

# REQUEST FOR PROPOSALS



The City of Miami requests proposals for the following program:

## **HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROJECT-BASED & PERMANENT HOUSING**

For Funding Program Year 2008-2009 (FY'08)  
The period from October 1, 2008 through September 30, 2009

## **REQUEST FOR PROPOSALS TO SELECT NEW PROJECT SPONSOR FOR SUPPORTIVE HOUSING PROGRAM**

The HOPWA Program is regulated by the U.S Department of Housing and Urban Development. The specifications in the attached document are based on the requirements of the AIDS Housing Opportunity Act, (42 U.S.C. 12901) as amended by the Housing and Community Development Act of 1992 (Pub. L. 102-550 approved October 28, 1992), and federal regulations governing the program (24 C.F.R. Section 574).

**CITY OF MIAMI  
REQUEST FOR PROPOSALS**

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Ladies and Gentlemen:

Thank you for your interest in the Request for Proposals (“RFP”) for the acquisition and operation of the City of Miami (“City”) owned properties (“Properties”) located at two Sites: Site I, comprised of 1301 NE 111<sup>th</sup> Street; 11115 NE 13<sup>th</sup> Avenue; and Site II, comprised of 1075 NE 149<sup>th</sup> Street; 1096-97 NE 149<sup>th</sup> Street; and 14950-52 NE 11<sup>th</sup> Avenue, legally described in Attachment A. The Properties are a mix of efficiency and one-bedroom units. The City, through this RFP, is seeking to sell the properties to the most qualified entity(ies) that will rehabilitate the Properties and utilize the units for the purpose of providing a supportive housing program as part of the Housing Opportunities for Persons with AIDS (“HOPWA”) program.

Enclosed is the City’s RFP which contains detailed site information as follows: use guidelines; RFP submission requirements; and the selection procedures pertinent to the proposal.

Please carefully review all of the enclosed documents. Proposals must comply with all the submission requirements detailed in the RFP to be eligible for consideration. Proposals must present a clear and definitive development program, completion schedule, a financial plan, and a management plan that responds to all the RFP requirements.

Proposals are due no later than **3:00 p.m. on Monday, August 4th, 2008**, and must be delivered to the City of Miami Clerk’s Office, 3500 Pan American Drive, Miami, Florida, 33133. A list of respondents will be made public the next business day.

The City welcomes responsive proposals and looks forward to working with a development team to realize this community residence program.

Sincerely,

George Mensah, Director  
Department of Community Development

## Executive Summary

Opportunity	Acquisition of Properties with rehabilitation funding on the sites shown in Attachment A.
Location	Refer to Attachment A
Required use	Operation of eighteen (18) units of rental housing for low income persons with AIDS, as outlined in the RFP.
Density	Consistent with zoning of the site.
Developer selection process	Open, competitive, sealed bid process. The City reserves the right to reject all proposals.
How to obtain RFP	The HOPWA Supportive Housing RFP will be available for pick-up at 444 SW 2 <sup>nd</sup> Ave, 2 <sup>nd</sup> Floor, Miami FL 33130. The RFP can also be downloaded from the City's website at <a href="http://www.miamigov.com/communitydevelopment">www.miamigov.com/communitydevelopment</a> . (Applicants downloading the RFP are strongly urged to register with Mr. Raymond Louis, Project Manager at <a href="mailto:rlouis@miamigov.com">rlouis@miamigov.com</a> in order to be notified of changes to the RFP.)
Due date	<b>August 4, 2008, before 3:00 PM (EST)</b> <b>Miami City Hall, City Clerk's Office</b> <b>First Floor Counter</b> <b>3500 Pan American Drive</b> <b>Miami, FL 33133</b>

## PART ONE

### GENERAL SPECIFICATIONS

#### A. INTRODUCTION

The City receives funding from the U.S Department of Housing and Urban Development (“HUD”) for its HOPWA program, authorized by the AIDS Housing Opportunity Act and amended by the Housing and Community Development Act of 1992.

The goal and intent of the local HOPWA program is to ensure that a continuum of housing options and related housing services is available to low income persons with acquired immunodeficiency syndrome, or related diseases, and their families to prevent homelessness of such individuals and their families and increase access to HIV/AIDS care and treatment. Local HOPWA funds may only support housing units restricted for use by persons living with AIDS and low-income.

The City serves as the administrator of the entitlement grant-funded HOPWA program for the entire geographical area of Miami-Dade County. The Department of Community Development (“Department”) is the entity within the City designated to carry out the program.

In December 1993, the City HOPWA program awarded funds to a local community mental health provider (“Project Sponsor”) to acquire and rehabilitate the Properties, and operate a community residence program providing eighteen (18) units of rental housing for low income persons with AIDS.

In February, 2003, a new Project Sponsor was selected by competitive process to rehabilitate and operate the two Sites for the benefit of persons with AIDS. The current Project Sponsor is no longer willing to fulfill its contractual responsibilities under its agreement with the City and no longer desires to own the Properties.

#### **Opportunity**

This RFP process is soliciting proposals to: purchase the properties listed in Attachment A; rehabilitate the properties using the provided Construction Work Scope Guideline (Attachment B) as a minimum standard supplemented by the funding indicated for each Site; and design and operate (a) community residence program(s) in the form of permanent supportive housing. Applicants may submit proposals for either Site I or II, or both Sites. **Proposals for each Site must be submitted separately, and must clearly indicate for which Site the proposal is intended.**

Rehabilitation funding in the amount of \$100,000 is available for Site I; rehabilitation funding in the amount of \$400,000 is available for Site II. The rehabilitation funds may only be used for items outlined in Attachment B. In addition, program funds in the form of operational subsidy for a twelve-month period will be made available in the projected amount of \$3,500 (three thousand five hundred dollars) per unit for the first year. It is anticipated that the annual federal appropriation of HOPWA funds to the City will permit annual renewal of this operational subsidy award, subject to satisfactory program performance, available funding, and ongoing community needs. As HOPWA funds are limited, a well-designed proposal would identify additional funds or resources to support the

provision of necessary services to tenants of the Properties. In light of limited amount of funding made available through the federal HOPWA entitlement grant program and the significant unmet need for housing in Miami-Dade for low income persons living with HIV/AIDS, leverage of other resources is critical to accomplishing this goal. Funding decisions in general favor proposals demonstrating a substantial amount of support from other sources.

While HOPWA funding decisions generally favor proposals that offer mixed use housing (affordable housing projects targeting persons who are both HIV+ and HIV-, with varying incomes and support needs) to reflect consumer preference for mainstreamed housing, HOPWA policy permits funding of existing AIDS-only housing programs that would not be able to maintain operation without continuing HOPWA support

### **The Sites**

The properties are identified in the attached Attachment A.

### **Existing conditions**

The site and its improvements (if any) are offered “as-is” by the City for development.

### **Environmental conditions**

The City is offering the site for development in an “as-is” condition, without making any representation to its environmental condition. A Phase I Environmental Review will be required, in addition to obtaining environmental clearance from the U.S. Department of Housing and Urban Development (“HUD”).

### **Zoning**

The zoning for the sites must be confirmed by the developer. Proposals must ensure that the development complies with all applicable zoning laws.

## **Requirements**

### **General requirements**

1. Rehabilitation Standards: The building must be rehabilitated to maintain, at a minimum, the current existing number of units and unit mixture. The rehabilitation of the Properties will, at a minimum, adhere to the provided Construction Work Scope Guideline (Attachment B); and the Amenities provided must be consistent with amenities provided for rental properties in the marketplace. Proposals that enhance the Properties beyond the minimum requirements will be allowed; however, the rehabilitation funds provided may only be used for items contain in Attachment B unless otherwise approved in writing by the City.
2. Property Standards: The building must be maintained, at a minimum, to housing quality standards, and provide amenities as required to successfully operate the types of supportive housing systems outlined in this RFP.
3. Security: Adequate security measures must be in place to ensure the safety of program participants.
4. Property must be maintained for the use outlined in this RFP for **ten (10)** years. The City will place a reverter clause within the property transfer documents; any change in use may cause the City to exercise its right to recapture the property.
5. Public Entity Crimes: A person or affiliate who has been placed on the convicted Bidders list following a conviction for a public entity crime may not submit a proposal on

a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or public work's project, may not submit a response on a lease 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 Section 287.017 of Florida Statutes for Category Two for a period of 36 months from the date of being placed on the convicted Bidder / Applicant list.

### **Affordable housing and local requirements**

- Code compliance: Any rehabilitation must meet the **City of Miami** Building Code, and the Model Energy Building Code or U.S. Housing and Urban Development (HUD) accepted equivalent.
- Insurance requirements: At the time of award, the applicant will be required to provide the City with insurance certificates at limits satisfactory to the City's Risk Management Division. For properties in flood zones, federal flood insurance is required.

### **Resident Requirements**

All residents of the property must conform to the requirements established for the appropriate HOPWA Programs and the terms of this RFP.

### **Conflict of interest**

If any individual member of a proposing team, or an employee of a proposing team/firm, or an immediate family member of the same is also a member of any board, commission, or agency of the City, that individual is subject to the conflict of interest provisions of the City code, Section 2-611. The code states that no City officer, official, employee or board, commission or agency member, or a spouse, son, daughter, parent, brother or sister of such person, shall enter into any contract, transact any business with the City, or appear in representation of a third party before the City Commission. This prohibition may be waived in certain instances by the affirmative vote of 4/5 of the City Commission, after a public hearing, but is otherwise strictly enforced and remains effective for two years subsequent to a person's departure from City employment or board, commission or agency membership.

This prohibition does not preclude any person to whom it applies from submitting a proposal. However, there is no guarantee or assurance that such person will be able to obtain the necessary waiver from the City, even if such person were the successful Applicant.

A letter indicating a conflict of interest for each individual to whom it applies shall accompany the submission package. The letter must contain: the name of the individual who has the conflict; the relative(s), office, type of employment or other situation which may create the conflict; the board on which the individual is or has served; and the dates of service.

## **Terms and Conditions of Sale and Development Agreement**

### **City's commitment of funds & services**

The successful Applicant(s) will receive rehabilitation funds for the Site(s) they are awarded as outlined in this Proposal; however, the Applicant(s) shall be required to provide any and all additional financing for any improvements as well as incur costs for operating expenses. The City reserves to the right to reduce or withhold funding allocations should funding

become reduced or unavailable to the City. Notwithstanding the aforementioned, the City may assist the successful Applicant in pursuing grant funding, low interest rate loans, or other additional funds and/or services that may be available for this project.

### **City's commitment of property**

The site and its improvements are offered "as-is" by the City. No representations or warranties are made as to its condition, state or characteristics. Expressed warranties and implied warranties of fitness for a particular purpose or use and habitability are hereby disclaimed. New appraisals, testing, inspections, and/or other non-invasive due diligence shall be at the sole cost and expense of the prospective Applicant.

### **Purchase and sale agreement**

Upon the City Manager approving the Review Committee's (Committee) recommendation to select the top ranked firm, the City shall negotiate a purchase and sale agreement (Agreement) with the designated respondent for the sale and development of the site in accordance with the parameters of their proposal and this RFP. **The sale price for Site I is \$120,000 (one hundred fifty thousand dollars). The sale price for Site II is \$180,000 (one hundred fifty thousand dollars).** Proceeds from the sale will satisfy encumbrances on the property. The City Attorney's Office will provide assistance to the City Manager or his designee during the negotiations of the Agreement and must approve the Agreement as to legal form and correctness prior to the City Commission's authorization for execution of the Agreement. The Agreement shall comply with all applicable laws, City Charter, and City code provisions. The actual terms shall be negotiated with City staff and are subject to final approval by the City Commission. The successful Applicant shall have no vested rights, nor title or interest in the property or in the development proposed thereon until such time as the Agreement is approved by the City Commission and is fully executed, and then only in the manner stipulated within the Agreement.

### **Conditions precedent to closing**

Conditions that must be met prior to closing on the property with the successful Applicant include, but are not limited to, review by Applicant of City's title to the property, receipt and approval by the City Manager of financing commitment(s) for any construction or improvements, receipt by the City of an environmental condition acceptance notice, and approval by the City Manager of the development plans for the project.

### **Property**

The property list is attached as Attachment A.

### **Proposed uses**

All proposed uses shall be consistent with and responsive to this RFP.

### **Taxes and impositions**

The City shall have no taxes, impositions, or outstanding encumbrances or unpaid bills on this property; regardless, the City will be liable for taxes and expenses incurred at the property prior to closing. The successful Applicant shall be required to pay all governmental assessments, including assessments imposed by the City, franchise fees, excises, license and permit fees, levies, charges and taxes, including ad valorem real estate taxes on the property under the completed project and the improvements, general and special, ordinary and extraordinary properly levied against the property and the improvements which constitute a lien on the property or the improvements. The successful Applicant shall also be required to

pay other applicable sales taxes. In compliance with the City Charter, should a tax exemption be obtained for either the property and/or improvements, the successful Applicant shall be responsible to pay an amount equal to what the City's portion of the ad valorem real property taxes would be if the property and/or the improvements did not obtain an exemption. The City's portion of real property taxes or other governmental assessments shall be due notwithstanding any incentives received from the City, County, State, or Federal Government.

### **Environmental**

During the due diligence period, the successful Applicant(s) shall have site access to conduct environmental site assessments, including sampling and testing of the soils, sediments and possibly the groundwater, or for the presence of asbestos-containing materials (ACMs). If any hazardous material is discovered, the successful Applicant shall be responsible for the removal or remediation of the hazardous materials as required by law. Satisfactory completion on environmental review and receipt by the City of a release of funds by HUD will be required prior to the commencement of work.

### **Assignment**

The City, in its sole discretion, shall have the right to approve any assignment or transfer of interest in the proposed purchase and sale agreement prior to and during the development phase, if modifications are made to the property.

### **Rejection of proposal**

The City of Miami reserves the right to waive any informalities or minor irregularities; reject any and all Proposals which are incomplete, conditional, obscure, or which contain additions not allowed for; accept or reject any proposal in whole or in part with or without cause; and accept the proposal(s) which best serves the City.

### **Closing costs**

All costs incurred by the City in the transfer of the property, including the City's cost of conducting this competition, shall be paid by the successful Applicant (Purchaser) by cashier's check or certified check at closing, which amount shall not exceed Five Thousand Dollars (\$5,000). The Purchaser shall not be responsible for the cost of recording any corrective instrument, which may be required to convey clear title, or for the cost of any certified, confirmed, and ratified special assessment liens as of the date of the purchase and sale agreement.

## **B. ELIGIBILITY AND SELECTION**

### **Eligible Applicants**

Proposals will be accepted from community based not-for-profit organizations, including private not-for-profit community development corporations, and governmental housing agencies, as follows:

Non-profit organizations that:

- Are organized under State law;
- Have no part of its net earnings inuring to the benefit of any member, founder, contributor or individual;

- Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or had designated an entity that will maintain such an accounting system;
- Have among its purposes significant activities related to providing services or housing to persons with acquired immunodeficiency syndrome (AIDS) or related diseases and/or low income;
- Can demonstrate integration, or the willingness to partner, with the existing HIV/ AIDS Continuum of Care and Treatment in Miami-Dade County;
- Are eligible to participate in HUD and City-funded programs (not on disbarred lists).

Governmental Housing Agencies that:

- Are public housing authorities; or
- Are units of government chartered by the chief executive to provide housing activities within the political jurisdiction.

All applicants must provide a current budget showing the applicant's capacity to execute the proposed project and the ability to secure additional funding necessary to operate the proposed project. All not-for-profit organizations must also maintain a current 501(c)(3) status and be in good standing with the Florida Secretary of State.

**Public Entity Crimes:** A person or affiliate who has been placed on the convicted Bidders list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a Response on a contract with a public entity for the construction or repair of a public building or public work's project, may not submit a response on a lease 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 Section 287.017 of Florida Statutes for Category Two for a period of 36 months from the date of being placed on the convicted Bidder / Applicant list.

