

**CONTRACT FOR
AFFORDABLE HOUSING CATALYST PROGRAM SERVICES BETWEEN
FLORIDA HOUSING FINANCE CORPORATION
AND
FLORIDA HOUSING COALITION, INC.**

This Contract for Affordable Housing Catalyst Program Services #007-2026 (Contract) is entered into by and between the FLORIDA HOUSING FINANCE CORPORATION (Florida Housing), a public corporation and a public body corporate and politic, with headquarters located at 227 North Bronough Street, Suite 5000, Tallahassee, Florida, 32301, and FLORIDA HOUSING COALITION, INC. (Contractor), located at 1311 N. Paul Russell Rd., B-201, Tallahassee, Florida, 32301. Upon execution by both parties, this Contract shall become effective as of the date the last party signs or July 1, 2026, whichever is later (Effective Date).

RECITALS

- A. The Contractor represents that it is fully qualified and possesses the requisite skills, knowledge, qualifications and experience to provide the required services and offers to perform those services described in Exhibit A attached hereto and incorporated herein.
- B. Florida Housing has a need for such services and does hereby accept the offer of the Contractor upon the terms and conditions outlined in this Contract.
- C. Florida Housing has the authority pursuant to Florida law to direct disbursement of funds for compensation to the Contractor under the terms and provisions of this Contract.

AGREEMENT

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

A. RECITALS

The Recitals set out above are true and correct and are incorporated into and made a part of this Agreement.

B. ATTACHMENTS

This Contract has the following attachments, which are incorporated herein:

Exhibit A, Scope of Work
Exhibit B, Deliverables
Exhibit C, Fees

C. ENGAGEMENT OF THE CONTRACTOR

The Contractor agrees to provide services in accordance with the terms and conditions hereinafter set forth. The Contractor agrees to perform the services set forth in Exhibit A, and as otherwise stated in this Contract. The Contractor understands and agrees that all services under this Contract are to be performed solely by the Contractor, and may not be subcontracted or assigned without the prior written approval and consent of Florida Housing.

D. TERM OF CONTRACT

The term of this Contract shall be from the Effective Date through June 30, 2027.

E. MODIFICATION OF CONTRACT

Either party may request a modification of the provisions of this Contract. Modifications that are mutually agreed upon shall be valid only when reduced to writing and signed by the parties.

F. INVOICES

The Contractor shall submit invoices to the program contact person in Section K, Administration of Contract. Each invoice for fees shall be in a format that is clearly itemized so that the invoice states the specific services performed and when and where the services were performed. Payment of an undisputed invoice shall be made within a reasonable period of time not to exceed 30 days after receipt of the invoice. If an invoice is disputed, Florida Housing shall notify the Contractor in writing within 10 business days of receipt, specifying the basis for the dispute. Both parties shall work in good faith to resolve the dispute within 30 days. The Contractor shall not be reimbursed for any expenses unless expressly authorized in this Contract or pre-approved in writing by Florida Housing. Any pre-approved reimbursable expenses must be reasonable, necessary, and supported by appropriate documentation. If the Contractor is found to be in non-compliance with applicable Florida laws, federal laws, Florida Housing rules or Florida Housing policies governing its duties hereunder, or fails to perform its duties hereunder, any compensation received in connection with this Contract shall be subject to forfeiture to Florida Housing.

G. FEES/COSTS

The Contractor shall be compensated as described in the Fee Schedule attached hereto as Exhibit C. All compensation shall be in accordance with the terms of this Contract and shall constitute full payment for services rendered.

Contractor acknowledges and agrees that all compensation paid under this Contract constitutes taxable income, and the Contractor shall be solely responsible for all applicable federal, state, and local taxes.

H. LIABILITY: INDEPENDENT CONTRACTOR; COMPLIANCE WITH LAWS

1. Florida Housing shall not be deemed to have assumed any liability for the acts, omissions, or negligence of the Contractor, its agents, its servants, or employees, and the Contractor specifically accepts responsibility for its acts, omissions or negligence and for the acts, omissions or negligence of its agents, servants or employees, and shall defend and hold Florida Housing harmless from and against the claims of any party arising out of or claimed to arise out of any such acts, omissions, or negligence.

2. This Contract is executed by the undersigned solely in their official capacity on behalf of Florida Housing Finance Corporation, and no personal liability shall attach to the individual with respect to this Contract.

3. Nothing herein shall be construed as a waiver of sovereign immunity by Florida Housing; it being the intent to reserve all such rights and immunities to the fullest extent of the law.

4. The Contractor, together with its agents, suppliers, subcontractors, officers, and employees, shall have and always retain under this Contract the legal status of an independent contractor, and in no manner shall they be deemed employees of Florida Housing or deemed to be entitled to any benefits associated with such employment. During the term of this Contract, the Contractor shall maintain at its sole expense those benefits to which its employees would otherwise be entitled to by law. The Contractor acknowledges that it is solely responsible for all applicable federal, state, and local taxes, including, but not limited to, income tax, self-employment tax, and all FICA and Medicare contributions. The Contractor is solely responsible for any insurance coverage related to work-related injuries or illnesses, and Florida Housing shall have no responsibility or liability for any such coverage.

5. The Contractor shall comply with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of federal, state and local agencies having jurisdiction and authority. In addition, and by way of non-exhaustive example, the Contractor shall comply with Florida Housing policies while on Florida Housing premises and in the conduct of its business with Florida Housing personnel.

6. The Contractor specifically accepts responsibility for payment of all taxes, assessments, or contributions that may be required to be paid to any unit of government as a result of the payments being paid to or by the Contractor, if any, in conjunction with the services rendered pursuant to this Contract. At no time shall the Contractor make any commitments for or incur any charges or expenses for, or in the name of, Florida Housing.

7. The Contractor shall not be relieved of liability to Florida Housing for damages sustained by Florida Housing by virtue of any termination or breach of this Contract by the Contractor.

I. DEFAULT AND REMEDIES

1. If any of the events listed in subparagraph 2. of this section occur, all obligations on the part of Florida Housing to continue doing business with the Contractor or assign any future transaction to the Contractor shall, if Florida Housing so elects, terminate and Florida Housing may, at its option, exercise any of its remedies set forth herein, or as otherwise provided by law. However, Florida Housing may continue doing business with the Contractor as a participant after the happening of any event listed in subparagraph 2. of this section without waiving the right to exercise such remedies, without constituting a course of dealing, and without becoming liable to include the Contractor in the transaction or any future transaction.

2. The Events of Default shall include, but not be limited to, the following:

a. If any report, information or representation provided by the Contractor in this Contract is inaccurate, false or misleading in any respect;

b. If any warranty or representation made by the Contractor in this Contract or any other outstanding agreement with Florida Housing is deemed by Florida Housing to be inaccurate, false or misleading in any respect;

c. If the Contractor fails to keep, observe, or perform any of the terms or covenants contained in this Contract, or is unable or unwilling to meet its obligations as defined in this Contract;

d. If, in the sole discretion of Florida Housing, the Contractor has failed to perform or complete any of the services identified in the attachments;

e. If the Contractor has not complied with all Florida laws, federal laws, Florida Housing rules or Florida Housing policies applicable to the work;

f. If the Contractor has discriminated on the grounds of race, color, religion, sex, national origin, disability, or any other legally protected status in performing any service identified in the attachments;

g. If the Contractor does not comply with the terms and conditions set forth in s. 420.512(5), F.S.;

h. If the Contractor commits fraud in the performance of its obligations under this Contract; or

i. If the Contractor refuses to permit public access to any document, paper,

letter, computer files, or other material subject to disclosure under Florida's Public Records Law.

Upon the occurrence of any Event of Default listed in subparagraph 2. above, Florida Housing will provide written notice of the Default detailing the grounds that constitute the Event of Default (Notice of Default), delivered by courier service or electronic mail to the address set forth in Section K, Administration of Contract, herein.

3. Upon the occurrence of any Event of Default listed in subparagraph 2. above, Florida Housing may, at its sole discretion, provide the Contractor a reasonable period of time to cure the Event of Default (Cure Period). If Florida Housing provides a Cure Period, Florida Housing will notify the Contractor of the length of the Cure Period in the Notice of Default.

4. If Florida Housing provides a Cure Period and if the Contractor is unable or unwilling to cure the Event of Default within the Cure Period, Florida Housing may exercise any remedy permitted by law. The pursuit of any one of the following remedies shall not preclude Florida Housing from pursuing any other remedies contained herein or otherwise provided at law or in equity. The remedies include, but are not limited to the following:

a. Florida Housing may terminate the Contract on the tenth (10th) day after the Contractor receives the Notice of Default or upon the conclusion of any applicable Cure Period, whichever is later;

b. Florida Housing may commence an appropriate legal or equitable action to enforce performance of the terms and conditions of this Contract;

c. Florida Housing may exercise any corrective or remedial actions including, but not limited to, requesting additional information from the Contractor to determine the reasons for or the extent of non-compliance or lack of performance, issuing a written warning to advise that more serious measures may be taken if the situation is not corrected, advising the Contractor to suspend, discontinue or refrain from incurring fees or costs for any activities in question or requiring the Contractor to reimburse Florida Housing for the amount of costs incurred; or

d. Florida Housing may exercise any other rights or remedies that may be otherwise available under law.

J. TERMINATION

1. Florida Housing may terminate the Contract, without cause, at any time upon 10 days' written notice delivered by courier service or electronic mail to the Contractor at the address set forth in Section K, Administration of Contract, herein.

2. The Contractor may terminate this Contract, without cause, at any time upon 90 days' written notice delivered by courier service or electronic mail to Florida Housing at the physical or electronic address, as applicable, set forth in Section K, Administration of Contract, herein. The Contractor shall be responsible for all costs arising from the resignation of the Contractor and the costs associated with the appointment of and transition to a successor Contractor.

K. ADMINISTRATION OF CONTRACT

1. Florida Housing's contract administrator for this Contract is:

Contract Administrator
Florida Housing Finance Corporation
227 North Bronough St., Suite 5000
Tallahassee, Florida 32301-1329
Phone: 850.488.4197
E-mail: Contract.Admin@floridahousing.org

2. The Florida Housing program contact for this Contract is:

Robert Dearduff
Director of Special Programs
Florida Housing Finance Corporation
227 North Bronough St., Suite 5000
Tallahassee, Florida 32301-1329
Phone: 850.488.4197
E-mail: Robert.Dearduff@floridahousing.org
or the designated successor.

