 120.57(3), Fla. Stat., or within ten (10) days after the Response is opened, whichever is earlier.

C. The Applicant is in compliance with Section 287.133(2) (a), F.S., which provides in part:

A person or affiliate, who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not:

- a. submit a bid on a contract to provide any goods or services to a public entity;
- b. submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- c. submit bids on leases of real property to a public entity;
- d. be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and;
- e. transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for CATEGORY TWO: \$25,000, for a period of 36 months from the date of being placed on the convicted vendor list.

D. In addition to the conflict of interest rules imposed by the Florida Statutes, the Applicant(s) that is (are) selected may not engage in any actual, apparent, or potential conflict of interest. Should any such actual apparent, or potential conflict of interest come into being subsequent to the award date and prior to the conclusion of credit underwriting, the Applicant shall provide notification (Notice of Conflict of Interest) to Florida Housing, through first class certified mail, return receipt requested, within 10 working days, seeking written consent from Florida Housing's Executive Director. If the Applicant is found to be in non-compliance with this provision, without written consent from Florida Housing's Executive Director, any compensation or funds received pursuant to this RFP shall be subject to forfeiture to Florida Housing.

E. Noninterference. At no time during the review and evaluation process, commencing with filing the Response and continuing until the Board renders a final decision on the RFP, may Applicants or their representatives contact Board members or Florida Housing staff concerning their own or any other Applicant's response to this RFP. If an Applicant or its representative does contact a Board or staff member in violation of this section, the Board shall, upon a determination that such contact was made in an attempt to influence the selection process, disqualify the Response.

## **SECTION SEVEN EVALUATION PROCESS**

The Committee shall evaluate the Responses based on the criteria described in this RFP and any other criteria that the members of the Committee deem relevant to serve the best interests of housing within the State of Florida.

An Applicant's past and current performance in Florida Housing's programs shall be considered in reviewing its Response. Florida Housing reserves the right not to

issue, or to rescind if already issued, an award to any Applicant if it is determined that the Applicant, any member of an Applicant that consists of multiple people or entities, or an officer, director, manager, or principal of an Applicant or member of an Applicant is not in compliance or is in financial arrears as to any Florida Housing program and has not taken satisfactory steps to remedy such non-compliance and/or financial arrearages as determined by Florida Housing.

Notwithstanding an award by the Board pursuant to this RFP, Florida Housing may later withdraw or deny funding to any proposed property if it concludes that the Applicant or any entity involved in the proposed property has derogatory credit or performance history in relation to Florida Housing or any other person or entity; the property is not sufficiently financially strong to satisfy Florida Housing's subjective review; or otherwise does not serve the best interests of Florida Housing.

Individual Committee members shall evaluate the Responses independently. As indicated in Section Five, certain items must be presented in this RFP. The individual Committee members shall evaluate the Responses by reviewing the information submitted and determining if the requirements of the RFP were met. The Committee shall also use the various required items as a part of its evaluation and recommendation process. The Committee may conduct one or more public meetings during which members may discuss their evaluations, make any adjustments deemed necessary to their evaluations to best serve the interests of Florida Housing's mission, interview Applicants, observe presentations by Applicants, and develop a recommendation or series of recommendations to the Board. The Committee and/or Staff may also give the Board a written and/or verbal narrative describing the reasons for any recommendation. Staff may recommend that the Board conduct oral interviews as part of the evaluation process to select the Applicant. The Board may use the Responses, the Committee's ranking, the non-scored items in the Responses, any other applicable or relevant information or recommendation provided by the Committee or Staff, any oral presentations of Applicants and any other information the Board deems relevant in its selection of Applicants to whom to award funds under this RFP.

