

ITEM 1

MINUTES
REGULAR BOARD MEETING
Wednesday, January 17, 2024

A regular Board Meeting of the Housing Finance Authority (“HFA”) of Broward County was held on Wednesday, January 17, 2024, at 5:30 PM, on the 2nd floor conference room, located at 110 Northeast 3rd Street, Fort Lauderdale, Florida.

CALLING OF THE ROLL

A Roll Call was taken by Andres Centeno. The meeting was conducted with a total of seven (7) board members onsite and one (1) via phone conference. Other participants listed present participated in the meeting onsite and via phone conference (see below).

Board Member(s) Present

Chair: Colleen LaPlant, Vice Chair: Milette Manos, Secretary: Ruth T. Cyrus
Members: Scott Ehrlich, Donna Jarrett-Mays, Jenni Morejon and Tina Teague

Board Member(s) Present via Phone Conference

Member: Andre J. Madtes

Board Member(s) Absent

Assistant Secretary: Courtnee Biscardi

HFA Staff Present

Executive Director: Ralph Stone
Manager: Josie Kotsioris
Senior Contract Grant Administrator:
Christine Barzey
Administrative Assistant: Andres Centeno
Administrative Assistant: Lily Mesa

County Attorney(s) Present

Deputy County Attorney: Annika Ashton
Assistant County Attorney: Claudia
Capdesuner

Additional Participant(s) Present

Nabors, Giblin & Nickerson, P.A.: Junious
Brown
Bryant Miller Olive, P.A.: Jolinda Herring

Teleconference Participant(s) Present

Dufresne CPA Services, P.A.: Linda
Dufresne
Zomermaand Financial Advisory Svcs.:
Debbie Zomermaand
RBC Capital Markets: Cameron Hill
RBC Capital Markers: Chandler Luger
Raymond James: Kofi Austin



PLAQUE PRESENTATION

A plaque was presented by Ms. LaPlant to Mr. Ehrlich for his leadership on the HFA Board during 2019-2023 – Board Member 2019-2023 and Chairman 2023.

Following the plaque presentation, Mr. Stone introduced Ms. Lily Mesa to the HFA Board as the new HFA Administrative Assistant.

CONSENT AGENDA ITEMS (1 through 2)

1. Approval of December 20, 2023, Regular Meeting Minutes

MOTION TO APPROVE the Housing Finance Authority regular meeting minutes from December 20, 2023.

2. Executive Director's (December Operational Report)

MOTION TO APPROVE the Housing Finance Authority Operational Report for December 31, 2023.

Motion was made by Ms. Morejon and seconded by Ms. Teague to approve the consent agenda items 1 through 2. Motion was passed unanimously.

REGULAR AGENDA

3. Multifamily Bond Application for 2024 (Public Notice)

Mr. Stone stated that this item is regarding the annual solicitation for the use of bond allocation. He provided a breakdown of the bond allocations including Tax Increment Financing (TIF), single-family carryforward, and additional allocations added. He stated that there are also several developments in the pipeline for the HFA and that in previous years the HFA advertised the allocation, and developers were given a month to respond. If the value of the allocation applied for was less than the value of the allocated amount, no ranking would take place, and the developers were fully funded. If more projects valued higher than the allocated amount, the information is brought back in March before the BOCC along with proposed criteria to rank the applications. In the succeeding months meeting applicants are brought back and the criteria will be available for ranking.

At approximately 5:36 PM, Ms. Herring joined the meeting.

Ms. Zomermaand asked for clarification on the motion due to some differences between this year and last year's motion. Some of the differences included a waiver of certain HFA policy, and the timing of certain documentation received for the application cycle.

Mr. Stone added that since the HFA Board has allocated GAP financing, it has elected to prioritize those applications.

Ms. Ashton requested a motion to be made on the amendment, which was provided with the meeting materials, followed by a motion on the item.

Motion was made by Mr. Ehrlich and seconded by Ms. Jarrett-Mays, to amend this motion provided on page 49 of the meeting materials. Motion passed unanimously.

Motion was made by Mr. Ehrlich and seconded by Ms. Cyrus to authorize 1) waiver of certain HFA policies contained within Section III. Process for New Project Selection of the HFA's Policies and Procedures for Multi-Family Housing Bond Program, 2) staff to publish a notice stating that the HFA is soliciting proposals from multifamily developers interested in utilizing private activity bond allocation available to the HFA in 2024 3) an open application cycle for applications received after the solicitation referenced above, to the extent private activity bond allocation is available or may be available to fund such developments and 4) Executive Director to modify the open cycle as necessary to assure compatibility. Motion passes unanimously.

4. Tequesta Reserve

Mr. Stone stated that this is the Draft Credit Underwriting Report that was discussed in the December meeting and that this motion is to accept the report.

Motion was made by Ms. Morejon and seconded by Mr. Ehrlich to accept Draft Credit Underwriting Report for Tequesta Reserve, a 76-unit elderly multifamily development project located in Davie, Florida. Motion was passed unanimously.

5. Financial Reports Monthly Overview – Ms. Linda Dufresne

Ms. Dufresne stated the actual income exceeds the budgeted income by similar amount to prior year. We continue to remain under budget with expenses. We have been working with the auditors but have had no new requests. We've been waiting for the county to get the information from the State of Florida Pension so that we can incorporate the transactions needed for the pension items and finalize the positive financials.

Motion was made by Ms. Cyrus and seconded by Ms. Jannett-Mays to accept the HFA's financial report for the month ending on December 31, 2023. Motion was passed unanimously.

6. INFORMATIONAL ITEMS (a and b)

- a) Mr. Stone stated that state law requires members of the Investment Committee to attend eight (8) hours of financial continuing education annually. He stated that the Palm Beach Chapter of the Government Finance Officers Association is hosting an Annual Investment seminar on Thursday, February 8, 2024, and he would like to sign the members of the investment committee attend which include Ralph Stone, Angela Bauldree, Steve Farmer, the Chair and the Vice Chair. Since there are not many seats available, the HFA would like to register tomorrow.

Ms. Manos asked how often the requirement is to attend the training seminar. Mr. Stone stated that the requirement is once a year.

It was decided by the Board to have Milette Manos, Vice Chair attend the educational seminar.

Motion was made by Ms. Cyrus and seconded by Ms. Teague to appoint the HFA Board Vice Chair, Ms. Manos, to the Investment Committee. Motion was passed unanimously.

- b) Mr. Stone stated that during the December HFA Board Meeting Ms. Morejon asked that the HFA share the 10-Year Affordable Housing Master Plan PowerPoint presentation that was presented at the Board Workshop in December 2023.

The presentation was postponed to the February meeting to allow the missing board members to see the presentation. The presentation will also be provided in the February meeting packet.

Ms. Zomermaand praised the legal team for their hard work with several bond closings.

7. MATTERS FROM HFA MEMBERS

None.

8. MATTERS FROM THE FLOOR

None.

9. NEXT BOARD MEETING

February 21, 2024

10. ADJOURNMENT

Chairwoman LaPlant, hearing no further comments, questions, or discussion, adjourned the meeting at 5:56 PM.

ITEM 2

MEMORANDUM

Date: February 21, 2024
To: Housing Finance Authority Board Members
Through: Ralph Stone, Executive Director
From: Josie Kotsioris, Manager
Subject: January Operational Report

INVESTMENT COMMITTEE

The Housing Finance Authority (HFA) Investment Committee (IC) was held on September 20, 2023, 4:45 p.m., at 110 N.E. 3rd Street, 3rd Floor, Suite 201, Fort Lauderdale, Florida. The next IC meetings will be scheduled by the HFA Board Chair or Executive Director if there are action items to be approved or if otherwise desired (HFA approved Resolution 2020-012).

SINGLE-FAMILY

Information listed below is the foreclosure/delinquency (180+days) and/or bankruptcy status report received from CitiMortgage for the month ending December 2023.

Bankruptcy - December 2023

Loan Count	Total		1 st Lien	2 nd Lien	1 st Mort./ Total	2 nd Mort./ Total
0	\$0		0	0	\$0	\$0

Foreclosure (180+ days) – December 2023

Loan Count	Total		1 st Lien	2 nd Lien	1 st Mort./ Total	2 nd Mort./ Total
1	\$29,850.67			2	\$0	\$29,850.69

Delinquencies (180+ days) – comparison between December 2022 to December 2023

Comparison Year	Delinquencies	1st Mortgage Balance	2nd Mortgage Balance	Total
<i>December - 2022</i>	3	\$135,351	\$70,523*	\$205,874
<i>December - 2023</i>	1	\$0	\$29,850.69*	\$29,850.69
Difference(+/-)	2	\$135,351	\$40,672.31	\$176,023.31

Note: * FY22 contain 3 delinquencies, 2 are second mortgages.

** FY23 contain 1 delinquency, a second mortgage.

MULTIFAMILY HOUSING BOND TRANSACTIONS

2024 Multifamily Housing Transactions update (*Attachment 2*).

MORTGAGE CREDIT CERTIFICATE (MCC) PROGRAM

The 2023 MCC Program started on January 15, 2023. To date there are Thirteen (13) lenders participating in the program. (See table below)

The 2023 MCC Program started on January 15, 2023.

<i>MCC's by Lender</i>	<i>Commitments</i>	<i>Issued</i>	<i>Cancelled</i>
Academy Mortgage Corporation			
Americas Mortgage Professionals			
Bank of America	2		1
Columbus Capital Lending			
Everett Financial, Inc (Supreme Lending)			
Fairway Independent Mortgage Corporation			
Gold Star Mortgage Financial Group	1	1	
Loan Depot, LLC	3	2	1
Paramount Residential Mortgage Group	2		1
Point Mortgage Corp.			
The Mortgage Firm			
Totals	8	3	3
<i>Income to date (Y2022/23):</i> \$350			

MULTI-FAMILY COMPLIANCE MONITORING

Multifamily compliance monitoring; reporting for period October 21, 2023, through November 20, 2023.

Monthly Compliance

Review of these past month's bond report shows all properties are following their respective Land Use Restriction Agreement (LURAs)

Occupancy Report

The HFA Rental Occupancy Report for the period of October 21, 2023 through November 20, 2023, is included (*Attachment 3*).

Annual Management Review and Inspections

There were no reviews or inspections completed during the reporting period of October 21, 2023 through November 20, 2023.

ATTACHMENT 1

2024 MULTIFAMILY HOUSING BOND TRANSACTIONS – FEBRUARY UPDATE

<u>HFA RANKING</u>	1	2	3
<u>PROJECT NAME</u>	<u>Tequesta Reserve, LLC a/k/a Griffin Gardens II</u>	<u>Tallman Pines – Phase I a/k/a Tallman Pines Villas</u>	<u>Provident Place a/k/a Golden Acres Senior Apartments</u>
<u>PROJECT LOCATION</u>	4881 Griffin Rd., Davie, FL 33314	601 NE 38 th Ct., Deerfield Beach	1050 NW 18 th Drive Pompano Beach, FL
<u>DEVELOPER</u>	Building Better Communities, Inc.	Tallman Pines Villas, Ltd.	AMBAR3, LLC& HAPB Supporting Housing Opportunities, Inc.
<u>PROFESSIONAL TEAM</u>			
<ul style="list-style-type: none"> • <i>Lead Underwriter</i> • <i>Bond Counsel</i> • <i>Credit Underwriter (“CU”)</i> 	<ul style="list-style-type: none"> • RBC • BMO • First Housing 	<ul style="list-style-type: none"> • TBD • TBD • TBD 	<ul style="list-style-type: none"> • Raymond James • BMO • Seltzer
<u>BOND AMOUNTS</u>			
<ul style="list-style-type: none"> • <i>Bond Amount/Original Req.</i> • <i>Revised Request</i> • <i>CU Recommendation</i> 	<ul style="list-style-type: none"> • \$21,000,000 • \$25,000,000 • 	<ul style="list-style-type: none"> • \$13,200,000 • \$18,000,000/\$24,000,000 • 	<ul style="list-style-type: none"> • \$14,750,000 • \$20,000,000/\$22,000,000 •
<u>TEFRA & Inducement</u>			
<ul style="list-style-type: none"> • <i>TEFRA/Inducement Amt.</i> • <i>Date of HFA Inducement</i> • <i>Date of TEFRA Hearing</i> • <i>Date HFA Approval/Amend.</i> • <i>Date of BOCC App. TEFRA</i> • <i>BOCC Approval/Amendment</i> 	<ul style="list-style-type: none"> • \$25,000,000 • August 16, 2023 • October 17, 2023 • December 20, 2023 • January 23, 2024 	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • \$20,000,000/\$22,000,000 • June 21, 2023/August 16, 2023 • October 17, 2023 • October 18, 2023 • November 14, 2023
<u>ALLOCATION</u>			
<ul style="list-style-type: none"> • <i>Allocation Approved by HFA</i> 	County General Funds & HOME Funds	County General Funds	County General Funds
<u>TRANSACTION STATUS</u>	<i>See Note #1</i>	<i>See Note #2</i>	<i>See Note #3</i>

<u>HFA RANKING</u>	4	5	6
<u>PROJECT NAME</u>	<u>Sistrunk Apartments</u>	<u>Closed – 2/14/2024</u> <u>The Palms at Deerfield Townhomes</u>	<u>Closed – 11/29/2023</u> <u>Pembroke Tower II</u>
<u>PROJECT LOCATION</u>	1204 NW 6 th Street & 1619 NW 6 th Street Ft. Lauderdale, FL	407 – 431 NW 1 st Terrace Deerfield Beach, FL 33441	Part of 2201 N. University Drive Pembroke Pines, FL
<u>DEVELOPER</u>	Sistrunk Apartments Developer, LLC	SHAG Palms of Deerfield Townhomes Developer, LLC & Deerfield Beach Family Empowerment Inc.	Southport Development, Inc.
<u>PROFESSIONAL TEAM</u>	<ul style="list-style-type: none"> • TBD • TBD • Ameri National 	<ul style="list-style-type: none"> • Raymond James • NGN • Seltzer 	<ul style="list-style-type: none"> • Raymond James • Nabors Giblin • Seltzer
<u>BOND AMOUNTS</u>	<ul style="list-style-type: none"> • Bond Amount/Original Req. • \$18,000,000 • Revised Request • • CU Recommendation/Final • 	<ul style="list-style-type: none"> • \$16,000,000 • \$19,000,000 • 	<ul style="list-style-type: none"> • \$6,200,000 •
<u>TEFRA & Inducement</u>	<ul style="list-style-type: none"> • TEFRA/Inducement Amt. • • Date of HFA Inducement • • Date of TEFRA Hearing • • Date of HFA Approval • Date of BOCC App. TEFRA • BOCC Approval 	<ul style="list-style-type: none"> • \$19,000,000 • May 17, 2023 • June 15, 2023 • October 18, 2023 • December 12, 2023 	<ul style="list-style-type: none"> • \$6,200,000 • August 16, 2023 • September 14, 2023 • September 20, 2023 • October 24, 2023
<u>ALLOCATION</u>	<ul style="list-style-type: none"> • Allocation Approved by HFA 	County General Funds	County General Funds
<u>TRANSACTION STATUS</u>	<i>See Note #4</i>	<i>See Note #5</i>	<i>See Note #6</i>

<u>HFA RANKING</u>	7	8	9
<u>PROJECT NAME</u>	<u>Closed 1/26/2024</u> <u>Lauderhill Point Apartments</u>	<u>Pine Island Park</u>	<u>Driftwood Terrace</u>
<u>PROJECT LOCATION</u>	3146 NW 19 th St. Lauderhill, FL 33311	On south side of NW 44 th St., about 400 ft. east of NW 92nd Way Sunrise, FL	7300 Davie Road Extension Hollywood, FL 33024
<u>DEVELOPER</u>	Lauderhill Developer LLC	Centennial Management Corp.	Newstar Development, LLC
<u>PROFESSIONAL TEAM</u>	<ul style="list-style-type: none"> • RBC • BMO • First Housing 	<ul style="list-style-type: none"> • TBD • TBD • TBD 	<ul style="list-style-type: none"> • RBC • NGN Seltzer
<u>BOND AMOUNTS</u>	<ul style="list-style-type: none"> • Bond Amount/Original Req. \$37,500,000 • Revised Request \$40,000,000 • CU Recommendation 	<ul style="list-style-type: none"> • \$24,000,000 	<ul style="list-style-type: none"> • \$16,000,000 • \$26,000,000
<u>TEFRA & Inducement</u>	<ul style="list-style-type: none"> • TEFRA/Inducement Amount \$40,000,000 • Date of HFA Inducement June 21, 2023 • Date of TEFRA Hearing October 17, 2023 • Date of HFA Approval October 18, 2023 • Date of BOCC App. TEFRA 1. November 14, 2023 • BOCC Approval 		
<u>ALLOCATION</u>	<ul style="list-style-type: none"> • Allocation Approved by HFA 		
<u>TRANSACTION STATUS</u>	<i>See Note #7</i>	<i>See Note #8</i>	<i>See Note #9</i>

<u>HFA RANKING</u>	10	11	12
<u>PROJECT NAME</u>	<u>Federal Apartments</u>	<u>Ekos Pembroke Park</u> Northeast corner of SW 56 th Avenue and SW 41 st Street (County Line)	
<u>PROJECT LOCATION</u>	821 W 11 th Avenue Ft. Lauderdale, FL 33311	McDowell Housing Partners	
<u>DEVELOPER</u>	MRK Partners Inc.	<ul style="list-style-type: none"> • TBD • TBD 	
<u>PROFESSIONAL TEAM</u>	<ul style="list-style-type: none"> • <i>Lead Underwriter</i> • <i>Bond Counsel</i> • <i>Credit Underwriter (“CU”)</i> 	<ul style="list-style-type: none"> • TBD • TBD • TBD 	<ul style="list-style-type: none"> • <i>\$34,150,000</i>
<u>BOND AMOUNTS</u>	<ul style="list-style-type: none"> • <i>Bond Amount/Original Req.</i> • <i>Revised Request</i> • <i>CU Recommendation</i> 	<ul style="list-style-type: none"> • <i>\$30,000,000</i> 	<ul style="list-style-type: none"> •
<u>TEFRA & Inducement</u>	<ul style="list-style-type: none"> • <i>TEFRA/Inducement Amount</i> • <i>Date of HFA Inducement</i> • <i>Date of TEFRA Hearing</i> • <i>Date of HFA Approval</i> • <i>Date of BOCC App. TEFRA</i> • <i>BOCC Approval</i> 		
<u>ALLOCATION</u>	<ul style="list-style-type: none"> • <i>Allocation Approved by HFA</i> 	County HOME Funds	
<u>TRANSACTION STATUS</u>	<i>See Note #10</i>	<i>See Note #11</i>	<i>See Note #12</i>

Note #1: -

Application to fund Griffin Gardens II (now known as Tequesta Reserve LLC) in the 2021 allocation cycle was submitted to the HFA on May 28, 2021. The financing is expected to fund the new construction of 76 units of affordable senior housing in Davie. The requested bond amount was originally \$21,000,000 with a revision to \$25,000,000 submitted to the HFA on June 1, 2023. The building type is elevator. The transaction is expected to close first quarter 2024.

Note #2:

Application to fund Tallman Pines – Phase I in the 2021 allocation cycle was submitted to the HFA on November 23, 2021. The financing is expected to fund the new construction of 80 units of affordable housing in Deerfield Beach. The requested bond amount is \$13,200,000 with a requested revision to \$18,000,000 submitted to the HFA in March 2023. On December 7, 2023 the application was rescinded and replaced with a 2023 application with a bond amount of \$24,000,000. The building type is walk-up. The transaction is expected to close in 2024 or early 2025.

Note #3: -

Application to fund Golden Acres Senior Apartments, now known as Provident Place, in the December 2021 RFP for \$29 Million New Construction of Affordable Housing was submitted to the County on December 3, 2021. The financing is expected to fund the new construction of 100 units of affordable senior housing in Pompano Beach. The requested bond amount was \$14,750,000 with a requested revision to \$20,000,000 submitted to the HFA in April 2023 and a second revision to \$22,000,000 submitted in July 2023. The building type is walk-up apartments. The transaction is expected to close in the first quarter 2024.

Note #4: -

Application to fund Sistrunk Apartments in the 2022 allocation cycle was submitted to the HFA on April 6, 2022. The financing is expected to fund the new construction of 72 units of affordable housing in Ft. Lauderdale. The requested bond amount is \$18,000,000. The building type is 5 story elevator apartments. The transaction is expected to close in 2024.

Note #5: **CLOSED FEBRUARY 2024**

Application to fund The Palms of Deerfield Townhomes in the 2022 allocation cycle was submitted to the HFA on December 20, 2022. The financing is expected to fund the acquisition and rehabilitation of 56 units of affordable housing in Deerfield Beach. The requested bond amount was \$16,500,000 with a requested revision to \$19,000,000 submitted to the HFA on March 20, 2023. The building type is 5 story elevator apartments. The transaction is expected to close in the first quarter of 2024.

Note #6: **CLOSED DECEMBER 2021 & NOVEMBER 2023**

Pembroke Tower II closed into escrow in December 2021. Due to an increase in construction costs the Applicant is requesting an additional \$6,200,000 of Private Activity Bond Allocation. The transaction closed in November 2023.

Note #7: CLOSED JANUARY 2024

Application to fund Lauderhill Point Apartments in the 2023 allocation cycle was submitted to the HFA on May 11, 2023 (Revised on June 13, 2023). The financing is expected to fund the acquisition and rehabilitation of 176 units of affordable housing in Lauderhill. The requested bond amount was \$40,000,000. The building type is walk up. The transaction is closed in January 2024.

Note #8:

Application to fund Pine Island Park in the 2023 allocation cycle was submitted to the HFA on May 31, 2023. The financing is expected to fund the new construction of 120 units of affordable housing in Sunrise. The requested bond amount is \$24,000,000. The building type is elevator. The transaction is expected to close in the first quarter of 2025.

Note #9:

Application to fund Driftwood Terrace in the 2023 allocation cycle was submitted to the HFA on June 14, 2023. The financing is expected to fund the acquisition and rehabilitation of 90 units of affordable housing in Hollywood. The requested bond amount is \$16,000,000. The building type is elevator. The transaction is expected to close in the first quarter of 2025.

Note #10:

Application to fund Federal Apartments in the 2023 allocation cycle was submitted to the HFA on November 3, 2023. The financing is expected to fund the acquisition and rehabilitation of 164 units of affordable housing in Ft. Lauderdale. The requested bond amount is \$30,000,000. The building type is walk-up. The transaction is expected to close in the second quarter of 2024.

Note #11:

Application to fund Ekos Pembroke Park in the 2023 allocation cycle was submitted to the HFA on November 30, 2023. The financing is expected to fund the new construction of 150 units of affordable housing in Pembroke Park. The requested bond amount is \$34,150,000. The building type is elevator. The transaction is expected to close in the fourth quarter of 2024.

ATTACHMENT 2

MULTI-FAMILY COMPLIANCE MONITORING
(Reporting Period November 21, 2023 to December 20, 2023)

Monthly Compliance:

Review of this month's bond reports shows all properties are following their respective Land Use Restriction Agreements (LURAs).

Occupancy Report:

The HFA Rental Occupancy Report for the period of November 21, 2023 to December 20, 2023 is included (Attachment 1).

Electronic Filing and Archiving System

Due to the bonds reports being submitted online an electronic filing and archiving system was created. To date, the bond reports up to December 20, 2023, have been archived electronically. This is an ongoing process.

Annual Management Reviews and Inspections

There were no reviews or inspections completed during the reporting period of November 21, 2023 to December 20, 2023.

Mortgage Credit Certificate Program (MCC)

The 2023 MCC Program started on January 15, 2023 and is in the process of being re-assigned to the Homebuyer Section.

Lenders	Commitments	MCCs Issued	Cancelled Commitments
Academy Mortgage Corp.			
Americas Mortgage Professionals			
Bank of America	2		1
CMG Mortgage, Inc.			
Columbus Capital Lending			
Everett Financial (Supreme Lending			
Fairway Independent Mortgage Corporation			
Florida State Mortgage Group, Inc.			
Gold Star Mortgage Financial Group	1	1	
Loan Depot	3	2	1
Paramount Residential Mortgage Group	2		1
Point Mortgage Corp.			
The Mortgage Firm, Inc.			
Totals	8	3	3

MULTI-FAMILY BOND RENTAL OCCUPANCY REPORT KEY

The Rental Occupancy Report was prepared by staff from Certifications of Continuing Compliance reports received from Multi Family property management.

Column B represents the total number of units the property has.

Column C represents the number of units occupied during the reporting period.

Column D represents the percentage of units occupied versus the total number.

Column E represents the percentage of total units that were lower income occupied during the month of November 2023.

Column F represents the number of lower income units occupied.

Column G represents the percentage of lower income units occupied versus the total number of units available.

Column H represents the lower income requirement per the Land Use Restriction Agreement.

Column I represents the date the Certificate of Compliance was received by Housing Finance Authority. Dates may vary from the 21st of the previous month to the 15th of the following month since bond reports are submitted according to the time frame set in the LURA.

Column J represents the number of units vacant for each property.

Columns that are blank represent no report was received from property management.

