

BROWARD COUNTY
BROWARD COUNTY HOUSING FINANCE &
COMMUNITY REDEVELOPMENT DIVISION



REQUEST FOR PROPOSALS
FOR
Assistance with Consolidated Plan

Issue Date: December 8, 2019

SUBMISSION DEADLINE:
Friday, January 10, 2020
12:00 P.M. NOON

In accordance with the Americans with Disabilities Act and Florida Statutes Section 286.26, persons with disabilities needing special accommodations to participate in the RFP process or Pre-Bid Workshop should contact 954-357-4900 at least 2 business days before any pertinent date or deadline.

Translation services available upon request. Servicios de traducción pueden ser disponibles bajo petición.

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Legal Advertisement Posted Sun-Sentinel December 8, 2019

**Broward County Housing Finance and Community Redevelopment Division
(HFCRD)
Request for Proposal**

Assistance with Consolidated Plan

Broward County's Housing Finance and Community Redevelopment Division is requesting proposals from qualified firms for the following Activity:

Assistance with Consolidated Plan, assist with preparation of portions of the Consolidated Plan including the Housing Market Analysis and Assessment of Housing Needs of Homeless, Low Income and Special Needs Populations. The Consolidated Plan shall be prepared in compliance with the regulations of the US Department of Housing and Urban Development found at 24 CFR Part 91.

The successful applicant must meet all the requirements and expectations listed in the RFP, as well as all the general contractual requirements mandated by the County. Any specifications and processes defined in this RFP reflect the current environment, but in no way limit response to this solicitation, however, all applicants must thoroughly explain how their offering meets the minimum service and deliverable expectations specified in the RFP. Award shall be made to the applicant whose application is determined in writing to (a) best meet the criteria set forth herein and (b) provide the best value to the County.

This RFP contains instructions governing the requirements for applications, including the format in which application information is to be submitted, the material to be included, the requirements that must be met to be eligible for consideration, and the responsibilities of the applicant before and after implementation. Specific phases, tasks and timeframes for the scope of services being requested by this Request for Proposal (RFP) are detailed in the General Instructions to Applicants.

The Broward County Board of County Commissioners (BOCC) reserves the right to reject any application not in compliance with any procedures and requirements and may reject for good cause any or all applications if the County decides it is in the public interest to do so and to waive any and all informalities in the best interest of the County.

1.1 Scope of Services

Applicants shall submit a complete Scope of Services that explains in detail the applicant's offering. This proposed Scope of Services will be used as the basis for negotiating the final Scope of Services for inclusion in the resultant Contract. The RFP contains the minimum list of services and deliverables the selected applicant is expected to provide the County.

1.2 Contract/Terms of Agreement

All contracts awarded will require the contractor(s) remain active until all required documents are ultimately approved by the County and/or approved by HUD.

The County reserve the right to extend the term of this contract, provided however, that County shall give written notice of its intentions to extend this contract no later than 30 days prior to the expiration date of the contract.

Work plan, schedule, and budget shall be amended and finalized within 30 days of contract award.

If mutually agreeable to all parties, the issuance of any resultant contract and/or purchase order referencing the scope of services and modified by mutual agreement between all parties may be extended to other government or publicly funded agencies. All terms and conditions as specified in the agreement shall apply.

County reserves the right to monitor, evaluate, enforce, audit, and review, any obligations by contractor to indemnify and insure, any representations and warranties of contractor, and items of financial responsibility shall survive the expiration or earlier termination of the proposed Agreement. Any provision of the proposed Agreement that contains a restriction or requirement which extends beyond the date of termination or expiration set forth herein shall survive expiration or earlier termination of the proposed Agreement and be enforceable. This provision shall survive the expiration or earlier termination of the proposed Agreement.

A copy of the Request for Proposal document is posted on the HFCRD's website at www.broward.org/Housing and at the offices of the Housing and Community Redevelopment Division or it can be emailed.

