

CITY OF TAMPA

**REQUEST FOR QUALIFICATIONS/PROPOSALS
DUE August 29, 2011- 4:30 PM**



FISCAL YEAR 2011/PROGRAM YEAR 2010

Application Form and Program Guidelines

***Neighborhood Stabilization Program 3
Multi-Family Rental Program***

Purchasing Division
306 East Jackson Street
Tampa, FL 33602
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Introduction

The City of Tampa has been allocated \$4,691,857 in Neighborhood Stabilization Program 3 (NSP3) funds for the purpose of acquiring, rehabilitating, or demolishing and redeveloping foreclosed or abandoned properties within the City. The City of Tampa will explore every opportunity to recapture NSP3 funds invested into each project, including, but not limited to, using the NSP3 funds as gap financing during construction and requiring the housing provider to obtain a private mortgage to take out a portion of the NSP3 funds.

NSP3 requires that a minimum of 25% of the funds received be used to serve populations that earn at or below 50% Area Median Income (AMI). Therefore, the City of Tampa has prioritized the utilization of NSP3 funds to provide permanent rental housing. Temporary shelters and transitional residential housing programs are not considered permanent housing.

Up to \$4,222,671 will be made available to NSP3 qualified Housing Partnership's for permanent rental housing opportunities located in the NSP3 eligible areas ONLY (referenced below). Foreclosed properties outside the NSP3 eligible neighborhoods WILL NOT be considered under this RFP. The NSP3 eligible neighborhoods are: Gandy/Sun Bay South, Ballast Point, Interbay and Port Tampa. See Map attached to this RFP.

The NFP housing provider shall be the lead agency of the Housing Partnership. The Housing Partnership shall consist of member entities that may include, but will not be limited to, social service entities, housing non-profit organizations, for-profit housing providers, contractors, lenders, title companies, and property managers. In order to be considered for funding for the City's NSP3 Rental Program, the following qualifications are required:

1. The applicant (lead agency of the Housing Partnership) must be a **501(c) non-profit housing provider**;
2. The **non-profit housing provider** must be located inside the City limits or provide services within the City;
3. The **non-profit housing provider** must have been in business for at least two years;
4. Programs administered by social service entities must have been operated for at least 1 year in Florida; and
5. The Housing Partnership must demonstrate experience with property management.

NSP3 Rental Program applications are available for print at:

http://www.tampagov.net/dept_housing_and_community_development/Programs_and_Services/request_for_proposals.asp

Overview of the RFQ/RFP Process

I. PURPOSE OF THE RFQ/RFP

The purpose of this RFQ/RFP is to identify **non-profit housing providers** interested in assisting the City in the acquisition, rehabilitation or demolition and redevelopment of foreclosed or abandoned multi-family properties. Entities interested in becoming Housing Partners with the City must complete and submit the following Request for Qualifications/Proposals. The NFP housing provider may lead a team that will form a Housing Partnership, with member entities that may include, but will not be limited to, social service entities, housing non-profit organizations, for-profit housing providers, contractors, lenders, title companies, and property managers.

Applicants will identify foreclosed or abandoned (and vacant for 90 days) property they intend to acquire in this proposal, as well as estimate the costs associated with the acquisition, rehabilitation and/or construction of each property. Approved Housing Partners will then carry out the NSP3 funded activities to provide rental housing (4 or more units), to eligible clients. **Properties must be complete, funds expended, and units occupied by December 2012.**

The City will require that selected Housing Partners have a proven track record of experience and capacity for providing property management. Housing Partners utilizing NSP3-funded properties for facility-based supportive housing programs shall demonstrate sufficient capacity and resources to provide for ongoing program operating costs of such housing. The City will also require that the City’s approved underwriter for financial feasibility review any potential multi-family rental development proposals that score over 95 points and are recommended by the committee for funding.

The City of Tampa will explore every opportunity to recapture NSP3 funds invested into each project, including, but not limited to, using the NSP3 funds as gap financing during construction and requiring the housing provider to obtain a private mortgage to take out a portion of the NSP3 funds. The underwriter will explore opportunities for the City of Tampa to recapture funds or receive program income for the NSP3 funded multi-family projects.

The maximum Affordable Rents shall not exceed the State of Florida’s State Housing Initiative Partnership Program (SHIP) Rents as published annually by the Florida Housing Finance Corporation (FHFC) for the Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area (MSA). The City has adopted the FHFC maximum affordable rent limits for use in NSP3-funded programs. The 2010 Rent Schedule is provided below. An annually updated rent schedule will be provided by the City.

2011 RENT LIMITS

	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Low Rent	\$520	\$557	\$668	\$772	\$862	\$951	\$1039
High Rent	\$656	\$704	\$847	\$970	\$1,063	\$1,154	\$1,245

II. TENTATIVE TIMELINE***All dates are subject to change.**

April 2011	Approval of NSP3 Grant Application by HUD
April 2011	Grant Agreement with City and HUD executed
July 29, 2011	Request for Qualifications/Request for Proposal Issued – Social Service Entities (Rental Program Only)

August 15, 2011	RFQ/RFP Pre-Qualification Workshop (Attendance Recommended)
August 29, 2011	RFQ/RFP for NSP3 Rental Program Submission Deadline
September 2011	RFQ/RFP Reviews, Interviews, and Recommendations
September 2011	Applicants Notified of Recommendation to serve as Housing Partners

III. INCOME LIMITS FOR THE NSP3 RENTAL PROGRAM

HUD and the Florida Housing Finance Corporation establishes these limits annually based upon the Area Median Income (AMI). The 2011 income limits are provided below. The current Income Limit schedule will be provided by the City on an annual basis.

FEDERAL HUD & STATE SHIP INCOME LIMITS								
HOUSEHOLD SIZE =	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
MODERATE INCOME (120%)	47,475.00	54,300.00	61,050.00	67,800.00	73,275.00	78,675.00	84,075.00	89,550.00
LOW INCOME (80%)	31,650.00	36,200.00	40,700.00	45,200.00	48,850.00	52,450.00	56,050.00	59,700.00
VERY LOW (50%)	19,825.00	22,625.00	25,437.50	28,250.00	30,525.00	32,780.00	35,025.00	37,300.00
EXTREMELY LOW (30%)	11,895.00	13,575.00	15,262.50	16,950.00	18,315.00	19,668.00	21,015.00	22,380.00

*If project is funded, a current Income Limits Table will be provided.

IV. GENERAL REQUIREMENTS

Once an award is made, the City of Tampa requires the following from each subrecipient:

Operating Agreement: Non-profit agencies and organizations approved for funding will be required to sign an agreement with the City in order to insure compliance with the appropriate program regulations. Funds shall not be obligated until the agreement is accepted and signed by all parties and approved by City Council.

Competitive Bids: Any Housing Partner applying for 8 or more units must competitively bid for all construction work over \$2,000 and follow Davis Bacon and Labor standards as required by HUD.

Readiness: Projects must display evidence of readiness to proceed (i.e. property identified, site control and financial commitments in place). Matching funding, if applicable, should be in place and all other requirements met prior to submission of this application. Applicants should identify specific items needed to carry out each project. NSP3 funds must be spent within the specified amount of time determined for each project and in accordance with the NSP3 requirements.