3. The Contractor's contract administrator for this Contract is:

Ashon Nesbitt
CEO
Florida Housing Coalition, Inc.
1311 N. Paul Russell Rd., B-201
Tallahassee, Florida 32301
Phone: 850.878.4219
Cell: 813.476.4170
E-mail: Nesbitt@flhousing.org
or the designated successor.

4. All written approvals referenced in this Contract shall be obtained from the parties' contract administrator or their respective designees.

5. All notices shall be given to the parties' contract administrator.

L. PUBLIC RECORDS; CONFIDENTIALITY; COPYRIGHT, PATENT, TRADEMARK; FILES

1. Public Records

Files Subject to Florida's Public Records Law: Any file, report, record, document, paper, letter, or other material received, generated, maintained or sent by the Contractor in connection with this Contract is subject to the provisions of Section 119.01-15, Fla. Stat., as may be amended from time to time (Florida's Public Records Law). The Contractor represents and acknowledges that it has read and understands Florida's Public Records Law and agrees to comply with Florida's Public Records Law.

Pursuant to Section 119.0701(2)(b), Fla. Stat., the Contractor will be required to comply with public records laws, specifically to:

a. Keep and maintain public records required by the public agency to perform the service.

b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

Notwithstanding anything contained herein to the contrary, the provisions and requirements of this paragraph shall only apply if and when the Contractor is acting on behalf of Florida Housing.

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Corporation Clerk at:

**Corporation Clerk
227 N. Bronough Street, Suite 5000
Tallahassee, Florida 32301-1329
Phone: 850.488.4197
E-mail: Corporation.Clerk@floridahousing.org**

2. Confidentiality

a. If the Contractor asserts that any information or materials intended to be delivered or provided under this Contract constitute a trade secret, or are otherwise confidential or exempt from the public records disclosure requirements of Florida's Public Records Law, such assertion must be made in writing to Florida Housing's Contracts Administrator upon submitting them to Florida Housing.

b. It is the Contractor's obligation and responsibility to maintain the secrecy of trade secrets and the confidentiality of other confidential information by adequately marking such materials as confidential or exempt before forwarding such information or materials to Florida Housing. It shall be the responsibility of the Contractor to defend the confidentiality of such materials, if necessary.

c. In the case of work product furnished to Florida Housing pursuant to this Contract that is confidential, the Contractor will treat such materials as confidential and will not reveal or discuss such materials or any other information learned as a result of this Contract with any other person or entity, except as authorized or directed by Florida Housing.

d. Working papers, copies, internal documents, procedures, methods and related materials considered confidential and/or proprietary shall be treated as confidential and/or proprietary and shall not be revealed or discussed with any other person or entity, except as authorized or directed by Florida Housing. All such records and materials will remain the property of Florida Housing.

e. If the Contractor is required to disclose or publish the existence or terms of transactions under this Contract pursuant to Florida's Public Records Law, then the Contractor shall notify Florida Housing in writing of such disclosure within two (2) days after receipt of the Public Records request.

3. Copyright, Patent and Trademark

a. If the Contractor brings to the performance of this Contract a pre-existing copyright, patent or trademark, the Contractor shall retain all rights and entitlements to that pre-existing copyright, patent or trademark unless the Contract provides otherwise.

b. If any discovery or invention arises or is developed in the course of or as a direct result of work or services performed under this Contract, the Contractor shall refer the discovery or invention to Florida Housing for a determination whether patent protection will be sought in the name of Florida Housing. Any and all patent rights accruing under or in connection with the performance of this Contract are hereby reserved to Florida Housing. In the event that any books, manuals, films, or other copyrightable material are produced, the Contractor shall notify Florida Housing in writing. Any and all copyrights or trademarks created by or in direct connection with the performance under this Contract are hereby reserved to Florida Housing.

c. All subcontracts or other arrangements entered into by the Contractor, with prior written approval and consent of Florida Housing, for the purpose of developing or procuring copyrightable materials (e.g. audiovisuals, computer programs, software, publications, curricula, research materials or training materials, etc.) shall specifically reference and reserve Florida Housing's exclusive rights to use and exploit copyrights and licenses to the extent permitted by copyright law and Florida Statutes.

4. Files

a. Contents of the Files: The Contractor shall maintain files containing documentation to verify all compensation to the Contractor in connection with this Contract, as well as reports, records, documents, papers, letters, computer files, or other material received, generated, maintained or filed by the Contractor in connection with this Contract. The Contractor shall also keep files, records, computer files, and reports that reflect any compensation it receives or will receive in connection with this Contract.

b. Retaining the Files: The Contractor shall maintain these files for five years after the fiscal year in which the files become inactive, except that, if any litigation, claim or audit is commenced with respect to the transactions documented by such files before the end of the aforementioned five-year period and extends beyond the expiration of the five-year period, these files will be retained until all litigation, claims, or audit findings involving the files have been resolved.

c. Access to the Files: Upon reasonable notice, the Contractor and its employees shall allow Florida Housing or its agent(s) access to its files during

normal business hours, 9:00 a.m. to 5:00 p.m., Monday through Friday, provided such day is not a holiday.

d. Return of the Files: In the event this Contract is terminated, all finished or unfinished documents, data, studies, computer files, correspondence, and other products prepared by or for the Contractor under this Contract shall be submitted to Florida Housing within 15 days of such termination at the expense of the Contractor.

M. PERSONALLY IDENTIFIABLE INFORMATION (PII); SECURITY

The laws of the State of Florida, including the State Cybersecurity Act, s. 282.318, F.S. and Florida Cybersecurity Standards, Chapter 60GG-2, F.A.C. (collectively, "Florida Law") and the Gramm-Leach-Bliley Act of 1999 (15 U.S.C. § 6801 et seq.) and the regulations promulgated thereunder, including, without limitation, the Interagency Guidelines Establishing Standards for Safeguarding Customer Information (collectively, the "Act"), impose various requirements regarding consumer privacy as well as the confidentiality, integrity, and accuracy of consumer information. Notwithstanding anything contained herein to the contrary, the provisions and requirements of this section shall only apply if and when the Contractor and its employees and/or agents may have access to certain confidential information of Florida Housing and nonpublic personal information pertaining to the customers of Florida Housing.

1. Definitions.

For the purposes of this section:

a. "Customer Data" means any and all data and information of any kind or nature submitted to Contractor by Florida Housing, or received by Contractor on behalf of Florida Housing, related to a natural person. Customer Data includes but is not limited to "nonpublic personal information" (as defined in the Act) necessary for Contractor to provide the Services, as well as "personal information" or "nonpublic information" as defined under Florida Law. Florida Housing shall remain the sole and exclusive owner of all Customer Data, regardless of whether such data is maintained on paper, magnetic tape, magnetic disk, personal computing devices (including but not limited to computers, tablets, smartphones, etc.), cloud computing systems maintained by Contractor or others on service provider's behalf, or any other storage or processing device.

b. "Confidential Information" shall mean all information designated by Florida Housing as confidential, including all Customer Data, and all information or data, whether marked or designated as confidential, concerning or related to Florida Housing's products, (including the discovery, invention, research, improvement, development, manufacture, or sale thereof), processes, or general business operations (including sales costs, profits, pricing methods, organization, and employee lists), and any information obtained through access to any of Florida Housing's information systems, including, without limitation, networks, network

services, computers, computer systems and communications systems (collectively, the "Information Systems"), which, if not otherwise described above, is of such a nature that a reasonable person would believe it to be confidential or proprietary. Confidential Information, other than Customer Data (which shall always remain confidential), shall not include: (a) information which is or becomes publicly available (other than by Contractor or such other party having the obligation of confidentiality) without breach of this Contract; (b) information independently developed by Contractor; or (c) information received from a third party not under a confidentiality obligation to Florida Housing.

2. Use of Confidential Information. Contractor shall not use, retain, copy, sell, transfer, publish, disclose, display, mine, analyze, train artificial intelligence or machine-learning models with, or otherwise make any of Florida Housing's Confidential Information available to any third party without the prior written consent of Florida Housing. Contractor shall hold the Confidential Information in confidence and shall not disclose or use such Confidential Information other than for the purposes contemplated by the Contract or in compliance with the requirements set forth in the Act, and/or Florida Law, and Contractor shall instruct all of its directors, officers, employees, agents, contractors and financial, legal and other advisors to whom it provides the Confidential Information (the "Representatives") to use the same care and discretion with respect to the Confidential Information that Contractor requires with respect to its own most confidential information, but in no event less than a reasonable standard of care, including the utilization of security devices or procedures designed to prevent unauthorized access to and processing of the Confidential Information. Contractor shall instruct its Representatives of its confidentiality obligations hereunder and not to attempt to circumvent any such security procedures and devices. Additionally, Contractor shall require that each of its Representatives agree to all of the same restrictions and conditions concerning Confidential Information to which Contractor is bound in this Contract. All Confidential Information shall be distributed only to persons having a need to know such information to perform their duties in conjunction with the Contract. Unless otherwise agreed in writing, the obligations set forth in this section shall continue perpetually and survive the termination or expiration of the Contract for any reason. Further, upon request by Florida Housing or upon termination of the Contract, Contractor shall deliver to Florida Housing any Confidential Information in its possession in a commercially reasonable, usable, and mutually agreed format and destroy any copies of Confidential Information in Contractor's files, unless otherwise required under operation of law. Contractor shall certify such destruction in writing upon request by Florida Housing.

3. Access to Information Systems. Access, if any, to Florida Housing's Information Systems is granted solely to perform the Services under the Contract and is limited to those specific Information Systems, time periods and personnel as are separately agreed to by Florida Housing and Contractor from time to time. Florida Housing may require the Representatives to sign individual agreements prior to accessing Florida Housing's Information Systems. Use of Florida Housing's Information Systems during other time periods or by individuals not authorized by Florida Housing is expressly prohibited. Access is subject to Florida Housing business

control and information protection policies, standards and guidelines as may be modified from time to time. Use of any other of Florida Housing's Information Systems is expressly prohibited. This prohibition applies even when an Information System that Contractor is authorized to access serves as a gateway to other Information Systems outside Contractor's scope of authorization. Contractor agrees to access Information Systems only from specific locations approved for access by Florida Housing. For access outside of Florida Housing's premises, Florida Housing may designate the specific network connections to be used to access Information Systems.