**Broward County
Housing Finance and Community
Redevelopment Division**

Request For Proposals

**Assistance with Preparation of Portions of
the Consolidated Plan**

**Housing Finance and Community Redevelopment Division
Request For Proposals**

**Assistance with Preparation of Portions of the Consolidated
Plan**

Application Submission Deadline: January 10, 2020

AGENCY COVER SHEET

Applicant Agency Information			
Applicant Agency Legal Name			
Main Administrative Address			
City, State, Zip			
Telephone Number		Fax Number	
Email Address		Website	
CEO/Executive Officer		CEO Phone	
Chief Financial Officer		CFO Phone	
Contact Person		Contact Phone	
Contact Email			
Agency Mailing Address			
City, State, Zip			
Entity type (check all that apply) <input type="checkbox"/> Private For-Profit Corporation/Limited Partnership <input type="checkbox"/> Private Non-Profit Attach as Exhibit "A" a Certificate of Incorporation or of Limited Partnership from the Florida Secretary of State, or a printout from www.sunbiz.org , dated within twelve months of the Application due date, stating that the Applicant Agency is active. Failure to include this document will result in a FATAL FLAW and automatically remove the Application from further review.			
Licensed to do business in FL	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Federal Identification Number			
DUNS Number (required)			
Certification of Accuracy and Compliance			
I do hereby certify that all facts, figures, and representations made in the Application are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations, and procedures for program compliance and fiscal control, including but not limited to those contained in the Application Solicitation and Core Contract will be implemented to ensure proper accountability of contracts. The filing of this Application has been authorized by the contracting entity and I have been duly authorized to act as the representative of the agency in connection with this Application. I also agree to follow all terms, conditions, and applicable federal and state statutes.			
_____	_____		
Date	Authorized Official's Signature		
_____	_____		
Authorized Official Title	Print Authorized Official Name		

**Housing Finance and Community Redevelopment Division
Request For Proposals**

**Assistance with Preparation of Portions of the Consolidated
Plan**

APPLICATION TIMELINE

Phase One

- | | |
|---|---|
| a. RFP technical questions and answers | Monday, Dec. 9-Wed. Jan. 8, 5 :00 PM |
| b. Pre-bid Workshop (Section 3) | Monday, Dec.23, 10:00 AM |
| c. DEADLINE TO SUBMIT APPLICATIONS | Friday, January 10, 2020 12:00 PM NOON |
| d. Cone of Silence | Friday, January 10 until BOCC Approval |

Phase Two**

- | | |
|---|---------------------------------------|
| a. Fatal Flaw Review | Monday, January 13, 2020 |
| b. Application evaluation/scoring | 10:00 AM, January 17, 2020 |
| c. Publication of scores | January 17, 2020 |
| d. Appeal period | January 17-January 24, 12:00 PM Noon |
| e. Appeal response | January 31- February 7, 12:00 PM Noon |
| f. Contract preparation | January 17-February 14, 2020 |
| g. Approval-Board of County Commissioners | Tentatively February 25, 2020 |

** The Cone of Silence is effective Friday, January 10, 2020, when the Evaluation Committee was appointed, which prohibits the applicants from discussing their projects with the Evaluation Committee, the County Commissioners and their staff, County Administrator, Deputy County Administrator, Assistant County Administrator, Assistants to the County Administrator, their respective support staff, and any other person authorized to evaluate or recommend proposals during this evaluation process. The Cone of Silence will continue to be in effect until project selection is complete and awarded by the Board of County Commissioners or the process is otherwise ended.*

***All Phase Two dates listed above are tentative and subject to change without notice.*

**Housing Finance and Community Redevelopment Division
Request For Proposals**

Assistance with Preparation of Portions of the Consolidated Plan

APPLICATION CHECKLIST

Submission Deadline: Friday, January 10, 2020 No Later Than 12:00 PM NOON

**Deliver to: Broward County Housing Finance & Community Redevelopment
Division 110 NE 3rd Street, 3rd Floor
Fort Lauderdale, Florida 33301**

All applications received after 12:00 PM will be disqualified and returned to applicant

1. Submit one (1) original, four (4) copies, and one (1) flash drive in the format prepared by the Housing & Community Redevelopment Division. All the attachments listed on Page 12 are to be included with the original, copies and flash drive.
2. All applicants must provide DUNS Number, certifications, corporate documents.
3. Number all pages, including attachments.
4. Forms/formats from prior application funding cycles are prohibited.
5. Original Application - Use standard size paper, do not use staples, (use binders, perforated or bound).
6. Application copies - staple, clip, or use rubber bands.
7. Every page must be on standard size paper.
8. Answer each section in order provided.
- 9. Application is voided without DUNS #.**

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FATAL FLAW CHECKLIST

Failure to comply with or include any of the required items listed below that apply to the Applicant Agency's status (Non-Profit, For Profit, or Unit of Government) will result in a Fatal Flaw and removal of the Application from further consideration or approval.