Indemnification: Non-profit organizations approved for funding must agree to defend, indemnify and hold harmless the City, its officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys' fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

Insurance: Non-profit organizations (and all partners/team members) approved for funding will be required to obtain the following insurance coverage (if applicable), each of which shall contain a provision which forbids any cancellation, changes or material alterations without prior notice to the City at least thirty (30) days in advance. The insurance coverage shall be evidenced by an original Certificate of Insurance provided to the City prior to the execution of the agreement. The required insurance is as follows:

- a. Commercial General Liability Insurance - shall be written on Insurance Services Office (ISO) form or its equivalent form to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage liability limit shall be \$1,000,000 each occurrence and a \$2,000,000 general aggregate. This insurance shall not exclude coverage for sexual molestation.
- b. Automobile Liability Insurance - shall be maintained in accordance with the laws of the State of Florida as to the ownership, maintenance, and use of all owned, non-owned, leased, or hired vehicles used. For Agreements with less than \$100,000 in total grant funds, the minimum limit shall be \$500,000 combined single limit for bodily injury and property. The minimum limit for Agreements with \$100,000 or more of a NSP3 award allocated shall be \$1,000,000 combined single limit for bodily injury and property.
- c. Workers' Compensation/Liability Insurance - shall cover all employees engaged in work for the agency in accordance with the laws of the State of Florida. The minimum employer's liability limit shall be \$1,000,000 disease each employee, \$1,000,000 disease aggregate, and \$1,000,000 each accident.
- d. Professional Liability Insurance - shall cover any act or omission in rendering of professional services pursuant to the contract and the insurance coverage shall be in the amount of no less than \$1,000,000 per claim/incident.

Program Monitoring: Applicants approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the agreement.

Annual financial viability analysis: The City will review, on an annual basis, the project financial information of each multi-family project that has received financial assistance from the City. The intent of the review is to ensure the sound financial operation and sufficient cash flow of each multi-family projects to determine if there are any excess rental income, less operating expenses, to be returned to the City.

Audited Statement and IRS Form: Applicants must submit the most current audited financial statements provided by an independent auditor and the most recent IRS Tax Form 990 with this application.

Notification: All applicants will be notified in September 2011 of recommendations. Receipt of a letter of understanding is not a guarantee of funding and will specify the requirements of the award.

RFQ/RFP Due Date. Sealed RFQ/RFP's (one original, three complete copies) will be received no later than the date and time indicated on page one of this document. Submittals will not be accepted after this time. The City reserves the right to seek new RFQ/RFP's when such is reasonably in the best interest of the City.

RFQ/RFP Workshop. Attendance at the workshop is highly recommended for Social Service Entities and other partnering entities interested in applying for NSP3 funding through this process.

Addenda and Amendment to RFQ/RFP. If it becomes necessary to revise or amend any part of this RFQ/RFP, the City will furnish a revision by written Addendum and will post the information on the City's website.

Florida Public Records Law. In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by other applicable State and Federal Laws, all entities should be aware that the RFQ/RFP and the responses thereto are in the public domain and are available for public inspection. The entities are requested, however, to identify specifically any information contained in their submittals which they consider confidential or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All submittals received in response to this RFQ/RFP will become the property of the City of Tampa and will not be returned. In the event of an award, all documentation produced as part of the award will become the exclusive property of the City.

City Of Tampa Ethics Code. The entity shall comply with all applicable governmental and City rules and regulations including the City's Ethics Code, which is available on the City's Website. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-522)

Moreover, each entity responding to this RFQ/RFP acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the City, or from having any direct or indirect financial interest in effecting any such contract or obligation. The Contractor shall ensure that no City employee receives any such benefit or interest as a result of the award of this RFQ/RFP. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-514(d))

Please note that the City's Ethics Code may be accessed on the Internet by utilizing the web link http://www.tampagov.net/appl_Message_Center/external.asp?strServiceID=246

Conflict of Interest Statement/Procurement Policy: Applicants must submit the attached conflict of interest statement along with a current Procurement Policy approved by each partnering organization and must sign the attached certification.

Hold Harmless. The Successful entity(s) shall agree to release, indemnify and hold harmless the City of Tampa from and against any and all liabilities, claims, suits, damages, charges or expenses (including attorneys' fees, whether at trial or appeal) which the City may suffer, sustain, incur or in any way be subjected to by reason of or as a result of any act, negligence or omission on the part of the Successful Proposal(s), its agent or employees, in the execution or performance of the obligations assumed under, or incidental to, the contract into which the Successful entity(s) and the City will enter, except when caused solely by the fault, failure or negligence of the City, its agents or employees.

Incurred Expenses. The City is not responsible for any expenses which entities may incur in the preparation of submittals requested by this RFQ/RFP, including but not limited to, costs associated with travel, accommodations, interviews or presentations.

Compliance with Applicable Laws, Rules, and Regulations for HUD Programs. Applicants who are awarded funding must act in accordance with all relative laws, rules, and regulations. This includes, but is not limited to, the following.

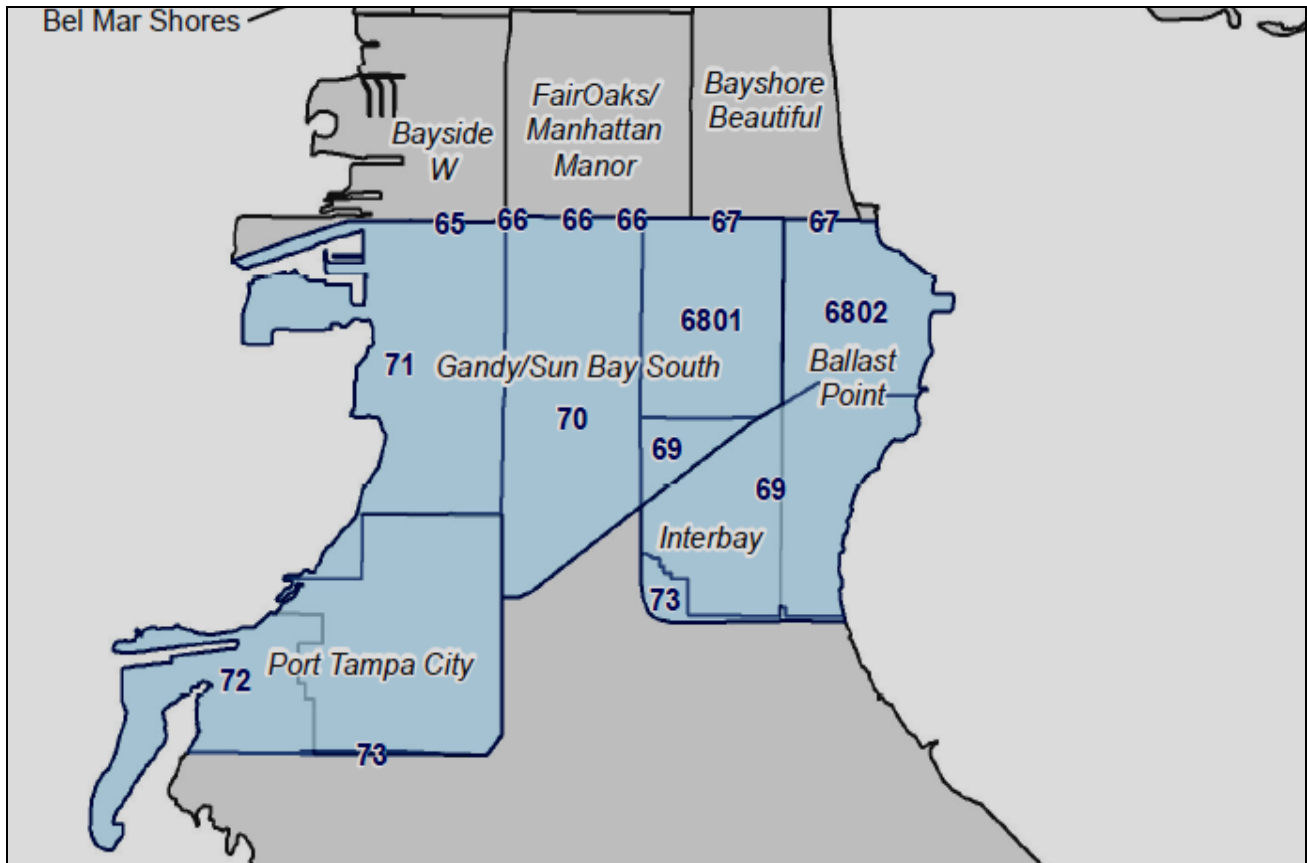
- **24 CFR Part 570, as amended** – The regulations governing the Community Development Block Grant Program

- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act** - The regulations issued following Title VI of the 1964 Civil Rights Act and **Section 109** of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and administer all programs and activities in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 107 and 108** - The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibits discrimination and promotes equal opportunity in housing.
- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41** - The regulations that sets forth policies and procedures for the enforcement of standards and requirements for handicap accessibility. The Architectural Barriers Act of 1968 and the American with Disabilities Act provide additional laws on accessibility and civil rights to individuals with disabilities.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** - The regulations that prohibits discrimination on the basis of age.
- **29 CFR Parts 3 and 5** – The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and Contract Work Hours and Safety Standards Act. **24 CFR Part 70** provides information on the use of volunteers.
- **Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c) – The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act.
- **24 CFR Part 58** - The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988** – The regulations for proposed projects and properties located in a floodplain.
- **36 CFR Part 800** - The regulations outlining the procedures for the protection of historic and cultural properties.
- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** - These policies provide for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) (42 U.S.C. 4601), and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).
- **24 CFR Part 7 and 41 CFR Part 60** equal employment opportunity without regard to race sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR 135** - Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low and very low local residents. All projects funded with NSP3 funds must comply with Section 3 of the Housing and Urban Development Act of 1968, revised, requiring that to the greatest extent feasible opportunities for training and employment be given to low and moderate-income persons residing within the City of Tampa, and that contracts or work in connection with the project be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the City of Tampa. Special documentation is required for funding over \$100,000.
- **Residential Lead Based Paint Hazard Reduction Act of 1992** – The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead based paint hazards.
- **24 CFR Part 24-** The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements; issued according to Executive Order 12459.

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- **24 CFR Part 84 and OMB Circular A-110** - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Non-Profit Organizations. These regulations include the Conflict of Interest provision under 24 CFR 84.42 and 570 as it applies to procurement.
 - **OMB Circular A-122** –The regulations that identify cost principals for nonprofits.
 - **OMB Circular A-133** – The regulations concerning annual audits.
 - **24 CFR Part 49** – The regulations on eligibility restrictions for certain resident aliens.
 - **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** - The regulations for restrictions on lobbying and required certifications.
 - **Executive Order 13170** - The regulations on increasing opportunities and access for Disadvantaged Businesses.
 - **HUD requirements** – All other required reports, circulars, and procedures when applicable.
 - **Administrative Procedures** – The rules issued by the City of Tampa in relation to process and procedures.
 - **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** - The regulations and provision that requires compliance with all applicable standards, orders, or regulations issued following the rule.
 - **ADA Compliance.** The Subrecipient shall comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101-12213) and implementing regulations at 28 CFR part 35 (All local, state and federal codes shall apply). These regulations govern the availability of housing with accommodations for handicapped individuals.
 - **Minority and Women's Business Enterprises.** The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR 85.36(e) applies to grants under this part. Consistent with HUD's responsibilities under these Orders and with the City's Ordinance No. 26.5 Part 2, the Subrecipient must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities.

VI. NSP3 ELIGIBLE NEIGHBORHOODS

The map below illustrates the City of Tampa’s NSP3 Eligible Neighborhoods for rental programs (identified in Blue). Note: Sites identified in NON NSP3 eligible areas will NOT be accepted.



Census Tracts

Neighborhoods

Census Tract 68.01	Gandy/Sun Bay South
Census Tract 68.02	Ballast Point
Census Tract 69	Interbay
Census Tract 70	Gandy/Sun Bay South
Census Tract 71	Gandy/Sun Bay South
Census Tract 72	Port Tampa

General Program and Guidance

I. PURPOSE OF NSP3 FUNDS

Foreclosed or abandoned multi-family properties will be acquired, rehabilitated, and made available as rental units for households earning at or below 120% AMI. All housing acquired and rehabilitated through this program must meet all local building codes (including the Florida Building Code and ordinances pertaining to providing housing that is decent, safe, sanitary and fit for habitation. Units will be monitored for housing quality standards and Energy Efficiency.

The City will allow and pay for fees that are normal and customary as part of the rehabilitation process. Construction management fees and other soft and project-related costs associated with the rehabilitation, new construction, property management and affirmative marketing shall be considered "Program Delivery" costs and will be charged to the individual projects assisted. Such costs/fees will be included in all written agreements for NSP3 funding. Construction Management fees shall not exceed 8% of Total Project costs, and will be negotiated on a case by case basis

At least 25% of the NSP3 funds must be used to benefit persons earning at or below 50% AMI. The number of NSP set aside units will be determined based on total project costs as awarded. The City of Tampa will not reimburse costs incurred in applying for NSP3 funding. Pre-Award costs will not be reimbursed by the City of Tampa.

Acquisition Process

Once the selected Housing Partners have identified foreclosed or abandoned properties in the NSP3 Eligible neighborhoods, the City's Real Estate Division staff will evaluate each property to determine if the acquisition is feasible. City Real Estate Development Division staff will work with local lenders and mortgage holders in the acquisition of properties identified by approved Housing Partners. City staff will obtain all appraisals, surveys, title searches, and Phase 1 Environmental Reviews. The City will assist in negotiations, in cooperation with the Housing Partners, with the property owners to obtain the maximum reasonable discount for each as required by NSP3.

Except as set forth below, the average minimum purchase discount for all properties purchased with NSP3 funds shall be 1 percent from the Appraised value. City staff will document this analysis for each purchase transaction. The City will approve all acquisition transactions.

The City will provide NSP3 funding as a deferred payment loan at 0% interest for approved Housing Partners to acquire and rehabilitate residential facilities. Simultaneously with closing, the City will require that each NFP housing provider execute mortgage and note documents with the City for acquisition and rehabilitation NSP3 funded amounts. Documents will be recorded on each property at the time of closing. The City will limit the number of properties that any NFP housing provider can obtain based on its organizational and financial capacity. Subsequent operating agreements will be executed for operating reserve funding, if necessary, with each NFP housing provider.

