

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

This Contract for Affordable Housing Catalyst Program Services #004-2016 (Contract) is entered into by and between the FLORIDA HOUSING FINANCE CORPORATION (Florida Housing), a public corporation and a public body corporate and politic, with headquarters located at 227 North Bronough Street, Suite 5000, Tallahassee, Florida, 32301, and the FLORIDA HOUSING COALITION, INC. (Contractor), located at 1367 East Lafayette Street, Suite C, Tallahassee, Florida, 32301. This Contract shall become effective on July 1, 2016 (Effective Date).

RECITALS

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

AGREEMENT

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

A. ATTACHMENTS

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

Exhibit A, Scope of Work
Exhibit B, Deliverables
Exhibit C, Fee Schedule

B. ENGAGEMENT OF THE CONTRACTOR

The Contractor agrees to provide services in accordance with the terms and conditions hereinafter set forth. The Contractor agrees to perform the services set forth in

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

C. TERM OF CONTRACT

The initial term of this Contract shall be for one year from July 1, 2016.

D. MODIFICATION OF CONTRACT

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

E. INVOICES

The Contractor shall submit invoices to the program contact person in Section J, Administration of Contract. Each invoice for fees shall be in a format that is clearly itemized so that the invoice states the specific services performed and when and where the services were performed. Payment of an undisputed invoice shall be made within a reasonable period of time not to exceed 30 days after receipt of the invoice. If the Contractor is found to be in non-compliance with Florida laws, federal laws, Florida Housing rules or Florida Housing policies governing its duties hereunder, or fails to perform its duties hereunder, any compensation received in connection with this Contract shall be subject to forfeiture to Florida Housing.

F. FEES/COSTS

The Contractor shall be compensated as described in the Fees Schedule attached hereto as Exhibit C.

G. LIABILITY: INDEPENDENT CONTRACTOR; COMPLIANCE WITH LAWS

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

2. This Contract is executed on behalf of Florida Housing by the signatory only in his or her designated capacity as representative and on behalf of Florida Housing. Such individual shall neither have nor incur any individual or personal responsibility or liability under this Contract as a result of such execution.

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

4. The Contractor, together with its agents, suppliers, subcontractors, officers, and employees, shall have and always retain under this Contract the legal status of an independent contractor, and in no manner shall they be deemed employees of Florida Housing or deemed to be entitled to any benefits associated with such employment. During the term of this Contract, the Contractor shall maintain at its sole expense those benefits to which its employees would otherwise be entitled to by law. The Contractor remains responsible for all applicable federal, state, and local taxes, and all FICA contributions.

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

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

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

H. DEFAULT AND REMEDIES

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

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

a. If any report, information or representation provided by the Contractor in

this Contract is inaccurate, false or misleading in any respect;

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

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

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

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

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

g. If the Contractor does not comply with the terms and conditions set forth in Section 420.512(5), Fla. Stat.;

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

i. If the Contractor refuses to permit public access to any document, paper, letter, computer files, or other material subject to disclosure under Florida's Public Records Law.

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

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

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

are not limited to the following:

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

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

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

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

I. TERMINATION

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

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

J. ADMINISTRATION OF CONTRACT

1. The Florida Housing contract manager for this Contract is:

Contracts Manager
Florida Housing Finance Corporation
227 North Bronough St., Suite 5000
Tallahassee, Florida 32301-1329
Phone: 850.488.4197
Fax: 850.414.6548
E-mail: Contracts.Manager@floridahousing.org

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

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

3. The Contractor's contract managers for this Contract are:

Jaimie Ross
President/CEO
Florida Housing Coalition, Inc.
1367 E. Lafayette Street
Tallahassee, Florida 32301
Phone: 850.878.4219
Cell: 850.212.0587
E-mail: Ross@flhousing.org
or the designated successor.

Susan Pourciau
Chief Operating Officer
Florida Housing Coalition, Inc.
1367 E. Lafayette Street
Tallahassee, Florida 32301
Phone: 850.878.4219
Cell: 850.274.9764
E-mail: Pourciau@flhousing.org
or the designated successor.

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

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

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

1. **Public Records**

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

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

- (i) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.

(ii) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

(iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(iv) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.”

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

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

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

2. Confidentiality

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

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

c. In the case of work product furnished to Florida Housing pursuant to this

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

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

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

3. Copyright, Patent and Trademark

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

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

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

4. Files

a. Contents of the Files: The Contractor shall maintain files containing documentation to verify all compensation to the Contractor in connection with

this Contract, as well as reports, records, documents, papers, letters, computer files, or other material received, generated, maintained or filed by the Contractor in connection with this Contract. The Contractor shall also keep files, records, computer files, and reports that reflect any compensation it receives or will receive in connection with this Contract.

b. Retaining the Files: The Contractor shall maintain these files for five (5) years after the fiscal year in which the files become inactive, except that, if any litigation, claim or audit is commenced with respect to the transactions documented by such files before the end of the aforementioned five (5) year period and extends beyond the expiration of the five (5) year period, these files will be retained until all litigation, claims, or audit findings involving the files have been resolved.

c. Access to the Files: Upon reasonable notice, the Contractor and its employees shall allow Florida Housing or its agent(s) access to its files during normal business hours, 9:00 a.m. to 5:00 p.m., Monday through Friday, provided such day is not a holiday.