4. Information Security. Contractor shall be responsible for establishing and maintaining an information security program (the "Information Security Program") designed to satisfy all objectives set forth in the Act and Florida Law. The Contractor shall take full responsibility for the security of all Confidential Information in its possession or in the possession of its approved subcontractors and shall hold Florida Housing harmless for any damages or liabilities resulting from the unauthorized disclosure, processing, or loss thereof. At a minimum, Contractor agrees:

a. To implement appropriate technical and organizational measures, including a network firewall and maintaining secure environments that are patched and up-to-date with all appropriate security updates as designated by a relevant authority, to protect Confidential Information against (i) accidental or unlawful destruction or loss, (ii) unauthorized disclosure, access, processing and exfiltration, or theft, in particular where processing involves the transmission of Confidential Information over a network, (iii) alteration, and (iv) all misuse;

b. To implement appropriate procedures to ensure that (i) unauthorized persons will not have access to the data processing equipment used to process the Confidential Information, (ii) any persons it authorizes to have access to the Confidential Information will respect and maintain the confidentiality and security of the Confidential Information, and (iii) the measures and procedures that it uses will be sufficient to comply with all legal requirements applicable to both Florida Housing and Contractor;

c. To provide for the security of such PII, in a form acceptable to Florida Housing, without limitation, non-disclosure, use of appropriate technology, security practices, computer access security, data access security, data storage encryption, data transmission encryption, security inspections and audits;

d. To ensure the transmission or exchange of Confidential Information with Florida Housing and/or any other parties shall take place via secure Advanced Encryption Standards (AES), e.g., HTTPS, FTPS, SFTP or equivalent means. All data stored as a part of backup and recovery processes shall be encrypted, using AES;

e. To appropriately destroy Confidential Information based on the format stored upon the expiration of any applicable retention schedules; and

- f. To discipline employees that violate the Information Security Program.

5. Information Security Program Monitoring. If Contractor receives, accesses, stores, processes, or transmits Confidential Information, Customer Data, PII, nonpublic personal information, or Florida Housing system credentials in connection with this Contract, Contractor shall maintain reasonable administrative, technical, and physical safeguards appropriate to the nature of the information. Upon written request of Florida Housing, Contractor shall provide reasonable security assurance documentation sufficient to confirm Contractor's compliance with this section, which may include written assurances, relevant policies or procedures, summaries or executive summaries of internal or third-party security reviews or audits, security test summaries, disaster recovery or business continuity summaries, a SOC 2 Type II report, or a comparable third-party security assurance report, if applicable and available. Contractor is not required to provide full internal audit reports, full security test results, or other sensitive security materials unless specifically requested by Florida Housing based on a reasonable need related to Contractor's obligations under this Contract.

If Florida Housing's review of the documentation raises reasonable concerns regarding Contractor's compliance with this section, Florida Housing may require Contractor to provide a written response and proposed corrective action plan within a timeframe established by Florida Housing. Failure to provide requested documentation, provide a written response, or address identified concerns within the required timeframe may constitute an Event of Default under this Contract.

6. Unauthorized Disclosure. Contractor shall (a) notify Florida Housing without unreasonable delay, and in no event later than twenty-four (24) hours after discovery, of any actual or suspected unauthorized access to, processing, use, or disclosure of the Confidential Information not authorized by the terms of this Contract, (b) estimate the disclosure's effect on consumers, Florida Housing, and the confidentiality, integrity, and availability of the Confidential Information, including the date(s) and number of records affected by unauthorized access or processing of Confidential Information, (c) comply with Florida Housing's requests for assistance in responding to such incident, (d) specify all timelines and corrective actions taken or planned to be taken by Contractor to address this incident and prevent future similar incidents, and (e) otherwise abide by provisions set forth in s. 501.171, F.S. The Contractor shall not provide notice to affected individuals, regulators, law enforcement, the media, or any third party regarding any incident involving Florida Housing data without Florida Housing's prior written approval, unless such notice is required by law; provided, however, that if Contractor believes any such notice is required by law, Contractor shall, to the extent legally permissible, notify Florida Housing in advance and coordinate with Florida Housing regarding the timing, content, and method of such notice. The parties mutually agree to initiate immediate changes in security procedures and requirements in the event of such unauthorized access. Upon the occurrence of any actual or suspected unauthorized access to or use or disclosure of the Confidential Information described in clause (a) above which reasonably may be anticipated to have a material adverse effect on Florida Housing's reputation or business, Florida Housing, at its sole option, may immediately terminate the Contract upon notice to Contractor,

and any advance payment of fees under the Contract will be prorated as of the termination date and promptly returned by Contractor to Florida Housing. No termination penalty shall be paid by either party.

7. Access to Premises. For the sole purpose of reviewing Contractor's security policies and procedures, Contractor shall grant Florida Housing access to Contractor's premises from time to time during regular business hours upon reasonable notice to Contractor from Florida Housing. Florida Housing shall hold in confidence and shall promptly return or destroy all information contained in or derived from Contractor's policies and procedures and shall not use any such information except for the sole purpose of ensuring Contractor's compliance with the terms of this Contract.

8. Regulatory Oversight. Contractor acknowledges that Florida Housing is regulated by certain regulatory authorities (the "Regulators"), that the Regulators have examination oversight over Florida Housing, and that the Regulators have authority to examine the operations performed by Contractor on behalf of Florida Housing. Contractor will cooperate fully with Florida Housing in responding to inquiries made to Florida Housing by Regulators. In the event a Regulator determines corrective measures are required to meet the requirements of the Act and/or Florida Law, Contractor and Florida Housing will use their best efforts to modify the Contract to comply with such Regulator's requirements. In the event a Regulator formally objects to the relationship between Contractor and Florida Housing and such objection cannot be remedied, the Contract shall be deemed terminated and (i) the parties will mutually agree to an orderly conversion of the Services to another provider of similar services; (ii) all payments made in advance under the Contract shall be prorated as of the termination date and promptly returned by Contractor to Florida Housing; and (iii) no termination penalty shall be paid by either party.

9. Business Resumption and Contingency Plans. Contractor shall maintain in place a complete disaster recovery and business resumption plan sufficient to satisfy all standards and requirements set forth in the Act and Florida Law. Throughout the term of the Contract, Contractor will maintain recovery services that are substantially equivalent to or better than those that are in effect as of the Effective Date of this Contract. Contractor will provide to Florida Housing copies of its disaster recovery and business resumption plan and any test results pertaining thereto upon request by Florida Housing.

10. Insurance. Contractor shall provide Florida Housing with certificates or other evidence of insurance for stand-alone cyber liability coverage, including limits, retention levels, and material exclusions, upon request. Contractor shall maintain such coverage during the term of this Contract in an amount approved by Florida Housing in writing, if applicable. Contractor's insurance obligations shall not limit Contractor's liability or indemnification obligations under this Contract. To the extent any loss, costs, expense, claim, or liability arising from Contractor's acts, omissions, systems, services, subcontractors, or breach of this Contract is not covered by insurance, is subject to a deductible or retention, exceeds available limits, or is denied by the insurer, Contractor shall remain responsible for such amounts.

N. ACCESSIBILITY REQUIREMENTS

Contractor shall ensure that all electronic deliverables provided under this Agreement, including, but not limited to, reports, PDFs, presentations, forms, data visualizations, dashboards, online tools, and other digital or web-based content, comply with the Web Content Accessibility Guidelines (WCAG) 2.2 Level AA, or the then current accessibility standard required by applicable law. Deliverables must be provided in accessible formats compatible with commonly used assistive technologies. Contractor shall promptly remediate any accessibility deficiencies identified by Florida Housing at no additional cost and shall provide corrected deliverables within a mutually agreed-upon timeframe.

O. OTHER PROVISIONS

- This Contract shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Contract shall lie in Leon County.
- No waiver by Florida Housing of any right or remedy granted hereunder or failure to insist on strict performance by the Contractor shall affect or extend or act as a waiver of any other right or remedy of Florida Housing hereunder, or affect the subsequent exercise of the same right or remedy by Florida Housing for any further or subsequent default by the Contractor. A waiver or release with reference to any one event shall not be construed as continuing or as constituting a course of dealing.
- Any power of approval or disapproval granted to Florida Housing under the terms of this Contract shall survive the terms and life of this Contract as a whole.
- The Contract may be executed in any number of counterparts, any one of which may be taken as an original.
- The Contractor understands and agrees to provide Florida Housing with a completed IRS Form W-9 upon request.
- The Contractor understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.
- The Contractor understands and agrees to comply with the provisions of Section 448.095, Fla. Stat.
- The Contractor attests, under penalty of perjury, that it does not meet any of the criteria in Section 287.138(2)(a) – (c), Fla. Stat.
- The Contractor attests, under penalty of perjury, that it does not use coercion for labor or services as defined in Section 787.06, Fla. Stat.

P. LOBBYING PROHIBITION

No funds, compensation, staff time, materials, work product or other resources paid for or provided under this Contract may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature, Federal Government, or any state or Federal agency. Contractor shall maintain sufficient records to demonstrate compliance with this provision. The Contractor further acknowledges that it has not retained the services of any lobbyist or consultant to assist in the procurement and negotiation of this Contract.

Q. LEGAL AUTHORIZATION

The Contractor certifies with respect to this Contract that it possesses the legal authority to enter into this Contract and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this Contract with all covenants and assurances contained herein. The Contractor also certifies that the undersigned possesses the authority to legally execute and bind the Contractor to the terms of this Contract.

R. PUBLIC ENTITY CRIME

Pursuant to Section 287.133(2)(a), Fla. Stat.: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

Any contract in violation of this provision shall be null and void.