All properties shall remain under ownership of the original NFP housing provider for the maximum affordability period. The City will monitor properties for the entire affordability period. No change in ownership of NSP3 assisted units will be permitted without prior written approval by the City. **All Net proceeds received from rental income less operating cost, maintenance and vacancies, will be recaptured by the City as program income and reallocated for future eligible NSP3 activities.**

II. NSP3 ELIGIBILITY- NATIONAL OBJECTIVES

In order to be eligible for assistance, activities must meet the following national objective:

1. To primarily benefit low to middle-income persons. For an area benefit activity, the project must have a direct impact on selected census tracts with not less than 51% concentrations of low and moderate-income residents at or below 120% Area Median Income.

ELIGIBLE NSP3 ACTIVITIES for Rental Programs

- **Acquisition** of real property that has been abandoned or foreclosed;
- **Disposition** of real property acquired with NSP3 funds;
- **Clearance, demolition, and removal** of building and improvements;
- **Rehabilitation and Preservation** activities for NSP3 eligible properties including code enforcement, and historic preservation.

INELIGIBLE ACTIVITIES

- Funds spent on buildings for the general conduct of government,
- Purchase of equipment is generally ineligible.
- Furnishings and personal property are generally ineligible.
- Maintenance and operating expenses without providing a service is ineligible.
- Acquisition of property not Foreclosed or Abandoned (vacant for 90 days)

III. CRITERIA FOR EVALUATION

A Proposal Evaluation Committee shall be established to review and evaluate all proposals submitted in response to this RFP. The Committee shall conduct a preliminary evaluation of all proposals to ensure they are complete and meet the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal. **The City reserves the right to interview and consider proposals scoring a minimum of 95 points.**

Upon project eligibility determination, the Evaluation Committee shall review and rank each proposal based upon the evaluation criteria as set forth in this RFP. All Proposals submitted shall be evaluated by the Committee and shall be ranked by the criteria provided in this RFP, including the following:

- **Organizational Capacity and Experience (15 points).** Proposals will be evaluated based on the financial and staff capacity to complete projects in timely and efficient manner, while providing high quality workmanship and organization. Provide examples of successful completed projects.
- **Project Description (10 points).** Describe projects, scope of work and number of units to rehabilitate. Projects must benefit households earning up to 120% AMI. 50% of the units must be set aside for households earning at or below 50% AMI. Work write ups must contain lists of energy star and water sense appliances and products and must be included with proposals.
- **Project Readiness (30 points).** Proposers that demonstrate they are ready to proceed shall be awarded up to 20 points. Evidence of readiness to proceed includes, but is not limited to, having a Site plan, construction budget and 15 year pro-forma including sources and uses of all funds. Project should be ready to begin within 30 days of the award of contract. Environmental assessment must be completed prior to construction and funding. Projects will be evaluated based on the Proposer's capacity to complete the project and expend the funds by the date certain as provided by the City.

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- **Financial Capacity (30 points).** Proposers shall receive up to 20 points for demonstrating the capacity to provide funding up front and be reimbursed for all work performed. Please provide financial statements as attachments.
 - **Budget & Proforma (10 points)** Provide an Operating budget breakdown consisting of revenues, and operating costs associated with this proposed project. Provide a 5 year pro-forma with cash flow projections.

For projects to be funded with multiple sources, please provide all information for the portion to be funded with NSP3 funds, and a total budget for the complete proposed project inclusive of all funding sources. Use forms attached.

- **Green Building/Energy Efficiency (5 points).** Proposer(s) shall receive scores up to 5 points based upon those who will offer sustainable building practices. The City will require potential construction to submit a work write up that identifies energy star materials and products such as windows, doors, lighting, hot water heaters, boilers, HVAC units, kitchen and laundry appliances, etc. The energy star products must replace older and obsolete products and appliances. The proposer must ensure the toilets, showers and faucets are replaced with watersense labeled products.
- **Job Creation/Vicinity Hiring – Section 3 (5 points).** Emphasis shall be placed on projects that provide for job creation and retention using local labor pools. Please provide a list and number of temporary and permanent jobs that will be created or retained. Also provide a Section 3 Utilization Plan with proposal.
- **Small Local Businesses/Minority (5 points).** Proposer(s) shall receive scores up to 5 points based upon the organization's use of local small businesses and minority contractors.

To ensure fair consideration for all entities, the City prohibits prospective entities communication with any department or employee during the submission process. Questions relative to the interpretation of specifications or the process shall be addressed as detailed on page one of this RFQ/RFP.

Additionally, the City prohibits communications initiated by an entity with any City official or employee evaluating or considering the submittals prior to the time an award decision has been made, except as initiated by the appropriate City official or employee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the submittal. Communications so initiated by an entity may be grounds for disqualifying the offending entity from consideration for qualification.

The evaluation committee will review each submittal for compliance with the minimum qualifications and mandatory requirements of the RFQ/RFP. Failure to comply with any mandatory requirements may disqualify a submittal. The City reserves the following rights to:

- Conduct pre-award discussion or pre-award negotiations with any or all responsive and responsible entities who submit qualifications determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all entities prior to selection; and make investigations of the qualifications as it deems appropriate, including, but not limited to, a background investigation conducted by the Tampa Police Department or any other law enforcement agency.
- Request that the entity(s) modify their submittal to more fully meet the needs of the City or to furnish additional information as the City may reasonably require.

- Accord fair and equal treatment with respect to any opportunity for discussions and revisions of submittals. Such revisions may be permitted after submission and prior to award.
- Negotiate any modifications that it deems acceptable, waive minor irregularities in the procedures, and reject any and all submittals.
- Process the selection of the successful entity(s) without further discussion.
- Waive any irregularity in any submittal, or reject any and all submittals, should it be deemed in its best interest to do so. The City shall be the sole judge of the entity's qualifications and reserves the right to verify all information submitted.
- Perform site visits to existing facilities or potential sites for acquisition.

Basis of Qualification. The City of Tampa reserves the right to select as many agencies as it deems fit, which qualify, based on experience, qualifications and ability to perform.

Qualification Term. The period of each contract shall be determined once sites are identified and scope of work is determined for each property and qualifying agency. Sites must be identified and acquired within 6 months of acceptance as a Housing Partner, and all NSP3 funds must be disbursed by December 30, 2012. All projects will be monitored throughout the acquisition/construction process to ensure compliance with federal regulations. Projects will then be monitored for the entire affordability period for compliance.

Assignment. No entity shall assign his submittal or any rights or obligations there under without the written consent of the City. In the event of such approved assignment, the entity agrees to provide the City with written documentation relative to the assignees ability to fulfill the contract, per the original agreement.

NSP3 Application and Instructions

A. General Instructions

Sealed RFQ/RFP's for, **NEIGHBORHOOD STABILIZATION RENTAL PROGRAM** will be received by the Purchasing Division, City of Tampa, until **August 29, 2011 at 4:30 PM.**

A **pre-qualification conference workshop** will be held on **August 15, 2011 at 2:00 pm** at Ragan Park Community Center, 1200 E. Lake Ave, Tampa, FL. The purpose of this conference is to answer questions that may arise from these submittal documents. If you are unable to attend the pre-qualification conference, questions must be submitted to Sharon West via fax within 24 hours of the conference.

Attached are important instructions and specifications regarding responses to this Request for Qualifications. Failure to follow these instructions could result in the Entity's disqualification.

