

# *City of Miami*



**2009**

**NEIGHBORHOOD STABILIZATION PROGRAM  
REQUEST FOR PROPOSALS  
FOR SINGLE FAMILY DEVELOPER APPLICANTS**

**Date of Issuance: 6/19/2009**

Copies of this RFP application are available at: City of Miami Department of Community Development,  
444 SW 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor, Miami, Florida 33130 or [www.miamigov.com/communitydevelopment/rfp.asp](http://www.miamigov.com/communitydevelopment/rfp.asp)

**NSP 2009 REQUEST FOR PROPOSALS (RFP) NEIGHBORHOOD STABLIZATION  
PROGRAM  
SINGLE FAMILY DEVELOPER APPLICANTS**

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Ladies and Gentlemen:

Thank you for your interest in this Request for Proposals (RFP) for the implementation of a program to acquire, rehabilitate and sell foreclosed single-family, condo or townhome units to families making less than 120% for the Area Median Income (AMI), as adjusted for family size. This initiative is funded by The Housing and Economic Recovery Act of 2008 (HERA) under the Neighborhood Stabilization Program (NSP).

Enclosed is the City's RFP which contains detailed information as follows: eligibility criteria; RFP submission requirements; general conditions; regulatory requirements; general City of Miami reservations, and the evaluation and approval 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 are due no later than **3:00 p.m. on Tuesday, July 7, 2009** 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 the successful proposers to realize this project.

Sincerely,

George Mensah  
Director  
Department of Community Development

## A. INTRODUCTION / OVERVIEW

The City of Miami is requesting single family developer Applicants to provide real property services including, but not limited to, identifying, negotiating and purchasing foreclosed and/or abandoned residential units in the City of Miami in the Areas of Greatest Need (AGN); contracting for and overseeing any needed rehabilitation, advertising the NSP program and income-qualifying households to purchase units; delivery of rehabbed unit to a qualified buyer, and to comply with all U.S. Housing and Urban Development's Neighborhood Stabilization Program requirements.

On July 30, 2008, President George W. Bush signed The Housing and Economic Recovery Act of 2008 (HERA), which appropriated \$3.92 billion for assistance to state and local governments for the redevelopment of abandoned and foreclosed homes under the Neighborhood Stabilization Program (NSP). To facilitate quick implementation and funding of NSP, Congress used the basic elements of the U.S. Department of Housing and Urban Development (HUD)'s Community Development Block Grant Program (CDBG). Many of the CDBG requirements will apply to the award recipients of this Request for Proposals (RFP). The City of Miami is the recipient of \$12,063,702 of this federal funding to acquire, rehabilitate, and re-sell/rent, lender-foreclosed properties to income-eligible buyers and renters.

The City has allocated \$500,000 of its NSP fund to acquire, rehabilitate, and sell foreclosed single-family, condo or townhome units to families with a total gross annual income at or below 120% of the Area Median Income (AMI), family-size adjusted. The RFP for single-family developer Applicants seeks qualified Applicants to identify, negotiate, and purchase qualified foreclosed and/or abandoned single family, condominium, or townhome units in a certain geographic area of the City. The Applicants will be expected to market, purchase, rehabilitate, and re-sell these units to income-qualified homebuyers.

### **Eligible activities**

**Request for Proposals (RFP)-Single-family Developers:** The City will be accepting applications for Applicants who can acquire, rehabilitate to U.S. HUD's Housing Quality Standards, and deliver single-family, condo, or townhome foreclosed residential units to income-eligible buyers in the City of Miami's Neighborhood Stabilization Program's Area of Greatest Need (AGN). Maps of the AGN are located in Exhibit A. The City will provide \$50,000 per unit to be utilized for the acquisition and rehabilitation of each unit of housing, up to five housing units.

### **Scope of Services:**

Applicants (or designated team) must be able to:

- 1) Locate eligible homebuyers.
- 2) Identify eligible foreclosed units for eligible homebuyers to buy.
- 3) Negotiate with present lenders owning foreclosed single family, condominium, or townhome units.
- 4) Conduct due diligence, including but not limited to appraisals, title, building costs, or assess code or lien violations.
- 5) Estimate rehabilitation costs.

- 6) Obtain their own financing to supplement the NSP loan to purchase the unit from the lender and rehabilitate the unit.
- 7) Rehabilitate properties in accordance with local building code requirements and to US HUD's Housing Quality Standards.
- 8) Provide green rehabilitation elements.
- 9) Comply with US HUD's environmental and Section 3 requirements.
- 10) Conduct closings.

**Qualifications:**

The selected Applicants:

- Shall have key personnel performing the requested services with significant experience in purchasing foreclosed properties, conducting due diligence prior to property purchases, and effecting the rehabilitation, marketing and selling of single-family homes.
- Shall have capacity to fully staff this project immediately upon award.
- General and subcontractors must have current licenses/certificates and insurance in accordance with State of Florida Statutes necessary to provide the Services being requested in Scope of Services.

**Structure of RFP allocation**

It is the City's intention to fund at least two Applicants to provide the required services. The Applicants will be pre-qualified to participate in the acquisition and rehabilitation of single family, condo, or townhome foreclosures, which will be pre-sold to qualified purchasers. The selection of the Applicants will be determined by the order of their total overall score and ranking (i.e., highest ranked first). Selected Applicants shall sign an agreement with the City, outlining the proposed activities. The agreement will include general legal and administrative provisions and all required City affidavits, and may be updated periodically to reflect new City requirements. Selection in this process does not guarantee work and does not provide for exclusive rights to provide these services to the City.

The City, at its discretion, may periodically add additional qualified Applicants using this RFP ranking, if additional funds are allocated to this activity.

At the City's discretion, selected Applicants may lose their allocation based upon lack of participation, poor performance as to quality, responsiveness and accuracy of Services performed, being in arrears in obligations to the City, being behind schedule and any other reason specified by City policies and procedures. Selected Applicants shall maintain the qualifications of the firm and proposed personnel at a standard consistent and equivalent to the qualification submissions submitted in response to the RFP.

**Scoring:**

Review of funding proposals will be based on a 100 point scoring system (attached). If the threshold items are not met, the remainder of the application will not be scored, and the application will be disqualified.

**Tie Breakers:**

In the case that two or more Applicants score equal number of points, the City will use the following criteria to break the tie:

- Attendance at the RFP Application Workshop
- A Green Certification or previous experience in green building
- Section 3 Certification

## **B. PROPOSAL SUBMISSION REQUIREMENTS & PRE-BID WORKSHOP**

Applications will **not** be accepted at the Miami Riverside Center. Proposals submitted in person or by mail must be submitted to the following:

**NSP Single Family Developer Proposal  
City of Miami  
City Clerk's Office  
3500 Pan American Drive  
Miami, Florida 33133**

All proposals *must be received* by **3:00 p.m., July 7, 2009**, at the City Clerk's Office. Proposals submitted via facsimile will not be accepted. Proposals submitted after the deadline will not be accepted, reviewed or considered for funding in any manner. It is the sole responsibility of the Applicant to ensure that proposals are submitted on time. Responses must be clearly marked on the outside of the package referencing:

### **NEIGHBORHOOD STABILIZATION PROGRAM PROPOSAL FOR SINGLE FAMILY DEVELOPER APPLICANTS**

**An Application Workshop will be held on June 24, 2009 from 2:00 to 4:00 PM at the City of Miami Commission Chambers at City Hall, located at 3500 Pan American Drive.** The workshop is not mandatory but individuals considering responding to this RFP are strongly encouraged to attend. Favorable consideration will be given during the proposal review process to those in attendance.

#### **Submittal Specifications:**

Responses must be binded and be submitted in triplicate (one original and two copies) and must be presented as follows:

- Sequenced and tabbed according to the Sections as specified below under Application Contents
- Be on 8 ½ " X 11" paper;
- Only one-sided page text with standard margins of 1";
- 12-point font size;
- Pages and attachments must be sequentially numbered; and
- Be contained in a secure binder or report binding.

#### **Required Proposal Content - Single Family Developer Applicants**

##### **Table of Contents**

The table of contents should outline, in sequential order, the major sections of the proposal as listed below, including all other relevant documents requested for submission. All pages of the proposal,

including enclosures such as charts, graphs and illustrations should be clearly and consecutively numbered and correspond to the table of contents.

**Section I: Application**

Under this section, an application contained herein must be completed.

**Section II: Organizational Experience Narrative**

Under this section, the Applicant should include a thorough history of experience developing and administering the type of project being proposed, including marketing and sales of units. Provide a summary description of the single-family rehabilitation/construction projects you have completed in the last 6 years. Include type of construction, project costs, number of units, and any energy efficiency features or any other green components incorporated into the development. Specifically identify previous single family rehabilitation experience. If you are familiar with U.S. HUD's Housing Quality Standards (HQS), please note in this section. Also include any certifications or licenses, including Section 3 certification, LEEDS certification, or other Green Certifications.

The Applicant must attach a list of all key members of the development team. Submission of each team member's experience, individually, is also strongly advised, including their resumes.

