

**FIRST AMENDMENT  
TO CONTRACT NUMBER 027-2021**

THIS FIRST AMENDMENT (“Amendment”) to CONTRACT NUMBER 027-2021 is entered into and effective as of July 1, 2022, (“Effective Date”) by and between FLORIDA HOUSING FINANCE CORPORATION, a public corporation and a public body corporate and politic (“Florida Housing”), and UNIVERSITY OF FLORIDA BOARD OF TRUSTEES, ON BEHALF OF THE SURVEY RESEARCH CENTER (“Contractor”).

RECITALS

- A. Florida Housing and Contractor entered into Contract Number 027-2021, dated August 27, 2021, (“Contract”) wherein Contractor agreed to provide tenant survey services. As used herein, “Contract” shall include within its meaning any modification or amendment to the Contract.
- B. The initial term of the Contract began August 27, 2021 and ends June 30, 2022.
- C. Section 287.057(13), Fla. Stat., provides that the Contract may be extended one time, subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties.
- D. Florida Housing and Contractor wish to extend the Contract through October 31, 2022, subject to the terms and conditions set forth below.

AGREEMENT

NOW THEREFORE, in consideration of the terms and conditions contained in the Contract and this Amendment, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

A. Effective Date; Recitals. Upon its execution by both parties, this Amendment shall be effective as of the Effective Date. The above recitals are true and correct and form a part of this Amendment.

B. Extension. The Contract is hereby extended from July 1, 2022 through October 31, 2022. Subject to any previous amendments or modifications and except as otherwise provided in this Amendment, the Contract shall stand renewed upon its same terms and conditions.

C. General Terms and Conditions.

1. This Amendment shall be construed and enforced according to the laws of the State of Florida and venue for any actions arising hereunder shall lie in Leon County, Florida.

2. This Amendment shall be binding upon and inure to the benefit of the parties hereto, and their respective heirs, successors and assigns.

3. This Amendment may be executed in counterpart originals, no one of which needs to contain the signatures of all parties hereto, but all of which together shall constitute one and the same instrument.

4. All rights, powers and remedies provided herein may be exercised only to the extent that the exercise thereof does not violate any applicable law and are intended to be limited to the extent necessary so that they will not render this Amendment invalid, illegal, or unenforceable under any applicable law. If any term of this Amendment shall be held to be invalid, illegal or unenforceable, the validity of the other terms of this Amendment shall in no way be affected thereby.

5. Except as specifically modified by this Amendment, the Contract shall remain in full force and effect, and all of the terms and provisions thereof are hereby ratified and confirmed.

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IN WITNESS WHEREOF, the Parties have executed this FIRST AMENDMENT to Contract Number 027-2021, by a duly authorized representative, effective as of the Effective Date.

UNIVERSITY OF FLORIDA BOARD OF TRUSTEES,  
ON BEHALF OF THE SURVEY RESEARCH CENTER

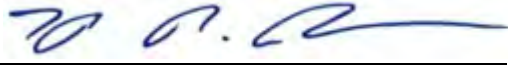
By: Joseph Glover

Name/Title: Joseph Glover, Provost

Date: 6/28/2022 | 8:17 PM EDT

FEIN: \_\_\_\_\_

FLORIDA HOUSING FINANCE CORPORATION

By: 

Name/Title: Hugh R. Brown/General Counsel

Date: 6-30-22

**CONTRACT FOR  
TENANT SURVEY SERVICES BETWEEN  
FLORIDA HOUSING FINANCE CORPORATION  
AND  
THE UNIVERSITY OF FLORIDA SURVEY RESEARCH CENTER**

This Contract for Data Clearinghouse Services, 027-2021 (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, FL 32301, and THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES, ON BEHALF OF THE SURVEY RESEARCH CENTER (University), located at Ayers Plaza, P.O. Box 117148, Gainesville, FL 32611. Upon execution by both parties, this Contract shall become effective as of the date the last party signs (Effective Date).

RECITALS

- A. The University represents that it is fully qualified and possesses the requisite skills, knowledge, qualifications and experience to provide the services identified herein and offers to perform those services described in Exhibit A, Scope of Services, attached hereto and incorporated herein.
- B. Florida Housing has a need for such services and does hereby accept the offer of the University 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 University 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

B. ENGAGEMENT OF THE UNIVERSITY

The University agrees to provide Housing Data Clearinghouse Services in accordance with the terms and conditions hereinafter set forth. The University agrees to perform the services set forth in Exhibit A, and as otherwise stated in this Contract. The University understands and agrees that all services under this Contract are to be performed solely by

the University, and may not be subcontracted or assigned without the prior written approval and consent of Florida Housing.

C. TERM OF CONTRACT

The term of this Contract will be from the Effective Date through June 30, 2022.