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

L. PERSONALLY IDENTIFIABLE INFORMATION (PII); SECURITY

1. If the Contractor or any of its subcontractors may or will create, receive, store or transmit PII under the terms of this Contract, the Contractor shall provide for the security of such PII, in a form acceptable to Florida Housing, without limitation, non-disclosure, use of appropriate technology, security practices, computer access security, data access security, data storage encryption, data transmission encryption, security inspections and audits. The Contractor shall take full responsibility for the security of all data in its possession or in the possession of its subcontractors, and shall hold Florida Housing harmless for any damages or liabilities resulting from the unauthorized disclosure of loss thereof.

2. The Contractor agrees to maintain written policies and procedures for PII and/or data classification. This plan must include disciplinary processes for employees that violate these guidelines.

3. The Contractor agrees at all times to maintain reasonable network security that, at a minimum, includes a network firewall.

4. The Contractor agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are

patched and up-to-date with all appropriate security updates as designated by a relevant authority (e.g. Microsoft notifications, Common Vulnerabilities and Exposures (CVE) database, etc.) The Contractor agrees that PII shall be appropriately destroyed based on the format stored upon the expiration of any applicable retention schedules.

5. The Contractor agrees that any and all transmission or exchange of system application data with Florida Housing and/or any other parties shall take place via secure Advanced Encryption Standards (AES), e.g. HTTPS, FTPS, SFTP or equivalent means. All data stored as a part of backup and recovery processes shall be encrypted, using AES.

6. In the event of a breach of PII or other sensitive data, the Contractor must abide by provisions set forth in section 501.171, Fla. Stat. Additionally, the Contractor must immediately notify Florida Housing in writing of the breach and any actions taken in response to such a breach. As the information becomes available the statement must include, at a minimum, the date(s) and number of records affected by unauthorized access, distribution, use, modification or disclosure of PII; the Contractor's corrective action plan; and the timelines associated with the corrective action plan.

M. OTHER PROVISIONS

1. This Contract shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Contract shall lie in Leon County.

2. No waiver by Florida Housing of any right or remedy granted hereunder or failure to insist on strict performance by the Contractor shall affect or extend or act as a waiver of any other right or remedy of Florida Housing hereunder, or affect the subsequent exercise of the same right or remedy by Florida Housing for any further or subsequent default by the Contractor. A waiver or release with reference to any one event shall not be construed as continuing or as constituting a course of dealing.

3. Any power of approval or disapproval granted to Florida Housing under the terms of this Contract shall survive the terms and life of this Contract as a whole.

4. The Contract may be executed in any number of counterparts, any one of which may be taken as an original.

5. The Contractor understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.

N. LOBBYING PROHIBITION

No funds compensation or other resources received in connection with this Contract may be used directly or indirectly to influence legislation or any other official action by

the Florida or Federal Legislature or any state or Federal agency. The Contractor further acknowledges that it has not retained the services of any lobbyist or consultant to assist in the procurement and negotiation of this Contract.

O. LEGAL AUTHORIZATION

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

P. PUBLIC ENTITY CRIME

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

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

Q. CONFLICTS OF INTEREST

1. Section 420.503(32), Fla. Stat., states:

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

- (a) A verbal communication made on the record during a public meeting;
- (b) A written communication provided to each member and officer of the corporation and made part of the record at a public meeting;
- (c) A written proposal or statement of qualifications submitted to the corporation in response to a corporation advertisement seeking proposals or statements of qualifications as part of a competitive selection process.

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

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

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

3. In addition to the conflict of interest rules imposed by the Florida Statutes, should the Contractor become aware of any actual, apparent, or potential conflict of interest or should any such actual, apparent, or potential conflict of interest come into being subsequent to the effective date of this Contract and prior to the conclusion of the Contract, the Contractor will provide notification to Florida Housing, through first class certified mail, return receipt requested (Notice of Conflict of Interest), to the address and individual set forth in Section J, Administration of Contract herein, within ten (10) working days. If Florida Housing, in its sole discretion, finds the Contractor to be in non-compliance with this provision, without prior written consent from Florida Housing's Executive Director, any compensation received in connection with this Contract shall be subject to forfeiture to Florida Housing and all obligations on the part of Florida Housing to continue doing business with the Contractor or assign any future transaction to the Contractor shall, if Florida Housing so elects, terminate.

R. ENTIRE AGREEMENT

This Contract, including any and all attachments, embodies the entire agreement of the parties. There are no other provisions, terms, conditions or obligations between the parties. This Contract supersedes all previous oral or written communications, representations or agreements on this subject.

S. SEVERABILITY

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

IN WITNESS WHEREOF, the parties have executed this Contract Number 004-2016, each through a duly authorized representative, effective July 1, 2016.