S. CONFLICTS OF INTEREST

1. Section 420.503(34), Fla. Stat., states:

""Prohibited business solicitation communication" means a private written or verbal communication between a member, officer, or covered employee of the corporation and a service provider regarding the merits of the service provider and whether the corporation should retain the services of the service provider. The term does not include:

- (a) A verbal communication made on the record during a public meeting;

(b) A written communication provided to each member and officer of the corporation and made part of the record at a public meeting;

(c) A written proposal or statement of qualifications submitted to the corporation in response to a corporation advertisement seeking proposals or statements of qualifications as part of a competitive selection process.

(d) A verbal or written communication related to the contractual responsibilities of a service provider who was selected to provide services or who was included in a pool of service providers eligible to provide services as a result of a competitive selection process, so long as the communication does not relate to solicitation of business.

(e) A verbal or written communication related to a proposed method of financing or proposed projects, so long as the communication does not relate to solicitation of business.”

2. By executing this contract, the Contractor certifies that it shall comply with, and is currently in compliance with, Section 420.512(5), Fla. Stat., as amended.

3. In addition to the conflict of interest rules imposed by the Florida Statutes, should the Contractor become aware of any actual, apparent, or potential conflict of interest or should any such actual, apparent, or potential conflict of interest come into being subsequent to the effective date of this Contract and prior to the conclusion of the Contract, the Contractor will provide an e-mail notification to Florida Housing’s Contract Administrator within 10 working days. If Florida Housing, in its sole discretion, finds the Contractor to be in non-compliance with this provision, without prior written consent from Florida Housing’s Executive Director, any compensation received in connection with this Contract shall be subject to forfeiture to Florida Housing and all obligations on the part of Florida Housing to continue doing business with the Contractor or assign any future transaction to the Contractor shall, if Florida Housing so elects, terminate.

T. ELECTRONIC SIGNATURES

The parties agree that this Contract (and any attachments, exhibits, and amendments) may be executed and delivered by electronic signatures and that the signatures appearing on this Contract are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility. Each executed counterpart shall be deemed an original, and all such counterparts shall constitute one and the same document. As used herein, the term “electronic signatures” shall have the meaning in Section 668.50, Fla. Stat.

U. ENTIRE AGREEMENT

This Contract, including any and all attachments, embodies the entire agreement of the parties. There are no other provisions, terms, conditions, or obligations between the parties.

This Contract supersedes all previous oral or written communications, representations, or agreements on this subject not incorporated herein.

V. SEVERABILITY

If any provision of this Contract is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict or unenforceability, and shall be deemed severable, but shall not invalidate any other provision of this Contract.

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IN WITNESS WHEREOF, the parties have executed this Contract Number 007-2026, each through a duly authorized representative, effective on the Effective Date.

FLORIDA HOUSING COALITION, INC.

By: 

Name: Ashon J. Nesbitt

Title: Chief Executive Officer

Date: June 25, 2026

FLORIDA HOUSING FINANCE CORPORATION

By: 

Name: Angeliki G. Sellers

Title: CFO

Date: 07/01/2026

EXHIBIT A SCOPE OF WORK

All items listed in this section are subject to funding availability for the Catalyst program.

During any Catalyst training or technical assistance delivered under this Contract, the Contractor may not market, promote, or reference any of the Florida Housing Coalition Institutes or non-Catalyst sponsored programs, including course offerings, pricing, registration links, QR codes, certificates, promotional slides, handouts, verbal announcements, or other marketing, without the prior written consent and approval of Florida Housing.

Contractor shall not state or imply that any Contractor institute, certificate program, course, manual, guide, publication, training, or other non-Catalyst material is sponsored, approved, or required by Florida Housing, or that completion of any such program or training is required for Florida Housing funding, unless expressly authorized in writing by Florida Housing.

A. Objectives

The work being procured shall include, but is not limited to, the following two general components: a training component and a technical support and assistance component, each of which is described individually below. Florida Housing reserves the right to monitor and participate in all Catalyst trainings and technical assistance activities, and utilize any and all materials developed under any Catalyst contract independently of the Contractor.

1. Training Component

The training component will be designed to build the housing development capacity of state and local governments, public housing authorities, nonprofits, and community-based organizations, as a permanent resource for the benefit of communities in this state related to affordable housing. The training shall be delivered in workshops (local and regional) lasting for at least six hours and webinars lasting 1-2 hours. The scope and materials of the training shall include, but is not limited to:

- i. Real estate development skills related to affordable housing and supportive housing including the construction process and property management and disposition;
- ii. Development of public-private partnerships to reduce housing costs;
- iii. Management and board responsibilities of community-based organizations;
- iv. Administration of state and federal affordable housing programs and initiatives; and
- v. Guidance in achieving project completion.

2. Technical Support and Assistance Component

The Contractor shall provide specialized technical assistance and support to local governments, nonprofits and other qualified organizations to implement the Hurricane Housing Recovery Program (HHRP), HOME Investment Partnerships Program (HOME), State Apartment Incentive Loan Program (SAIL), State Housing Initiatives Partnership (SHIP) Program, and other affordable housing programs and initiatives as provided in section 420.531, Fla. Stat. The Contractor's technical assistance staff shall have the capacity to respond to technical assistance needs as they arise during the contract year, and as identified by the Contractor or Florida Housing. Such technical support and assistance shall include, but is not limited to:

- i. The formation of local and regional housing partnerships as a means of bringing together resources to provide affordable housing;
- ii. The implementation of regulatory reforms to reduce the risk and cost of developing affordable housing;
- iii. The implementation of affordable housing goals and strategies included in local government comprehensive plans;
- iv. Compliance with requirements of state and federally funded housing programs; and
- v. Implementation of reporting systems to monitor compliance and program accomplishments.

B. Scope of Services

The Contractor shall perform and render the services identified below as an independent contractor as directed by Florida Housing, and not as an agent, representative, or employee of Florida Housing. These services shall be known as "Contractor and professional services" and shall include, but are not limited to, the provision of advice and assistance to Florida Housing in the following areas:

1. Technical Assistance Delivery

The Contractor shall deliver technical assistance to housing professionals, staff of city, county and state governments, public housing authorities, nonprofits and community-based organizations and others who participate in the development of affordable housing. Delivery of technical assistance shall be in the form of workshops, telephone and e-mail technical assistance, on-site technical assistance, and webinars meeting the following criteria:

a. Local Workshops

- i. Upon consultation and approval from Florida Housing, the Contractor shall conduct local workshops that have been requested by one or more local governments, nonprofits, or community-based organizations. Such organizations must be involved with a local or regional affordable housing delivery process in coordination with agencies providing local government funds.
- ii. Local workshops shall be customized to meet the individual needs of participants from a geographically proximate region and shall be typically limited to 25 participants. Where possible, appropriate, and relevant, the Contractor shall extend an invitation to other regional interests to participate in the local workshops.
- iii. Local workshops shall be held on weekdays (i.e., Monday through Friday).
- iv. The training shall consist of lectures, discussions, handouts, and other relevant information covering the local workshop topic.
- v. The Contractor shall consult with and obtain prior approval from Florida Housing in determining final workshop content, training schedule, training duration and workshop locations.
- vi. The Contractor shall be responsible for scheduling all workshop meeting rooms and speakers, and any payment associated therewith.
- vii. The Contractor shall be responsible for the registration of all local workshop participants.

b. Regional Workshops

- i. Upon consultation and approval from Florida Housing, the Contractor shall be available to conduct regional workshops that have been requested by one or more local governments, nonprofits, or community-based organizations.
- ii. Regional workshops shall be customized to meet the individual needs of attendees from a geographically proximate region and shall typically have 30 or more participants. Where possible, appropriate, and relevant, the Contractor shall extend an invitation to other regional interests to participate in the regional workshops.
- iii. The Contractor shall be responsible for the same tasks for regional workshops as are set forth in Section B.1.a. above for local workshops.

c. Stakeholder Group Events

- i. Upon consultation and approval from Florida Housing, the Contractor shall be available to conduct stakeholder group events that have been requested by a local

government, nonprofit, or community-based organization. Stakeholder group events may include gatherings such as housing forums, training summits, conferences, community capacity building events, or training opportunities.

ii. Stakeholder events shall be prepared according to the request of those seeking the training. Where possible, appropriate, and relevant, the Contractor shall extend an invitation to other regional interests to participate in the event.

iii. The training shall consist of lectures, discussions, handouts, and other relevant information covering the training topic.

iv. The Contractor shall consult with and obtain prior approval from Florida Housing in determining final training content and schedule.

v. Stakeholder event requests for training that occur during an established conference or training at which attendees are required to pay an attendance fee are not eligible for additional compensation under this contract and shall not be approved.

d. Telephone and E-mail Technical Assistance

i. The Contractor shall provide telephone and e-mail technical assistance through the installation and operation of a Florida toll-free telephone line to be used solely for the purpose of providing technical assistance under the Affordable Housing Catalyst Program.

ii. Telephone calls shall be answered within 24 hours by a knowledgeable member of the Contractor's technical assistance team. The telephone line will be staffed during the business day from 9:00 am to 5:00 pm, Eastern Time, Monday through Friday, excluding the Contractor's observed holidays and annual conference, or on an adjusted schedule agreed to by Florida Housing due to budget limitations.

iii. All costs associated with the installation, staffing and maintenance of the toll-free line shall be paid for by the Contractor.

iv. The Contractor shall establish an e-mail address(es) to receive incoming messages. E-mail inquiries must be responded to within one business day or on an adjusted schedule agreed to by Florida Housing due to budget limitations.

e. On-site Technical Assistance

i. The Contractor shall be available to provide on-site technical assistance to local governments, nonprofits, community-based organizations or other entities that receive HHRP, SHIP, HOME, or other affordable housing program funds.

ii. Upon receipt of a request for on-site technical assistance, the Contractor shall submit a written request to Florida Housing for approval. The request shall

identify who will be receiving technical assistance, the reason a technical assistance visit is needed, any problem areas, estimated length of time needed for the on-site visit, and any previously conducted site visits.

iii. Technical assistance on-site visits shall last up to six hours, depending upon the needs and desires of the technical assistance client. In instances where six hours is inadequate to address an organization's needs, the contractor shall propose a longer time frame for assistance. In instances where more than 12 hours of assistance is anticipated, the Contractor shall develop and submit a technical plan for assistance (TPA) for the organization. The TPA shall be submitted in addition to the on-site technical assistance request form described in sub-item i., above. This plan will address the subject areas in which the organization needs assistance and will outline the actions that will be taken to improve the organization's performance in those areas.