### **Threshold Requirements**

**All proposals must meet the following minimum threshold requirements:**

- *Applicants must provide evidence of good standing with the Florida Secretary of State and those that are not-for-profit organizations must provide evidence of current 501 (c)(3) tax exempt status from the Internal Revenue Service.*
- *Applicant is current in all financial obligations with the City of Miami. The City of Miami will not fund an organization or agency with outstanding disallowed costs, defaulted loans, debarment actions or any other legal encumbrance, regardless of the merits of the submitted proposal.*
- *Applicant organization must certify that it operates a drug-free environment.*
- *Applicant organization must certify it complies with the Americans with Disabilities Act (ADA).*

**Currently HOPWA-funded agencies must meet the following additional minimum threshold requirements:**

- *Agency must be in compliance with all terms of their most recent HOPWA contract requirements.*
- *Agency must not have any unresolved HUD or City monitoring findings or audit findings regarding any of the agency's HOPWA-funded projects or other federal funding for the proposed project.*
- *Agency must submit an independent audit for its fiscal year ending in 2007.*

***If the applicant fails to demonstrate that these requirements have been met, the proposal will not be reviewed further.***

<b>C. APPLICATION PROCESS</b>
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**Timeline**

RFP available to the Public	July 14, 2008
Pre-Application Workshop	July 21, 2008
Inspection of Properties	Ongoing to be scheduled with HOPWA Program Staff
Deadline for Submission of Written Questions	July 22, 2008
Response to Written Questions	July 25, 2008
Deadline for Submission of Applications	August 4, 2008

**Submission of Written Questions**

Applicants may ask questions about the form and content of this RFP during the Pre-Application Workshop. After the Pre-Application Workshop, any questions, explanations or other requests desired by applicants regarding this RFP must be submitted in writing to the attention of Raymond Louis, City of Miami Department of Community Development, 444 SW 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor, Miami, Florida 33130 (electronic facsimile for written questions will be accepted at (305) 400-5224) by no later than 3:00 p.m. on July 22, 2008, and must include the applicant's name, address, phone number, facsimile number, and e-mail address.

**Proposal Submission**

Copies of the RFP are available from the Department, located at 444 SW 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor, Miami, Florida 33130. Copies of the RFP and can be downloaded from the City of Miami website at [www.miamigov.com](http://www.miamigov.com) . *All required forms are located in Part Five (Forms) of this RFP.*

- *Please note that the Proposal Cover Sheet must be the first page of each proposal.*

**This RFP seeks proposals for two sites. One site is specifically dedicated to single mothers diagnosed with AIDS and their children. Proposals for each Site must be**

**submitted separately, and must clearly indicate for which Site the proposal is intended. Applicants may submit proposals for either Site I or II, or both Sites.**

All proposals submitted must:

- *Be on 8 ½ “ X 11” paper*
- *Be neatly typed on one side only with standard margins.*
- *Be at least a 12-point font size.*
- *Have pages sequentially numbered.*
- *Be tabbed and indexed.*
- *Clearly indicate which Site is being applied for.*

The City may require additional information for the determination of the applicant’s qualifications to provide the proposed services.

Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in this RFP.

***The proposal must be submitted in the legal name of the corporation or agency and the corporate seal (if the corporation has a seal) must be stamped or affixed on the original proposal. An authorized representative of the applicant organization or agency who has legal authority to bind the organization in contract with the City must sign proposals.***

***Proposal responses must comply with the requirements detailed in this document. Proposals that are incomplete, out of order, have an inadequate number of copies, lack required attachments, or have other content errors or deficiencies may be rejected. Contextual changes and/or additions to the proposal after submission will not be accepted.***

Lack of compliance with legal or administrative submission requirements may lead to disqualification. ***Proposals that are disqualified will not be reviewed nor rated.***

**All proposals must be received by 3:00 p.m., August 4, 2008. Proposals submitted via facsimile will not be accepted. It is the sole responsibility of the applicant to ensure that proposals are submitted on time.**

***PROPOSALS SUBMITTED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR FUNDING.***

One (1) original, with “***Original***” on the cover page, ***three (3) copies, and one (1) unbound, non-tabbed copy*** must be submitted to:

**City of Miami  
Office of the City Clerk  
HOPWA Proposal, Site \_\_\_\_\_  
3500 Pan American Drive  
Miami, Florida 33133**

Copies of the ***Five-Year Consolidated Plan*** for Fiscal Years 2004-2009 and the 2008 HIV/AIDS Housing Needs Assessment are available for review at: the Department, located at 444 SW 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor. Copy of the ***Five-Year Consolidated Plan*** for Fiscal Years 2004-2009 also is available on the City of Miami website at **[www.miamigov.com](http://www.miamigov.com)**.

*Acceptance of a proposal does not constitute a contract and does not obligate the City to award funds.*

**Evaluation and Review Process**

City staff shall initially review proposals submitted for completeness of required forms, supporting documents, and minimum threshold requirements as set forth in the RFP. During this initial review, and prior to the start of deliberations by the Selection Committee, respondents may be contacted, at the sole discretion of City staff, to cure proposals that contain non-material, non-substantive defects as determined solely by City staff. If notified of such a deficiency, the respondent shall correct such deficiency within five (5) working days of receipt of such notification to cure said deficiency. Those submissions that comply with the requirements will be deemed responsive.

*Application packages that have been determined by City staff to be incurable will not receive further evaluation.* The applicant will be advised that the proposal is incomplete and will not receive further consideration for funding.

Each proposal will be evaluated on its own merits for content, responsiveness, conciseness, clarity, and relevance, consistent with the goals and objectives outlined in this RFP and in the *Five-Year Consolidated Plan*, and for its adherence to the instructions in this RFP.

All qualified proposals will be reviewed by the Selection Committee and proposals recommended for funding will then be submitted to the City Commission. *The City Commission will exercise the final authority in the selection of projects and the allocation of funds to be awarded through this RFP.*

**Appeals**

*An appeal procedure will be made available to applicants whose proposals are not recommended for funding. THE APPEAL MUST BE BASED ON AN ERROR IN FACT OR LAW.* A panel of three reviewers will hear your appeal. If you wish to have an appeal hearing scheduled, you must notify the Department in writing within five (5) days from the date of the notice of non-funding.

<b>D. GENERAL CONDITIONS AND RESERVATIONS</b>
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**Proposal Conditions**

All costs of proposal preparation shall be borne by the applicant organization. The City shall not, in any event, be liable for any pre-contractual expenses incurred by the bidder in the preparation and/or submission of the proposal. The applicant shall not include any such expense as part of the budget in the proposal.

The proposal must always include the applicant's best terms and conditions.

The proposal must set forth full, accurate, and complete information as required by the RFP. No changes or additions are allowed after the proposal deadline.

**General City Reservations**

The City reserves the right to retain all submitted proposals and the proposals shall become the property of the City of Miami. Any department or agency of the City shall have the right to use any or all ideas presented in proposals submitted in response to this RFP without any change or limitation. Selection or rejection of a proposal does not affect these rights.

The City reserves the right to extend the RFP submission deadline should such action be in the best interest of the City.

The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City makes no representation that any contract will be awarded to any applicant responding to this RFP.

The City may, at its sole and absolute discretion, with or without cause, reject any and all, or parts of any and all, applications which are incomplete, conditional, obscure, or which contain additions not allowed for; or waive any irregularities in this RFP or in the applications received as a result of this RFP, and accept the proposal(s) which best serves the City. Also, the determination or the criteria and process whereby applications are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall ever be made as a result of this RFP, shall be at the sole and absolute discretion of the City.

The City may require any or all organizations or agencies receiving grants funded through this RFP to use a Centralized Accounting system selected by the City should it be determined that this would be in the best interest of the City.

***THE CITY WILL NOT FUND AN ORGANIZATION OR AGENCY WITH OUTSTANDING DISALLOWED COSTS, DEFAULTED LOANS, DEBARMENT ACTIONS OR ANY OTHER LEGAL ENCUMBRANCE, REGARDLESS OF THE MERITS OF THE SUBMITTED PROPOSAL.***

*The City reserves the right to create partnerships to provide services in a given area should the City determine that such action would be in the best interest of the City.*

**E. CONTRACT TERMS AND REQUIREMENTS**

**Contract Term**

The current Project Sponsor is obligated to transfer the Properties, free and clear of any encumbrance except for declarations of restrictive covenants as more fully described below, no later than ten (10) days from the date of an agreement resulting from this RFP.

**Declaration of Restrictive Covenants**

Due to the sole use of HOPWA funds to acquire and rehabilitate the eighteen (18) housing units, these units will be subject to a ten-year period of use restricted to housing the target populations as described below. The agreement resulting from this RFP shall require the successful applicant to execute for recordation in the Public Records of Miami-Dade County a Declaration of Restrictive Covenants for each parcel of the Properties. Such Declarations shall describe the restricted use, the period of restricted use and will include repayment provisions in event of premature conversion to non-AIDS housing use.

### **Rehabilitation of Properties**

Rehabilitation Standards: The building must be rehabilitated to maintain, at a minimum, the current existing number of units and unit mixture. The rehabilitation of the Properties will, at a minimum, adhere to the provided Construction Work Scope Guideline (Attachment B); and the Amenities provided must be consistent with amenities provided for rental properties in the marketplace. Proposals that enhance the Properties beyond the minimum requirements will be allowed; however, the rehabilitation funds provided may only be used for items contain in Attachment B unless otherwise approved in writing by the City.

### **Maintenance of Properties**

The new project sponsor shall be responsible for on-going maintenance of the Properties and such Properties must, at all times, comply with local, state and federal housing standards, including the local housing quality standards established under the HOPWA Program. All units of housing subject to the agreement resulting from this RFP shall be subject to annual inspection by the City. The units also may be subject to complaint inspections requested by residents of the housing program. The City reserves the right to withhold funds to the new project sponsor in the event that unit(s) fail inspection.

### **Contract Requirements**

The initial recommendations for funding should not be interpreted as a finding that the program complies with all requirements and conditions for a contract. A funding recommendation or offer to contract may be withdrawn upon the City's determination that reasonable attempts to negotiate an agreement have failed. *Prior to accepting the award, the applicant must meet applicable administrative and regulatory rules to meet State and local codes or other conditions as determined by the City Attorney. It is the applicant's responsibility to be familiar with these requirements prior to accepting the award and commencing contract negotiations.*

### **Administrative Costs**

Under federal regulations governing the use of HOPWA funds, contracted agencies may not use more than seven percent (7%) of the contract award on its administrative costs.

### **First Source Hiring Agreement Statement**

As per Ordinance No. 10032, all contractors conducting business with the City for goods, services, loans, or grants *must meet the requirements of the City's First Source Hiring Agreement.*

### **Davis-Bacon Act Requirements**

The Davis-Bacon Act requires the payment of prevailing wage rates as determined by the U.S. Department of Labor to all laborers and mechanics on construction projects in which twelve (12) or more dwelling units are assisted with Federal funds or in which other construction exceeds two thousand dollars (\$2,000). Each contract subject to Davis-Bacon labor standards requirements must contain labor standards clauses and a Davis-Bacon wage decision.

### **Section 3**

Section 3 of the Housing Development Act of 1968, as amended (12 U.S.C. 1701U), relates to the hiring and training of low- and moderate-income persons and the use of local businesses. The purpose of Section 3 is to ensure that employment and other economic

opportunities generated by HUD assistance or HUD-assisted project covered by Section 3, shall to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

## **F. SUPPORTING DOCUMENTS REQUIRED BY THE CITY**

*The following documents, in compliance with City, State or Federal regulations, must be submitted with all applications. The double asterisk (\*\*) indicates that specific forms are enclosed (see Part Six – Forms). Additional application requirements are specified under Part Three – Proposal Contents.*

- Proposal Cover Sheet
- Check-Off List for Submitting Documents. \*\*
- Current IRS 501(c)(3) letter, if a nonprofit organization including IRS Employer Identification Number.
- A Certificate of Status signed from the Florida Secretary of State indicating the corporation in good standing.
- A copy of the organization's Charter, Articles of Incorporation, and By-Laws.
- Names, addresses and professional affiliation of members of the Board of Directors.
- Organizational Chart.
- Personnel Policies and Procedures Manual.
- Certification of all funds received. \*\*
- Copy of Income Tax return (IRS Form 990) for the last completed fiscal year.
- Job descriptions and resumes of staff who will be funded either in whole or in part from this grant award.
- Declaration of Financial Interests.\*\*
- Certification Regarding Lobbying. \*\*
- Certification Regarding Debarment/Suspension. \*\*
- Leverage Certification\*\*
- Certification Drug-Free work environment.\*\*
- Authorized Representative Statement\*\*
- Certification of Sound Fiscal Management\*\*

- Certification Compliance with the American with Disabilities Act.\*\*

*Please Note: On June 9, 1998, the City Commission passed Resolution NO. 98-581 which contains a Credit Report clause stating that for each application for a loan from the City, the City will obtain and analyze credit reports on all property owners (individuals), borrowing entity(ies), as well as principals to determine the credit worthiness of the borrower(s). Any recipient of a grant or loan from the City as a result of this RFP will be subject to this credit check requirement.*

## **PART TWO**

### **DETAILED SPECIFICATIONS FOR HOPWA PROPOSALS**

#### **Project Sites and Intended Use**

This RFP seeks proposals for two sites. Proposals for each Site must be submitted separately, and must clearly indicate for which Site the proposal is intended. Applicants may submit proposals for either Site I or II, or both Sites.

#### **Life Quest I (Innovative Permanent Supportive Housing)**

The City is seeking a successful proposal to design and implement permanent supportive rental housing for persons diagnosed with AIDS for the units located at: 1301 NE 111<sup>th</sup> Street; 11115 NE 13<sup>th</sup> Avenue. This site offers eight (8) one-bedroom units. Occupancy is limited to two individuals, one of which must be diagnosed with AIDS, however, due to the size of the units, it would be more appropriate to limit occupancy to single individuals.

The City is particularly interested in proposals offering innovative housing-based programming tailored to residents that may have special support service needs in addition to those related to their AIDS status. These proposal will receive additional points when evaluated. The City further welcomes housing program proposals that would target persons living with AIDS, who also have special needs such as a history of mental illness and/or substance abuse disorder.

#### **Life Quest II (Permanent Housing for Single Mothers and Their Children)**

The City of Miami is seeking a successful proposal to design and implement permanent supportive rental housing for single mothers diagnosed with AIDS and their children for the units located at: 1075 NE 149<sup>th</sup> Street; 1096-97 NE 149<sup>th</sup> Street; and 14950-52 NE 11<sup>th</sup> Avenue. This site offers ten (10) units comprised of two bedrooms with a layout conducive to housing families.

#### **Program Requirements for Both Sites**

The housing program at each site must provide eligible participants with rental housing at the Properties and those support services necessary to ensure the housing stability of the target program population and increase self-sufficiency. The housing program should offer services on premises to the extent that on-site services are permissible under current zoning. The housing program also must be designed to encourage continual engagement in existing community-based HIV/AIDS medical care and treatment.

### **Case Management Services**

Project sponsors should provide additional supportive services necessary to ensure residents' housing stability. All residents must be provided case management services. Residents also should be provided support services as needed by the residents, such as, but not limited to, health and mental health assessment, care and treatment, drug and alcohol treatment and counseling, day care, personal assistance, and nutritional services. These services may be provided by the project sponsor or made available through case management referrals.

The Applicant must describe the most likely support services needed to meet the needs of their targeted residents, how such residents will receive such services and how the services are to be funded if the resident cannot access them through the Miami-Dade HIV/AIDS system of care (i.e. Ryan White or PAC Waiver programs and services).

### **Life Skills**

Successfully designed programs will include the following self-sufficiency skills training:

- Develop the day-to-day self-sufficiency skills that will allow HOPWA clients to live as independently as they possibly can;
- Maintain permanent, stable housing;
- Maintain optimal health;
- Increase their quality of life;
- Develop the skills necessary for them to obtain and retain jobs, return to school or begin new educational endeavors to the extent that their health conditions allow;
- Increase their access to and maintenance of care including, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government benefits and services. (24 CFR 574.300)

### **Eligible Population for Services**

Client eligibility to participate in any HOPWA-assisted housing program is based on AIDS status and income. In light of limited amount of funding made available through the federal HOPWA entitlement grant program and the significant unmet need for housing in Miami-Dade for low income persons living with AIDS, eligibility for all HOPWA-assisted housing is limited to Miami-Dade residents with a medically verifiable diagnosis of AIDS, as defined by the Centers for Disease Control, and their household family members.