Questions regarding this RFQ/RFP should be referred to: **Sharon M. West, Housing and Community Development Manager.** Questions shall be submitted by email to sharon.west@tampagov.net.

Submission of qualification responses by mail, hand delivery or express mail must be in a sealed envelope with the Entity's name and return address indicated. Type or print the RFQ/RFP Title on the carrier envelope. **Submittals may be mailed, express mailed or hand delivered by August 29, 2011 by 4:30 PM to:**

**Purchasing Division
306 E. Jackson St.
Tampa, Florida 33602**

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. on August 29, 2011. The application must be **typed**. The original shall have signatures in **blue ink**. Incomplete applications or applications submitted after the published deadline will not be considered. Applicants requiring additional proposal forms or information regarding the regulations governing the Neighborhood Stabilization Program should contact Israel Segarra at Sharon.West@tampagov.net.

Once submitted, no proposal may be amended, unless the amendment has been requested by the City. The City, at its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFQ/RFP at any time or take any action in the best interest of the City. The City's decision in all matters shall be final. The City reserves the right to contact an applicant if additional information is required.

B. Proposal Content

- Please keep responses to questions brief and concise.
- All forms need to be submitted in a typed format. Paperclip all documents (no binding).
- Each proposal should be submitted with one **original and four complete copies**.
- Proposals should follow the established outline, instructions and be submitted in the order provided on the checklist.
- If your organization is submitting more than one application, please prioritize each project by numbering each application.
- Please verify that all dates, figures, and budgets are for the appropriate year and are accurate.
- Please identify the total number of properties to be acquired by each NFP housing provider on your proposed Housing Partner Team.
- List each property address already identified for acquisition.

C. NSP3 RENTAL PROGRAM APPLICATION COVER CHECKLIST

NSP3 Rental Program – RFQ/RFP Responses must contain the following information. All questions must be answered completely or the application will be considered non-responsive.

Organization:
Project Title:

*Applicant **MUST** place this checklist on top of your application and submit in the order below. (INCLUDE Four (4) SETS OF APPLICATION CONTENT)*

NSP3 APPLICATION CHECKLIST (APPLICATION CONTENT)

- ORGANIZATION CAPACITY AND EXPERIENCE – Page ____
- PROJECT DESCRIPTION– Page ____
- FINANCIAL CAPACITY – Page ____
- PROJECT READINESS – Page ____
- BUDGET & PROFORMA – Page ____
- LEVERAGING FUNDS– Page ____
- GREEN BUILDING/ENERGY EFFICIENCY – Page ____
- JOB CREATION / VICINITY HIRING – Page ____
- SMALL LOCAL BUSINESSES/MINORITY – Page ____

Each Non-Profit Partnering Agency MUST include all attachments at the end of this application.

ATTACHMENTS

- Proof of Non-Profit Status from State of Florida – Page ____
- Resumes, Pay Scales and Job Descriptions – Page ____
- Articles of Incorporation – Page ____
- By-Laws – Page ____
- Organizational Chart – Page ____
- 501 (c) IRS Tax Exemption Letter – Page ____
- 990 IRS Tax Form – Page ____
- List of Board of Directors – Page ____
- Most Recent Audit or Financial Statement – Page ____
- Copy of the organization’s Board Approved Conflict of Interest Policy- Page ____
- Provide a copy of the organization’s financial and procurement policies- Page ____
- Provide a copy of the organization’s detail of supportive services available to clients – Page ____
- List the properties and addresses if applicable, and how long the organization has owned/managed them. – Page ____
- Procurement Policy for each partnering Agency – Page ____
- Resolution from Board of Directors authorizing submittal of application to RFQ/RFP – Page ____

**CITY OF TAMPA
NEIGHBORHOOD STABILIZATION RENTAL PROGRAM
SOCIAL SERVICE ENTITY APPLICATION**

LEAD AGENCY Yes or No?

AGENCY INFORMATION (Fill out for EACH Non-Profit Agency)

Name of Organization: _____

Address: _____ Mailing address: _____

Phone: _____ Fax: _____

Contact person/title: _____

E-mail address: _____ Phone: _____

Are you: a Public Organization or Non-Profit Organization? (Circle one)

Tax Identification Number: _____ DUNS Number: _____

The organization been incorporated and held an approved 501 © designation prior to October 1, 2009?

Year organization was incorporated: _____

PROJECT INFORMATION

Proposed project title: _____

Amount of funding requested: \$ _____

Total project cost: \$ _____

Location: _____

Previously funded by City? _____ Dollar amount funded in prior budget year? \$ _____

If this is existing program with the City, has the program spent all funds awarded in a timely manner and consistently met or exceeded accomplishment goals?

Type of Service Provided by NFP housing provider

- HOMELESS CITIZENS SERVICES
- SENIOR SERVICES
- SPECIAL NEEDS SERVICES
- EMERGENCY SHELTER
- HOUSING DEVELOPMENT
- OTHER _____

CERTIFYING REPRESENTATIVE

(Person authorized to sign HUD contract, if approved) Please Sign in Blue Ink.

To the best of my knowledge and belief, data in this proposal are true and correct and the governing body of the applicant has duly authorized the document.

NAME: _____
(Please Print) *(Signature)*

TITLE: _____ DATE SIGNED: _____

*** Board Authorization required prior to submission.

Original	Copy

I. Organizational Capacity and Experience	15 Points
<p>Describe the nature, purpose and qualifications of Lead Agency. Include the following for <u>EACH</u> partnering organization:</p> <p>a. Organizational background and experience of the lead agency and each partnering organization. Please identify the Lead Agency and the composition of the partnership in relationship to the lead agency.</p> <p>b. Provide evidence of demonstrated ability to perform the requirements of Federal Regulations, i.e., federally funded program experience.</p> <p>c. Does the organization have fidelity bond/employee dishonesty coverage for principles on staff who manages the organization's accounts? If so, in what amount and with which insurance agency?</p> <p>d. Include qualifications and resume of the project manager and key staff. (Attach at the end of application.)</p> <p>e. Verification of non-profit status – Section 501 (c) IRS Tax Exemption letter. (Attach at the end of application.)</p> <p>f. List of Board of Directors. (Attach at the end of application.)</p> <p>g. Demonstrate at least two (2) years of experience in property management, rehabilitation or construction.</p> <p>h. References – Provide three references from governmental agencies, funders or individuals with rental or construction projects completed by members of the team. List property that has been managed by the team members. (Attach at the end of application.)</p> <p>i. Provide a copy of the Resolution from the Board of Directors authorizing the submission of this RFQ/RFP</p>	

II. Project Description	10 Points
<p>a. Describe the overall goal of the project, specific objectives to be accomplished, activities implemented to achieve the project and outcomes of the project. The goal needs to be specific, measurable, attainable, relative and time-bound.</p> <p>b. Who does the project serve? Identify the number of persons expected to be served by the project. Describe how you will reach the target population.</p> <p>c. Explain how the project will improve your level of service (quantify your response).</p> <p>d. If possible, identify the location or service area of the project. Please provide a map (if possible).</p> <p>e. Does the project demonstrate cooperation and collaboration among agencies?</p> <p>f. Is this project is new construction or rehab of an existing foreclosed property.</p>	

- g. National Objective: describe, in detail, how the project meets the program objective to benefit people who earn less than 50% AMI.
- h. Indicate the anticipated start/end dates.
- i. Indicate the total estimated NSP set aside units for the project. (if possible)
- j. Indicate the total NSP3 funds requested.

