



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2021	2022	2023	2024	2025
Capital Expenditures					
Operating Costs	715,000				
External Revenues	(715,000)				
Program Income					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	-0-				

# ADDITIONAL FTE POSITIONS (Cumulative)	-0-				
---	-----	--	--	--	--

Is Item Included In Current Budget? Yes  X  No    
 Does this Item include the use of Federal funds? Yes  X  No

Budget Account No.:

Fund 1103 Dept 143 Unit 1434 Object 8201 Program Code/Period

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Approval of this agenda item will appropriate \$715,000 in the HOME funds for a grant to Autumn Ridge Apartments, Ltd.

C. Departmental Fiscal Review:  Shairette Major   
 Shairette Major, Division Director

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

Jose Monte Hales   Shairette Major   
 OFMB  7/20   7/21  Contract Development and Control  7-28-21 TW

**B. Legal Sufficiency:**

Howard Falcon   
 Chief Assistant County Attorney  
 for: Howard Falcon

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**Background and Policy Issues: (continued from Page 1)**

The FHFC administers the 9% Housing Credits Program offering Federal low-income housing tax credits to developers of affordable rental housing through a competitive Request for Applications (RFA) process. RFA 2021-202 offers a tax credit basis boost and additional scoring points for applications that demonstrate the LGAOF contribution from a local government entity.

RFP HES.2021.1 made up to \$800,000 in HOME funds available for the LGAOF contribution. A total of five (5) proposals were received in response to the RFP. Four (4) proposals were determined to be responsive to the submittal requirements of the RFP and were reviewed and scored by a five (5) member RFP selection committee during a public meeting on July 14, 2021. The resulting scores and ranking were as follow:

<b>Rank</b>	<b>Score</b>	<b>Project</b>	<b>Funding Recommendation</b>
1	480	Autumn Ridge	\$715,000
2	458	Calusa Pointe	\$-0-
3	453	The Grove	\$-0-
4	434	Island View Apartments	\$-0-

All respondents to the RFP have been notified of the funding recommendations and of RFP protest procedures. No protests were received by the protest period deadline.

RFP HES.2021.1  
 SELECTION COMMITTEE MEMBERS SCORE TALLY SHEET  
 July 14, 2021

Selection Committee Members	Island View Apartments	The Grove	Calusa Pointe	Autumn Ridge
Scott Cantor	87	91	92	95
Bryan Davis	81	87	83	96
Robyn Lawrence	91	95	98	99
Dorina Jenkins-Gaskin	90	90	95	90
Bud Cheney	85	90	90	100
<b>TOTAL SCORE</b>	434	453	458	480



**RFP HES.2021.1**  
**SELECTION COMMITTEE MEMBER SCORE SHEET**  
**July 14, 2021**


Scoring Criterion	Maximum Points	Island View Apartments	The Grove	Calusa Pointe	Autumn Ridge
Quality of Proposed Project - Assessment of project development plan, design features, unit finishes, site amenities, number of affordable units/income targeting, proximity to services and facilities, and green building/resiliency features.	30	28	27	28	30
Qualifications and Experience - Assessment of the Respondent and development team's qualifications and experience, particularly with residential projects of a similar nature as that proposed.	25	23	24	24	23
Financial Viability - Assessment of financial viability of project, including availability of development funding sources and reasonableness of uses, product pricing, revenues/expenses, ability to repay debt and meet future physical needs, and likelihood of sustainable performance over time.	20	18	17	17	19
Project Schedule - The project is able to deliver affordable units expeditiously, and the projected schedule and time frames are realistic and achievable.	15	13	13	13	13
Geographic Preferences - Projects located within a Census Tract with a poverty rate of no less than 20% (as determined by 2019 American Community Survey 5-Year Data Table S1701) will receive five (5) points.	5	0	5	5	5
Targeted Resident Population Preference - Projects where no fewer than 60% of the total housing units will be occupied by Disabled Persons, Elderly Persons, or Veterans will receive five (5) points.	5	5	5	5	5
<b>TOTAL SCORE</b>		87	91	92	95

Name: Scott Cantor  
Signature: [Signature] Date: 7/14/2021



**RFP HES.2021.1**  
**SELECTION COMMITTEE MEMBER SCORE SHEET**  
**July 14, 2021**

Scoring Criterion	Maximum Points	Island View Apartments	The Grove	Calusa Pointe	Autumn Ridge
Quality of Proposed Project - Assessment of project development plan, design features, unit finishes, site amenities, number of affordable units/income targeting, proximity to services and facilities, and green building/resiliency features.	30	24	26	22	28
Qualifications and Experience - Assessment of the Respondent and development team's qualifications and experience, particularly with residential projects of a similar nature as that proposed.	25	22	22	22	24
Financial Viability - Assessment of financial viability of project, including availability of development funding sources and reasonableness of uses, product pricing, revenues/expenses, ability to repay debt and meet future physical needs, and likelihood of sustainable performance over time.	20	18	15	15	20
Project Schedule - The project is able to deliver affordable units expeditiously, and the projected schedule and time frames are realistic and achievable.	15	12	14	14	14
Geographic Preferences - Projects located within a Census Tract with a poverty rate of no less than 20% (as determined by 2019 American Community Survey 5-Year Data Table S1701) will receive five (5) points.	5	0	5	5	5
Targeted Resident Population Preference - Projects where no fewer than 60% of the total housing units will be occupied by Disabled Persons, Elderly Persons, or Veterans will receive five (5) points.	5	5	5	5	5
<b>TOTAL SCORE</b>		<b>81</b>	<b>87</b>	<b>83</b>	<b>96</b>

Name: BRYAN DAVIS  
 Signature:   
 Date: 14 July 2021



**RFP HES.2021.1**  
**SELECTION COMMITTEE MEMBER SCORE SHEET**  
**July 14, 2021**

Scoring Criterion	Maximum Points	Island View Apartments	The Grove	Calusa Pointe	Autumn Ridge
Quality of Proposed Project - Assessment of project development plan, design features, unit finishes, site amenities, number of affordable units/income targeting, proximity to services and facilities, and green building/resiliency features.	30	27	28	28	30
Qualifications and Experience - Assessment of the Respondent and development team's qualifications and experience, particularly with residential projects of a similar nature as that proposed.	25	25	25	25	25
Financial Viability - Assessment of financial viability of project, including availability of development funding sources and reasonableness of uses, product pricing, revenues/expenses, ability to repay debt and meet future physical needs, and likelihood of sustainable performance over time.	20	19	19	20	19
Project Schedule - The project is able to deliver affordable units expeditiously, and the projected schedule and time frames are realistic and achievable.	15	15	13	15	15
Geographic Preferences - Projects located within a Census Tract with a poverty rate of no less than 20% (as determined by 2019 American Community Survey 5-Year Data Table S1701) will receive five (5) points.	5	0	5	5	5
Targeted Resident Population Preference - Projects where no fewer than 60% of the total housing units will be occupied by Disabled Persons, Elderly Persons, or Veterans will receive five (5) points.	5	5	5	5	5
<b>TOTAL SCORE</b>		91	95	98	99

Name: Robyn Lawrence

Signature: Robyn Lawrence Date: 7/14/21



**RFP HES.2021.1**  
**SELECTION COMMITTEE MEMBER SCORE SHEET**  
**July 14, 2021**

Scoring Criterion	Maximum Points	Island View Apartments	The Grove	Calusa Pointe	Autumn Ridge
Quality of Proposed Project - Assessment of project development plan, design features, unit finishes, site amenities, number of affordable units/income targeting, proximity to services and facilities, and green building/resiliency features.	30	30	25	30	25
Qualifications and Experience - Assessment of the Respondent and development team's qualifications and experience, particularly with residential projects of a similar nature as that proposed.	25	25	25	25	25
Financial Viability - Assessment of financial viability of project, including availability of development funding sources and reasonableness of uses, product pricing, revenues/expenses, ability to repay debt and meet future physical needs, and likelihood of sustainable performance over time.	20	15	15	15	20
Project Schedule - The project is able to deliver affordable units expeditiously, and the projected schedule and time frames are realistic and achievable.	15	15	15	15	10
Geographic Preferences - Projects located within a Census Tract with a poverty rate of no less than 20% (as determined by 2019 American Community Survey 5-Year Data Table S1701) will receive five (5) points.	5	0	5	5	5
Targeted Resident Population Preference - Projects where no fewer than 60% of the total housing units will be occupied by Disabled Persons, Elderly Persons, or Veterans will receive five (5) points.	5	5	5	5	5
<b>TOTAL SCORE</b>		90	90	95	90

Name: Dorina Jenkins - Gaskin  
Signature: [Handwritten Signature] Date: 7/14/21





**RFP HES.2021.1**  
**SELECTION COMMITTEE MEMBER SCORE SHEET**  
**July 14, 2021**

Scoring Criterion	Maximum Points	Island View Apartments	The Grove	Calusa Pointe	Autumn Ridge
Quality of Proposed Project - Assessment of project development plan, design features, unit finishes, site amenities, number of affordable units/income targeting, proximity to services and facilities, and green building/resiliency features.	30	25	25	25	30
Qualifications and Experience - Assessment of the Respondent and development team's qualifications and experience, particularly with residential projects of a similar nature as that proposed.	25	25	25	25	25
Financial Viability - Assessment of financial viability of project, including availability of development funding sources and reasonableness of uses, product pricing, revenues/expenses, ability to repay debt and meet future physical needs, and likelihood of sustainable performance over time.	20	17	17	17	20
Project Schedule - The project is able to deliver affordable units expeditiously, and the projected schedule and time frames are realistic and achievable.	15	13	13	13	15
Geographic Preferences - Projects located within a Census Tract with a poverty rate of no less than 20% (as determined by 2019 American Community Survey 5-Year Data Table S1701) will receive five (5) points.	5	0	5	5	5
Targeted Resident Population Preference - Projects where no fewer than 60% of the total housing units will be occupied by Disabled Persons, Elderly Persons, or Veterans will receive five (5) points.	5	5	5	5	5
<b>TOTAL SCORE</b>		85	90	90	100