Under HOPWA regulations, family means a household composed of two or more related persons. The term also includes one or more eligible persons living with another person or persons who are determined to be important to their care and well-being. The term also includes the surviving member or members of any family who were living with the person with AIDS at the time of his or her death in a unit assisted under HOPWA for a certain grace period following the death of the HOPWA client.

Only persons with AIDS and their families with annual incomes equal to or less than 80% of median income will be eligible to participate in the housing program. Median income levels are determined by incomes equal to or less than the HUD Rental Subsidy Program (Section

8) low-income or very low-income limits established by HUD annually. The present income table is as follows:

		<b>One Person</b>	<b>Two Persons</b>	<b>Three Persons</b>	<b>Four Persons</b>	<b>Five Persons</b>	<b>Six Persons</b>	<b>Seven Persons</b>	<b>Eight Persons</b>
	80% of Median (Low Income)	33,800	38,600	43,450	48,250	52,100	55,950	59,850	63,700

The new project sponsor shall be responsible for certifying each applicant for occupancy in the Properties, on the basis of AIDS status, legal status, income and additional special need criteria established by the program sponsor. Such certification shall be submitted and approved by the City prior to the applicant moving into a unit. Thereafter, the project sponsor shall be responsible for conducting annual re-certification of the resident, which shall be subject to City contract auditing.

For any resident who later requires more intensive care than can be provided in the housing program, the new project sponsor shall be responsible for locating a care provider who can appropriately care for the individual and referring the resident to the care provider.

Project sponsors will be required to comply with all policies and procedures set forth in the City of Miami HOPWA Policies and Procedures Manual (“HOPWA Manual”) that apply to project-based housing. Furthermore, project sponsors are required to establish a waitlist for each HOPWA project-based building site in accordance with the procedures set forth in Chapter XI of the HOPWA Manual. The City of Miami will not approve the occupancy of a prospective tenant if such household was not listed on the waitlist and determined to be next in line for a vacant unit.

**Available Funds**

In addition to rehabilitation funds for the Properties, program funds in the form of a rental subsidy award for a nine-month period will be made available. Approved rents for the units subject to this RFP are \$467 per month for each efficiency unit and \$581 per month for each one-bedroom unit. Clients shall be required to pay up to, but not more than, thirty percent (30%) of their monthly adjusted income toward the rent amount. Program funds awarded under this RFP will be used to subsidize the difference between the client’s portion of the rent and the approved rent for the unit size.

It is anticipated that the annual federal appropriation of HOPWA funds to the City will permit annual renewal of this rental subsidy award, subject to satisfactory contractor performance, available funding, and ongoing community needs.

As HOPWA funds are limited, a well-designed proposal would identify additional funds or resources to support the provision of necessary services to the residents of the housing program.

**Leverage Requirements**

Proposals must demonstrate integration, or the capacity and willingness to partner, with components of the existing HIV/ AIDS Continuum of Care and Treatment in Miami-Dade County. *As part of the proposal, a written agreement specifying the role of each*

*collaborating organization and executed by each partnered organization must be included to warrant scoring consideration on the basis of integration and collaboration.*

While HOPWA regulations do not require cash or in-kind leverage, Applicants are encouraged to offer in-kind or financial contributions that can be used for support services for residents of the housing program that cannot be accessed through the Miami-Dade HIV/AIDS system of care. *In order to be considered for points on the basis of leverage, applicants must provide a Leverage Certification as part of the proposal. The applicant must also attach to the proposal supporting evidence of the leverage listed in the Certification in the form of grant award letters, other documentation of firm commitments of funding, or documented commitment of services to be provided by third parties.*

**Proposal Evaluation**

Proposals will be rated based on relevance to FY’08 HOPWA Activities and the City Consolidated Plan. Additionally, the Proposals will be subject to the following scoring and evaluation criteria:

<b>Rehabilitation Criteria (Must score a minimum of 25 points for further consideration)</b>	<b>Maximum Points</b>
Successful multifamily rehabilitation construction experience ( <b>maximum 20 points</b> ):	
More than 1 but less than 3 years experience	<b>5</b>
More than 3 but less than 5 years experience	<b>10</b>
More than 5 years experience	<b>20</b>
Soundness of Rehabilitation Plan ( <b>maximum 25 points</b> ):	
Enhancements/green building techniques	<b>5</b>
Overall plan & design of the proposed development	<b>10</b>
Reasonable/expeditious rehabilitation timeframe	<b>10</b>
Extent of minority/women owned business participation	<b>5</b>
<b>Total maximum points possible</b>	<b>50</b>
<b>Organizational Criteria</b>	
<b>Organizational Capacity and Demonstrated Effectiveness</b>	<b>30</b>
1. Experience providing housing and/or services to the population proposed to be served ( <b>5 pts.</b> )	
2. Experience developing and managing supportive housing programs similar to that being proposed ( <b>6 pts.</b> )	
3. Previous experience with HUD programs ( <b>3 pts.</b> )	
4. Experience of staff and/or partners proposed to provide services under this grant ( <b>5 pts.</b> )	
5. Timely implementation of other projects (with consideration for delays outside the Applicant’s control) ( <b>2 pts.</b> )	
6. Applicant has financial resources to implement and administer project ( <b>4 pts.</b> )	
7. Applicant has demonstrated ability to implement and administer programs ( <b>5 pts.</b> )	
<b>Target Population</b>	<b>5</b>
1. The population to be served meets the eligibility requirements as described	

<p>in the RFA <b>(5 pts.)</b></p> <p>2. <u>For Site I Proposals Only</u>, the proposed permanent supportive housing is tailored for residents with special support needs beyond those related to their AIDS status. <b>(10 pts.)</b></p>	<b>10</b>
<p><b>Program Approach</b></p> <ol style="list-style-type: none"> <li>1. The housing and services proposed are appropriate to the needs of the persons to be served. <b>(5 pts.)</b></li> <li>2. The project will be adequately staffed and/or resourced to maintain Properties and provide proposed services <b>(5 pts)</b></li> <li>3. Participants will be involved in decision-making and project operations <b>(2 pts.)</b></li> <li>4. Services will be readily available (on-site; through provision of transportation; and/or easily accessible by public transportation) <b>(3 pts.)</b></li> <li>5. The housing and services proposed are designed to help participants maintain housing stability (demonstrate to what extent the proposed project achieves this goal) <b>(5 pts.)</b></li> <li>6. The housing and services are designed to encourage continual engagement in existing community-based HIV/AIDS care and treatment(demonstrate to what extent the proposed project achieves this goal) <b>(4 pts.)</b></li> <li>7. Proposed performance measures reflect the outcome measurements required under the RFP and are realistic and consistent with the goals of the program <b>(4 pts.)</b></li> <li>8. System is in place to track and monitor use of funds, provide regular performance outcome reports and program evaluation <b>(2 pts.)</b></li> </ol>	<b>30</b>
<p><b>Budget Justification</b></p> <ol style="list-style-type: none"> <li>1. Project costs adequately support building maintenance and operation; and costs are justified <b>(5 pts.)</b></li> <li>2. Project costs adequately support scope of proposed services; and costs are justified <b>(5 pts.)</b></li> </ol>	<b>10</b>
<p><b>Demonstrated Integration with the Existing HIV/ AIDS Continuum of Care and Treatment in Miami-Dade County</b></p> <ol style="list-style-type: none"> <li>1. Copies of referral or partnership agreements with other HIV/AIDS care providers <b>(3 pts.)</b></li> <li>2. Copies of service provision contract(s) with Ryan White Title I, Title II or other funders of HIV/AIDS services <b>(3 pts.)</b></li> <li>3. Membership participation on Miami-Dade HIV/AIDS Partnership and/or its committees <b>(2 pts.)</b></li> <li>4. Letters of support <b>(2 pts.)</b></li> </ol>	<b>10</b>
<p><b>Leverage</b></p> <ul style="list-style-type: none"> <li>• At least 50% of total costs covered by other documented committed funds or resources <b>(15 pts.)</b> OR</li> <li>• At least 25% of costs covered by other documented committed funds or resources <b>(10 pts.)</b> OR</li> <li>• At least 10% covered by other sources documented committed funds or resources <b>(5 pts.)</b> OR</li> <li>• Less than 10% covered by documented committed funds or resources <b>(0 pts.)</b></li> </ul>	<b>15</b>
<b>Total Points – Site I</b>	<b>160</b>

	<b>Total Point – Site II</b> <b>150</b>
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## PART THREE – PROPOSAL CONTENTS

### Proposal Contents

All proposals shall have the contents listed below in the order set forth below. *The double asterisk (\*\*)* indicates that specific forms are enclosed (see Part Six – Forms).

1. **Proposal Cover Sheet\*\***
2. **Check-Off List for Submitting Documents\*\***
3. **Table of Contents**
4. **Program Narrative**

Narratives should contain the following information:

- **Statement of Capacity**

**Organizational Experience** – Applicants must include and/or describe:

- a. experience in multifamily rehabilitation construction, including proof of successfully completed projects;
- b. a thorough history of the organization’s past experience providing housing and/or services to the population proposed to be served.
- c. experience with HUD-funded programs and other federally-funded programs.
- d. experience of staff and/or partners proposed to provide housing and services under this proposal.
- e. financial resources to implement and operate the proposed program.

**Organizational Structure** – Application should include:

- a. a list of currently administered programs, an organization chart, and an agency budget. The organizational chart should show total number and types of agency personnel positions. Qualifications for each program position should be included in the narrative.
- b. a list of positions created to accommodate the program versus those that are currently in existence.
- c. resumes of principals and other key personnel.
- d. a budget for the entire agency, including all sources of income.

- **Rehabilitation Construction Plan**

Applicants must include: a completed Attachment B, in addition to detailing any additional enhancements proposed; a construction timeline, and demonstration of ability to obtain any necessary funding to complete the rehabilitation as outlined in this RFP.

- **Pro Forma**

Applicants must provide a five year pro forma; including but not limited to all projected revenues, expenditures, and financing costs.

- **Demonstration of Need**

Applicants must describe the target special need population to be housed under the proposal, the need(s) that the proposed project will address and the degree to which such need(s) are unmet in Miami-Dade County.

- **Program Objectives**

- a. Applicants must explain why they are interested in administering the program and how the applicant's long-term goals and organizational mission are met by the program;
- b. How the proposed housing or housing related service activity furthers HOPWA Program objectives and priorities as well as addresses the needs identified by the applicant;
- c. The applicant's track record for successfully performing this housing activity or housing related service.

- **Description of Program: Describe in detail:**

- a. The plan to carry out the details of the program, including verification and compliance requirements
- b. The support services that will be provided, who will provide them and how they will be provided and funded. If any support services are to be provided by a third party, please attach memoranda of agreement and/or firm commitment of resources. Describe how residents will physically access the services.
- c. How the support services will be appropriate for the needs of the target population who will reside at the Properties. Provide explanation of how the support services will assist residents to maintain housing stability and engage in community-based HIV/AIDS care and treatment.
- d. Participation of residents in decision-making and program operations.
- c. Track and monitor the use of funds, provide regular reports and program evaluation,
- d. Implement quality assurance measures and performance measures, coordinate all related services and coordinate the program with other agencies. Please list outcome measurements for the proposed program. Outcomes to be measured must relate to and/or include: (a) residents' housing stability; (b) support service utilization; and (3) engagement in community-based HIV/AIDS care and treatment.

- **Integration with the Existing HIV/AIDS Continuum of Care in Miami-Dade:**

Applicants must describe how their agency, or its programs, are integrated into the existing HIV/AIDS Continuum of Care and Treatment or propose to become integrated into the continuum. Please describe existing partnership agreements or referral relationships, Ryan White or General Revenue HIV/AIDS funding received by the agency and services provided with such funds, and/or participation in planning activities on behalf of the Miami-Dade County HIV/AIDS Partnership. Attach supporting documentation to the proposal. Describe how the proposed housing and/or related housing service will be integrated into the HIV/AIDS Continuum of Care and Treatment.

5. **Program Time Line:** Applicant must be able to demonstrate the capacity to implement the program quickly within the time frame set forth in this RFP. Applicants must provide a detailed start-up schedule.

6. **Project Budgets (see Part Four – Budget Forms I – III)**
  - a. One-Year Operating Pro Forma for Properties
  - b. Support Service Budget Forms I-III\*\*
  - c. Completed line item cost in Work Scope Plan\*\*, Attachment B (Provide quantities and costs as indicated.)
  
7. **Leverage Certification\*\*** Supporting documentation must be attached to the Certification.
  
8. **Other Documents:**
  - a. Current IRS 501(c)(3) letter, if a nonprofit organization including IRS Employer Identification Number.
  - b. A Certificate of Status signed from the Florida Secretary of State indicating the corporation in good standing.
  - c. A copy of the organization’s Charter, Articles of Incorporation, and By-Laws.
  - d. Names, addresses and professional affiliation of members of the Board of Directors.
  - e. Organizational Chart.
  - f. Personnel Policies and Procedures Manual.
  - g. Certification of All Funds Received \*\*
  - h. Copy of Income Tax return (IRS Form 990) for the last completed fiscal year.
  - i. Job descriptions and resumes of staff who will be funded either in whole or in part from this grant award.
  - j. Declaration of Financial Interests\*\*
  - k. Certification Regarding Lobbying \*\*
  - l. Certification Regarding Debarment/Suspension \*\*
  - m. Certification Drug-Free work environment\*\*
  - n. Authorized Representative Statement\*\*
  - o. Certification of Sound Fiscal Management\*\*
  - p. Certification Compliance with the American with Disabilities Act\*\*
  - q. Affirmative Fair Housing Marketing Plan\*\*

## **PART FOUR**

### **EVALUATION AND APPROVAL OVERVIEW**

#### **Evaluation Process**

1. City staff shall initially review proposals submitted for completeness of required forms, supporting documents, and minimum threshold requirements as set forth in the RFP. During this initial review, and prior to the start of deliberations by the Selection Committee, respondents may be contacted, at the sole discretion of City staff, to cure proposals that contain non-material, non-substantive defects as determined solely by City staff. If notified of such a deficiency, the respondent shall correct such deficiency within five (5) working days of receipt of such notification to cure said deficiency. Those submissions that comply with the requirements will be deemed responsive.

***Application packages that have been determined by City staff to be incurable will not received further evaluation.*** The applicant will be advised that the proposal is incomplete and will not receive further consideration for funding.

2. Each proposal will be evaluated on its own merits for content, responsiveness, conciseness, clarity, and relevance, consistent and for its adherence to the instructions in this RFP.
3. The Selection Committee will review qualified proposals and make funding recommendations to the City Housing Loan Committee as may be required and to the City Commission. The City Commission will determine the final projects to be approved and the allocation of funds awarded through this RFP.
4. The initial recommendation for funding should not be interpreted as a determination that the proposal complies with all requirements and conditions for a contract. A funding recommendation or offer to contract may be withdrawn upon the City's determination that reasonable attempts to negotiate an agreement have failed.

### **Appeals**

**An appeal process will be made available to applicants that are not recommended for funding. The appeal must be based on an error in fact or law.** To initiate an appeal, the applicant must submit a request for appeal by notifying the Department in writing within five (5) days from the date of the notice of non-funding recommendation. A panel of three (3) reviewers will hear any appeals granted by the Department.

### **Environmental Clearance**

**All projects funded with HOPWA** will be required to undergo an environmental review, and no funds can be committed and expended until the activity has received an environmental clearance. No exceptions can be made. Project construction must not commence, or if the Project was already under construction at the time of application for federal funds, construction must cease immediately, until a HUD Release of Grant Conditions or a confirmation of exempt status has been issued for the Project. It is permissible to purchase a real estate option on a property designated for construction if the option agreement stipulates that the purchase of the property is subject to a determination of desirability of the property as a result of the completion of the environmental review. The cost of the option must be a nominal portion of the purchase price.