Housing Finance Authority of Broward County
Rental Occupancy Report

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J
Property	Total Number of Units	From Mgmt Number of Units Occupied	% of Units Occupied	Previous month % of Lower Units November	From Mgmt Low Income Units Occupied	% Occupied by Low Income	LURA Low Income Requirement	Certificate of Compliance rec'd December	Vacant Units
Banyan Bay	416	378	90.9	41%	149	39.4	20%	1/10/2024	38
Chaves Lakes	238	238	100.0	76%	179	75.2	40%	1/31/2024	0
Emerald Palms	318	318	100.0	85%	271	85.2	40%	1/2/2024	0
Federation Davie Apartments	80	80	100.0	100%	80	100.0	40%	1/2/2024	0
Federation Sunrise Apartments	123	123	100.0	100%	123	100.0	40%	1/2/2024	0
Golden Villas	120	120	100.0	100.0	120	100.0	40%	1/4/2024	0
Heron Pointe	200	199	99.5	99.0	197	99.0	40%	1/10/2024	1
Landings at Coconut Creek	268	256	95.5	21.1	54	21.1	20%	1/10/2024	12
Lauderhill Point (fka Driftwood Terr)	176	168	95.5	100.0	168	100.0	100%	1/10/2024	8
Los Prados	444	415	93.5	27.2	113	27.2	20%	1/18/2024	29
Mar Lago Village	216	203	94.0	42.4	86	42.4	40%	1/9/2024	13
Marquis	100	100	100.0	98.0	98	98.0	40%	1/5/2024	0
Northwest Gardens V	200	194	97.0	100.0	194	100.0	40%	1/16/2024	6
Palms of Deerfield	56	50	89.3	100.0	50	100.0	100%	1/11/2024	6
Pembroke Park	244	243	99.6	80.7	196	80.7	40%	1/30/2024	1
Pinnacle Village	148	146	98.6	99.3	145	99.3	40%	1/4/2024	2
Praxis of Deerfield Beach	224	224	100.0	99.1	222	99.1	100%	1/8/2024	0
Prospect Park	125	125	100.0	100.0	125	100.0	40%	1/9/2024	0
Regency Gardens	94	92	97.9	98.9	91	98.9	40%	12/21/2023	2
Residences at Crystal Lake	92	91	98.9	100.0	91	100.0	40%	1/8/2024	1
Sailboat Bend	37	37	100.0	86.5	32	86.5	100%	1/9/2024	0
Sanctuary Cove	292	292	100.0	98.6	288	98.6	40%	1/10/2024	0
Solaris	78	64	82.1	53.1	34	53.1	60%	1/24/2024	14
Stanley Terrace	96	88	91.7	100.0	88	100.0	40%	1/11/2024	8
Summerlake	108	108	100.0	99.1	107	99.1	40%	1/9/2024	0
Woodsdale Oaks	172	170	98.8	100.0	170	100.0	70%	1/9/2024	2
Totals	4,665	4,522			3,471	76.8%			143
Total % rate of occupancy for all properties 97%									
Lauderhill has 3 units being used for the office/maintenance while the office space/community center is being renovated.									
New Projects									
Solaris - New Construction - Closed 12/22/2022- In lease up phase									
The Gallery at FATVillage - New Construction - Closed 12/21/2022									
Douglas Garden - New Construction - Closed 2/15/2023									
St. Joseph Manor II - New Construction - Closed 3/21/2023									
Captive Cove III - New Construction - Closed 3/17/2023									

ITEM 3

Housing Finance Authority of Broward County
February 21, 2024

National Association of Local Housing Finance Agencies (NALHFA) 2024 Annual Conference – Las Vegas, NV.

Motion to approve the HFA Board Members and County staff to attend the 2024 NALHFA Annual Educational Conference at the Encore Wynn in Las Vegas Nevada on May 1-4, 2024.

Present Situation

The 2024 NALHFA Annual Conference is being held in Las Vegas on May 1-4, 2024 at the Encore Wynn, located at 3121 S. Las Vegas Blvd, Las Vegas, NV 89109. (Note: The Conference Arrival Date and Pre-Registration is on May 1st, 2024.)

Registration Information

Member of Florida NALHFA - Registration Fee: \$615 Paid by HFA

Guest/Spouse:
After April 1st or Onsite, Fee: \$250

Cancellation Policy: Written notice must be submitted in writing to the NALHFA by April 1, 2024.

Hotel Information

1. Reservations are available at the special NALHFA Conference Rate of \$279+ per night for single/double rooms (excluding tax), *if made on or before April 1, 2024*. Discounted resort fee of \$35/night, which includes:
 - a. Complimentary WiFi for up to four devices per room
 - b. Access to the fitness center for two people
 - c. Access to the resort pools and sundecks
 - d. After registration, each attendee will receive an email with instructions on how to book your hotel room within the NALHFA room block.

Note: Please make your hotel reservation early, first come first serve.

Recommendations

Staff is requesting the following:

1. Approve HFA Members and Staff to attend the 2024 NALHFA Annual Conference.



Stay Up to Date on Approaching Deadlines

NALHFA 2024 Annual Conference

Join us in Las Vegas for the NALHFA 2024 Annual Conference May 1-4! We are excited to gather together with the local affordable housing community and economic development professionals.

Keep reading for important upcoming deadlines for the NALHFA 2024 Annual Conference.

[Register now](#) for the chance to network with peers; receive first-hand insights and case studies of effective housing and development practices; and the opportunity to interact with local governmental practitioners and professional program-level staff of all levels.

Only members who have renewed for 2024 will have access to the discounted member rate. For questions about your membership renewal and the registration process, please contact NALHFA at registration@nalhfa.org.



REGISTER NOW

ITEM 4

**Housing Finance Authority of Broward County
February 21, 2024 – Board Meeting**

Florida Association of Local Housing Finance Authorities (Florida ALHFA) 2024 Educational Conference

Approve a \$5,000 Platinum level sponsorship for the 2024 Florida ALHFA Education Conference, July 10 through July 13, 2024 in the City of St. Augustine.

Background Information

At the May 17, 2023, board meeting, the HFA approved a “PLATINUM” level sponsorship for the HFA in the amount of \$5,000 for the 2023 Florida ALHFA Annual Educational Conference.

Present Situation

Staff received a letter from Florida ALHFA dated February 12, 2023, requesting sponsorship for 2024 Florida ALHFA Education Conference on July 10 - July 13, 2023 (Attachment 1 & 1a).

Recommendation

Approve a \$5,000 Platinum level sponsorship for the Florida ALHFA 2024 in person Educational Conference; and authorize the HFA Chair or the Executive Director to execute the Sponsorship Commitment Form (Attachment 1a).

Attachments

1. Florida ALHFA Letter (dated February 12, 2024)
2. Florida ALHFA - Sponsorship Commitment Form



BOARD OF DIRECTORS

PRESIDENT
KATHRYN DRIVER
PINELLAS COUNTY HFA

VICE PRESIDENT
ANGELA A. ABBOTT
BREVARD COUNTY HFA

SECRETARY/TREASURER
LISA BERNAU
ESCAMBIA COUNTY HFA

PAST PRESIDENT
HARRY HEDGES
HILLSBOROUGH COUNTY HFA

BOARD MEMBER
WALT FERGUSON
LEE COUNTY HFA

BOARD MEMBER
CHEREY GULLEY
MIAMI-DADE COUNTY HFA

BOARD MEMBER
W. D. MORRIS
ORANGE COUNTY HFA

BOARD MEMBER
RICHARD PIERRO
MANATEE COUNTY HFA

BOARD MEMBER
JIM RYAN
CLAY COUNTY HFA

DIRECTORS
MARK HENDRICKSON
SUSAN LEIGH

February 12, 2024

Ralph Stone, Executive Director
HFA of Broward County
110 NE 3rd St.,
Fort Lauderdale, Florida 33301

RE: Florida ALHFA 2024 Education Conference July 10-13
In Person at the Casa Monica in St. Augustine, Florida

Dear Mr. Stone:

Broward County HFA was a **Platinum Sponsor** for last year's Florida ALHFA Education Conference. As we approach the 2024 Conference, we are asking you to again be a sponsor at the **same or higher level**. I have attached the sponsorship information to review. *The Sponsorship levels have changed so please review and determine which level of commitment you choose this year.*

The 2023 conference success was a reflection of the commitment your organization has shown to Florida ALHFA by your past participation. You are an important member of our organization, and we hope for your continued support in 2024 through a financial commitment as a Conference Sponsor at the same level or higher. Based on your participation, your firms logo has been seen by all those that have logged on to the Florida ALHFA website this past year and will continue to be seen until May of 2024..

Florida ALHFA continues to provide input and important housing policy and program implementation issues for the state. These changes have had a direct benefit to our members and your participation in Florida ALHFA has been one of the keys to that success.

The Florida ALHFA Education Conference will be held in person only. This conference is the one time during the year that members have an opportunity to share innovative programs and successes that have occurred statewide. Your visibility during this conference is valuable brand and your participation and shared knowledge is critical to the overall success of this learning experience.

If you are planning to participate, it would be helpful if you could indicate the level of sponsorship that you will be considering while the paperwork is being processed.

We are looking forward to an educational and well-attended conference and to your participation. Information regarding the scheduled conference agenda will be posted on the website when it is available.

I look forward to hearing from you soon, and feel free to call or email with any questions.

Sincerely,


Susan Leigh

Director, Florida ALHFA

Attached: Sponsorship Levels and Benefits and Form

2024 FLORIDA ALHFA EDUCATIONAL CONFERENCE
July 10-13, 2024
HFA SPONSORSHIP COMMITMENT FORM

SPONSORSHIP LEVELS AND BENEFITS
Please indicate by "X" your sponsorship level or levels

PLATINUM / HOST: \$5,000

Platinum/Host

Full-page ad in Conference Brochure
Panel Participation
In person Exhibit: Free
Firm or HFA Logo on Florida ALHFA Website for 1 Year

CONFERENCE WELCOME RECEPTION: \$5,000 (three spots available)

Welcome Reception

Full-page ad in Conference Brochure
Panel Participation
In person Exhibit: Free
Firm or HFA Logo on Florida ALHFA Website for 1 Year

FRIDAY NIGHT SOCIAL HOUR: \$5,000

Friday Night Social Hour

Full-page ad in Conference Brochure
Panel Participation
In person Exhibit: Free
Firm or HFA Logo on Florida ALHFA Website for 1 Year

SPECIFIC EVENT SPONSORS:

Breakfast

Breakfast Sponsor \$3,000
Lunch Sponsor \$3,000
One half page in Conference Brochure
In person Exhibit: Free
Firm or HFA Logo on Florida ALHFA Website for 1 Year

Lunch

GOLD: \$2,500

Gold

One half Page in Conference Brochure
Firm or HFA Logo on Florida ALHFA Website for 1 Year

SILVER: \$1,000

Silver

One quarter page in Conference Brochure
In person Exhibit: \$700
Firm or HFA Logo on Florida ALHFA Website for 1 Year

EXHIBIT SPACE:

ALL EXHIBITORS MUST BE REGISTERED FOR THE CONFERENCE
PLEASE CHECK IF YOU WILL BE USING SPACE

Free for \$3,000 or higher-level Sponsors

\$500 for Gold Sponsor

\$700 for Silver Sponsor

\$1,500 for non-sponsor

2024 FLORIDA ALHFA EDUCATIONAL CONFERENCE
July 10-13, 2024
HFA SPONSORSHIP COMMITMENT FORM

**ALL SPONSORS MUST REMIT A CHECK WITHIN 30 DAYS OF VERBAL COMMITMENT
INFORMATION NEEDED FROM ALL SPONSORS:**

1. Official name to be used for all printed materials:

2. Contact to be used on Event Based Interactive Website:
 - a. Name: _____
 - b. Address: _____
 - c. Telephone: _____
 - d. Email: _____
 - e. Website: _____
3. Contact for Graphics/Logo or Standardized Ad:

4. Prepare to provide the following no later than **May 24, 2024**, via email:
 - a. Logo print ready in the following format (JPG or PDF)
 - b. After the agenda is finalized, if speaking, Photo of person which may be used on Event Based Interactive Website (JPG)
5. Authorized Signatory: _____

Return all forms and graphics to:
Susan Leigh
sleigh@comcast.net

Checks should be mailed to:
Florida ALHFA
1404 Alban Avenue
Tallahassee, Florida 32301

ITEM 5

**Housing Finance Authority of Broward County
February 21, 2024 – Board Meeting**

2024 Florida Association of Local Housing Finance Authorities Education Conference - Sarasota, Florida

The 2024 Florida Association of Local Housing Finance Authorities (Florida ALHFA) Education Conference is being held at the Santa Monica Hotel in St. Augustine from July 10-13, 2024.

Registration Information

Member registration fee prior to May 31, 2024 - \$750 (paid by the HFA)
Guest Fee: \$150

Hotel Information

The Santa Monica Hotel
100 Marina View Drive
St. Augustine, Florida 34326

Staff recommends that hotel reservations be made as soon as possible after registration to avoid lack of room availability.

HFA Board Members

Per registration form, HFA's with Platinum Level Sponsorship (Guest Info):

- HFA Board Member's "*Guests*" can attend the "Wednesday & Thursday" reception and dinner at no cost ("one" guest per board member) to attend the reception and dinner.
- If any "guest" wants to attend the conference sessions, they would be required to pay a registration fee.

Recommendations

Staff requests the following:

1. Approval for Board Members, County Staff, and the County Attorneys to attend.

ITEM 6

**Housing Finance Authority of Broward County
February 21, 2024 – Board Meeting**

Request for Letters of Interest (RLI) for HFA Financial Advisory Services - Action Item

Effective April 13, 2024, the agreement with Zomermaand Financial Advisory Services, LLC terminates. Enclosed is a Request for Letters of Interest (RLI) No. 20240213-FA3 to provide the HFA with financial advisory services in the area of housing tax exempt and or taxable private activity bonds, assist with capital, investments, and strategic planning, preparing special reports and analyses as requested by the HFA.

1. **Approve the Request for Letters of Interest and the proposed timeline**

Wednesday, February 21, 2024

2. **Advertisement**

Thursday, February 29, 2024 – In the Sun-Sentinel; Websites includes Broward County, Purchasing Division, HFA, and Housing Council; and staff maintain a list of firms in-house.

3. **Deadline for Receipt of Interest/Application**

Friday, March 29, 2024

4. **Staff Opening Applications/ Prepares Evaluation Criteria (Matrix)**

Monday, April 1, 2024

5. **Short List Qualified Firms (Sunshine Required) ******

Wednesday, April 17, 2024 (Regular HFA Meeting)

6. **Presentation (Respondents) ******

Wednesday, May 15, 2024 (Regular HFA Board Meeting)

7. **HFA Approval of Resolution and Agreement**

Tuesday, June 18, 2024

8. **County Commissions approval of Agreement**

Thursday, September 5, 2024

*****If there are five (5) or less proposals, the short list meeting and presentations meeting will be combined into one (1) meeting.*

Recommendation

Approve the Request for Letters of Interest (RLI) No. 20240213-FA3 to provide the HFA with financial advisory services in the area of housing tax exempt and or taxable private activity bonds, assist with capital, investments, and strategic planning, preparing special reports and analyses as requested by the HFA; and the proposed timeline.

Attachment

1. Request for Letter of Interest (RLI)
2. RLI - Public Notice

ATTACHMENT 1



110 Northeast 3rd Street Suite 300
Fort Lauderdale, FL 33301
Tel: 954.357.4900
Fax: 954.357.8221
www.broward.org/housing

ATTENTION

Request for Letters of Interest (RLI) Housing Finance Authority of Broward County (Financial Advisory Services for Single-Family and Multi-Family Mortgage Revenue Bonds)

Dear Vendor:

Thank you for your interest in doing business with the Housing Finance Authority of Broward County, Florida (the "HFA"). We look forward to a very successful procurement process.

Please take notice of the response submittal requirements outlined in this solicitation. Read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions could lead to your submittal being rejected. Any change(s) to this solicitation will be conveyed through the written addendum process. Notifications of addended will be posted on the HFA's website www.broward.org/hfa, which can be accessed by selecting current solicitations. Please read carefully below and follow all instructions provided on the addendum, as well as the instructions provided in the original solicitation.

It is the intent of the Housing Finance Authority of Broward County, Florida to provide quality services. If you have any questions, contact Josie Kotsioris directly at 954-357-4925 or email her at jkotsioris@broward.org.

Sincerely,

Ralph Stone
Executive Director
Housing Finance Authority of Broward County

Request for Letters of Interest (RLI)

RLI Number: 20240213-FA3

RLI Project Name: Housing Finance Authority of Broward County (Financial Advisory Services Single-Family and Multi-Family Mortgage Revenue Bonds)

The Housing Finance Authority of Broward County Florida (the “HFA”) is soliciting proposals from financial advisory firms for the HFA. Firms are hereinafter referred to in this Request for Letters of Interest (the “Solicitation” or “RLI”) as a “Vendor.”

Background:

The HFA was created as a public body corporate and politic empowered under the laws of the State of Florida, including the Florida Housing Finance Authority Law, Florida Statutes, Sections 159.601 through 159.623, as amended, and Ordinance 79-41 enacted by the Broward County Board of County Commissioners (hereinafter referred to as the “County Commission”) on June 20, 1979, as amended. The HFA was created for purposes of alleviating and remedying shortages of housing available at prices or rentals which many persons and families can afford, and a shortage of capital investment in such housing.

The HFA issues bonds to finance mortgages for the purchase of single-family housing and issues bonds to finance multi-family rental housing in Broward County, Florida for purposes of providing affordable housing or rentals to individuals and families of low-, moderate-, or middle-income households.

Outstanding Bonds:

The outstanding single-family bonds of the HFA are as follows:

BOND ISSUE	APPROXIMATE AMOUNT OF BONDS OUTSTANDING
	\$

The outstanding multi-family bonds of the HFA are as follows:

BOND ISSUE	APPROXIMATE AMOUNT OF BONDS OUTSTANDING
	\$
Banyan Bay Series 96A & B	\$24,528,181.00
Captiva Cove III	\$22,000,000.00
Douglas Gardens 2023	\$77,000,000.00
Driftwood Series 2008	\$8,324,962.00
Emerald Palms Series 2018	\$34,930,167.35
FatVillage	\$62,000,000.00
Federation Davie	\$20,509,337.99
Federation Plaza 2023	\$38,500,000.00

Federation Sunrise Series 2020	\$31,840,709.06
Golden Villas	\$1,300,000.00
Landings at Coconut Creek	\$33,000,000.00
Los Prados 96A & B	\$29,351,292.00
Marquis S2020A	\$4,330,928.79
Marquis S2020B	\$0.00
Meridian A & B	\$0.00
Palms of Deerfield Beach	\$3,035,000.00
Palms of Deerfield Townhomes 2023	\$0.00
Pembroke Tower II 2021	\$16,500,000.00
Pinnacle 441	\$22,000,000.00
Regency Gardens	\$7,436,602.17
Sailboat Bend	\$1,100,000.00
Solaris 2021A	\$4,600,000.00
Solaris 2021B	\$11,900,000.00
St. Joseph Manor 2023	\$34,000,000.00
Woodsdale Oaks	\$6,688,318.25

Scope of Services

The purpose of this RLI is to solicit the services of a financial advisory firm to provide the HFA with financial advisory services in the area of housing tax exempt and/or taxable private activity bonds, assist the HFA and the Executive Director with capital and strategic planning, and with the preparation of special reports and analyses as requested by the HFA. The scope of services shall include, but is not limited to, the following:

1. Advise the HFA and Staff on strategic planning issues, including identifying opportunities and challenges that face Broward County. Review, evaluate, and make recommendations on new or innovative financing proposals made by underwriters or others.
2. Assist the HFA with the development and analysis of proposed bond financing structures. Advise the HFA in connection with the economic feasibility of a bond issuance, bond refunding, or bond restructuring.
3. Advise the HFA in each step of the bond issuance process, including advice with respect to timing, takedown, interest rates, and associated fees. Prepare a written analysis and recommendation on all substantive matters pertinent to each proposed transaction.
4. Review, analyze, and make recommendations with respect to housing and financing proposals made to the HFA by investment bankers, developers, nonprofit community groups, or others. Evaluate the financial strength of a multi-family project proposal, developer's financial situation and experience, assumptions made with regards to income and expenses, marketability of the project, and architecture and site plans.
5. Attend monthly meeting(s) and special meeting(s) of the HFA and any meetings of the County Commission as deemed necessary by the HFA.
6. Assist legal counsel, bond counsel, and investment bankers in the development of new programs, the preparation of rules and regulations, and other documentation necessary to implement such programs.
7. Assist with preparation of Request for Letters of Interest or Request for Proposals and selection of other professionals as needed by the HFA.
8. Review cash flows, evaluate bond pricing by the underwriters, review bond documents, and official statements. Participate in all necessary meetings prior to the bond issuance and, if necessary, in activities associated with rating agency reviews.
9. Participate, to the extent required, in bond closings.
10. Perform related services and special studies as needed.

Instructions to Vendors

****NOTICE TO VENDORS****

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

Unchecked boxes do not apply to this solicitation.

- Only interested firms from the Sheltered Market may respond to this solicitation.
- This solicitation is open to the general marketplace.

A. Public Records

1. The HFA does not require any personal information (as defined in Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for any HFA solicitation. Do not include any personal information data in any document submitted to the HFA. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the HFA.

2. THE HFA is subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become public records and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the HFA's website or included in a public records request response unless there is a declaration of confidentiality pursuant to Florida Statutes and in accordance with the procedures in this section. Any material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential" and marked with the specific statute and subsection asserting the exemption from public records. Electronic media, including flash drives, must also comply with this requirement and Vendors must separate any files claimed to be "Confidential." Any written materials that the Vendor claims to be confidential or confidential and exempt under Florida Statutes must be submitted in a separate envelope labeled with "Vendor's name, Attachment to RLI # 20240213-FA3 - Confidential Matter."

B. Cone of Silence

1. The HFA will impose a Cone of Silence for this Solicitation. A Cone of Silence means a prohibition on certain communications, oral or written, between certain persons as further detailed herein and Section 1-266 of the Broward County Code of Ordinances ("Code of Ordinances"). The Cone of Silence shall begin on the date the Selection Committee meets to short list the Vendors and terminates when the HFA or County Commission takes action which ends the Solicitation. During the Cone of Silence communications are prohibited between the following parties:

- a. Any person or entity, including a Vendor or Vendor's Representative, that seeks a contract, award, recommendation, or approval as part of this Solicitation, or is subject to being evaluated, or having its response evaluated, in connection with this Solicitation; and

- b. A County Commissioner or County Commissioner’s staff, any member of the HFA Board or HFA staff, the Broward County Administrator and Deputy and Assistants to the County Administrator and their respective support staff, or any person who shall evaluate or recommend firms for selection in this Solicitation process.

After commencement of the Cone of Silence, inquires regarding this Solicitation should be directed to the Executive Director or designee.

C. Submittal Instructions

Projected Schedule	
RLI Open Date:	Thursday, February 29, 2024
Deadline for Submittals:	Friday, March 29, 2024
Submission Open Date:	Monday, April 1, 2024
Short list Date:	Wednesday, April 17, 2024
Presentations:	Wednesday, May 15, 2024*

***If there are five (5) or less proposals the short list meeting and presentations may be combined into one (1) meeting.**

1. Interested Vendors may supply requested information in the “Evaluation Criteria” section below by typing directly into the Solicitation document. Vendors may also prepare responses and any requested ancillary forms using other means but following the same order as presented in the Evaluation Criteria.

2. Submit: Twelve (12) printed copies and one (1) CD or flash drive in a separate disc/drive envelope and labeled with the Vendor’s name and the RLI number, containing the following files:

3. One (1) single PDF file containing the Vendor’s entire response with each page of the response in the order presented in this Solicitation, including any attachments.

- 4. Responses to the Evaluation Criteria questions provided in the following formats:
 - a. Microsoft Word for all typed responses
 - b. Microsoft Excel for any spreadsheets

5. Send all requested materials to:

Housing Finance Authority of Broward County
 110 N.E. 3rd Street, Suite 300
 Fort Lauderdale, Florida 33301
 Re: RLI Number: 20240213-FA3

6. The HFA must receive submittals no later than 4:00 pm on March 29, 2024. The HFA will not accept electronically transmitted, late, or misdirected submittals. If fewer than three interested Vendors respond to this Solicitation, the Executive Director of the Housing Finance Authority of Broward County, Florida (the “Executive Director”) may extend the deadline for submittal by up to four (4) weeks. Submittals will only be opened following the final submittal due date.

For all questions or clarifications contact:

Project Manager: Josie Kotsioris
Phone: (954) 357-4900 or 4925
Email: jkotsioris@broward.org

D. Responsiveness Criteria

Definition of a “Responsive Vendor” – a Responsive Vendor means a vendor who submits a response to a solicitation that the Selection Committee determines meets all requirements of the solicitation. A proposal from a Responsive Vendor must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the bid documents to be submitted at the time of bid opening.

Failure to provide the information required below, at the time of submittal opening may result in a recommendation of non-responsive by the Executive Director to the Selection Committee. The Selection Committee will determine whether the firm is responsive to the requirements specified herein. The HFA reserves the right to waive minor technicalities or irregularities as is in the best interest of the HFA.

Below are responsiveness criteria:

1. **Lobbyist Registration Requirement Certification**: The HFA will apply the requirements of the Lobbyist Registration Act, as described in Chapter 1, Article XIII of the Code of Ordinances. A Vendor who has retained a lobbyist(s) to lobby in connection with a competitive solicitation shall be deemed non-responsive unless the Vendor, in responding to the Solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration as provided in Section 1-262 of the Code of Ordinances. If, after awarding a contract in connection with the solicitation, the HFA or the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the vendor, the HFA may exercise any contractual right to terminate the contract with the Vendor for convenience. The Lobbyist Registration Certification Form (Attachment F) should be completed and returned with the Vendor’s submittal. If not submitted, the Vendor must provide same within three business days of the HFA’S request. Failure to timely submit may result in the Vendor being deemed non-responsive.

2. **Joint Venture**: If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.

3. **Local Vendor Certification for Tiebreaker Criteria**: In the event of a tie, the HFA will provide preference a Vendor located in Broward County. The Local Vendor Certification Form (Attachment C) should be completed and returned with the Vendor’s Submittal. Failure to provide a valid Local Business Tax Receipt and notarized Local Vendor Certification Form shall prevent the Vendor from receiving credit in the event of a tie, and if applicable, shall prevent the Vendor from receiving any preference(s) allowed under Chapter 1, Article IV, of the Code of Ordinances.