Name: Bud Cheney

Signature: [Signature] Date: 7-14-2021



# Request for Proposals

**RFP HES.2021.1**



**Local Government Area of Opportunity Funding  
for the 9% Housing Credits RFA 2021-202**

**June 2021**



ATTACHMENT 2

**TABLE OF CONTENTS**

SECTION I

A. Statement of Purpose.....1  
B. Background.....1  
C. Funding Available.....1  
D. Defined Terms.....1  
E. Location Limitations.....3  
F. Eligible Projects.....3  
G. LGAOF Terms.....4  
H. HOME-Assisted Housing Units.....4  
I. Eligible Beneficiaries.....5  
J. Period of Affordability.....5  
K. Affordable Rental Rates.....6  
L. Rehabilitation Standards.....6  
M. Eligible Costs.....6  
N. Relocation.....7  
O. Schedule.....7  
P. Federal Requirements.....7

SECTION II

A. Proposal Requirements.....8  
B. Timetable.....10  
C. Pre-submittal Conference.....11  
D. Addenda.....11  
E. Submittal Format.....11  
F. Submittal Deadline.....12  
G. Responsiveness Review.....12  
H. Contact Person.....12  
I. Lobbying – “Cone of Silence” .....12  
J. Postponement/Cancellation.....13  
K. Costs Incurred by Respondents.....13

L. Right of Clarification.....13

M. Delineation of RFP.....13

N. Oral Presentations.....13

O. Proprietary/Confidential Information.....13

P. Non-Discrimination.....14

Q. Rules, Regulations, Licensing Requirements.....14

R. Disclaimer.....14

S. Public Entity Crime.....14

T. Insurance.....14

U. Palm Beach County Office of the Inspector General.....15

SECTION III

A. Proposal Selection and Evaluation.....15

B. Award Recommendation.....16

C. Funding Award.....16

D. Agreement Negotiations.....17

E. Right to Protest.....17

EXHIBIT A: 2021 Income Limits Chart.....18

EXHIBIT B: 2021 HOME Rent Limits.....19

EXHIBIT C: Utility Allowance Schedule.....20

EXHIBIT D: Respondent Certification Form.....26

EXHIBIT E: Disclosure of Beneficial Interests.....27

EXHIBIT F: Disclosure of Relationships with the County .....29

EXHIBIT G: Drug Free Workplace Certification.....31

EXHIBIT H: Palm Beach County Lobbyist Registration Ordinance.....32

## **SECTION I**

### **A. Statement of Purpose**

Through this RFP, the Palm Beach County Board of County Commissioners (County) intends to select one (1) affordable housing project to which it will commit federal HOME Investments Partnership (HOME) Program funds to serve as Local Government Area of Opportunity Funding (LGAOF) for that project's application to the Florida Housing Finance Corporation (FHFC) 9% Housing Credits Program 2021 Request for Applications (RFA 2021-202).

### **B. Background**

The 9% Housing Credits Program is administered by FHFC and offers federal low-income housing tax credits to developers of affordable rental housing. FHFC makes these credits available through an annual competitive Request for Applications (RFA) process. RFA 2021-202 offers a tax credit basis boost and additional scoring points for applications that demonstrate the commitment of a LGAOF contribution from a local government entity. The LGAOF contribution must be in the form of a monetary grant, loan, or fee waiver/deferral in the minimum amount specified in RFA 2021-202 for the particular project type. Any single local government entity may only provide a LGAOF contribution to one (1) project.

**Prospective Respondents are strongly urged to study FHFC's 9% Housing Credits RFA 2021-202 before submitting a proposal in response to this RFP.** The RFA and other important information are located at <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2021/2021-202>

The HOME Program was created by the 1990 Title II, 42 USC 1271, SEC. 201 Cranston-Gonzalez National Affordable Housing Act, and is administered by the U.S. Department of Housing and Urban Development (HUD). The purpose of this program is to allocate funds to strengthen public/private partnerships for the provision of affordable housing opportunities for Very Low Income and Low Income households. Palm Beach County's HOME Program is administered by the Department of Housing and Economic Sustainability (HES).

### **C. Funding Available**

RFP HES.2021.1 makes available **up to \$800,000** in HOME entitlement funding from Program Year (PY) 2020-21. These funds are made available exclusively to provide a grant to serve as the LGAOF for a rental housing project seeking 9% Housing Credits through RFA 2021-202.

### **D. Defined Terms**

**Affordability Requirements** are defined as the requirements imposed upon HOME Assisted Housing Units to serve lower income households at affordable rents as established in this RFP HES.2021.1.

**Annual Monitoring Fee** is defined as a fee paid by the Developer annually during the Period of Affordability to cover County costs of required project monitoring.

**Area Median Income (AMI)** is defined as the most current income limits published by HUD for the West Palm Beach - Boca Raton Metropolitan Statistical Area (Palm Beach County).

**Developer** is defined as an entity which: 1) is funded through this RFP to complete the development of HOME-Assisted Housing Units; 2) has site control of the project site; and 3) plans and implements the project through completion and delivery to Eligible Beneficiaries. Such entities shall be limited to private for-profit entities, private non-profit entities, public agencies, or ventures between the same. Developers shall assume responsibility for compliance with all program requirements in accordance with HOME regulations.

**Disabled Person** is defined as a person with a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment, including persons less than 65 years of age who receive Supplemental Security Income.

**Elderly Person** is defined as a person 62 years of age or older.

**Eligible Beneficiaries** are defined as Low Income and Very Low Income households.

**Glades Region** is defined as the geographic area of Palm Beach County located west of Twenty-Mile Bend.

**HOME-Assisted Housing Unit** is defined as a housing unit assisted with HOME funding provided through RFP HES.2021.1 and bearing all requirements related thereto.

**Low Income** is defined as an annual household income that does not exceed eighty percent (80%) of AMI as annually determined by HUD.

**Period of Affordability** is defined as the time period for which HOME-Assisted Housing Units shall bear Affordability Requirements of the HOME Program and RFP HES.2021.1.

**Redevelopment** is defined as development activity entailing the demolition of multifamily rental residential structures or public housing structures currently or previously existing that are at least 30 years old and new construction of replacement structures on the same site, as further described at 67-48.002 F.A.C.

**Rehabilitation** is defined as development activity entailing the alteration, improvement or modification of an existing structure where less than 50% of the work consists of new construction, as further described at 67-48.002 F.A.C.

**Respondent** is defined as an entity that submits a proposal in response to this RFP.

**Selection Committee** is defined as the body of individuals that evaluates responsive proposals at a public meeting and formulates funding recommendations for consideration by the Palm Beach County Board of County Commissioners.

**Very Low Income** is defined as an annual income that does not exceed fifty percent (50%) of AMI as determined annually by HUD.

**Veteran** is defined as a person who served in active military, naval, or air service and who was discharged or released under conditions other than dishonorable.

**E. Location Limitations**

Properties must be located exclusively within Palm Beach County HOME Program jurisdiction. The Palm Beach County HOME Program jurisdiction includes the geographic area within the corporate bounds of Palm Beach County, but excludes the municipalities of:

- Boca Raton, City of
- Boynton Beach, City of
- Delray Beach, City of
- Jupiter, Town of
- Ocean Ridge, Town of
- Palm Beach Gardens, City of
- Wellington, Village of
- West Palm Beach, City of

**F. Eligible Projects**

Eligible projects shall be limited to housing for rental tenancy, including assisted living facilities for the elderly. Transitional housing, emergency shelters, group homes, and other specialized licensed residential facilities, and units within a condominium complex are not eligible for funding under this RFP.

Eligible development categories shall be limited to those eligible for LGAOF permitted by 9% Housing Credits RFA 2021-202, as follow:

- New Construction
- Rehabilitation
- Acquisition and Rehabilitation
- Redevelopment
- Acquisition and Redevelopment

Eligible development types shall be limited to those permitted by 9% Housing Credits RFA 2021-202,

as follow:

- Garden Apartments (a building comprised of 1, 2 or 3 stories, with/without elevator)
- Townhouses
- Duplexes
- Quadraplexes
- Mid-Rise, 4-stories (a building comprised of 4 stories and each residential building must have at least one elevator)
- Mid-Rise, 5 to 6-stories (a building comprised of 5 or 6 stories and each residential building must have at least one elevator)
- High Rise (a building comprised of 7 or more stories and each residential building must have at least one elevator)

Respondents should ensure that the proposed project conforms to minimum and maximum size requirements established by Housing Credits RFA 2021-202.

**G. LGAOF Terms**

The County will provide to the selected Developer a commitment for the LGAOF for the proposed project’s application to 9% Housing Credits RFA 2021-202. The commitment is contingent on the Developer being awarded 9% Housing Credits through RFA 2021-202. Only after the FHFC Board of Directors approves of the Developer’s 9% Housing Credits application will the County enter into a funding agreement with the Developer. Should the selected Developer and project not be awarded 9% Housing Credits by FHFC through RFA 2021-202, or if the application is successful but the project’s 9% Housing Credit financing does not close, the County commitment to fund shall become null and void, and the County shall bear no further obligations to the Developer. The Developer shall pay a \$2,000 Annual Monitoring Fee to the County during each year of the term of the Period of Affordability.