**SECTION EIGHT  
AWARD PROCESS**

Florida Housing shall provide notice of its decision, or intended decision, for this RFP on Florida Housing's Website the next business day after the applicable Board vote. After posting, an unsuccessful Applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat., et. al. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., et. al. or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

EXHIBIT A  
RFP 2009-07

**State PHA Appropriation Allocated by Proportion of ARRA Formula Grant Allocation to Small PHAs with Units Aged ≥ 30 Years**

Public Housing Authority	Total Units	Total Units ≥ 30 Yrs Old	% of Total Units ≥ 30 Yrs Old	ARRA Formula Grant Allocation	% of Total ARRA Grant Funds Allocated to All Small PHAs	Prorata Share of \$1,000,000 with a minimum of \$25,000 and a maximum of \$75,000
Apalachicola	54	54	100.0%	\$110,632	1.32%	\$25,000.00
Arcadia	130	130	100.0%	\$296,744	3.53%	\$31,690.90
Avon Park	129	129	100.0%	\$294,648	3.51%	\$31,467.00
Bartow	82	82	100.0%	\$162,231	1.93%	\$25,000.00
Brooksville	126	126	100.0%	\$247,090	2.94%	\$26,388.10
Chipley	88	88	100.0%	\$173,864	2.07%	\$25,000.00
Clearwater	205	152	74.1%	\$1,345,700	16.03%	\$75,000.00
Deerfield Bch	196	96	49.0%	\$346,247	4.12%	\$36,977.60
Defuniak Springs	50	50	100.0%	\$101,728	1.21%	\$25,000.00
Eustis	60	60	100.0%	\$122,110	1.45%	\$25,000.00
Fernandina Beach	57	57	100.0%	\$115,644	1.38%	\$25,000.00
Flagler County	132	132	100.0%	\$245,182	2.92%	\$26,184.30
Fort Walton Beach	174	174	100.0%	\$340,190	4.05%	\$36,330.70
Lake Wales	140	140	100.0%	\$474,516	5.65%	\$50,676.10
Live Oak	104	54	51.9%	\$202,322	2.41%	\$25,000.00
Macclenny	80	80	100.0%	\$156,375	1.86%	\$25,000.00
Marianna	80	80	100.0%	\$151,816	1.81%	\$25,000.00
Miami Beach	200	200	100.0%	\$313,420	3.73%	\$33,471.80
Milton	91	91	100.0%	\$182,321	2.17%	\$25,000.00
Mulberry	26	26	100.0%	\$50,348	0.60%	\$25,000.00
New Smyrna Beach	126	126	100.0%	\$235,994	2.81%	\$25,203.10
Niceville	111	61	55.0%	\$213,600	2.54%	\$25,000.00
Ocala	185	20	10.8%	\$727,741	8.67%	\$75,000.00
Plant City	200	200	100.0%	\$389,602	4.64%	\$41,607.70
Punta Gorda	201	30	14.9%	\$57,087	0.68%	\$25,000.00
Riviera Beach	50	50	100.0%	\$286,494	3.41%	\$30,596.20
Springfield	40	40	100.0%	\$72,241	0.86%	\$25,000.00
Stuart	70	70	100.0%	\$137,280	1.64%	\$25,000.00
Tarpon Springs	225	175	77.8%	\$409,912	4.88%	\$43,776.70
Venice	51	51	100.0%	\$99,008	1.18%	\$25,000.00
Winter Park	171	171	100.0%	\$333,627	3.97%	\$35,629.80
<b>Total</b>	<b>3634</b>	<b>2995</b>	<b>82.4%</b>	<b>\$8,395,714</b>	<b>100.00%</b>	<b>\$1,000,000.00</b>

Source: HUD; HUD REAC Center, 2007 (compiled by the Shimberg Center)

**Notes**

1. HUD defines Small PHAs as those with 250 or fewer public housing units.
2. A number of small PHAs have public housing units, but none over 30 years old. These include Dania, Delray Beach, Hollywood, Ormond Beach, and Winter Haven. These counties are not included in the above proposed allocation because the state proviso language calls for this funding to be used for units that are ≥ 30 years old.