## **PART FIVE**

# FORMS

(The remainder of this page is left intentionally blank.)

City of Miami  
**HOPWA Request for Proposals**  
**FY 2008 - 2009**  
**Proposal Cover Sheet**

**A. APPLICANT DATA**

<b>Name of Organization</b>	
Address	
City & Zip Code	
Tax ID #	
Authorized Representative	
Contact Person	
Telephone Number	
Fax Number	
E-mail Address	

**B. BRIEF SUMMARY OF PROPOSED HOUSING PROJECT**

**C. TARGET POPULATION FOR HOUSING PROGRAM**

**ACKNOWLEDGEMENT (all applicants)**

I, \_\_\_\_\_, as Authorized Representative of the Applicant, state that Applicant understands that if an award is made by the City of Miami to the Applicant in connection with this RFP, Applicant must meet applicable administrative and regulatory rules to meet Federal, State and local codes or other conditions as determined by the City Attorney. I acknowledge that it is the Applicant's responsibility to be familiar with these requirements prior to accepting the award and commencing contracts negotiations with the City of Miami.

**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
 Signature of Authorized Representative

DATE: \_\_\_\_\_

\_\_\_\_\_  
 Name of Authorized Representative

TITLE: \_\_\_\_\_

**CERTIFICATION OF ALL FUNDS RECEIVED**  
**(Non-Housing Development Applications Only)**

This certifies that \_\_\_\_\_ operates on a fiscal  
 (Name of Agency)  
 which ends on \_\_\_\_\_. This further certifies that the financial  
 records (unaudited) of \_\_\_\_\_ for the year ended \_\_\_\_\_  
 (Name of Agency)

reflects the following, as related to federal and non-federal awards:

A. All Funds Received.

Source of Funds	Contract Period	Purpose	Amount

B. Total Agency Funding: \$ \_\_\_\_\_

The undersigned certify that the above information is complete and accurate, to the best of their knowledge, and that the City of Miami, Department of Community Development, will be notified, should this information be determined to be different.

Chief Financial Officer

Chief Executive Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Typed or Printed

\_\_\_\_\_  
Name Typed or Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**DECLARATION OF FINANCIAL INTERESTS**

1. Do you have any past due financial obligations with the City of Miami?

	YES	NO
Single Family Housing Loans	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Family Housing Rehab	<input type="checkbox"/>	<input type="checkbox"/>
CDBG Commercial Loan Project	<input type="checkbox"/>	<input type="checkbox"/>
U.S. HUD Section 108 Loan	<input type="checkbox"/>	<input type="checkbox"/>
Other HUD Funded Programs	<input type="checkbox"/>	<input type="checkbox"/>
Others (liens, fines, loans, Occupational licenses, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

If YES, please explain:

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2. Do you have any past due financial obligations with Miami Capital Development, Inc. (MCDDI)?

YES            NO     

If YES, please explain:

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3. Are you a relative of or do you have any business or financial interests with any elected City of Miami Official, City of Miami Employee, or Member of the City's Advisory Boards?

YES            NO     

If YES, please explain:

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Any false information provided on this application will be reason for rejection and disqualification of your project-funding request to the City of Miami.

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

\_\_\_\_\_  
Name and Title of Authorized Representative      DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative      DATE: \_\_\_\_\_

# **CERTIFICATION REGARDING LOBBYING**

## Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid, or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) This undersigned shall require that the language of this certification be included in the award documents for "All" sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a pre-requisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
PRINT NAME OF CERTIFYING OFFICIAL

\_\_\_\_\_  
SIGNATURE OF CERTIFYING OFFICIAL

\_\_\_\_\_  
DATE

\* Note: In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per QMB).

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS**

1. The applicant certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1.b of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the City of Miami.

\_\_\_\_\_  
APPLICANT/AGENCY

\_\_\_\_\_  
PRINT NAME OF CERTIFYING OFFICIAL

\_\_\_\_\_  
SIGNATURE OF CERTIFYING OFFICIAL

\_\_\_\_\_  
DATE

# **DRUG FREE WORKPLACE CERTIFICATION**

## **Certification for Contracts, Grants, Loans and Cooperative Agreements**

The undersigned certifies that it will provide a drug-free workplace program by:

- (1) Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- (2) Establishing a continuing drug-free awareness program to inform its employees about:
  - (i) The dangers of drug abuse in the workplace;
  - (ii) The Bidder's policy of maintaining a drug-free workplace;
  - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Giving all employees engaged in performance of the Contract a copy of the statement required by subparagraph (1);
- (4) Notifying all employees, in writing, of the statement required by subparagraph (1), that as a condition of employment on a covered Contract, the employee shall:
  - (i) Abide by the terms of the statement; and
  - (ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than five (5) calendar days after such conviction;
- (5) Notifying City of Miami government in writing within ten (10) calendar days after receiving notice under subdivision (4) (ii) above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (6) Within thirty (30) calendar days after receiving notice under subparagraph (4) of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
  - (i) Taking appropriate personnel action against such employee, up to and including termination; or
  - (ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
- (7) Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraph (1) through (6).

\_\_\_\_\_  
(Bidder Signature)

\_\_\_\_\_  
(Print Vendor Name)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_  
(name of signature being notarized) (title) of \_\_\_\_\_ known to me to be the person described herein,  
(name of corporation/company)

or who produced \_\_\_\_\_ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

\_\_\_\_\_  
Signature)

\_\_\_\_\_  
(Print Name)

My commission expires \_\_\_\_\_

**DISABILITY NON-DISCRIMINATION CERTIFICATION**

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies that it is in compliance with and agrees to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed above including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction in the following laws:

The Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104, Stat. 327, 42 U.S.C. 12101-12213 and 47, U.S.C. Sections 325 and 611 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications, and Title V, Miscellaneous Provisions; The Rehabilitation Act of 1973, 29 U.S.C. Section 794; The Federal Transit Act, as amended 49 U.S.C. Section 1612; The Fair Housing Act as amended 42 U.S.C. Section 3601-3631.

The foregoing requirements shall not pertain to contracts with the United States or any department or agency thereof, the State of any political subdivision or agency thereof or any municipality of this State.

\_\_\_\_\_  
(Bidder Signature)

\_\_\_\_\_  
(Print Vendor Name)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_  
\_\_\_\_\_ as \_\_\_\_\_ (title)

(name of person whose signature is being notarized)

of \_\_\_\_\_ known to me to be the person described herein,

(name of corporation/company)

or who produced \_\_\_\_\_ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

My commission expires \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE STATEMENT**

Provide the name(s) and telephone number of the person(s) who has been designated the responsibility within the following areas:

<b><u>POSITION</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE NUMBER</u></b>
Chairman of the Board	_____	_____
Exec. Director of the Project	_____	_____
Project Director	_____	_____
Affirmative Action Officer	_____	_____
Personnel Officer	_____	_____
Fiscal Management Officer	_____	_____

**1. PERSON(S) AUTHORIZED TO SIGN CHECKS**

NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
TELEPHONE: _____	TELEPHONE: _____
SIGNATURE: _____	SIGNATURE: _____

**2. PERSON(S) AUTHORIZED TO SIGN REIMBURSEMENT PACKAGES**

NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
TELEPHONE: _____	TELEPHONE: _____
SIGNATURE: _____	SIGNATURE: _____

**3. PERSON(S) AUTHORIZED TO SIGN CONTRACTS**

NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
TELEPHONE: _____	TELEPHONE: _____
SIGNATURE: _____	SIGNATURE: _____

\*Persons Authorized to Pick-up \_\_\_\_\_  
Reimbursement Checks \_\_\_\_\_

---

**\* FACSIMILE SIGNATURES REQUIRED AND MUST BE BONDED**

CITY OF MIAMI  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
FORMS --OPERATIONAL DOCUMENTS

**CERTIFICATION OF SOUND FISCAL MANAGEMENT**

We, \_\_\_\_\_ as the Executive Director, and \_\_\_\_\_  
(Full Name) (Full Name)

as the Chief Fiscal Officer of \_\_\_\_\_, acknowledge that as a condition of  
(Organization)

receiving funds from the City of Miami, have the need to establish and maintain sound financial and fiscal controls and management systems. We hereby certify that \_\_\_\_\_

(Organization)

has established internal controls which are adequate to safeguard the assets of the agency, monitor the accuracy and reliability of accounting data, promote operating efficiency and insure compliance with prescribed policies and procedures.

\_\_\_\_\_  
Signature (Executive Director)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Chief Fiscal Officer)

\_\_\_\_\_  
Date

I am a duly licensed certified public accountant and have been engaged to review the accounting systems of \_\_\_\_\_ which is private (\_\_\_ profit/\_\_\_ non-profit) organization  
(Organization)

that will operate programs for the City of Miami. I have reviewed the financial systems that this Agency has established. This review was completed on \_\_\_\_\_. At the time of review, the Agency had established internal controls which were adequate to safeguard the assets of the Agency, monitor the accuracy and reliability of accounting data, promote operating efficiency, and insure compliance with prescribed management policies.

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Typed Name of Accountant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Accountant)

If any modifications are required to this certificate due to the nature of the engagement between the Agency and the C.P.A., attach a substitute report as explanation.



**BUDGET FORM I  
CITY OF MIAMI  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
(NON-HOUSING DEVELOPMENT ONLY)**

**BUDGET NARRATIVE BY LINE-ITEM**

AGENCY: \_\_\_\_\_ FISCAL YEAR \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_

ITEM	AMOUNT



**COST ALLOCATION PLAN – NON-HOUSING DEVELOPMENT ONLY**

**BUDGET FORM III  
10 F 3**

**AGENCY:** \_\_\_\_\_

**Period Being Cost Allocated:** \_\_\_\_\_

Effective Date																		
Funding Source																		
Line-Item Description	%		%		%		%		%		%		%		%		%	Total
101 STAFF SALARIES - CLASSIFIED																		
200 STAFF MICA																		
201 STAFF FICA																		
202 STAFF WORKERS COMP.																		
203 STAFF UNEMPLOYMENT																		
204 STAFF GROUP HEALTH INS.																		
206 RETIREMENT STAFF																		
250 PROFESSIONAL SERVICES																		
252 AUDIT COST																		
260 SPECIAL																		
261 TEMPORARY STAFF																		
270 INDIRECT COST																		
300 DIR. PUB. OFF. BOND																		
301 GEN. LIABILITY INS.																		
302 AUTO LIABILITY																		
303 BONDING																		
304 OTHER INSURANCE																		
350 TELEPHONE																		
360 ELECTRICAL SRVS.																		
370 GARBAGE																		
380 WATER & SEWER																		
400 EQUIPMENT REPAIR																		
410 EQUIPMENT MAINT.																		

**COST ALLOCATION PLAN (NON-HOUSING DEVELOPMENT ONLY)**

**BUDGET FORM III  
20F3**

**AGENCY:** \_\_\_\_\_

**Period Being Cost Allocated:** \_\_\_\_\_

Effective Date																		
Funding Source																		
Line-Item Description	%		%		%		%		%		%		%		%		%	Total
411 BLDG. MAINTENANCE																		
415 CONF. & PROF. MTNG.																		
420 CONTRACTUAL MAINT.																		
421 MAINT. VEHICLE																		
422 OPERATIONAL MAINT. VEHICLE (GASOLINE)																		
450 EQUIPMENT RENTAL																		
460 SPACE RENTAL																		
501 POSTAGE																		
502 PRINTING OUTSIDE																		
503 PUBLICATIONS																		
504 ADVERTISING																		
507 MEMBERSHIP																		
510 LOCAL TRAVEL																		
511 OUT OF TOWN TRAVEL																		
513 PKNG. M.RAIL—STAFF																		
520 PRINTING REPRO. SUPPLIES																		
521 OFFICE SUP. STAFF																		
522 TRAINING SUPPLIES																		
524 SPEC. SUP. (SFETC)																		

**COST ALLOCATION PLAN (NON-HOUSING DEVELOPMENT ONLY)**

**BUDGET FORM III  
30 F 3**

**AGENCY:** \_\_\_\_\_

**Period Being Cost Allocated:** \_\_\_\_\_

Effective Date																		
Funding Source																		
Line-Item Description	%		%		%		%		%		%		%		%		Total	
525 EXPENDABLE TOOL																		
SUPPLIES (SFETC)																		
526 COMPUTER SUPPLIES																		
527 SUPPORTIVE SERVICE																		
528 CHILD CARE/SUPP																		
SERVICES																		
542 TUITION & BOOKS																		
600 O/T WAGES																		
(PARTICIPANT)																		
900 CAPITAL OUTLAY EQUIP.																		
901 OFFICE FURNITURE																		
(BELOW \$500.00)																		
902 SOFTWARE																		
902 SOFTWARE																		

DEPARTMENT OF COMMUNITY DEVELOPMENT  
CHECK-OFF LIST FOR HOPWA SUPPORTIVE HOUSING PROPOSALS

FOR: \_\_\_\_\_  
(Agency)

DOCUMENTS	SUBMITTED (YES/NO)	COMMENTS
1. Proposal Cover Sheet		
2. Check-Off List		
3. Table of Contents		
4. Program Narrative		
5. Timeline		
6. Budget Forms		
7. Leverage Certification and Support Documentation		
8. Current 501©(3) letter, if a non-profit organization Including IRS Employer Identification Number.		
9. State of Florida Current Year Corporate Registration (Certificate of Good Standing and Incumbency for Agency)		
10. Charter, Articles of Incorporation, and By-Laws.		
11. Names, Addresses, and Professional affiliation of Members of the Board of Directors		
12. Organizational Chart		
13. Personnel Policies and Procedures Manual		
14. Certification of all funds received		
15. Income Tax return (IRS Form 990) for the last completed fiscal year		
16. Job Descriptions and resumes of staff who will be funded either in whole or in part from this grant award		
17. Declaration of Financial Interest		
18. Certification Regarding Lobbying		
19. Certification Regarding Debarment, Suspension , and Other Responsibility Matters		
20. Public Entity Crime Affidavit		
21. Certification for Drug Free Work Environment		
22. Completion of Authorized Representative Statement		
23. Certification of Sound Fiscal Management		
24. Certification ADA Compliance		
25. Affirmative Fair Housing Marketing Plan		

DO NOT WRITE BELOW THIS LINE

I HAVE REVIEWED ALL REQUIRED OPERATIONAL DOCUMENTS AND FIND THEM TO BE ACCEPTABLE

\_\_\_\_\_

\_\_\_\_\_

Contract Compliance Analyst

Date



# Affirmative Fair Housing Marketing Plan

U.S. Department of Housing and Urban Development  
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013 (exp. 09/30/2003)

1a. Applicants Name, Address (including city, state & zip code) & Phone Number	1c. Project/ Application Number	1d. Number of Units	1e. Price or Rental Range From \$  To \$
	1f. For Multifamily Housing Only  <input type="checkbox"/> Elderly <input type="checkbox"/> Non-Elderly	1g. Approximate Starting Dates (mm/dd/yy)  Advertising ----- Occupancy	
1b. Projects Name, Location (including City, State and Zip Code)	1h. Housing Market Area	1i. Census Tract	
	1j. Managing/ Sales Agent's Name & Address ( Including City, State, and Zip Code)		

<b>2. Type of Affirmative Marketing Plan</b> (Mark only one) <input type="checkbox"/> Project Plan <input type="checkbox"/> Minority Area <input type="checkbox"/> White ( Non-minority) Area <input type="checkbox"/> Mixed Area (with                      % minority residents)	<b>3. Direction of Marketing Activity</b> (Indicate which group(s) in the housing market area are least likely to apply for the housing because of its location and other factors without special outreach efforts) <input type="checkbox"/> White (non-Hispanic) <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Alaskan Native  <input type="checkbox"/> Black (non-Hispanic) <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Persons with Disabilities
--	--

**4a. Marketing Program: Commercial Media** (Check the type of media to be used to advertise the availability of this housing)

Newspapers / Publications     Radio     TV     Billboards     Other (Specify)

Name of Newspaper, Radio or TV Station	Racial / Ethnic Identification of Readers / Audience	Size / Duration of Advertising

**4b. Marketing Program: Brochures, Signs and HUD's Fair Housing Poster**

(1) Will brochures, letter, or handouts be used to advertise?  Yes     No    If "Yes" attach a copy or submit when available.