The amount of the LGAOF commitment awarded shall be no less than the minimum LGAOF contribution required by RFA 2021-202, adjusted for the net present value of the Annual Monitoring Fee (\$2,000 annually for 30 years), up to a maximum of \$800,000.

The LGAOF will be provided in the form of a grant secured by an encumbrance on title to the property. The encumbrance shall ensure compliance with applicable requirements of the HOME Program and RFP HES.2021.1 during the Period of Affordability.

**H. HOME-Assisted Housing Units**

Developers shall designate a certain number of units within the project as “fixed” HOME-Assisted Housing Units. Projects may contain both HOME-Assisted Housing Units and non-HOME-Assisted Housing Units. There shall be a representative distribution of housing unit sizes among the mix of HOME-Assisted Housing Units and non-HOME-Assisted Housing Units.



The maximum per unit HOME subsidy is \$65,000 for all unit sizes up to and including two (2) bedroom units, and is \$75,000 for all unit sizes three (3) bedrooms and larger.

All HOME-Assisted Housing Units must be completed, put into service and leased to Eligible Beneficiaries no later than September 30, 2025.

Respondents should ensure that the proposed project meets minimum unit set-aside requirements established by Housing Credits RFA 2021-202.

Housing Credit set-aside units may also serve as HOME-Assisted Housing Units.

**I. Eligible Beneficiaries**

All HOME-Assisted Housing Units must be set aside exclusively for Eligible Beneficiaries during the Period of Affordability, that is for Low Income and Very Low Income households.

At least twenty percent (20%) of the HOME-Assisted Housing Units must be set aside for Very Low Income households. Prospective tenants referred through Palm Beach County Community Services Department's coordinated entry system must be given first priority for no less than half of these Very Low Income units.

HUD's 2021 income limits are set forth in Exhibit A.

**J. Period of Affordability**

All HOME-Assisted Housing Units shall bear the Affordability Requirements of the HOME Program and RFP HES.2021.1 for no less than thirty (30) years (the Period of Affordability).

During the Period of Affordability, all HOME-Assisted Housing Units shall be occupied by Eligible Beneficiaries as leasehold tenants.

The Period of Affordability will be secured and enforced through an encumbrance on title to the property.

**K. Affordable Rental Rates**

During the Period of Affordability, all HOME-Assisted Housing Units in Multi-Family Housing projects must be leased to Eligible Beneficiaries at rents that do not exceed HUD's HOME High and Low Rents, less utility allowance. The High and Low HOME Rents are applicable to HOME-Assisted Housing Units set aside for income groups as follow:

- Low Income (<80% AMI) Units = High HOME Rent
- Very Low Income (<50% AMI) Units = Low HOME Rent

HUD's most recent available HOME Rents are set forth in Exhibit B. HOME Rents are subject to annual adjustment by HUD.

A utility allowance for tenant paid utilities shall be calculated based on the applicable HUD utility allowance schedule, and shall be deducted from the applicable HOME Rent to yield the maximum rent that may be charged to the tenant leasing the HOME-Assisted Housing Unit. HUD's most recent available utility allowance schedule is provided at Exhibit C Utility allowances are subject to annual adjustment by HUD.

This RFP places no restrictions on the rents Developers may charge for the non-HOME-Assisted Units within a mixed income project, except that those rents shall comply with the applicable requirements of other non-HOME subsidy sources.

All rental requirements will be codified in a HOME funding agreement between the County and the Developer and will be secured by an encumbrance on title to the property.

**L. Rehabilitation Standards**

Rehabilitation work completed under this program shall seek to upgrade the property to the extent practicable and feasible to applicable housing and building code standards including the HUD Section 8 Housing Quality Standards, and Florida Statutes Chapter 553, Building Construction Standards. The rehabilitation shall address lead-based paint remediation and asbestos remediation. The rehabilitation may address hurricane protection, energy efficiency and conservation, the removal of architectural barriers, as well as any construction related improvements to the property in order to comply with the requirements of the required environmental review. When rehabilitation is undertaken, a minimum of \$1,000 in rehabilitation costs must be expended on each unit for all housing types.

**M. Eligible Costs**

Eligible uses of the HOME funds are limited to project development costs attributable to the HOME-Assisted Housing Units; including: acquisition; architectural and engineering services; demolition; site improvements, rehabilitation; construction; building permits; utility connection fees; impact fees; and developer fee. Determination of cost eligibility and reasonableness shall be at the County's sole and absolute discretion. Costs of off-site improvements, payment of delinquent taxes and other fees, and costs related to other project financing are ineligible for payment with HOME funds.

**N. Relocation**

Respondents are cautioned that any activities causing displacement of residents and/or businesses are required to comply with the federal Uniform Relocation Assistance and Real Properties

Acquisition Policies Act (URA). The Respondent is solely responsible for all procedural requirements and costs related to the URA.

**O. Schedule**

It is the goal of the County to select proposals that are most likely to meet the following schedule:

December 31, 2022.....Execution of HOME Funding Agreement  
September 30, 2024.....100% expenditure of HOME Funds  
September 30, 2025.....100% Lease up /Beneficiaries Realized

**P. Federal Requirements**

Applicable federal regulations will be incorporated in the HOME funding agreement. The following are some of the federal regulations applicable to projects funded through this RFP. This list is not all-encompassing, and the exclusion of a requirement from this list does not relieve the Developer of its obligations related thereto:

- The HOME Investment Partnerships Act at Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C. 12701 et se., and the HOME Investment Partnerships Program Regulations (24 CFR Part 92);
- 2 CFR Part 200 and 24 CFR Part 5, Subpart A;
- Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990;
- Executive Orders 11246, 11375, 11478, 12086, 12107, 11625, 12007, 12138, 12608, 12432, the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, Section 3 of the Housing and Community Development Act of 1968, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, Protecting Tenants at Foreclosure Act of 2009 (PFTA), Public Law No. 111-22;
- Executive Orders 11063, 12259, the Fair Housing Act of 1988, and Section 109 of the Housing and Community Development Act of 1974, as amended;
- Florida Statutes, Chapter 112;
- The Drug-Free Workplace Act of 1988;
- Section 504 of the Rehabilitation Act of 1973; and
- National Environmental Policy Act of 1969, Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992 and 24 CFR Part 35, Environmental Protection Agency (EPA) NESHAP, 40 CFR Parts 61 Subpart M National Emission Standard for Asbestos, revised July 1991, Clean Air and Clean Water Acts, Energy Policy and Conservation Act of 1975; Occupational Health and Safety Administration (OSHA) Construction Industry Standard, 29 CFR 1926.1101, Florida State Licensing and Asbestos Laws, Title XVIII, Chapter 255.

## SECTION II

### **A. Proposal Requirements**

A completed registration form for RFP HES.2021.1 shall be submitted to HES in order to be eligible to submit a proposal. The registration form is located at <http://www.pbcgov.com/hes> or may be obtained by visiting HES at 100 Australian Avenue, Suite 500, West Palm Beach, FL 33406.

Each proposal shall meet the following criteria in order to be considered responsive and to be eligible for funding consideration:

1. The proposal shall include a completed and executed copy of the Respondent Certification Form, attached hereto as Exhibit D. *Submit as Attachment 1.*
2. The proposal shall include a detailed project description, including but not limited to: development category; development type; site plan; architectural renderings; numbers and types of buildings; total numbers of housing units by unit size and designated income set aside; numbers of HOME-Assisted Housing Units by unit size and designated income set aside; site amenities; and targeted resident populations. The description shall include a narrative description of the green building design features and/or construction methods, materials, equipment, and appliances that provide for energy efficiency and resiliency of the project. The description shall include project location information including the development site(s) PCN(s), address (if any), Census Tract, and a detailed site location map. *Submit as Attachment 2.*
3. The proposal shall include a project market analysis, including: an analysis of local housing market supply, demand, and pricing; an assessment of project marketability; and identification of any publicly financed or subsidized affordable housing developments located within a one (1) mile radius of the proposed project. *Submit as Attachment 3.*
4. The proposal shall identify the contact information for all of the project team members. Information should include the name, business affiliation, address, phone number and contact person for each team member. The proposal must identify at a minimum the Respondent, Developer, construction contractor, A&E consultant(s), and attorney. *Submit as Attachment 4.*
5. The proposal shall include an organization chart that details the ownership structure of the project, including the membership of the Respondent and Developer. *Submit as Attachment 5.*
6. The proposal shall describe the experience of the Respondent in undertaking similar activities, including details of the last three (3) projects of similar scope and magnitude to the project proposed by the Respondent. In addition, the proposal shall include individual résumés that identify each of the proposed team members' experience in similar roles. *Submit as Attachment 6.*

7. The proposal shall include evidence of site control for the entire project site(s). Evidence means a fully executed contract for purchase of the property, an option to purchase, a long-term lease, a lease option, a recorded deed, or a recorded certificate of title. *Submit as Attachment 7.*
8. For projects involving acquisition, the proposal shall include an appraisal of the property(s) to be acquired performed by a third-party independent licensed property appraiser. *Submit as Attachment 8.*
9. The proposal shall include a detailed development pro forma which includes all project sources and uses of funding and which explicitly states all assumptions. The proposal shall include documentation supporting all proposed construction costs in the form of either an estimate of probable cost prepared by a licensed architect or by written price estimates from at least two (2) licensed contractors. *Submit as Attachment 9.*
10. The proposal shall include a detailed 15-year operating pro forma that includes all project revenues, expenses, debt service, and reserves, and which explicitly states all assumptions. *Submit as Attachment 10.*
11. The proposal shall include documentation evidencing availability of all sources of funding required for the non-HOME balance of the project development budget. Acceptable documentation includes documentation from the funding source(s) providing a firm or a conditional commitment to fund and identifying all terms and conditions. The proposal shall also document availability of all sources of operating subsidy (if any), including project-based voucher subsidies. *Submit as Attachment 11.*
12. The proposal shall identify the current zoning and land use for the project site, the status of development approvals, the availability of required infrastructure, and shall describe the site's proximity to and availability of transportation services, employment centers, commercial centers, medical facilities, and educational services. *Submit as Attachment 12.*
13. The proposal shall include a detailed project schedule including all activities from pre-development, due diligence, land acquisition, engineering, development approvals, permitting, construction, and marketing, through completion and full lease-up. *Submit as Attachment 13.*
14. The proposal shall include two (2) years of Externally Audited Financial Statements, Externally Reviewed Financial Statements, Externally Compiled Financial Statements, Federal Income Tax Returns, or Internally Compiled Financial Statements for the Respondent. Respondent organizations established and operating less than two (2) years shall provide the required documents for the maximum period possible. Organizations established and operating less than one (1) year shall submit documentation supporting why the requirements cannot be met, and shall provide documentation evidencing the financial status of the organization. *Submit as Attachment 14.*