FLORIDA HOUSING COALITION

By: Jaimie A Ross
Name/Title: Jaimie A Ross President & CEO
Date: 6/27/2016
FEIN: 59-2235835

FLORIDA HOUSING FINANCE CORPORATION

By: SP
Stephen P. Auger, Executive Director
Date: 6/27/16

EXHIBIT A SCOPE OF WORK

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

A. **Objectives**

The work being procured shall include, but is not limited to, the following two general components: a training component and a technical support and assistance component. These are described individually below.

1. Training Component

The training component of the proposal shall be designed to build the housing development capacity of state and local governments, public housing authorities, not-for-profit and community-based organizations, as a permanent resource for the benefit of communities in this state related to affordable housing. Florida Housing contemplates that the training shall be delivered in workshops, clinics and via webinars, typically lasting one to two days for six hours per day; though individual workshops or clinics could be proposed outside these parameters. The scope of the training shall include, but is not limited to:

- a. Real estate development skills related to affordable housing and supportive housing including the construction process and property management and disposition;
- b. The development of public-private partnerships to reduce housing costs;
- c. Management and board responsibilities of community-based organizations;
- d. Administration of state and federal affordable housing programs;
- e. Workshops for program administrators and staff, onsite visits, guidance in achieving project completion, and a newsletter to community-based organizations and local governments; and
- f. Materials for self-instruction.

2. Technical Support and Assistance Component

The Contractor shall provide specialized technical assistance and support to local governments, not-for-profits and other qualified organizations to implement the HOME Program, SHIP Program, The Hardest Hit Fund and other affordable housing programs. The Contractor's technical assistance staff shall have the capacity to respond to technical assistance needs as they arise during the contract year, and as identified by the Contractor or Florida Housing. Such technical support and assistance shall include, but is not limited to:

a. The formation of local and regional housing partnerships as a means of bringing together resources to provide affordable housing.

b. The implementation of regulatory reforms to reduce the risk and cost of developing affordable housing.

c. The implementation of affordable housing goals and strategies included in local government comprehensive plans.

d. Compliance with requirements of state and federally funded housing programs and implementation of reporting systems to monitor compliance and program accomplishments.

B. Scope of Services

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

1. Technical Assistance Delivery

The Contractor shall deliver technical assistance to housing professionals, staff of city, county and state governments, public housing authorities, not-for-profit and community-based organizations and others who participate in the development of affordable housing. Delivery of technical assistance shall be in the form of workshops, clinics, telephone and e-mail technical assistance, on-site technical assistance and webinars meeting the following criteria:

a. Workshops

i. The Contractor shall conduct workshops, as contracted, specifically designed for housing professionals, local governments, housing advocates, state agencies, not-for-profits public housing authorities and community based organizations that participate in the development of affordable housing. Instructors for workshops must be knowledgeable in the subject matter and have experience in the development of affordable housing.

ii. Workshop topics, dates and locations shall be established by Florida Housing and the Contractor at least thirty (30) days prior to the workshop date. Workshop locations shall be selected to assure geographic distribution and access to interested parties.

iii. Workshops shall be held on weekdays (i.e., Monday through Friday) and shall typically begin at 8:30 a.m. and end at 4:30 p.m.

iv. The training shall consist of lecture, discussions, handouts, and other relevant information covering the workshop topic.

v. The Contractor shall consult with and obtain prior approval from Florida Housing in determining final workshop content, training schedule, training duration and workshop locations.

vi. The Contractor shall be responsible for scheduling all workshop meeting rooms and speakers, and any payment associated therewith.

vii. The Contractor shall be responsible for the registration of all workshop participants.

b. Clinics

i. Upon consultation between Florida Housing and the Contractor, the Contractor shall be available to conduct clinics that have been requested by one or more local governments, not-for-profits or community based organizations. Such organizations must be involved with a local or regional affordable housing delivery process in coordination with agencies providing local government funds.

ii. Clinics shall be customized to meet the individual needs of participants from a geographically proximate region and shall be typically limited to twenty-five (25) participants. Where possible, appropriate, and relevant, the Contractor shall extend an invitation to other regional interests to participate in the clinic.

iii. The Contractor shall be responsible for the same tasks for clinics as are set forth in Section B.1.a. above for workshops.

c. Telephone and E-mail Technical Assistance

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

ii. The telephone line shall be answered by a knowledgeable member of the Contractor's technical assistance team during the business day from 9:00 a.m. to 5:00 p.m., Eastern Time, Monday through Friday, excluding observed holidays or on an adjusted schedule agreed to by Florida Housing due to budget limitations.

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

iv. The Contractor shall establish an e-mail address(es) to receive incoming messages. E-mail inquiries must be responded to within one (1) business day or on an adjusted schedule agreed to by Florida Housing due to budget limitations.

d. On-site Technical Assistance

i. The Contractor shall be available to provide on-site technical assistance to local governments, not-for-profits, community-based organizations or other entities that receive SHIP, HOME or Hardest Hit Fund Program funds, or other affordable housing program funds.

ii. Upon receipt of a request for on-site technical assistance, the Contractor shall submit a written request to Florida Housing for approval. The request shall identify who will be receiving technical assistance, the reason a technical assistance visit is needed, any problem areas, estimated length of time needed for the on-site visit, and any previously conducted site visits.