(2) For project site sign, indicate sign size                      x                      ; Logotype size                      x                      . Attach a photograph of project sign or submit when available.

(3) HUD's Fair Housing poster must be conspicuously displayed wherever sales / rentals and showings take place. Fair Housing Posters will be displayed in the  Sales/Rental Office     Real Estate Office     Model Unit     Other (specify)

**4c. Community Contacts.** To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contacts with the groups/organizations listed below that are located in the housing market area or SMSA. If more space is needed, attach an additional sheet. Notify HUD-FH EO of any changes in this list. Attach a copy of correspondence to be mailed to these groups/organizations. (Provide all requested information.)

Name of Group/Organization	Racial/Ethnic Identification	Approximate Date (mm/dd/yyyy)	Person Contacted or to be Contacted

Address & Phone Number	Method of Contact	Indicate the specific function the Group/Organization will undertake in implementing the market program

<b>5. Future Marketing Activities</b> (Rental Units only) Mark the box(s) that best describe marketing activities to fill vacancies as they occur after the project has been initially occupied. <input type="checkbox"/> Newspapers/Publications <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> Brochures/Leaflets/Handouts <input type="checkbox"/> Site Signs <input type="checkbox"/> Community Contacts <input type="checkbox"/> Other (specify)	<b>6. Experience and Staff Instructions</b> (See instructions) 6a. Staff has experience <input type="checkbox"/> Yes <input type="checkbox"/> No 6b. On separate sheets, indicate training to be provided to staff on Federal , State and local fair housing laws and regulations, as well as the AFHM Plan. Attach a copy of the instructions to staff regarding fair housing
--	--

**7. Additional Considerations.** Attach additional sheets as needed.

8. Changes and Revisions By signing this form, the applicant agrees, after appropriate consultation with HUD, to change any part of the plan covering a multifamily project to ensure continued compliance with Section 200.620 of HUD's Affirmative Fair Housing Marketing Regulations.  Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)	<b>For HUD Office of Housing Use Only</b>	
	<b>Approval By</b>	<b>Disapproval By</b>
	Signature & Date (mm/dd/yyyy)	Signature & Date (mm/dd/yyyy)
Name (Type or Print)	Name (Type or Print)	Name (Type or Print)
Title & Name of Company	Title	Title

---

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The Affirmative Fair Housing Marketing Plan (AFHM) is needed to ensure that Federal agencies are taking necessary steps to eliminate discriminatory practices involving Federally insured and assisted housing. No application for any housing project or subdivision insured or subsidized under the Department's housing programs can be funded without an approved AFHM Plan. The responses are required to obtain or retain a benefit under the Fair Housing Act, Section 808(e)(5) & (6) and 24 CFR Part 200, Subpart M. The form contains no questions of a confidential nature.

---

## Instructions

Send the Completed form to: Your Local HUD Office,  
Attention: Director, Office of Housing

The Affirmative Fair Housing Marketing Regulations require that each applicant subject to these regulations carry out an affirmative program to attract prospective buyers or tenants of all minority and non-minority groups in the housing market area regardless of race, color, religion, sex, national origin, disability, or familial status. These groups include Whites (Non-Hispanic), members of minority groups, i.e., Blacks (Non-Hispanic), American Indians/Alaskan Natives, Hispanics, Asian/Pacific Islanders, persons with disabilities, or families with children in the Standard Metropolitan Statistical Areas (SMSA) or housing market area who may be subject to housing discrimination on the basis of race, color, religion, sex, national origin, disability, or familial status. The applicant shall describe on this form the activities it proposes to carry out during advance marketing, where applicable, and the initial sales rent-up period. The affirmative program also should ensure that any group(s) of persons normally **not** likely to apply for the housing without special outreach efforts (because of existing neighborhood racial or ethnic patterns, location of housing in the SMSA price or other factors), know about the housing, feel welcome to apply and have the opportunity to buy or rent.

**Part 1** - Applicant and Project Identification. The applicant may obtain Census Tract location information, item ii, from local planning agencies, public libraries and other sources of Census Data. For item 1g. specify approximate starting date of marketing activities to the groups targeted for special outreach and the anticipated date of initial occupancy. Item 1j is to be completed only if the applicant is not to implement the plan on its own.

**Part 2** - Type of Affirmative Marketing Plan. Applicants for multifamily projects are to submit a Project Plan which describes the marketing program for the particular project or subdivision. Scattered site builders are to submit individual annual plans based on the racial composition of each type of census tract. For example, if a builder plans to construct units in both minority and non-minority census tracts, separate plans shall be submitted for all of the housing proposed for both types.

**Part 3** - Direction of Marketing Activity. Considering factors such as price or rental of housing, the racial/ethnic characteristics of the neighborhood in which housing is (or is to be) located, the population within the housing market area, or the disability or familial status of the eligible population, public transportation routes, etc., indicate which group(s) you believe are least likely to apply without special outreach.

**Part 4** - Marketing Program. The applicant shall describe the marketing program to be used to attract all segments of the eligible population, especially those groups designated in the Plan as least likely to apply. The applicant shall state: the type of media to be used, the names of newspapers/call letters of radio or TV stations; the identity of the circulation or audience of the media identified in

the Plan, e.g., White (Non-Hispanic), Black (Non-Hispanic), Hispanic, Asian-American/Pacific Islander, American Indian/Alaskan Native; and the size or duration of newspaper advertising or length and frequency of broadcast advertising. Community contacts include individuals or organizations that are well known in the project area or the locality and that can influence persons within groups considered least likely to apply. Such contacts may include, but need not be limited to: neighborhood, minority and women's organizations, churches, labor unions, employers, public and private agencies, disability advocates, and individuals who are connected with these organizations and/or are well-known in the community.

**Part 5** - Future Marketing Activities. Self-Explanatory.

**Part 6** - Experience and Staff Instructions.

- Indicate whether the applicant has previous experience in marketing housing to group(s) identified as least likely to apply for the housing.
- Describe the instructions and training given to sales/rental staff. This guidance to staff must include information regarding Federal, State and local fair housing laws and this AFHM Plan. Copies of any written materials should be submitted with the Plan, if such materials are available.

**Part 7** - Additional Considerations. In this section describe other efforts not mentioned previously which are planned to attract persons in either those groups already identified in the Plan as least likely to apply for the housing or in groups nor previously identified in the Plan. Such efforts may include outreach activities to female-headed households and persons with disabilities.

**Part 8** - The applicant's authorized agent signs and dates the AFHM Plan. By signing the Plan, the applicant assumes full responsibility for its implementation. The Department may at any time monitor the implementation of the Plan and request modification in its format or content, where the Department deems necessary.

**Notice of Intent to Begin Marketing.** No later than 90 days prior to the initiation of sales or rental marketing activities, the applicant with an approved Affirmative Fair Housing Marketing Plan shall submit notice of intent to begin marketing. The notification is required by the Affirmative Fair Housing Marketing Plan Compliance Regulations (24 CFR Part 108.15). It is submitted either orally or in writing to the FHEO Division of the appropriate HUD Office serving the locality in which the proposed housing is located. OMB approval of the Affirmative Fair Housing Plan includes approval of this notification procedure as part of the Plan. The burden hours for such notification are included in the total designated for this Affirmative Fair Housing Marketing Plan form.

# Attachment

A

# Site I

**My Home**  
Miami-Dade County, Florida

[miamidade.gov](http://miamidade.gov)



**Property Information Map**



Digital Orthophotography - 2007

0  111 ft

This map was created on 7/14/2008 4:06:10 PM for reference purposes only.

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**Summary Details:**

Folio No.:	<a href="#">30-2232-016-0080</a>
Property:	11115 NE 13 AVE
Mailing Address:	MOVERS INC 7186 NW 14 PL MIAMI FL 33147-7042

**Property Information:**

Primary Zone:	3700 MULTI-FAMILY
CLUC:	0003 MULTIFAMILY-APARTMENTS
Beds/Baths:	4/4
Floors:	1
Living Units:	4
Adj Sq Footage:	1,900
Lot Size:	8,848 SQ FT
Year Built:	1955
Legal Description:	32 52 42 JAFFE SUB PB 52-95 LOT 8 BLK 1 LOT SIZE 79.000 X 112 OR 16499-2886 0894 4 COC 21942-4058 12 2003 4

**Sale Information:**

Sale O/R:	21942-4058
Sale Date:	12/2003
Sale Amount:	\$0

**Assessment Information:**

Year:	2007	2006
Land Value:	\$159,601	\$114,736
Building Value:	\$60,944	\$59,675
Market Value:	\$220,545	\$174,411
Assessed Value:	\$220,545	\$174,411
Total Exemptions:	\$0	\$0
Taxable Value:	\$220,545	\$174,411



**Close**

**My Home**  
Miami-Dade County, Florida

[miamidade.gov](http://miamidade.gov)



**Property Information Map**



**Summary Details:**

Folio No.:	<a href="#">30-2232-016-0090</a>
Property:	1301 NE 111 ST
Mailing Address:	MOVERS INC 7186 NW 14 PL MIAMI FL 33147-7042

**Property Information:**

Primary Zone:	3700 MULTI-FAMILY
CLUC:	0003 MULTIFAMILY-APARTMENTS
Beds/Baths:	4/4
Floors:	1
Living Units:	4
Adj Sq Footage:	2,020
Lot Size:	8,400 SQ FT
Year Built:	1955
Legal Description:	JAFFE SUB PB 52-95 LOT 9 BLK 1 LOT SIZE 75.000 X 112 OR 16499- 2886 0894 4 COC 21942-4058 12 2003 4

**Sale Information:**

Sale O/R:	21942-4058
Sale Date:	12/2003
Sale Amount:	\$0

**Assessment Information:**

Year:	2007	2006
Land Value:	\$151,520	\$108,927
Building Value:	\$64,794	\$63,444
Market Value:	\$216,314	\$172,371
Assessed Value:	\$216,314	\$172,371
Total Exemptions:	\$0	\$0
Taxable Value:	\$216,314	\$172,371

Digital Orthophotography - 2007

0 111 ft

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**Close**

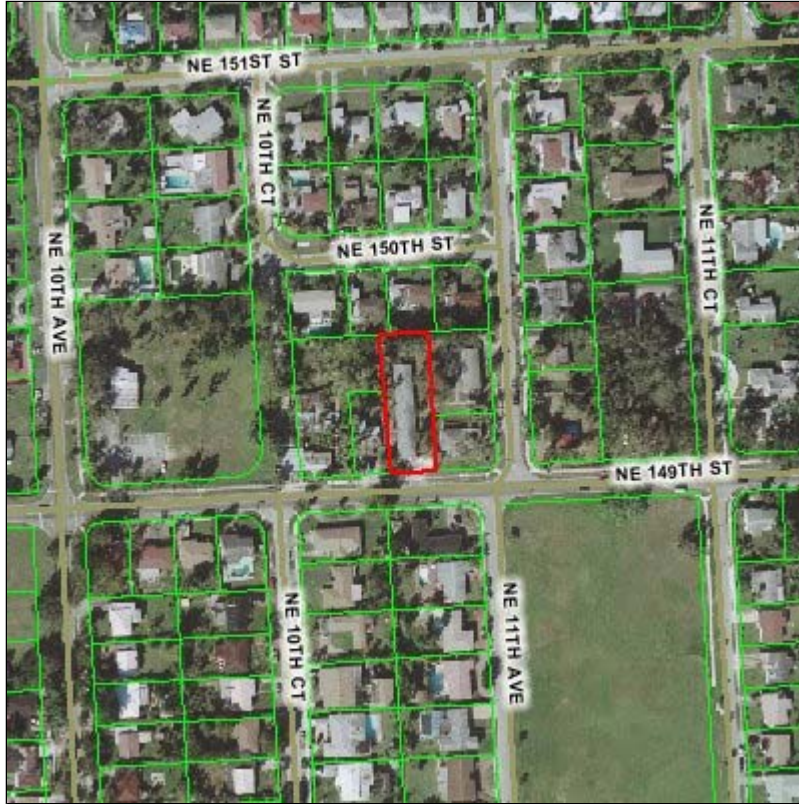
# Site II

**My Home**  
Miami-Dade County, Florida



[miamidade.gov](http://miamidade.gov)

**Property Information Map**



**Summary Details:**

Folio No.:	30-2220-032-0030
Property:	14950-52 NE 11 AVE
Mailing Address:	MOVERS INC 7186 NW 14 PL MIAMI FL 33147-7042

**Property Information:**

Primary Zone:	3100 FOUR-FAMILY APARTMENTS
CLUC:	0043 HEALTH CARE
Beds/Baths:	4/4
Floors:	1
Living Units:	4
Adj Sq Footage:	2,529
Lot Size:	11,030 SQ FT
Year Built:	1960
Legal Description:	20 52 42 ETHEL WOOD PB 70-59 LOT 3 LOT SIZE 116.110 X 95 OR 16499-2887 0894 2 (3) COC 21942-4057 12 2003 4

**Sale Information:**

Sale O/R:	16499-2887
Sale Date:	8/1994
Sale Amount:	\$310,000

**Assessment Information:**

Year:	2007	2006
Land Value:	\$143,942	\$99,270
Building Value:	\$97,537	\$95,530
Market Value:	\$241,479	\$194,800
Assessed Value:	\$241,479	\$194,800
Total Exemptions:	\$0	\$0
Taxable Value:	\$241,479	\$194,800

Digital Orthophotography - 2007

0  121 ft

This map was created on 7/14/2008 4:08:13 PM for reference purposes only.