15. The proposal shall include an executed public disclosure, in writing, under oath and subject to the penalties prescribed for perjury, on the form attached hereto as Exhibit E, disclosing the name and address of every person having a beneficial interest in the proposed transaction. The beneficial interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public, is exempt and need not be disclosed. *Submit as Attachment 15.*
16. The proposal shall include an executed public disclosure, in writing, under oath and subject to the penalties prescribed for perjury, on the form attached hereto as Exhibit F, disclosing the name of any Respondent officer, director, or agent, who is also an employee of Palm Beach County, and disclosing the name of any County official or employee who owns, directly or indirectly, an interest in Respondent's firm or any of its affiliates. *Submit as Attachment 16.*
17. The proposal shall include a detailed litigation history of the Respondent, which shall identify any litigation matter in the past five (5) years involving any projects or key personnel employed by Respondent. *Submit as Attachment 17.*
18. The proposal shall include an executed Drug Free Workplace Certification indicating that the Respondent has implemented a Drug Free Workplace Program, which meets requirements of Section 287.087, Florida Statutes. A Drug Free Workplace Certification is provided as Exhibit G to this RFP. If Respondent has not implemented a Drug Free Workplace program, simply complete the form using "not applicable". *Submit as Attachment 18.*
19. For projects that will result in the displacement of bona fide tenants (residential or commercial), the proposal shall include a relocation plan to address requirements of the Uniform Relocation Assistance and Real Properties Acquisition Policies Act (URA). *Submit as Attachment 19.*

**Proposals which fail to provide all applicable proposal requirements listed in Section II.A above will be deemed non-responsive. Determination of responsiveness is at the sole discretion of the County. Non-responsive proposals will receive no consideration for funding by the Selection Committee.**

**B. Timetable**

The anticipated schedule and deadlines for the RFP are as follows:

<u>Activity</u>	<u>Date, Time, and Location</u>
Issue RFP	Advertised <b>Friday May 28, 2021</b>
Non-Mandatory Pre-Submittal Conference	<b>Friday, June 4, 2021, 8:30am</b> conducted remotely via Webex software platform (Meeting number: 1729 37 8523 /

Password VnxPieKc284).

**Submittal Deadline** **Monday June 28, 2021, 4:00pm**, at the Department of Housing and Economic Sustainability, 100 Australian Avenue, Suite 500, West Palm Beach, FL 33406.

**Proposals received after the deadline will be not be considered, and will be returned without consideration for funding. Modifications to proposals will not be permitted after the deadline.**

**Selection Committee Meeting** **Wednesday, July 14, 2021, 9:00am (TENTATIVE)** at the McEaddy Conference Room, Palm Beach County Governmental Center, 301 N. Olive Avenue, 12<sup>th</sup> Floor, West Palm Beach, FL 33401. Respondent and members of the public may attend remotely via Webex (details to follow).

**BCC Consideration** **Tuesday, August 17, 2021 (TENTATIVE)**, at the Commission Chambers, 6<sup>th</sup> Floor, PBC Robert Weisman Governmental Center, 301 North Olive Avenue, West Palm Beach, FL 33401. BCC meetings begin at 9:30am.

**C. Pre-Submittal Conference**

A non-mandatory pre-submittal conference will be held on Friday, June 4, 2021, 8:30am, remotely via Webex software Meeting number: 1729 37 8523 / Password: VnxPieKc284. County representatives will verbally present, highlight and reinforce the requirements of the RFP.

**D. Addenda**

If necessary, addenda will be mailed or delivered electronically to all known to have received a complete set of the RFP documents. Copies of the addenda will be made available at the Department of Housing and Economic Sustainability, 100 Australian Avenue, Suite 500, West Palm Beach, Florida 33406 where the RFP documents are on file for that purpose. No addenda will be issued later than three (3) calendar days prior to the date for receipt of submittal deadline, except an addendum withdrawing the RFP or one, which includes postponement of the submittal deadline.

**E. Submittal Format**

Failure to provide all of the information and documentation required by this RFP (Section II.A—Submittal Requirements) shall result in a proposal being deemed non-responsive. Non-responsive proposals will receive no consideration for funding.

The Respondent must submit an electronic copy of the complete proposal in pdf file format on a USB stick, and ten (10) hard copies of the complete proposal. One (1) original hard copy must be single sided, in loose-leaf form, on paper no larger than 8.5" x 11". The remaining nine (9) hard copies shall be bound on paper no larger than 8.5" x 11", with tabbed/identified sections for each required attachment.

**F. Submittal Deadline**

**Completed proposal submittal must be received by HES no later than 4:00p.m. Monday, June 28, 2021, at HES offices located at 100 Australian Avenue, Suite 500, West Palm Beach, FL 33406.**

The Respondent is solely responsible for ensuring that its proposal arrives prior to the closing time and date. Delivery problems by third parties are not a valid excuse for missing the closing date or time. The words **RFP HES.2021.1** must be boldly printed on the proposal.

**G. Responsiveness Review**

Each proposal shall be reviewed by the County to determine, in its sole discretion, if the proposal is responsive to the RFP. **A responsive proposal is one which has been submitted by the specified submittal deadline and which contains all information and documentation required by Section II.A—Proposal Requirements. Determination of responsiveness is at the sole discretion of the County. Proposals deemed to be non-responsive shall be rejected without being evaluated by the Selection Committee.**

While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to classify a proposal as non-responsive, such substandard submissions may adversely impact the evaluation of a proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

**H. Contact Person**

Carlos Serrano, Director of Strategic Planning and Operations  
Department of Housing and Economic Sustainability  
100 Australian Avenue, 5<sup>th</sup> Floor, West Palm Beach, FL 33406  
Phone: (561) 233-3608  
Email: [cserrano@pbcgov.org](mailto:cserrano@pbcgov.org)

**I. Lobbying - "Cone of Silence"**

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance", a copy of which is attached hereto as Exhibit H, is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here. "Cone of Silence" means a prohibition



on any non-written communication regarding this RFP between any Respondent or respondent's representative and any County Commissioner or Commissioner's staff. A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any actual or potential subcontractor or consultant of the Respondent. The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, or negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a funding award, rejects all proposals or otherwise takes action which ends the solicitation process.

**J. Postponement/Cancellation**

The County may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this RFP; postpone or cancel this RFP; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

**K. Costs Incurred by Respondents**

All costs involved with the preparing and submission of Respondent's proposal to the County, and any work performed in connection therewith and in negotiating a proposed final agreement(s) shall be borne by the Respondent.

**L. Right of Clarification**

The County retains the right to contact Respondents after submittal in order to obtain supplemental information and/or clarification in either oral or written form.

**M. Delineation of RFP**

This is a Request for Proposals. The County reserves the right to reject all proposals or to negotiate individually with one or more Respondents, and to select a proposal on the basis of what the Board of County Commissioners determines to be in the best interest of the County.

**N. Oral Presentation(s)**

Respondents may be required to make oral presentations during the Selection Committee Meeting, and possibly, to answer questions in support of their proposal or to exhibit or otherwise demonstrate the information contained therein.

**O. Proprietary/Confidential Information**

All information submitted as part of, or in support of, proposals will be available for public inspection after submittal of proposals, in compliance with Chapters 119 and 286, Florida

Statutes, popularly known as the "Public Records Law" and the "Government in the Sunshine Law", respectively.

**P. Non-Discrimination**

Palm Beach County does not discriminate on the basis of race, disability, color, sex, sexual orientation, religion, ancestry, age, gender identity or expression, genetic information, marital status, familial status, or national origin. Palm Beach County provides equal housing opportunities to all individuals.

**Q. Rules, Regulations, Licensing Requirements**

The Respondent shall comply with all laws, ordinances, and regulations applicable to the agreement contemplated herein, including those applicable to conflict of interest and collusion. Respondents are presumed to be familiar with all federal, state, and local laws, ordinances, codes, and regulations that may in any way affect the contract, especially Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

**R. Disclaimer**

All documents and information, whether written, oral or otherwise, provided by the County relating to this RFP are being provided solely as an accommodation and for informational purposes only, and the County is not making any representations or warranties of any kind as to the truth, accuracy or completeness, or the sources thereof. County shall have no liability whatsoever relating to such documents and information and all parties receiving the same shall not be entitled to rely on such documents and information, but shall have a duty to independently verify the accuracy of the information contained therein.

**S. Public Entity Crime**

As provided in Florida Statutes 287.132-133, by submitting a proposal pursuant to this RFP or performing any work in furtherance hereof, the Respondent certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof. This notice is required by Florida Statutes 287.133(3)(a).

**T. Insurance**

The Developer shall be required to comply with County insurance requirements at such time that an agreement is executed.