**Note:** The Applicant shall be the same as the borrowing entity.

**Section III: Organizational Structure**

Under this section, the Applicant should provide an organizational chart and a list of the names, addresses and business affiliation for all general and limited partners, officers, directors, and shareholders. A narrative outlining the history/background of each principal should also be included. If the Applicant is a joint venture/partnership, a written agreement or description specifying the role of each organization in the collaboration must be included. Specifically note if an organization is a non-profit.

**Section IV: Proposed Approach to Providing the Services/ Marketing Plan**

Under this section, present how you will market your services and the NSP plan to your customers. Describe any partners you will be using in outreach to the community.

*Persons who will benefit/target market:* Include a profile of the prospective buyer in terms of income targets. Identify the marketing techniques to be used to obtain prospective buyers of NSP foreclosed properties. Describe other current or past experience in the provision of housing or homebuying counseling services. The plan should include: Fair Housing Compliance Procedures, Owner Qualification procedures, and Record Keeping).

**Section V: Financial Capacity**

The Applicant shall provide proof of financial capacity (cash/ lines of credit) so that a determination can be made that the development entity is capable of undertaking the project. Loan commitments must be from a Federal Deposit Insurance Corporation (FDIC) insured lending institution. Additionally, the Applicant shall provide documentation as to what resources will be used to provide equity to the project. The Applicant shall submit the last three (3) fiscal years audited financial statements, and documentation that supports future cash resources available or committed. Evidence of availability of project financing form must be completed.

**Section VI: Green Components:** The City of Miami is committed to making the City’s housing stock more energy efficient. On Exhibit B, check the items which you will be providing in the rehab, if applicable. The first category is considered threshold. All items must be provided in all projects. The second category consists of items which are optional, but will increase the commitment to our affordable housing families that they will benefit in the future from living in a “green building.” Fill out the checklist for items you are willing to provide to a single family residence to make it a “green building”.

**Section VII: Technical Information**

- Section 3 of the Housing and Urban Development Act of 1968 (Section 3 Clause included for informational purposes under Exhibit C). A Section 3 Plan will be required from Applicant if a contract is awarded.
- Environmental Review
- Insurance Requirements

**Section VIII: Supplemental Forms**

- Public Entity Crime Affidavit
- Authorized Representative Statement
- Debarment Certification
- Sound Fiscal Management Certification
- Declaration of Financial Interests
- Cost Allocation Report (City Form)
- HUD Affirmative Fair Housing Marketing Plan
- Sources and Uses Budget (Applicant’s own form)
- First Source Hiring
- Conflict of Interest Letter (Applicant’s own form)

**C. GENERAL CONDITIONS**

- The awarded Applicant will receive a maximum funding of up to \$50,000 per unit, which will be used in the acquisition and rehabilitation of a residential property. A maximum of up to \$250,000 will be allocated to the winning Applicants, for a maximum of five (5) homes financed at any one time. The NSP proceeds will be in the form of a second mortgage loan, with no interest. NSP funding to the Applicant for acquisition and rehabilitation will be due at closing with the eligible homebuyer, of the rehabbed residential unit. No NSP funds will be disbursed without a valid contact between the Applicant and the prospective homebuyer. In addition, no NSP funds will be expended for the acquisition of the property until the environmental clearance from the City of Miami is obtained. The NSP acquisition and rehabilitation loan will be repaid to the City at time of the homebuyer’s closing. At the City’s sole discretion, the City has, as its option, to allow the Applicant to revolve the \$250,000 for additional residential unit purchase and rehabilitation. Up to \$70,000 of NSP funding shall be made available to the homebuyers in accordance to the NSP rules and regulations and the City of Miami’s First Time Homebuyer Program.
- The Applicant will receive up to \$50,000 per home for acquisition and rehab costs. If the total rehab costs equals to or exceeds \$10,000, the Applicant will receive up to \$40,000 for the acquisition of each property, and will receive \$10,000 from the first rehabilitation draw. In the case where the rehab cost is less than \$10,000, the City will fund all of the rehab costs. The remainder of the \$50,000 (\$50,000 – Rehab costs) will be used for acquisition.
- A \$1000 retainage will be retained to cover signage and other costs of the City of Miami.
- The Applicant’s development fee will be based on a percentage of the total rehabilitation (soft and hard) cost plus a percentage of the acquisition cost. The Applicant’s development fee will fluctuate depending upon the purchase discount obtained per unit, based on the following schedule:

<u>Acquisition Discount</u>	<u>Rehab Fee *</u>	<u>Acquisition Fee **</u>
1%	10%	0%
2%	11%	1%
3%	12%	2%
4%	13%	3%
5%	14%	4%
6-10%	15%	5%
11-15% +	20%	6%

\* % of total rehab costs

\*\* % of total acquisition cost

**Development Fee Cap: At no time will the total development fee (rehab fee + acquisition fee) exceed 10% of Total Project Cost (Acquisition cost+ Rehabilitation hard and soft costs).**

*See EXHIBIT D for examples of development fee calculations.*

*Limit of rehabilitation:* The rehabilitation costs of homes qualifying for this program must not exceed sixty (60 %) of the purchase price. Before NSP money will be disbursed for acquisition, the Applicant must demonstrate that his proforma on the residential unit will comply with this requirement. On an exception basis, at the City's sole discretion, approval of rehab cost in excess of 60% will be considered. This exception might trigger a full environmental review of the proposed property.

- The Applicant's development fee shall be paid at time of homebuyer's closing.
- Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in this RFP.
- In the case of an Applicant's default, full payment of the NSP acquisition and rehabilitation loan and accrued default interest at the maximum rate allowed by law, will apply. If the Applicant defaults, the Applicant and all principals with a minimum of 10% share in the development will be barred from participating in any City of Miami program for a minimum of five years.
- **All costs of proposal preparation shall be borne by the Applicant. 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 set forth full, accurate, and complete information as required by the RFP. No contextual changes, additions or amendments to the proposal will be accepted after submission. Proposals that are incomplete, out of order, have an inadequate number of copies, lack required attachments, or have other content errors or deficiencies will be disqualified.
- The proposal must be submitted in the legal name of the corporation or agency applying for the allocation of funds and the corporate seal. A representative of the Applicant with legal authority to bind the organization in contract with the City of Miami must sign the documents and attachments required herein.
- Applicants will be subject to a credit report review as per City of Miami Resolution No. 98-581. Such a review may include credit reports on individual partners /owners and/or principals.

## D. REGULATORY REQUIREMENTS (FEDERAL AND LOCAL)

Once the Applicant is awarded the funds, the Applicant will be providing services for prospective homebuyers who are income qualified, in the Areas of Greatest Need. Areas of Greatest Need are specified in Exhibit A. The following are some of the requirements of the prospective buyers:

**Income Limits:** Maximum Income limits are based on 120% of Area Median Income (AMI), adjusted for family size. U.S. HUD annually changes the AMI. U. S. HUD will publish AMI's annually. The following are the maximum income amounts for the remainder of calendar year 2009:

Family Size	Maximum Income Limit
1	\$56,640
2	\$64,680
3	\$72,840
4	\$80,880
5	\$87,360
6	\$93,840
7	\$100,320
8	\$106,800

**Homebuyer Subsidy:** The prospective buyers will be eligible to receive up to \$70,000 in NSP second mortgage subsidy (as defined in the NSP Down Payment Assistance Program) to purchase the rehabbed home from the Applicant, once the unit is completely rehabbed and meets U.S. HUD's Housing Quality Standards (HQS). All prospective buyers will be pre-qualified from a lender on the City's NSP approved lender list.

**Period of Affordability:** The required period of affordability compliance is thirty (30) years for the homebuyer. An affordable housing restrictive covenant will be placed on the property, restricting the future sales price of the property and the income limits of future buyers.

**Code Compliance:** All projects must meet the South Florida Building Code, the Section 8 Housing Quality Standards, and the Model Energy Building Code or HUD-accepted equivalent.

**Section 3:** Section 3 of the Housing and Urban Development Act of 1968, will apply as amended (12 U.S.C. 1701U), relative to the hiring and training of low- and moderate-income persons and the use of local Section 3 certified businesses. The purpose of Section 3 is to ensure that employment and other economic opportunities generated as a result of U.S. HUD Assistance or by a U.S. 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 U.S. HUD assistance for housing. Section 3 plan will need to be submitted by applicant.

**First Source Hiring Agreement Statement:** As per Ordinance No. 12271, all contractors with the City of Miami for goods, services, loans or grants must meet the requirements of the City's First

Source Hiring Agreement which fosters participation in the construction and operation of the Project by unemployed, underemployed and other residents of the City of Miami.

**Environmental Clearance:** Acquisition must not occur and funds will not be disbursed for a project until the Environmental Review has been completed by the City of Miami.