EXHIBIT B



## 2009 Public Housing Mitigation Initiative

### SECTION A. APPLICANT AND PROPERTY INFORMATION:

1. Provide the Applicant Certification and Acknowledgment form behind a tab labeled "**Exhibit 1**".
2. Name of Public Housing Authority: \_\_\_\_\_  
\_\_\_\_\_
3. Public Housing Authority Status  
Provide the PHA Status behind a tab labeled "**Exhibit 2**".
3. Contact Information:  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address, if available: \_\_\_\_\_
5. Property Information:  
Please provide the property information required in Section Five, subsection A(5) behind a tab labeled "**Exhibit 3**".
6. Age of public housing units  
For each property that the Applicant proposes to receive this funding, please provide evidence of property's age behind a tab labeled "**Exhibit 4**".

**SECTION B. SOURCES AND USES:**

Based on Section Five, subsection B(a) of the RFP and using the Activity Chart below, list the proposed activity and the cost estimate of each activity behind a tab labeled “**Exhibit 5**”.

**ACTIVITY CHART**

List Proposed Activity		Cost of Proposed Activity	Binding Estimate Received	
			Yes	No
	\$		Yes	No
	\$		Yes	No
	\$		Yes	No
	\$		Yes	No
Estimated Inspection Fee	\$	500.00		
Proposal Fee	\$	50.00		
Commitment Fee	\$	250.00		
Credit Underwriting Fee	\$	*3,000.00		
Other Eligible Fees	\$			
<b>Total Costs</b>	\$			

\* Minimum of \$3000, final amount will depend on the number of projects involved.

Provide a copy of the Physical Needs Assessment or Parts I and II of the 5 Year Plan submitted to HUD, whichever is more recent, that shows the need for the proposed activities identified in the Proposal behind a tab labeled “**Exhibit 6**”.

Based on Section Five, subsection B of the RFP and using the Sources and Uses Chart below, list the total grant request and any other sources of funding that will be involved in the activities described in the Activity Chart above. The Sources should be greater or equal to the cost of the total activities.

**SOURCES & USES CHART**

<b>List Proposed Sources</b>		<b>Amount of Source</b>
Total Grant Request (may not exceed State PHA Chart limits)	\$	
Total of Other Sources of Funding	\$	
<b>Total Sources</b>		
Total Sources minus Total Costs (if this amount is a negative number, the Proposal must be cured)	\$	

Deleted:

**SECTION C. TERMS AND CONDITIONS:**

- Total Grant Request: \$ \_\_\_\_\_  
(may not exceed State PHA Chart limits and should be the same as Line 1 of the Chart above)

## APPLICANT CERTIFICATION AND ACKNOWLEDGMENT

The Applicant certifies that the information in this Proposal is true, correct, and authentic.

The Applicant acknowledges that Florida Housing may conduct its own independent review, analysis and verification of all information contained in this Proposal and that any funding preliminarily secured by the Applicant is expressly conditioned upon such verification, the successful completion of credit underwriting, all necessary approvals by the Board of Directors, Florida Housing legal counsel, the Credit Underwriter and Florida Housing Staff.

If preliminary funding is approved, the Applicant will promptly furnish such other supporting information, documents, and fees as may be requested or required. The Applicant understands and agrees that Florida Housing is not responsible for actions taken by the undersigned in reliance on a preliminary commitment by Florida Housing.

The Applicant and all Financial Beneficiaries have read all applicable Florida Housing rules governing this Application and have read the Instructions for completing this Proposal and will abide by the applicable Florida Statutes and administrative rules. These units must not be demolished within 7 years of the rehabilitation that was completed with this funding.

The undersigned is authorized to bind the Public Housing Authority to this certification and warranty of truthfulness and completeness of the Proposal.

“I agree to abide by all conditions of RFP 2009-07 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response for the Applicant and that the Applicant is in compliance with all requirements of the RFP, including but not limited to, the certification requirements stated in Section Six of this RFP.”

Authorized Official (signature)

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Name (typed or printed)

Proposals without original signatures on the Applicant Certification and Acknowledgment Form contained in the Proposal labeled “Original” will be rejected automatically without an opportunity to cure. Signatures in blue ink are preferred. If this certification contains corrections or ‘white out’, or if it is scanned, imaged, altered, or retyped, the Proposal will fail to meet threshold. The certification may be photocopied.