iv. After each on-site technical assistance visit, the Contractor shall submit a written report to Florida Housing in an acceptable format.

v. All costs associated with the on-site visit must be paid for by the Contractor including salaries, materials, preparation and research time to deliver the technical assistance to the customer and all travel related expenditures.

f. Webinars

i. The Contractor will conduct webinars specifically designed for housing professionals, local governments, housing stakeholders, state agencies, nonprofits public housing authorities, and community-based organizations that participate in the development of affordable housing. Instructors for webinars must be knowledgeable in the subject matter and have experience in the development of affordable housing.

ii. Webinar topics and dates shall be established by Florida Housing and the Contractor at least 10 days prior to the webinar date.

iii. The Contractor must consult with and obtain prior approval from Florida Housing in determining final webinar content, training schedule, and training duration. Webinars that contain subject matter related to Florida Housing programs or related issues are subject to review by Florida Housing subject matter experts.

iv. The Contractor will be responsible for the registration of all webinar participants.

g. Off-site Technical Assistance

i. The Contractor will be available to provide off-site technical assistance to local governments, nonprofits, community-based organizations, or other entities that administer HHRP, SHIP, HOME or other affordable housing programs.

ii. Upon receipt of a request for off-site technical assistance, the Contractor will submit a written request to Florida Housing for approval. The request shall identify who will be receiving technical assistance, the reason technical assistance is needed, any problem areas, estimated length of time needed, and any previously conducted site visits. Off-site technical assistance provided as a follow-up to participants of an approved workshop, stakeholder event, or site visit are considered pre-approved and will be reported as part of the monthly report.

iii. Off-site technical assistance shall be documented as part of the monthly report from the Contractor.

2. Instructional Materials

The Contractor must furnish all instructional materials for all workshops, and webinars at its own expense. This shall include, but not be limited to: course outlines; transparencies/charts/graphs used for classroom instruction; manuals and/or resource materials approved by Florida Housing for use under this Contract; any transportation associated with workshop site tours for the instructors and workshop participants; audio/visual equipment or other equipment necessary to present materials for instructional training and workshop delivery; and any computers/software needed for workshop participants.

3. Workshop Speakers

The Contractor shall ensure that all workshop and webinar presenters possess the knowledge, skills and expertise in the designated topic area. Upon request from Florida Housing, the Contractor will provide in writing the qualifications of any presenters or arrange for a meeting between any new staff members working under this contract and appropriate Florida Housing staff at no cost to Florida Housing.

4. Catalyst Marketing - Materials and Activities

a. The Contractor shall market all workshops and webinars statewide. Marketing shall be done through the Contractor's website, newsletters, emails and social media. Marketing of all workshops and webinars shall be made available to all stakeholders; however, specific effort to market to individual or groups that would directly benefit from the workshop or webinar shall be a priority.

Marketing materials must meet the following criteria:

i. The Florida Housing logo, sponsorship information, training session content, dates, times and locations must be prominently displayed on all written marketing materials.

ii. Marketing materials for workshops and webinars will be distributed at least 30 days prior to the event, unless otherwise approved by Florida Housing. Materials

shall be distributed to local governments, nonprofit corporations which produce or desire to produce affordable housing, public housing authorities, and other interested parties. The information shall also be posted prominently on a website maintained by the Contractor which will be linked to the Florida Housing website.

Marketing, registration, and promotional materials for services under this Contract must not state or imply that any Contractor certificate, institute, course, training, manual, guide, publication, or other non-Catalyst material is required or approved by Florida Housing unless expressly authorized in writing by Florida Housing.

b. Two weeks prior to each regional or local workshop, the Contractor will mail or e-mail information to each registered participant to include: registration confirmation, workshop location, map directions, designated parking areas, lodging information, and an agenda which includes the names of the speakers and the topics to be addressed.

c. The Contractor shall also market workshop, webinar or stakeholder group event information via social media and through the newsletters of related organizations, such as Florida Community Development Association, Florida League of Cities, Florida Association of Counties, Florida Homebuilders Association, Florida American Planning Association, Regional Planning Councils, Florida Association of Housing and Redevelopment Officials, Florida Association of Homes and Services for the Aging, and other appropriate organizations, but shall not be required to purchase paid advertising in these newsletters.

d. At least 60 days prior to the expiration date of this Contract, the Contractor must provide draft copies of written materials that discuss the Catalyst Program for review and comment by Florida Housing prior to printing and distribution in any brochure, newsletter or publication produced for the purpose of this contract. This material must state that the services the Contractor performs for the Affordable Housing Catalyst Program are made possible through the Florida Housing Finance Corporation.

e. The Contractor will maintain a web site containing the following information:

- i. Technical assistance listing of workshops by date and location;
- ii. Contact information for purposes of registration;
- iii. Course descriptions and agendas; and
- iv. Current and archived Training manuals, PowerPoint presentations, webinars and videos contracted under and paid for through this Contract.

5. Technical Assistance Log

The Contractor must maintain a monthly technical assistance log in a format acceptable to Florida Housing. This log will contain data on the number of on-site technical assistance visits

conducted, number of telephone calls received on the toll-free telephone line, number of workshops conducted, and the total number of clients served.

6. Program Reports

As part of each monthly report, the Contractor will provide an invoice of charges for the month and a tracking record of expenditures for the contract year in a format acceptable to and approved by Florida Housing.

Annually, the Contractor will provide a summary of total of all deliverables to include workshops, stakeholder events, webinars, on-site visits, phone calls and emails received and responded to and number of hours of technical assistance provided. This report will include the number of individuals/organizations assisted throughout the year.

7. Meetings and Conferences

Notwithstanding the language in Item B. above, the Contractor shall be available upon reasonable notice to attend and conduct meetings on behalf of Florida Housing, as directed in writing by Florida Housing, to further the development of affordable housing. Meetings conducted or attended on behalf of Florida Housing may be billed as a technical assistance on-site visit.

8. Evaluations

a. Workshops and Webinars

For each event, the Contractor shall distribute an evaluation form, acceptable to Florida Housing, to all those participating in the workshop or webinar. The Contractor will submit the completed evaluation forms to Florida Housing with the monthly report.

b. On-site Technical Assistance

For each on-site technical assistance visit, the Contractor will distribute an on-site evaluation form, acceptable to Florida Housing, to the client receiving the on-site technical assistance. The Contractor shall instruct the client to complete the form, and then mail or e-mail the evaluation to Florida Housing.

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EXHIBIT B DELIVERABLES

The following is a detailed list with descriptions of deliverables. Florida Housing may add new topics or require multiple topics to be condensed into one event if needed. All deliverables will be approved by Florida Housing prior to scheduling. **All items listed in this section are subject to funding availability.**

A. State Housing Strategy Working Groups

The Contractor will assemble two separate sets of working groups: one focused on Affordable Rental Housing Preservation and the other focused on Success with Purchase Assistance. These working groups shall be comprised of local government staff and community stakeholders identified by the Contractor and approved in writing by Florida Housing.

1. Working Group #1: Affordable Rental Housing Preservation: Florida Housing recently updated its Preservation Plan and priority matrix providing direction to local communities on how Florida Housing will utilize its resources to address preservation of the existing portfolio. This working group will include Florida Housing staff involved with Florida Housing's Preservation Plan. The contractor will engage at least five (5) Florida Housing-approved SHIP jurisdictions with properties within Florida Housing's portfolio to create local preservation strategies guided by Florida Housing's updated Preservation Plan and priority matrix, with considerations for improvements that will reduce risk to the portfolio over time such as achieving industry-recognized standards such as FORTIFIED and Florida Green Building certifications. This working group will include at least one county with a high concentration of properties with expiring affordability agreements (e.g., Orange, Duval and Miami-Dade Counties) and at least one Small or Medium County as designated by Florida Housing. Participating jurisdictions will receive a preservation dashboard (map of properties by year of expiring agreements) and create a local preservation priority matrix with respect to Florida Housing's Preservation Plan. This working group will also prepare communities for participation in Florida Housing's upcoming Preservation Pilot.

2. Working Group #2: Success with Purchase Assistance: This working group will focus on improving a purchase assistance program to maximize success for at least five (5) participating jurisdictions. The group will consider all elements of the jurisdiction's terms of assistance, including loan terms, repayment vs. forgivable loan, default, and heirs' property policies. Facilitators will discuss all possible recipient selection criteria and help participants consider the financing and resources required to assist very low-income, low-income, and special needs buyers. Participants will review possible policies for funding priorities, owner contribution, asset caps, and resiliency/location; and will discuss monitoring of purchase assistance and recapture best practices. Participants will consider what topics to address in local buyer education classes and also consider if a buyer's eligibility is contingent on paying for a home inspection, providing a minimum buyer contribution, or other pre-purchase responsibilities. Presenters will also address permanent affordability considerations, including subsidy retention and partnerships with Community Land Trusts (CLT). Other purchase assistance topics will be examined, including recruiting knowledgeable presenters for

homebuyer education classes, purchasing manufactured homes considered eligible housing by SHIP, and contracting with a subrecipient to implement a purchase assistance strategy.

Each participating jurisdiction will complete two or more of the following tasks: create or update the community's Lenders Guidelines, begin working with a counseling agency, update the Local Housing Assistance Plan (LHAP) strategy, write purchase assistance policies and procedures, update the content of a counseling class, improve the eligibility determination and applicant selection process, create post-purchase monitoring procedures, contract with a subrecipient to provide purchase assistance, adopt a shared appreciation model for purchase assistance, or initiate an heirs' property program for a resident heir to buy out other heirs and achieve full property ownership.

3. Meetings: The Contractor will meet virtually with each working group monthly and will solicit interest from both SHIP staff and relevant stakeholders. After selecting participants, the working groups will commence with virtual 1 - 1.5-hour meetings. The Contractor will facilitate the meetings, focusing on peer sharing, instruction on similar programs, and breakout sessions focused on drafting proposed policies or action plans and will meet separately with each community between group meetings to provide technical assistance on the development of each participants' draft policy or action plan. The Contractor will provide a template action plan or similar outcome document to each working group participant and offer technical assistance to develop the action plan, policy, or other outcome specific to their community. Florida Housing will receive regular progress reports on each community's work.