D. MODIFICATION OF CONTRACT

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

E. INVOICES

The University will submit invoices to the program contact person in Section J, Administration of Contract. Each invoice for fees will 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 will be made within a reasonable period of time not to exceed 30 days after receipt of the invoice. If the University 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 will be subject to forfeiture to Florida Housing.

F. FEES/COSTS

The University will be compensated as described within Exhibit A.

G. LIABILITY: INDEPENDENT CONTRACTOR; COMPLIANCE WITH LAWS

1. Florida Housing will not be deemed to have assumed any liability for the acts, omissions, or negligence of the University, its agents, its servants, or employees. University agrees to be responsible for the negligent acts or omissions of its employees or agents while acting within the scope of their employment during the term of this Agreement. Such liability is provided under and limited by Section 768.28, Florida Statutes, and does not extend to Florida Housing or other third parties.

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 will neither have nor incur any individual or personal responsibility or liability under this Contract as a result of such execution.

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

4. The University, together with its agents, suppliers, subcontractors, officers, and employees, must have and always retain under this Contract the legal status of an independent contractor, and in no manner will 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 University will maintain at its sole expense those benefits to which its employees would otherwise be entitled to by law. The University remains responsible for all applicable federal, state, and local taxes, and all FICA contributions.

5. The University will 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 University will comply with Florida Housing policies while on Florida Housing premises and in the conduct of its business with Florida Housing personnel.

6. The University 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 University, if any, in conjunction with the services rendered pursuant to this Contract. At no time will the University make any commitments for or incur any charges or expenses for, or in the name of, Florida Housing.

7. The University will 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 University.

#### 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 University or assign any future transaction to the University will, 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 University 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 University in the transaction or any future transaction.

2. The Events of Default will include, but not be limited to, the following:
  - a. If any report, information or representation provided by the University in this Contract is inaccurate, false or misleading in any respect;
  - b. If any warranty or representation made by the University 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 University 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 University has failed to perform or complete any of the services identified in the attachments;
  - e. If the University has not complied with all Florida laws, federal laws, Florida Housing rules or Florida Housing policies applicable to the work;
  - f. If the University 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 University does not comply with the terms and conditions set forth in Section 420.512(5), Fla. Stat.;
  - h. If the University commits fraud in the performance of its obligations under this Contract; or
  - i. If the University 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 University 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 University of the length of the Cure Period in the Notice of Default.

4. If Florida Housing provides a Cure Period and if the University 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 will 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 (10<sup>th</sup>) day after the University 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 University 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 University to suspend, discontinue or refrain from incurring fees or costs for any activities in question or requiring the University 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 30 days written notice delivered by courier service or electronic mail to the University at the address set forth in Section J, Administration of Contract, herein.

2. The University may terminate this Contract, without cause, at any time upon 30 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.

#### J. ADMINISTRATION OF CONTRACT

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

Contract Administrator  
Florida Housing Finance Corporation  
227 North Bronough St., Suite 5000  
Tallahassee, Florida 32301-1329  
Phone: 850.488.4197  
E-mail: [Contract.Admin@floridahousing.org](mailto:Contract.Admin@floridahousing.org)



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

Bill Aldinger  
Policy Director  
Florida Housing Finance Corporation  
227 North Bronough St., Suite 5000  
Tallahassee, Florida 32301-1329  
Phone: 850.488.4197  
E-mail: Bill.Aldinger@floridahousing.org  
**or the designated successor.**

3. The University contract administrator for this Contract is:

Tracy L. Johns  
Research Director  
University of Florida Survey Research Center  
P.O. Box 117148  
Gainesville, FL 32611  
Office: 352.273-3505  
E-mail: tjohns@ufl.edu  
**or the designated successor.**

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

5. All notices will be given to the parties' contract administrator.

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 University 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 University 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)(b), Fla. Stat., the University will be required to comply with public records laws, specifically to:

- a. Keep and maintain public records required by the public agency to perform the service.

b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract If the contractor does not transfer the records to the public agency.

d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, 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 University 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](mailto:Corporation.Clerk@floridahousing.org)**

2. Confidentiality

a. If either party 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 upon forwarding such information or materials to the other party. Either party may refuse the delivery or provision of a trade secret from the other party.

b. It is the University'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. If the University is required to disclose or publish the existence or terms of transactions under this Contract pursuant to Florida's Public Records Law, then the University must notify Florida Housing in writing of such disclosure within 10 business after receipt of the Public Records request.

3. Copyright, Patent and Trademark

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

b. Title to inventions or discoveries arising from this project and conceived solely by University employees or agents shall be owned by the University/University and shall be promptly disclosed in writing to Florida Housing.

c. University grants to Florida Housing the first option, for consideration, a nonexclusive license or an exclusive license with the right to sublicense, on terms and conditions to be mutually agreed upon. The option shall extend for 90 days from the date of disclosure to Florida Housing.