	Required Items	YES	NO	N/A
1	Signed Application was received by the due date and time.			
2	AGENCY COVER SHEET -this form is Page 1 of the RFP. (Certification of Accuracy and Compliance must be signed).			
3	DUNS Number is provided on AGENCY COVER SHEET: as required by the Federal Funding and Transparency Act (FFATA).			
4	The Application is responsive, addressing the activities for which funds are available.			
6	<p>Attachment "A" A Certificate of Corporation from the Florida Secretary of State's Office, must be certified and dated by the Secretary within twelve (12) months of the Application due date. This Certificate must state that the Applicant Agency is active.</p> <p>In the alternative, the Applicant Agency may submit a printout from www.sunbiz.org dated within twelve (12) months of the Application due date, stating that the Applicant Agency is active. Articles of Incorporation or any similar document does not meet the requirements of this section. (Units of Government are exempt and may check N/A).</p>			
7	Attachment "B" a copy of the IRS determination of 501(c) (3) status for Non-Profit Applicant Agencies.			

GENERAL INSTRUCTIONS TO APPLICANTS

Broward County is the “lead agency” for the County’s small cities, and unincorporated Broward County, referred to as the Broward Municipal Services District (BMSD), and is also the “lead agency” representing the County and *11 Entitlement Cities to include HOME funds. The County is seeking applications from qualified and experienced Contractors to prepare the following documents required for U.S. Department of Housing and Urban Development (HUD) funding eligibility:

Housing Finance and Community Redevelopment Division Request For Proposals

ASSISTANCE WITH THE PREPARATION OF PORTIONS OF THE CONSOLIDATED PLAN

- **Consolidated Plan covering October 1, 2020 to September 30, 2025 for the Urban County.**

Consolidated Plan requirements are set forth in 24 CFR 91 subparts A, B, C and F (found at: <https://www.hudexchange.info/programs/consolidated-plan/>) and in accordance with instructions prescribed by HUD, including tables and narratives.

The Current Broward County Consolidated Plan is available online at www.broward.org/housing and at the offices of the Housing and Community Redevelopment Division or it can be emailed.

The applicant will have the ability *to train* County staff with compiling necessary data required to complete subsequent Consolidated Plans.

The applicant will provide assistance to the County with the preparation of stakeholder questionnaires. There is no need for participation in public meetings, as the County will be utilizing the results of the survey when conducting the public meetings. The applicant will assist in setting up a sustainable data gathering system that the County can use in preparation of its future Consolidated Plans. Applicant should provide information and materials and work with the County to schedule and prepare meetings.

Contractor Expectations

1. Data Gathering, Consultation
 - a. Ability to train County staff with compiling necessary data required to complete subsequent Consolidated Plans.
 - b. Develop community profiles for review and approval by the County

* See Exhibit 1 Participating Cities

** Number of Participating Cities is subject to change

- c. Gather alternate data for tables where Integrated Disbursement and Information System (IDIS) does not pre-populate data and/or for tables where “alternate” data is optional, local data is preferred by the County.
- d. Develop survey while training staff to do same and other data collection tools and analyze information gathered from public and private organizations and the general public as part of the 5-year Con Plan and AI processes.
- e. In consultation with County staff, assist in the development and implementation of an outreach strategy for Citizen/Stakeholder Participation Workshops and meetings to generate meaningful input. County will be conducting meetings in coordination with contractor.
- f. Identify consultation partners.
- g. Provide information and materials and work with the County to schedule and prepare meetings.
- h. Assist County in preparation and distribution of need assessment/market analysis resident/stakeholder surveys to gather information. Survey should include but is not limited to addressing the relevant template sections in consultation with the respective regulatory citations as shown below.

IDIS	IDIS Screen Name	Entitlement Citation
NA-05	Overview	None
NA-10	Housing Needs Assessment	91.205 (a,b,c)
NA-15	Disproportionately Greater Need: Housing Problems	91.205 (b)(2)
NA-20	Disproportionately Greater Need: Severe Housing Problems	91.205 (b)(2)
NA-25	Disproportionately Greater Need: Housing Cost Burden	91.205 (b)(2)
NA-30	Disproportionately Greater Need: Discussion	91.205 (b)(2)
NA-35	Public Housing	91.205 (b)(2)
NA-40	Homeless Needs Assessment	91.205 (c)
NA-45	Non-Homeless Special Needs Assessment	91.205 (b,d)
NA-50	Non-Housing Community Development Needs	91.205 (f)
MA-05	Overview	None
MA-10	Number of Housing Units	91.210 (a)&(b)(2)
MA-15	Cost of Housing	91.210 (a)
MA-20	Condition of Housing	91.210 (a)
MA-25	Public and Assisted Housing	91.210 (b)
MA-30	Homeless Facilities	91.210 (c)
MA-35	Special Needs Facilities and Services	91.210 (d)
MA-40	Barriers to Affordable Housing	91.210 (e)
MA-40	Non-Housing Community Development Assets	91.210 (f)
MA-50	Needs and Market Analysis Discussion	91.215 (a)

- i. If necessary, conduct consultation interview(s), document all consultations for inclusion in technical appendix to Consolidated Plan.