4. Domestic Partnership Act Requirement(s) for Tiebreaker Criteria: The HFA will apply the requirements of the Domestic Partnership Act, as described in Chapter 16½, Article VIII of the Broward County Code of Ordinances for all submittals over \$100,000. The Domestic Partnership Certification Form (Attachment D) should be completed and returned with the Vendor's submittal. Failure to submit the Domestic Partnership Act Certification Form and information as instructions shall result in Vendor being non-responsive to the Domestic Partnership requirements and prevent the Vendor from receiving any preference(s) allowed under the Tiebreaker Criteria.

5. Volume of Work Over Five (5) Years for Tiebreaker Criteria: The Vendor that has the lowest dollar volume of work previously awarded by the HFA over a five (5) year period before the date of submittal will receive preference in the event of a tie. The work shall include any amount awarded to any parent or subsidiary of the Vendor, any predecessor organization, and any company acquired by the Vendor over the time period specified herein. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. The Volume of Work Over Five (5) Years Form (Attachment E) should be completed and returned with the Vendor's Submittal. Failure to submit the Volume of Work Over Five (5) Years Form shall result in Vendor being non-responsive to the requirements herein and prevent the Vendor from receiving any preference(s) allowed under the Tiebreaker Criteria.

E. Responsibility Criteria

Definition of a "Responsible Vendor" – a Responsible Vendor means a vendor who is determined to have the capability in all respects to perform fully the requirements of a solicitation, as well as the integrity and reliability that will ensure good faith performance.

Failure to provide the information required below, at the time of submittal opening may result in a determination of non-responsibility by the Selection Committee.

1. Financial Information: All Vendors are required to permit the HFA to inspect and examine their financial statements. Each Vendor shall submit its most recent two (2) years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements shall be in the form of:

- a. Balance sheets, income statements and annual reports; or
- b. Tax returns; or
- c. SEC filings.

If a Vendor has been in business for less than the number of years of required statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.

If tax returns are submitted, Vendors must ensure that tax returns do not include any personal information as defined under Section 501.171, Florida Statutes. If personal information data is part of financial statements, redact information prior to submitting a response to the HFA.

If a Vendor asserts that any of its financial statements are confidential or trade secret information, the Vendor must make new financial statements which consist, at a minimum, of a balance sheet and income statement which has either been audited or reviewed by an outside, independent certified public accounting (CPA) firm, available in Broward County, Florida, and shall make same available for inspection and examination by the appropriate HFA staff prior to evaluation by the Selection Committee or no later than the time specified in writing by the Chair

of the Selection Committee. The Chair of the Selection Committee shall be the Chair of the HFA board.

2. Litigation and Other Contract Dispute Information: All Vendors are required to disclose describe all business-related lawsuits and litigation, claims, arbitrations, and administrative hearings; negligence; errors and omissions; and contract defaults, terminations, suspensions, or failure to perform brought by or against the Vendor, its predecessor organization (s), any of its wholly-owned subsidiaries, or its principals and officers during the last three (3) years. The list shall include all case names; case; arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the matter or the current status if the matter has not become final.

3. Office of Economic and Small Business Development Program: There is no County Business Enterprise (CBE) goals for this Solicitation.

F. Additional Vendor Information and Certifications

1. Insurance Requirements: The insurance requirements attached to this Solicitation reflects the insurance requirements deemed necessary for this project. While it is not necessary to have this level of insurance in effect at the time of solicitation response, all Vendors are required to either submit insurance certificates indicating that the Vendor currently carries the level insurance coverages or submit a letter from the insurance carrier indicating Vendor can obtain the required insurance coverages.

2. Drug-Free Workplace Requirements Certification: The HFA will require that Vendors certify the establishment of a drug free workplace program. The Drug-Free Workplace Certification Form (Attachment A) should be completed and returned with the Vendor's submittal.

3. Non-Collusion: By responding to this Solicitation, the Vendor certifies that this offer is made independently and free from collusion. The Non-Collusion Statement Form (Attachment B) should be completed and returned with the Vendor's submittal. Failure to disclose any relationship described in the Non-Collusion Statement Form shall be reason for debarment or suspension from future HFA solicitations for the specified suspension/debarment period.

Selection Process

A Selection Committee comprised of the HFA's board members will be responsible for recommending the most qualified Vendors and ranking them for negotiation. The Selection Committee members and the date/time for Selection Committee meetings is available on the HFA's website. The process for this Solicitaion may proceed in the following manner:

Review Responses

The HFA staff will first review all submittals received and prepare an analysis report which includes a matrix of responses submitted by the Vendors. Staff will also identify any incomplete responses.

The Executive Director will then review the information provided in the matrix and will make a recommendation to the Selection Committee as to each Vendor's responsiveness to the requirements of this Solicitaion. The final determination of responsiveness rests solely on the decision of the Selection Committee.

Short Listing

The Selection Committee will meet to create a short list of the most qualified Vendors. The Selection Committee may use staff's analysis, the Executive Director's recommendations, and each Vendor's qualifications, relevant experience, and responses to the Evaluation Criteria in its decision-making process. It is necessary for Vendor's to read this Solicitation carefully and to respond fully to all requirements of this Solicitation.

Demonstrations

Unchecked boxes do not apply to this solicitation.

If this box is checked, then this project may lend itself to an additional step where short-listed firms demonstrate the nature of their offered solution. In those cases, staff, and sometimes members of the SC, may request a representative display or demonstration. If the SC decides that demonstrations are necessary, short-listed firms will receive a description of, and arrangements for, the desired demonstration.

Presentations/Interviews/Rankings

Vendors that are determined to be both responsive and responsible to the requirements of the Solicitation and/or shortlisted (if applicable) will have an opportunity to make oral presentation to the Selection Committee on the Vendor's approach to the services to be provided under this Solicitation and the Vendor's ability to perform. To Selection Committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary.

Presentations during the Selection Committee are closed. Only the Selection Committee members, HFA staff, and the Vendor and their team schedule for that presentation will be present in the meeting during the presentation and subsequent question and answer period.

The Selection Committee may elect to conduct oral interviews with all responsive and responsible Vendors.

Selection Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Pricing

Unchecked boxes do not apply to this solicitation.

- Price may be considered in the final evaluation and ranking of the short-listed Vendors. If the Selection Committee will consider price, staff will provide each short-listed Vendor with a pricing submittal instrument and instructions for its preparation and delivery.
- Price will not be a factor in evaluating or ranking the interested firms.

Combination Meeting Option

If there are five (5) or less proposals received, the short list meeting and the Vendor presentations may be combined in one (1) meeting.

Rejection of Responses

The Selection Committee may recommend to the Executive Director that all responses to this Solicitation be rejected.

Vendor Protest

The HFA will utilize the procedural and filing fee requirements set forth in Part X, Chapter 21, of the Broward County Administrative Code ("Administrative Code") if a Vendor intends to protest this Solicitation or a proposed award of a contract, as follows:

1. Any written protest concerning the specifications or requirements of a solicitation (or of any addenda thereto) must be received by the Executive Director within five (5) business days after the applicable solicitation (or addenda) is posted on the HFA's website.
2. Any written protest concerning a proposed award or ranking must be received by the Executive Director within five (5) business days after the proposed award or ranking is posted on the HFA's website.

Failure to file a written protest so that it is received by the Executive Director within the timeframes set forth in this section shall constitute a waiver of the right to protest. A protest submitted to anyone other than the Executive Director shall not be a valid protest.

Evaluation Criteria

In addition to the Evaluation Criteria below, the HFA reserves the right to obtain additional information from Vendors.

<i>Profile and Qualifications</i>	<i>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</i>
<p>1. Provide the following Vendor information:</p> <ul style="list-style-type: none"> a. Legal Vendor name; b. Headquarters address and phone number; c. Local office address and phone number; d. Brief history of the Vendor including the year organized, affiliated companies (if any), and state of incorporation; e. Total number of employees; f. Key firm contact names with their phone numbers and email addresses. 	
2. Describe your experience in providing the services or engaging in activities as they relate to the services requested in this RLI.	
3. Describe the Vendor's presence in Florida, and describe the Vendor's ability to be accessible to HFA staff, availability for bond closings, meetings, consultations, etc.	
4. Describe the Vendor's ability to provide the services requested in this RLI immediately upon award of a contract.	
5. Provide a statement of any other qualifications or services, which the Vendor considers to be significant, innovative or otherwise relevant to the HFA.	
6. Will the selection of your firm or any employee of your firm result in any current or potential conflict of interest? If so, your firm's response must specify the party with which the conflict exists or might arise, the nature of the	

<p>conflict and whether your firm would step aside or resign from the engagement or representation creating the conflict.</p>	
<p>7. Does anyone on your team have, or over the past five (5) years, has had a business or employment relationship or a compensation agreement of any kind with any member of the HFA board, HFA staff, the County Commission, any Broward County Department Director or any other staff of Broward County Government? If yes, please state the name of the individual, with whom the relationship was with, and the nature of the relationship.</p>	
<p>8. Provide a list of state or local housing agencies for which the Firm provided financial advisory services for multifamily and/or single-family mortgage revenue bond issues, and/or provides services similar to those requested of the RLI. Indicate what the Vendor's current relationship is to each agency as well as the account representative assigned to the agency.</p> <p>Provide a list of three (3) references from the agencies listed above, in any, or from other agency which the firm provided similar services, including agency name, address, contact name, phone number and e-mail address for each reference. Provide information regarding any accounts from which the Vendor was terminated in the last three years including the reason for the termination.</p>	
<p>9. As provided in the Responsibility Criteria, submit Vendor's most recent two (2) years of financial statements for review.</p>	
<p>10. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Vendor, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the</p>	

description the disposition of each such petition.	
<p>11. List all business related claims, arbitrations, administrative hearings, and lawsuits that are pending or were filed during the last three (3) years brought by or against the Vendor, its predecessor organization(s), or any wholly-owned subsidiary including but not limited to those claims, arbitrations, administrative hearings and lawsuits that allege negligence, error, or omission, or default, termination, suspension, failure to perform, or improper performance of an obligation of a contract or a legal duty related to a contract.</p> <p>The list should include all case names; case, arbitration, or hearing identification numbers; identification of the project involved in the dispute; a description of the subject matter of the dispute; and the final outcome or current status if the matter has not become final.</p>	
<p>12. List and describe all criminal proceedings or hearings concerning business related offenses in which the Vendor, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.</p>	
<p>13. Has the Vendor, its principals, officers, or predecessor organization(s) been debarred or suspended from bidding by any government during the last five (5) years? If yes, provide details.</p>	
<p>14. Has your firm ever failed to complete any work awarded to you? If so, where and why?</p>	
<p>15. Has your firm ever been terminated from a contract? If so, when and why?</p>	
<p>16. As provided above, the insurance requirements attached to this Solicitation reflects the insurance requirements deemed necessary for this project. While it is not necessary to have this level of insurance in effect at the time of solicitation response, all Vendors are required to either submit</p>	

<p>insurance certificates indicating that the Vendor currently carries the level insurance coverages or submit a letter from the insurance carrier indicating Vendor can obtain the required insurance coverages.</p>	
<p>17. In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months following the date of being placed on the convicted vendor list.</p> <p>Vendor must certify that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in Florida Statutes.</p>	
<p>18. No Contingency Fees: By responding to this Solicitation, each Vendor warrants that it has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the Vendor, to secure an agreement pursuant to this Solicitation. For breach or violation of this provision, the HFA shall have the right to reject the Vendor's response or terminate any agreement awarded without liability to the HFA, and at the HFA's discretion, or the HFA may deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.</p> <p>Submit an attesting statement</p>	

<p>warranting that the Vendor has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation.</p>	
<p>19. As provided above, complete the attached Drug-Free Workplace Policy Certification Form.</p>	
<p>20. As provided above, complete the attached Non-Collusion Statement Form (Attachment B).</p>	
<p>Profile and Experience of Individuals</p>	<p>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</p>
<p>1. Provide the name, title, office location, phone number, e-mail address, and brief resumes for the professionals who will be assigned to the HFA account. Include their level of responsibility and availability. Describe the professional background of these individuals, particularly their relevant state and local housing finance experience. Please designate the percentage of work for which each team member will be responsible.</p>	
<p>Tiebreaker Criteria</p>	
<p>1. Local Vendor Certification Form (Attachment C) should be completed and returned with the Vendor's Submittal</p>	
<p>2. The Domestic Partnership Certification Form (Attachment D) should be completed and returned with the Vendor's submittal.</p>	
<p>3. The Volume of Work Over Five (5) Years Form (Attachment E) should be completed and returned with the Vendor's Submittal.</p>	

Insurance Requirements

INSURANCE REQUIREMENTS

Project: HFA 2018 RLI for Financial Advisory Services
 Contract Manager: Norman Howard

TYPE OF INSURANCE	ADDL INSR	SUBR WVD	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
GENERAL LIABILITY - Broad form <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input checked="" type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury <input checked="" type="checkbox"/> Garage Keepers Legal Liability Per Occurrence or Claims-Made: <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made Gen'l Aggregate Limit Applies per: <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$1,000,000	\$2,000,000
			Personal Injury		
			Products & Completed Operations		
AUTO LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto, If applicable <i>Note: May be waived if no driving will be done in performance of services/project.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury (each person)		
			Bodily Injury (each accident)		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$500,000	
<input type="checkbox"/> EXCESS LIABILITY / UMBRELLA Per Occurrence or Claims-Made: <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> WORKER'S COMPENSATION <i>Note: U.S. Longshoremen & Harbor Workers' Act & Jones Act is required for any activities on or about navigable water.</i>	N/A	<input checked="" type="checkbox"/>	Each Accident	STATUTORY LIMITS	
<input checked="" type="checkbox"/> EMPLOYER'S LIABILITY			Each Accident	\$100,000	
<input type="checkbox"/> PROPERTY COVERAGE / BUILDER'S RISK "ALL RISK" WITH WIND AND FLOOD COVERAGE *Named Insured: Broward County shall be added as a Named Insured on policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*Maximum Deductible (Wind and/or Flood):	Not to exceed 5% of completed value	Completed Value
			*Maximum Deductible:	\$10 k	
<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)	N/A	<input checked="" type="checkbox"/>	If claims-made form:	\$2,000,000	
			Extended Reporting Period of:	5 years	
			*Maximum Deductible:	\$10 k	
<input type="checkbox"/> Installation floater is required if Builder's Risk or Property are not carried. <i>Note: Coverage must be "All Risk", Completed Value.</i>			*Maximum Deductible (Wind and/or Flood):	Not to exceed 5% of completed value	Completed Value
			*Maximum Deductible:	\$10 k	
Description of Operations: "Broward County" shall be listed as Certificate Holder and endorsed as an additional insured for liability. Policies shall be endorsed to provide 30 days written notice of cancellation to Certificate Holder, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from Certificate Holder. *Contractor is responsible for <u>all</u> Deductibles.					

CERTIFICATE HOLDER:

 Broward County
 115 South Andrews Avenue
 Fort Lauderdale, Florida 33301


Norman Howard
 Director, Risk Management Division
 Date: 06/18/2018 10:52 AM
 65009
 Risk Management Division

Attachment A

Drug-Free Workplace Policy Certification Form

The HFA requires an award under this solicitation be made only to vendors certifying the establishment of a drug-free workplace program. Failure to comply as provided below may result in the Vendor being ineligible for a contract.

The Vendor must make the appropriate selection below:

YES **NO** - The Vendor certifies it has a drug-free workplace policy; and

The Vendor certifies that its drug-free workplace policy complies with Section 287.087, Florida Statutes, if checked, attach a copy of your drug-free workplace policy to your proposal; or

The Vendor certifies that its drug-free workplace policy complies with Section 1-71, et seq., of the Broward County Code of Ordinances

YES **NO** - If your drug-free workplace policy does not comply with either Section 287.087, Florida Statutes or Section 1-71, et seq., of the Broward County Code of Ordinances , or you do not currently have a drug-free workplace policy, are you willing to comply with the requirements of Section 1-71, et seq., of the Broward County Code of Ordinances?

Vendor Name

Vendor Signature

Print Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before by ___ physical presence or ___ online notarization, this ____ day of _____, 20__, by _____ as _____ of _____ known to me to be the person described herein, or who produced _____ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

Signature

My Commission expires: _____

Print Name

Attachment B

Non-Collusion Certification Form

Non-Collusion Statement:

By signing this Non-Collusion Certification Form, Vendor certifies that this offer is made independently and free from collusion. Vendor must disclose any HFA or Broward County officer or employee, or any relative of any such officer or employee, as defined in Section 112.3135(1)(c), Florida Statutes, who is an officer or director of, or has a material interest in, the Vendor's business, who is in a position to influence this solicitation. Any HFA or Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this solicitation is presumed, for purposes hereof, to be in a position to influence this procurement. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment.

- The Vendor certifies that this offer is made independently and free from collusion; or
- The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

Vendor Name

Vendor Signature

Print Name

ATTACHMENT C

Local Vendor Certification Form (Tiebreaker Criteria)

Note: To qualify for the tiebreaker, this form must be completed and returned with the RLI submittal.

Vendor certifies that it is a local vendor in Broward County, Florida, meaning the Vendor:

1. Has continuously maintained, for at least the one (1) year period immediately preceding the solicitation posting date, a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements);
2. In an area zoned for the conduct of such business;
3. That the Vendor owns or has the legal right to use; and
4. From which the Vendor operates and performs on a day-to-day basis that is a substantial component of the goods or services being offered to the HFA in connection with the solicitation (as defined, a "Local Business Location")

Vendor certifies that it is a local vendor in Broward County or Miami-Dade County, Florida and has a valid corresponding county local business tax receipt, meaning the Vendor:

1. Has been in existence for at least the one (1) year period immediately preceding the solicitation posting date;
2. Provides services on a day-to-day basis at a physical business address located within the limits of Broward or Miami-Dade County;
3. In an area zoned for the conduct of such business; and
4. From which the Vendor operates and performs on a day-to-day basis that is a substantial component of the goods or services being offered to the HFA in connection with the solicitation

Vendor is not a local vendor as described above.

Vendors shall be required to submit documentation, including the corresponding county business tax receipt (unless exempt) demonstrating the Local Business Location for the required duration. A post office box does not qualify as a Local Business Location.

In addition, the HFA reserves the right to request:

1. Written proof of the Vendor's ownership or right to use the real property at the Local Business Location.
2. Additional documentation relating to the parent entities of the Vendor (if any).
3. Any other documentation requested by County regarding the location from which the activities of the Vendor are directed, controlled, and coordinated.

By submitting this form, the Vendor certifies that if awarded a contract, it is the intent of the Vendor to remain at the Local Business Location address listed below (or another qualifying Local Business Location within the corresponding county) for the duration of the contract term, including any renewals or extensions. (If non-local Vendor, leave Local Business Location blank.)

Indicate Local Business Location:

True and Correct Attestations: Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with the HFA. The Vendor understands that, if after contract award, the HFA learns that any of the information provided by the Vendor on this was false, and the HFA determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the HFA may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

Vendor Name

Vendor Signature

Print Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before by ___ physical presence or ___ online notarization, this ____ day of _____, 20__, by _____ as _____ of _____ known to me to be the person described herein, or who produced _____ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

Signature

My Commission expires: _____

Print Name

ATTACHMENT D

Domestic Partnership Certification Form (Tiebreaker Criteria)

Note: To qualify for the tiebreaker, this form must be completed and returned with the RLI submittal.

The Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, (Section 16½-157 of the Broward County Code of Ordinances, as amended); and certifies the following: **(Please check only one below).**

1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.

4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(Please check only one below).**

The Vendor's price bid for the initial contract term is \$100,000 or less.

The Vendor employs less than five (5) employees.

The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.

The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.

The Vendor does not provide benefits to employees' spouses.

The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent.)

The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules, or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United

States or State of Florida. Indicate the law, statute or regulation. (State the law, statute or regulation and attach explanation of its applicability.)

Vendor Name

Vendor Signature

Print Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before by ___ physical presence or ___ online notarization, this _____ day of _____, 20__, by _____ as _____ of _____ known to me to be the person described herein, or who produced _____ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

Signature

My Commission expires: _____

Print Name

ATTACHMENT E

Volume of Work Over Five (5) Years Form (Tiebreaker Criteria)

Note: To qualify for the tiebreaker, this form must be completed and returned with the RLI submittal.

The work shall include any amount awarded to any parent or subsidiary of the vendor, any predecessor organization and any company acquired by the vendor over the past five (5) years. If the vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. **Report only amounts awarded as a prime vendor. If no work has been performed, show a grand total of \$0**

Item No.	Project Title	Solicitation Contract Number Bid – Quote – RLI - RFP	Date Awarded	Awarded Dollar Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
			Grand Total	\$

ATTACHMENT F

Lobbyist Registration Certification Form

The completed form should be submitted with the solicitation response. If not submitted, the Vendor must provide same within three business days of the HFA'S request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with the solicitation, it shall be deemed non-responsive unless the Vendor, in responding to the solicitation, certifies that each lobbyist retained has timely filed the registration required under the Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, either Broward County or the HFA learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the HFA may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- It has not retained a lobbyist(s) to lobby in connection with this solicitation; however, if retained after the solicitation, the HFA will be notified.
- It has retained a lobbyist(s) to lobby in connection with this solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required herein.

It is also a requirement of this solicitation that the names of any and all lobbyist retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist: _____

Lobbyist's Firm: _____

Phone: _____

Email: _____

Vendor Name

Vendor Signature

Print Name

ATTACHMENT 2

PUBLIC NOTICE
HOUSING FINANCE AUTHORITY OF BROWARD COUNTY, FLORIDA
FINANCIAL ADVISORY SERVICES

Request for Letters of Interest (RLI)

Request for Letter Interest No. 20240213-FA3 The Housing Finance Authority of Broward County, Florida (the "HFA") will accept sealed responses to the Request for Letter of Interest (RLI) from Financial Advisors firms. Those firms who are interested in providing the HFA with financial services in the area of housing tax exempt and or taxable private activity bonds and investments are encouraged to apply.

Submittals for this RLI will be received at the Housing Finance Authority at 110 NE 3rd Street, Suite 300, Fort Lauderdale, Florida no later than 4:00pm on Friday, March 29, 2024.

To obtain a copy of this solicitation at no charge, access the web site <http://www.broward.org/hfa> or call the Housing Finance Authority at (954) 357-4900. The HFA has enacted a Cone of Silence which generally prohibits communications with anyone serving on a Selection Committee or anyone who evaluates or recommends selection in the procurement process. Said prohibition begins upon short listing and terminates upon final action which ends the Solicitation.

One Day, Thursday, February 29, 2024
SUN SENTINEL

Account No. CU0011720-0: HFA of Broward County
954-357-4925

PLEASE RETURN ONE (1) PROOF OF PUBLICATION AND BILL TO:

Josie Kotsioris
Housing Finance Authority of Broward County
110 Northeast 3rd Street, Suite 300
Fort Lauderdale, FL 33301
(954) 357-4900 or (954) 357-4925

ITEM 7

**Housing Finance Authority of Broward County
February 21, 2024 – Board Meeting**

Request for Letters of Interest (RLI) for HFA Accounting Services - Action Item

Effective June 30, 2024, the agreement with the Dufresne CPA Services, PA terminates. Enclosed is a Request for Letters of Interest (RLI) No. 20240213-AS4 to provide monthly accounting services and annual financial statements for its Single Family and Multi-Family Mortgage Revenue Bonds and operations accounting. Staff is requesting the HFA approval of the RLI and the proposed timeline.

1. **Approve the Request for Letters of Interest and the proposed timeline**

Wednesday February 21, 2024

2. **Advertisement**

Thursday, February 29, 2024 – In the Sun-Sentinel; Websites includes Broward County, Purchasing Division, and HFA; and staff maintain a list of firms in-house.

3. **Deadline for Receipt of Interest/Application**

Friday, March 29, 2024

4. **Staff Opening Applications/ Prepares Evaluation Criteria (Matrix)**

Monday, April 1, 2024

5. **Short List Qualified Firms (Sunshine Required) ******

Wednesday, April 17, 2024 (Regular HFA Meeting)

6. **Presentation (Respondents) ******

Wednesday, May 15, 2024 (Regular HFA Board Meeting)

7. **HFA Approval of Resolution and Agreement**

Tuesday, June 18, 2024

8. **County Commissions approval of Agreement**

Thursday, September 5, 2024

*****If there are five (5) or less proposals, the short list meeting and presentations meeting will be combined into one (1) meeting.*

Recommendation

Approve the Request for Letters of Interest (RLI) No. 20240213-AS4 to provide accounting services to the HFA; monthly and annual financial statements for its Single Family and Multi-Family Mortgage Revenue Bonds and operations accounting; and the proposed timeline.

Attachments

1. Request for Letter of Interest (RLI)
2. RLI - Public Notice

ATTACHMENT 1



110 Northeast 3rd Street Suite 300
Fort Lauderdale, FL 33301
Tel: 954.357.4900
Fax: 954.357.8221
www.broward.org/housing

ATTENTION

Request for Letters of Interest (RLI) Housing Finance Authority of Broward County (Accounting Services for Single-Family and Multi-Family Mortgage Revenue Bonds

Dear Vendor:

Thank you for your interest in doing business with the Housing Finance Authority of Broward County, Florida (the "HFA"). We look forward to a very successful procurement process.

Please take notice of the response submittal requirements outlined in this solicitation. Read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions could lead to your submittal being rejected. Any change(s) to this solicitation will be conveyed through the written addendum process. Notifications of addended will be posted on the HFA's website www.broward.org/hfa, which can be accessed by selecting current solicitations. Please read carefully below and follow all instructions provided on the addendum, as well as the instructions provided in the original solicitation.

It is the intent of the Housing Finance Authority of Broward County, Florida to provide quality services. If you have any questions, contact Josie Kotsioris directly at 954-357-4925 or email at jkotsioris@broward.org.