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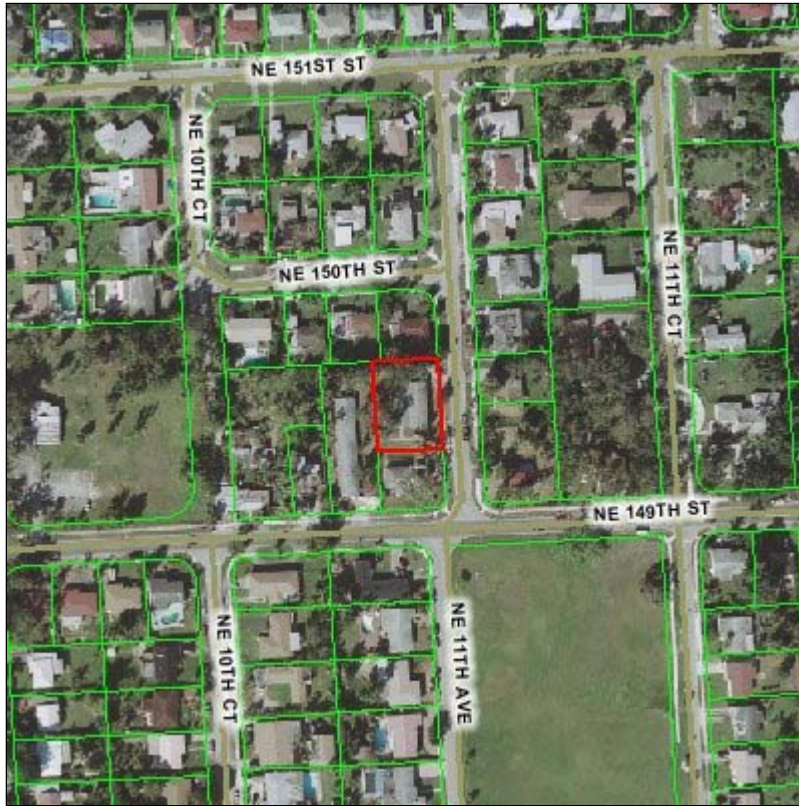
**Close**

**My Home**  
Miami-Dade County, Florida

[miamidade.gov](http://miamidade.gov)



**Property Information Map**



Digital Orthophotography - 2007

0  113 ft

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**Close**

**Summary Details:**

Folio No.:	<a href="#">30-2220-032-0020</a>
Property:	1075 NE 149 ST
Mailing Address:	MOVERS INC 7186 NW 14 PL MIAMI FL 33147-7042

**Property Information:**

Primary Zone:	3100 FOUR-FAMILY APARTMENTS
CLUC:	0043 HEALTH CARE
Beds/Baths:	4/4
Floors:	1
Living Units:	4
Adj Sq Footage:	3,121
Lot Size:	15,900 SQ FT
Year Built:	1960
Legal Description:	20 52 42 ETHEL WOOD PB 70-59 LOT 2 LOT SIZE 75.000 X 212 OR 16499-2887 0894 2 (3) COC 21942-4057 12 2003 4

**Sale Information:**

Sale O/R:	16499-2887
Sale Date:	8/1994
Sale Amount:	\$310,000

**Assessment Information:**

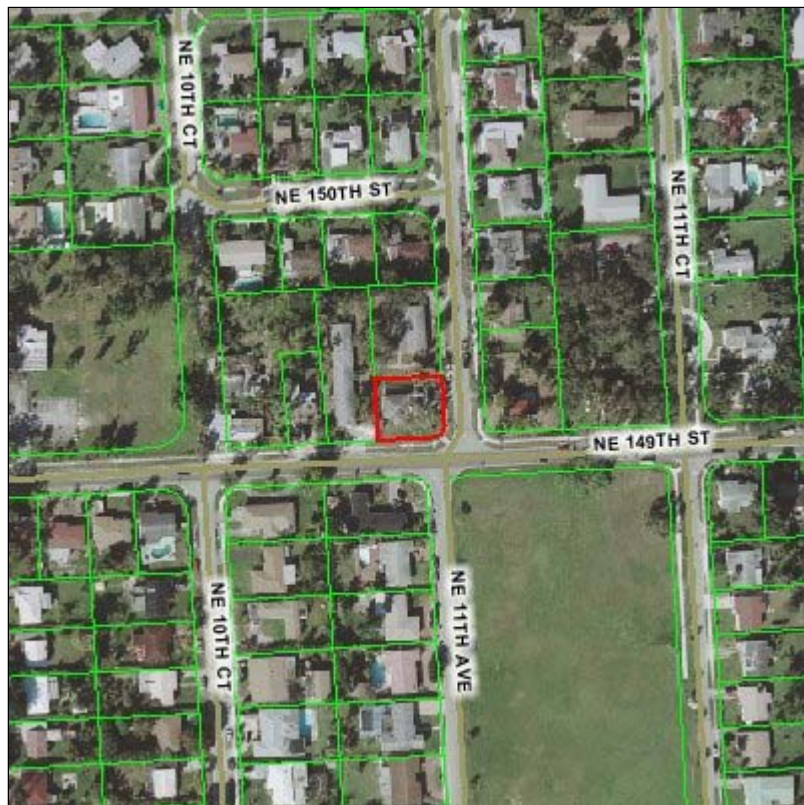
Year:	2007	2006
Land Value:	\$197,160	\$135,945
Building Value:	\$121,035	\$118,557
Market Value:	\$318,195	\$254,502
Assessed Value:	\$318,195	\$254,502
Total Exemptions:	\$0	\$0
Taxable Value:	\$318,195	\$254,502

**My Home**  
Miami-Dade County, Florida



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**Property Information Map**



**Summary Details:**

Folio No.:	<a href="#">30-2220-032-0010</a>
Property:	1095-97 NE 149 ST
Mailing Address:	MOVERS INC 7186 NW 14 PL MIAMI FL 33147-7042

**Property Information:**

Primary Zone:	3100 FOUR-FAMILY APARTMENTS
CLUC:	0043 HEALTH CARE
Beds/Baths:	3/2
Floors:	1
Living Units:	2
Adj Sq Footage:	1,399
Lot Size:	9,120 SQ FT
Year Built:	1950
Legal Description:	20 52 42 ETHEL WOOD PB 70-59 LOT 1 LOT SIZE 96.000 X 95 OR 16499-2887 0894 2 (3) COC 21942-4057 12 2003 4

**Sale Information:**

Sale O/R:	16499-2887
Sale Date:	8/1994
Sale Amount:	\$310,000

**Assessment Information:**

Year:	2007	2006
Land Value:	\$119,016	\$82,080
Building Value:	\$48,967	\$48,004
Market Value:	\$167,983	\$130,084
Assessed Value:	\$167,983	\$130,084
Total Exemptions:	\$0	\$0
Taxable Value:	\$167,983	\$130,084

Digital Orthophotography - 2007

0 110 ft

This map was created on 7/14/2008 4:10:10 PM for reference purposes only.

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**Close**

# **Attachment**

## **B**

FOR OFFICE USE

SELECTED PROPOSAL

Project: Life Quest

REVIEW DATE: \_\_\_\_\_

ESTIMATOR: E. Cherry & B. Compos

SUBTOTAL: \$ \_\_\_\_\_

25 % P&O: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**Office Estimate**

OWNER: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ License # \_\_\_\_\_

Phone: \_\_\_\_\_

In accordance with the City of Miami Rehabilitation Program Guidelines, on site observations, and the Work Write-Up, the undersigned contractor has submitted the above price estimate to rehabilitate the referenced property.

Contractor's SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**LEAD-BASED PAINT COVERSHEET**

NOTES:

1. QUANTTITIES ONLY REFLECT THE CITY'S ESTIMATE. ACTUAL QUANTITIES AND FIELD CONDITIONS MUST BE VERIFIED AND CORRECTED BY THE CONTRACTOR PRIOR TO SUBMISSION.
2. The use of LEAD-BASED paint is prohibited on any surface. Surfaces having lead-based paint and defective debris shall be disposed of in accordance with applicable federal, state or local requirements.
3. All necessary permits are to be obtained, properly displayed and posted on the job site with the work write-up attached as the job's repair list. Unless the proper permits have been obtained and any/all required the proper Department for those items has approved inspection(s), payment request will not be accepted.
4. All materials used onsite must meet or exceed current code requirements and meet with Miami-Dade County product approval.

Loan #

CITY OF MIAMI  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
GENERAL SPECIFICATIONS AND WORK WRITE-UP

LOAN #: \_\_\_\_\_

NAME OF OWNER (S): \_\_\_\_\_ Life Quest \_\_\_\_\_

ADDRESS: \_\_\_\_\_ 7186 NW 14<sup>th</sup> Pl. Miami \_\_\_\_\_

HOME PHONE NUMBER (S) \_\_\_\_\_

WORK PHONE NUMBER (S): \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_ CBS \_\_\_\_\_

NUMBER OF FLOORS: \_\_\_\_\_ 1 \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_ 18 \_\_\_\_\_

SQUARE FOOTAGE: \_\_\_\_\_ ( property appraiser) \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_ 04/25/2008 \_\_\_\_\_

ESTIMATOR: \_\_\_\_\_ Elroy Cherry & Brandon Compos \_\_\_\_\_

**Property: 11115 NE 13<sup>th</sup> Ave.**

- 7322 WIRING SYSTEM REPAIR (Smoke Detectors)  
Repair existing wiring system throughout the structure. Install all necessary materials so that each existing outlet, fixture, receptacle, switch and circuit will operate properly. Dispose of all defective and unnecessary wiring from structure and premises. Repair all walls, floors, ceilings damaged because of electrical repairs. \_\_\_\_\_ Units \_\_\_\_\_
- 7096 LIGHT FIXTURE--REPLACE  
Install a ceiling mounted, 2-bulb, UL approved, incandescent light fixture with shade and lamps. \_\_\_\_\_ EA \_\_\_\_\_
- 8020 ELECTRIC RANGE--30"  
Dispose of old stove. Provide and install a white, 30" wide electric stove including electrical connections. \_\_\_\_\_ EA \_\_\_\_\_
- 8034 REFRIGERATOR--18 CF FROST FREE  
Dispose of old refrigerator. Provide and install a 2 door, top freezer, white, frost free refrigerator with at least 17.5 cubic feet. \_\_\_\_\_ EA \_\_\_\_\_
- 7134 RANGE HOOD--RECIRCULATING  
Install a 30", recirculating, enameled metal range hood with light and washable grease filter. Owner's choice of color. \_\_\_\_\_ EA \_\_\_\_\_
- 5940 AIR CONDITIONER  
Install reverse cycle of air conditioner with BTU. capacity to conform to requirements for the size of the volume of the area to be cooled/heated. \_\_\_\_\_ EA \_\_\_\_\_
- 6226 SUPPLY-CPVC  
Install CPVC supply water supply lines minimum number of couplings to fixtures. Install mechanical connectors and valves as required. \_\_\_\_\_ EA \_\_\_\_\_



\*\*INTERIOR PAINTING\*\*

5204 PREP AND PAINT SURFACE--FLAT

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with oil primer in kitchen and bath and latex primer in dry rooms. Top coat with two coats of latex paint. Color choice by owner. Replace or uncover hardware, fixtures and accessories.

\_\_\_\_\_Units \_\_\_\_\_

3454 DOOR--WOOD BI-FOLD

Install flush, hollow core wood bi-fold door including all hardware, Stanley or equal. Door to be hung plumb and straight. When unit is closed, clearance between door and wall, and door and jamb to be equal.

\_\_\_\_\_ EA \_\_\_\_\_

3616 CABINET--KITCHEN MICA CLAD-BASE

Install new. Base cabinet shall be Formica clad, 1/32", minimum thickness, with appropriate doors & drawers. Counter top of cabinet shall be approximately 25" wide with a full backsplash, Formica 1/16" minimum thickness, or equal. Base cabinets to have 1/2" thick shelves. Include all drawer hardware, catches and pulls of approved design and good quality per manufacturers specs. Interior to be vinyl clad.

\_\_\_\_\_ LF \_\_\_\_\_

3626 CABINET--KITCHEN MICA CLAD-WALL

Install new. Kitchen wall cabinets shall be clad with Formica 1/32" minimum thickness. All door and shelf edges shall be trimmed with Formica. Cabinet length, number of shelves, doors, and hardware as specified in proposal including at least two shelves of 1/2" thickness. Include all necessary doors, pulls and catches of manufacturer's good grade and quality. Interior to be vinyl clad.

\_\_\_\_\_ LF \_\_\_\_\_

5108 DRYWALL--Repair  
Cut back defective gypsum to expose 1/2 of the framing on opposite sides of the hole. Cut and snuggle fit drywall patch. Glue and nail or screw patch prior to applying tape and 3 coats of compound feathered out at least 8". \_\_\_\_\_ SF \_\_\_\_\_

4354 MAILBOXES  
Remove existing deteriorated mailboxes. Provide and install new mailboxes as approved by Postal Service. \_\_\_\_\_ EA \_\_\_\_\_

Exterior Building

5292 STUCCO AND CONCRETE STRUCTURES-EXT. PAINT  
All holes, cracks or broken concrete areas must be pointed up, or repaired prior to being painted. All window areas must be caulked, glazed as necessary or repaired. All walls to be cleaned by either water pressure cleaning, or sand blasting method to remove loose paint. All concrete structure areas are to receive one coat of concrete sealer, prior to the final 2 coats of latex based paint. Color choice by Owner. All trims, doors, and railings to receive one coat of sealer and two coats of enamel \_\_\_\_\_ DU \_\_\_\_\_

3352 DOOR & FRAME--EXTERIOR ( **2 Storage & 1 Meter Rm. doors** )  
Dispose of existing door and frame. Install exterior wood door and frame. Include 1-3/4" solid core door with one new hardware, weather-stripping, 2-piece aluminum threshold, three 4"x 4" butt hinges, passage door lock (Ilco or equal), primed before installation. \_\_\_\_\_ EA \_\_\_\_\_

4308 LOCK--KEYED ENTRY W/DEAD BOLTS (ENTRY DOORS)  
Install keyed entrance lock set with 1" throw bolt, on exterior door. Supply owner with 2 keys. \_\_\_\_\_ EA \_\_\_\_\_

- 7094 LIGHT FIXTURES (HALLWAYS) Exterior  
Provide and install new light fixtures in main hallways, connected to timer and to house meter. \_\_\_\_\_ EA \_\_\_\_\_
- 7510 METAL RAILING--PIPE  
Design, fabricate, prime, top coat and install a 1-1/2" round welded steel pipe railing. \_\_\_\_\_ LF \_\_\_\_\_
- 2454 SOFFIT, SCREEN RECTANGULAR  
Remove old soffit screen and install a screened rectangular soffit vent. \_\_\_\_\_ LF \_\_\_\_\_
- 2484 SOFFIT  
Install 1/4" BCX plywood soffit. \_\_\_\_\_ SF \_\_\_\_\_
- 2478 FASCIA  
Install 1"x 6", #2 pine fascia with bevel cut joints. \_\_\_\_\_ LF \_\_\_\_\_
- Property: 1301 NE 111 St.**
- 7322 WIRING SYSTEM REPAIR (Smoke Detectors)  
Repair existing wiring system throughout the structure. Install all necessary materials so that each existing outlet, fixture, receptacle, switch and circuit will operate properly. Dispose of all defective and unnecessary wiring from structure and premises. Repair all walls, floors, ceilings damaged because of electrical repairs. \_\_\_\_\_ Units \_\_\_\_\_
- 7096 LIGHT FIXTURE--REPLACE  
Install a ceiling mounted, 2-bulb, UL approved, incandescent light fixture with shade and lamps. \_\_\_\_\_ EA \_\_\_\_\_
- 8020 ELECTRIC RANGE--30"  
Dispose of old stove. Provide and install a white, 30" wide electric stove including electrical connections. \_\_\_\_\_ EA \_\_\_\_\_

Loan #

- 8034 REFRIGERATOR--18 CF FROST FREE  
Dispose of old refrigerator. Provide and install a 2 door, top freezer, white, frost free refrigerator with at least 17.5 cubic feet. \_\_\_\_\_ EA \_\_\_\_\_
- 7134 RANGE HOOD--RECIRCULATING  
Install a 30", recirculating, enameled metal range hood with light and washable grease filter. Owner's choice of color. \_\_\_\_\_ EA \_\_\_\_\_
- 5940 AIR CONDITIONER  
Install reverse cycle of air conditioner with BTU. capacity to conform to requirements for the size of the volume of the area to be cooled/heated. \_\_\_\_\_ EA \_\_\_\_\_
- 6414 SINK--SINGLE BOWL COMPLETE  
Install a 24"x 24" single bowl, stainless steel, self rimming kitchen sink including water saver faucet with 5-year drip-free warranty, trap and supply lines from stop valves. \_\_\_\_\_ EA \_\_\_\_\_
- 2722 SHOWERHEAD--LOW FLOW  
Install a Delta model 6122, or equivalent, low flow shower head. \_\_\_\_\_ EA \_\_\_\_\_
- 6500 TOILET SEAT  
Install a white, wood or plastic top mounted toilet seat and lid. \_\_\_\_\_ EA \_\_\_\_\_
- 4454 SHOWER Drain  
Install shower drain covers. \_\_\_\_\_ EA \_\_\_\_\_
- 6534 WATER HEATER (Titan Water Heater) to code  
Install titan style water heating system With All piping and electrical connection with proper ground \_\_\_\_\_ EA \_\_\_\_\_
- 3442 DOOR--PREHUNG PASSAGE  
Install a 1-3/8" prehung door and split jamb including bedroom lock set. \_\_\_\_\_ EA \_\_\_\_\_

Loan #

3454 DOOR--WOOD BI-FOLD

Install flush, hollow core wood bi-fold door including all hardware, Stanley or equal. Door to be hung plumb and straight. When unit is closed, clearance between door and wall, and door and jamb to be equal. \_\_\_\_\_ EA \_\_\_\_\_

3560 WINDOW-ALUMINUM SCREEN AND FRAME

Install aluminum or fiberglass screen in a removable aluminum frame. If frame is greater than 4' in either direction, an aluminum cross-brace must be used. Replacement of screen in existing frame is allowed. \_\_\_\_\_ EA \_\_\_\_\_

2982 WINDOW--ALUM. SINGLE HUNG

Field measure, fabricate and install a single hung, glazed, enameled aluminum replacement window including all necessary panning, caulk and trim. Color choice by owner. \_\_\_\_\_ EA \_\_\_\_\_

1912 STORM shutters

Provide and install new metal removable storm shutters for windows, to comply with S.F.B.C. \_\_\_\_\_ EA \_\_\_\_\_

0001 CEILING FANS

Replace old ceiling fans and dispose of to Legal dump. Install two ceiling fans with light Kit in each unit. \_\_\_\_\_ EA \_\_\_\_\_

\*\*INTERIOR PAINTING\*\*

5204 PREP AND PAINT SURFACE--FLAT

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with oil primer in kitchen and bath and latex primer in dry rooms. Top coat with two coats of latex paint. Color choice by owner. Replace or uncover hardware, fixtures and accessories.