Funds expended by the Applicant to physical or choice-limiting actions including property acquisition, demolition, rehabilitation, repair or construction, may not be reimbursed with City funds if they were expended before environmental clearance. It is permissible to purchase a real estate option on a property designated for rehab, if the option agreement stipulates that the purchase of the property is contingent upon a determination of desirability of the property as a result of the successful completion of the environmental review (conducted by City and U.S. HUD). The cost of the option must be a nominal portion of the purchase price.

**Lead-Safe Housing Requirements:**

All Applicants must comply with HUD's Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations at part 35, subparts A, B, J, K, and R of this title. This Act governs paint repair and rehab work in virtually all pre-1978 residential properties that receive federal CDBG funds. On September 15, 2000, HUD adopted 24 CFR Part 35, which reflects applicable requirements to the NSP program. This regulation can be accessed at:

<http://www.hud.gov/offices/lead/library/enforcement/LSHRFinal21June04.pdf>

**Insurance Requirements:**

If Applicant is a Developer and General Contractor, the insurance required will be detailed in Exhibit “F”.

If Applicant is a Developer and not the General Contractor, the insurance required will be Exhibit “E” for the Developer, and Exhibit “F” for the General Contractor.

## E. GENERAL CITY OF MIAMI RESERVATIONS

The City of Miami reserves the right to:

- Extend the RFP submission deadline if such action be in the best interest of the City.
- **If any change or amendments are made by the City after the RFP application is made available to the public, the Applicant is responsible for checking the City's website for updates during the application period.**
- Withdraw this RFP at any time without prior notice. Furthermore, the City makes no representation that funding will be awarded to any Applicant responding to this RFP.
- Retain all proposals submitted. 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.
- Require any or all organizations or agencies receiving loans funded through this RFP to use a Centralized Accounting system selected by the City, if it be determined that this would be in the best interest of the City.
- Withdraw approval from the selected awardees of single-family Applicant/s upon the City's determination that reasonable attempts to negotiate a Contract have failed. Prior to signing the contract, the Applicant must meet applicable administrative and regulatory rules to meet Federal and local requirements, codes, or other conditions as determined by the Housing and Commercial Loan Committee, and/or the City Attorney, or US HUD. It is the Applicant's responsibility to be familiar with these requirements prior to entering into contract negotiations.
- Deny a funding recommendation to an Applicant with outstanding disallowed costs, defaulted loans, debarment actions or any other legal encumbrance, regardless of the merits of the proposal submitted.
- Reject any proposal from any Applicant, principal or relative entity that has defaulted on past loans or has unmet debt obligations with the City contrary to the terms set forth in the original lending agreement in any of the housing-related categories addressed in this RFP.

### **Conflict of interest**

If the Applicant or 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 proposer.

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.

## F. EVALUATION AND APPROVAL PROCESS

Each proposal will be evaluated by the Department of Community Development. An initial review will be performed to determine whether the project is eligible and that the application is complete. The Applicant will be notified in writing if the initial review determines the proposal is either ineligible or incomplete. Incomplete applications will not be allowed a cure period.

Applicants must score a minimum of 70 points to be qualified for recommendation to the Neighborhood Stabilization Program Task Force, and the Housing and Commercial Loan Committee (Attached is the scoring matrix). This is a competitive qualification process due to limited funds. However, obtaining a score of 70 or above is not a guarantee that the Applicant will be recommended to the Neighborhood Stabilization Program Task Force and the Housing and Commercial Loan Committee. The number of Applicants to be recommended will be determined by the number of qualifying Applicants.

Staff will notify qualifying Applicants in writing whether or not their proposals are being recommended. The Neighborhood Stabilization Program Task Force and the City of Miami Housing and Commercial Loan Committee will determine which of the proposals are to be approved.

**An appeal process will be made available to Applicants that are not recommended.** The appeal must be based on an error in fact or law. To have an appeal hearing scheduled, the Applicant must request this appeal by notifying the Department of Community Development in writing within five (5) days from the date of the notice of non-recommendation. A panel of at least three (3) reviewers will hear any appeals granted by the Department.

**AFFORDABLE HOUSING-RELATED PROJECTS EVALUATION /CRITERIA MATRIX**

<b>CATEGORY</b>	<b>POTENTIAL POINTS</b>	<b>ACTUAL POINTS</b>
<b>THRESHOLD ITEMS</b>	<b>50</b>	
1. <span style="float:right">PR</span> PROPOSER MUST HAVE 3 YEARS OUT OF LAST 6 YEARS OF EXPERIENCE IN CONSTRUCTING/REHABILITATING AND SALE OF HOMEOWNERSHIP UNITS. <b>OR</b>	25	
FOR NEW DEVELOPMENT ENTITIES, EXPERIENCE OF THE PRINCIPALS MAY BE COUNTED AS EXPERIENCE OF THE NEW ENTITY <b>OR</b>		
EXPERIENCE OF PARTNERS OR JOINT VENTURES MAY ONLY BE COUNTED WITH A SIGNED PARTNERSHIP OR JOINT VENTURE AGREEMENT.		
2. <span style="float:right">G</span> GREEN COMPONENTS: REQUIRED	10	
3. FINANCIAL RESOURCES	15	
- CASH FUNDS/ <b>AND/OR</b>		
- LINE OF CREDIT OR FULL COMMITMENT LETTER		
- PRELIMINARY LETTER OF COMMITMENT		
<b>PAST EXPERIENCE OF THE APPLICANT/TEAM IN SINGLE FAMILY REHAB</b>	<b>10</b>	
1. <span style="float:right">K</span> KEY PERSONNEL'S EXPERIENCE IN SINGLE FAMILY REHAB	10	
<b>ORGANIZATIONAL CAPACITY/DEMONSTRATED EFFECTIVENESS</b>	<b>20</b>	
<i>CITY FUNDED PROJECT EXPERIENCE</i>	20	
▪ IN PROGRESS AND IN COMPLIANCE WITH LOAN AGREEMENT TERMS/ <b>OR</b>		
▪ PREVIOUS CITY-FUNDED PROJECT COMPLETED WITHIN TWO YEARS FROM NOTICE OF COMMENCEMENT (COPY OF NOTICE TO PROCEED AND CERTIFICATE OF OCCUPANCY)		
<b>- OR -</b>		
<i>NON-CITY PROJECT EXPERIENCE</i>	20	
▪ IN PROGRESS AND SATISFACTORY PERFORMANCE (LETTER FROM PROJECT FUNDING ENTITY)/ <b>OR</b>		
▪ A PROJECT COMPLETED WITHIN TWO YEARS (COPY OF NOTICE TO PROCEED AND CERTIFICATE OF OCCUPANCY)		
<b>PROPOSED APPROACH TO PROVIDING THE SERVICES /MARKETING PLAN</b>	<b>10</b>	
<b>NON-PROFIT PARTICIPATION</b>	<b>5</b>	
▪ SERVES AREA OF GREATEST NEED	3	
▪ HOMEBUYING COUNSELING OR DEVELOPMENT EXPERIENCE OR PROVIDES HOUSING SERVICES	2	
<b>GREEN COMPONENTS-BONUS POINTS</b>	<b>5</b>	
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>	

A MINIMUM OF 70 POINTS IS REQUIRED FOR A PROJECT TO BE CONSIDERED FOR FUNDING RECOMMENDATION



**RFP FUNDING APPLICATION –ALL AFFORDABLE HOUSING-RELATED PROJECTS**

**APPLICATION**

**APPLICANT INFORMATION:**

NAME:

STREET ADDRESS:

CITY, STATE, ZIP CODE:

PHONE:

FAX:

CONTACT PERSON:

EMAIL:

LEGAL ENTITY TYPE:

TAX ID #:

**TYPE OF PROJECT:**

X HOMEOWNERSHIP

X REHAB

**CITY OF MIAMI FUNDING:**

AMOUNT OF CITY FUNDS REQUESTED: **\$250,000**

**MARKETING PLAN:**

IS THERE A MARKETING PLAN? \_\_\_ Yes \_\_\_ No

**GENERAL CONTRACTOR INFORMATION:**

PLEASE DESCRIBE PROCESS TO SELECT GENERAL OR SUB-CONTRACTORS:

ALSO, IF SELECTION OF GENERAL CONTRACTOR (GC) HAS OCCURRED, PROVIDE THE FOLLOWING:

GENERAL CONTRACTOR NAME:

ADDRESS:

TELEPHONE:

FLORIDA CONTRACTOR'S LICENSE NO.:

AND COPY

YEAR OF ISSUANCE:

- *REFERENCE(S); ATTACH ADDITIONAL PAGES IF NECESSARY*
- *ATTACH A LIST OF AFFORDABLE HOUSING PROJECTS CONSTRUCTED BY THE GC. INCLUDE THE NAME, ADDRESS, PROJECT DESCRIPTION, COST, DATE OF COMPLETION, OR CURRENT STATUS.*

**EVIDENCE OF AVAILABILITY OF PROJECT FINANCING**  
**(THIS INFORMATION MUST MATCH SOURCES LISTED IN SOURCES AND USES)**

**FOR EACH SOURCE OF FINANCING, SPECIFY AS FOLLOWS: (ATTACH ADDITIONAL PAGES IF NECESSARY)**

NAME OF INSTITUTION OR ENTITY:	CONTACT PERSON:	
TELEPHONE NUMBER:		
AMOUNT OF LOAN/GRANT:		
INTEREST RATE:	TERMS:	AMORTIZATION:
TYPE OF COMMITMENT:		

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**ACKNOWLEDGEMENT**

ON \_\_\_\_\_ 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.