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

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

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

e. Webinars

i. The Contractor shall conduct webinars, as contracted, specifically designed for housing professionals, local governments, housing advocates, state agencies, not-for-profits public housing authorities and community based organizations that participate in the development of affordable housing. Instructors for webinars must be knowledgeable in the subject matter and have experience in the development of affordable housing.

ii. Webinar topics, dates shall be established by Florida Housing and the Contractor at least thirty (30) days prior to the webinar date.

iii. The Contractor shall consult with and obtain prior approval from Florida Housing in determining final webinar content, training schedule, and training duration.

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

f. Off-site Technical Assistance

i. The Contractor shall be available to provide off-site technical assistance to local governments, not-for-profits, community-based organizations or other entities that receive SHIP, HOME or Hardest Hit Fund Program funds, or other affordable housing program funds.

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

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

2. Instructional Materials

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

3. Workshop and Clinic Speakers

The Contractor shall ensure that all workshop, webinar and clinic speakers possess the knowledge, skills and expertise in the designated topic area.

Upon request from Florida Housing the Contractor will arrange for a meeting between any new staff members working under this contract and appropriate Florida Housing staff at no cost to Florida Housing.

4. Catalyst Marketing - Materials and Activities

a. The Contractor shall market all workshops, webinars and clinics statewide. Marketing materials shall meet the following criteria:

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

ii. Marketing materials for workshops, webinars and clinics shall be distributed at least thirty (30) days prior to any workshop or clinic, unless otherwise approved by Florida Housing. Materials shall be distributed to local governments participating in the SHIP Program and HOME Program, agencies participating in the Hardest Hit Fund Program, not-for-profit corporations which produce or desire to produce affordable housing, public housing authorities, and other interested parties. The information shall also be posted on a website maintained by the contractor which shall be linked to the Florida Housing website.

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

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

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

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

i. Technical assistance listing of workshops by date and location;

ii. Contact information for purposes of registration;

iii. Course descriptions and agendas; and

- iv. Training manuals, Powerpoint presentations, webinars and videos contracted under and paid for through Catalyst.

5. Technical Assistance Log

The Contractor shall maintain a monthly technical assistance log in a format acceptable to Florida Housing. This log shall contain statistical information on the number of on-site technical assistance visits conducted, number of telephone calls received on the toll-free telephone line, number of workshops and clinics conducted and the total number of clients served.

6. Reports

a. Monthly Report

As part of each monthly report, the Contractor shall provide actual and estimated charges to date and a current record of expenditures and estimated expenditures in a format acceptable to and approved by Florida Housing.

7. Meetings and Conferences

The Contractor shall be available upon reasonable notice to attend and conduct meetings on behalf of Florida Housing, as directed in writing by Florida Housing, to further the development of affordable housing. Meetings may be held in Tallahassee or other designated locations in Florida. Meetings conducted or attended on behalf of Florida Housing may be counted as a technical assistance on-site visit.

8. Evaluations

a. Workshops, Webinars and Clinics

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

b. On-site Technical Assistance

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

EXHIBIT B DELIVERABLES

The following is a detailed list with descriptions of Deliverables. FHFC may also add new topics or require multiple topics to be condensed into one event if needed. All deliverables will be approved by FHFC prior to scheduling.

A. SHIP and Other Local Housing Program Workshops

1. LHAP Preparation and Strategy Design (previously developed)

This workshop addresses the fundamentals of implementing the LHAP as required by SHIP. The training will be strongly recommended for staff with LHAPs due in 2017. Training will focus on requirements for completing the plan and assessing what improvements will benefit a local government's housing strategies. The guidance from this training will help SHIP administrators adjust, adapt, and be successful in the LHAP submittal and approval process. The presenters will look beyond a list of rules and regulations to help participants understand the basis and reasoning for program requirements. This deeper knowledge will help participants as they consider how to update their process or strategies. Key Topics will include preparing the AHAC Report and tuning up your housing strategies in a changing market.

2. Financing and Monitoring Rental Housing with SHIP (previously developed)

This workshop addresses the principles behind developing/financing affordable rental housing. The challenges and opportunities of both new construction and rehab will be covered, as will small, scattered site deals and large scale developments. Learn what SHIP requires for ongoing monitoring of assisted rental units. The presenters will discuss tax credit deals from a SHIP perspective to help participants understand the local government obligation for monitoring. Key topics include understanding the market, sources and uses, and calculating affordability.

3. Successful Purchase Assistance Strategies (New)

A majority of SHIP funds must be expended for homeownership activities. No surprise then that homebuyer assistance is one of the most common strategies employed by local governments. This workshop is for local government housing staff and their community partners interested in developing, implementing, and managing a successful purchase assistance strategy. It will detail aspects of the process, from application to closing, including a review of the mortgage application process. Partnerships are key to success, so the workshop offers guidance on how to create long-term partnerships with developers, lenders, and Realtors. Also, the benefits of working with housing counseling agencies will be examined as part of a review of common topics included in a pre-purchase educational curriculum. Learn

what factors to consider for program implementation, including how to plan for continued affordability, and how to adjust programs based on changes in the housing market. The presenters will offer key policy considerations about who to assist with how much subsidy.