4. Billing Schedule for the Working Groups:

\$8,800	October 2026:	Develop a schedule for each of the working groups. Start promotional activities
\$8,800	November 2026:	Review applications and select working group participants.
\$8,800	December 2026:	Organize each working group's schedule 1st working group meeting and one-on-assistance meetings.
\$8,800	January 2027:	Group meetings and one-on-one assistance.
\$8,800	February 2027:	Group meetings and one-on-one assistance.
\$8,800	March 2027:	Group meetings and one-on-one assistance. Finalize outcomes.

B. Regional Roundtables

Regional roundtables are in-person gatherings for SHIP staff in each of the six regions of the state that bring SHIP communities together with their counterparts from neighboring cities and counties. The Contractor's staff will prepare for each event by surveying staff in each region to identify topics of interest; secure a meeting venue for an in-person, 4-hour roundtable session; and customize each event by spotlighting SHIP program administrative best practices and successful strategies in each region. Roundtables will provide an opportunity for neighboring communities to exchange insights on addressing housing challenges and to learn from each other's experiences.

C. Regional In-Person Workshops

1. Proficiency in Income Qualification: This is an intensive income compliance workshop designed for those who process SHIP applications and those who oversee the SHIP office. This course introduces critical eligibility activities, including income verification, determining household size, calculation of annual income, and Housing Opportunity Through Modernization Act (HOTMA) requirements. The training also covers applicant intake, income/asset verification, and file documentation. Hands-on exercises will challenge participants to apply qualification methods to case studies and to reflect on how lessons learned may be applied to each participant's daily SHIP work.

Learning Objectives:

- Determine household composition and household size in accordance with SHIP and HOTMA requirements.
- Calculate annual household income and evaluate assets using applicable eligibility requirements.
- Apply income qualification and documentation standards to applicant case studies.

2. SHIP Program Administration: This workshop will provide guidance on the fundamental rules of the SHIP program, as well as assist SHIP administrators with five years or less of SHIP experience with the implementation of their programs. The training will provide an overview of the SHIP program, LHAP guidance, and an introduction to income eligibility and Affordable Housing Advisory Council (AHAC) requirements. In addition, presenters will review a year-long timeline of SHIP tasks and deadlines and discuss LHAP strategy implementation. Participants will learn about tracking and reporting SHIP, monitoring, and compliance.

Learning Objectives:

- Identify the statutory, regulatory, and administrative requirements governing SHIP programs.
- Explain the role of LHAP, AHAC, and income eligibility requirements in program administration.
- Apply reporting, monitoring, and compliance practices necessary for effective SHIP program management.

3. The Affordable Development Process, featuring the Predevelopment Loan Program (PLP): This advanced workshop is designed for nonprofit developers, housing program administrators, and community partners engaged in affordable housing development. Presenters will guide participants through every phase of the development process from site selection and predevelopment activities that are eligible to be funded through the PLP program offered by Florida Housing. The workshop will explain how the PLP program works and can help nonprofits fund predevelopment and get technical assistance.

Learning Objectives:

- Describe the major phases of the affordable housing development process.

- Identify eligible predevelopment activities and funding opportunities available through the PLP program.
- Evaluate how predevelopment planning, financing, and technical assistance support project readiness.

4. Bridging the Gap - SHIP and Continuum of Care Networking and Collaboration Event: This collaborative workshop is designed to bring together Homelessness Continuum of Care (CoC) leaders and service providers with SHIP Administrators and their partners for a structured, solutions-focused dialogue aimed at strengthening the connection between Florida's affordable housing and homelessness response systems.

Learning Objectives:

- Identify the roles and responsibilities of SHIP programs, Continuums of Care, and housing service providers.
- Examine opportunities for coordination between affordable housing and homelessness assistance programs.
- Identify points of alignment between CoC Strategic Plans and LHAPs to support success in both plans to increase affordable housing opportunities.
- Develop strategies to strengthen local partnerships and referral networks.

5. The Credit Underwriting Process for Affordable Housing: This workshop is designed to introduce the underwriting process that takes place after a funding award has been approved. The workshop will help de-mystify the underwriting process and provide guidance that begins in the predevelopment phase and continues throughout the closing process.

Learning Objectives:

- Describe the purpose and major components of the affordable housing credit underwriting process.
- Identify financial documents and project information required during underwriting review.
- Explain how underwriting findings affect project financing, closing, and development timelines.

D. New Webinars for the Catalyst Program:

1. Success with Demolition and Home Replacement: Participants will explore how SHIP funds can be successfully used to support demolition and home replacement activities that improve housing quality and resiliency for low-income households.

2. SHIP Program Funding Essentials for Finance Staff: Designed specifically for finance and accounting staff, this webinar provides a practical overview of SHIP funding requirements and financial management responsibilities. Participants will learn the fundamentals of SHIP budgeting, expenditure tracking, set-asides, administrative caps, encumbrance deadlines, reporting requirements, and program income management. The training will also address common audit findings, financial reconciliation practices, and coordination between program and finance departments.

3. Income Qualification Practice with Income and Asset Calculations: This webinar provides in-depth training on calculating annual household income and evaluating assets using a variety of real-world scenarios. Participants will work through examples involving wages, self-employment, fixed income, assets, and other income sources commonly encountered in SHIP programs.

4. The Role of the SHIP Sub Recipient: This webinar examines the important role of subrecipients in successful SHIP program administration. Learn what types of organizations may serve as sub recipients as well as what types of services they can provide.

5. The SHIP Complaint Process: Prevention, Response, and Resolution: This webinar will provide an overview of the SHIP applicant complaint process, including common types of complaints and practical strategies for responding to them. Participants will learn best practices for documentation, recordkeeping, and communication that can help minimize misunderstandings and reduce the likelihood of complaints escalating. Presenters will walk through the complaint resolution process from initial receipt through mediation, investigation, and final disposition, highlighting key timelines, responsibilities, and parties involved.

6. Preservation of Affordable Housing: This webinar examines the process of developing a housing preservation plan aimed at ensuring the continuity of the affordability of subsidized rental housing units as they approach the expiration of their mandated affordability periods. The session will address how local housing stakeholders can coordinate across public, nonprofit, and private sectors to prevent the loss of existing affordable rental stock.

7. Case Studies of Development on Institutional Land: The webinar reviews affordable housing developments located on properties owned by faith-based organizations and school boards. Presenters will examine development planning, financing structures, land use considerations, and local approval processes. The session will highlight projects that utilized recent Florida legislation.

8. Form-Based Codes for Housing Availability and Affordability: This webinar will cover what form-based codes are, how they are different from typical Euclidean zoning, and considerations for gearing them to support more homes and more types of homes for relative affordability. Presenters will discuss examples from communities implementing a form-based code.

9. Guidance on Establishing and Working with a Community Housing Development Organization (CHDO): Participants will learn about HOME Program Regulations (24 CFR Part 92), specifically pertaining to CHDO requirements, including eligible activities, compliance requirements, and key administrative provisions. The session will also cover CHDO qualifications, board composition requirements, and other regulatory thresholds, ensuring organizations understand the criteria for obtaining and maintaining certification and eligibility. In addition, the training will focus on organizational and financial capacity building,

offering practical strategies to strengthen governance, financial management, and operational systems.

10. Understanding Changes to the Florida Building Code Part 1: This is the first of a two-part webinar series that helps SHIP staff and affordable housing developers understand and comply with the upcoming Florida Building Code changes that go into effect in December 2026. The first training focuses on resilience, wind, and structural updates. Learn about wind loads, flood resistance, and durability standards. Presenters will discuss practical design and construction strategies that control costs while increasing long term performance. Identify what is changing and learn about updating designs and engaging contractors.

11. Understanding Changes to the Florida Building Code Part 2: This is the second installment of a two-part webinar on the upcoming Florida Building Code changes. This webinar will focus on energy systems, materials, and project feasibility changes. Learn about updates affecting energy efficiency, mechanical systems, and material specifications, integrating compliance pathways, funding alignment considerations, and value engineering strategies suitable for affordable housing.

12. Facilitating Innovative Home Building Solutions: This webinar examines alternative housing construction methods, including manufactured housing, modular housing, and 3-D printed housing. The training will discuss land use policy and regulations to allow and facilitate these homes at affordable price points, including implications of House Bill 399 signed into law in 2026 related to off-site constructed homes.

13. Local Funding for Affordable Housing: This webinar provides an overview of local funding sources available to support affordable housing initiatives. Topics include housing trust funds, general revenue, land sale proceeds, Community Redevelopment Agency (CRA) funding, local bonds, infrastructure surtaxes, and linkage fees. The session will address considerations for establishing and administering local housing funding programs.

14. Updating Roof Rehabilitation to Support Insurance Savings: This training is intended for SHIP rehabilitation assistance staff. The webinar will address the Florida Office of Insurance Regulation's (OIR) updated Uniform Mitigation Verification Inspection Form (OIR-B1-1802). The form incorporates new features such as secondary water resistance and modern construction standards which can offer homeowners greater insurance savings. This training will assist local governments and their contractors with updating their roof repair and replacement programs.

15. Understanding Solicitations for Affordable Housing: This webinar will provide an overview of the various types of solicitations such as requests for proposals/applications, requests for qualifications, requests for information, and invitations to negotiate.

16. Infrastructure Surtax to Support Permanently Affordable Housing: This webinar examines how Florida local governments can use a voter-approved 1-cent local infrastructure

surtax or “penny tax” to support permanently affordable housing. Because land is critical to expanding the current number of housing units, surtax revenue is particularly well-suited to support permanently affordable models by funding the acquisition of land that can be stewarded permanently. The session will cover how the surtax works and what practical steps local governments and housing advocates can take to ensure meaningful allocations for long-term affordability.

17. Improving Renter Household Disaster Recovery Outcomes: This training will focus on reducing risks through disaster preparedness and strengthening local plans. The webinar will share insights from a new HUD-funded disaster recovery research initiative. Presenters will discuss approaches that can be used to for planning and reducing housing instability following disasters.