_____	_____
AUTHORIZED REPRESENTATIVE SIGNATURE	PRINT NAME OF AUTHORIZED REPRESENTATIVE
_____ (Title of authorized representative)	

# **SUPPLEMENTAL FORMS**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A).**  
**FLORIDA STATUTES ON PUBLIC ENTITY CRIME**

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

1. This sworn statement is submitted to \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
(print this individual's name and title)

For \_\_\_\_\_

\_\_\_\_\_  
(print name of entity submitting statements)

Whose business address is \_\_\_\_\_

\_\_\_\_\_  
and if applicable is Federal Employer Identification Number (FEIN) is \_\_\_\_\_

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn Statement:  
\_\_\_\_\_

2. I understand that a "public entity crime" as defined in paragraph 287.133(1)(a), Florida Statutes, mean a violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity,

or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in a relation to the entity submitting this sworn statement. (Please indicate which statement applies).

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. AND (Please indicate which additional statement applies).

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attached is a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

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

Sworn to me and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known \_\_\_\_\_

Or produced identification \_\_\_\_\_ Notary Public—State of \_\_\_\_\_

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

(Type of Identification)

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of notary public)

**APPLICANT:**

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**AUTHORIZED REPRESENTATIVE STATEMENT**

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

<u>POSITION</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>
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: _____



**CITY OF MIAMI  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
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.

C.P.A.

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

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

C.P.A.

\_\_\_\_\_  
(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.

## 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. (MCDD)?

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: \_\_\_\_\_

**CITY OF MIAMI  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
COST ALLOCATION REPORT**

**APPLICANT:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

	Financing Sources: Specify Name						
	Total Project	NSP FUNDS	Other: _____	Other: _____	Other: _____	Other: _____	Equity
<b>Residential Unit Acquisition Price</b>		40,000					
<b><u>Hard Costs</u></b>							
Construction (incl. Site work)							
Construction contingency							
Construction: Concrete/Soil Test							
Appliances							
Construction Supervision							
Total Hard Costs							
<b><u>Soft Costs</u></b>		10,000					
Arch Design, Civil Engineering							
Permits / Fees							
Legal							
Licenses / Environmental / Utility Fees							
Appraisal / Surveys							
Insurance: Construction Period							
Marketing / Advertising							
Loan Closing / Financing Fees							
Interest / Carrying Costs							
Title Insurance & Recording							
Taxes							
<b><i>For Use by City: City incurred costs</i></b>	1,000						
Applicant's Fees & Overhead							
Soft Cost Contingency							
Total Soft Costs							
<b>Total Project Cost</b>							

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# 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)

<input type="checkbox"/> Newspapers / Publications	<input type="checkbox"/> Radio	<input type="checkbox"/> TV	<input type="checkbox"/> Billboards	<input type="checkbox"/> 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
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**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)	For HUD Office of Housing Use Only	
	Approval By	Disapproval By
	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

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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.

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**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.

- a. Indicate whether the Applicant has previous experience in marketing housing to group(s) identified as least likely to apply for the housing.
- b. 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 not 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.

**FIRST SOURCE HIRING AGREEMENT - STATEMENT OF COMPLIANCE WITH  
ORDINANCE NO. 10032**

Proposer certifies that (s)he has read and understood the provisions of City of Miami Ordinance No.10032 (Section 18-105 of the City Code) pertaining to the implementation of a “**First Source Hiring Agreement.**”

Proposer will complete and submit the following questions as part of the RFP Proposal.

Violations of this Ordinance may be considered cause for annulment of a Contract between the Successful Proposer(s) and the City of Miami.

A. Do you expect to create new positions in your company in the event your company was awarded a Contract by the City?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

B. In the event your answer to Question A is “yes,” how many new positions would you create to perform this work? \_\_\_\_\_

C. Please list below the title, rate of pay, summary of duties, number of positions, and expected length or duration of all new positions which might be created as a result of this award of a contract.

<b>Position/Title</b>	<b>Rate of Pay Hourly/Weekly</b>	<b>Duties</b>	<b>Number of Positions</b>	<b>Expected Length or Duration</b>

(Use additional sheets if necessary)

PROPOSER NAME: \_\_\_\_\_

\_\_\_\_\_ DATE

SIGNATURE/TITLE: \_\_\_\_\_

**FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY PROPOSAL**

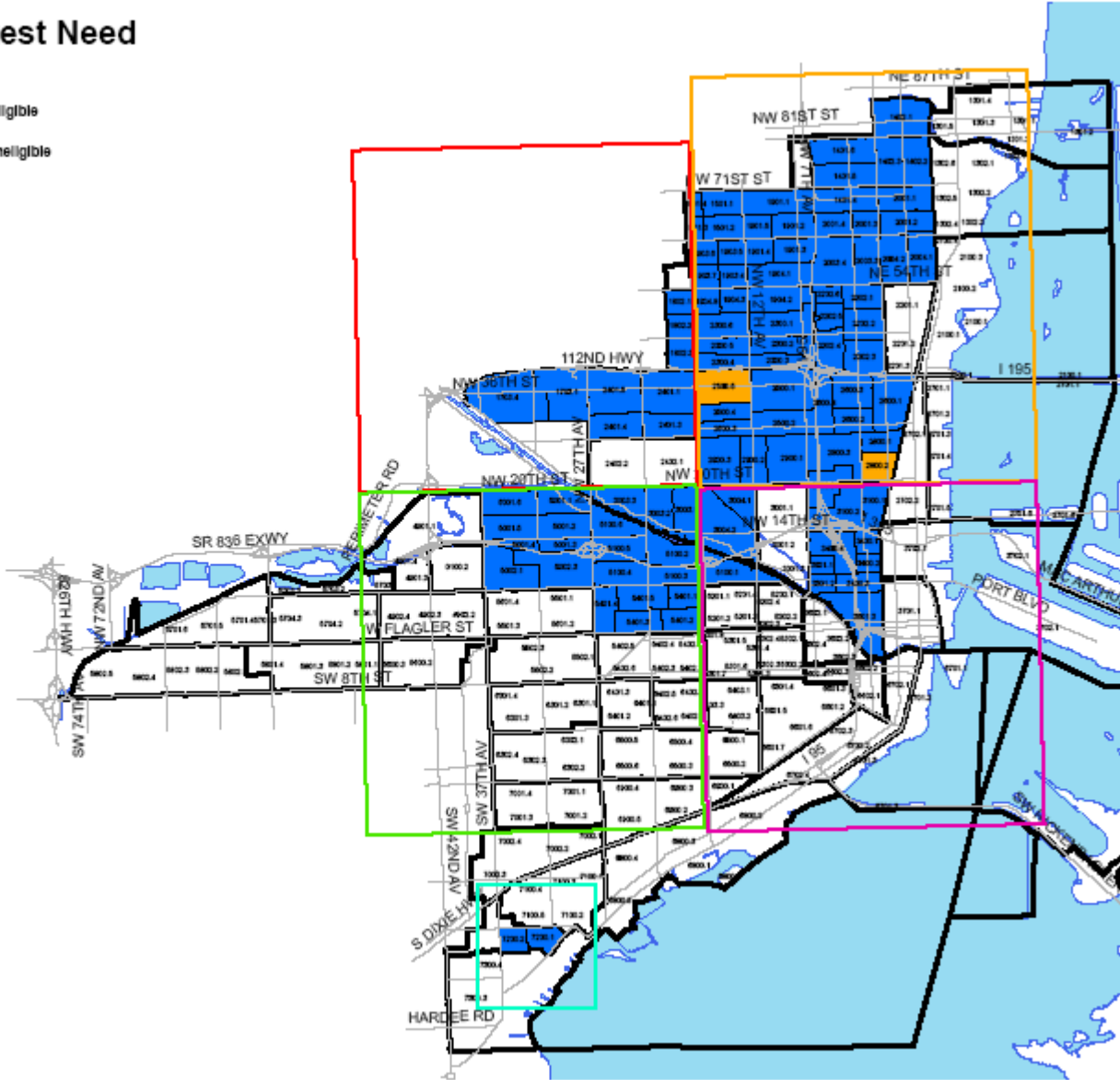
EXHIBIT "A"  
AREAS OF GREATEST NEED MAPS

# Areas of Greatest Need

## Legend

- Eligible Low, Mod, or Middle Eligible
- Ineligible Low, Mod, or Middle Ineligible