**U. Palm Beach County Office of the Inspector General**

Palm Beach County has established the Office of Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of any party doing business with the County, including the party's officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. All consultants and parties doing business with the County shall fully cooperate with the Inspector General including providing access to records relating to this RFP and any resulting contract. Failure to cooperate with Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 – 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

**SECTION III**

**A. Proposal Selection and Evaluation**

A Selection Committee will be designated for evaluation of all responsive proposals. Non-responsive proposals will not be evaluated by the Selection Committee and will be given no consideration for funding. The Selection Committee shall conduct its evaluation in adherence with the program requirements and evaluation criteria outlined in this RFP. The County reserves the right to appoint non-County employee(s) to the Selection Committee.

The following criteria will be used by the Selection Committee as a guideline in evaluating proposals, and is not intended to identify all items within each category to be considered. The Selection Committee will award scores up to the maximum amounts identified for each criterion to result in a combined total of up to 100 points:

**30 Points - Quality of Proposed Project**

Assessment of project development plan, design features, unit finishes, site amenities, number of affordable units/income targeting, proximity to services and facilities, and green building/resiliency features.

**25 Points - Qualifications and Experience**

Assessment of the Respondent and development team's qualifications and experience, particularly with residential projects of a similar nature as that proposed.

**20 Points - Financial Viability**

Assessment of financial viability of project, including availability of

development funding sources and reasonableness of uses, product pricing, revenues/expenses, ability to repay debt and meet future physical needs, and likelihood of sustainable performance over time.

**15 Points - Project Schedule**

The project is able to deliver affordable units expeditiously, and the projected schedule and time frames are realistic and achievable.

**5 Points - Geographic Preference**

Projects located within a Census Tract with a poverty rate of no less than 20% (as determined by 2019 American Community Survey 5-Year Data Table S1701) will receive five (5) points.

**5 Points - Targeted Resident Populations Preference**

Projects where no fewer than 60% of the total housing units will be occupied by Disabled Persons, Elderly Persons, or Veterans will receive five (5) points.

The Selection Committee shall tally individual scores to yield a total score for each project, and shall rank the projects from highest scoring to lowest scoring. In the event of a tie score among two or more highest scoring proposals, the below-listed criteria shall be applied to the tied proposals. The criteria are listed in descending rank order, and shall be applied in sequence to tied proposals until a rank order is established among the proposals.

- 1<sup>st</sup>: Proposal with both RFP scoring preferences (Geographic AND Targeted Resident Population)
- 2<sup>nd</sup>: Proposal with one RFP scoring preference (Geographic OR Targeted Resident Population)
- 3<sup>rd</sup>: Proposal with higher score for Quality of Proposed Project scoring criterion
- 4<sup>th</sup>: Proposal with higher score for Qualifications and Experience scoring criterion
- 5<sup>th</sup>: Proposal with higher score for Financial Viability scoring criterion

**B. Award Recommendation**

The recommendation to award, if any, will be made to the Respondent whose proposal is considered to be most advantageous to the County as determined by vote of the Selection Committee. The Selection Committee may elect not to recommend the award of funding to any of the Respondents. The Department of Housing and Economic Sustainability will post the award recommendation for review.

**C. Funding Award**

The Department of Housing and Economic Sustainability will present the funding recommendation to the Palm Beach County Board of County Commissioners (BCC) at a public meeting. **The BCC has the sole authority to modify, reject, or approve funding recommendations under this RFP, or**

**to award to another Respondent.**

**D. Agreement Negotiations**

After approval by the BCC, the County will enter into negotiations with the Respondent(s) awarded funding. If the County and the Respondent cannot successfully negotiate an agreement, the County may terminate said negotiations and the funding award, and may elect to initiate negotiations with the second highest ranked Respondent. This process may continue until an agreement(s) has been executed or until the County elects to terminate the process. No Respondent shall have any right against the County arising from such negotiations or termination.

**E. Right to Protest**

Any proposer who is aggrieved in connection with the recommended award of an RFP may submit a written protest via hand delivery, mail or email within three (3) business days following notice of the recommendation to award. The protest must be submitted to the designated RFP contact person and must contain identification of the RFP and the protestor, as well as a factual summary of the basis of the protest. The written protest is considered filed when it is received and date/time stamped. Only the issues submitted in writing within the period specified for the protest will be considered.

Upon receipt of a written protest, HES staff shall review the protest and any written material provided by the protestor, and submit a written summary of the protest along with a recommendation to the Department Director or designee as to the validity of the protest. The Department Director or designee shall have the authority to:

1. Deny the protest, based on the findings of the review; or
2. Uphold the protest, and recommend award to the next highest ranked proposer; provided however if the RFP is awarded to the next highest ranked proposer, new notice and protest provisions defined in the RFP shall apply.
3. Cancel the RFP.

The ruling of the Department Director or designee shall be final, unless the Respondent appeals it to a Special Master. If the protest is denied, the protestor may submit a written request of appeal, along with a \$1,500 non-refundable check, which shall be submitted in the form of a money order, cashier's check or a bank check payable to Palm Beach County, for costs associated with the engaging of a Special Master, to the designated RFP contact within three (3) business days of the issuance of the Department Director's written decision. If no appeal is submitted within the allotted time, the Department may proceed with the award process as provided in the RFP. Upon timely submittal of a written request of appeal, the designated RFP contact shall submit all documents relating to the protest, including the written decision, to the Director of Purchasing to be referred directly to a Special Master under contract with Palm Beach County in accordance with Section 2-

55(c)(4) of the Palm Beach County Code. Notwithstanding the provisions of Section 2-55(c)(4) of the Palm Beach County Code, the request for a Special Master hearing shall be accompanied by a protest bond of \$1,500. Any costs associated with the engaging of a Special Master in excess of \$1,500, shall be the sole responsibility of the protestor. Special Master hearings shall be conducted in accordance with Countywide PPM CW-L-039, "Procurement Protest Hearings". The Special Master shall make a recommendation as to whether the protest should be upheld or denied. If the Special Master upholds the protest, the Special Master shall either make a recommendation to cancel the RFP, or to cancel the award recommendation and post a new award recommendation after re-evaluation based on the Special Master's determination of the facts in the case.

The Board of County Commissioners may accept or reject the decision of the Special Master in making its final funding determination.

EXHIBIT A:

2021 INCOME LIMITS CHART

2021 HOME Income Limits for West Palm Beach – Boca Raton, FL HMFA  
U.S. Department of Housing and Urban Development

Number of Persons in Household	Very Low Income 50% AMI	Low Income 80% AMI
1	\$30,000	\$47,950
2	\$34,250	\$54,800
3	\$38,550	\$61,650
4	\$42,800	\$68,500
5	\$46,250	\$74,000
6	\$49,650	\$79,500
7	\$53,100	\$84,950
8	\$56,500	\$90,450

**EXHIBIT B:**

**2021 HOME RENT LIMITS**

Affordable Rents that may be charged in HOME-Assisted Housing Units funded through RFP HES.2021.1 will be HOME Program Rents (High and Low) for existing comparable housing units for the West Palm Beach – Boca Raton, FL MSA as published annually by HUD.

**FY2021 HOME Rent Limits**

U.S. Department of Housing and Urban Development

<b>Number of Bedrooms in Unit</b>	<b>Low HOME Rent Limit (50% AMI Units)</b>	<b>High HOME Rent Limit (80% AMI Units)</b>
<b>Efficiency</b>	\$768	\$979
<b>1</b>	\$823	\$1,050
<b>2</b>	\$988	\$1,262
<b>3</b>	\$1,141	\$1,450
<b>4</b>	\$1,273	\$1,598
<b>5</b>	\$1,405	\$1,744
<b>6</b>	\$1,536	\$1,891



EXHIBIT C:

UTILITY ALLOWANCE SCHEDULE

**Allowances for Tenant-Furnished Utilities and Other Services**

U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT  
Office of Public and Indian Housing

OMB Approval No. 2577-0102  
(exp. 11/30/2010)

Locality		Unit Type		Date (mm/dd/yyyy)			
Palm Beach County, FL		Single Family		01/01/19			
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	4.00	4.00	5.00	7.00	9.00	11.00
	b. Bottle Gas	7.00	7.00	8.00	11.00	13.00	16.00
	c. Electric	4.00	4.00	5.00	6.00	6.00	7.00
	d. Fuel Oil						
Cooking	a. Natural Gas	3.00	3.00	4.00	4.00	5.00	5.00
	b. Bottle Gas	5.00	6.00	7.00	7.00	8.00	9.00
	c. Electric	4.00	5.00	6.00	6.00	7.00	8.00
	d. Fuel Oil						
Other Electric		17.00	20.00	24.00	29.00	34.00	41.00
Air Conditioning		34.00	39.00	48.00	59.00	68.00	80.00
Water Heating	a. Natural Gas	13.00	16.00	18.00	23.00	27.00	32.00
	b. Bottle Gas	23.00	28.00	32.00	42.00	49.00	58.00
	c. Electric	11.00	15.00	18.00	25.00	32.00	38.00
	d. Fuel Oil						
Water	a. City	27.00	29.00	33.00	40.00	46.00	51.00
	b. County	17.00	18.00	21.00	30.00	36.00	41.00
Sewer	a. City	20.00	23.00	30.00	39.00	47.00	53.00
	b. County	19.00	21.00	25.00	37.00	47.00	54.00
Trash Collection		19.00	19.00	19.00	19.00	19.00	19.00
Range		5.00	5.00	5.00	5.00	6.00	6.00
Refrigerator		3.00	3.00	3.00	3.00	4.00	4.00
Other - specify Customer Charge	a. Electric	8.01	8.01	8.01	8.01	8.01	8.01
	b. Natural Gas	11.00	11.00	11.00	11.00	11.00	11.00
Actual Family Allowances - To be used by the family to compute allowance. Complete below for the actual unit rented.				Utility or Service		per month cost	
Name of Family				Heating		\$	
				Cooking			
Address of Unit				Other Electric			
				Air Conditioning			
Number of Bedrooms				Water Heating			
				Water			
				Sewer			
				Trash Collection			
				Range/Microwave			
				Refrigerator			
				Other			
				Total		5	

form HUD-52667 (12/97)  
ref Handbook 7420.8

EXHIBIT C:

UTILITY ALLOWANCE SCHEDULE (continued)

Allowances for Tenant-Furnished Utilities and Other Services

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Office of Public and Indian Housing

CMB Approval No. 2577-9159  
(exp. 4/30/2018)

Locality		Unit Type					Date (mm/dd/yyyy)
Palm Beach County, FL		Duplex/Row/Townhouse					01/01/19
Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas	3.00	3.00	4.00	6.00	7.00	9.00
	b. Bottle Gas	6.00	6.00	7.00	8.00	11.00	14.00
	c. Electric	3.00	3.00	4.00	5.00	5.00	6.00
	d. Fuel Oil						
Cooking	a. Natural Gas	3.00	3.00	4.00	4.00	5.00	5.00
	b. Bottle Gas	5.00	6.00	7.00	7.00	8.00	9.00
	c. Electric	4.00	5.00	6.00	6.00	7.00	8.00
	d. Fuel Oil						
Other Electric		17.00	20.00	24.00	28.00	34.00	41.00
Air Conditioning		34.00	39.00	48.00	59.00	66.00	80.00
Water Heating	a. Natural Gas	13.00	16.00	18.00	23.00	27.00	32.00
	b. Bottle Gas	23.00	28.00	32.00	42.00	49.00	58.00
	c. Electric	11.00	15.00	18.00	26.00	32.00	38.00
	d. Fuel Oil						
Water	a. City	27.00	28.00	33.00	40.00	46.00	51.00
	b. County	17.00	18.00	21.00	30.00	36.00	41.00
Sewer	a. City	20.00	23.00	30.00	39.00	47.00	53.00
	b. County	19.00	21.00	28.00	37.00	47.00	54.00
Trash Collection		19.00	19.00	19.00	19.00	19.00	19.00
Range		5.00	5.00	5.00	5.00	6.00	6.00
Refrigerator		3.00	3.00	3.00	3.00	4.00	4.00
Other -specify Customer Charge	a. Electric	8.01	8.01	8.01	8.01	8.01	8.01
	b. Natural Gas	11.00	11.00	11.00	11.00	11.00	11.00
Actual Family Allowances - To be used by the family to compute allowance. Complete below for the actual unit rented.				Utility or Service		per month cost	
Name of Family				Heating			
				Cooking			
Address of Unit				Other Electric			
				Air Conditioning			
Number of Bedrooms				Water Heating			
				Water			
				Sewer			
				Trash Collection			
				Range/Microwave			
				Refrigerator			
				Other			
				Total			

Form HUD-52657 (12/97)  
ref Handbook 7430.6

EXHIBIT C:

UTILITY ALLOWANCE SCHEDULE (continued)

**Allowances for Tenant-Furnished Utilities and Other Services**

U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT  
Office of Public and Indian Housing

OMB Approval No. 2577-0168  
(exp. 4/30/2018)

Locality		Unit Type						Date (mm/dd/yyyy)
Palm Beach County, FL		Flat/Garden/High Rise Apt						01/01/19
Utility or Service	Monthly Dollar Allowances							
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	
Heating	a. Natural Gas	3.00	3.00	4.00	5.00	7.00	9.00	
	b. Bottle Gas	5.00	6.00	6.00	9.00	11.00	13.00	
	c. Electric	3.00	3.00	4.00	5.00	5.00	5.00	
	d. Fuel Oil							
Cooking	a. Natural Gas	3.00	3.00	4.00	4.00	5.00	5.00	
	b. Bottle Gas	5.00	6.00	7.00	7.00	8.00	9.00	
	c. Electric	4.00	5.00	6.00	6.00	7.00	8.00	
	d. Fuel Oil							
Other Electric		17.00	20.00	24.00	29.00	34.00	41.00	
Air Conditioning		27.00	31.00	36.00	47.00	55.00	64.00	
Water Heating	a. Natural Gas	13.00	15.00	18.00	23.00	27.00	32.00	
	b. Bottle Gas	23.00	28.00	32.00	42.00	49.00	58.00	
	c. Electric	11.00	15.00	18.00	25.00	32.00	38.00	
	d. Fuel Oil							
Water	a. City	27.00	29.00	33.00	40.00	46.00	53.00	
	b. County	17.00	18.00	21.00	30.00	36.00	41.00	
Sewer	a. City	20.00	23.00	30.00	39.00	47.00	53.00	
	b. County	19.00	21.00	26.00	37.00	47.00	54.00	
Trash Collection		19.00	19.00	19.00	19.00	19.00	19.00	
Range		5.00	5.00	5.00	5.00	6.00	6.00	
Refrigerator		3.00	3.00	3.00	3.00	4.00	4.00	
Other -specify Customer Charge	a. Electric	8.01	8.01	8.01	8.01	8.01	8.01	
	b. Natural Gas	11.00	11.00	11.00	11.00	11.00	11.00	
Actual Family Allowances - To be used by the family to compute allowance. Complete below for the actual unit rented.				Utility or Service		per month cost		
Name of Family				Heating				
				Cooking				
Address of Unit				Other Electric				
				Air Conditioning				
				Water Heating				
				Water				
				Sewer				
				Trash Collection				
				Range/Microwave				
				Refrigerator				
Number of Bedrooms				Other				
				Total				

form HUD-52667 (12/97)  
ref Handbook 7420.6

EXHIBIT C:

UTILITY ALLOWANCE SCHEDULE (continued)

**Allowances for Tenant-Furnished Utilities and Other Services**

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Office of Public and Indian Housing

OMB Approval No. 2517-0168  
(exp. 11/30/2018)

Locality		City of Lake Worth, FL		Unit Type	Single Family			Date (mm/dd/yyyy)	01/01/19	
Utility or Service		Monthly Dollar Allowances								
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR			
Heating	a. Natural Gas	4.00	4.00	5.00	7.00	9.00	11.00			
	b. Bottle Gas	6.00	7.00	7.00	10.00	12.00	15.00			
	c. Electric	4.00	5.00	6.00	7.00	7.00	8.00			
	d. Fuel Oil									
Cooking	a. Natural Gas	3.00	3.00	4.00	4.00	5.00	5.00			
	b. Bottle Gas	5.00	5.00	6.00	7.00	8.00	8.00			
	c. Electric	5.00	6.00	7.00	8.00	8.00	9.00			
	d. Fuel Oil									
Other Electric		20.00	24.00	28.00	34.00	41.00	48.00			
Air Conditioning		40.00	46.00	56.00	69.00	80.00	95.00			
Water Heating	a. Natural Gas	13.00	16.00	18.00	23.00	27.00	32.00			
	b. Bottle Gas	21.00	25.00	30.00	38.00	45.00	53.00			
	c. Electric	13.00	17.00	21.00	29.00	36.00	45.00			
	d. Fuel Oil									
Water	a. City	23.00	26.00	30.00	36.00	45.00	51.00			
	b. County									
Sewer	a. City	17.00	19.00	24.00	31.00	37.00	42.00			
	b. County									
Trash Collection		18.71	18.71	18.71	18.71	18.71	18.71			
Range		5.00	5.00	5.00	5.00	6.00	6.00			
Refrigerator		3.00	3.00	3.00	3.00	4.00	4.00			
Other - specify Customer Charge	a. Electric	31.40	31.40	31.40	31.40	31.40	31.40			
	b. Natural Gas	11.00	11.00	11.00	11.00	11.00	11.00			
Actual Family Allowances - To be used by the family to compute allowance. Complete below for the actual unit rented.				Utility or Service		per month cost				
Name of Family  Address of Unit  Number of Bedrooms				Heating		\$				
				Cooking						
				Other Electric						
				Air Conditioning						
				Water Heating						
				Water						
				Sewer						
				Trash Collection						
				Range/Microwave						
				Refrigerator						
Other										
		<b>Total</b>		\$						

Form HUD-52867 (12/97)  
ref Handbook 7420-B

EXHIBIT C:

UTILITY ALLOWANCE SCHEDULE (continued)

**Allowances for Tenant-Furnished Utilities and Other Services**

U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 4/30/2018)

Locality		City of Lake Worth, FL		Unit Type	Date (mm/dd/yyyy)		
				Duplex/Row/Townhouse	01/01/19		
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	3.00	3.00	4.00	6.00	7.00	9.00
	b. Bottle Gas	5.00	6.00	6.00	9.00	10.00	13.00
	c. Electric	4.00	4.00	5.00	6.00	6.00	7.00
	d. Fuel Oil						
Cooking	a. Natural Gas	3.00	3.00	4.00	4.00	5.00	5.00
	b. Bottle Gas	5.00	5.00	6.00	7.00	8.00	8.00
	c. Electric	5.00	6.00	7.00	8.00	8.00	9.00
	d. Fuel Oil						
Other Electric		20.00	24.00	28.00	34.00	41.00	48.00
Air Conditioning		40.00	46.00	56.00	69.00	80.00	95.00
Water Heating	a. Natural Gas	13.00	16.00	18.00	23.00	27.00	32.00
	b. Bottle Gas	21.00	25.00	30.00	38.00	45.00	53.00
	c. Electric	13.00	17.00	21.00	29.00	38.00	45.00
	d. Fuel Oil						
Water	a. City	23.00	26.00	30.00	38.00	45.00	51.00
	b. County						
Sewer	a. City	17.00	19.00	24.00	31.00	37.00	42.00
	b. County						
Trash Collection		18.71	18.71	18.71	18.71	18.71	18.71
Range		5.00	5.00	5.00	5.00	5.00	6.00
Refrigerator		3.00	3.00	3.00	3.00	4.00	4.00
Other -specify Customer Charge	a. Electric	31.40	31.40	31.40	31.40	31.40	31.40
	b. Natural Gas	11.00	11.00	11.00	11.00	11.00	11.00
Actual Family Allowances - To be used by the family to compute allowance. Complete below for the actual unit rented.				Utility or Service		per month cost	
Name of Family				Heating			
				Cooking			
Address of Unit				Other Electric			
				Air Conditioning			
				Water Heating			
				Water			
				Sewer			
				Trash Collection			
				Range/Microwave			
				Refrigerator			
Number of Bedrooms				Other			
				<b>Total</b>			

form HUD-52887 (12/97)  
ref Handbook 7420.8

EXHIBIT C:

UTILITY ALLOWANCE SCHEDULE (continued)

**Allowances for Tenant-Furnished Utilities and Other Services**

U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT  
Office of Public and Indian Housing

OMB Approval No. 2577-0189  
(exp. 4/30/2010)

Locality		City of Lake Worth, FL		Unit Type		Flat/Garden/High Rise Apt		Date (mm/dd/yyyy)		01/01/19	
Utility or Service		Monthly Dollar Allowances									
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR				
Heating	a. Natural Gas	3.00	3.00	4.00	5.00	7.00	9.00				
	b. Bottle Gas	5.00	5.00	6.00	8.00	10.00	12.00				
	c. Electric	3.00	4.00	5.00	5.00	6.00	6.00				
	d. Fuel Oil										
Cooking	a. Natural Gas	3.00	3.00	4.00	4.00	5.00	5.00				
	b. Bottle Gas	5.00	5.00	6.00	7.00	8.00	8.00				
	c. Electric	5.00	6.00	7.00	6.00	8.00	9.00				
	d. Fuel Oil										
Other Electric		20.00	24.00	28.00	34.00	41.00	48.00				
Air Conditioning		32.00	37.00	45.00	55.00	64.00	76.00				
Water Heating	a. Natural Gas	13.00	16.00	18.00	23.00	27.00	32.00				
	b. Bottle Gas	21.00	25.00	30.00	38.00	45.00	53.00				
	c. Electric	13.00	17.00	21.00	29.00	38.00	45.00				
	d. Fuel Oil										
Water	a. City	23.00	26.00	30.00	39.00	45.00	51.00				
	b. County										
Sewer	a. City	17.00	19.00	24.00	31.00	37.00	42.00				
	b. County										
Trash Collection		18.71	18.71	18.71	18.71	18.71	18.71				
Range		5.00	5.00	5.00	5.00	6.00	6.00				
Refrigerator		3.00	3.00	3.00	3.00	4.00	4.00				
Other - specify Customer Charge	a. Electric	31.40	31.40	31.40	31.40	31.40	31.40				
	b. Natural Gas	11.00	11.00	11.00	11.00	11.00	11.00				
Actual Family Allowances - To be used by the family to compute allowance. Complete below for the actual unit rented.						Utility or Service		per month cost			
Name of Family						Heating					
						Cooking					
Address of Unit						Other Electric					
						Air Conditioning					
						Water Heating					
						Water					
						Sewer					
						Trash Collection					
						Range/Microwave					
						Refrigerator					
Number of Bedrooms						Other					
						<b>Total</b>					

form HUD-52067 (12/97)  
ref Handbook 7-420.8

EXHIBIT D:

RESPONDENT CERTIFICATION FORM

By signing below, the undersigned \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_ (the Respondent), a \_\_\_\_\_ i.e. Florida corporation hereby certifies that the undersigned is duly authorized to sign this Respondent Certification Form on behalf of the Respondent and that this Respondent Certification Form shall be fully binding upon Respondent. Respondent hereby covenants and agrees to comply with the terms upon RFP HES.2021.1, all related Federal Regulations, and related Addenda and to attempt to negotiate in good faith with the County the terms of an agreement and will implement the response submitted by Respondent of the RFP. The Respondent further covenants and agrees that it has received all of the information referenced in the RFP, that Respondent fully understands the same, that Respondent completely and accurately completed the response submitted by Respondent pursuant to the RFP, that the information contained in such response submitted by Respondent is true and correct and that Respondent shall be bound by the terms and conditions of the RFP and the covenants, agreements and representations made by Respondent herein and in the response submitted by Respondent to the RFP.

Date of Execution by Respondent: \_\_\_\_\_, 2021.

\_\_\_\_\_ By: \_\_\_\_\_  
RESPONDENT Signature

Its: \_\_\_\_\_  
SEAL Print Signatory's Name

The foregoing Respondent Certification Form was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, \_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ (state and type of entity), who is personally known to me OR who produced \_\_\_\_\_ as identification and who did take an oath.

\_\_\_\_\_ NOTARY PUBLIC  
Notary Public  
State of \_\_\_\_\_ at large  
\_\_\_\_\_ My Commission Expires  
Print Notary Name

EXHIBIT E:

DISCLOSURE OF BENEFICIAL INTERESTS  
(REQUIRED BY FLORIDA STATUTES 286.23)

TO: PALM BEACH COUNTY CHIEF OFFICER, OR HIS OR HER OFFICIALLY  
DESIGNATED REPRESENTATIVE

STATE OF FLORIDA  
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, this day personally appeared \_\_\_\_\_ hereinafter referred to an Affiant who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant is the \_\_\_\_\_ which entity is the Lead Entity for the Respondent to Palm Beach County Request for proposals Number \_\_\_\_\_.
2. Affiant's address is: \_\_\_\_\_
3. Attached hereto, and made a part thereof, as an Attachment is a complete listing of the names and addresses of every person or entity having a five percent (5%) or greater beneficial interest in the proposed HOME project and the percentage interest of each such person or entity.
4. Affiant acknowledges that this Affidavit is given to comply with Florida Statutes 286.23, and will be relied upon by Palm Beach County.
5. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.
6. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief, it is true, correct, and complete.

FURTHER AFFIANT SAYETH NAUGHT.

By: \_\_\_\_\_, Affiant

The foregoing instrument was sworn to, subscribed and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, who is personally known to me OR who produced \_\_\_\_\_ as identification and who did take an oath.

(NOTARY SEAL BELOW)

Notary Signature: \_\_\_\_\_

Notary Name: \_\_\_\_\_

Notary Public State of Florida



**ATTACHMENT TO DISCLOSURE OF BENEFICIAL INTERESTS**

**SCHEDULE TO BENEFICIAL INTERESTS IN PROJECT PROPOSAL**

Affiant is only required to identify five percent (5%) or greater beneficial interest holders in the proposed HOME project. If none, so state. Affiant must identify individual owners. If, by way of example, the proposed project is wholly or partially owned by another entity, such as a corporation, Affiant must identify such other entity, its address and percentage interest, as well as such information for the individual owners of such other entity.

NAME	ADDRESS	PERCENTAGE OF INTEREST

**EXHIBIT F:**

**DISCLOSURE OF RELATIONSHIPS WITH COUNTY**

TO: PALM BEACH COUNTY CHIEF OFFICER, OR HIS OR HER OFFICIALLY DESIGNATED REPRESENTATIVE

STATE OF FLORIDA  
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, this day personally appeared \_\_\_\_\_ hereinafter referred to an Affiant who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant is the \_\_\_\_\_ which entity is the Lead Entity for the Respondent to Palm Beach County Request for proposals Number \_\_\_\_\_.
2. Affiant's address is: \_\_\_\_\_
3. Attached hereto, and made a part thereof, as an Attachment is a complete listing of the names and addresses of every officer, director, or agent of the Respondent who is also an employee of Palm Beach County, and the names and addresses of every County official or employee who owns, directly or indirectly, an interest in the Respondent's firm or any of its affiliates.
4. Affiant acknowledges that this Affidavit will be relied upon by Palm Beach County.
5. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.
6. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief, it is true, correct, and complete.

FURTHER AFFIANT SAYETH NAUGHT.

By: \_\_\_\_\_, Affiant

The foregoing instrument was sworn to, subscribed and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, who is personally known to me OR who produced \_\_\_\_\_ as identification and who did take an oath.

(NOTARY SEAL BELOW)

Notary Signature: \_\_\_\_\_

Notary Name: \_\_\_\_\_

**Notary Public State of Florida**

**ATTACHMENT TO DISCLOSURE OF RELATIONSHIPS WITH COUNTY**

Affiant shall list the names and addresses of every officer, director, or agent of the Respondent who is also an employee of Palm Beach County, and the names and addresses of every County official or employee who owns, directly or indirectly, an interest in the Respondent’s firm or any of its affiliates.

NAME	ADDRESS	RELATIONSHIP

**EXHIBIT G:**

**DRUG FREE WORKPLACE CERTIFICATION**

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or *nolo contendere* to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
BUSINESS NAME

\_\_\_\_\_  
PROVIDER'S SIGNATURE

**EXHIBIT H:**

**PALM BEACH COUNTY LOBBYIST REGISTRATION ORDINANCE**

Sec. 2-351. - Title and purpose.