Sincerely,

Ralph Stone
Executive Director
Housing Finance Authority of Broward County

Request for Letters of Interest (RLI)

RLI Number: 20240213-AS4

RLI Project Name: Housing Finance Authority of Broward County Accounting Services
Single-Family and Multi-Family Mortgage Revenue Bonds

The Housing Finance Authority of Broward County Florida (the "HFA") is soliciting proposals from certified public accounting firms in order to select a firm to provide accounting services monthly and annual financial statements for its Single-Family and Multi-Family Mortgage Revenue Bonds and the HFA operations accounting. Firms are hereinafter referred to in this Request for Letters of Interest (the "Solicitation" or "RLI") as a "Vendor."

Background:

The HFA was created as a public body corporate and politic empowered under the laws of the State of Florida, including the Florida Housing Finance Authority Law, Florida Statutes, Sections 159.601 through 159.623, as amended, and Ordinance 79-41 enacted by the Broward County Board of County Commissioners (hereinafter referred to as the "County Commission") on June 20, 1979, as amended. The HFA was created for purposes of alleviating and remedying shortages of housing available at prices or rentals which many persons and families can afford, and a shortage of capital investment in such housing.

The HFA issues bonds to finance mortgages for the purchase of single-family housing and issues bonds to finance multi-family rental housing in Broward County, Florida for purposes of providing affordable housing or rentals to individuals and families of low-, moderate-, or middle-income households.

Outstanding Bonds:

The outstanding single-family bonds of the HFA are as follows:

BOND ISSUE	APPROXIMATE AMOUNT OF BONDS OUTSTANDING
	\$

The outstanding multi-family bonds of the HFA are as follows:

BOND ISSUE	APPROXIMATE AMOUNT OF BONDS OUTSTANDING
	\$
Banyan Bay Series 96A & B	\$24,528,181.00
Captiva Cove III	\$22,000,000.00
Douglas Gardens 2023	\$77,000,000.00
Driftwood Series 2008	\$8,324,962.00
Emerald Palms Series 2018	\$34,930,167.35
FatVillage	\$62,000,000.00

Federation Davie	\$20,509,337.99
Federation Plaza 2023	\$38,500,000.00
Federation Sunrise Series 2020	\$31,840,709.06
Golden Villas	\$1,300,000.00
Landings at Coconut Creek	\$33,000,000.00
Los Prados 96A & B	\$29,351,292.00
Marquis S2020A	\$4,330,928.79
Marquis S2020B	\$0.00
Meridian A & B	\$0.00
Palms of Deerfield Beach	\$3,035,000.00
Palms of Deerfield Townhomes 2023	\$0.00
Pembroke Tower II 2021	\$16,500,000.00
Pinnacle 441	\$22,000,000.00
Regency Gardens	\$7,436,602.17
Sailboat Bend	\$1,100,000.00
Solaris 2021A	\$4,600,000.00
Solaris 2021B	\$11,900,000.00
St. Joseph Manor 2023	\$34,000,000.00
Woodsdale Oaks	\$6,688,318.25

Scope of Services

Housing Finance Authority of Broward County, Florida Operations Accounting

- I. Monthly Bookkeeping Services
 - a. Record all banking transactions
 - b. Record all other transactions
 - c. Reconcile bank statements
 - d. Prepare Receivables analysis
 - e. Assisting HFA management with preparation of Balance Sheet and Income Statement omitting disclosures
 - f. Flux analysis of balance sheet and income statement line items in accordance with thresholds agreed to by management
 - g. Attend monthly HFA Board and Executive Directors meetings

- II. Annual Services
 - a. Compile annual financial statements in accordance with applicable Statements on Standards for Accounting and Review Services to be audited by the external auditors, including:
 - i. Balance sheet
 - ii. Statement of income and retained earnings
 - iii. Note disclosures

- III. Other Services in Connection with the Above Annual Services
 - a. Compile annual financial statements in accordance with applicable Statements on Standards for Accounting and Review Services to be audited by external auditors
 - b. Prepare and post end of year adjusting journal entries
 - c. Interface with external auditors and provide required audit schedules

- IV. Other Accounting Services
 - a. Special projects requested by management
 - b. Respond to inquiries regarding reports provided or services performed made by management or HFA Board members.
 - c. Attend investment committee meetings
 - d. Assist with preparation of reports for the investment committee
 - e. Prepare reports to be provided to the HFA Board as required by policies and procedures of the investment committee.
 - f. Attend investment committee meetings

- V. Bond Issues
 - a. Analyze and record in the accounting records all transactions reported in the trustee statements for each bond issue
 - b. Reconcile the accounting records to each of the trustee statement balances
 - c. Maintain detailed general ledgers and related accounting records for each bond issue including debt service to maturity schedules and investment classification and balances
 - d. Prepare journal entries including accruals, deferrals and year-end adjustments, along with supporting schedules to document the purpose for the entries
 - e. Compile annual financial statements to be audited by the bond issue external auditors, including:

- i. Balance sheet
- ii. Statement of income and retained earnings
- iii. Note disclosures
- iv. Provide external auditors with any required documentation in connection with the annual bond audits

Instructions to Vendors

****NOTICE TO VENDORS****

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

Unchecked boxes do not apply to this solicitation.

- Only interested firms from the Sheltered Market may respond to this solicitation.
- This solicitation is open to the general marketplace.

A. Public Records

1. The HFA does not require any personal information (as defined in Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for any HFA solicitation. Do not include any personal information data in any document submitted to the HFA. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the HFA.

2. THE HFA is subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become public records and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the HFA's website or included in a public records request response unless there is a declaration of confidentiality pursuant to Florida Statutes and in accordance with the procedures in this section. Any material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential" and marked with the specific statute and subsection asserting the exemption from public records. Electronic media, including flash drives, must also comply with this requirement and Vendors must separate any files claimed to be "Confidential." Any written materials that the Vendor claims to be confidential or confidential and exempt under Florida Statutes must be submitted in a separate envelope labeled with "Vendor's name, Attachment to RLI # 20240213-AS4 - Confidential Matter."

B. Cone of Silence

1. The HFA will impose a Cone of Silence for this Solicitation. A Cone of Silence means a prohibition on certain communications, oral or written, between certain persons as further detailed herein and Section 1-266 of the Broward County Code of Ordinances ("Code of Ordinances"). The Cone of Silence shall begin on the date the Selection Committee meets to short list the Vendors and terminates when the HFA or County Commission takes action which ends the Solicitation. During the Cone of Silence communications are prohibited between the following parties:

- a. Any person or entity, including a Vendor or Vendor's Representative, that seeks a contract, award, recommendation, or approval as part of this Solicitation, or is subject to being evaluated, or having its response evaluated, in connection with this Solicitation; and
- b. A County Commissioner or County Commissioner's staff, any member of the HFA Board or HFA staff, the Broward County Administrator and Deputy and Assistants

to the County Administrator and their respective support staff, or any person who shall evaluate or recommend firms for selection in this Solicitation process.

After commencement of the Cone of Silence, inquires regarding this Solicitation should be directed to the Executive Director or designee.

C. Submittal Instructions

Projected Schedule	
Submission Open Date:	Monday, April 1, 2024
Short List Date:	Wednesday, April 17, 2024
Presentations:	Wednesday, May 15, 2024

1. Interested Vendors may supply requested information in the “Evaluation Criteria” section below by typing directly into the Solicitation document. Vendors may also prepare responses and any requested ancillary forms using other means but following the same order as presented in the Evaluation Criteria.
2. Submit: Twelve (12) printed copies and one (1) CD or flash drive in a separate disc/drive envelope and labeled with the Vendor’s name and the RLI number, containing the following files:
3. One (1) single PDF file containing the Vendor’s entire response with each page of the response in the order presented in this Solicitation, including any attachments.
4. Responses to the Evaluation Criteria questions provided in the following formats:
 - a. Microsoft Word for all typed responses
 - b. Microsoft Excel for any spreadsheets
5. Send all requested materials to:

Housing Finance Authority of Broward County
110 N.E. 3rd Street, Suite 300
Fort Lauderdale, Florida 33301
Re: RLI Number: 20240213-AS4
6. The HFA must receive submittals no later than 4:00 pm on March 29, 2024. The HFA will not accept electronically transmitted, late, or misdirected submittals. If fewer than three interested Vendors respond to this Solicitation, the Executive Director of the Housing Finance Authority of Broward County, Florida (the “Executive Director”) may extend the deadline for submittal by up to four (4) weeks. Submittals will only be opened following the final submittal due date.

For all questions or clarifications contact:

Project Manager: Josie Kotsioris
Phone: (954) 357-4900 or 4925
Email: jkotsioris@broward.org

D. Responsiveness Criteria

Definition of a “Responsive Vendor” – a Responsive Vendor means a vendor who submits a response to a solicitation that the Selection Committee determines meets all requirements of the solicitation. A proposal from a Responsive Vendor must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the bid documents to be submitted at the time of bid opening.

Failure to provide the information required below, at the time of submittal opening may result in a recommendation of non-responsive by the Executive Director to the Selection Committee. The Selection Committee will determine whether the firm is responsive to the requirements specified herein. The HFA reserves the right to waive minor technicalities or irregularities as is in the best interest of the HFA.

Below are responsiveness criteria:

1. **Lobbyist Registration Requirement Certification**: The HFA will apply the requirements of the Lobbyist Registration Act, as described in Chapter 1, Article XIII of the Code of Ordinances. A Vendor who has retained a lobbyist(s) to lobby in connection with a competitive solicitation shall be deemed non-responsive unless the Vendor, in responding to the Solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration as provided in Section 1-262 of the Code of Ordinances. If, after awarding a contract in connection with the solicitation, the HFA or the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the vendor, the HFA may exercise any contractual right to terminate the contract with the Vendor for convenience. The Lobbyist Registration Certification Form (Attachment F) should be completed and returned with the Vendor's submittal. If not submitted, the Vendor must provide same within three business days of the HFA'S request. Failure to timely submit may result in the Vendor being deemed non-responsive.
2. **Joint Venture**: If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.
3. **Local Vendor Certification for Tiebreaker Criteria**: In the event of a tie, the HFA will provide preference a Vendor located in Broward County. The Local Vendor Certification Form (Attachment C) should be completed and returned with the Vendor's Submittal. Failure to provide a valid Local Business Tax Receipt and notarized Local Vendor Certification Form shall prevent the Vendor from receiving credit in the event of a tie, and if applicable, shall prevent the Vendor from receiving any preference(s) allowed under Chapter 1, Article IV, of the Code of Ordinances.

4. Domestic Partnership Act Requirement(s) for Tiebreaker Criteria: The HFA will apply the requirements of the Domestic Partnership Act, as described in Chapter 16½, Article VIII of the Broward County Code of Ordinances for all submittals over \$100,000. The Domestic Partnership Certification Form (Attachment D) should be completed and returned with the Vendor's submittal. Failure to submit the Domestic Partnership Act Certification Form and information as instructions shall result in Vendor being non-responsive to the Domestic Partnership requirements and prevent the Vendor from receiving any preference(s) allowed under the Tiebreaker Criteria.
5. Volume of Work Over Five (5) Years for Tiebreaker Criteria: The Vendor that has the lowest dollar volume of work previously awarded by the HFA over a five (5) year period before the date of submittal will receive preference in the event of a tie. The work shall include any amount awarded to any parent or subsidiary of the Vendor, any predecessor organization, and any company acquired by the Vendor over the time period specified herein. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. The Volume of Work Over Five (5) Years Form (Attachment E) should be completed and returned with the Vendor's Submittal. Failure to submit the Volume of Work Over Five (5) Years Form shall result in Vendor being non-responsive to the requirements herein and prevent the Vendor from receiving any preference(s) allowed under the Tiebreaker Criteria.

E. Responsibility Criteria

Definition of a "Responsible Vendor" – a Responsible Vendor means a vendor who is determined to have the capability in all respects to perform fully the requirements of a solicitation, as well as the integrity and reliability that will ensure good faith performance.

Failure to provide the information required below, at the time of submittal opening may result in a determination of non-responsibility by the Selection Committee.

1. Financial Information: All Vendors are required to permit the HFA to inspect and examine their financial statements. Each Vendor shall submit its most recent two (2) years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements shall be in the form of:
 - a. Balance sheets, income statements and annual reports; or
 - b. Tax returns; or
 - c. SEC filings.

If a Vendor has been in business for less than the number of years of required statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.

If tax returns are submitted, Vendors must ensure that tax returns do not include any personal information as defined under Section 501.171, Florida Statutes. If personal information data is part of financial statements, redact information prior to submitting a response to the HFA.

If a Vendor asserts that any of its financial statements are confidential or trade secret information, the Vendor must make new financial statements which consist, at a minimum, of a balance sheet and income statement which has either been audited or reviewed by an outside, independent certified public accounting (CPA) firm, available in Broward

County, Florida, and shall make same available for inspection and examination by the appropriate HFA staff prior to evaluation by the Selection Committee or no later than the time specified in writing by the Chair of the Selection Committee. The Chair of the Selection Committee shall be the Chair of the HFA board.

2. Litigation and Other Contract Dispute Information: All Vendors are required to disclose describe all business-related lawsuits and litigation, claims, arbitrations, and administrative hearings; negligence; errors and omissions; and contract defaults, terminations, suspensions, or failure to perform brought by or against the Vendor, its predecessor organization (s), any of its wholly-owned subsidiaries, or its principals and officers during the last three (3) years. The list shall include all case names; case; arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the matter or the current status if the matter has not become final.
3. Office of Economic and Small Business Development Program: There is no County Business Enterprise (CBE) goals for this Solicitation.

F. Additional Vendor Information and Certifications

1. Insurance Requirements: The insurance requirements attached to this Solicitation reflects the insurance requirements deemed necessary for this project. While it is not necessary to have this level of insurance in effect at the time of solicitation response, all Vendors are required to either submit insurance certificates indicating that the Vendor currently carries the level insurance coverages or submit a letter from the insurance carrier indicating Vendor can obtain the required insurance coverages.
2. Drug-Free Workplace Requirements Certification: The HFA will require that Vendors certify the establishment of a drug free workplace program. The Drug-Free Workplace Certification Form (Attachment A) should be completed and returned with the Vendor's submittal.
3. Non-Collusion: By responding to this Solicitation, the Vendor certifies that this offer is made independently and free from collusion. The Non-Collusion Statement Form (Attachment B) should be completed and returned with the Vendor's submittal. Failure to disclose any relationship described in the Non-Collusion Statement Form shall be reason for debarment or suspension from future HFA solicitations for the specified suspension/debarment period.

Selection Process

A Selection Committee comprised of the HFA's board members will be responsible for recommending the most qualified Vendors and ranking them for negotiation. The Selection Committee members and the date/time for Selection Committee meetings is available on the HFA's website. The process for this Solicitaion may proceed in the following manner:

Review Responses

The HFA staff will first review all submittals received and prepare an analysis report which includes a matrix of responses submitted by the Vendors. Staff will also identify any incomplete responses.

The Executive Director will then review the information provided in the matrix and will make a recommendation to the Selection Committee as to each Vendor's responsiveness to the requirements of this Solicitaion. The final determination of responsiveness rests solely on the decision of the Selection Committee.

Short Listing

The Selection Committee will meet to create a short list of the most qualified Vendors. The Selection Committee may use staff's analysis, the Executive Director's recommendations, and each Vendor's qualifications, relevant experience, and responses to the Evaluation Criteria in its decision-making process. It is necessary for Vendor's to read this Solicitation carefully and to respond fully to all requirements of this Solicitation.

Demonstrations

Unchecked boxes do not apply to this solicitation.

If this box is checked, then this project may lend itself to an additional step where short-listed firms demonstrate the nature of their offered solution. In those cases, staff, and sometimes members of the SC, may request a representative display or demonstration. If the SC decides that demonstrations are necessary, short-listed firms will receive a description of, and arrangements for, the desired demonstration.

Presentations/Interviews/Rankings

Vendors that are determined to be both responsive and responsible to the requirements of the Solicitation and/or shortlisted (if applicable) will have an opportunity to make oral presentation to the Selection Committee on the Vendor's approach to the services to be provided under this Solicitation and the Vendor's ability to perform. To Selection Committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary.

Presentations during the Selection Committee are closed. Only the Selection Committee members, HFA staff, and the Vendor and their team schedule for that presentation will be present in the meeting during the presentation and subsequent question and answer period.

The Selection Committee may elect to conduct oral interviews with all responsive and responsible Vendors.

Selection Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Pricing

Unchecked boxes do not apply to this solicitation.

- Price may be considered in the final evaluation and ranking of the short-listed Vendors. If the Selection Committee will consider price, staff will provide each short-listed Vendor with a pricing submittal instrument and instructions for its preparation and delivery.
- Price will not be a factor in evaluating or ranking the interested firms.

Combination Meeting Option

If there are five (5) or less proposals received, the short list meeting and the Vendor presentations may be combined in one (1) meeting.

Rejection of Responses

The Selection Committee may recommend to the Executive Director that all responses to this Solicitation be rejected.

Vendor Protest

The HFA will utilize the procedural and filing fee requirements set forth in Part X, Chapter 21, of the Broward County Administrative Code ("Administrative Code") if a Vendor intends to protest this Solicitation or a proposed award of a contract, as follows:

1. Any written protest concerning the specifications or requirements of a solicitation (or of any addenda thereto) must be received by the Executive Director within five (5) business days after the applicable solicitation (or addenda) is posted on the HFA's website.
2. Any written protest concerning a proposed award or ranking must be received by the Executive Director within five (5) business days after the proposed award or ranking is posted on the HFA's website.

Failure to file a written protest so that it is received by the Executive Director within the timeframes set forth in this section shall constitute a waiver of the right to protest. A protest submitted to anyone other than the Executive Director shall not be a valid protest.

Evaluation Criteria

In addition to the Evaluation Criteria below, the HFA reserves the right to obtain additional information from Vendors.

<i>Profile and Qualifications</i>	<i>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</i>
<p>1. Provide the following Vendor information:</p> <ul style="list-style-type: none"> a. Legal Vendor name; b. Headquarters address and phone number; c. Local office address and phone number; d. Brief history of the Vendor including the year organized, affiliated companies (if any), and state of incorporation; e. Total number of employees; f. Key firm contact names with their phone numbers and email addresses. 	
<p>2. Describe your experience with housing finance authorities in providing the services or engaging in activities as they relate to the services requested in this RLI.</p>	
<p>3. Describe the Vendor's presence in Florida, and describe the Vendor's ability to be accessible to HFA staff, availability for bond closings, meetings, consultations, etc.</p>	
<p>4. Describe the Vendor's ability to provide the services requested in this RLI immediately upon award of a contract.</p>	
<p>5. Provide a statement of any other qualifications or services, which the Vendor considers to be significant, innovative or otherwise relevant to the HFA.</p>	

<p>6. Will the selection of your firm or any employee of your firm result in any current or potential conflict of interest? If so, your firm's response must specify the party with which the conflict exists or might arise, the nature of the conflict and whether your firm would step aside or resign from the engagement or representation creating the conflict.</p>	
<p>7. Does anyone on your team have, or over the past five (5) years, has had a business or employment relationship or a compensation agreement of any kind with any member of the HFA board, HFA staff, the County Commission, any Broward County Department Director or any other staff of Broward County Government? If yes, please state the name of the individual, with whom the relationship was with, and the nature of the relationship.</p>	
<p>8. Provide a list of state or local housing agencies for which the Firm provided audit or accounting services for operations, multifamily and/or single-family mortgage revenue bond issues, and/or provides services similar to those requested of the RLI. Indicate what the Vendor's current relationship is to each agency as well as the account representative assigned to the agency.</p> <p>Provide a list of three (3) references from the agencies listed above, in any, or from other agency which the firm provided similar services, including agency name, address, contact name, phone number and e-mail address for each reference. Provide information regarding any accounts from which the Vendor was terminated in the last three years including the reason for the termination.</p>	
<p>9. As provided in the Responsibility</p>	

<p>Criteria, submit Vendor's most recent two (2) years of financial statements for review.</p>	
<p>10. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Vendor, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.</p>	
<p>11. List all business related claims, arbitrations, administrative hearings, and lawsuits that are pending or were filed during the last three (3) years brought by or against the Vendor, its predecessor organization(s), or any wholly-owned subsidiary including but not limited to those claims, arbitrations, administrative hearings and lawsuits that allege negligence, error, or omission, or default, termination, suspension, failure to perform, or improper performance of an obligation of a contract or a legal duty related to a contract.</p> <p>The list should include all case names; case, arbitration, or hearing identification numbers; identification of the project involved in the dispute; a description of the subject matter of the dispute; and the final outcome or current status if the matter has not become final.</p>	
<p>12. List and describe all criminal proceedings or hearings concerning business related offenses in which the Vendor, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.</p>	
<p>13. Has the Vendor, its principals, officers, or predecessor organization(s) been debarred or suspended from bidding by any government during the last five (5)</p>	

years? If yes, provide details.	
14. Has your company ever failed to complete any work awarded to you? If so, where and why?	
15. Has your company ever been terminated from a contract? If so, when and why?	
16. As provided above, the insurance requirements attached to this Solicitation reflects the insurance requirements deemed necessary for this project. While it is not necessary to have this level of insurance in effect at the time of solicitation response, all Vendors are required to either submit insurance certificates indicating that the Vendor currently carries the level insurance coverages or submit a letter from the insurance carrier indicating Vendor can obtain the required insurance coverages.	
<p>17. In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months following the date of being placed on the convicted vendor list.</p> <p>Vendor must certify that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in Florida Statutes.</p>	

<p>18. No Contingency Fees: By responding to this Solicitation, each Vendor warrants that it has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the Vendor, to secure an agreement pursuant to this Solicitation. For breach or violation of this provision, the HFA shall have the right to reject the Vendor's response or terminate any agreement awarded without liability to the HFA, and at the HFA's discretion, or the HFA may deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.</p> <p>Submit an attesting statement warranting that the Vendor has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation.</p>	
<p>19. As provided above, complete the attached Drug-Free Workplace Policy Certification Form.</p>	
<p>20. As provided above, complete the attached Non-Collusion Statement Form (Attachment B).</p>	
<p>Profile and Experience of Individuals</p>	<p>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</p>
<p>1. Provide the name, title, office location, phone number, e-mail address, and brief resumes for the professionals who will be assigned to the HFA account. Include their level of responsibility and availability. Describe the professional background of these individuals, particularly their relevant state and local housing finance experience.</p>	

Please designate the percentage of work for which each team member will be responsible.	
<i>Tiebreaker Criteria</i>	
1. Local Vendor Certification Form (Attachment C) should be completed and returned with the Vendor's Submittal	
2. The Domestic Partnership Certification Form (Attachment D) should be completed and returned with the Vendor's submittal.	
3. The Volume of Work Over Five (5) Years Form (Attachment E) should be completed and returned with the Vendor's Submittal.	

Insurance Requirements

INSURANCE REQUIREMENTS

Project: Housing Finance Authority Accounting Services
Agency: Housing Finance and Community Redevelopment Division

TYPE OF INSURANCE	ADDL INSD	SUBR WVD	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
GENERAL LIABILITY - Broad form <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input type="checkbox"/> XCU Explosion/Collapse/Underground <input checked="" type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury Per Occurrence or Claims-Made: <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made Gen'l Aggregate Limit Applies per: <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury Property Damage Combined Bodily Injury and Property Damage Personal Injury Products & Completed Operations	\$1,000,000	\$2,000,000
AUTO LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto, If applicable <i>Note: May be waived if no driving will be done in performance of services/project.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury (each person) Bodily Injury (each accident) Property Damage Combined Bodily Injury and Property Damage	\$500,000	
<input type="checkbox"/> EXCESS LIABILITY / UMBRELLA Per Occurrence or Claims-Made: <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/> WORKER'S COMPENSATION <i>Note: U.S. Longshoremen & Harbor Workers' Act & Jones Act is required for any activities on or about navigable water.</i>	N/A	<input checked="" type="checkbox"/>	Each Accident	STATUTORY LIMITS	
<input checked="" type="checkbox"/> EMPLOYER'S LIABILITY			Each Accident	\$100,000	
<input type="checkbox"/> CYBER LIABILITY	<input type="checkbox"/>	<input type="checkbox"/>	If claims-made form: Extended Reporting Period of: *Maximum Deductible:		
<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)	N/A	<input checked="" type="checkbox"/>	If claims-made form: Extended Reporting Period of: *Maximum Deductible:	\$1,000,000 3 years \$25 k	
<input checked="" type="checkbox"/> CRIME AND FIDELITY/EMPLOYEE DISHONESTY <i>Broward County must be named as a Loss Payee.</i>			Each Occurrence:	\$1,000,000	
Description of Operations: "Broward County" shall be listed as Certificate Holder and endorsed as an additional insured for liability, except as to Professional Liability. County shall be provided 30 days written notice of cancellation, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from the County, self-insurance or otherwise. Any self-insured retention (SIR) higher than the amount permitted in this Agreement must be declared to and approved by County and may require proof of financial ability to meet losses. Contractor is responsible for all coverage deductibles unless otherwise specified in the agreement.					

CERTIFICATE HOLDER:
 Broward County
 115 South Andrews Avenue
 Fort Lauderdale, Florida 33301


Digital signed by COLLEENA
 P028561
 DN: cn=County of Broward, o=Broward
 County, ou=Government, email=colleena@broward.com, ou=County of Broward, o=COLLEENA, P028561
 Date: 2019.04.26 09:42:15 -0500
 Risk Management Division

Attachment A

Drug-Free Workplace Policy Certification Form

The HFA requires an award under this solicitation be made only to vendors certifying the establishment of a drug-free workplace program. Failure to comply as provided below may result in the Vendor being ineligible for a contract.