- Northwest
- Northeast
- Southwest
- Southeast
- Coconut Grove



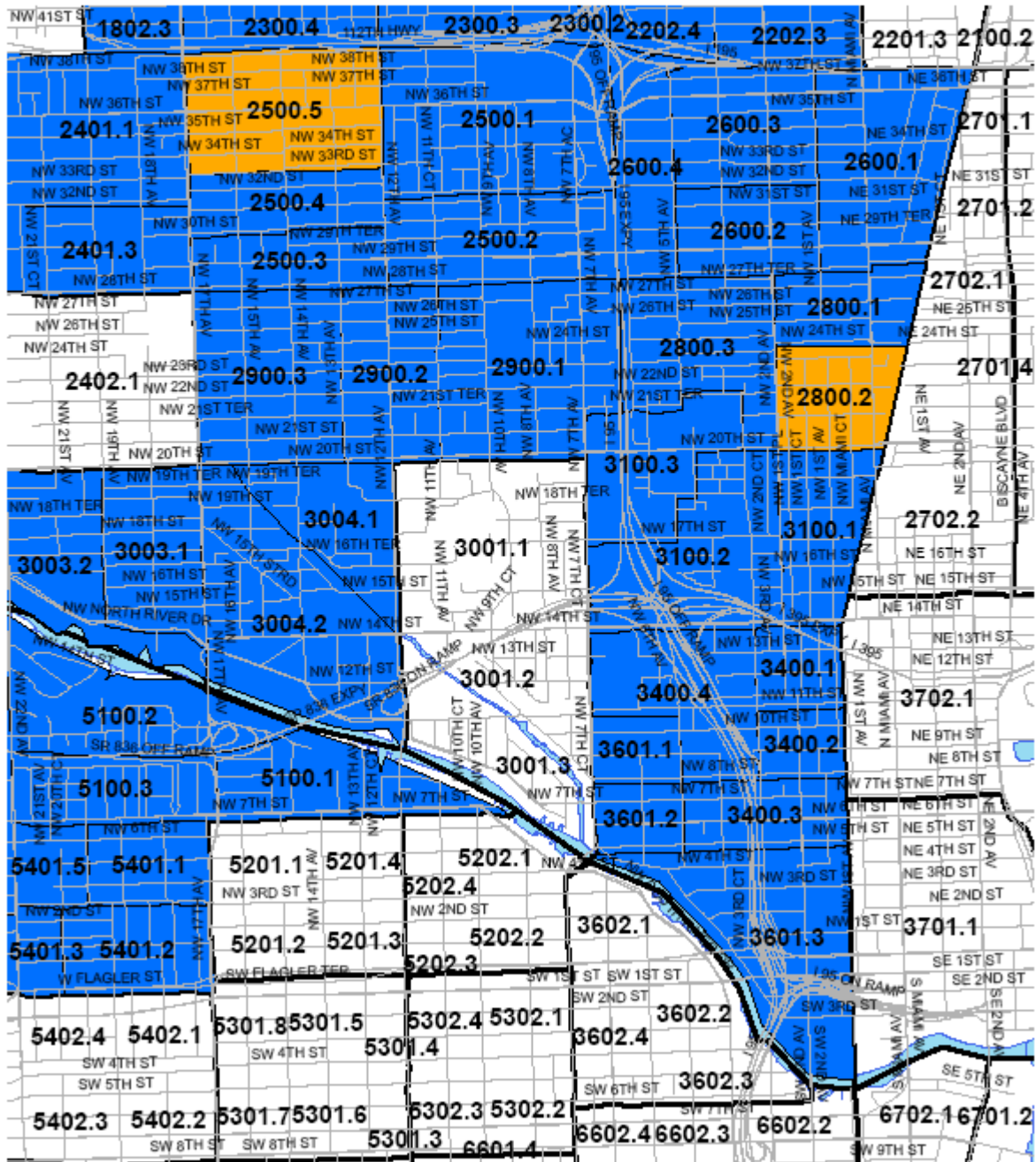




Legend

- Eligible** Low, Mod, or Middle Eligible
- Ineligible** Low, Mod, or Middle Ineligible

### Areas of Greatest Need Southeast Area





Legend

- Eligible Low, Mod, or Middle Eligible
- Ineligible Low, Mod, or Middle Ineligible

# Areas of Greatest Need Coconut Grove Area

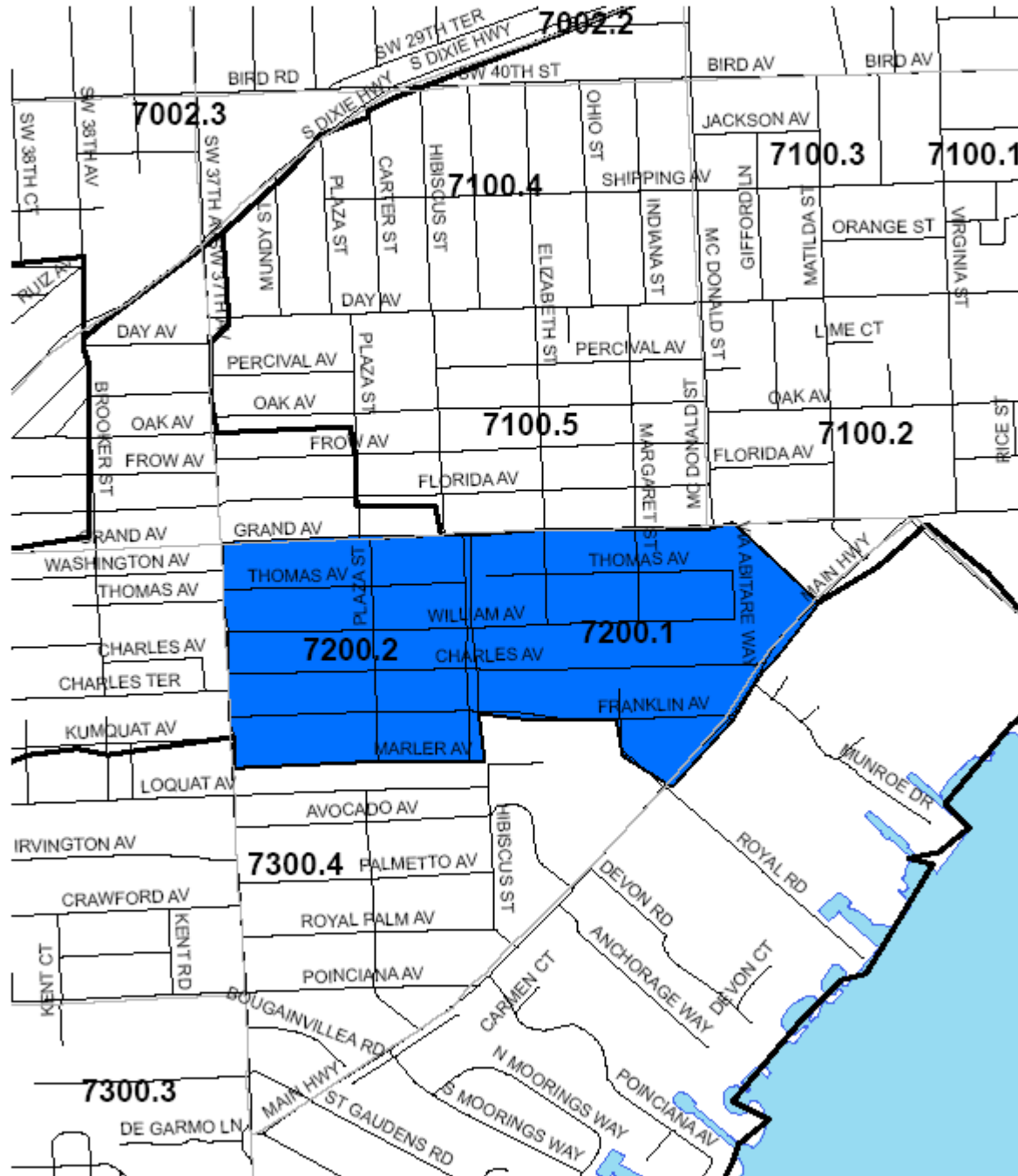


EXHIBIT “B”  
GREEN CHECKLIST

**EXHIBIT “B”**

**CITY OF MIAMI  
DEPARTMENT OF COMMUNITY DEVELOPMENT**

**SINGLE FAMILY REHAB GREEN CHECKLIST**

The following list of green criteria items is included as part of the NSP Program Request for Proposal. Please indicate which will be incorporated into the rehabilitation work of the single family units.

**Threshold Items:** (All)

- Water-Conserving Appliances and Fixtures (toilets, shower heads, faucets)
- Energy Star Appliances (refrigerator and stove)
- Efficient Lighting Interior/ Exterior
- Construction Waste Management
- Low/ no Volatile Organic Compounds (VOC) Paints and Primers
- Exhaust Fans – Bathroom/Kitchen

**Bonus Items:** (One point per item, maximum 5 points)

- Landscaping
- Storm Drain Labels
- Recycled Content Material
- Reduce Heat-Island Effect: Roofing
- Reducing Heat-island Effect: Planting
- Urea Formaldehyde-free Composite Wood
- Green label Certified Floor Coverings
- Ventilation
- HVAC Sizing
- Water Heaters: Mold Prevention
- Materials in Wet Areas: Surfaces/ Tub and Shower Enclosures
- Water Drainage
- Clothes Dryer Exhaust
- Integrated Pest Management
- Lead-Safe Work Practices
- Healthy Flooring Materials: alternative sources

Applicant may select up to 5 items of the bonus list.