\_\_\_\_\_Units \_\_\_\_\_

3616 CABINET--KITCHEN MICA CLAD-BASE

Install new. Base cabinet shall be Formica clad, 1/32", minimum thickness, with appropriate doors & drawers. Counter top of cabinet shall be approximately 25" wide with a full backsplash, Formica 1/16" minimum thickness, or equal. Base cabinets to have 1/2" thick shelves. Include all drawer hardware, catches and pulls of approved design and good quality per manufacturers specs. Interior to be vinyl clad.

\_\_\_\_\_ LF \_\_\_\_\_

3626 CABINET--KITCHEN MICA CLAD-WALL

Install new. Kitchen wall cabinets shall be clad with Formica 1/32" minimum thickness. All door and shelf edges shall be trimmed with Formica. Cabinet length, number of shelves, doors, and hardware as specified in proposal including at least two shelves of 1/2" thickness. Include all necessary doors, pulls and catches of manufacturer's good grade and quality. Interior to be vinyl clad.

\_\_\_\_\_ LF \_\_\_\_\_

5108 DRYWALL--Repair

Cut back defective gypsum to expose 1/2 of the framing on opposite sides of the hole. Cut and snuggle fit drywall patch. Glue and nail or screw patch prior to applying tape and 3 coats of compound feathered out at least 8".

\_\_\_\_\_ SF \_\_\_\_\_

Exterior Building

5292 STUCCO AND CONCRETE STRUCTURES-EXT. PAINT  
All holes, cracks or broken concrete areas must be pointed up, or repaired prior to being painted. All window areas must be caulked, glazed as necessary or repaired. All walls to be cleaned by either water pressure cleaning, or sand blasting method to remove loose paint. All concrete structure areas are to receive one coat of concrete sealer, prior to the final 2 coats of latex based paint. Color choice by Owner. All trims, doors, and railings to receive one coat of sealer and two coats of enamel \_\_\_\_\_ DU \_\_\_\_\_

3352 DOOR & FRAME-EXTERIOR (**To Include & 1 Meter Rm. doors**)  
Dispose of existing door and frame. Install exterior wood door and frame. Include 1-3/4" solid core door with one new hardware, weather-stripping, 2-piece aluminum threshold, three 4"x 4" butt hinges, passage door lock (Ilco or equal), primed before installation. \_\_\_\_\_ EA \_\_\_\_\_

4354 MAILBOXES  
Remove existing deteriorated mailboxes. Provide and install new mailboxes as approved by Postal Service. \_\_\_\_\_ EA \_\_\_\_\_

7094 LIGHT FIXTURES (HALLWAYS) Exterior  
Provide and install new light fixtures in main hallways, connected to timer and to house meter. \_\_\_\_\_ EA \_\_\_\_\_

**Property: 14950-52 NE 11 Ave.**

- 7330 REWIRE TO CODE--PER ROOM  
Rewire unit to current National Electric Code including but not limited to: GFI in wet areas; 15 amp receptacles on all usable walls; switched lights in all halls, kitchens, bathrooms and furnace areas; counter receptacles and circuits. Fish all wire and repair all tear out or install in surface mounted raceways. Does not include service entrance.             Units EA
- 7096 LIGHT FIXTURE--REPLACE  
Install a ceiling mounted, 2-bulb, UL approved, incandescent light fixture with shade and lamps.             EA
- 8020 ELECTRIC RANGE--30"  
Dispose of old stove. Provide and install a white, 30" wide electric stove including electrical connections.             EA
- 8034 REFRIGERATOR--18 CF FROST FREE  
Dispose of old refrigerator. Provide and install a 2 door, top freezer, white, frost free refrigerator with at least 17.5 cubic feet.             EA
- 7134 RANGE HOOD--RECIRCULATING  
Install a 30", recirculating, enameled metal range hood with light and washable grease filter. Owner's choice of color.             EA
- 5940 AIR CONDITIONER  
Install reverse cycle of air conditioner with BTU. capacity to conform to requirements for the size of the volume of the area to be cooled/heated.             EA
- 6414 SINK--SINGLE BOWL COMPLETE  
Install a 24"x 24" single bowl, stainless steel, self rimming kitchen sink including water saver faucet with 5-year drip-free warranty, trap and supply lines from stop valves.             EA

- 2982 WINDOW--ALUM. SINGLE HUNG  
Field measure, fabricate and install a single hung, glazed, enameled aluminum replacement window including all necessary panning, caulk and trim. Color choice by owner.      EA
- 1912 STORM shutters  
Provide and install new metal removable storm shutters for windows, to comply with S.F.B.C.      EA
- \*\*INTERIOR PAINTING\*\***
- 5204 PREP AND PAINT SURFACE--FLAT  
Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with oil primer in kitchen and bath and latex primer in dry rooms. Top coat with two coats of latex paint. Color choice by owner. Replace or uncover hardware, fixtures and accessories.      DU
- 3454 DOOR--WOOD BI-FOLD  
Install flush, hollow core wood bi-fold door including all hardware, Stanley or equal. Door to be hung plumb and straight. When unit is closed, clearance between door and wall, and door and jamb to be equal.      EA
- 3442 DOOR--PREHUNG PASSAGE  
Install a 1-3/8" pre-hung door and split jamb including bedroom lock set.      EA

5742 TERRAZZO FLOORS

Clean, fill in holes with grout, matching existing finish as closely as possible. Grind repaired areas to blend. Seal and apply one coat of wax and polish floors.

\_\_\_\_\_ SF \_\_\_\_\_

3616 CABINET--KITCHEN MICA CLAD-BASE

Install new. Base cabinet shall be Formica clad, 1/32", minimum thickness, with appropriate doors & drawers. Counter top of cabinet shall be approximately 25" wide with a full backsplash, Formica 1/16" minimum thickness, or equal. Base cabinets to have 1/2" thick shelves. Include all drawer hardware, catches and pulls of approved design and good quality per manufacturers specs. Interior to be vinyl clad.

\_\_\_\_\_ LF \_\_\_\_\_

3626 CABINET--KITCHEN MICA CLAD-WALL

Install new. Kitchen wall cabinets shall be clad with Formica 1/32" minimum thickness. All door and shelf edges shall be trimmed with Formica. Cabinet length, number of shelves, doors, and hardware as specified in proposal including at least two shelves of 1/2" thickness. Include all necessary doors, pulls and catches of manufacturer's good grade and quality. Interior to be vinyl clad.

\_\_\_\_\_ LF \_\_\_\_\_

5108 DRYWALL--Repair

Cut back defective gypsum to expose 1/2 of the framing on opposite sides of the hole. Cut and snuggle fit drywall patch. Glue and nail or screw patch prior to applying tape and 3 coats of compound feathered out at least 8".

\_\_\_\_\_ SF \_\_\_\_\_

## 4 Handicapped Accessible Bath Rooms

- 610 **DEMO PARTITION**  
Remove partition including plaster/drywall, lath, framing members, fixtures, wiring, and mechanical runs. Dispose of in code-legal dump \_\_\_\_\_ Units \_\_\_\_\_
- 5148 **TILE BACKER**  
Hang 1/2" cement composition boards in tub/shower area to 5' above tub edge. Space bottom edge 1/4" above fixture lip and nail or screw 6" on center. \_\_\_\_\_ Units \_\_\_\_\_
- 5144 **DRYWALL--WATER RESISTANT**  
Hang, tape and 3-coat finish 1/2" water resistant drywall in wet area. Glue each framing member and screw or nail 8" on center. \_\_\_\_\_ Units \_\_\_\_\_
- 5722 **CERAMIC WALL TILE (BATHROOM)**  
Provide and install new tile on wall in bathrooms(s). 6'-0" high around tub area only, and 4'-0" high wains-coat. \_\_\_\_\_ Units \_\_\_\_\_
- \_\_\_\_\_
- 5740 **CERAMIC FLOOR TILE**  
Lay owner's choice of ceramic floor tile in an adhesive recommended for floors. After at least 24 hours drying time, apply latex-Portland grout. Clean floor and apply mildew resistant white silicone caulk to all seams and pipe penetrations. Install a 3" marble threshold at door. \_\_\_\_\_ Units \_\_\_\_\_
- 6780 **LAVATORY AND FAUCET--HANDICAP**  
Install a stainless steel or ceramic wall hung lavatory with the following dimensions: at least 19" wide, at least 22" from wall to front, and no more than 8" deep. Provide single lever controls and insulate the hot supply line and all visible sections of the waste line and trap with foam insulation. \_\_\_\_\_ EA \_\_\_\_\_

6512 **COMMODE-REPLACE (Handicapped)**

Install 2 piece close coupled white, vitreous china, water saving commode. Include plastic or pressed wood white seat, plastic supply pipe, shut-off valve, stop valve and wax seal. Clean, used and cosmetically blemished commodes of any color are acceptable with field approval. Use 14" rough-in when replacing wall hung commode, and 12" rough-in to replace close coupled commode.

\_\_\_ EA \_\_\_\_\_

6770 **SHOWER-To Code (Handicapped)**

To include Grab bar drain and shower pan. Install a shower stall recommended for A single lever control valve shall feed a fixed shower head and a hand held shower with 5' of stainless steel wrapped hose, through a single lever diversion valve.

\_\_\_ EA \_\_\_\_\_

5452 **Bath Room WALL- ACCESSORIES**

Fixtures to be included as Standard are as follows:  
One Towel Bar in shower area  
Combination Soap Dish and Grab Bar in the Tub Area  
Tooth Brush Holder, Soap Dish, Tissue Holder, One Towel Bar on wall, Medicine Cabinet

\_\_\_ Sets \_\_\_\_\_

6200 **PLUMBING--GENERAL REQUIREMENTS**

Unless otherwise specified, all materials shall be new. All items shall operate safely and without leakage, noise, vibration or hammering. All penetration of building components shall be neat, sleeved, and fire stopped. No solder containing lead shall be used in any pipe or fixture carrying potable water. Damage to structural members from drilling or notching shall be repaired to the acceptance of the owner and program.

\_\_\_ Units \_\_\_\_\_

6534 WATER HEATER (Titan Water Heater) to code  
Install titan style water heating system  
With All piping and electrical connection with  
proper ground EA

6948 ELECTRIC SERVICE--CUSTOM REPAIR EA

**Exterior Building**

5292 STUCCO AND CONCRETE STRUCTURES-EXT. PAINT  
All holes, cracks or broken concrete areas must  
be pointed up, or repaired prior to being painted.  
All window areas must be caulked, glazed as  
necessary or repaired. All walls to be cleaned  
by either water pressure cleaning, or sand  
blasting method to remove loose paint.  
All concrete structure areas are to receive  
one coat of concrete sealer, prior to the  
final 2 coats of latex based paint.  
Color choice by Owner. All trims, doors, and  
railings to receive one coat of sealer and  
two coats of enamel DU

3352 DOOR & FRAME--EXTERIOR (**To Include & 1 Meter Rm. doors**)  
Dispose of existing door and frame. Install  
exterior wood door and frame. Include 1-3/4"  
solid core door with one new hardware, weather-  
stripping, 2-piece aluminum threshold,  
three 4"x 4" butt hinges, passage door lock  
(Ilco or equal), primed before installation. EA

7094 LIGHT FIXTURES Exterior  
Provide and install new light fixtures in  
main hallways, connected to timer and to  
house meter. EA

2356 ROOF--SHEATHING REPAIR/SHINGLE  
Remove existing roofing down to sheathing and  
replace defective sheathing with equivalent  
material. Install felt, self-sealing  
fiberglass/asphalt strip shingles,  
and replace all flashing, including valleys. Color

Loan #

	choice by owner. Provide a 10 year warranty.	=====	SF	_____
2478	Damaged Sheathing Replace rotten and damaged roof sheathing			_____
2454	SOFFIT,SCREEN RECTANGULAR Remove old soffit screen and install a screened rectangular soffit vent.	=====	LF	_____
2484	SOFFIT Install 1/4" BCX plywood soffit.	=====	LF	_____
2478	FASCIA Install 1"x 6", #2 pine fascia with bevel cut joints.	=====	LF	_____
3394	ALUMINUM/GLASS DOOR & Frame To Code Provide and install new aluminum/glass double	=====	EA	_____
3522	WINDOW SILL REPLACE Dispose of window sill and replace with sill of same dimensions using Tile or Marble.			_____
2982	WINDOW--ALUM. SINGLE HUNG Field measure, fabricate and install a single hung, glazed , enameled aluminum replacement window including all necessary panning, caulk and trim. Color choice by owner.	=====	EA	_____
1912	STORM shutters Provide and install new metal removable storm shutters for windows, to comply with S.F.B.C.	=====	EA	_____
6330	SEWER SERVICE--INSTAL(2)400 SQ feet Drain fields Install a 4" PVC sewer line from structure and connect to the City sanitary sewer system. Install clean-outs as required. Re-grade yard in work area, sow grass seed and spread straw to reestablish lawn. Contractor to apply and pay for all permits and road repairs. Owner to pay for sewer tap fees. Abandoned septic tank to be pumped out and filled with sand.	=====	EA	_____

772 DEBRIS DISPOSAL (Trash Container)  
Dispose of all debris from worksite and rear  
yard in code-legal dump. \_\_\_\_\_ EA \_\_\_\_\_

**Property: 1075 NE 149<sup>th</sup> St**

7330 REWIRE TO CODE--PER ROOM  
Rewire unit to current National Electric Code  
including but not limited to: GFI in wet areas;  
15 amp receptacles on all usable  
walls; switched lights in all halls, kitchens,  
bathrooms and furnace areas; counter receptacles  
and circuits. Fish all wire and repair all tear  
out or install in surface mounted raceways. Does  
not include service entrance. \_\_\_\_\_ Units EA \_\_\_\_\_

7096 LIGHT FIXTURE--REPLACE  
Install a ceiling mounted, 2-bulb, UL  
approved, incandescent light fixture with  
shade and lamps. \_\_\_\_\_ EA \_\_\_\_\_

8020 ELECTRIC RANGE--30"  
Dispose of old stove. Provide and install a  
white, 30" wide electric stove including  
electrical connections. \_\_\_\_\_ EA \_\_\_\_\_

8034 REFRIGERATOR--18 CF FROST FREE  
Dispose of old refrigerator. Provide and  
install a 2 door, top freezer, white, frost  
free refrigerator with at least 17.5 cubic  
feet. \_\_\_\_\_ EA \_\_\_\_\_

7134 RANGE HOOD--RECIRCULATING  
Install a 30", recirculating, enameled metal  
range hood with light and washable grease  
filter. Owner's choice of color. \_\_\_\_\_ EA \_\_\_\_\_

5940 AIR CONDITIONER  
Install reverse cycle of air conditioner with BTU.  
capacity to conform to requirements for the size  
of the volume of the area to be cooled/  
heated. \_\_\_\_\_ EA \_\_\_\_\_

**6414 SINK--SINGLE BOWL COMPLETE Kitchen**

Install a 24"x 24" single bowl, stainless steel, self rimming kitchen sink including water saver faucet with 5-year drip-free warranty, trap and supply lines from stop valves. \_\_\_\_\_ EA \_\_\_\_\_

**4 Handicapped Accessible Bath Rooms**

**610 DEMO PARTITION**

Remove partition including plaster/drywall, lath, framing members, fixtures, wiring, and mechanical runs. Dispose of in code-legal dump \_\_\_\_\_ Units \_\_\_\_\_

**5148 TILE BACKER**

Hang 1/2" cement composition boards in tub/shower area to 5' above tub edge. Space bottom edge 1/4" above fixture lip and nail or screw 6" on center. \_\_\_\_\_ Units \_\_\_\_\_

**5144 DRYWALL--WATER RESISTANT**

Hang, tape and 3-coat finish 1/2" water resistant drywall in wet area. Glue each framing member and screw or nail 8" on center. \_\_\_\_\_ Units \_\_\_\_\_

**5722 CERAMIC WALL TILE (BATHROOM)**

Provide and install new tile on wall in bathrooms(s). 6'-0" high around tub area only, and 4'-0" high wains-coat. \_\_\_\_\_ Units \_\_\_\_\_

**5740 CERAMIC FLOOR TILE**

Lay owner's choice of ceramic floor tile in an adhesive recommended for floors. After at least 24 hours drying time, apply latex-Portland grout. Clean floor and apply mildew resistant white silicone caulk to all seams and pipe penetrations. Install a 3" marble threshold at door. \_\_\_\_\_ Units \_\_\_\_\_

**6780 LAVATORY AND FAUCET--HANDICAP**

Install a stainless steel or ceramic wall hung lavatory with the following dimensions: at least 19" wide, at least 22" from wall to front, and no more than 8" deep. Provide single lever controls and insulate the hot supply line and all visible sections of the waste line and trap with foam insulation.