4. The Rehabilitation/Emergency Repair Construction Process (previously developed)

The rehabilitation construction process requires knowledgeable program inspectors who understand the building codes, know the limits of the rehabilitation program, and can maintain a good working relationship with the homeowner and the contractor. This workshop will help learn how to select a good housing inspector or give an inspector the tools needed to improve rehab programs, reduce complaints and minimize change orders. Other key topics include mastering the Work Write Up, working with contractors, and differences between emergency repair, rehabilitation, and reconstruction.

5. Proficiency in Income Qualification (previously developed)

This is an intensive workshop on the details of income compliance designed specifically for those who process applications for SHIP assistance and the people who supervise them. This course introduces numerous critical eligibility activities, including income verification, determining household size, and calculation of annual income. The training covers applicant intake, income and asset verification, and file documentation. Hands on exercises will challenge participants to apply qualification methods to case studies and to reflect on how lessons learned may be applied to each participant's daily SHIP work.

6. SHIP Incentive Strategies and the AHAC (New)

This workshop provides guidance on the required incentive strategies as well as other incentives used by local governments throughout the state. It is a statutory requirement to assemble an Affordable Housing Advisory Committee (AHAC) and complete a triennial Housing Incentive Strategies report. Only those receiving \$350,000 or less are exempt. This workshop addresses housing incentives based on regulatory reform. Participants will learn about statutory requirements and deadlines, and about legislative changes affecting AHAC membership. The presenters will discuss the process for developing and submitting the required report. The presenters will provide guidance on specific incentive strategies that the AHAC is statutorily required to consider, including density bonuses and creation of a surplus land inventory.

B. Non-Profit Workshops

1. Affordable Housing Funding Sources (2- 1 New, 1 previously developed)

An overview of funding, including SHIP, SAIL, CDBG, HOME, HOPWA, ESG, HUD CoC, and LIHTC. Presenters will provide an overview of where these sources come from, how they are allocated, the allowable uses, and the process to obtain them. Participants will build on that knowledge and discuss how these funds could be leveraged in different scenarios. The training is designed for SHIP administrators, other local government housing staff, and nonprofit organizations. This session is a must for those new to the world of affordable housing.

2. Enhancing Nonprofit Capacity for Providing Affordable Housing Assistance (New)

Managing a high-performing nonprofit involves focusing on how things operate, and how they might work more effectively. This workshop is designed for those interested in organizational capacity and health, including executive directors, senior staff, board members, and local government staff working with nonprofits. The presenters will explore several facets of nonprofit capacity, including resource, organizational, political, programmatic, and networking capacity. Participants will learn methods of evaluating new lines of business while staying in compliance with an organization's 501c3 status and true to its organizational mission. The training will help participants identify what factors can boost nonprofit performance, addressing topics like staffing and strategic planning. The presenters will discuss how to decide if your organization needs a development partner, and how to divide the work and fees in a joint venture. In addition, the trainings will discuss board of directors' composition and fiduciary responsibilities, to help distinguishing between board and staff responsibilities. Participants will learn how to evaluate a nonprofit's financial strength by examining the documents that must be reviewed.

3. The Credit Underwriting Process for Affordable Housing (New)

Affordable housing development has many moving parts and the successful completion of credit underwriting within the prescribed timeframes is one of the most important. This workshop will help you better understand your predevelopment and due diligence responsibilities as a housing developer even before you formally apply for financing or respond to a funding proposal. We will review the underwriting process and discuss the documents that will be required. Through the use of real case studies, participants will gain a greater understanding of how to assess project feasibility, financing and operations. The guidance from this training will help nonprofit developers understand project timelines and successfully navigate the credit underwriting process. The following issues will be covered: Market acceptability, Development Economics, Developer Experience, Contractor Experience, Management Leasing Experience, Guarantors financial and credit capacity, Third Party Reports, Transaction Structuring.

4. The Predevelopment Process (Previously Developed)

Predevelopment is one of the most important components of housing development. This training provides guidance to non-profit organizations on predevelopment and due diligence required in order evaluate project feasibility. It is designed to complement the Affordable Housing Funding Sources workshop. Presenters will cover site acquisition, construction/design, zoning, budgeting and other elements of the predevelopment process. We will discuss Florida Housing Finance Corporation's Predevelopment Loan Program and the requirements and walk through the process for obtaining a loan. Sometimes it is a necessity to find a development partner for a joint venture. The presenters will address how to evaluate a potential development partner, how to divide up the work, and ways to divide the fee. Examples of successful partnerships will also be covered.

5. The Development Process (New)

Affordable housing production is the goal of many of Florida's housing programs, and this workshop provides the participants with an introduction to the housing development process from the point of view of the developer. It is designed for nonprofit developers, housing program administrators, and their community partners. The presenter will address land use, impact fees, permitting, platting and more. Understanding the development process, as well as the costs and financing needed to make affordable housing production happen will enable housing administrators to design effective affordable housing programs. Participants will also gain a better of understanding of how amounts and timing of subsidies directly influence the incomes of the families being served. Key topics include financing, site selection, market analysis, and how housing is made affordable.