EXHIBIT “C”  
SECTION 3

### **SECTION 3**

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S. C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance of HUD-assisted projects 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.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

## **SECTION 3 REQUIREMENTS**

### **I. ASSURANCE STATEMENT**

Each applicant, recipient, contractor, and subcontractor on a Section 3 covered project shall sign the attached Section 3 Assurance of Compliance.

### **II. AFFIRMATIVE ACTION PLAN FOR UTILIZATION OF PROJECT AREA BUSINESSES**

Each applicant, recipient, contractor, and subcontractor preparing to undertake work pursuant to a Section 3 covered contract shall develop and implement an affirmative action plan, which shall:

- (a) Set forth the approximated number and dollar value of all contracts proposed to be awarded to all businesses within each category (type or profession) over the duration of the Section 3 covered project.
- (b) Analyze the information set forth in paragraph (a) and the availability of eligible business concerns within the project area doing business in professions or occupations identified as needed in paragraph (a) and set forth a goal or target number and estimated dollar amount of contracts to be awarded to the eligible businesses and entrepreneurs within each category over the duration of the Section 3 covered project.
- (c) Outline the anticipated program to be used to achieve the goals for each business and/or professional category identified. This program should include but not be limited to the following actions:
  - (1) Insertion in the bid documents, if any, of the affirmative action plan of the applicant, recipient, contractor, or subcontractor letting the contract; and
  - (2) Identification within the bid documents, if any, of the applicable Section 3 project area.
  - (3) Ensuring that the appropriate business concerns are notified of pending contractual opportunities either personally or through locally utilized media.

### **III. BIDDING AND NEGOTIATION REQUIREMENTS**

Every applicant and recipient shall require prospective contractors for work in connection with Section 3 covered projects to provide, prior to the signing of the contract, a preliminary statement of work force needs (skilled, semi-skilled, unskilled labor and trainees by category) where known; where not known, such information shall be supplied prior to the signed of any contract between contractors and their subcontractors. Consideration should be given to those contractors who will have training and employment opportunities for project area residents.

When a bidding procedure is used to let the contract, the invitation or solicitation for bids shall advise prospective contractors of the requirements of these regulations.

Applicant, recipient and contractors should insert plan for utilization of project area business in the bid documents. The recipient must have indicated therein that Section 3 applies to the project and what is expected of them. All contractors who bid a job just show in their bid what they will do to implement Section 3. They must in this bid commit themselves to a goal and show what they intend to do to reach that goal. When the bids are opened, they must be evaluated in terms of the bidder's responsiveness to Section 3. A bid which lacks a commitment to Section 3 or which lacks a goal or plan to reach a goal may be judged nonresponsive.

Applicants, recipients and contractors will ensure that the attached Section 3 Clause and Assurance of Compliance are made a part of all contracts.

In implementing its affirmative action plan, each applicant, recipient, contractor, or subcontractor shall make a good faith effort to achieve its goal or target number and estimated dollar amount of contracts to be awarded to the eligible businesses and entrepreneurs within each category over the duration of the Section 3 covered project.

#### **IV. UTILIZATION OF LOWER INCOME RESIDENTS AS TRAINEES AND EMPLOYEES**

Each applicant, recipient, contractor or subcontractor undertaking work in connection with a Section 3 covered project shall make a good faith effort to fill all vacant training and occupational category positions with lower income project area residents

**ASSURANCE OF COMPLIANCE (Section 3, HUD ACT of 1968)**

**TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR BUSINESS AND LOWER INCOME PERSONS**

- A. The project assisted under this (contract) (agreement) is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S. C. 170U. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.
  
- B. Notwithstanding any other provision of this (contract) (agreement), the (applicant) (recipient) shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 135 (published in 38 Federal Register 29220, October 23, 1973), and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this (contract) (agreement). The requirements of said regulations include but are not limited to development and implementation of an affirmative action plan for utilizing business concerns located within or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 135.20 (b) of the regulations in all contracts for work in connection with the project. The (applicant) (recipient) certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.
  
- C. Compliance with the provision of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application for this (contract) (agreement), shall be a condition of the Federal financial assistance provided to the project, binding upon the (applicant) (recipient), its successors and assigns. Failure to fulfill these requirements shall subject the (applicant) (recipient), its contractors and subcontractors, its successors, and assigns to the sanctions specified by the (contract) (agreement), and to such sanctions as are specified by 24 CFR Section 135

**APPLICANT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**ADDRESS:** ---- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**City of Miami**  
**SECTION 3 ECONOMIC OPPORTUNITY PLAN QUESTIONS**

The Section 3 Economic Opportunity Plan must describe the proposed strategies for achieving the Section 3 training and employment numerical goals, and subcontracting numerical goals (where subcontracting is allowable in the Bid.)

Please review the information below, and **provide your responses on separate paper**. (A Section 3 Economic Opportunity Plan Instruction Sheet is attached to further assist you in developing your responses to the information requested below.)

1. Identify individual(s) responsible for planning, implementing and tracking the projects' Section 3 training and employment goals. Describe their prior experience in this area.
2. Describe efforts (contractor and subcontractor) to be taken to recruit, solicit, encourage, facilitate, and hire public housing and other low-income persons. Identify any private or public resources that will be used.
3. Describe contractor's activities to be taken for recruiting, soliciting, encouraging, facilitating and selecting Section 3 subcontractors, where applicable.
4. Describe plans to structure project activities in ways that create opportunities for Section 3 firms' participation, where applicable.

**YOUR RESPONSES TO QUESTIONS 1-4, WILL CONSTITUTE YOUR PLAN; PLEASE ATTACH YOUR PLAN DOCUMENT AND ALSO INCLUDE THE FOLLOWING INFORMATION ON YOUR PLAN:**

- (1) COMPANY NAME**
- (2) YOUR NAME AND PHONE NUMBER**
- (3) BID NUMBER AND NAME.**

## **SAMPLE PLAN QUESTIONS**

### **PLEASE RE-TYPE YOUR OWN FIRM'S PLAN ON YOUR FIRM STATIONERY**

FIRM NAME, ADDRESS, TELEPHONE AND FAX NUMBER

#### **Question #1**

Identify individuals responsible for planning, implementing, and tracking the project's Section 3 training and employment goals. Describe their prior experience in this area. The individual responsible for planning, implementing and tracking the project's Section 3 training and employment goals is John Doe, President (or the appropriate title of this individual), of name of firm (hereafter referred to as "Contractor"). He (or she) will obtain all pertinent information to become thoroughly familiar and ensure contract compliance with the HUD Section 3 Regulation. John Doe has worked on construction (or service, whichever is applicable) projects, and is qualified to administer contractor's Section 3 Economic Opportunity Plan (Plan.)

#### **Question #2**

Describe efforts (contractor and subcontractor) to be taken to recruit, solicit, encourage, facilitate and hire public housing and other low-income persons. Identify any private or public resources that will be used.

Contractor will take the following steps to recruit, solicit, encourage, facilitate and hire public housing and other low-income persons, in the event any vacancies occur throughout the duration of the project:

1. Meet with resident associations and managers at the public housing site where work is to take place, first, and second, at other public housing sites.
2. Schedule a time and place for public housing residents to complete job applications.
3. Develop a list of "pre-qualified" Section 3 public housing and other low-income residents who could fill job vacancies that may later become available.
4. Send notices about Section 3 training and employment obligations and opportunities required for this project to labor organizations.
5. Establish a training program to provide public residents and other low income residents with the opportunity to learn basic skills and job requirements.
6. Advertise in major and community newspapers and on job sites for workers who meet the definition of a Section 3 resident.

Contractor will establish files to record and retain written documentation of all training and employment outreach efforts and resources from agency representatives and job applicants.

#### **Question #3**

*(ONLY APPLICABLE TO FIRMS THAT SUBCONTRACT)*

Describe the contractor's activities to be taken for recruiting, soliciting, encouraging, facilitating and selecting Section 3 subcontractors, where applicable.

• Firm Name Page 2 of 3

Contractor will take all feasible measures to recruit, solicit, encourage, facilitate, and select qualified Section 3 business subcontracting firms to perform at least 10% of the project award amount (contract sum) for each CITY OF MIAMI project for which Contractor is the successful bidder.