\_\_\_\_ EA \_\_\_\_\_

**6512 COMMODE--REPLACE (Handicapped)**

Install 2 piece close coupled white, vitreous china, water saving commode. Include plastic or pressed wood white seat, plastic supply pipe, shut-off valve, stop valve and wax seal. Clean, used and cosmetically blemished commodes of any color are acceptable with field approval. Use 14" rough-in when replacing wall hung commode, and 12" rough-in to replace close coupled commode.

\_\_\_\_ EA \_\_\_\_\_

**6770 SHOWER--To Code (Handicapped)**

To include Grab bar drain and shower pan. Install a shower stall recommended for A single lever control valve shall feed a fixed shower head and a hand held shower with 5' of stainless steel wrapped hose, through a single lever diversion valve.

\_\_\_\_ EA \_\_\_\_\_

**5452 Bath Room WALL- ACCESSORIES**

Fixtures to be included as Standard are as follows:  
One Towel Bar in shower area  
Combination Soap Dish and Grab Bar in the Tub Area  
Tooth Brush Holder, Soap Dish, Tissue Holder, One Towel Bar on wall, Medicine Cabinet

\_\_\_\_ Sets \_\_\_\_\_

6200 **PLUMBING--GENERAL REQUIREMENTS**

Unless otherwise specified, all materials shall be new. All items shall operate safely and without leakage, noise, vibration or hammering. All penetration of building components shall be neat, sleeved, and fire stopped. No solder containing lead shall be used in any pipe or fixture carrying potable water. Damage to structural members from drilling or notching shall be repaired to the acceptance of the owner and program.

\_\_\_\_ Units \_\_\_\_\_

**\*\*INTERIOR PAINTING\*\***

5204 **PREP AND PAINT SURFACE--FLAT**

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with oil primer in kitchen and bath and latex primer in dry rooms. Top coat with two coats of latex paint. Color choice by owner. Replace or uncover hardware, fixtures and accessories.

\_\_\_\_ Units \_\_\_\_\_

3454 **DOOR--WOOD BI-FOLD**

Install flush, hollow core wood bi-fold door including all hardware, Stanley or equal. Door to be hung plumb and straight. When unit is closed, clearance between door and wall, and door and jamb to be equal.

\_\_\_\_ EA \_\_\_\_\_

3442 **DOOR--PREHUNG PASSAGE**

Install a 1-3/8" pre-hung door and split jamb including bedroom lock set.

\_\_\_\_ EA \_\_\_\_\_

3616 CABINET--KITCHEN MICA CLAD-BASE

Install new. Base cabinet shall be Formica clad, 1/32", minimum thickness, with appropriate doors & drawers. Counter top of cabinet shall be approximately 25" wide with a full backsplash, Formica 1/16" minimum thickness, or equal. Base cabinets to have 1/2" thick shelves. Include all drawer hardware, catches and pulls of approved design and good quality per manufacturers specs. Interior to be vinyl clad.

\_\_\_\_\_ LF \_\_\_\_\_

3626 CABINET--KITCHEN MICA CLAD-WALL

Install new. Kitchen wall cabinets shall be clad with Formica 1/32" minimum thickness. All door and shelf edges shall be trimmed with Formica. Cabinet length, number of shelves, doors, and hardware as specified in proposal including at least two shelves of 1/2" thickness. Include all necessary doors, pulls and catches of manufacturer's good grade and quality. Interior to be vinyl clad.

\_\_\_\_\_ LF \_\_\_\_\_

5108 DRYWALL- Gut to frame Install New through out Cut back defective gypsum to expose 1/2 of the framing on opposite sides of the hole. Cut and snuggle fit drywall patch. Glue and nail or screw patch prior to applying tape and 3 coats of compound feathered out at least 8".

\_\_\_\_\_ Units \_\_\_\_\_

6534 WATER HEATER (Titan Water Heater) to code Install titan style water heating system With All piping and electrical connection with proper ground

\_\_\_\_\_ EA \_\_\_\_\_

Exterior Building

- 5292 STUCCO AND CONCRETE STRUCTURES-EXT. PAINT  
All holes, cracks or broken concrete areas must be pointed up, or repaired prior to being painted. All window areas must be caulked, glazed as necessary or repaired. All walls to be cleaned by either water pressure cleaning, or sand blasting method to remove loose paint. All concrete structure areas are to receive one coat of concrete sealer, prior to the final 2 coats of latex based paint. Color choice by Owner. All trims, doors, and railings to receive one coat of sealer and two coats of enamel \_\_\_\_\_ DU \_\_\_\_\_
- 3352 DOOR & FRAME-EXTERIOR (**To Include & 1 Meter Rm. doors**)  
Dispose of existing door and frame. Install exterior wood door and frame. Include 1-3/4" solid core door with one new hardware, weather-stripping, 2-piece aluminum threshold, three 4"x 4" butt hinges, passage door lock (Ilco or equal), primed before installation. \_\_\_\_\_ EA \_\_\_\_\_
- 7094 LIGHT FIXTURES Exterior  
Provide and install new light fixtures in main hallways, connected to timer and to house meter. \_\_\_\_\_ EA \_\_\_\_\_
- 2356 ROOF--SHEATHING REPAIR/SHINGLE  
Remove existing roofing down to sheathing and replace defective sheathing with equivalent material. Install felt, self-sealing fiberglass/asphalt strip shingles, and replace all flashing, including valleys. Color choice by owner. Provide a 10 year warranty. \_\_\_\_\_SF \_\_\_\_\_
- 2478 Damaged Sheathing  
Replace rotten and damaged roof sheathing \_\_\_\_\_

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2454	SOFFIT, SCREEN RECTANGULAR Remove old soffit screen and install a screened rectangular soffit vent.	==== LF _____
2484	SOFFIT Install 1/4" BCX plywood soffit.	_____ LF _____
2478	FASCIA Install 1"x 6", #2 pine fascia with bevel cut joints.	===== LF _____
3394	ALUMINUM/GLASS DOOR & Frame To Code Provide and install new aluminum/glass double	===== EA _____
3522	WINDOW SILL REPLACE Dispose of window sill and replace with sill of same dimensions using Tile or Marble.	_____ EA _____
2982	WINDOW--ALUM. SINGLE HUNG Field measure, fabricate and install a single hung, glazed, enameled aluminum replacement window including all necessary panning, caulk and trim. Color choice by owner.	===== EA _____
772	DEBRIS DISPOSAL (Trash Container) Dispose of all debris from worksite and rear yard in code-legal dump.	_____ EA _____
1912	STORM shutters Provide and install new metal removable storm shutters for windows, to comply with S.F.B.C.	===== EA _____
5742	TERRAZZO FLOORS Clean, fill in holes with grout, matching existing finish as closely as possible. Grind repaired areas to blend. Seal and apply one coat of wax and polish floors.	===== SF _____

6948 ELECTRIC SERVICE--CUSTOM REPAIR \_\_\_\_\_ EA \_\_\_\_\_

Property: 1095-97 NE 149 St.

7330 REWIRE TO CODE--PER ROOM  
Rewire unit to current National Electric Code including but not limited to: GFI in wet areas; 15 amp receptacles on all usable walls; switched lights in all halls, kitchens, bathrooms and furnace areas; counter receptacles and circuits. Fish all wire and repair all tear out or install in surface mounted raceways. Does not include service entrance. \_\_\_\_\_ Units EA \_\_\_\_\_

7096 LIGHT FIXTURE--REPLACE  
Install a ceiling mounted, 2-bulb, UL approved, incandescent light fixture with shade and lamps. \_\_\_\_\_ EA \_\_\_\_\_

8020 ELECTRIC RANGE--30"  
Dispose of old stove. Provide and install a white, 30" wide electric stove including electrical connections. \_\_\_\_\_ EA \_\_\_\_\_

8034 REFRIGERATOR--18 CF FROST FREE  
Dispose of old refrigerator. Provide and install a 2 door, top freezer, white, frost free refrigerator with at least 17.5 cubic feet. \_\_\_\_\_ EA \_\_\_\_\_

7134 RANGE HOOD--RECIRCULATING  
Install a 30", recirculating, enameled metal range hood with light and washable grease filter. Owner's choice of color. \_\_\_\_\_ EA \_\_\_\_\_

5940 AIR CONDITIONER  
Install reverse cycle of air conditioner with BTU. capacity to conform to requirements for the size of the volume of the area to be cooled/heated. \_\_\_\_\_ EA \_\_\_\_\_

**5742 TERRAZZO FLOORS unit (1097)**

Clean, fill in holes with grout, matching existing finish as closely as possible. Grind repaired areas to blend. Seal and apply one coat of wax and polish floors.

==== SF =====

**5740 CERAMIC FLOOR TILE (1095)**

Lay owner's choice of ceramic floor tile in an adhesive recommended for floors. After at least 24 hours drying time, apply latex-Portland grout. Clean floor and apply mildew resistant white silicone caulk to all seams and pipe penetrations. Install a 3" marble threshold at door.

==== SF =====

**1 Handicapped Accessible Bath Rooms**

**Unit 1095**

**610 DEMO PARTITION**

Remove partition including plaster/drywall, lath, framing members, fixtures, wiring, and mechanical runs. Dispose of in code-legal dump

=====

**5148 TILE BACKER**

Hang 1/2" cement composition boards in tub/shower area to 5' above tub edge. Space bottom edge 1/4" above fixture lip and nail or screw 6" on center.

=====

**5144 DRYWALL--WATER RESISTANT**

Hang, tape and 3-coat finish 1/2" water resistant drywall in wet area. Glue each framing member and screw or nail 8" on center.

=====

**5722 CERAMIC WALL TILE (BATHROOM)**

Provide and install new tile on wall in bathrooms(s). 6'-0" high around tub area only, and 4'-0" high wain-coat.

=====

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=====

6780 **LAVATORY AND FAUCET--HANDICAP**

Install a stainless steel or ceramic wall hung lavatory with the following dimensions: at least 19" wide, at least 22" from wall to front, and no more than 8" deep. Provide single lever controls and insulate the hot supply line and all visible sections of the waste line and trap with foam insulation.

\_\_\_ EA \_\_\_\_\_

6512 **COMMODE--REPLACE (Handicapped)**

Install 2 piece close coupled white, vitreous china, water saving commode. Include plastic or pressed wood white seat, plastic supply pipe, shut-off valve, stop valve and wax seal. Clean, used and cosmetically blemished commodes of any color are acceptable with field approval. Use 14" rough-in when replacing wall hung commode, and 12" rough-in to replace close coupled commode.

\_\_\_ EA \_\_\_\_\_

6770 **SHOWER--To Code (Handicapped)**

To include Grab bar drain and shower pan. Install a shower stall recommended for A single lever control valve shall feed a fixed shower head and a hand held shower with 5' of stainless steel wrapped hose, through a single lever diversion valve.

\_\_\_ EA \_\_\_\_\_

5452 **Bath Room WALL- ACCESSORIES**

Fixtures to be included as Standard are as follows:

One Towel Bar in shower area  
Combination Soap Dish and Grab Bar in the Tub Area  
Tooth Brush Holder, Soap Dish, Tissue Holder, One Towel Bar on wall, Medicine Cabinet

\_\_\_ Sets \_\_\_

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\_\_\_ Unit \_\_\_

6414 **SINK--SINGLE BOWL COMPLETE**

Install a 24"x 24" single bowl, stainless steel, self rimming kitchen sink including water saver faucet with 5-year drip-free warranty, trap and supply lines from stop valves.

\_\_\_ EA \_\_\_

**1097**

2722 **SHOWERHEAD--LOW FLOW**

Install a Delta model 6122, or equivalent, low flow shower head.

\_\_\_ EA \_\_\_

6500 **TOILET SEAT**

Install a white, wood or plastic top mounted toilet seat and lid.

\_\_\_ EA \_\_\_

4454 **SHOWER Drain**

Install shower drain covers.

\_\_\_ EA \_\_\_

3560 WINDOW-ALUMINUM SCREEN AND FRAME  
Install aluminum or fiberglass screen in a removable aluminum frame. If frame is greater than 4' in either direction, an aluminum cross-brace must be used. Replacement of screen in existing frame is allowed. \_\_\_\_\_ EA \_\_\_\_\_

\*\*INTERIOR PAINTING\*\*

5204 PREP AND PAINT SURFACE--FLAT  
Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with oil primer in kitchen and bath and latex primer in dry rooms. Top coat with two coats of latex paint. Color choice by owner. Replace or uncover hardware, fixtures and accessories. \_\_\_\_\_ Units \_\_\_\_\_

6948 ELECTRIC SERVICE--CUSTOM REPAIR \_\_\_\_\_ Units \_\_\_\_\_

6300 DRAIN, WASTE, VENT--PVC  
Install schedule 40 PVC pipe and fillings solvent welded after a dyed cleaning step. Install pipe with hangers 3' on center without critical damage to structural members. \_\_\_\_\_ LF \_\_\_\_\_

3442 DOOR--PREHUNG PASSAGE  
Install a 1-3/8" pre-hung door and split jamb including bedroom lock set. \_\_\_\_\_ EA \_\_\_\_\_

6534 WATER HEATER (Titan Water Heater) to code  
Install titan style water heating system With All piping and electrical connection with proper ground \_\_\_\_\_ EA \_\_\_\_\_

3454 DOOR--WOOD BI-FOLD

Install flush, hollow core wood bi-fold door including all hardware, Stanley or equal. Door to be hung plumb and straight. When unit is closed, clearance between door and wall, and door and jamb to be equal. \_\_\_\_\_ EA \_\_\_\_\_

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5108 DRYWALL--Repair

Cut back defective gypsum to expose 1/2 of the framing on opposite sides of the hole. Cut and snuggle fit drywall patch. Glue and nail or screw patch prior to applying tape and 3 coats of compound feathered out at least 8". \_\_\_\_\_ SF \_\_\_\_\_

Exterior Building

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- 7094 LIGHT FIXTURES Exterior  
Provide and install new light fixtures in main hallways, connected to timer and to house meter. \_\_\_\_\_ EA \_\_\_\_\_
- 2356 ROOF--SHEATHING REPAIR/SHINGLE  
Remove existing roofing down to sheathing and replace defective sheathing with equivalent material. Install felt, self-sealing fiberglass/asphalt strip shingles, and replace all flashing, including valleys. Color choice by owner. Provide a 10 year warranty. \_\_\_\_\_ SF \_\_\_\_\_
- 2478 Damaged Sheathing  
Replace rotten and damaged roof sheathing \_\_\_\_\_



Loan #

**ADDENDUM**

ITEM	SPECIFICATION	QUANTITY	COST

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewed**  
Date: \_\_\_\_\_ Estimator