The Vendor must make the appropriate selection below:

YES **NO** - The Vendor certifies it has a drug-free workplace policy; and

The Vendor certifies that its drug-free workplace policy complies with Section 287.087, Florida Statutes, if checked, attach a copy of your drug-free workplace policy to your proposal; or

The Vendor certifies that its drug-free workplace policy complies with Section 1-71, et seq., of the Broward County Code of Ordinances

YES **NO** - If your drug-free workplace policy does not comply with either Section 287.087, Florida Statutes or Section 1-71, et seq., of the Broward County Code of Ordinances , or you do not currently have a drug-free workplace policy, are you willing to comply with the requirements of Section 1-71, et seq., of the Broward County Code of Ordinances?

Vendor Name

Vendor Signature

Print Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before by ___ physical presence or ___ online notarization, this ____ day of _____, 20__, by _____ as _____ of _____ known to me to be the person described herein, or who produced _____ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

Signature

My Commission expires: _____

Print Name

Attachment B

Non-Collusion Certification Form

Non-Collusion Statement:

By signing this Non-Collusion Certification Form, Vendor certifies that this offer is made independently and free from collusion. Vendor must disclose any HFA or Broward County officer or employee, or any relative of any such officer or employee, as defined in Section 112.3135(1)(c), Florida Statutes, who is an officer or director of, or has a material interest in, the Vendor's business, who is in a position to influence this solicitation. Any HFA or Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this solicitation is presumed, for purposes hereof, to be in a position to influence this procurement. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment.

- The Vendor certifies that this offer is made independently and free from collusion; or
- The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

Vendor Name

Vendor Signature

Print Name

ATTACHMENT C

Local Vendor Certification Form (Tiebreaker Criteria)

Note: To qualify for the tiebreaker, this form must be completed and returned with the RLI submittal.

Vendor certifies that it is a local vendor in Broward County, Florida, meaning the Vendor:

1. Has continuously maintained, for at least the one (1) year period immediately preceding the solicitation posting date, a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements);
2. In an area zoned for the conduct of such business;
3. That the Vendor owns or has the legal right to use; and
4. From which the Vendor operates and performs on a day-to-day basis that is a substantial component of the goods or services being offered to the HFA in connection with the solicitation (as defined, a "Local Business Location")

Vendor certifies that it is a local vendor in Broward County or Miami-Dade County, Florida and has a valid corresponding county local business tax receipt, meaning the Vendor:

1. Has been in existence for at least the one (1) year period immediately preceding the solicitation posting date;
2. Provides services on a day-to-day basis at a physical business address located within the limits of Broward or Miami-Dade County;
3. In an area zoned for the conduct of such business; and
4. From which the Vendor operates and performs on a day-to-day basis that is a substantial component of the goods or services being offered to the HFA in connection with the solicitation

Vendor is not a local vendor as described above.

Vendors shall be required to submit documentation, including the corresponding county business tax receipt (unless exempt) demonstrating the Local Business Location for the required duration. A post office box does not qualify as a Local Business Location.

In addition, the HFA reserves the right to request:

1. Written proof of the Vendor's ownership or right to use the real property at the Local Business Location.
2. Additional documentation relating to the parent entities of the Vendor (if any).
3. Any other documentation requested by County regarding the location from which the activities of the Vendor are directed, controlled, and coordinated.

By submitting this form, the Vendor certifies that if awarded a contract, it is the intent of the Vendor to remain at the Local Business Location address listed below (or another qualifying Local Business Location within the corresponding county) for the duration of the contract term, including any renewals or extensions. (If non-local Vendor, leave Local Business Location blank.)

Indicate Local Business Location:

True and Correct Attestations: Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with the HFA. The Vendor understands that, if after contract award, the HFA learns that any of the information provided by the Vendor on this was false, and the HFA determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the HFA may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

Vendor Name

Vendor Signature

Print Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before by ___ physical presence or ___ online notarization, this ____ day of _____, 20__, by _____ as _____ of _____ known to me to be the person described herein, or who produced _____ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

Signature

My Commission expires: _____

Print Name

ATTACHMENT D

Domestic Partnership Certification Form (Tiebreaker Criteria)

Note: To qualify for the tiebreaker, this form must be completed and returned with the RLI submittal.

The Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, (Section 16½-157 of the Broward County Code of Ordinances, as amended); and certifies the following: **(Please check only one below).**

1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.

4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(Please check only one below).**

The Vendor's price bid for the initial contract term is \$100,000 or less.

The Vendor employs less than five (5) employees.

The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.

The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.

The Vendor does not provide benefits to employees' spouses.

The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent.)

The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules, or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United

States or State of Florida. Indicate the law, statute or regulation. (State the law, statute or regulation and attach explanation of its applicability.)

Vendor Name

Vendor Signature

Print Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before by ___ physical presence or ___ online notarization, this ____ day of _____, 20__, by _____ as _____ of _____ known to me to be the person described herein, or who produced _____ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

Signature

My Commission expires: _____

Print Name

ATTACHMENT E

Volume of Work Over Five (5) Years Form (Tiebreaker Criteria)

Note: To qualify for the tiebreaker, this form must be completed and returned with the RLI submittal.

The work shall include any amount awarded to any parent or subsidiary of the vendor, any predecessor organization and any company acquired by the vendor over the past five (5) years. If the vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. **Report only amounts awarded as a prime vendor. If no work has been performed, show a grand total of \$0**

Item No.	Project Title	Solicitation Contract Number Bid – Quote – RLI - RFP	Date Awarded	Awarded Dollar Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
			Grand Total	\$

ATTACHMENT F

Lobbyist Registration Certification Form

The completed form should be submitted with the solicitation response. If not submitted, the Vendor must provide same within three business days of the HFA'S request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with the solicitation, it shall be deemed non-responsive unless the Vendor, in responding to the solicitation, certifies that each lobbyist retained has timely filed the registration required under the Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, either Broward County or the HFA learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the HFA may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- It has not retained a lobbyist(s) to lobby in connection with this solicitation; however, if retained after the solicitation, the HFA will be notified.

- It has retained a lobbyist(s) to lobby in connection with this solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required herein.

It is also a requirement of this solicitation that the names of any and all lobbyist retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist: _____

Lobbyist's Firm: _____

Phone: _____

Email: _____

Vendor Name

Vendor Signature

Print Name

ATTACHMENT 2

PUBLIC NOTICE
HOUSING FINANCE AUTHORITY OF BROWARD COUNTY, FLORIDA
Request For Letters of Interest

Request for Letters of Interest No. 20240213-AS4 -The Housing Finance Authority of Broward County, Florida (the "HFA") will accept sealed responses to the Request for Letters of Interest (RLI) from certified public accounting firms licensed in the State of Florida. Those firms who are interested in providing monthly accounting services and annual financial statements for the HFA's single-family and multifamily mortgage revenue bonds and operations accounting are encouraged to apply.

Submittals for this RLI will be received at the Housing Finance Authority at 110 NE 3rd Street, Suite 300 Fort Lauderdale, Florida, no later than 4:00 pm on Friday, March 29, 2024.

To obtain a copy of this solicitation at no charge, access the web site <http://www.broward.org/hfa> or call the Housing Finance Authority at (954) 357-4900. The HFA has enacted a Cone of Silence which generally prohibits communications with anyone serving on a Selection Committee or anyone who evaluates or recommends selection in the procurement process. Said prohibition begins upon short listing and terminates upon final action which ends the Solicitation.

One Day, Thursday, February 29, 2024
SUN SENTINEL

Account No. CU0011720-0: HFA of Broward County
954-357-4925

PLEASE RETURN ONE (1) PROOF OF PUBLICATION AND BILL TO:

Josie Kotsioris
Housing Finance Authority of Broward County
110 Northeast 3rd Street, Suite 300
Fort Lauderdale, FL 33301
(954) 357-4900 or (954) 357-4925

ITEM 8

**Housing Finance Authority of Broward County
February 21, 2024 – Board Meeting**

Request for Letters of Interest (RLI) for HFA Audit Services - Action Item

Effective September 30, 2024, the agreement with Anthony Brunson, P.A. terminates. Enclosed is a Request for Letters of Interest (RLI) No. 20240213-AS5 to provide audit services in relation to the single-family and multi-family mortgage revenue bonds. Staff is requesting the HFA approval of the RLI and the proposed timeline.

1. **Approve the Request for Letters of Interest and the proposed timeline**

Wednesday, February 21, 2024

2. **Advertisement**

Thursday, February 29, 2024 – In the Sun-Sentinel; Websites includes Broward County, Purchasing Division, and HFA; and staff maintain a list of firms in-house.

3. **Deadline for Receipt of Interest/Application**

Friday, March 29, 2024

4. **Staff Opening Applications/ Prepares Evaluation Criteria (Matrix)**

Monday, April 1, 2024

5. **Short List Qualified Firms (Sunshine Required) ******

Wednesday, April 17, 2024 (Regular HFA Meeting)

6. **Presentation (Respondents) ******

Tuesday, June 18, 2024 (Regular HFA Board Meeting)

7. **HFA Approval of Resolution and Agreement**

Wednesday, August 21, 2024

8. **County Commissions approval of Agreement**

Tuesday, September 17, 2024

*****If there are five (5) or less proposals, the short list meeting and presentations meeting will be combined into one (1) meeting.*

Recommendation

Approve the Request for Letters of Interest (RLI) No. 20240213-AS5 to provide audit services for the HFA Single Family and Multi-Family Mortgage Revenue Bonds; and the proposed timeline.

Attachments

1. Request for Letter of Interest (RLI)
2. RLI - Public Notice

ATTACHMENT 1



110 Northeast 3rd Street Suite 300
Fort Lauderdale, FL 33301
Tel: 954.357.4900
Fax: 954.357.8221
www.broward.org/housing

ATTENTION

Request for Letters of Interest (RLI) Housing Finance Authority of Broward County (Audit Services for Single-Family and Multi-Family Mortgage Revenue Bonds)

Dear Vendor:

Thank you for your interest in doing business with the Housing Finance Authority of Broward County, Florida (the "HFA"). We look forward to a very successful procurement process.

Please take notice of the response submittal requirements outlined in this solicitation. Read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions could lead to your submittal being rejected. Any change(s) to this solicitation will be conveyed through the written addendum process. Notifications of addended will be posted on the HFA's website www.broward.org/hfa, which can be accessed by selecting current solicitations. Please read carefully below and follow all instructions provided on the addendum, as well as the instructions provided in the original solicitation.

It is the intent of the Housing Finance Authority of Broward County, Florida to provide quality services. If you have any questions, contact Josie Kotsioris directly at 954-357-4925 or email her at jkotsioris@broward.org.

Sincerely,

Ralph Stone
Executive Director
Housing Finance Authority of Broward County

Request for Letters of Interest (RLI)

RLI Number: 20240213- AS5

RLI Project Name: Housing Finance Authority of Broward County (Audit Services Single-Family and Multi-Family Mortgage Revenue Bonds)

The Housing Finance Authority of Broward County Florida (the “HFA”) is soliciting proposals from certified public accounting firms in order to select a firm to provide auditing services to the HFA. Firms are hereinafter referred to in this Request for Letters of Interest (the “Solicitation” or “RLI”) as a “Vendor.”

Background:

The HFA was created as a public body corporate and politic empowered under the laws of the State of Florida, including the Florida Housing Finance Authority Law, Florida Statutes, Sections 159.601 through 159.623, as amended, and Ordinance 79-41 enacted by the Broward County Board of County Commissioners (hereinafter referred to as the “County Commission”) on June 20, 1979, as amended. The HFA was created for purposes of alleviating and remedying shortages of housing available at prices or rentals which many persons and families can afford, and a shortage of capital investment in such housing.

The HFA issues bonds to finance mortgages for the purchase of single-family housing and issues bonds to finance multi-family rental housing in Broward County, Florida for purposes of providing affordable housing or rentals to individuals and families of low-, moderate-, or middle-income households.

Outstanding Bonds:

The outstanding single-family bonds of the HFA are as follows:

BOND ISSUE	APPROXIMATE AMOUNT OF BONDS OUTSTANDING
	\$

The outstanding multi-family bonds of the HFA are as follows:

BOND ISSUE	APPROXIMATE AMOUNT OF BONDS OUTSTANDING
Banyan Bay Series 96A & B	\$ 24, 528,181.00
Los Prados 96A & B	\$ 29,351,292.00
Woodsdale Oaks	\$ 6,688,318.25
Driftwood Series 2008	\$ 8,324,962.00

Scope of Services

1. The objective of the audit is to provide an opinion on the financial statements taken as a whole. The audit must meet the requirements of the HFA's Rules and Regulations.
2. The audit will be a financial audit as defined by the Government Auditing Standards issued by the Comptroller General of the United States.
3. The audit fieldwork should be completed by March 31st of each year, and the statements should be ready for publication by April 30th.
4. The audit of the financial statements of the HFA's multifamily and single-family bond issues must be conducted in accordance with Generally Accepted Auditing Standards and Generally Accepted Governmental Auditing Standards and rules of the Florida Auditor General for the form and conduct of all local government entity audits.
5. The auditor will be expected to perform sufficient audit tests and/or other procedures to express an opinion on the bond issues described above, and subsequently issued bonds.
6. Within thirty (30) days of the publication of the financial statements of the HFA's bond issues, the auditor will submit a Letter of Comments and Recommendations for improvement of financial management and internal control.

Instructions to Vendors

****NOTICE TO VENDORS****

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

Unchecked boxes do not apply to this solicitation.

- Only interested firms from the Sheltered Market may respond to this solicitation.
- This solicitation is open to the general marketplace.

A. Public Records

1. The HFA does not require any personal information (as defined in Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for any HFA solicitation. Do not include any personal information data in any document submitted to the HFA. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the HFA.

2. THE HFA is subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become public records and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the HFA's website or included in a public records request response unless there is a declaration of confidentiality pursuant to Florida Statutes and in

accordance with the procedures in this section. Any material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as “Confidential” and marked with the specific statute and subsection asserting the exemption from public records. Electronic media, including flash drives, must also comply with this requirement and Vendors must separate any files claimed to be “Confidential.” Any written materials that the Vendor claims to be confidential or confidential and exempt under Florida Statutes must be submitted in a separate envelope labeled with “Vendor’s name, Attachment to RLI # 20240213-AS5- Confidential Matter.”

B. Cone of Silence

1. The HFA will impose a Cone of Silence for this Solicitation. A Cone of Silence means a prohibition on certain communications, oral or written, between certain persons as further detailed herein and Section 1-266 of the Broward County Code of Ordinances (“Code of Ordinances”). The Cone of Silence shall begin on the date the Selection Committee meets to short list the Vendors and terminates when the HFA or County Commission takes action which ends the Solicitation. During the Cone of Silence communications are prohibited between the following parties:

- a. Any person or entity, including a Vendor or Vendor’s Representative, that seeks a contract, award, recommendation, or approval as part of this Solicitation, or is subject to being evaluated, or having its response evaluated, in connection with this Solicitation; and
- b. A County Commissioner or County Commissioner’s staff, any member of the HFA Board or HFA staff, the Broward County Administrator and Deputy and Assistants to the County Administrator and their respective support staff, or any person who shall evaluate or recommend firms for selection in this Solicitation process.

After commencement of the Cone of Silence, inquires regarding this Solicitation should be directed to the Executive Director or designee.

C. Submittal Instructions

Projected Schedule	
RLI Open Date:	Thursday, February 29, 2024
Deadline for Submittals:	Friday, March 29, 2024
Submission Open Date:	Monday, April 1, 2024
Short list Date:	Wednesday, April 17, 2024
Presentations:	Tuesday, June 18, 2024*

***If there are five (5) or less proposals the short list meeting and presentations may be combined into one (1) meeting.**

1. Interested Vendors may supply requested information in the “Evaluation Criteria” section below by typing directly into the Solicitation document. Vendors may also prepare responses and any requested ancillary forms using other means but following the same order as presented in the Evaluation Criteria.

2. Submit: Twelve (12) printed copies and one (1) CD or flash drive in a separate disc/drive envelope and labeled with the Vendor’s name and the RLI number, containing the following files:

3. One (1) single PDF file containing the Vendor's entire response with each page of the response in the order presented in this Solicitation, including any attachments.

4. Responses to the Evaluation Criteria questions provided in the following formats:
- a. Microsoft Word for all typed responses
 - b. Microsoft Excel for any spreadsheets

5. Send all requested materials to:
- Housing Finance Authority of Broward County
110 N.E. 3rd Street, Suite 300
Fort Lauderdale, Florida 33301
Re: RLI Number: 20240213-AS5

6. The HFA must receive submittals no later than 4:00 pm on March 29, 2024. The HFA will not accept electronically transmitted, late, or misdirected submittals. If fewer than three interested Vendors respond to this Solicitation, the Executive Director of the Housing Finance Authority of Broward County, Florida (the "Executive Director") may extend the deadline for submittal by up to four (4) weeks. Submittals will only be opened following the final submittal due date.

For all questions or clarifications contact:

Project Manager: Josie Kotsioris
Phone: (954) 357-4900 or 4925
Email: jkotsioris@broward.org

D. Responsiveness Criteria

Definition of a "Responsive Vendor" – a Responsive Vendor means a vendor who submits a response to a solicitation that the Selection Committee determines meets all requirements of the solicitation. A proposal from a Responsive Vendor must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the bid documents to be submitted at the time of bid opening.

Failure to provide the information required below, at the time of submittal opening may result in a recommendation of non-responsive by the Executive Director to the Selection Committee. The Selection Committee will determine whether the firm is responsive to the requirements specified herein. The HFA reserves the right to waive minor technicalities or irregularities as is in the best interest of the HFA.

Below are responsiveness criteria:

1. **Lobbyist Registration Requirement Certification:** The HFA will apply the requirements of the Lobbyist Registration Act, as described in Chapter 1, Article XIII of the Code of Ordinances. A Vendor who has retained a lobbyist(s) to lobby in connection with a competitive solicitation shall be deemed non-responsive unless the Vendor, in responding to the Solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration as provided in Section 1-262 of the Code of Ordinances. If, after awarding a contract in connection with the solicitation, the HFA or the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the vendor, the HFA may exercise

any contractual right to terminate the contract with the Vendor for convenience. The Lobbyist Registration Certification Form (Attachment F) should be completed and returned with the Vendor's submittal. If not submitted, the Vendor must provide same within three business days of the HFA'S request. Failure to timely submit may result in the Vendor being deemed non-responsive.

2. Joint Venture: If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.

3. Local Vendor Certification for Tiebreaker Criteria: In the event of a tie, the HFA will provide preference a Vendor located in Broward County. The Local Vendor Certification Form (Attachment C) should be completed and returned with the Vendor's Submittal. Failure to provide a valid Local Business Tax Receipt and notarized Local Vendor Certification Form shall prevent the Vendor from receiving credit in the event of a tie, and if applicable, shall prevent the Vendor from receiving any preference(s) allowed under Chapter 1, Article IV, of the Code of Ordinances.

4. Domestic Partnership Act Requirement(s) for Tiebreaker Criteria: The HFA will apply the requirements of the Domestic Partnership Act, as described in Chapter 16½, Article VIII of the Broward County Code of Ordinances for all submittals over \$100,000. The Domestic Partnership Certification Form (Attachment D) should be completed and returned with the Vendor's submittal. Failure to submit the Domestic Partnership Act Certification Form and information as instructions shall result in Vendor being non-responsive to the Domestic Partnership requirements and prevent the Vendor from receiving any preference(s) allowed under the Tiebreaker Criteria.

5. Volume of Work Over Five (5) Years for Tiebreaker Criteria: The Vendor that has the lowest dollar volume of work previously awarded by the HFA over a five (5) year period before the date of submittal will receive preference in the event of a tie. The work shall include any amount awarded to any parent or subsidiary of the Vendor, any predecessor organization, and any company acquired by the Vendor over the time period specified herein. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. The Volume of Work Over Five (5) Years Form (Attachment E) should be completed and returned with the Vendor's Submittal. Failure to submit the Volume of Work Over Five (5) Years Form shall result in Vendor being non-responsive to the requirements herein and prevent the Vendor from receiving any preference(s) allowed under the Tiebreaker Criteria.

E. Responsibility Criteria

Definition of a "Responsible Vendor" – a Responsible Vendor means a vendor who is determined to have the capability in all respects to perform fully the requirements of a solicitation, as well as the integrity and reliability that will ensure good faith performance.

Failure to provide the information required below, at the time of submittal opening may result in a determination of non-responsibility by the Selection Committee.

1. Financial Information: All Vendors are required to permit the HFA to inspect and examine their financial statements. Each Vendor shall submit its most recent two (2) years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements shall be in the form of:

- a. Balance sheets, income statements and annual reports; or
- b. Tax returns; or
- c. SEC filings.

If a Vendor has been in business for less than the number of years of required statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.

If tax returns are submitted, Vendors must ensure that tax returns do not include any personal information as defined under Section 501.171, Florida Statutes. If personal information data is part of financial statements, redact information prior to submitting a response to the HFA.

If a Vendor asserts that any of its financial statements are confidential or trade secret information, the Vendor must make new financial statements which consist, at a minimum, of a balance sheet and income statement which has either been audited or reviewed by an outside, independent certified public accounting (CPA) firm, available in Broward County, Florida, and shall make same available for inspection and examination by the appropriate HFA staff prior to evaluation by the Selection Committee or no later than the time specified in writing by the Chair of the Selection Committee. The Chair of the Selection Committee shall be the Chair of the HFA board.

2. Litigation and Other Contract Dispute Information: All Vendors are required to disclose describe all business-related lawsuits and litigation, claims, arbitrations, and administrative hearings; negligence; errors and omissions; and contract defaults, terminations, suspensions, or failure to perform brought by or against the Vendor, its predecessor organization (s), any of its wholly-owned subsidiaries, or its principals and officers during the last three (3) years. The list shall include all case names; case; arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the matter or the current status if the matter has not become final.

3. Office of Economic and Small Business Development Program: There is no County Business Enterprise (CBE) goals for this Solicitation.

F. Additional Vendor Information and Certifications

1. Insurance Requirements: The insurance requirements attached to this Solicitation reflects the insurance requirements deemed necessary for this project. While it is not necessary to have this level of insurance in effect at the time of solicitation response, all Vendors are required to either submit insurance certificates indicating that the Vendor currently carries the level insurance coverages or submit a letter from the insurance carrier indicating Vendor can obtain the required insurance coverages.

2. Drug-Free Workplace Requirements Certification: The HFA will require that Vendors certify the establishment of a drug free workplace program. The Drug-Free Workplace Certification Form (Attachment A) should be completed and returned with the Vendor's submittal.

3. Non-Collusion: By responding to this Solicitation, the Vendor certifies that this offer is made independently and free from collusion. The Non-Collusion Statement Form (Attachment B) should be completed and returned with the Vendor's submittal. Failure to disclose any relationship described in the Non-Collusion Statement Form shall be reason for debarment or suspension from future HFA solicitations for the specified suspension/debarment period.

Selection Process

A Selection Committee comprised of the HFA's board members will be responsible for recommending the most qualified Vendors and ranking them for negotiation. The Selection Committee members and the date/time for Selection Committee meetings is available on the HFA's website. The process for this Solicitaion may proceed in the following manner:

Review Responses

The HFA staff will first review all submittals received and prepare an analysis report which includes a matrix of responses submitted by the Vendors. Staff will also identify any incomplete responses.

The Executive Director will then review the information provided in the matrix and will make a recommendation to the Selection Committee as to each Vendor's responsiveness to the requirements of this Solicitaion. The final determination of responsiveness rests solely on the decision of the Selection Committee.

Short Listing

The Selection Committee will meet to create a short list of the most qualified Vendors. The Selection Committee may use staff's analysis, the Executive Director's recommendations, and each Vendor's qualifications, relevant experience, and responses to the Evaluation Criteria in its decision-making process. It is necessary for Vendor's to read this Solicitation carefully and to respond fully to all requirements of this Solicitation.

Demonstrations

Unchecked boxes do not apply to this solicitation.

If this box is checked, then this project may lend itself to an additional step where short-listed firms demonstrate the nature of their offered solution. In those cases, staff, and sometimes members of the SC, may request a representative display or demonstration. If the SC decides that demonstrations are necessary, short-listed firms will receive a description of, and arrangements for, the desired demonstration.

Presentations/Interviews/Rankings

Vendors that are determined to be both responsive and responsible to the requirements of the Solicitation and/or shortlisted (if applicable) will have an opportunity to make oral presentation to the Selection Committee on the Vendor's approach to the services to be provided under this Solicitation and the Vendor's ability to perform. To Selection Committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary.

Presentations during the Selection Committee are closed. Only the Selection Committee members, HFA staff, and the Vendor and their team schedule for that presentation will be present in the meeting during the presentation and subsequent question and answer period.

The Selection Committee may elect to conduct oral interviews with all responsive and responsible Vendors.

Selection Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Pricing

Unchecked boxes do not apply to this solicitation.

- Price may be considered in the final evaluation and ranking of the short-listed Vendors. If the Selection Committee will consider price, staff will provide each short-listed Vendor with a pricing submittal instrument and instructions for its preparation and delivery.
- Price will not be a factor in evaluating or ranking the interested firms.

Combination Meeting Option

If there are five (5) or less proposals received, the short list meeting and the Vendor presentations may be combined in one (1) meeting.

Rejection of Responses

The Selection Committee may recommend to the Executive Director that all responses to this Solicitation be rejected.

Vendor Protest

The HFA will utilize the procedural and filing fee requirements set forth in Part X, Chapter 21, of the Broward County Administrative Code ("Administrative Code") if a Vendor intends to protest this Solicitation or a proposed award of a contract, as follows:

1. Any written protest concerning the specifications or requirements of a solicitation (or of any addenda thereto) must be received by the Executive Director within five (5) business days after the applicable solicitation (or addenda) is posted on the HFA's website.
2. Any written protest concerning a proposed award or ranking must be received by the Executive Director within five (5) business days after the proposed award or ranking is posted on the HFA's website.