C. All Stakeholder Workshops

1. Avoiding and Overcoming NIMBY Opposition to Affordable Housing (New)

This training is designed for local government staff and their community partners. It will use the new edition of the NIMBY book but will expand the education to train from both the public sector perspective and the private developer perspective. While the NIMBY book covers the issue from the government elected official and staff perspective, the workshop will focus on topics such as how neighbors should be included in the process and the role of design in small group exercises- modeling at the workshop what should take place at the local level. Legal issues such as the connection between affordable housing and fair housing and our state laws such as the Bert Harris Property Rights law will also be covered.

2. Requirements for Obtaining the CHDO Designation and HOME Rules (New)

This workshop addresses the benefits of becoming a Community Housing Development Organization (CHDO), as well as the requirements for maintaining that status. The training is designed for nonprofits interested in the CHDO designation and local government staff interested in working with CHDOs, as well as current CHDOs. The presenter will provide an overview of the HOME rules and regulations. This workshop will help CHDO staff navigate their way to success in a changing environment that is placing increasing pressure to perform in the HOME program. This training will also help CHDOs and their Participating Jurisdiction (PJ) partners develop strategies to build and demonstrate the capacity needed to maintain CHDO status and receive HOME CHDO set-aside funds.

3. Community Land Trusts (New)

This workshop explains what a community land trust is, how it works, and what role it plays in retaining SHIP subsidy to keep housing affordable forever. Community land trust homeownership is an alternative form of homeownership and an alternative to renting. Community land trusts are especially attractive in high cost housing markets, with tight rental markets. The CLT form of homeownership provides an important tool for local governments trying to meet the continuum of housing needs. A household can move from rental housing, freeing up that rental unit for another tenant, as they move into a form of homeownership that helps them to save and ready themselves for fee simple homeownership. The SHIP assistance that is provided to the CLT homebuyer is used for the benefit of the next CLT home buyer who is able to purchase the home at an affordable price. This workshop will teach the mechanics of how this is done. We will provide the sample SHIP strategy from the Florida Community Land Trust Institute's CLT Primer and will highlight several critical pieces in a successful CLT program, such as CLT Homebuyer counseling, ground lease provisions, and best practices for resale. We will also include the topic of "surplus lands" because key to the success of a CLT is having land donated to the nonprofit.

4. New Construction Strategies and Partnerships (New)

The SHIP program provides opportunities for local governments to develop single family homes while working with developers and sponsors. Designing a strategy in your Local Housing Assistance that meets the SHIP requirements is an important first step in this process. Come learn how to solicit sponsors and developers, how to structure your program, how to develop effective agreements, how to outline responsibilities to comply with SHIP program requirements. The presenters will examine sample construction strategies to highlight options for the terms of assistance and for selecting eligible buyers. The training will address how to partner, monitoring building, and show the benefit to the homebuyer.

D. SHIP and Other Local Housing Programs Webinars

1. Preparing for SHIP Monitoring Visit (1 New, 1 previously developed)

This workshop details the process and items that SHIP monitors focus their attention on during their review of a SHIP jurisdiction. This will help local governments be prepared for and achieve the best outcome from next monitoring visit. The training will outline SHIP rule compliance, as well as Florida Housing options for addressing non-compliance. Beyond discussing mere compliance, this training will help local governments perform a health and effectiveness "checkup" on the local SHIP program using diagnostic exercises. Key topics include steps in the monitoring process and common monitoring findings.

2. Special Needs Assistance with SHIP Funds- (1 New, 1 previously developed)

This webinar will help housing administrators develop strategies to expend the required 20 percent of the SHIP allocation to serve persons with special needs. This training will review documentation and reporting requirements related to each type of applicant with special needs as defined in s. 420.0004 of the Florida Statutes. The presenters will highlight successful initiatives from SHIP communities involving assistance with rental housing, home repair, purchase assistance, and more. Learn how local Centers for Independent Living, Arc agencies and other service providers can help identify special needs applicants in need of housing assistance. The presenters will review collaborations with CoC homeless Coordinated Entry, Foster Care, and domestic violence programs. The training will help fine tune plan to comply with the special needs requirement in a timely fashion.

3. AHAC Webinar (previously developed)

It is a statutory requirement to assemble an Affordable Housing Advisory Committee (AHAC) and complete a triennial Housing Incentive Strategies report. Only those receiving \$350,000 or less are exempt. For SHIP jurisdictions that must update their Local Housing Assistance Plans in 2017, the AHAC report is due soon. This webinar provides details about statutory requirements and deadlines, and about legislative changes affecting AHAC membership. Participants will review elements of sample AHAC reports as they learn about the process for developing and submitting the required report. The presenters will provide guidance on specific incentive strategies that the AHAC is statutorily required to consider.

4. Effective Written agreements (previously developed)

Written agreements (interlocal, sub-recipient, contracts, work write-ups, etc.) serve as the legally binding contract between two parties. The terms, conditions, affordability period, roles, responsibilities and enforcement mechanism and conditions for repayment must be included in the agreement in order for it to be

enforceable. In the event of non-compliance by a homeowner, contractor, developer, sub recipients or sponsors, the agreement serves to protect the local government's investment of funds. Failure to include these conditions could make the local government responsible to pay back funds in the event of non-compliance. Learn what must be included in agreements to protect the local government.