18. Creating a Local Disaster Housing Strategy: This training will focus on a six-step planning process and will feature new information from the recently updated “Creating a Local Disaster Housing Strategy” publication. The webinar will provide guidance on coordinating across local government departments, working with the Federal Emergency Management Agency (FEMA), using data for planning and outreach, and improving collaboration with long-term recovery groups. Webinar will include speakers from the Florida Department of Emergency Management to introduce the State's upcoming Disaster Housing Recovery Planning initiative scheduled for 2027.

19. Tricks of the Trade: Real Estate Tips for an Affordable Mortgage: In this training participants will learn trade tips that may lead to lower mortgage payments and possibly decrease a buyer's out-of-pocket costs when purchasing a home. Topics to be shared include choosing Realtors and lenders, up-front costs, shopping for services, seller concessions, discount points, negotiating homeowner's insurance, and understanding the Closing Disclosure.

E. Previously Developed Webinars

1. Comprehensive SHIP Administration Series Part 1: This introductory webinar covers the SHIP program's core elements, including income eligibility, LHAP development, and AHAC requirements. This session is designed to equip SHIP administrators with foundational knowledge and practical tools to strengthen program delivery.

2. Comprehensive SHIP Administration Series Part 2: This session walks through a year-round timeline of SHIP responsibilities, offering guidance on implementing LHAP strategies. Participants will gain insights into effective tracking, reporting, fiscal management, and compliance practices.

3. Proficiency in Income Qualification Part 1: Presenters will cover the process of advertising based on the SHIP statute and rule as well as the LHAP, establishing a waiting list, the application intake process, setting priorities based on the LHAP, and determining household members to establish household size. Presenters will explain how the HOTMA has

updated rules related to household members, income verification, and more. Learn from hands-on calculation exercises.

4. Proficiency in Income Qualification Part 2: This webinar will focus on calculating assets and asset income. Presenters will explain how HOTMA has defined categories of assets and changed the rules for calculating asset income. Participants will learn how to calculate sources of income and complete the resident income certification form.

5. Expediting Rehabilitation: This session explores practical strategies to accelerate the delivery of essential housing repairs, as well as demolition and home replacement projects. Participants will learn how to streamline procurement, inspections, and project management to reduce delays and administrative burdens.

6. Preparing for the SHIP Monitor: This webinar is designed to familiarize SHIP staff with the periodic monitoring process. Presenters will share lessons learned from recent monitoring reports to help you prepare for your monitoring visit. Participants will receive an overview of the monitoring process and learn about the program details that SHIP monitors focus attention on during the review of the SHIP jurisdictions program.

7. Avoiding Conflict of Interest Issues with Staff, Contractors, and Local Officials: Federal and state laws require that conflicts of interest be avoided in the deployment of public funds. Local governments should address potential conflict of interest issues with applicants, contractors, and local elected officials. This training will help define what is considered a conflict of interest and how local government address potential conflict of interest issues in these programs.

8. Best SHIP Practices in Serving Special Needs and Homeless Households: This training will address using SHIP to help special needs households and households experiencing homelessness. Attendees will learn the types of special needs defined by Florida statute and how those households can be prioritized for SHIP assistance, including purchase assistance, rent subsidies, home repair and barrier removal, and other rental housing options. Participants will also learn how to document special needs households.

9. LHAP Design Part 1: This webinar will assist local government staff in the preparation and implementation of the LHAP. The presenters will advise participants on how to update existing strategies, add a new strategy, and review all sections of the plan.

10. LHAP Design Part 2: This webinar will provide examples of the specific elements of the LHAP. Key topics to be addressed include properly defining terms of assistance and designing housing strategies that work in a changing market. Presenters will discuss housing incentive strategies and the role of the AHAC in crafting these incentives.

11. The Rehabilitation/Emergency Repair Process: The webinar provides an overview of the rehabilitation and emergency repair process for owner-occupied housing programs. The presenters will address weaknesses in rehab programs and best practices to improve them. Topics include contractor selection and removal, scope of work, the bidding process, contract

terms and award, inspections, payments, guarantees and warranties, and long-term compliance and monitoring.

12. Monitoring SHIP-Funded Rental Housing: This webinar addresses one of the biggest commitments: the requirement to monitor SHIP-funded rental units. The presenters will address SHIP rental housing monitoring requirements along with monitoring requirements for housing with blended financing from Low Income Housing Tax Credits, SAIL funding, and more. Presenters will address methods for reviewing tenant income eligibility documentation. Participants will learn about rent affordability compliance and the steps of the compliance monitoring process.

13. Tracking SHIP Funds, Set-Aside Compliance and Deadlines: This webinar examines the administrative and financial tracking requirements necessary for SHIP compliance. Topics include expenditures and encumbrance deadlines, annual reporting requirements, set-aside compliance, program income tracking, and certifications. Presenters will review methods for tracking activities and maintaining documentation needed to support compliance.

14. AHAC Training - Designing Effective Land Use Incentives: This webinar will provide detailed technical information on evaluating effective structures of incentives, including density bonuses and how to coordinate other regulatory incentives, to successfully encourage use of these incentives and produce affordable units. The Contractor will conduct research of recently submitted reports to summarize trends and provide examples of incentive strategies from across the state.

15. Preparing and Submitting the SHIP Annual Report: Presenters will provide guidance on how to complete each tab of the report along with instructions on how to obtain data needed for the certification, questions on foreclosure default, and discuss success stories. Additional topics include guidance on reporting incentive strategies, completing the certification form, and next steps if attendees are noncompliant.

16. Funding Projects through Tax-Exempt Bonds: This session examines how 4% tax credits and tax-exempt bonds can be used to finance affordable rental housing. The webinar will examine how developers combine tax exempt bonds with other Florida Housing and local funding to develop affordable housing. Additionally, the course will explore the application process and the complications that can arise from this funding, and presenters will review recent projects that have been completed with 4% credit and tax-exempt bonds.

17. YIGBY 101- Navigating Policy, Process, and Partnership for Faith-Based Housing: This webinar provides an overview of Florida's Yes in God's Backyard (YIGBY) law and its application to affordable housing development on qualifying religious properties. Topics include statutory requirements, zoning considerations, development processes, pre-development planning, and local government responsibilities. The session will also examine how faith-based organizations may participate in affordable housing initiatives under the law.

18. Adaptive Reuse for Affordable Housing: This webinar offers guidance on converting hotels and commercial properties into permanent affordable housing, especially supportive rental housing. The presenters will discuss cost analyses for various development models, construction standards, how much to develop into affordable housing, and the planning/zoning changes needed.

19. Disaster-Resilient Housing Design: The training addresses how to create disaster resistant single- and multifamily housing stock. Attendees will learn about resiliency in affordable multifamily residential design, which incorporates advanced stormwater infrastructure and building mitigation strategies, to proactively reduce the impacts from increased heat and extreme rain to better protect residents.

20. Funding Sources and Partnerships to Serve Vulnerable Populations (Resources Part 1): This session provides an overview of rental housing funding along with resources to support people experiencing homelessness. The presenters will discuss how to combine and leverage major funding sources to subsidize the development of affordable rental housing. Attendees will learn about state and federal homelessness resources including the Department of Children and Families Challenge Grant, the federal Emergency Solution Grant (ESG), CoC dedicated funding, HUD VASH (Veteran Assisted Supportive Housing), Housing Opportunities for Persons with HIV/AIDS (HOPWA), and the Temporary Assistance for Needy Families (TANF) Homelessness Prevention Program.

21. Affordable Housing Funding Sources for Homeownership (Resources Part 2): This webinar will focus on funding sources for homeownership and the tools and strategies used to incentivize the creation of affordable housing. These tools include inclusionary zoning, linkage fees, surplus lands, and impact fee modifications. This session will address both state and federal funding that can be used for homeownership including Florida Housing programs, Community Development Block Grant (CDBG) funding, the federal HOME program, and local housing trust funds.

22. Long-term Affordability and Understanding Deed Restrictions: This training will address best practices for ensuring that these housing units are affordable in the long term. Presenters will discuss CLTs, Land Use Restriction Agreements (LURAs), and how to determine which legal mechanism to use in differing situations. This training will also cover how to set the term of affordability, which entity should be responsible for monitoring, and other policy considerations.

23. Nonprofit Sustainability and Growth: This webinar examines organizational practices that support nonprofit capacity, governance, and financial management. Topics include organizational structure, board oversight, financial performance, staffing considerations, development activities, property operations, and program management. The session will also address funding sources and operational considerations relevant to housing and community development organizations.

24. Navigating the Live Local Act's Land Use Policies: This webinar provides an overview of the land use provisions established through Florida's Live Local Act and

subsequent legislative amendments. Topics include the land use mandate, eligible development sites, affordability requirements, local government responsibilities, and implementation considerations. Presenters will review how the Act interacts with local land use regulations and affordable housing development strategies.

25. Planning and Zoning: This training will address a variety of zoning regulations to increase the supply of affordable housing in Florida and ensure well-designed places to live. Presenters will discuss specific aspects of zoning regulations that impact housing supply and a resident's experience of their living space.

26. Tune Up Your Homebuyer Program: This webinar reviews administrative and policy considerations related to SHIP-funded purchase assistance programs. Topics include program design, eligibility requirements, assistance structures, compliance requirements, and program performance measures. Presenters will discuss common operational challenges and approaches used to improve program administration.

27. Vouchers Without Vacancy – Fixing the Gap in Affordable Housing: This webinar examines the relationship between rental assistance vouchers and the availability of affordable housing units. Topics include housing choice voucher utilization, housing supply constraints, landlord participation, market conditions, and policy considerations affecting voucher success rates. Presenters will review strategies used by communities to improve housing access for voucher holders.

28. Property Tax Policy for Affordable Housing: This webinar provides an overview of Florida property tax policies that affect affordable housing development and preservation. Topics include property tax exemptions, assessment considerations, affordability incentives, and tax policies applicable to rental and homeownership housing. The session will examine how property tax policies influence housing costs, development feasibility, and long-term affordability.