Failure to file a written protest so that it is received by the Executive Director within the timeframes set forth in this section shall constitute a waiver of the right to protest. A protest submitted to anyone other than the Executive Director shall not be a valid protest.

Evaluation Criteria

In addition to the Evaluation Criteria below, the HFA reserves the right to obtain additional information from Vendors.

<i>Profile and Qualifications</i>	<i>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</i>
<p>1. Provide the following Vendor information:</p> <ul style="list-style-type: none"> a. Legal Vendor name; b. Headquarters address and phone number; c. Local office address and phone number; d. Brief history of the Vendor including the year organized, affiliated companies (if any), and state of incorporation; e. Total number of employees; f. Key firm contact names with their phone numbers and email addresses. 	
2. Describe your experience with housing finance authorities in providing the services or engaging in activities as they relate to the services requested in this RLI.	
3. Describe the Vendor's presence in Florida, and describe the Vendor's ability to be accessible to HFA staff, availability for bond closings, meetings, consultations, etc.	
4. Describe the Vendor's ability to provide the services requested in this RLI immediately upon award of a contract.	
5. Provide a statement of any other qualifications or services, which the Vendor considers to be significant, innovative or otherwise relevant to the HFA.	
6. Will the selection of your firm or any employee of your firm result in any current or potential conflict of interest? If so, your firm's response must specify the party with which the	

<p>conflict exists or might arise, the nature of the conflict and whether your firm would step aside or resign from the engagement or representation creating the conflict.</p>	
<p>7. Does anyone on your team have, or over the past five (5) years, has had a business or employment relationship or a compensation agreement of any kind with any member of the HFA board, HFA staff, the County Commission, any Broward County Department Director or any other staff of Broward County Government? If yes, please state the name of the individual, with whom the relationship was with, and the nature of the relationship.</p>	
<p>8. Provide a list of state or local housing agencies for which the Firm provided audit or accounting services for operations, multifamily and/or single-family mortgage revenue bond issues, and/or provides services similar to those requested of the RLI. Indicate what the Vendor's current relationship is to each agency as well as the account representative assigned to the agency.</p> <p>Provide a list of three (3) references from the agencies listed above, in any, or from other agency which the firm provided similar services, including agency name, address, contact name, phone number and e-mail address for each reference. Provide information regarding any accounts from which the Vendor was terminated in the last three years including the reason for the termination.</p>	
<p>9. As provided in the Responsibility Criteria, submit Vendor's most recent two (2) years of financial statements for review.</p>	
<p>10. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Vendor, its parent or subsidiaries, predecessor organization(s), or any</p>	

<p>wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.</p>	
<p>11. List all business related claims, arbitrations, administrative hearings, and lawsuits that are pending or were filed during the last three (3) years brought by or against the Vendor, its predecessor organization(s), or any wholly-owned subsidiary including but not limited to those claims, arbitrations, administrative hearings and lawsuits that allege negligence, error, or omission, or default, termination, suspension, failure to perform, or improper performance of an obligation of a contract or a legal duty related to a contract.</p> <p>The list should include all case names; case, arbitration, or hearing identification numbers; identification of the project involved in the dispute; a description of the subject matter of the dispute; and the final outcome or current status if the matter has not become final.</p>	
<p>12. List and describe all criminal proceedings or hearings concerning business related offenses in which the Vendor, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.</p>	
<p>13. Has the Vendor, its principals, officers, or predecessor organization(s) been debarred or suspended from bidding by any government during the last five (5) years? If yes, provide details.</p>	
<p>14. Has your firm ever failed to complete any work awarded to you? If so, where and why?</p>	
<p>15. Has your firm ever been terminated from a contract? If so, when and why?</p>	
<p>16. As provided above, the insurance requirements attached to this Solicitation reflects the insurance requirements deemed necessary for this project. While it is not necessary to have this level of insurance in effect at</p>	

<p>the time of solicitation response, all Vendors are required to either submit insurance certificates indicating that the Vendor currently carries the level insurance coverages or submit a letter from the insurance carrier indicating Vendor can obtain the required insurance coverages.</p>	
<p>17. In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months following the date of being placed on the convicted vendor list.</p> <p>Vendor must certify that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in Florida Statutes.</p>	
<p>18. No Contingency Fees: By responding to this Solicitation, each Vendor warrants that it has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the Vendor, to secure an agreement pursuant to this Solicitation. For breach or violation of this provision, the HFA shall have the right to reject the Vendor's response or terminate any agreement awarded without liability to the HFA, and at the HFA's discretion, or the HFA may deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.</p>	

<p>Submit an attesting statement warranting that the Vendor has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation.</p>	
<p>19. As provided above, complete the attached Drug-Free Workplace Policy Certification Form.</p>	
<p>20. As provided above, complete the attached Non-Collusion Statement Form (Attachment B).</p>	
<p>Profile and Experience of Individuals</p>	<p>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</p>
<p>1. Provide the name, title, office location, phone number, e-mail address, and brief resumes for the professionals who will be assigned to the HFA account. Include their level of responsibility and availability. Describe the professional background of these individuals, particularly their relevant state and local housing finance experience. Please designate the percentage of work for which each team member will be responsible.</p>	
<p>Tiebreaker Criteria</p>	
<p>1. Local Vendor Certification Form (Attachment C) should be completed and returned with the Vendor's Submittal</p>	
<p>2. The Domestic Partnership Certification Form (Attachment D) should be completed and returned with the Vendor's submittal.</p>	
<p>3. The Volume of Work Over Five (5) Years Form (Attachment E) should be completed and returned with the Vendor's Submittal.</p>	

Insurance Requirements

INSURANCE REQUIREMENTS

Project: RLI for Audit Services for Single-Family and Multi-Family Mortgage Revenue Bonds
Agency: Housing Finance Authority

TYPE OF INSURANCE	ADDL INSD	SUBR WVD	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
GENERAL LIABILITY - Broad form <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input type="checkbox"/> XCL - Explosion/Collapse/Underground <input checked="" type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury Per Occurrence or Claims-Made: <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made Gen'l Aggregate Limit Applies per: <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury Property Damage Combined Bodily Injury and Property Damage Personal Injury Products & Completed Operations	\$1,000,000	\$2,000,000
AUTO LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto, if applicable <i>Note: May be waived if no driving will be done in performance of services/project.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury (each person) Bodily Injury (each accident) Property Damage Combined Bodily Injury and Property Damage	\$500,000	
<input type="checkbox"/> EXCESS LIABILITY / UMBRELLA Per Occurrence or Claims-Made: <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/> WORKER'S COMPENSATION <i>Note: U.S. Longshoremen & Harbor Workers' Act & Jones Act is required for any activities on or about navigable water.</i>	N/A	<input checked="" type="checkbox"/>	Each Accident	STATUTORY LIMITS	
<input checked="" type="checkbox"/> EMPLOYER'S LIABILITY			Each Accident	\$100,000	
<input type="checkbox"/> CYBER LIABILITY	<input type="checkbox"/>	<input type="checkbox"/>	If claims-made form: Extended Reporting Period of: *Maximum Deductible:		
<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)	N/A	<input checked="" type="checkbox"/>	If claims-made form: Extended Reporting Period of: *Maximum Deductible:	\$2,000,000 3 years \$100,000	
Description of Operations: "Broward County" shall be listed as Certificate Holder and endorsed as an additional insured for liability, except as to Professional Liability. County shall be provided 30 days written notice of cancellation, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from the County, self-insurance or otherwise. Any self-insured retention (SIR) higher than the amount permitted in this Agreement must be declared to and approved by County and may require proof of financial ability to meet losses. Contractor is responsible for all coverage deductibles unless otherwise specified in the agreement.					

CERTIFICATE HOLDER:

 Broward County
 115 South Andrews Avenue
 Fort Lauderdale, Florida 33301



Digitally signed by
 RICHARD P. HARRIS
 DN: cn=Richard P. Harris,
 o=Housing Finance Authority,
 ou=Housing Finance Authority,
 email=richard.harris@hfa.com,
 c=FL
 Date: 2018.02.22
 10:30:12 -0500

Risk Management Division

Attachment A

Drug-Free Workplace Policy Certification Form

The HFA requires an award under this solicitation be made only to vendors certifying the establishment of a drug-free workplace program. Failure to comply as provided below may result in the Vendor being ineligible for a contract.

The Vendor must make the appropriate selection below:

YES **NO** - The Vendor certifies it has a drug-free workplace policy; and

The Vendor certifies that its drug-free workplace policy complies with Section 287.087, Florida Statutes, if checked, attach a copy of your drug-free workplace policy to your proposal; or

The Vendor certifies that its drug-free workplace policy complies with Section 1-71, et seq., of the Broward County Code of Ordinances

YES **NO** - If your drug-free workplace policy does not comply with either Section 287.087, Florida Statutes or Section 1-71, et seq., of the Broward County Code of Ordinances , or you do not currently have a drug-free workplace policy, are you willing to comply with the requirements of Section 1-71, et seq., of the Broward County Code of Ordinances?

Vendor Name

Vendor Signature

Print Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before by ___ physical presence or ___ online notarization, this ____ day of _____, 20__, by _____ as _____ of _____ known to me to be the person described herein, or who produced _____ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

Signature

My Commission expires: _____

Print Name

Attachment B

Non-Collusion Certification Form

Non-Collusion Statement:

By signing this Non-Collusion Certification Form, Vendor certifies that this offer is made independently and free from collusion. Vendor must disclose any HFA or Broward County officer or employee, or any relative of any such officer or employee, as defined in Section 112.3135(1)(c), Florida Statutes, who is an officer or director of, or has a material interest in, the Vendor's business, who is in a position to influence this solicitation. Any HFA or Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this solicitation is presumed, for purposes hereof, to be in a position to influence this procurement. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment.

- The Vendor certifies that this offer is made independently and free from collusion; or
- The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

Vendor Name

Vendor Signature

Print Name

ATTACHMENT C

Local Vendor Certification Form (Tiebreaker Criteria)

Note: To qualify for the tiebreaker, this form must be completed and returned with the RLI submittal.

Vendor certifies that it is a local vendor in Broward County, Florida, meaning the Vendor:

1. Has continuously maintained, for at least the one (1) year period immediately preceding the solicitation posting date, a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements);
2. In an area zoned for the conduct of such business;
3. That the Vendor owns or has the legal right to use; and
4. From which the Vendor operates and performs on a day-to-day basis that is a substantial component of the goods or services being offered to the HFA in connection with the solicitation (as defined, a "Local Business Location")

Vendor certifies that it is a local vendor in Broward County or Miami-Dade County, Florida and has a valid corresponding county local business tax receipt, meaning the Vendor:

1. Has been in existence for at least the one (1) year period immediately preceding the solicitation posting date;
2. Provides services on a day-to-day basis at a physical business address located within the limits of Broward or Miami-Dade County;
3. In an area zoned for the conduct of such business; and
4. From which the Vendor operates and performs on a day-to-day basis that is a substantial component of the goods or services being offered to the HFA in connection with the solicitation

Vendor is not a local vendor as described above.

Vendors shall be required to submit documentation, including the corresponding county business tax receipt (unless exempt) demonstrating the Local Business Location for the required duration. A post office box does not qualify as a Local Business Location.

In addition, the HFA reserves the right to request:

1. Written proof of the Vendor's ownership or right to use the real property at the Local Business Location.
2. Additional documentation relating to the parent entities of the Vendor (if any).
3. Any other documentation requested by County regarding the location from which the activities of the Vendor are directed, controlled, and coordinated.

By submitting this form, the Vendor certifies that if awarded a contract, it is the intent of the Vendor to remain at the Local Business Location address listed below (or another qualifying Local Business Location within the corresponding county) for the duration of the contract term, including any renewals or extensions. (If non-local Vendor, leave Local Business Location blank.)

Indicate Local Business Location:

True and Correct Attestations: Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with the HFA. The Vendor understands that, if after contract award, the HFA learns that any of the information provided by the Vendor on this was false, and the HFA determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the HFA may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

Vendor Name

Vendor Signature

Print Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before by ___ physical presence or ___ online notarization, this ____ day of _____, 20__, by _____ as _____ of _____ known to me to be the person described herein, or who produced _____ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

Signature

My Commission expires: _____

Print Name

ATTACHMENT D

Domestic Partnership Certification Form (Tiebreaker Criteria)

Note: To qualify for the tiebreaker, this form must be completed and returned with the RLI submittal.

The Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, (Section 16½-157 of the Broward County Code of Ordinances, as amended); and certifies the following: **(Please check only one below).**

1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.

4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(Please check only one below).**

The Vendor's price bid for the initial contract term is \$100,000 or less.

The Vendor employs less than five (5) employees.

The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.

The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.

The Vendor does not provide benefits to employees' spouses.

The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent.)

The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules, or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United

States or State of Florida. Indicate the law, statute or regulation. (State the law, statute or regulation and attach explanation of its applicability.)

Vendor Name

Vendor Signature

Print Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before by ___ physical presence or ___ online notarization, this _____ day of _____, 20__, by _____ as _____ of _____ known to me to be the person described herein, or who produced _____ as identification, and who did/did not take an oath.

NOTARY PUBLIC:

Signature

My Commission expires: _____

Print Name

ATTACHMENT E

Volume of Work Over Five (5) Years Form (Tiebreaker Criteria)

Note: To qualify for the tiebreaker, this form must be completed and returned with the RLI submittal.

The work shall include any amount awarded to any parent or subsidiary of the vendor, any predecessor organization and any company acquired by the vendor over the past five (5) years. If the vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. **Report only amounts awarded as a prime vendor. If no work has been performed, show a grand total of \$0**

Item No.	Project Title	Solicitation Contract Number Bid – Quote – RLI - RFP	Date Awarded	Awarded Dollar Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
			Grand Total	\$

ATTACHMENT F

Lobbyist Registration Certification Form

The completed form should be submitted with the solicitation response. If not submitted, the Vendor must provide same within three business days of the HFA'S request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with the solicitation, it shall be deemed non-responsive unless the Vendor, in responding to the solicitation, certifies that each lobbyist retained has timely filed the registration required under the Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, either Broward County or the HFA learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the HFA may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- It has not retained a lobbyist(s) to lobby in connection with this solicitation; however, if retained after the solicitation, the HFA will be notified.

- It has retained a lobbyist(s) to lobby in connection with this solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required herein.

It is also a requirement of this solicitation that the names of any and all lobbyist retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist: _____

Lobbyist's Firm: _____

Phone: _____

Email: _____

Vendor Name

Vendor Signature

Print Name

ATTACHMENT 2

**PUBLIC NOTICE
HOUSING FINANCE AUTHORITY OF BROWARD COUNTY, FLORIDA
AUDIT SERVICES FOR SINGLE-FAMILY AND MULTI-FAMILY MORTGAGE
REVENUE BOND**

Request for Letters of Interest (RLI)

Request for Letter Interest No. 20240213-AS5 – The Housing Finance Authority of Broward County, Florida (the “HFA”) will accept sealed responses to the Request for Letter of Interest (RLI) from certified public accounting firms licensed in the State of Florida. Those firms who are interested in providing audit services in relation to the HFA’s single-family and multifamily mortgage revenue bonds are encouraged to apply.

Submittals for this RLI will be received at the HFA at 110 NE 3rd Street, Suite 300, Fort Lauderdale, Florida 33301, no later than 4:00 p.m. on Friday, March 29, 2024.

To obtain a copy of this solicitation at no charge, access the web site <http://www.broward.org/hfa/Pages/PublicNotices.aspx> or call the HFA at (954) 357-4900 or 4925. The Housing Finance Authority has enacted a Cone of Silence which generally prohibits communications with anyone serving on a Selection Committee or anyone who evaluates or recommends selection in the procurement process. Said prohibition begins upon short listing and terminates upon final action which ends the solicitation.

One Day, Thursday, February 29, 2024
SUN SENTINEL

Account No: CU0011720-0: HFA of Broward County
954-357-4925

PLEASE RETURN ONE (1) PROOF OF PUBLICATION AND BILL
TO:

Josie Kotsioris
Housing Finance Authority of Broward County
110 Northeast 3rd Street, Suite 300
Fort Lauderdale, FL 33301
(954) 357-4900 or (954) 357-4925

ITEM 9

**Housing Finance Authority of Broward County
February 21, 2024 – Board Meeting**

**Request Letters of Interest (RLI) for Bond Underwriters/Remarketing Services
Action Item**

Motion to approve a Request for Letters of Interest No. 20240213-BU5, to create a Library of Bond Underwriters/Remarketing Services for the HFA.

Background

Effective June 11, 2024, the HFA Bond Underwriters, Raymond James & Associates, Inc. and RBC Capital Markets term period expires.

Present Situation

The RLI No. 20240213-BU5 inviting qualified firms to serve the HFA on all private placements of bonds, negotiated sales of bonds, and the refunding of bonds for single family and multi-family financings. It is staff's intent to establish a library of two underwriters to fulfill the roles of Senior and Co-Manager for negotiated bond financing for a five (5) year period. The proposed timeline listed below.

1. **Approve the RLI and proposed timeline**

Wednesday, February 21, 2024

2. **Advertisement**

Thursday, February 29, 2024 - Sun-Sentinel; Websites includes Broward County, Purchasing Division, Small Business Development, Business Assistance Weekly, and HFA.

3. **Deadline for Receipt of Interest/Application**

Friday, March 29, 2024

4. **Staff Opening Applications/Prepares Qualifications/
Responsiveness Evaluation Matrix**

Monday, April 1, 2024

5. **Short List Qualified Firms (Sunshine Required) ******

Wednesday, May 15, 2024 (Regular Board Meeting)

*****If there are five (5) or less proposals, the short list meeting and presentations meeting will be combined into one (1) meeting.*

6. **Presentation (Respondents)** ****

Wednesday, August 21, 2024 (Regular Board Meeting)

Recommendation

Approve an RLI to seek applications, to create a library of Bond Underwriting and Remarket Services for the HFA.

Attachments:

1. RLI for Bond Underwriting Services
2. RLI Public Notice

ATTACHMENT 1

ATTENTION

**Request for Letters of Interest (RLI)
Housing Finance Authority of Broward County (the "HFA") Bond Underwriter for
Single-Family and Multi-Family Mortgage Revenue Bonds**

Dear Vendor:

Thank you for your interest in doing business with the Housing Finance Authority of Broward County. We look forward to a very successful procurement process.

Please take notice of the response submittal requirements outlined in this solicitation. Read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions could lead to your submittal being rejected. In addition, all addenda are posted on the Housing Finance Authority of Broward County website www.broward.org/hfa. Please read carefully and follow all instructions provided on the addendum, as well as the instructions provided in the original solicitation.

It is the intent of the Housing Finance Authority of Broward County to provide quality services. If you have any questions, contact Josie Kotsioris at 954-357-4925 or e-mail at jkotsioris@broward.org.

Sincerely,

Ralph Stone
Executive Director
Housing Finance Authority of Broward County



REQUEST FOR LETTERS OF INTEREST (RLI)

RLI Number: 20240213-BU5

RLI Name: Housing Finance Authority of Broward County Bond Underwriter Services
Single-Family and Multi-Family Mortgage Revenue Bonds

The Housing Finance Authority of Broward County Florida ("the HFA") is soliciting proposals from Bond Underwriter firms in order to select a firm (the "Firm") to provide bond underwriting services to the Housing Finance Authority of Broward County.

The Housing Finance Authority of Broward County (the "HFA"), established under Part IV of Chapter 159, Florida Statutes and Ordinance(s) 79-41, 92-46 and 2002-26 of the Board of County Commissioners of Broward County, for the purpose of providing affordable housing or rentals to persons and families of low, moderate or middle income, and providing capital for investment in such housing, will accept Letters of Interest from qualified firms, hereinafter referred to individually and collectively as the "Underwriter," to provide underwriting services to the HFA.

The Underwriter would serve the HFA as needed on all private placements of bonds, negotiated sales of bonds, and the refunding of bonds for single family financings and multi-family financings, as well as other matters involving HFA participation in financings of affordable housing in Broward County, Florida (the "County"). The HFA is interested in refinancing and/or other financing plans which might produce funds for the HFA. The HFA is also interested in potential refunding, if any, of its prior bond issues.

Since 1980, the HFA has issued 24 single family bond issues for a total of \$707,851,629. Since 1980, the HFA has issued 93 multi-family bond issues, 17 of which were refunding issues, for a total of \$1.95 billion.

The HFA retains the services of a Financial Advisor. The Underwriter shall be required to work cooperatively with the Financial Advisor so as to assist in the overall financing program efforts of the HFA and, along with HFA's Bond Counsel and Trustee, to serve as part of a coordinated "financing team."

The HFA expects the Underwriter to be present at all meetings of the HFA and any relevant meetings with County employees or officials.

SCOPE OF SERVICES AND RESTRICTIONS:

A. SERVICES

The Underwriter will be responsible for performing all the normal duties of a managing Underwriter for a negotiated bond sale. These duties are generally defined in the Municipal Securities Rulemaking Board (MSRB) rules. It is the HFA's intent to establish a library of two underwriters to fulfill the roles of Senior and Co-Manager, as the HFA deems in its best interest for negotiated bond financings for a five (5) year period. To the extent that an underwriters may be chosen to act as either Senior Manager and Co-Manager, the responsibilities will be different, as explained in the MSRB rules.

B. RESTRICTIONS

1. The selected Underwriter must warrant that they have not employed or retained a company or person, other than a bona fide employee working solely in its employ, to solicit or secure a contract with the HFA and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely in its employ, any fee, commission, percentage, gift, or other consideration contingent upon, or resulting from, the award or making of a contract with the HFA.
2. The Underwriter will not enter into or maintain any business relationship with any person or firm involved in the municipal bond business, including performing services for the HFA, if such business relationship would constitute a conflict of interest. The Underwriter will promptly disclose in writing to the HFA all business relationships which might constitute a conflict of interest in order for the HFA to issue a binding determination concerning the existence or nonexistence of any conflict of interest.
3. A person or affiliate who has been placed on the State of Florida Convicted Vendor List following a conviction for a public-entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor List.

C. SUBMITTAL INSTRUCTIONS

Unchecked boxes do not apply to this solicitation.

- Only interested firms from the Sheltered Market may respond to this solicitation.
- This solicitation is open to the general marketplace.

Interested firms may supply requested information in the "Evaluation Criteria" section by typing right into the document using Microsoft Word.

Submit twelve (12) copies and one (1) CD or flash drive in electronic format of all the requested materials to:

Housing Finance Authority of Broward County
110 N.E. 3rd Street, Suite 300
Fort Lauderdale, FL 33301
RE: RLI Number: 20240213-BU5

The Housing Finance Authority of Broward County (HFA) must receive submittals no later than 4:00 p.m. on March 29, 2024. The HFA will not accept electronically transmitted, late, or misdirected submittals. If fewer than three interested firms respond to this solicitation, the Executive Director of the HFA may extend the deadline for submittal by up to four (4) weeks. Submittals will only be opened following the final submittal due date.

The HFA shall evaluate the proposals on the basis of qualifications and relevant experience. It is necessary for proposers to read the RLI document carefully and respond fully to the requirements of this RLI.

For Additional Project Information Contact:

Project Manager:	Josie Kotsioris
Phone:	(954) 357- 4925
E-mail:	jkotsioris@broward.org

Instructions to Vendors

****NOTICE TO VENDORS****

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

Unchecked boxes do not apply to this solicitation.

- Only interested firms from the Sheltered Market may respond to this solicitation.
- This solicitation is open to the general marketplace.

A. Public Records

1. The HFA does not require any personal information (as defined in Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for any HFA solicitation. Do not include any personal information data in any document submitted to the HFA. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the HFA.

2. THE HFA is subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become public records and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the HFA's website or included in a public records request response unless there is a declaration of confidentiality pursuant to Florida Statutes and in accordance with the procedures in this section. Any material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential" and marked with the specific statute and subsection asserting the exemption from public records. Electronic media, including flash drives, must also comply with this requirement and Vendors must separate any files claimed to be "Confidential." Any written materials that the Vendor claims to be confidential or confidential and exempt under Florida Statutes must be submitted in a separate envelope labeled with "Vendor's name, Attachment to RLI # 20240213-BU5 - Confidential Matter."

B. Submittal Instructions

Projected Schedule	
Submission Open Date:	Monday, April 1, 2024
Short list Date:	Wednesday, May 15, 2024
Presentations:	Wednesday, August 21, 2024

1. Interested Vendors may supply requested information in the "Evaluation Criteria" section below by typing directly into the Solicitation document. Vendors may also prepare responses and any requested ancillary forms using other means but following the same order as presented in the Evaluation Criteria.
2. Submit: Twelve (12) printed copies and one (1) CD or flash drive in a separate disc/drive envelope and labeled with the Vendor's name and the RLI number, containing the following files:

3. One (1) single PDF file containing the Vendor's entire response with each page of the response in the order presented in this Solicitation, including any attachments.
4. Responses to the Evaluation Criteria questions provided in the following formats:
 - a. Microsoft Word for all typed responses
 - b. Microsoft Excel for any spreadsheets
5. Send all requested materials to:

Housing Finance Authority of Broward County
110 N.E. 3rd Street, Suite 300
Fort Lauderdale, Florida 33301
Re: RLI Number: 20240213-BU5

6. The HFA must receive submittals no later than 4:00 pm on March 29, 2024. The HFA will not accept electronically transmitted, late, or misdirected submittals. If fewer than three interested Vendors respond to this Solicitation, the Executive Director may extend the deadline for submittal by up to four (4) weeks. Submittals will only be opened following the final submittal due date.

For all questions or clarifications contact:

Project Manager: Josie Kotsioris
Phone: (954) 357-4900 or 4925
Email: jkotsioris@broward.org

C. Responsiveness Criteria

Definition of a "Responsive Vendor" – a Responsive Vendor means a vendor who submits a response to a solicitation that the Selection Committee. The SC will meet to create a short list of the most qualified firms. The SC may use the matrix and staff analysis in its decision-making process. The HFA will not consider oral or written communications, prior to the conclusion of short-listing the firms, which may vary the terms of the submittals.