4. Files

a. Contents of the Files: The University will maintain files containing documentation to verify all compensation to the University 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 University in connection with this Contract. The University will 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 University will maintain these files for five 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-year period and extends beyond the expiration of the five-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 University and its employees will 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 University under this Contract will be submitted to Florida Housing within 15 days of such termination at the expense of the University.

L. PERSONALLY IDENTIFIABLE INFORMATION (PII); SECURITY

1. If the University or any of its subcontractors may or will create, receive, store or transmit PII under the terms of this Contract, the University shall provide for the security of such PII, in accordance with University policies with regards to protection of PII.

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

4. The University agrees to protect and maintain the security of data in accordance with University policies with regards to protection of PII. The University agrees that PII shall be appropriately destroyed based on the format stored upon the expiration of any applicable retention schedules.

5. The University 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 University must abide by provisions set forth in section 501.171, Fla. Stat. Additionally, the University 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 University's corrective action plan; and the timelines associated with the corrective action plan.

#### M. OTHER PROVISIONS

1. This Contract will be construed under the laws of the State of Florida, and venue for any actions arising out of this Contract will 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 University will 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 University. A waiver or release with reference to any one event will 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 will 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 University understands and agrees to comply with the provisions set forth in Section 20.055(5), Fla. Stat.

6. The University understands and agrees to comply with the provisions of Section 448.095, 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 University 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 University 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 University also certifies that the undersigned possesses the authority to legally execute and bind the University 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 will 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 University certifies that it will 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 University 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 University will provide written notification to Florida Housing, to



the individual set forth in Section J, Administration of Contract herein, within 10 working days. If Florida Housing, in its sole discretion, finds the University 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 University or assign any future transaction to the University 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 will be deemed null and void to the extent of such conflict or unenforceability, and will be deemed severable, but will not invalidate any other provision of this Contract.

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IN WITNESS WHEREOF, the parties have executed this Contract Number 027-2021, each through a duly authorized representative, effective on the Effective Date.

THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES,  
ON BEHALF OF THE SURVEY RESEARCH CENTER

By: Joseph Glover

Name/Title: Joseph Glover Provost & Sr. Vice President

Date: 8/27/2021 | 12:56 PM EDT

FEIN: \_\_\_\_\_

FLORIDA HOUSING FINANCE CORPORATION

By: 

Name/Title: Hugh R. Brown/General Counsel

Date: 8-27-21



## **EXHIBIT A SCOPE OF WORK**

The University will:

A. Assist Florida Housing with designing a paper survey instrument, no longer than eight pages in length, designed for printing in a booklet style (11-inch by 17-inch folded sheets). The instrument will be created in English, based on Florida Housing's input; Florida Housing will provide final approval.

B. Request UF Institutional Review Board (IRB) approval to implement the survey.

C. Randomize and draw a sample of 10,000 households from the lists of residents' addresses Florida Housing will provide.

D. Load the survey in English on a UF-supported online survey system, such as Qualtrics, and carefully check that the survey functions correctly.

E. Translate the survey into Spanish and load the survey on a UF-supported online survey system, such as Qualtrics, and carefully check that the survey functions correctly.

F. Load the sample into the online survey system and assign random access codes for each address.

G. Send an initial invitation letter to the 10,000 randomly selected households sampled. The letter will explain the project and include the links and access codes to both the English and Spanish language versions of the survey online. Letters and envelopes will include UF and Florida Housing logos.

H. Three weeks after the letter is mailed, the UFSRC will identify the households that have not completed the survey online.

I. Work closely with the UF Mail and Documents office to prepare the survey packets, which will include the survey instrument booklet, a number 10 outer envelope with UF and Florida Housing logos, a number 9 business reply envelope, and a cover letter with UF and Florida Housing logos that explains the project and provides an optional link to the online survey with an access code.

J. Provide the formatted sample information and access codes for the previously non-responding households (see Task #8, above) to the UF Mail and Documents office.

K. Three weeks after the packets are mailed, the UFSRC will identify the households that have not completed the survey -- either online or by mail.

L. Design a reminder postcard that explains the project and provides links to the online surveys with access codes; work with UF Mail and Documents office to print and mail the postcards to the sample (see item K, above).

M. Enter the results of all returned paper surveys into an Excel file, including the numeric results and any qualitative results, merge this file with data from any online survey completions, and provide this file to you.

N. Prepare a report that summarizes the results of the surveys analysis, including tables or figures, as appropriate, as well as a narrative discussing the information in each table or figure.

**Amount of award: \$29,400**

**Payment due dates:**

- \$14,700 - due upon receipt of approved invoice at contract execution. These funds will be used to open an account with UF's Printing and Mailing Department for the necessary supplies needed for this project; and
- \$14,700 – due upon receipt of approved invoice after Florida Housing's approval of the final report.