Contractor will request the organizations, listed below, to provide lists of firms, organized by trade category, which can perform required project work (in addition to these organizations, Contractor may also contact other organizations that provide such listings):

1. Contractor's Resource Center
2. Small Business Administration
3. Minority Business Development Center

Contractor understands that, in addition to awarding work to qualified Section 3 businesses, it is our responsibility to:

1. Use the contractor's or firms solicitation letter to advertise to the "greatest extent feasible" to all firms on lists provided to us by the CITY OF MIAMI and other organizations about the type of work needed to complete each CITY OF MIAMI project,
2. Advise firms of Contractor's obligation to seek and award work to qualified Section 3 businesses, where feasible,
3. Clarify the definition of a Section 3 resident and business,
4. Explain how to qualify as a Section 3 business in order to be eligible to receive a preference from Contractor when subcontractor work is to be awarded, and
5. Provide Section 3 certified firms that are qualified to perform work with an opportunity to submit price quotations for CITY OF MIAMI project work, and where financially feasible, hire such firms as subcontractors.

#### **Documentation of Outreach to find Eligible Section 3 Subcontracting Firms**

1. Contractor will establish files to record and retain written documentation of all outreach efforts and responses received from organizations and subcontractors who are contacted.
2. Contractor will fax the CITY OF MIAMI Solicitation Letter to all firms that these organizations identify, based on each category of work required for each project.
3. Contractor will provide CITY OF MIAMI with copies of its facsimile receipts to each of the organizations listed in its Plan and their responses.
4. Contractor will provide CITY OF MIAMI with copies of its facsimile receipts and responses received from every firm that is faxed for each CITY OF MIAMI project.
5. Contractor will provide CITY OF MIAMI with an outreach close-out letter for each project awarded that refers to an attached outreach summary report. If Contractor is unable to meet CITY OF MIAMI's requirement to contract at least 10% of the award amount to Section 3 businesses, Contractor will include in its close-out letter an explanation as to why this requirement was not met.
6. The outreach summary report, referred to in No. 5, above, will list all contacts made to each organization or

association, the individual firms subsequently contacted, categorized by trade, and the bid amount or other type of responses received from each firm (similar to the sample outreach summary report attached to Contractor's Plan.)

7. If a firm is non-responsive, Contractor agrees to make a second attempt at getting them to respond, failing which, Contractor will move on to another company, all of which will be submitted to the CITY OF MIAMI, and referred to in the outreach close-out letter and summary report.

**Question #4**

*(ONLY APPLICABLE TO FIRMS THAT SUBCONTRACT)*

**Describe plans to structure project activities in ways to create opportunities for Section 3 firms to participate, where applicable.**

Contractor will make every effort to structure project activities to increase opportunities for Section 3 businesses. This will be accomplished by sub-dividing the work into smaller amounts, or by using multiple firms to complete similar types of work.

Submitted by: \_\_\_\_\_ Submission Date: \_\_\_\_\_

\_\_\_\_\_  
President Name, President

# CITY OF MIAMI SECTION 3

## NEW HIRES SECTION 3 MONTHLY COMPLIANCE FORM

This form is distributed to the General Contractor (GC) at the Pre-Construction Meeting. GC is also required to provide this form to any subcontractor firms they hire for this project.

Review the information below, check all that apply to:

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Additionally, please review and comply with Steps 1 and 2 below:

1. You must sign and date this form for every pay period in connection with this project and **hand deliver or mail:**

City of Miami  
Department of Community Development  
444 SW 21 Avenue, 2nd Floor  
Miami, Florida 33130 or  
Diane Kraska, AICP  
(305) 416-2029

2. When you hire a Section 3 resident in connection with this project, you must also complete and submit a MONTHLY report (attached) for every pay period worked, to the designated Community Development Project Manager.

Pay Period/**MONTH:** \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_

\_\_\_ I have **not** hired any new employees during the pay period/MONTH specified.

\_\_\_ I have hired \_\_\_ Section 3 employees and/or \_\_\_ non-Section 3 employees during the pay period shown here.

\_\_\_ I have taken one or more of the following recruitment steps to hire a Section 3 resident with the highest training and employment priority ranking: (check all that apply)

\_\_\_ I have advertised to fill vacancy(ies) at the site(s), where work is taking place, in connection with this project. Below, I have checked the steps I have taken to find Section 3 low-income residents, from the targeted groups and neighborhoods, to fill any vacancies.

\_\_\_ Placed signs or posters in prominent places at each of the above listed developments.

\_\_\_ Taken photographs of the above item to document that the above step was carried out

\_\_\_ Distributed employment flyers to each of the residents at these developments  
Posted employment flyers to each of the residents at these developments

\_\_\_ Contacted City Environmental Specialist or City of Miami employment referrals and HUT) Youthbuild Program referrals (if applicable)

\_\_\_\_ Contacted U.S. HUD State Officer at (305) 536-4421 to identify any HUD Youthbuild programs currently operating in Miami-Dade County; then contacted these programs for Youthbuild referrals

\_\_\_\_ Kept a log of all applicants and indicated the reasons why Section 3 residents who applied were not hired

\_\_\_\_ Retained copies of any employment applications completed by public housing Section 8 certificate or voucher holders or other Section 3 residents

\_\_\_\_ Sent a notice about Section 3 training and employment requirements and opportunities to labor organizations or to worker representatives with whom our firm has a collective bargaining or other agreement

\_\_\_\_ Sent proof of all checked items to City of Miami Section 3 representative above via fax at (305) 416-2090 and deliver to:

City of Miami  
Department of Community Development  
Attn: Section 3  
SW 2nd Avenue, 2nd Floor  
Miami, Florida 33130

\_\_\_\_\_  
Authorized Name:  
Title:

\_\_\_\_\_  
Firm Name:

Date \_\_\_\_\_

EXHIBIT “D”  
Development Fee Examples

## Development Fee Tables

### Rehabilitation Cost: \$70,000

Disct.	Sales Amt.	rehab costs	Dev. Fee	DF%	Acq. Fee	Acq%	T. Fees	Total Cost
	\$150,000							
1%	\$148,500	\$70,000	\$7,000	10%	\$0	0%	\$7,000	\$225,500
2%	\$147,000	\$70,000	\$7,700	11%	\$1,470	1%	\$9,170	\$226,170
3%	\$145,500	\$70,000	\$8,400	12%	\$2,910	2%	\$11,310	\$226,810
4%	\$144,000	\$70,000	\$9,100	13%	\$4,320	3%	\$13,420	\$227,420
5%	\$142,500	\$70,000	\$9,800	14%	\$5,700	4%	\$15,500	\$228,000
10%	\$135,000	\$70,000	\$10,500	15%	\$6,750	5%	\$17,250	\$222,250
15%	\$127,500	\$70,000	\$14,000	20%	\$7,650	6%	\$21,650	\$219,150

Disct.	Sales Amt.	rehab costs	Dev. Fee	DF%	Acq. Fee	Acq%	T. Fees	Total Cost
	\$100,000							
1%	\$99,000	\$59,400	\$5,940	10%	\$0	0%	\$5,940	\$164,340
2%	\$98,000	\$58,800	\$6,468	11%	\$980	1%	\$7,448	\$164,248
3%	\$97,000	\$58,200	\$6,984	12%	\$1,940	2%	\$8,924	\$164,124
4%	\$96,000	\$57,600	\$7,488	13%	\$2,880	3%	\$10,368	\$163,968
5%	\$95,000	\$57,000	\$7,980	14%	\$3,800	4%	\$11,780	\$163,780
10%	\$90,000	\$54,000	\$8,100	15%	\$4,500	5%	\$12,600	\$156,600
15%	\$85,000	\$51,000	\$10,200	20%	\$5,100	6%	\$15,300	\$151,300

**Rehabilitation Cost: \$40,000**

Disct.	Sales Amt	rehab costs	Dev. Fee	DF %	Acq. Fee	Acq%	T. Fees	Total Cost
	\$200,000							
1%	\$198,000	\$40,000	\$4,000	10%	\$0	0%	\$4,000	\$242,000
2%	\$196,000	\$40,000	\$4,400	11%	\$1,960	1%	\$6,360	\$242,360
3%	\$194,000	\$40,000	\$4,800	12%	\$3,880	2%	\$8,680	\$242,680
4%	\$192,000	\$40,000	\$5,200	13%	\$5,760	3%	\$10,960	\$242,960
5%	\$190,000	\$40,000	\$5,600	14%	\$7,600	4%	\$13,200	\$243,200
10%	\$180,000	\$40,000	\$6,000	15%	\$9,000	5%	\$15,000	\$235,000
15%	\$170,000	\$40,000	\$8,000	20%	\$10,200	6%	\$18,200	\$228,200

Disct.	Sales Amt.	rehab costs	Dev. Fee	DF%	Acq. Fee	Acq%	T. Fees	Total Cost
	\$150,000							
1%	\$148,500	\$40,000	\$4,000	10%	\$0	0%	\$4,000	\$192,500
2%	\$147,000	\$40,000	\$4,400	11%	\$1,470	1%	\$5,870	\$192,870
3%	\$145,500	\$40,000	\$4,800	12%	\$2,910	2%	\$7,710	\$193,210
4%	\$144,000	\$40,000	\$5,200	13%	\$4,320	3%	\$9,520	\$193,520
5%	\$142,500	\$40,000	\$5,600	14%	\$5,700	4%	\$11,300	\$193,800
10%	\$135,000	\$40,000	\$6,000	15%	\$6,750	5%	\$12,750	\$187,750
15%	\$127,500	\$40,000	\$8,000	20%	\$7,650	6%	\$15,650	\$183,150