III. Financial Capacity 30 Points

- a. Include status of other funding applications and state whether or not the implementation of the project is contingent on receiving funds from other sources. Explain how the project would continue if NSP3 provided only a portion of funding.
- b. Describe how the program/project will continue in the long-term, with or without State, Local or Federal funding.
- c. Demonstrate that your organization has the financial capacity to undertake rehabilitation and construction activity and demonstrated capability to pay subcontractors and suppliers on a reimbursement basis. Please provide supporting documentation (financial statements and Letter of credit/ line of credit)
- d. If matching funds are identified, provide letter for funding commitment and date of funding availability. (Attach at the end of application.)
- e. Include the IRS Tax Form 990. (Attach at the end of application.)

IV. Project Readiness 30 Points

- a. Describe specific steps to be taken to implement the project.
- b. Attach a proposed project timeline or construction schedule, which identifies target dates for each component of implementation.
- c. Identify any barriers to implementing the project and explain how these barriers will be overcome or eliminated.
- d. If a site has been identified, indicate if the project will result in a change in size or use of a facility and if special review and permitting by the City is required. Does the agency have project site control (if applicable)? Is correct zoning in place? What is the age of the building(s) if acquisition or facility renovations are requested?

V. Budget & Operating Proforma 10 Points

VI. Green Building/Energy Efficiency 5 Points

The applicant should demonstrate how it will comply with Local, State and Federal Green Building and Energy Efficient Standards for rehabilitation of affordable housing. The City will require potential construction to submit a work write up that identifies energy star materials and products such as windows, doors, lighting, hot water heaters, boilers, HVAC units, kitchen and laundry appliances, etc. Energy star products must replace older and obsolete products and appliances. Proposer shall ensure toilets, showers and faucets are replaced with watersense labeled products See details at the end of this RFP.

VIII. Job Creation/Vicinity Hiring – Section 3 **5 Points**

- a. Identify temporary and permanent jobs to be created by the project. Will residents of the project area be considered?

Provide support that the project optimizes economic activity, and the number of jobs created or retained or that will provide other long-term economic benefits.

- b. To the maximum extent feasible, provide for the hiring of employees who reside in the vicinity., For the purposes of NSP3, HUD defines —vicinity as each neighborhood identified by the NSP3 grantee as being the areas of greatest need. Projects funded under this RFP should contract with small businesses that are owned and operated by persons residing in the vicinity of such projects
- c. Provide Section 3 Utilization Plan – Plan should contain timelines and goals for hiring employees within the project area.

IX. Small Local Businesses/Minority **5 points**

Proposer(s) shall receive points based upon the organization’s use of local small businesses and minority contractors for construction

HOUSING PARTNER AGREEMENT INFORMATION

A contract approved by City Council will be issued to each selected Housing Partner identifying the general scope and intent of each award.

City Staff will work with Housing Partners to develop the land use restrictions, mortgage and notes, and funding award agreements that will include a scope of services, supporting budget, and monitoring requirements. The scope of services shall specify eligible activities to be conducted by the organization, identifying goals, performance measures and outcomes. The Agreement outlines the City’s expectations for the Housing Partner’s reporting of their goals and outcomes on a quarterly and annual basis. The Housing Partner must submit various documents including but not limited to the following:

- Tenant Selection Policy
- Lease Agreements with Tenants
- Agreements with Property Management Firm

FORMS

A. Complete the attached **Form 1** and include each member organization and the Lead Agency. The Construction Contractor must complete **Form 2** in its entirety and must be signed by an authorized

representative of the firm as defined below. **If all forms are not submitted, the RFQ/RFP will be deemed non-responsive**

B. Complete the RFQ/RFP Signature form provided in the RFQ/RFP Package (**Form 3**) for **each** member organization and the Lead Agency. This form must be signed by an authorized representative of the firm as defined below. **If all forms are not submitted, the RFQ/RFP will be deemed non-responsive:**

- When the entity is a corporation, including a non-profit organization, the president or vice president signing shall set out the corporate name in full beneath which he/she shall sign his/her name and give the title of his/her office. It shall also bear the seal of the corporation attested by its corporate secretary.
- When the entity is a partnership, the submittal shall be signed in the name of the partnership by a general partner or other person duly authorized to bind the partnership. The capacity and authority of the person signing shall also be given.
- When the entity is an individual or sole proprietorship, the individual owner, stating name and style under which the entity is doing business, shall sign the submittal.
- If the entity is doing business under a fictitious name, they must submit a copy of Certificate of Registration with the Florida Secretary of State.
- When the entity is a joint venture (or consortium), each member must sign the submittal as indicated above.

C. Complete the Capital Budget Form Provided Below (**Form 4**) for **each** project/property as well as the Operating Budget (**Form 5**) and include a 5 Year Pro-Forma.

If all forms are not submitted, the RFQ/RFP will be deemed non-responsive.

D. Complete and sign the Conflict of Interest form (**Form 6**) attached.

**ALL HOUSING PARTNER MEMBERS, DEVELOPERS AND CONSTRUCTION CONTRACTORS,
 PLEASE FILL OUT THE APPROPRIATE FORMS BELOW AND INCLUDE WITH YOUR PROPOSAL.**

**FORM 1
 HOUSING PARTNER INFORMATION**

LEAD AGENCY (NFP HOUSING PROVIDER)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

GENERAL CONTRACTOR (Also Complete Form 2)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

DESIGN ARCHITECT AND FIRM (IF APPLICABLE)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

SUPERVISORY ARCHITECT AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

PROPERTY MANAGEMENT ENTITY (if applicable)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Years of rental management experience:	License NO.	
Total number of projects currently under management:		Total Units:
Tax ID No.		E-mail
List Names and Addresses of Properties currently managing. List any government subsidized properties and how long you have managed each one.		

ATTORNEY AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

OTHER

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

FORM 2

BUILDING CONSTRUCTION COMPANY INFORMATION

Company Name: _____ DBA: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Contact Person: _____

Phone: () _____

Alternate #: () _____

Fax: () _____

Email: _____ @ _____

Organization Type:	{ }	Individual / Sole Proprietorship	Date Established	_____
(please check one)	{ }	General Partnership	Date Established	_____
	{ }	Limited Partnership	Date Established	_____
	{ }	Corporation	Date Established	_____
	{ }	Subchapter S Corporation	Date Established	_____
	{ }	Limited Liability Company	Date Established	_____
	{ }	Non-/Not-for-Profit	Date Established	_____
	{ }	Joint Venture	Date Established	_____

Licensed by:	{ }	City: _____	License/Permit #:	_____
(check all that apply)	{ }	County: _____	License/Permit #:	_____
	{ }	State: _____	License/Permit #:	_____

Federal I.D. #: _____

If you are non-/not-for-profit, please provide your contractor information:

Contractor Name: _____

Address: _____

Contact Person: _____

Phone #: () _____ - _____ Fax #: () _____ - _____

Licensed by:	{ }	City: _____	License/Permit #:	_____
(check all that apply)	{ }	County: _____	License/Permit #:	_____
	{ }	State: _____	License/Permit #:	_____