- j. Develop and execute a communication and outreach strategy to ensure the engagement of a representative set of community stakeholders. This strategy would preferably utilize an equity framework that accounts for disparities in race, gender and other protected categories, as well as for persons with potential barriers to community engagement;
2. Data Analysis and Summarization of Community Wide Survey
 - a. Review default (existing) data, identify potential alternate data needs.
 - b. Review tabulated data from resident/stakeholder surveys and consultations and present findings to the County HF & CR Division.
 - c. Tabulate data from resident/stakeholder surveys and consultations
 - d. Utilize data mapping functionality of IDIS eCon Planning Suite.
3. Utilizing Data Analysis, assist the County in preparation of Citizen Participation, Consultation and Coordination Narratives.
4. Prepare recommendations and facilitate discussion on high and low priority needs with County staff for their review and comment; assist County in finalization of Needs Analysis, goals and priorities.
5. If necessary, assist County with the draft of Con Plan goals and priorities.
6. If necessary, assist County in the preparation of the following components of the Con Plan:
 - a. Executive Summary
 - b. Housing and Homeless Needs Assessment
 - c. Non-Homeless Needs Assessment
 - d. Non-Housing Community Development Needs Assessment
 - e. Housing and Market Analysis
 - f. Lead Hazard Reduction Strategy
 - g. Five Year Strategic Plan to address the identified housing and community development needs
 - h. Strategy to reduce barriers to affordable housing
 - i. Anti-Poverty Strategy
7. If necessary, assist County with any other consultation needed for:
 - a. Five (5) year strategic plan for housing and community development
8. Budget/Cost of Service
 - a. Applicant shall include all labor, administrative expenses, travel expenses, billing schedule, equipment, materials and overhead necessary to perform work under the terms and conditions of this RFP.
9. All required meetings and documents must be finalized on or before May 31, 2020.

**Housing Finance and Community Redevelopment Division
Request For Proposals**

**Assistance with Preparation of Portions of the Consolidated
Plan**

Evaluation Criteria:

Applications will be evaluated based on the following Evaluation Factors:

Evaluation Criteria	Maximum Points
Professional qualifications, relevant experience in researching, developing and writing Consolidated Plan and evidence of applicant's ability to perform work (include resumes) specifically in the areas of: <ol style="list-style-type: none"> 1. Housing Market Analysis 2. Housing Needs Assessment of Homeless, Low Income and Special Populations 3. Conducting focus groups on housing needs Describe the qualifications of the firm and assigned personnel to undertake this work. Provide a description and lists of tasks, responsibilities and qualification of all subcontractors who may be hired to contribute to this project. Provide a list of clients for whom the applicant and any identified subcontractors have performed services similar to those described in the RFP.	30
Project approach and quality of work plan – proposed approach must demonstrate the applicant has a clear understanding of the requirements in performing the Consolidated Plan development.	20
Project Schedule - Capability to provide service in a timely manner Provide a detailed proposed project schedule. Demonstrate the time availability of key personnel to undertake this work. Must be finalized on or before <i>May 31, 2020</i> .	20
Cost of service – applicant shall include all labor, administrative expenses, travel expenses, billing schedule, equipment, materials and overhead necessary to perform work under the terms and conditions of this RFP.	20
Availability and capability to train County staff with compiling necessary data required to complete subsequent Consolidated Plans.	10
Total Points	100

**Housing Finance and Community Redevelopment Division
Request For Proposals**

**Assistance with Preparation of Portions of the Consolidated
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ATTACHMENTS and DOCUMENTS