29. Supporting Your Rental Housing Developer: This webinar explains the formation of a consistent and compliant process to work with developers so that proposed projects can be evaluated and selected for preference and allocation of support. The webinar will cover the concept of land value creation and capture and look at various sources, including SHIP, which can be used to support quality rental developments.

F. Local Workshops

Local workshops that pertain to a topic of interest/need may be requested by one or more local governments, nonprofits, or community-based organizations. The training consists of lectures, discussions, handouts, and other relevant information covering the requested topic. Examples of this form of training include local housing forums, Income Qualification classes, and new staff SHIP Orientation training.

G. Stakeholder Group Events

Stakeholder group events may include gatherings such as housing forums, training summits, conferences, community capacity building events, or training opportunities. Affordable housing has risen to a top priority for both the public and private sector, local governments, community partners, chambers of commerce, and nonprofits who assemble events and request training. Stakeholder group events may also include presentations to local elected bodies, commissions, and councils.

Elected officials, planning staff, SHIP Administrators, and affordable housing developers may request training to educate on a variety of issues ranging from confusion or opposition to an affordable housing ordinance or incentive, NIMBY issues, or SHIP program basics. Such presentations will involve preparation, including interviews with key parties and reading comprehensive plans, proposed ordinances, and minutes from prior meetings.

H. Affordable Housing Advisory Committee (AHAC) Training

The Contractor will conduct a training for elected officials in six regions on how to comply with AHAC requirements and other affordable housing topics. The Contractor will:

1. Provide for training registration and logistics;
2. Conduct an analysis of local codes, housing plans, housing needs, and recent news to identify best practices;
3. Coordinate with local officials, pre-training, to compile feedback on desired topics for discussion;
4. Create and convene regionalized presentations of best affordable housing practices tailored to the specific needs of each region;
5. Coordinate with Florida Housing Board members and staff as needed for training presentations;
6. Create a report on these workshops for the Florida Legislature, as required by the 2020 updated AHAC provisions in the SHIP Statute; and
7. Seek feedback post-workshop on regional projects, topics discussed, and other follow-up as necessary/applicable.

I. Publications

1. The Contractor will update “Affordable Housing in Florida,” a publication that provides a helpful introduction to affordable housing concepts for elected officials, community partners, and the public. The document addresses five key concepts: what affordable housing is, who it serves, how it gets built, how communities engage in the process, and how the

Sadowski Affordable Housing Trust Fund works. The updated edition will include an overview of the following key changes within the industry:

- a. Florida's Live Local Act - This landmark legislation introduced new funding streams, a land use mandate allowing affordable housing in commercial, industrial, and mixed-use zones, and new property tax exemptions. Readers will receive a plain-language breakdown of what this means for their communities.
- b. Updates to the Florida Fair Housing Act - In 2026, Florida's Fair Housing Act was updated to prevent discrimination against affordable housing developments in land use decisions. A new section will be created to break down the Fair Housing Act and what it means for the public and private sectors.
- c. Faith-Based Development - A new section will be created on Florida's Yes-in-God's-Backyard (YIGBY) laws which unlock qualifying land owned by religious institutions for affordable homes.

Timing for publication: To be completed by June 30, 2027.

"Affordable Housing in Florida" will be available electronically and there are no printing costs associated with its development.

2. The Contractor will update the "Guidebook for SHIP Administrators," a guide for SHIP administrators and the local government staff that is designed to assist with all aspects of SHIP and supplement the SHIP Procedures Manual. The Contractor will update the chapters on LHAP Responsibilities, Annual Reporting, Disaster Responsibilities, SHIP Compliance Monitoring, and Rental Housing Using SHIP. Additionally, new content related to the following will be added:

- a. Popular Assistance Activities, a chapter that will address the workflow, step-by-step activities, and implementation considerations involved with purchase assistance and rehabilitation programs;
- b. Manufactured Housing, a chapter that will address new legislative requirements;
- c. New questions added to the FAQ Appendix; and
- d. New sample strategies will be added to the appendix for the manufactured housing required strategy, along with strategies for rent subsidies and CLT purchase assistance.

Timing for publication: To be completed by June 30, 2027.

"Guidebook for SHIP Administrators" will be available electronically and there are no printing costs associated with its development.

J. Florida Housing Coalition Conference

The Contractor will conduct a SHIP Roundtable and a variety of trainings offered over three days at the Contractor's in-person annual conference.

SHIP administrators who are registered for the conference will have the opportunity to attend the Roundtable at no additional cost. An additional 40 seats will be reserved for SHIP staff who are not registered for the full conference, available for a \$100 registration fee. The \$100 registration fee described in this paragraph is the only participant fee approved for attendance at the SHIP Roundtable. Contractor may not charge any additional fee for attendance at the SHIP Roundtable without Florida Housing's prior written approval. Contractor's receipt of any participant fee may not result in duplicate compensation for the same service funded under this Contract.

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**EXHIBIT C
FEES**

TABLE 1 FEES				
Category	Unit Type	Cost per Unit	Units	Total
Major Initiatives				
State Housing Strategy Working Groups ¹	Training	\$26,400	2	\$52,800
Regional Roundtables	Event	\$8,000	6	\$48,000
Updated Publication: "Affordable Housing in Florida"	Publication	\$6,875	1	\$6,875
Updated Publication: "Affordable Housing in Florida"	Publication	\$10,000	1	\$10,000
Standard Catalyst Training				
Telephone/Email TA	Month	\$9,200	12	\$110,400
Off-site Technical Assistance Hours	Hour	\$150	531	\$79,650
Site Visits	Day	\$1,950	27	\$52,650
Stakeholder Group Events	Event	\$2,800	7	\$19,600
Regional Workshops	Workshop	\$7,000	5	\$35,000
Local Workshops	Workshop	\$5,250	2	\$10,500
Follow-up Hours for Visits, Events, Workshops	Hour	\$150	96	\$14,400
New Webinars	Webinar	\$4,000	19	\$76,000
Previously Developed Webinars	Webinar	\$2,500	29	\$72,500
AHAC Elected Officials Workshops (Two rounds in six regions)	Workshops	\$4,200	12	\$50,400
AHAC Report to the Legislature	Report	\$4,825	1	\$4,825
Conference Training (SHIP roundtable)	Event	\$20,000	1	\$20,000
TOTAL				\$663,600

NOTES:

- A. All items listed in this section are subject to funding availability.
- B. The contract line item and total amounts approved are to be considered "up to" amounts. Florida Housing is under no obligation to expend the entire contract amount.
- C. All budget items under workshops, webinars, and on-site TA are subject to approval prior to each event.

¹ See billing schedule outlined in Exhibit B, Item A.4.

D. Subject matter for all workshops and webinars is subject to review and approval from Florida Housing prior to scheduling.

E. All published materials are subject to pre-approval by Florida Housing. This includes approving credentials of writers and contributors, printing costs which are verified by estimates/invoicing from a printer, and any other associated costs.

FINANCIAL CONSEQUENCES ²:

Upon execution of this Contract, Florida Housing and the Contractor will develop a written timeline for the completion of the deliverables listed in Exhibit B. Failure by the Contractor to meet the established deadlines will result in financial consequences as outlined in Table 2 below.

TABLE 2 FINANCIAL CONSEQUENCES	
Deliverable	Financial Consequences for Failure to Perform
The Contractor will facilitate a State Housing Strategy Working Group focusing on Affordable Housing Rental Preservation as outlined in Exhibit B.	Failure to provide documentation that each of the participating entities have completed their local preservation priority matrix by March 30, 2027, shall result in a reduction in payment of \$500 per day for each day delinquent.
The Contractor will facilitate a State Housing Strategy Working Group focusing on Success with Purchase Assistance as outlined in Exhibit B.	Failure to provide documentation that each of the participating entities have completed at least two of the tasks outlined within Exhibit B by March 30, 2027, shall result in a reduction in payment of \$500 per day for each day delinquent.
The Contractor will facilitate at least six Regional Roundtable Sessions as outlined in Exhibit B.	Failure to conduct these roundtables and submit all applicable support documentation to Florida Housing staff by an established deadline(s) or by the end of the contract term, shall result in a reduction in payment of \$8,000 for every roundtable session not completed.
The Contractor will provide at least 19 new webinars as a part of the Catalyst program.	Failure to develop any required training by an established deadline(s) or by the end of the contract term, shall result in a reduction in payment of \$4,000 for every webinar not completed.

² Financial consequences will be limited to amounts received by the Contractor under this Contract and in no event shall such amounts exceed \$663,600 in the aggregate.

The Contractor will conduct at least 29 previously developed webinars as a part of the Catalyst program.	Failure to offer these webinars by an established deadline(s) or by the end of the contract term, shall result in a reduction in payment of \$2,500 for every webinar not offered.
The Contractor will conduct 27 site visits as a part of the Catalyst program.	Failure to conduct these site visits and submit all applicable support documentation to Florida Housing staff by an established deadline(s), or by the end of the contract term, shall result in a reduction in payment of \$1,950 for every site visit not completed.
The Contractor will develop and conduct at least five regional workshops as a part of the Catalyst training program.	Failure to conduct these workshops and submit all applicable support documentation to Florida Housing staff by an established deadline(s), or by the end of the contract term, shall result in a reduction in payment of \$7,000 for every workshop not completed.
The Contractor will develop and conduct at least two local workshops as a part of the Catalyst training program.	Failure to conduct these workshops and submit all applicable support documentation to Florida Housing staff by an established deadline(s), or by the end of the contract term, shall result in a reduction in payment of \$5,250 for every workshop not completed.
The Contractor will develop and conduct at least two rounds of six workshops for AHAC officials as a part of the Catalyst training program.	Failure to conduct these workshops and submit all applicable support documentation to Florida Housing staff by an established deadline(s), or by the end of the contract term, shall result in a reduction in payment of \$4,200 for every workshop not completed.
The Contractor will develop one AHAC report to be submitted to the Florida Legislature.	Failure to draft and submit the AHAC report by an established deadline(s), or by the end of the contract term, shall result in a reduction in payment of \$4,825.
The Contractor will conduct a SHIP Roundtable discussion at their annual conference.	Failure to develop and conduct the SHIP Roundtable at the Contractor's annual conference shall result in a reduction in payment of \$20,000.