Cone of Silence

1. The HFA will impose a Cone of Silence for this Solicitation. A Cone of Silence means a prohibition on certain communications, oral or written, between certain persons as further detailed herein and Section 1-266 of the Broward County Code of Ordinances ("Code of Ordinances"). The Cone of Silence shall begin upon advertisement of the Solicitation and terminate when the HFA or County Commission takes action which ends the Solicitation. During the Cone of Silence communications are prohibited between the following parties:
 - a. Any person or entity, including a Vendor or Vendor's Representative, that seeks a contract, award, recommendation, or approval as part of this Solicitation, or is subject to being evaluated, or having its response evaluated, in connection with this Solicitation; and
 - b. A County Commissioner or County Commissioner's staff, any member of the HFA Board or HFA staff, the Broward County Administrator and Deputy and Assistants to the County Administrator and their respective support staff, or any

person who shall evaluate or recommend firms for selection in this Solicitation process. After commencement of the Cone of Silence, inquiries regarding this Solicitation should be directed to the Executive Director or designee.

A proposal from a Responsive Vendor must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the bid documents to be submitted at the time of bid opening.

Failure to provide the information required below, at the time of submittal opening may result in a recommendation of non-responsive by the Executive Director to the Selection Committee. The Selection Committee will determine whether the firm is responsive to the requirements specified herein. The HFA reserves the right to waive minor technicalities or irregularities as is in the best interest of the HFA.

Below are responsiveness criteria:

1. Lobbyist Registration Requirement Certification: The HFA will apply the requirements of the Lobbyist Registration Act, as described in Chapter 1, Article XIII, of the Code of Ordinances. A Vendor who has retained a lobbyist(s) to lobby in connection with a competitive solicitation shall be deemed non-responsive unless the Vendor, in responding to the Solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration as provided in Section 1-262 of the Code of Ordinances. If, after awarding a contract in connection with the solicitation, the HFA or the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the vendor, the HFA may exercise any contractual right to terminate the contract with the Vendor for convenience. The Lobbyist Registration Certification Form (Attachment F) should be completed and returned with the Vendor's submittal. If not submitted, the Vendor must provide same within three business days of the HFA'S request. Failure to timely submit may result in the Vendor being deemed non-responsive.
2. Joint Venture: If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.
3. Local Vendor Certification for Tiebreaker Criteria: In the event of a tie, the HFA will provide preference a Vendor located in Broward County. The Local Vendor Certification Form (Attachment C) should be completed and returned with the Vendor's Submittal. Failure to provide a valid Local Business Tax Receipt and notarized Local Vendor Certification Form shall prevent the Vendor from receiving credit in the event of a tie, and if applicable, shall prevent the Vendor from receiving any preference(s) allowed under Chapter 1, Article IV, of the Code of Ordinances.

4. Domestic Partnership Act Requirement(s) for Tiebreaker Criteria: The HFA will apply the requirements of the Domestic Partnership Act, as described in Chapter 16½, Article VIII of the Broward County Code of Ordinances for all submittals over \$100,000. The Domestic Partnership Certification Form (Attachment D) should be completed and returned with the Vendor's submittal. Failure to submit the Domestic Partnership Act Certification Form and information as instructions shall result in Vendor being non-responsive to the Domestic Partnership requirements and prevent the Vendor from receiving any preference(s) allowed under the Tiebreaker Criteria.
5. Volume of Work Over Five (5) Years for Tiebreaker Criteria: The Vendor that has the lowest dollar volume of work previously awarded by the HFA over a five (5) year period before the date of submittal will receive preference in the event of a tie. The work shall include any amount awarded to any parent or subsidiary of the Vendor, any predecessor organization, and any company acquired by the Vendor over the time period specified herein. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. The Volume of Work Over Five (5) Years Form (Attachment E) should be completed and returned with the Vendor's Submittal. Failure to submit the Volume of Work Over Five (5) Years Form shall result in Vendor being non-responsive to the requirements herein and prevent the Vendor from receiving any preference(s) allowed under the Tiebreaker Criteria.

D. Responsibility Criteria

Definition of a "Responsible Vendor" – a Responsible Vendor means a vendor who is determined to have the capability in all respects to perform fully the requirements of a solicitation, as well as the integrity and reliability that will ensure good faith performance.

Failure to provide the information required below, at the time of submittal opening may result in a determination of non-responsibility by the Selection Committee.

1. Financial Information: All Vendors are required to permit the HFA to inspect and examine their financial statements. Each Vendor shall submit its most recent two (2) years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements shall be in the form of:
 - a. Balance sheets, income statements and annual reports; or
 - b. Tax returns; or
 - c. SEC filings.

If a Vendor has been in business for less than the number of years of required statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.

If tax returns are submitted, Vendors must ensure that tax returns do not include any personal information as defined under Section 501.171, Florida Statutes. If personal information data is part of financial statements, redact information prior to submitting a response to the HFA.

If a Vendor asserts that any of its financial statements are confidential or trade secret information, the Vendor must make new financial statements which consist, at a minimum, of a balance sheet and income statement which has either been audited or reviewed by an outside, independent certified public accounting (CPA) firm, available in Broward County, Florida, and shall make same available for inspection and examination by the appropriate HFA staff prior to evaluation by the Selection Committee or no later

than the time specified in writing by the Chair of the Selection Committee. The Chair of the Selection Committee shall be the Chair of the HFA board.

2. Litigation and Other Contract Dispute Information: All Vendors are required to disclose describe all business-related lawsuits and litigation, claims, arbitrations, and administrative hearings; negligence; errors and omissions; and contract defaults, terminations, suspensions, or failure to perform brought by or against the Vendor, its predecessor organization (s), any of its wholly-owned subsidiaries, or its principals and officers during the last three (3) years. The list shall include all case names; case; arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the matter or the current status if the matter has not become final.
3. Office of Economic and Small Business Development Program: There is no County Business Enterprise (CBE) goals for this Solicitation.

E. Additional Vendor Information and Certifications

1. Insurance Requirements: The insurance requirements attached to this Solicitation reflects the insurance requirements deemed necessary for this project. While it is not necessary to have this level of insurance in effect at the time of solicitation response, all Vendors are required to either submit insurance certificates indicating that the Vendor currently carries the level insurance coverages or submit a letter from the insurance carrier indicating Vendor can obtain the required insurance coverages.
2. Drug-Free Workplace Requirements Certification: The HFA will require that Vendors certify the establishment of a drug free workplace program. The Drug-Free Workplace Certification Form (Attachment A) should be completed and returned with the Vendor's submittal.
3. Non-Collusion: By responding to this Solicitation, the Vendor certifies that this offer is made independently and free from collusion. The Non-Collusion Statement Form (Attachment B) should be competed and returned with the Vendor's submittal. Failure to disclose any relationship described in the Non-Collusion Statement Form shall be reason for debarment or suspension from future HFA solicitations for the specified suspension/debarment period.

Selection Process

A Selection Committee comprised of the HFA's board members will be responsible for recommending the most qualified Vendors and ranking them for negotiation. The Selection Committee members and the date/time for Selection Committee meetings is available on the HFA's website. The process for this Solicitaion may proceed in the following manner:

Review Responses

The HFA staff will first review all submittals received and prepare an analysis report which includes a matrix of responses submitted by the Vendors. Staff will also identify any incomplete responses.

The Executive Director will then review the information provided in the matrix and will make a recommendation to the Selection Committee as to each Vendor's responsiveness to the requirements of this Solicitaion. The final determination of responsiveness rests solely on the decision of the Selection Committee.

Short Listing

The Selection Committee will meet to create a short list of the most qualified Vendors. The Selection Committee may use staff's analysis, the Executive Director's recommendations, and each Vendor's qualifications, relevant experience, and responses to the Evaluation Criteria in its decision-making process. It is necessary for Vendor's to read this Solicitation carefully and to respond fully to all requirements of this Solicitation.

Demonstrations

Unchecked boxes do not apply to this solicitation.

If this box is checked, then this project may lend itself to an additional step where short-listed firms demonstrate the nature of their offered solution. In those cases, staff, and sometimes members of the SC, may request a representative display or demonstration. If the SC decides that demonstrations are necessary, short-listed firms will receive a description of, and arrangements for, the desired demonstration.

Presentations/Interviews/Rankings

Vendors that are determined to be both responsive and responsible to the requirements of the Solicitation and/or shortlisted (if applicable) will have an opportunity to make oral presentation to the Selection Committee on the Vendor's approach to the services to be provided under this Solicitation and the Vendor's ability to perform. To Selection Committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary.

Presentations during the Selection Committee are closed. Only the Selection Committee members, HFA staff, and the Vendor and their team schedule for that presentation will be present in the meeting during the presentation and subsequent question and answer period.

The Selection Committee may elect to conduct oral interviews with all responsive and responsible Vendors.

Selection Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Pricing

Unchecked boxes do not apply to this solicitation.

- Price may be considered in the final evaluation and ranking of the short-listed Vendors. If the Selection Committee will consider price, staff will provide each short-listed Vendor with a pricing submittal instrument and instructions for its preparation and delivery.
- Price will not be a factor in evaluating or ranking the interested firms.

Combination Meeting Option

If there are five (5) or less proposals received, the short list meeting and the Vendor presentations may be combined in one (1) meeting.

Rejection of Responses

The Selection Committee may recommend to the Executive Director that all responses to this Solicitation be rejected.

Vendor Protest

The HFA will utilize the procedural and filing fee requirements set forth in Part X, Chapter 21, of the Broward County Administrative Code ("Administrative Code") if a Vendor intends to protest this Solicitation or a proposed award of a contract, as follows:

1. Any written protest concerning the specifications or requirements of a solicitation (or of any addenda thereto) must be received by the Executive Director within five (5) business days after the applicable solicitation (or addenda) is posted on the HFA's website.
2. Any written protest concerning a proposed award or ranking must be received by the Executive Director within five (5) business days after the proposed award or ranking is posted on the HFA's website.

Failure to file a written protest so that it is received by the Executive Director within the timeframes set forth in this section shall constitute a waiver of the right to protest. A protest submitted to anyone other than the Executive Director shall not be a valid protest.

EVALUATION CRITERIA

With regard to these criteria, the HFA reserves the right to obtain additional information from interested firms.

<p>Profile and Qualifications</p>	<p>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</p>
<p>1. Provide a brief history of the Firm, including the year organized, ownership, affiliated companies and relationships, and the number of total employees.</p>	
<p>2. Describe your experience in providing the services or engaging in activities as they relate to the services requested in this RLI.</p> <p>State whether your firm is to be considered only as senior manager, or as co-senior manager or both.</p>	
<p>3. Describe the Firm's presence in Florida, and describe the Firm's ability to be accessible to HFA staff, availability for bond closings, meetings, consultations, etc.</p>	
<p>4. Describe the Firm's ability to provide the services requested in this RLI immediately upon award of the Contract.</p>	
<p>5. Please provide a listing of underwriting services for housing bond issues including date of issuance, issue name, size, and other participating underwriters, if any, that your firm has provided in Florida over the past five years. Use the following format:</p> <ul style="list-style-type: none"> (a) Single family issues for which your firm acted as senior manager (b) Single family issues for which your firm acted as co-manager (c) Single family issues for which your firm acted as financial advisor (d) Single family issues for which your firm acted as remarketing agent (e) Multi-family issues for which your firm acted as senior manager/ placement agent 	

<p>(f) Multi-family issues for which your firm acted as co-manager</p> <p>(g) Multi-family issues for which your firm acted as financial advisor</p> <p>(h) Multi-family issues for which your firm acted as remarketing agent</p>	
<p>6. Will the selection of your firm or any employee of your firm result in any current or potential conflict of interest? If so, your firm's response must specify the party with which the conflict exists or might arise, the nature of the conflict and whether your firm would step aside or resign from the engagement or representation creating the conflict.</p>	
<p>7. Does anyone on your team have, or over the past five (5) years, have had a business or employment relationship or a compensation agreement of any kind with any member of the Board of County Commissioners, any County Department Director or any other staff of Broward County Government or any member of the Housing Finance Authority Board? If yes, please state the name of the individual, with whom the relationship was with, and the nature of the relationship.</p>	
<p>8. Provide a list of state or local housing agencies for which the Firm provided financial services for multifamily and/or single-family mortgage revenue bond issues and provides services similar to those requested of the RLI. Indicate what the current relationship is to each agency as well as the account representative assigned to the agency.</p>	
<p>9. Supply legal firm name, headquarters address, local office addresses, state of incorporation, and key firm contact names with their phone numbers and e-mail addresses.</p>	
<p>10. All firms are required to permit the Housing Finance Authority to inspect and examine their financial statements in order to demonstrate their financial capabilities. Each firm shall submit their most recent two (2) years of financial statements for review. If a firm is privately held and asserts that its financial statements are a confidential trade secret information, the firm shall still make its financial statements available in Broward County, Florida, for inspection and examination</p>	

<p>by the appropriate staff prior to the evaluation rating. The financial statements are not required to be audited financial statements. An element of responsibility for purposes of disclosing the financial statements required by this RLI, is that the firm act in good faith in making its disclosure. Therefore, with respect to the number of years of financial statements required by this RLI, the firm must fully disclose the information for all years available; provided, however, that if the firm has been in business for less than the required number of years, then the firm must disclose for all years of the required period that the firm has been in business, including any partial year-to-date financial statements. The HFA may consider the unavailability of the most recent year's financial statements in its evaluation.</p>	
<p>11. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the interested firm, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.</p>	
<p>12. Identify fully the extent to which your firm, or individual partners or employees of your firm, are the subject of any ongoing municipal securities investigation; are a party to any municipal securities litigation or arbitration; or are the subject of a subpoena in connection with a municipal securities investigation. Additionally, include any such investigations which concluded in an enforcement or disciplinary action ordered or imposed within the last three years.</p>	
<p>13. List and describe all criminal proceedings or hearings concerning business related offenses in which the interested firm, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.</p>	
<p>14. Discuss your firm's knowledge of programs such as SHIP, CDBG, and HOME, as well as any other funding programs which can be linked with single family bond programs. Also discuss your firm's activities in linking such programs with bond issues and any special targeting components structured by your firm.</p>	
<p>15. Please provide at least three (3) client references from among your Housing Finance</p>	

<p>Authority clients (preferably those located in Florida) for which your firm has served as senior manager (or co-senior manager).</p>	
<p>16. Please provide a discussion of fees your firm would charge and include the following information:</p> <p>(a) List the gross underwriting spread on the last three single family negotiated bond issues (give par amounts) for which your firm was senior manager, and identify those issues as to the issuer, date of issuance, principal amount, structure, number of co-managers, insurance or credit enhancement, rating and similar information which identifies the basic size, strength and nature of the issues. Please identify any reasons why the services your firm would provide to the HFA and/or the fees your firm would charge the HFA would vary considerably for comparable issues.</p> <p>(b) Describe how your firm prices the management fee, takedown and risk elements of the spread, including the primary factors affecting the price of each element and whether each price is determined based on current market conditions for single family and multi-family bond issues.</p>	
<p>17. Describe any recent innovative housing financing techniques that your firm has developed. Identify the transactions in which these techniques were used.</p>	
<p>18. Provide a brief statement outlining the strengths and attributes which your appointment as Underwriter would bring to the HFA.</p>	
<p>19. Insurance Requirements: Attached is a sample Certificate of Insurance. It reflects the insurance requirements deemed necessary for this project. It is not necessary to have this level of insurance in effect at the time of submittal but it is necessary to submit certificates indicating that the firm currently carries the insurance or to submit a letter from the carrier indicating upgrade availability.</p>	
<p>20. Public Entity Crimes Statement: A person or affiliate who has been placed on the convicted</p>	

<p>vendor list following a conviction for a public entity crime may not submit an offer to perform work as a consultant or contract with a public entity, and may not transact business with Broward County for a period of 36 months from the date of being placed on the convicted vendor list. Submit a statement fully describing any violations of this statute by members of the interested firm or its joint venturers.</p>	
<p>21. No Contingency Fees: By responding to this solicitation, each firm warrants that it has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation. For Breach or violation of this provision, the HFA shall have the right to reject the firm's response or terminate any agreement awarded without liability at its discretion, or to deduct from the agreement price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.</p> <p>Submit an attesting statement warranting that the Responder has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation.</p>	
<p>22. Drug Free Workplace:</p> <p>1. Do you have a drug free workplace policy?</p> <p>If so, please provide a copy of your drug free workplace policy in your proposal.</p> <p>2. Does your drug free workplace policy comply with Section 287.087 of the Florida Statutes?</p> <p>If your drug free workplace policy complies with Section 287.087 of the Florida Statutes, please complete the Drug Free Workplace Policy Certification Form. Attachment A</p> <p>3. If your drug free workplace policy does not comply with Section 287.087 of the Florida</p>	<p>1. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

<p>Statutes, does it comply with the drug free workplace requirements pursuant to Section 21.31.a.2 of the Broward County Procurement Code?</p> <p>If so, please complete the attached Drug Free Workplace Policy Certification Form.</p> <p>4. If your drug free workplace policy does not comply with Section 21.31.a.2 of the Broward County Procurement Code, are you willing to comply with the requirements Section 21.31.a.2 of the Broward County Procurement Code?</p> <p>If so, please complete the attached Drug Free Workplace Policy Certification Form.</p> <p>(Attachment A)</p> <p>Failure to provide a notarized Certification Form in your proposal indicating your compliance or willingness to comply with Broward County's Drug Free Workplace requirements as stated in Section 21.31.a.2 of the Broward County Procurement Code may result in your firm being ineligible to be awarded a contract pursuant to Broward County's Drug Free Workplace Ordinance and Procurement Code</p>	<p>4. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>23. Non-Collusion Statement: By responding to this solicitation, the vendor certifies that this offer is made independently and free from collusion. Vendor shall disclose on the "Non-Collusion Statement Form" (Attachment B) to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135(1) (c), Florida Statutes (1989), who is an officer or director of, or had a material interest in, the vendor's business, who is in a position to influence this procurement.</p> <p>Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity</p>	

<p>pertinent to this procurement is presumed, for purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor. Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.</p>	
--	--

<p>Profile and Experience of Individuals</p>	<p><i>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</i></p>
<p>1. Provide the name, title, office location, phone number, e-mail address, and brief resumes for the professionals who will be assigned to the HFA account. Include their level of responsibility and availability. Describe the professional background of these individuals, particularly their relevant state and local housing finance experience. Please designate the percentage of work for which each team member will be responsible.</p>	
<p>Evaluation Criteria – Tiebreaker Criteria</p>	<p><i>Provide answers below. If you are submitting a response as a joint venture, you must respond to each question for each entity forming the joint venture. Furthermore, to receive credit for a tiebreaker criterion, each entity forming the joint venture must meet the tiebreaker criteria. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</i></p>
<p>Location in Broward County</p> <p>1. Is your firm located in Broward County?</p> <p>2. Does your firm have a valid current Broward County Local Business Tax Receipt?</p>	<p>1. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

<p>3. Has your firm (a) been in existence for at least six (6) months prior to the proposal opening (b) providing services on a day to day basis (c) at a business address physically located within the limits of Broward County (d) in an area zoned for such business and (e) the services provided from this location are substantial component of the offered in the firm's proposal? If so, please provide the interested firm's business address in Broward County, telephone number(s), email address, evidence of the Broward County Local Business Tax Receipt and complete the attached Local Vendor Certification Form (Attachment C). Failure to provide a valid Broward County Local Business Tax Receipt and a notarized Certification Form in your proposal shall prevent your firm from receiving credit under Broward County's tiebreaker criteria of Section 21.31.d of the Broward County Procurement Code and, if applicable, shall prevent your firm from receiving any preference(s) allowed under Broward County's Local Preference Ordinance.</p>	<p>3. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p style="text-align: center;">Domestic Partnership Act</p> <p>The requirements of the Broward County Domestic Partnership Act (Section 16-1/2 – 157 of the Broward County Code of Ordinances, as amended) do not apply to solicitations resulting in a contract for goods or services valued at \$100,000 or less. However, firms providing domestic partnership benefits may receive credit in a tie breaker circumstance pursuant to Section 21.31.d of the Broward County Procurement Code. Therefore, please note the following:</p> <p>The attached Domestic Partnership Certification Form (Attachment D) must be completed and returned with the RLI Submittal Response at the time of the opening deadline.</p> <p>1. Do you have a domestic partnership benefit program?</p> <p>If so, please provide a copy of your</p>	<p>1. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

<p>domestic partnership benefit program in your proposal and complete Attachment D "Domestic Partnership Benefit Certification Form."</p> <p>2. Does your domestic partnership benefit program provide benefits which are the same or substantially equivalent to those benefits offered to other employees in compliance with the Broward County Domestic Partnership Act of 2011, Broward County Ordinance # 2011-26, as amended?</p>	<p>2. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Volume of Work Over Five (5) Years</p> <p>Vendor that has the lowest dollar volume of work previously awarded by the County over a five (5) year period from the date of the submittal will receive the tie break preference. The work shall include any amount awarded to any parent or subsidiary of the vendor, any predecessor organization and any company acquired by the vendor over the past five (5) years. If the vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.</p> <p>If applicable complete Attachment E (Report only amounts awarded as <u>Prime Vendor</u>)</p> <p>To be considered for the Tie Break preference, this completed Attachment E must be included with the RLI Submittal Response at the time of the opening deadline.</p>	<p>\$</p>

SAMPLE CERTIFICATE OF INSURANCE

INSURANCE REQUIREMENTS

Project: RLI for Audit Services for Single-Family and Multi-Family Mortgage Revenue Bonds
Agency: Housing Finance Authority

TYPE OF INSURANCE	ADDL INSD	SUBR WVD	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
GENERAL LIABILITY - Broad form <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input type="checkbox"/> XCU Explosion/Collapse/Underground <input checked="" type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury Per Occurrence or Claims-Made: <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made Gen'l Aggregate Limit Applies per: <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury Property Damage Combined Bodily Injury and Property Damage Personal Injury Products & Completed Operations	\$1,000,000	\$2,000,000
AUTO LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto, If applicable <i>Note: May be waived if no driving will be done in performance of services/project.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury (each person) Bodily Injury (each accident) Property Damage Combined Bodily Injury and Property Damage	\$500,000	
<input type="checkbox"/> EXCESS LIABILITY / UMBRELLA Per Occurrence or Claims-Made: <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/> WORKER'S COMPENSATION <i>Note: U.S. Longshoremen & Harbor Workers' Act & Jones Act is required for any activities on or about navigable water.</i>	N/A	<input checked="" type="checkbox"/>	Each Accident	STATUTORY LIMITS	
<input checked="" type="checkbox"/> EMPLOYER'S LIABILITY			Each Accident	\$100,000	
<input type="checkbox"/> CYBER LIABILITY	<input type="checkbox"/>	<input type="checkbox"/>	If claims-made form: Extended Reporting Period of: *Maximum Deductible:		
<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)	N/A	<input checked="" type="checkbox"/>	If claims-made form: Extended Reporting Period of: *Maximum Deductible:	\$2,000,000 3 years \$100,000	
Description of Operations: "Broward County" shall be listed as Certificate Holder and endorsed as an additional insured for liability, except as to Professional Liability. County shall be provided 30 days written notice of cancellation, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from the County, self-insurance or otherwise. Any self-insured retention (SIR) higher than the amount permitted in this Agreement must be declared to and approved by County and may require proof of financial ability to meet losses. Contractor is responsible for all coverage deductibles unless otherwise specified in the agreement.					

CERTIFICATE HOLDER:
 Broward County
 115 South Andrews Avenue
 Fort Lauderdale, Florida 33301


Digitally signed by
 COLLEEN A. FORMALL
 DN: cn=Colleen A. Formall,
 o=Broward County,
 ou=Insurance Services,
 email=colleen.formall@broward.org,
 c=FL
 Risk Management Division

ATTACHMENT A

Drug Free Workplace Policy Certification

THE UNDERSIGNED VENDOR HEREBY CERTIFIES THAT:

1. _____ THE VENDOR HAS A DRUG FREE WORKPLACE POLICY AS IDENTIFIED IN THE COMPANY POLICY ATTACHED TO THIS CERTIFICATION.

AND/OR

2. _____ THE VENDOR HAS A DRUG FREE WORKPLACE POLICY THAT IS IN COMPLIANCE WITH SECTION 287.087 OF THE FLORIDA STATUTES.

AND/OR

3. _____ THE VENDOR HAS A DRUG FREE WORKPLACE POLICY THAT IS IN COMPLIANCE WITH THE BROWARD COUNTY DRUG FREE WORKPLACE ORDINANCE # 1992-08, AS AMENDED, AND OUTLINED AS FOLLOWS:

- (a) Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- (b) Establishing a continuing drug-free awareness program to inform its employees about:
 - (i) The dangers of drug abuse in the workplace;
 - (ii) The offeror's policy of maintaining a drug-free workplace;
 - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph (a);
- (d) Notifying all employees, in writing, of the statement required by subparagraph (a), that as a condition of employment on a covered contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five (5) days after such conviction.
- (e) Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision (d) (ii) above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (f) Within 30 calendar days after receiving notice under subparagraph (d) of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
 - (i) Taking appropriate personnel action against such employee, up to and including termination; or
 - (ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs (a) through (f).

OR

4. _____ THE VENDOR DOES NOT CURRENTLY HAVE A DRUG FREE WORKPLACE POLICY BUT IS WILLING TO COMPLY WITH THE REQUIREMENTS AS SPECIFIED IN NO. 3

(VENDOR SIGNATURE)

(PRINT VENDOR NAME)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by

_____ as _____ of
(Name of person who's signature is being notarized) (Title)

_____ known to me to be the person described herein, or who produced
(Name of Corporation/Company)

_____ as identification, and who did/did not take an oath.
(Type of Identification)

NOTARY PUBLIC:

(Signature)

(Print Name)

My commission expires: _____

ATTACHMENT B

Non-Collusion Statement:

By signing this offer, the vendor certifies that this offer is made independently and free from collusion. Vendor shall disclose below, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Fla. Stat. (1989), who is an officer or Executive Director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement. Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

NAME

RELATIONSHIPS

In the event the vendor does not indicate any names, the County shall interpret this to mean that the vendor has indicated that no such relationships exist.