5. Best Practices for Implementing a Rapid Rehousing strategy-2 webinars (previously developed)

The Florida Legislature has codified that SHIP jurisdictions may provide up to a year of rent subsidies for very low income applicants who are homeless and/or special needs households, in addition to eviction prevention and/or deposits. This set of webinars will allow participants to hear from SHIP jurisdictions that have implemented a rapid rehousing SHIP strategy in coordination with their Continuum of Care agencies and other community partners. Presenters will compare and contrast rent assistance programs for homeless applicants and for applicants with special needs. Key Topics include determining eligibility of applicants, rent limits for the units, steps in the rental assistance process, and the importance of case management. We will summarize best practices, offer tips, and cover how to avoid pitfalls. Presenters will review how SHIP can dovetail with other types of rent subsidies (ESG, HUD CoC, HOME, SSVF, etc.), how to implement the rent subsidy strategy, how to select and work with a sub-recipient organization, and housing counseling services that may be offered in conjunction with SHIP rental assistance. A sample rent assistance strategy will be offered, as well as answers to Frequently Asked Questions.

6. Working with non-profits, sponsors and sub-recipients (previously developed)

Several SHIP communities outsource implementation of one or more of their strategies. Learn what types of groups may serve as sponsors and sub-recipients, and hear firsthand from the staff of groups that provide SHIP services. The presenters will highlight key examples of how SHIP work is effectively outsourced, addressing details of LHAP selection criteria and suggested language for a Request for Proposals. The webinar will address service delivery fees and other details in a sub recipient agreement. Key topics include the elements of monitoring and effective communication.

7. Income Certification for SHIP Applicants-2 webinars (Previously Developed)

This webinar provides a comprehensive overview of the income qualification process for SHIP applicants.

It is designed for those who process applications for SHIP assistance and the people who supervise them. The training will cover the process from application

intake through approval, file management and compliance. The presenter will address critical eligibility activities, including income verification, determining household size, and income inclusions and exclusions. Participants will learn how to compute anticipated annual income and complete income and asset verification.

8. Income Qualification Considerations when Working with Homeless Applicants (New)

Unique challenges may be encountered when qualifying a homeless household for SHIP rental assistance. For instance, the household may not have a bank account, may be unemployed or newly employed, or may have lost documentation. This training will examine the challenges of obtaining the standard third party verification from homeless applicants seeking SHIP rental assistance and provide solutions and documentation alternatives that will help your rental program and your applicants be successful.

9. Preparing and Submitting the Annual Report (2 webinars-One New, one previously developed)

This webinar will provide guidance on proper preparation of the SHIP annual report highlighting changes to the online reporting system and common errors made on the report. The training is especially designed to help new SHIP staff members who have recently been assigned tracking or annual reporting responsibilities. Learn how to access and use the SHIP annual report website, and how to locate the data to record in the reports. The presenter will discuss certification procedures and the tracking of expenditures, demographics, deadlines and more.

10. New LHAP Strategy Design and Amendments (New)

This webinar provides guidance on new strategies and amendments and the considerations of what should be included when updating or changing the LHAP. Learn how to write a SHIP strategy that is clear, concise and complies with all requirements. The training will highlight details in the current version of the LHAP template and offer instructions on making updates to the Housing Delivery Goals Chart or other LHAP Exhibits. Learn best practices to ensure quick approval of your new or updated strategy, as well as common mistakes to avoid.

E. Non Profit Webinars

1. Best Practices for Serving on a Housing Nonprofit Board (New)

This is the first a two-part webinar series beneficial for board members who are less likely to travel to workshops. Nonprofit board member determine their organizations' mission, and to guide them in achieving it effectively and efficiently. Each board member must manage a wide variety of critical issues related to mission, fiduciary responsibilities, staffing, business development, and more. This training

will provide board members with knowledge and tools to improve their ability to lead their nonprofits and ensure their continued strength. Key Topics: Oversight and Governance, Financial Oversight, Organization Leadership Succession, and Building a More Inclusive Board.

2. Successful Strategic Planning for Nonprofit Leaders (New)

This is the final part of a webinar series for board members and executive directors.

The presenters will discuss the components of an effective strategic plan. Participant interaction exercises will help identify why board vision matters, as the trainers discuss the strategic vision statement and strategic goals. The webinar's focus on the planning process will help distinguish between effective and outdated approaches, and will aid participants in considering how consultants can help.

3. Financial Management for Non Profits (New)

Good fiscal management policies and procedures are important to every business, and nonprofit businesses are no exception. A clean audit and sound financials are often key to successful loan and grant applications. We will explore financial management industry standards and tools you can use to ensure your financial house is in order. Presenters will discuss budgeting, monthly reporting for the Board of Directors, and the importance of internal controls and financial oversight, as well as developing solid financial policies to ensure accountability. We will review how to generate useful financial reports and how to interpret those reports. The importance of tracking income and expenditures by funding source, grant, or contract will be discussed as a component of grant management, compliance, and reporting.