Submit the following attachments to the original Application. Include all attachments in the Application pagination.
A. <u>Certificate of Corporation</u> status must be included as Attachment "A." <i>(Not applicable for units of government)</i> . As identified in the fatal flaw checklist
B. <u>IRS determination</u> of 501(c)(3) status for non-profits must be included as Attachment "B." As identified in the fatal flaw checklist
C. Public Entities Crime Act Affidavit-include as Attachment "C."
D. Drug Free Work Place Policy-include as Attachment "D."
E. Section 3 Attachment-Goals (include as Attachment "E").
F. Americans with Disabilities Act Policy (sample included as Attachment "F").
G. Equal Employment Opportunity/Affirmative Action Policy (sample included as Attachment "G").
H. Resume(s) of Applicant Agency Key Staff or Vendors to perform direct services (Attachment "H").
I. Insurance Requirements

Attachment "A"

"Applicant Name" CERTIFICATE OF CORPORATION

Attachment "B"

**"Applicant Name" IRS 501(c) (3)
(*Non-Profit applicants only*)**

Attachment "C"
"Applicant Name" Public Entities Crimes Affidavit

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY
CRIMES

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

1. This sworn statement is submitted with a proposal to the Human Services Department.
2. This sworn statement submitted by _____.
(name of entity submitting sworn
statement) whose business address is _____ and (if
applicable) its Federal Employer Identification Number is _____.
3. My name is _____ and my relationship to the entity
named (Print name of individual signing)
above is _____.
4. I understand that a "public entity crime" as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1) (b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

Attachment "C" Public Entities Crimes Affidavit, page 2

- 7. I understand that a "person" as defined in paragraph 287.133(1) (e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bids on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an entity.
- 8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. *(Please indicate which statement applies).*
- 9. Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- 10. The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND *(Please indicate which additional statement applies).*
- 11. There has been proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. *(Please attach a copy of the final order).*
- 12. The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. *(Please attach a copy of the final order).*
- 13. The person or affiliate has not been placed on the convicted vendor list. *(Please describe an action taken by or pending with the Department of General Services).*

_____ (Signature) _____ (Date)

STATE OF _____ COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
(Name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on the ___ day of _____, 20__.

NOTARY PUBLIC, State of Florida

My commission expires _____.

Attachment "D"
"Applicant Name" DRUG FREE WORKPLACE CERTIFICATION

The undersigned Applicant Agency hereby certifies that it will provide a drug-free workplace program by:

- (1) Publishing a statement notifying its employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- (2) Establish a continuing drug-free awareness program to inform its employees about:
 - (i) The danger of drug abuse in the workplace;
 - (ii) The offeror's policy of maintaining a drug-free workplace;
 - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Giving all employees engaged in performance of a contract a copy of a statement required by subparagraph (1);
- (4) Notifying all employees, in writing, of the statement required by subparagraph (1), that as a condition of employment on a covered contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of the employee's conviction under criminal drug statute for a violation occurring in the workplace no later than 5 calendar days after such conviction;
- (5) Notifying Broward County government in writing within 10 calendar days after receiving under subdivision (4) (ii) above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (6) Within 30 calendar days after receiving notice under subparagraph (4) of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
 - (i) Taking appropriate personnel action against such employee, up to and including termination;
 - (ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state, or local health, law enforcement, or other appropriate agency; and

Attachment "D", Drug Free Workplace Certification, page 2

- (7) Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs (1) through (6).

(Applicant Agency Signature)

(Print Applicant Agency Name)

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this ____ day of _____,
20____, by _____
(name of individual signing)

as _____ of _____
(title) (name of Applicant
Agency/entity)

known to me to be the person described herein, or who produced _____
as identification, and who did/did not take an oath.

NOTARY PUBLIC

My commission expires:

Attachment "E"
Section 3
BIDDER'S INITIAL SECTION 3 GOALS

1. The Bidder agrees to comply with Section 3 of the Housing and Urban Development Act of 1968.
2. The Bidder estimates that there will be____ new employees hired during the performance of this contract. Furthermore, should this contract be let to the Bidder, the Bidder agrees to delineate work force needs (skilled, semi-skilled, unskilled, labor and trainees) by category.
3. Of these new employees, the Bidder plans to hire at least____%(percent) from the Section 3 Covered Area (Broward County).

I, _____{please print), as an Authorized Officer of the Bidder, do hereby acknowledge that we are aware of the requirements under Section 3 of the Housing and Urban Development Act of 1968 and will abide by them. We further agree to abide by this Affirmative Action Plan to the greatest extent feasible and realize that should we be awarded the contract, Broward County Community Development Division will monitor the project to assure compliance with this plan.