ATTACHMENT C

Local Vendor Certification

Tiebreaker Criteria (or Local Preference if Applicable)

THE UNDERSIGNED VENDOR HEREBY CERTIFIES THAT:

1. _____ THE VENDOR IS A LOCAL VENDOR IN BROWARD COUNTY AND HAS A VALID BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT WHICH IS ATTACHED TO THIS CERTIFICATION

AND

2. _____ THE VENDOR IS A LOCAL VENDOR IN BROWARD COUNTY AND:

(a) Has been in existence for at least six (6) months prior to the proposal opening;

(b) Provides services on a day to day basis at a business address physically located within the limits of Broward County and in an area zoned for such business; and

(c) The services provided from this location are a substantial component of the services offered in the vendor's proposal.

AND/OR

3. _____ THE VENDOR IS A LOCAL VENDOR IN BROWARD OR MIAMI-DADE COUNTY AND HAS A VALID CORRESPONDING COUNTY LOCAL BUSINESS TAX RECEIPT WHICH IS ATTACHED TO THIS CERTIFICATION AND:

(a) Has been in existence for at least ONE YEAR prior to the proposal opening;

(b) Provides services on a day to day basis at a business address physically located within the limits of Broward or Miami-Dade County and in an area zoned for such business; and

(c) The services provided from this location are a substantial component of the services offered in the vendor's proposal.

(VENDOR SIGNATURE)

(PRINT VENDOR NAME)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____,

by _____ as _____ of
(Name of person who's signature is being notarized) (Title)

_____ known to me to be the person described herein, or who produced
(Name of Corporation/Company)

_____ as identification, and who did/did not take an oath.
(Type of Identification)

NOTARY PUBLIC:

(Signature)

(Print Name)

My commission expires: _____

ATTACHMENT D

Domestic Partnership Certification

NOTE: In order to qualify for the Tie Break, this Form must be completed and returned with the RLI submittal at the time of the opening.

The Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, (Section 16-1/2 -157 of the Broward County Code of Ordinances, as amended); and certifies the following: **(Please check only one below).**

1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the sa

me basis as it provides benefits to employees' spouses

2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses

3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award

4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(Please check only one below).**

The Vendor's price bid for the initial contract term is \$100,000 or less.

The Vendor employs less than five (5) employees.

The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.

The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.

The Vendor does not provide benefits to employees' spouses.

The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent.)

The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation. (State the law, statute or regulation and attach explanation of its applicability.)

I, _____, _____ of _____
(Name) (Title) (Vendor)

hereby attests that I have the authority to sign this notarized certification and certify that the above-referenced information is true, complete and correct.

Signature

Print Name

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20__

STATE OF _____ COUNTY OF _____

Notary Public My commission expires: _____ (SEAL)

(Print, type or stamp commissioned name of Notary Public)

Personally Known _____ or Produced Identification _____ Type of Identification Produced: _____

ATTACHMENT E

Volume of Work Over Five (5) Years
Tie Breaker Criteria Broward County Projects

The work shall include any amount awarded to any parent or subsidiary of the vendor, any predecessor organization and any company acquired by the vendor over the past five (5) years. If the vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. **(Report only amounts awarded as a Prime Vendor) IF no work has been performed, show a Grand Total of \$0**

Item No.	Project Title	Solicitation Contract Number Bid – Quote – RLI - RFP	Broward County Department or Division	Date Awarded	Awarded Dollar Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
				Grand Total	

ATTACHMENT F

LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION FORM

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration required under the Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.

- It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyist retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist: _____

Lobbyist's Firm: _____

Phone: _____

Email: _____

Name of Lobbyist: _____

Lobbyist's Firm: _____

Phone: _____

Email: _____

Authorized Signature/Name: _____

Date: _____

Title: _____

Vendor Name: _____

ATTACHMENT 2

PUBLIC NOTICE
HOUSING FINANCE AUTHORITY OF BROWARD COUNTY, FLORIDA
BOND UNDERWRITING SERVICES FOR SINGLE-FAMILY AND MULTI-FAMILY MORTGAGE REVENUE BOND

REQUEST FOR LETTERS OF INTEREST

Request for Letter Interest No. 20240213-BU5 – The Housing Finance Authority of Broward County, Florida (the “HFA”) will accept sealed responses to the Request for Letter of Interest (RLI) from firms qualified to do business in the State of Florida, who are interested in providing bond underwriting, placement agent, remarketing agent and/or other services in relation to the Single and Multi-Family Mortgage Revenue Bond Issues of the HFA. Those firms who are interested in providing Bond Underwriting Services in relation to the HFA Single and Multi-Family Mortgage Revenue Bonds are encouraged to apply.

Submittals for this RLI will be received at the Housing Finance Authority at 110 NE 3rd Street, Suite 300 Fort Lauderdale, Florida 33301 no later than 4:00pm on Friday, March 29, 2024.

To obtain a copy of this solicitation at no charge, access the website <http://www.broward.org/hfa/Pages/PublicNotices.aspx> or call the Housing Finance Authority at (954) 357-4900 or 4925. The Housing Finance Authority has enacted a Code of Silence which generally prohibits communications with anyone serving on a Selection Committee or anyone who evaluates or recommends selection in the procurement process. Said prohibition begins upon short listing and terminates upon award.

One Day, Thursday, February 29, 2024
SUN SENTINEL

PLEASE RETURN ONE (1) PROOF OF PUBLICATION AND BILL
TO:

Josie Kotsioris
Housing Finance Authority of Broward County
110 Northeast 3rd Street, Suite 300
Fort Lauderdale, FL 33301
(954) 357-4900 or (954) 357-4925

ITEM 10

Housing Finance Authority of Broward County

Dufresne CPA Services, PA – Overview of the January 2024 Financial Reports

The following are items considered to be of note regarding the financial reports for the month of January 2024:

- Balance sheets (Attachments 1 and 2) changes relate primarily to individual cash and investment account activity, including payments to BOCC and cash received on investments.
- Audit adjustments posted to reverse accruals for items properly reported on audited financial statements and/or end of year closing entries.
- Profit and Loss (Attachments 3, 4, and 5) – Total income exceeds budget, primarily as a result of the application and authority fees received in connection with increased bond issuance activity and positive change in market value of investment portfolio. Expenses are less than budget.

Cash vs Accrual Basis for P&L Budget to Actual comparison (Attachment 5)

On a monthly basis the process to prepare the financial statements includes:

- a. Budgetary column – Cumulative 1/12 of the budgeted revenues and expenses are reported
- b. Actual column – Significant known revenue and expense items are accrued
 - a. Authority fees receivable are adjusted to correct accrual basis balance
 - b. Cumulative 1/12 of budgeted Personnel and Other Expenses due to BOCC are adjusted to correct accrual basis balance
 - c. Expenses for all invoices submitted to the HFA prior to month end are paid and recorded in the financial statements.
 - d. Bank and account management fees that are reported on the monthly bank statements are recorded as expense in the applicable month.

Index to Attachments

- Attachment 1, Page 2: Balance Sheet (Flux Report – January 2024 comparison to December 2023)
- Attachment 2, Page 3: Balance Sheet (Flux Report – January 2024 comparison to January 2023)
- Attachment 3, Page 4: P&L (Flux Report – January 2024 comparison to December 2023)
- Attachment 4, Page 5: P&L (Flux Report – January 2024 comparison to January 2023)
- Attachment 5, Page 6: P&L (Flux Report – Budget to Actual)
- Attachment 6, Page 7: Aged Receivables Report as of January 31, 2024
- Attachment 7, Page 8: Wells Fargo Bank Reconciliation Report – Operating at January 31, 2024
- Attachment 8, Page 9: Cumulative Net Change in Investment Value as of January 31, 2024

Attachment 1
The Housing Finance Authority of Broward County
110 NE Third Street, #300
Fort Lauderdale, FL 33301
Balance Sheet (Flux Report)
1/31/2024

	Jan-24	Dec-23	\$ Difference	% Difference	*Explanation
Assets					
Cash-Wells Fargo	\$ 873,927	\$ 1,330,752	(456,825)	-34%	3
Cash-LOC	6,855	6,823	32	0.5%	
Indemnification Fund -BNY					
Good Faith Deposits	\$ 300,000				
Indemnification Deposits	660,000				
Interest	77,181				
	1,037,181	1,087,588	(50,407)	-5%	
Cash-BNY Mellon Custody Account	2,794,303	2,065,073	729,230	35%	3
Total Cash	4,712,266	4,490,236			
Investments-BNY Mellon Custody Account	11,722,041	11,730,550	(8,509)	-0.1%	
Note Receivable-DPA	200,000	200,000	-	NA	
Authority Fees Receivable	82,304	40,802	41,502	102%	1
Interest Receivable	90,973	70,078	20,895	30%	1
Notes Receivable-CDC	142,639	143,611	(972)	-1%	
Notes Receivable - Mt. Olive	116,156	121,156	(5,000)	-4%	
HFA Mortgage Receivables	6,602	6,602	-	NA	
Whole Loan Mortgages Receivable	223,633	223,633	-	NA	
Allowance for Doubtful Whole Loan Mortgages	(70,523)	(70,523)	-	NA	
HFA Land	621,704	621,704	-	NA	
HFA Buildings	1,036,000	1,036,000	-	NA	
Equipment	90,258	90,258	-	NA	
Capital Assets BOCC (Tagged)	127,474	127,474	-	NA	
Accumulated Depreciation -BOCC	(127,474)	(127,474)	-	NA	
Accumulated Depreciation, HFA	(815,459)	(815,459)	-	NA	
Total Assets	18,158,594	17,888,648			
Deferred Outflows					
Deferred outflows related to pension	160,218	160,218	-	NA	
Total Assets and Deferred outflows	\$ 18,318,812	\$ 18,048,866			
Liabilities					
Accrued Sick/Vacation, ST	\$ 43,000	\$ 43,000	-	NA	
Due to BOCC - Exp reimb	353,490	274,933	78,557	29%	1
Good Faith Deposits	300,000	375,000	(75,000)	-20%	2
Net Pension Liability - Pension	478,858	478,858	-	NA	
Net Pension Liability - HIS	155,814	155,814	-	NA	
Accrued Sick/Vacation, LT	77,000	77,000	-	NA	
Total Liabilities	1,408,162	1,404,605			
Deferred Inflows					
Deferred inflows related to pension	29,246	29,246	-	NA	
Equity					
Beginning of year	16,119,886	16,119,886			
Prior Period Adjustment	6,220	6,220	-	NA	
Current Year Earnings	755,297	488,908			
Total Equity	16,881,404	16,615,015			
Total Liabilities, Deferred Inflows and Equity	\$ 18,318,812	\$ 18,048,866			

***Criteria to determine if explanations are required:**

Cash and investment fluctuation explanations are provided for >=\$100,000 variance

Remaining items explanations are provided for >=10% and >=\$5,000 variance

NA No change as compared to prior month

- 1 Timing of receipts/payments and accruals based on budget**
- 2 Lauderhill Point good faith deposit returned**
- 3 Transfer from Wells Fargo to BNY Mellon Custody**

Attachment 2
The Housing Finance Authority of Broward County
110 NE Third Street, #300
Fort Lauderdale, FL 33301

Balance Sheet (Flux Report)
1/31/2024

	Jan-24	Jan-23	\$ Difference	% Difference	*Explanation
Assets					
Cash-Wells Fargo	\$ 873,927	\$ 1,542,029	(668,102)	-43%	4
Cash-LOC	6,855	6,521	334	5%	
Indemnification Fund -BNY					
Good Faith Deposits	\$ 300,000				
Indemnification Deposits	660,000				
Interest	77,181				
	1,037,181	854,782	182,399	21%	3
Cash-BNY Mellon Custody Account	2,794,303	541,243	2,253,060	416%	2,4
Total Cash	4,712,266	2,944,575			
Investments-BNY Mellon Custody Account	11,722,041	11,759,439	(37,398)	-0.3%	
Note Receivable-DPA	200,000	200,000	-	NA	
Authority Fees Receivable	82,304	61,630	20,674	34%	1
Interest Receivable	90,973	103,301	(12,328)	-12%	1
Notes Receivable-CDC	142,639	154,306	(11,667)	-8%	
Notes Receivable-Mt. Olive	116,156	136,156	(20,000)	-15%	5
HFA Mortgage Receivables	6,602	7,175	(573)	-8%	
Whole Loan Mortgages Receivable	223,633	251,149	(27,516)	-11%	7
Allowance for Doubtful Whole Loan Mortgages	(70,523)	(102,104)	31,581	-31%	7
HFA Land	621,704	621,704	-	NA	
HFA Buildings	1,036,000	1,036,000	-	NA	
Equipment	90,258	90,258	-	NA	
Capital Assets BOCC (Tagged)	127,474	127,474	-	NA	
Accumulated Depreciation -BOCC	(127,474)	(127,474)	-	NA	
Accumulated Depreciation, HFA	(815,459)	(789,559)	(25,900)	3%	
Total Assets	18,158,594	16,474,030			
Deferred Outflows					
Deferred outflows related to pension	160,218	149,338	10,880	7%	
Total Assets and Deferred outflows	\$ 18,318,812	\$ 16,623,369			
Liabilities					
Accrued Sick/Vacation, ST	\$ 43,000	\$ 39,000	4,000	10%	
Due to BOCC - Exp reimb	353,490	308,399	45,091	15%	1
Good Faith Deposits	300,000	300,000	-	NA	
Net Pension Liability - Pension	478,858	136,813	342,045	250%	6
Net Pension Liability - HIS	155,814	182,602	(26,788)	-15%	6
Accrued Sick/Vacation, LT	77,000	77,000	-	NA	
Total Liabilities	1,408,162	1,043,814			
Deferred Inflows					
Deferred inflows related to pension	29,246	315,521	(286,275)	-91%	6
Equity					
Beginning of year	16,119,886	14,682,364			
Prior Period Adjustment	6,220	15,519	(9,299)	-60%	6
Current Year Earnings	755,297	566,150			
Total Equity	16,881,403	15,264,034			
Total Liabilities, Deferred Inflows and Equity	\$ 18,318,812	\$ 16,623,369			

***Criteria to determine if explanations are required:**

Cash and investment fluctuation explanations are provided for >=\$100,000 variance

Remaining items explanations are provided for >=10% and >=\$5,000 variance

NA No change as compared to prior year

- 1 Timing of receipts/payments and accruals based on budget
- 2 Sales/maturities and earnings in Investments - BNY used to purchase treasury in Cash - BNY
- 3 Closing, indemnity, good faith deposits, and issuer fees received for new bond issues after January 2023
- 4 Transfer from Wells Fargo to BNY Mellon Custody
- 5 Payments received on notes receivable after January 2023
- 6 Audit adjustments
- 7 Adjustments to agree to Cenlar

Attachment 3
The Housing Finance Authority of Broward County
110 NE Third Street, #300
Fort Lauderdale, FL 33301
Profit & Loss (Flux Report)
1/31/2024

	<u>Jan-24</u>	<u>Dec-23</u>	<u>\$ Difference</u>	<u>% Difference to Prior Month</u>	<u>*Explanation</u>
Income					
Bond Authority Fees	\$ 342,251	\$ 233,483	108,768	47%	3
Application, TEFRA and Closing Fees	301,500	76,500	225,000	294%	3
MCC and Lender Program Income	175	175	-	0%	
Interest Income, Mortgages	152	152	-	0%	
Interest Income, BNY Mellon	167,150	123,454	43,696	35%	1,2
Interest Income, LOC	120	88	32	36%	
Net Change in Investment Value	378,331	375,818	2,513	1%	
Total Income	<u>\$ 1,189,679</u>	<u>\$ 809,670</u>			
Expenses					
Personnel Services, Broward Co	\$ 247,433	\$ 185,575	61,858	33%	1
Other Expenses, Broward County	66,794	50,096	16,698	33%	1
Professional Fees	75,901	49,694	26,207	53%	1
Bank Management Fees	3,750	1,875	1,875	100%	
Advertising/Marketing	1,070	891	179	20%	
Dues and Membership Fees	2,595	2,595	-	0%	
Building/Land Maintenance	27,924	22,877	5,047	22%	1
Utilities	8,915	7,159	1,756	25%	
Total Expenses	<u>\$ 434,382</u>	<u>\$ 320,762</u>			
Net Profit/(Loss)	\$ 755,297	\$ 488,908	266,389	54%	3

*Explanations provided for >=10% and >= \$5,000 variance

- 1** Timing of receipts/payments and accruals based on budget
- 2** Gain/Loss related to current market conditions and changes in the composition of the investment portfolio
- 3** Receipts related to new bond issues in current month

<u>"%Difference to Prior Month" Column Legend</u>
--

100% - Actual % change or no amount reported in one of the two columns
--

0% - Current month amount is equal to prior month amount
--

Attachment 4
The Housing Finance Authority of Broward County
110 NE Third Street, #300
Fort Lauderdale, FL 33301
Profit & Loss (Flux Report)
1/31/2024

	Jan-24	Jan-23	\$ Difference	% Difference to Prior Year	*Explanation
Income					
Bond Authority Fees	\$ 342,251	\$ 344,192	(1,941)	-1%	
Application, TEFRA and Closing Fees	301,500	303,500	(2,000)	-1%	
MCC and Lender Program Income	175	250	(75)	-30%	
Interest Income, Mortgages	152	165	(13)	-8%	
Interest Income, BNY Mellon	167,150	133,589	33,561	25%	2
Net Change in Investment Value	378,331	243,911	134,420	55%	2
Interest Income, FHLB LOC	120	81	39	48%	
Interest Income, SFDCF Loan	-	3,495	(3,495)	100%	
Total Income	<u>\$ 1,189,679</u>	<u>\$ 1,029,183</u>			
Expenses					
Personnel Services, Broward Co	\$ 247,433	\$ 243,442	3,991	2%	
Other Expenses, Broward County	66,794	64,957	1,837	3%	
Professional Fees	75,901	86,770	(10,869)	-13%	1
Bank Management Fees	3,750	825	2,925	355%	
Advertising/Marketing	1,070	2,644	(1,574)	-60%	
Dues and Membership Fees	2,595	2,595	-	0%	
Building/Land Maintenance	27,924	18,281	9,643	53%	1
Utilities	8,915	8,799	116	1%	
Capital Outlay Expense	-	34,720	(34,720)	100%	1
Total Expenses	<u>\$ 434,382</u>	<u>\$ 463,033</u>			
Net Profit/(Loss)	\$ 755,297	\$ 566,150	189,147	33%	2

*Explanations provided for >=10% and >= \$5,000 variance

1 Timing of receipts/payments and accruals based on budget

2 Related to current market conditions and changes in the composition of the investment portfolio

"%Difference to Prior Year" Column Legend

100% - Actual % change or no amount reported in one of the two columns

0% - Current year amount is equal to prior year amount

Attachment 5
The Housing Finance Authority of Broward County
110 NE Third Street, #300
Fort Lauderdale, FL 33301
Profit & Loss (Flux Report) Budget to Actual
Year to Date As of January 2024

	Selected Period	Budget for Selected Period	\$ Difference	% Difference to budget	*Explanation	Total Annual Budget Amount
Income						
Bond Authority Fees	\$ 342,251	\$ 186,667	(155,584)	-83%	1	\$ 560,000
Application, TEFRA and Closing Fees	301,500	106,667	(194,833)	-183%	1	320,000
MCC and Lender Program Income	175	1,167	992	85%		3,500
Interest Income, Mortgages	152	-	(152)	NA		-
Interest Income, BNY Mellon	167,150	113,000	(54,150)	-48%	2	339,000
Net Change in Investment Value	378,331	-	(378,331)	NA		-
Interest Income, FHLB LOC	120	-	(120)	NA		-
Rent Income	-	48,994	48,994	100%	1	146,982
Total Income	\$ 1,189,679	\$ 456,494				\$ 1,369,482
Expenses						
Personnel Services, Broward Co	\$ 247,433	\$ 247,433	-	0%		\$ 742,300
Other Expenses, Broward County	66,794	66,794	-	0%		200,382
Professional Fees	75,901	73,667	(2,234)	-3%		221,000
Bank Management Fees	3,750	1,867	(1,883)	-101%		5,600
Advertising/Marketing	1,070	1,667	597	36%		5,000
Dues and Membership Fees	2,595	-	(2,595)	NA		10,000
Conference and Travel Expense	-	11,667	11,667	100%	1	25,000
Postage/FedEx	-	67	67	100%		200
Building/Land Maintenance	27,924	28,333	409	1%		85,000
Utilities	8,915	8,333	(582)	-7%		25,000
Capital Outlay Expense	-	16,667	16,667	100%	1	50,000
Total Expenses	\$ 434,382	\$ 456,494				\$ 1,369,482
Net Profit/(Loss)	\$ 755,297	\$ 0				\$ 0

Budgeted Expenses - Actual Expenses = \$ 22,112 Under Budget
--

* Explanations provided for >=10% and >= \$5,000 variance

1 Timing of receipts/payments and accruals based on budget

2 Related to current market conditions and changes in the composition of the investment portfolio

NA - No Budget amount

100% - Actual is zero

Attachment 6
The Housing Finance Authority of Broward County
110 NE Third Street, #300
Fort Lauderdale, FL 33301

Aged Receivables
1/31/2024

BNY Mellon Authority fee receivable	Total Due	0 - 30	31 - 60	61 - 90	90+
2020 Federation Sunrise	\$ 29,293	\$ -	\$ 29,293	\$ -	\$ -
2006 Woodsdale	11,982	11,982	-	-	-
2021 Pembroke Tower II	14,670	14,670	-	-	-
2021 Solaris	14,850	14,850	-	-	-
Total BNY Mellon Authority Fee Receivable	\$ 70,795	\$ 41,502	\$ 29,293	\$ -	\$ -

Regions Authority fee receivable	Total Due	0 - 30	31 - 60	61 - 90	90+
2018 NW Gardens	\$ 11,509	\$ -	\$ -	\$ -	\$ 11,509
Total Regions Authority Fee Receivable	\$ 11,509	\$ -	\$ -	\$ -	\$ 11,509

	Total Due	0 - 30	31 - 60	61 - 90	90+
Total Authority Fee Receivable (combined)	\$ 82,304	\$ 41,502	\$ 29,293	\$ -	\$ 11,509

2885 Broward Housing Finance Authority

110 NE Third Street #300
Fort Lauderdale, FL 33301

Attachment 7

Reconciliation Report

2/6/2024
12:59:45 PM

Page 1

ID#	Date	Memo/Payee	Deposit	Withdrawal
Checking Account: 1-1000 Cash-Wells Fargo				
Date of Bank Statement: 1/31/2024				
Last Reconciled: 12/31/2023				
Last Reconciled Balance: \$1,344,201.98				
 Cleared Checks				
5467	12/14/2023	Dufresne CPA Services, PA		\$7,350.00
5474	12/18/2023	Zomermaand Financial Advisor		\$0.00
GJ001322	1/2/2024	WF:UtilityDebit		\$305.78
5475	1/8/2024	Dufresne CPA Services, PA		\$12,670.00
5476	1/8/2024	Bank of New York Mellon		\$1,875.00
5477	1/8/2024	Amer-plus Janitorial & Mainten		\$4,016.48
GJ001325	1/12/2024	WF Trns to BNY-Custody-Cas		\$700,000.00
GJ001327	1/30/2024	WF:Utility debits		\$1,380.94
Total:			\$0.00	\$727,598.20

Cleared Deposits

GJ001323	1/5/2024	WF:MtOliveQtrlyPmt	\$5,000.00	
GJ001324	1/12/2024	WF:BHS deposit	\$972.22	
GJ001326	1/26/2024	WF:Lauderhill Closing deposit	\$205,000.00	
CR000260	1/26/2024	2024 Lauderhill Point for 00000	\$67,265.75	
Total:			\$278,237.97	\$0.00

Outstanding Checks

5478	1/30/2024	Zomermaand Financial Advisor		\$12,200.00
5479	1/30/2024	Bryant Miller Olive, PA		\$87.18
5480	1/30/2024	Sun-Sentinel		\$178.25
5481	1/30/2024	Krystal Kleer		\$360.00
5482	1/30/2024	TECO Peoples Gas		\$68.89
5483	1/30/2024	Holmes Lawn Services		\$670.00
5484	1/30/2024	Dufresne CPA Services, PA		\$7,350.00
Total:			\$0.00	\$20,914.32

Reconciliation

AccountEdge Pro Balance on 1/31/2024:	\$873,927.43
Add: Outstanding Checks:	\$20,914.32
Subtotal:	\$894,841.75
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	<u>\$894,841.75</u>

Attachment 8
Cumulative Net Change in Investment Value
Prior Year-to-Date Comparison to Current Year-to-Date

	<u>1/31/2023</u>	<u>1/31/2024</u>
BNY Mellon Custody Acct	<u>\$ 243,911</u>	<u>\$ 378,331</u>
Cumulative Net Change in Investment Value		<u>\$ 134,420</u>

ITEM 11

**Housing Finance Authority of Broward County
February 21, 2024 – Board Meeting**

Presentation

Broward County Ten Year Affordable Housing Master Plan

Background

The Board of County Commissioners has engaged the Florida International University, Jorge Perez Metropolitan Center, to prepare a ten year affordable housing master plan.

Staff will provide a brief power point overview of the plan. The Plan is scheduled to be reviewed by the Board of County Commissioners at their February 20, 2024, meeting. If approved, the staff will provide a link to the approved Plan.

Recommendation

Information Only

Attachment

None at this time