F. All Stakeholder Webinars

1. Reducing Energy Costs for Affordable Housing (New)

The SHIP Program rule requires that you include in your LHAP initiatives involving current and emerging green building and design techniques. This training addresses techniques that may be integrated into SHIP strategies to promote greater affordability and housing sustainability. Learn about cost saving energy improvements that can be easily incorporated into your housing programs. Weatherization programs also provide an opportunity to leverage resources for energy improvements in single family homes. As the presenters discuss Florida Green Building programs, they will offer examples of techniques and products, including Energy Star appliances.

2. Innovative Affordable Housing Building Methods (New)

The popularity of tiny homes, container housing, accessory dwelling units, and other alternatives has provided affordable housing with hot topics. This webinar will survey innovative housing building methods and approaches, including micro apartments and co-housing. The presenters will look at examples of each and discuss the population they serve. This training is designed for SHIP administrators and other Housing staff, along with planners, and nonprofit developers.

3. Forming a Successful Homeless-Related Regional Partnership (New)

This is allowed as part of the SHIP Statutory changes: “Local governments may create regional partnerships across jurisdictional boundaries through the pooling of appropriated funds to address homeless housing needs identified in local housing assistance plans.”

G. Stakeholder Group Events

Events may include events such as Housing Forums, Training Summits, Community Capacity Building Events, or Training Opportunities.

H. Publications

Publications will address topics relevant to the following workshops and webinars, although the publications are more extensive than typical workshop materials. Excerpts from the publications may be printed for use in the workshops, relevant clinics, and site visits, or shared via email. Copies of the entire publications will be posted at www.flhousing.org. Beyond workshop attendees, the publications have a broader audience. Not everyone who needs the information may attend a workshop, and there are staff who benefit from a written guide if they miss a workshop, were hired after a workshop, or could not travel to it. In addition, the publications are for local elected officials, AHAC members, and community stakeholders.

1. Guidebook for the AHAC: Developing Affordable Housing Incentive Strategies

This publication is a guide to affordable housing advisory committee members and local government staff who assist them. It introduces members to the importance of such strategies and to their statutorily required responsibilities. It will also clarify the role of the AHAC as explained in statute in contrast to the variety of ways in which local governments have chosen to use/not use the AHAC. We will cover the pros and cons of broadening the AHAC role to one that informs the funding strategies in the LHAP and provide some guidance about pitfalls to avoid. This guidebook will include an AHAC report template, samples of past reports, and instructions to guide the AHAC on each step of their process. A timeline of activities will include a suggested list of meetings to address all required topics. The

guidance will emphasize the need to base incentives on reliable information about the local housing market. The Guidebook will cover each of the statutorily enumerated items for the AHAC to consider and will provide more or less information depending upon the potential value of the incentive strategy, for example, fewer pages will be devoted to transfer of development rights or modification of sidewalks than to expedited permitting. This guidebook will be used in the 'SHIP Incentive Strategies and the AHAC' and the 'LHAP Preparation and Strategy Design' workshops and the 'New LHAP Strategy Design and Amendments' and the AHAC webinars.

**EXHIBIT C
FEES**

Affordable Housing Catalyst Program

Fees and Services for Contract Period of July 1, 2017 through June 30, 2018

Category	Unit Cost	Unit Type	Units	Total
SHIP Roundtable at Conference	\$10,000	Day	1	\$10,000
Telephone/Email TA	\$9,200	Month	12	\$110,400
Offsite TA	\$150	Hour	100	\$15,000
Site Visits/Onsite TA	\$1,800	Day	32	\$57,600
Clinics	\$3,000	Clinic	14	\$42,000
New Workshops	\$11,000	Workshop	10	\$110,000
Existing Workshops	\$9,000	Workshop	6	\$54,000
New Webinars	\$2,000	Webinar	11	\$22,000
Existing Webinars	\$1,000	Webinar	9	\$9,000
Stakeholder Group Events	\$2,500	Event	10	\$25,000
Guidebook for the AHAC: Developing Affordable Housing Incentive Strategies	\$9,000	Publication	1	\$9,000
Off-site TA follow-up for participants of workshops, clinics, stakeholder group events and site visits	\$150	Hour	184	\$27,600
Unallocated Reserve¹	TBD	TBD	TBD	\$8,400
Total				\$500,000

Hardest Hit Program

Fees and Services for Contract Period of July 1, 2017 through June 30, 2018

Category	Unit Cost	Unit Type	Units	Total
HHF Telephone/Email TA	\$2,500	Month	12	\$30,000
Offsite TA	\$150	Hour	180	\$27,000
Onsite TA	\$1,800	Day	12	\$21,600
New Workshops	\$11,000	Workshop	1	\$11,000
Existing Workshops	\$9,000	Workshop	2	\$18,000
TOTAL				\$107,600

¹ Funds in this category may be allocated to one or more of the above budget line items upon written mutual agreement of both parties.

NOTES:

A. The contract line item and total amounts approved are to be considered “up to” amounts. Florida Housing is under no obligation to expend the entire contract amount.

B. All budget items under workshops, clinics, webinars and onsite TA are subject to approval prior to each event.

C. Subject matter for all workshops, clinics, and webinars are subject to review and approval from Florida Housing prior to scheduling.

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