Is your business certified as a Minority Business with a government agency? { } Yes { } No

(If yes, please provide the information below)

Government Agency	Certification Number	Date of Expiration
_____	_____	_____
_____	_____	_____
_____	_____	_____

Minority Business Status: { } Black
 { } Hispanic
 { } Woman

COMPANY OWNERSHIP INFORMATION

Name of Owner: _____ Percentage of Ownership: _____ %
 Name of Owner: _____ Percentage of Ownership: _____ %
 Name of Owner: _____ Percentage of Ownership: _____ %
 Name of Owner: _____ Percentage of Ownership: _____ %

Per Federal and City of Tampa EEO requirements, please tell us if 51% or more of the firm is owned by any of the following:

{ } Female
 { } Black
 { } Hispanic
 { } American Indian
 { } Asian
 { } Other: _____

When was organization established?: _____

Previous organization names in the past five years?: (if applicable)

_____	Date Established	_____
_____	Date Established	_____
_____	Date Established	_____

Has the organization or any affiliates ever filed for bankruptcy? { } Yes { } No
 Do you have any judgements, liens or pending suits? { } Yes { } No
 Has the organization or any affiliates discontinued business operations with outstanding debts? { } Yes { } No
 Have you been a principal in any other entities over the last five years? { } Yes { } No

INSURANCE INFORMATION

During the terms of this agreement, the contractor shall provide, pay for and maintain with companies satisfactory to the City certificate of insurance. Please answer the following questions:

Workers' Compensation & Employers' Liability Insurance

Name of Company: _____	Policy # _____
_____	Limits of Liability (per accident) \$ _____
Disease Aggregate _____	Limits of Liability \$ _____
Disease for each employee _____	Limits of Liability \$ _____

Commercial General Liability Insurance

Name of Company: _____	Policy # _____
_____	Limits of Liability (each occurrence) \$ _____
General Aggregate _____	Limits of Liability \$ _____

Automobile Liability Insurance

Name of Company: _____ Policy # _____
Limits of Liability _____
(per accident) \$ _____

EMPLOYEE INFORMATION

Number of Full-time employees: _____
Number of Part-time employees: _____

Name of Labor Service used? _____
Percentage of workforce employed via this method (if applicable). _____ %

****Include a copy of the Labor Services's Certificate of Insurance for Worker's Compensation****

REFERENCES

SINGLE-FAMILY OR MULTI-FAMILY REHABILITATION OR NEW CONSTRUCTION PROJECTS

Location (City/State): _____
Contract Amount: _____
Amount Sublet: _____
Owner's Name: _____
Property Address: _____
Phone #: _____
Type of Work: _____
Start Date / Completion Date _____ - _____
Consulting Engineers / Architects: (if _____
applicable) _____

Location (City/State): _____
Contract Amount: _____
Amount Sublet: _____
Owner's Name: _____
Property Address: _____
Phone #: _____
Type of Work: _____
Start Date / Completion Date _____ - _____
Consulting Engineers / Architects: (if _____
applicable) _____

Location (City/State): _____
Contract Amount: _____
Amount Sublet: _____
Owner's Name: _____
Property Address: _____
Phone #: _____
Type of Work: _____
Start Date / Completion Date _____ - _____
Consulting Engineers / Architects: (if applicable) _____

Location (City/State): _____
Contract Amount: _____
Amount Sublet: _____
Owner's Name: _____
Property Address: _____
Phone #: _____
Type of Work: _____
Start Date / Completion Date _____ - _____
Consulting Engineers / Architects: (if applicable) _____

SUBCONTRACTORS (for this project)

Firm Name _____
Address _____
Contact Person _____
Phone #: () - Fax #: () -

Firm Name _____
Address _____
Contact Person _____
Phone #: () - Fax #: () -

Firm Name _____
Address _____
Contact Person _____
Phone #: () - Fax #: () -

Firm Name _____
Address _____
Contact Person _____
Phone #: () - Fax #: () -

PRINCIPAL MERCHANDISE / RAW MATERIAL SUPPLIERS

Contact Person: _____
Phone #: () - _____

Contact Person: _____
Phone #: () - _____

Contact Person: _____
Phone #: () - _____

Contact Person: _____
Phone #: () - _____

Contact Person: _____
Phone #: () - _____

Contact Person: _____
Phone #: () - _____

GOVERNMENTAL AGENCIES

(Please list those that you are presently qualified as a building contractor or have done business with in the past five years)

Agency Name _____
Contact Person _____
Phone #: () - _____ Fax #: () - _____

Agency Name _____
Contact Person _____
Phone #: () - _____ Fax #: () - _____

Agency Name _____
Contact Person _____
Phone #: () - _____ Fax #: () - _____

(Please list those with which any former business entity in which you were a principal qualified as a building contractor and/or did business with over the past five years)

Agency Name _____
Contact Person _____
Phone #: () - _____ Fax #: () - _____

Agency Name _____
Contact Person _____
Phone #: () - _____ Fax #: () - _____

Agency Name _____
Contact Person _____
Phone #: () - _____ Fax #: () - _____

ADDITIONAL INFORMATION

Is your Company on the Federal Government's list of "Excluded Parties" or on the City's list of barred companies? Yes No

Does your company have any outstanding complaints on workmanship issues? (If yes, please explain in detail) Yes No

Has your company ever performed any repair or construction work for employees of the HCD Division during the time your company was an approved HCD contractor and the employee is/was assigned to the HCD Division? (If yes, please provide documentation) Yes No

Has your company or any of its employees or subcontractors ever been convicted of a felony or are now under charges for any offense ? (If yes, please explain) Yes No

Signature

Date

FORM 3

SIGNATURE FORM

NEIGHBORHOOD STABILIZATION RENTAL PROGRAM

In compliance with this RFQ/RFP and to all the conditions imposed herein, the undersigned offers and agrees to provide RFQ/RFP for the NEIGHBORHOOD STABILIZATION RENTAL PROGRAM, in accordance with the attached signed submittal, or as mutually agreed upon by subsequent negotiation. This completed signature form must be submitted with the entity's written RFQ/RFP and will become a part of any agreement that may be awarded. This signature Form must be signed by an authorized representative as defined in the RFQ/RFP. If the Signature Form is not filled out and signed by an authorized representative of each partner organization and submitted, the qualification package is considered non-responsive.

Please type or print:

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Telephone No.: _____ Fax No.: _____ Email: _____

Type Organization: Individual Small Business Non-Profit
 Partnership Corporation Joint Venture

Attach copies of all such licenses, permits or certificates issued to the business entity.

Business is licensed, (unless exempt by applicable law) permitted or certified to do business in the State of Florida:

Yes No. License # _____

State of FL Corporation ID# (from Sec'y of State): _____

State of FL Fictitious Name Reg.# (from Sec'y of State): _____

Federal I.D. #: _____

Authorized Signature: _____ Date: _____

Project Operating Budget Form Form 5

Project Title: _____

Applicant: _____

Budget Categories	Project Cost Estimate	Sources of Funds									
		NSP3 Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
Administration											
Communication											
Employee Benefit Costs											
Furnishings											
Insurance											
Maintenance and supplies											
Professional services											
Rent											
Security											
Staff Costs											
Tools and equipment											
Travel and Transportation											
Utilities and fuels											
Other _____											
Other _____											
Other _____											
SOURCE TOTAL											

TOTAL PROJECT COST

*C=Committed Funds; P=Funds that have been applied for & decision is pending; N=Funds that have not yet been requested.