Company Name: _____

Business Address: _____

Employer Federal ID#

Printed Name

Signature

Date

**** Please Note Section 3 Clause**

Attachment "F"

SAMPLE AMERICANS WITH DISABILITIES ACT POLICY

This Agency and its employees support through policy, procedure, and action the right of disabled persons, prospective staff and persons served, to equal access to services and employment.

APPLICANTS:

This Agency shall make efforts in good faith to arrange "reasonable accommodations" for qualified applicants, providing these accommodations do not create "undue hardship" for the agency.

The process of "reasonable accommodations" will include the following steps: 1) Consultation with the individual by the supervisor or operations director; 2) Identifying barriers in question; 3) Identifying possible accommodations (including assistance from outside authorities or agencies); 4) Assessing reasonableness of accommodations with the final decision from the Executive Director or designee; and 5) Implementing the accommodation or determining that the accommodation would be an "undue hardship".

Should the accommodation create an "undue hardship" for the Agency, the prospective employee will be offered the opportunity to implement the accommodation on their own.

In the event that accommodations: 1) Create "undue hardship" on the agency or the fellow employees; 2) Cannot be accessed through assistance from other authorities or agencies; and, 3) Cannot be arranged with the prospective employee, the decision not to hire shall be documented along with records of all efforts made.

Applications for employment shall be completed in wheelchair accessible locations. All relevant compliance posters shall be readily visible in areas with public access. If an individual should need assistance in completing the application, staff shall be available to help with the application process, and any other necessary pre-employment materials.

EMPLOYEES:

In the event an employee develops a disability during the course of employment, modifications to the employee's original position shall be assessed, as well as, a possible job change, or restructuring, providing this does not cause "undue hardship" to the Agency.

In the event that an employee is found to have a substance abuse problem that is affecting their work performance, that employee shall be offered the opportunity to go on a leave of absence until the problem is corrected through immediate and appropriate intervention and therapy, provided the employee seeks such opportunity early in the disciplinary action, and does not commit an offense that is punishable by termination on the first offense.

If an employee requires a leave of absence due to a disability, not associated with work, they may request such leave through procedures outlined in the Agency's leave of absence policies.

If an employee requires leave due to a work related injury, the rules governing workers compensation shall be followed.

The Agency shall comply with the provisions of the Family and Medical Leave Act

of 1993. Name of Applicant Agency: _____

Executive Director: _____

(Signature)

(Date)

Attachment "G"

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Sample

POLICY:

The progress of this Agency requires that we utilize all available staff to the fullest, regardless of race, color, religion, age, sex, sexual orientation, disability, political affiliation or belief, national origin, veteran status or marital status. Unlawful discrimination must be eliminated and individuals with demonstrated talent recognized and encouraged through fair and equitable personnel practices. It is the policy of this Agency to grant equal employment opportunities to all qualified persons without regard to the factors listed above.

This Agency's policy of nondiscrimination includes, but is not limited to, employment advertising, recruiting, employment, placement, promotion, transfer, and selection for training, rates of pay, and layoff or termination. All employees are informed of the emphasis on nondiscrimination.

This Agency will comply with all provisions of applicable federal, state, and local equal opportunity laws, orders, rules, and regulations and will cooperate with all agencies established under such laws in guaranteeing compliance.

RESPONSIBILITIES:

The Executive Director is responsible for insuring compliance and adherence to the nondiscrimination policy.

Each supervisor is responsible for using all practical means to implement this policy within his/her department or workgroup.

This Agency shall review, at least annually, the status of this program of expanding and re-emphasizing nondiscrimination.

PROCEDURES:

1. All applications for employment will be printed with the term "Equal Opportunity Employer".
2. All advertisements for recruiting purposes will contain the statement "An Equal Opportunity Employer" at the bottom of the ad.

Name of Agency: _____

Executive Director: _____
(Signature)

(Date)

Attachment "H"
"Applicant Name" KEY STAFF RESUMES

Attachment "I"
INSURANCE REQUIREMENTS

EXHIBIT 1

Participating Cities

Small Cities

Cooper City
Dania Beach
Hallandale Beach
Hillsboro Beach
Lauderdale-by-the-Sea
Lauderdale Lakes
Lazy Lake
Lighthouse Point
North Lauderdale
Oakland Park
Parkland
Pembroke Park
Southwest Ranches
West Park
Wilton Manors

HOME Participating Cities

Coconut Creek
Coral Springs
Davie
Deerfield Beach
Lauderhill
Margate
Miramar
Pembroke Pines
Plantation
Sunrise
Tamarac

* HOME participating Cities are subject to change.