Disct.	Sales Amt.	rehab costs	Dev. Fee	DF%	Acq. Fee	Acq%	T. Fees	Total Cost
	\$100,000							
1%	\$99,000	\$40,000	\$4,000	10%	\$0	0%	\$4,000	\$143,000
2%	\$98,000	\$40,000	\$4,400	11%	\$980	1%	\$5,380	\$143,380
3%	\$97,000	\$40,000	\$4,800	12%	\$1,940	2%	\$6,740	\$143,740
4%	\$96,000	\$40,000	\$5,200	13%	\$2,880	3%	\$8,080	\$144,080
5%	\$95,000	\$40,000	\$5,600	14%	\$3,800	4%	\$9,400	\$144,400
10%	\$90,000	\$40,000	\$6,000	15%	\$4,500	5%	\$10,500	\$140,500
15%	\$85,000	\$40,000	\$8,000	20%	\$5,100	6%	\$13,100	\$138,100

**Rehabilitation Cost: \$20,000**

Disct.	Sales Amt	rehab costs	Dev. Fee	DF %	Acq. Fee	Acq%	T. Fees	Total Cost
	\$200,000							
1%	\$198,000	\$20,000	\$2,000	10%	\$0	0%	\$2,000	\$220,000
2%	\$196,000	\$20,000	\$2,200	11%	\$1,960	1%	\$4,160	\$220,160
3%	\$194,000	\$20,000	\$2,400	12%	\$3,880	2%	\$6,280	\$220,280
4%	\$192,000	\$20,000	\$2,600	13%	\$5,760	3%	\$8,360	\$220,360
5%	\$190,000	\$20,000	\$2,800	14%	\$7,600	4%	\$10,400	\$220,400
10%	\$180,000	\$20,000	\$3,000	15%	\$9,000	5%	\$12,000	\$212,000
15%	\$170,000	\$20,000	\$4,000	20%	\$10,200	6%	\$14,200	\$204,200

Disct.	Sales Amt.	rehab costs	Dev. Fee	DF%	Acq. Fee	Acq%	T. Fees	Total Cost
	\$150,000							
1%	\$148,500	\$20,000	\$2,000	10%	\$0	0%	\$2,000	\$170,500
2%	\$147,000	\$20,000	\$2,200	11%	\$1,470	1%	\$3,670	\$170,670
3%	\$145,500	\$20,000	\$2,400	12%	\$2,910	2%	\$5,310	\$170,810
4%	\$144,000	\$20,000	\$2,600	13%	\$4,320	3%	\$6,920	\$170,920
5%	\$142,500	\$20,000	\$2,800	14%	\$5,700	4%	\$8,500	\$171,000
10%	\$135,000	\$20,000	\$3,000	15%	\$6,750	5%	\$9,750	\$164,750
15%	\$127,500	\$20,000	\$4,000	20%	\$7,650	6%	\$11,650	\$159,150

Disct.	Sales Amt.	rehab costs	Dev. Fee	DF%	Acq. Fee	Acq%	T. Fees	Total Cost
	\$100,000							
1%	\$99,000	\$20,000	\$2,000	10%	\$0	0%	\$2,000	\$121,000
2%	\$98,000	\$20,000	\$2,200	11%	\$980	1%	\$3,180	\$121,180
3%	\$97,000	\$20,000	\$2,400	12%	\$1,940	2%	\$4,340	\$121,340
4%	\$96,000	\$20,000	\$2,600	13%	\$2,880	3%	\$5,480	\$121,480
5%	\$95,000	\$20,000	\$2,800	14%	\$3,800	4%	\$6,600	\$121,600
10%	\$90,000	\$20,000	\$3,000	15%	\$4,500	5%	\$7,500	\$117,500
15%	\$85,000	\$20,000	\$4,000	20%	\$5,100	6%	\$9,100	\$114,100

EXHIBIT “E”  
INSURANCE REQUIREMENTS  
DEVELOPER

**INSURANCE REQUIREMENTS FOR A CERTIFICATE OF INSURANCE- CD  
CONSTRUCTION PROJECTS CONSTRUCTION REQUIREMENTS- DEVELOPER**

**Commercial General Liability (Primary and Non Contributory)**

Limits of Liability

Bodily Injury and Property Damage Liability	
Each Occurrence	\$1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Personal and Advertising Injury	\$1,000,000

Endorsements Required

City of Miami included as an Additional Insured  
Premises and Operations Liability  
Contingent Liability  
Contractual Liability  
Explosion, Collapse and Underground Hazard

**Business Automobile Liability**

Limits of Liability

Bodily Injury and Property Damage Liability	
Combined Single Limit	
Any Auto	
Including Hired, Borrowed or Non-Owned Autos	
Any One Accident	\$ 1,000,000

Endorsements Required

City of Miami included as an Additional Insured

**Worker's Compensation**

Limits of Liability

Statutory-State of Florida  
Waiver of subrogation

**IV. Employer's Liability**

A. Limits of Liability

\$100,000 for bodily injury caused by an accident, each accident.  
\$100,000 for bodily injury caused by disease, each employee  
\$500,000 for bodily injury caused by disease, policy limit

**The above policies shall provide the City of Miami with written notice of cancellation or material change from the insurer not less than (30) days prior to any such cancellation or material change.**

Companies authorized to do business in the State of Florida, with the following qualifications, shall issue all insurance policies required above:

The company must be rated no less than “A-” as to management, and no less than “Class V” as to Financial Strength, by the latest edition of Best’s Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent. All policies and /or certificates of insurance are subject to review and verification by Risk Management prior to insurance approval.

**EXHIBIT “F”**  
**INSURANCE REQUIREMENTS**  
**GENERAL CONTRACTOR**

**INSURANCE REQUIREMENTS FOR A CERTIFICATE OF INSURANCE- CD  
CONSTRUCTION PROJECTS  
CONSTRUCTION REQUIREMENTS- GENERAL CONTRACTOR**

**Commercial General Liability (Primary and Non Contributory)**

Limits of Liability

Bodily Injury and Property Damage Liability	
Each Occurrence	\$1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Personal and Advertising Injury	\$1,000,000

Endorsements Required

City of Miami included as an Additional Insured  
Premises and Operations Liability  
Contingent Liability  
Contractual Liability  
Explosion, Collapse and Underground Hazard

**Business Automobile Liability**

Limits of Liability

Bodily Injury and Property Damage Liability	
Combined Single Limit	
Any Auto	
Including Hired, Borrowed or Non-Owned Autos	
Any One Accident	\$ 1,000,000

Endorsements Required

City of Miami included as an Additional Insured

**Worker's Compensation**

Limits of Liability

Statutory-State of Florida  
Waiver of subrogation

**IV. Employer's Liability**

**B. Limits of Liability**

\$500,000 for bodily injury caused by an accident, each accident.  
\$500,000 for bodily injury caused by disease, each employee  
\$500,000 for bodily injury caused by disease, policy limit

V. **Umbrella Policy**

A. Limits of Liability	
Bodily Injury and Property Damage Liability	
Each Occurrence	\$ 1,000,000
Aggregate	\$ 1,000,000

VII. **Owners & Contractor's Protective**

Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000

VI. **Payment and Performance Bond (Full Amount of the Project)**

VIII. **Builders' Risk**

Causes of Loss: All Risk-Specific Coverage Project Location  
Valuation: Replacement Cost  
Deductible: \$2,500 All other Perils  
5% maximum on Wind  
City of Miami listed as co-insured

A. Limit/Value at Location or Site \$ \_\_\_\_\_

B. Coverage Extensions:

- Materials, supplies and similar property owned by others for which you are responsible.
- Full coverage up to policy limits for equipment breakdown.
- Temporary storage/transit coverage.
- Full coverage up to policy limits for site preparation, re- excavation, re-preparation and re-grade in the event of a loss.
- Fences, scaffolding, construction forms coverage and signs
- Valuable papers coverage for blueprints, site plans and similar documents.
- Trees, shrubs, sod, plants while at premises.
- Flood, including inundation, rain, seepage and water damage.
- Earthquake
- New ordinance or law; reimbursement for any resulting loss of value to the undamaged portion, and required demolition expenses, including construction necessary to repair, rebuild or re-construct damaged parts.
- Temporary structures, cribbing and false work built or erected at construction site.
- Debris Removal.

**The above policies shall provide the City of Miami with written notice of cancellation or material change from the insurer not less than (30) days prior to any such cancellation or material change.**

Companies authorized to do business in the State of Florida, with the following qualifications, shall issue all insurance policies required above:

The company must be rated no less than “A-” as to management, and no less than “Class V” as to Financial Strength, by the latest edition of Best’s Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent. All policies and /or certificates of insurance are subject to review and verification by Risk Management prior to insurance approval.