FORM 6
§ 570.611 Conflict of Interest

Please read and sign at the bottom of the next page, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) *Applicability.* (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) *Conflicts prohibited.* The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to NSP3 activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a NSP3-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a NSP3-assisted activity, or with respect to the proceeds of the NSP3-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

(c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

- (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

CITY OF TAMPA
Neighborhood Stabilization Program

- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii) Any other relevant considerations.

Name	Conflicts/Potential
_____	_____
_____	_____
_____	_____
_____	_____

Name (Printed)

Name (Printed)

Signature

Signature

Rehabilitation Standards/Energy Efficiency Regulations- as required for NSP3

The intent of the City's HCD Standards for Rehabilitation is to correct sub-standard conditions with the City of Tampa's housing stock so that dwellings are safer, healthier, more durable, more affordable, more energy efficient, and more habitable. HCD intends for rehabilitation to correct a broad range of conditions that afflict the housing stock. Rehabilitation should address more than those conditions that threaten the immediate "health and safety" of the occupants. It should include correcting conditions that will create a future hazard, that make the dwelling less useful and less affordable to the occupant, and that reduce the dwelling's long-term habitability.

The City of Tampa's Housing and Community Development (HCD) Rehabilitation Standards will be used to describe in detail the specifications for the rehabilitation work needed to bring substandard housing into compliance with City Codes, which define the minimum housing code for the City of Tampa. Chapter 5 of the City Building Code adopts the Florida Building Code. Chapter 1 of the Florida Building code is amended and is used as the basis for Chapter 5 of the City Code. It is the contractor's responsibility for correcting any visible existing code violation that may have been omitted in the write-up of specifications and for all labor, materials, equipment, permits, licenses and services for the proper completion of the rehabilitation project.

- All gut rehabilitation or new construction (i.e., general replacement of the interior of a building that may or may not include changes to structural elements such as flooring systems, columns or load bearing interior or exterior walls) of residential buildings up to three stories must be designed to meet the standard for Energy Star Qualified New Homes.
- All gut rehabilitation or new construction of mid -or high-rise multifamily housing must be designed to meet American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Standard 90.1-2004, Appendix G plus 20 percent (which is the Energy Star standard for multifamily buildings piloted by the Environmental Protection Agency and the Department of Energy).
- Other rehabilitation must meet these standards to the extent applicable to the rehabilitation work undertaken, e.g., replace older obsolete products and appliances (such as windows, doors, lighting, hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-46 labeled products.
- Water efficient toilets, showers, and faucets, such as those with the WaterSense label, must be installed.

Where relevant, the housing should be improved to mitigate the impact of disasters (e.g., earthquake, hurricane, flooding, fires). **The Complete Rehabilitation Standards are available on the City's HCD website.**

NSP Recommended Energy Efficient and Environmentally-Friendly Green Elements- New construction and gut rehabilitation activities should exceed the Energy Star for New Homes standard. Moderate rehabilitation or energy retrofits will purchase only Energy Star products and appliances. NSP homes may achieve an established environmental or energy efficiency standard such as Green Communities or equivalent.

Re-Use Cleared Sites - Re-use cleared sites must be redeveloped in accordance with a comprehensive or neighborhood plan. Plans will be developed to re-use all demolition sites as replacement housing, for use as a community resource, or to provide an environmental function. Examples include community gardens, pocket parks, or floodplain impoundment areas.

Deconstruction - Deconstruction will include salvaging and reusing materials resulting from demolition activities. Building materials shall be recycled.

Renewable Energy - 1. *Passive Solar.* Orient the building to make the greatest use of passive solar heating and cooling.

2. *Photovoltaic-ready.* Site, design, engineer and wire the development to accommodate installation of photovoltaic panels in the future.
- 3.

Sustainable Site Design- New Construction- 1. *Transportation Choices.* Projects shall be located within a one-quarter mile of at least two, or one-half mile of at least four community and retail facilities.

2. *Connections to Surrounding Neighborhoods.* Provide three separate connections from the development to sidewalks or pathways in surrounding neighborhoods.

3. *Protecting Environmental Resources.* Do not locate the project within 100 feet of wetlands; 1,000 feet of a critical habitat; or on steep slopes, prime farmland or park land.

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4. *Erosion and Sediment Control*. Implement EPA's Best Management practices for erosion and sedimentation control during construction.
5. *Sustainable Landscaping*. Select native trees and plants that are appropriate to the site's soils and microclimate.
6. *Energy Efficient Landscaping*. Locate trees and plants to provide shading in the summer and allow for heat gain in the winter.

Water Conservation - 1. *Efficient Irrigation*. Install low volume, non-spray irrigation system (such as drip irrigation, bubblers, or soaker hose).

- Energy Efficient Materials** - 1. *Durable Materials*. Use materials that last longer than conventional counterparts such as stone, brick or concrete.
2. *Resource Efficient Materials*. Use layouts and advanced building techniques that reduce the amount of homebuilding material required.
 3. *Heat Absorbing Materials*. Use materials that retain solar heat in winter and remain cool in summer.
 4. *Solar-Reflective Paving*. Use light colored/ high-albedo materials and/or open-grid pavement with a minimum Solar Reflective index of 0.6 over at least 30 percent of the site's hardscaped areas.
 5. *Local Source Materials*. Use materials from local sources that are close to the job site.
 6. *Green Roofing*. Use Energy Star compliant and high-emissive roofing, and/or install a Green (vegetated) roof for at least 50 percent of the roof area; or a combination of high-albedo and vegetated roof covering 75 percent of the roof area.

- Healthy Homes** - 1. *Green Label Certified Floor Covering*. Do not install carpets in basements, entryways, laundry rooms, bathrooms or kitchens; if using carpet, use the Carpet and Rug Institute's Green Label certified carpet and pad.
2. *Healthy Flooring Materials: Alternatives*. Use non-vinyl, non-carpet floor coverings in all rooms.
 3. *Healthy Flooring Materials: Reducing Dust*. Install a whole-house vacuum system with high-efficiency particulate air filtration.
 4. *Sealing Joints*. Seal all wall, floor and joint penetrations to prevent pest entry; provide rodent and corrosion proof screens (e.g., copper or stainless steel mesh) for large openings.
 5. *Termite-Resistant Materials*. Use termite resistant materials in areas known to be infested.
 6. *Tub and Shower Enclosures: Moisture Prevention*. Use one-piece fiberglass or similar enclosure or, if using any form of grouted material, use backing materials such as cement board, fiber cement board, fiberglass reinforced board or cement plaster.
 7. *Green Maintenance Guide*. Provide a guide for homeowners and renters that explains the intent, benefits, use and maintenance of Green building features, and encourages additional Green activities such as recycling, gardening and use of healthy cleaning materials.
 8. *Resident Orientation*. Provide a walkthrough and orientation to the homeowner or new tenants.

All housing that requires rehabilitation must meet local building codes, including the Florida Building Code, and ordinances pertaining to providing housing that is decent, safe, sanitary, and fit for habitation. Structures located within certain historic districts will be given appropriate consideration regarding historic preservation standards and regulations.