- (a) This article may be cited as the "Palm Beach County Lobbyist Registration Ordinance."
- (b) The board of county commissioners of the county and the governing bodies of the municipalities located within the county hereby determine that the operation of responsible government requires that the fullest opportunity be afforded to the people to petition their county and local governments for the redress of grievances and to express freely to the elected officials their opinions on legislation and other actions and issues; that to preserve and maintain the integrity of the governmental decision-making process, it is necessary that the identity and activities of certain persons who engage in efforts to influence the county commissioners, members of the local municipal governing bodies, mayors or chief executive officers that are not members of local municipal governing bodies, county and municipal advisory board members, and county and municipal employees on matters within their official duties, be publicly and regularly disclosed. In accordance with Section 1.3 of the County Charter, this article shall not apply in any municipality that has adopted an ordinance in conflict governing the same subject matter.

(Ord. No. 03-018, § 1, 5-20-03; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Sec. 2-352. - Definitions.

Unless expressly provided herein to the contrary, for purposes of this article, the following definitions will apply:

*Advisory board* shall mean any advisory or quasi-judicial board created by the board of county commissioners, by the local municipal governing bodies, or by the mayors who serve as chief executive officers or by mayors who are not members of local municipal governing bodies.

*Board* will mean the board of county commissioners of Palm Beach County, Florida.

*County commissioner* will mean any member of the board of county commissioners of Palm Beach County, Florida.

*Central lobbyist registration site* will mean the official location for countywide lobbyist registration.

*Lobbying* shall mean seeking to influence a decision through oral or written communication or an attempt to obtain the goodwill of any county commissioner, any member of a local municipal governing body, any mayor or chief executive officer that is not a member of a local municipal governing body, any advisory board member, or any employee with respect to the passage, defeat or modification of any item which may foreseeably be presented for consideration to the advisory board, the board of county commissioners, or the local municipal governing body lobbied as applicable.

*Lobbyist* shall mean any person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying on behalf of a principal, and shall include an employee whose principal responsibility to the employer is overseeing the employer's various relationships with government or representing the employer in its contacts with government. "Lobbyist" shall not include:

- (1) Any employee, contract employee, or independent contractor of a governmental agency or entity lobbying on behalf of that agency or entity, any elected local official when the official is lobbying on behalf of the governmental agency or entity which the official serves, or any member of the

official's staff when such staff member is lobbying on an occasional basis on behalf of the governmental agency or entity by which the staff member is employed.

- (2) Any person who is retained or employed for the purpose of representing an employer, principal or client only during a publicly noticed quasi-judicial hearing or comprehensive plan hearing, provided the person identifies the employer, principal or client at the hearing.
- (3) Any expert witness who is retained or employed by an employer, principal or client to provide only scientific, technical or other specialized information provided in agenda materials or testimony only in public hearings, so long as the expert identifies the employer, principal or client at the hearing.
- (4) Any person who lobbies only in his or her individual capacity for the purpose of self-representation and without compensation.
- (5) Any employee, contract employee, or independent contractor of the Palm Beach County League of Cities. Inc. lobbying on behalf of that entity.

*Local municipal governing body* will mean the councils and commissions of the municipalities located within Palm Beach County, Florida.

*Member of local municipal governing body* will mean any member of the municipal council or commission.

*Official or employee* means any official or employee of the county or the municipalities located within the county, whether paid or unpaid. The term "employee" includes but is not limited to all managers, department heads and personnel of the county or the municipalities located within the county. The term also includes contract personnel and contract administrators performing a government function, and chief executive officer who is not part of the local governing body. The term "official" shall mean members of the board of county commissioners, a mayor, members of local municipal governing bodies, and members appointed by the board of county commissioners, members of local municipal governing bodies or mayors or chief executive officers that are not members of local municipal governing body, as applicable, to serve on any advisory, quasi judicial, or any other board of the county, state, or any other regional, local, municipal, or corporate entity.

*Palm Beach County Commission on Ethics* means the commission established in section 2-254 et seq. to administer and enforce the ethics regulations set forth herein, and may also be referred to as the "commission on ethics" in this article.

*Persons and entities* shall be defined to include all natural persons, firms, associations, joint ventures, partnerships, estates, trusts, business entities, syndicates, fiduciaries, corporations, and all other organizations.

*Principal* shall mean the person or entity a lobbyist represents, including a lobbyist's employer or client, for the purpose of lobbying.

(Ord. No. 03-018, § 2, 5-20-03; Ord. No. 03-055, Pt. I, 11-18-03; Ord. No. 2009-051, pt. 2, 12-15-09; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Sec. 2-353. - Registration and expenditures.

- (a) *Registration required.* Prior to lobbying, all lobbyists shall submit an original, fully executed registration form to county administration, which shall serve as the official location for countywide lobbyist registration and which shall be known as the "central lobbyist registration site." The registration may be submitted in paper or electronic form pursuant to countywide policies and procedures. Each lobbyist

is required to submit a separate registration for each principal represented. A registration fee of twenty-five dollars (\$25.00) must be included with each registration form submitted. A registrant shall promptly send a written statement to county administration canceling the registration for a principal upon termination of the lobbyist's representation of that principal. This statement shall be signed by the lobbyist. Lobbying prior to registration is prohibited. It is the responsibility of the lobbyist to keep all information contained in the registration form current and up to date.

(b) *Registration form.* The registration form shall be prepared by county administration and shall require the following information:

- (1) The name, phone number and address of the lobbyist;
- (2) The name, phone number and address of the principal represented;
- (3) The date the lobbyist was initially retained by the principal;
- (4) The nature and extent of any direct business association or partnership the lobbyist and principal might have with any current county commissioner, member of a local municipal governing body, mayor or chief executive office that is not a member of a local municipal governing body, advisory board member, or employee;
- (5) The area of legislative interest;
- (6) A statement confirming that the registrant is authorized to represent the principal;
- (7) Signatures of both the registrant and principal where such signatures may be made electronically pursuant to countywide policies and procedures; and
- (8) The county or municipalities to be lobbied.

(c) *Registration exceptions.* Registration shall not be required for the following:

- (1) Persons under contract with the county or municipalities as applicable who communicate with county commissioners, members of local municipal governing bodies, mayors or chief executive officers that are not members of a local municipal governing body, advisory board members or employees regarding issues related only to the performance of their services under their contract;
- (2) Any attorney representing a client in an active or imminent judicial proceeding, arbitration proceeding, mediation proceeding where a mediator is present, or formal administrative hearing conducted by an administrative law judge in the division of administrative hearings, in which the county or municipality as applicable is a party, who communicates with county or municipal attorneys on issues related only to the subject matter of the judicial proceeding, arbitration proceeding, mediation proceeding, or formal administrative hearing. This exception to the registration requirement includes communications with other government officials and employees conducted during depositions, mediation, arbitration hearings or trial, judicial hearings or trial, and settlement negotiations for active litigation, so long as the county or municipal attorneys are present for those communications.

(d) *Reporting of expenditures.* Commencing November 1, 2011, and by November 1 of each year thereafter, all lobbyists shall submit to the central lobbyist registration site a signed statement under oath listing all expenditures made by the lobbyist in lobbying county or municipal officials and employees in excess of twenty-five dollars (\$25.00) for the preceding fiscal year commencing on October 1 and ending on September 30. A statement shall be filed even if there have been no expenditures during the reporting period. The statement shall list in detail each expenditure category, including food and beverage, entertainment, research, communications, media advertising, publications, travel, lodging and special events. Political contributions and expenditures which are reported under election laws as well as campaign-related personal services provided without compensation are excluded from the reporting

requirements. A lobbyist or principal's salary, office overhead expenses and personal expenses for lodging, meals and travel also are excluded from the reporting requirements. Research is an office expense unless it is performed by independent contractors rather than by the lobbyist or the lobbyist's firm.

- (1) The county administrator of the central lobbyist registration site shall provide notice of violation to any lobbyist who fails to timely file an expenditure report and shall also notify the county commission on ethics of this failure. In addition to any other penalties which may be imposed under this article, any lobbyist who fails to file the required expenditure report within thirty (30) days of the date of notice of violation shall be suspended from lobbying unless the notice of violation has been appealed to the commission on ethics.
- (e) *False statements.* A lobbyist shall not knowingly make, or cause to be made, a false statement or misrepresentation in maintaining registration or when lobbying county commissioners, members of local municipal governing bodies, mayors or chief executive officers that are not members of local municipal governing bodies, advisory board members, or employees.
- (f) *Existing county registrations.* All registrations on file and in effect with the county before the effective date of this ordinance shall remain in full force and effect.

(Ord. No. 03-018, § 3, 5-20-03; Ord. No. 03-055, Pt. II, 11-18-03; Ord. No. 2009-051, pt. 2, 12-15-09; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Sec. 2-354. - Record of lobbying contacts.

- (a) *Contact log.* Except when appearing before the board, local municipal governing body, or any advisory board, all persons shall sign, for each instance of lobbying, contact logs maintained and available in the office of reception of each department of county or municipal government as applicable. The person shall provide his or her name, whether or not the person is a lobbyist as defined in this article, the name of each principal, if any, represented in the course of the particular contact, and the subject matter of the lobbying contact. All contact logs shall be maintained by the county or municipality as applicable for a period of five (5) fiscal years.
- (b) *Lobbying outside of county or municipal offices.* In the event that a lobbyist engages in lobbying which is outside of county or municipal offices as applicable, and which is a scheduled appointment initiated by any person for the purpose of lobbying, the lobbyist shall advise in writing the commissioner's office, the member of a local municipal governing board's office, the mayor or chief executive officer's office, the advisory board member's office, or the employee's department office as appropriate of the calendar scheduling of an appointment and the subject matter of the lobbying contact.

(Ord. No. 03-018, § 4, 5-20-03; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Sec. 2-355. - Cone of silence.

- (a) "Cone of silence" means a prohibition on any communication, except for written correspondence, regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:
  - (1) Any person or person's representative seeking an award from such competitive solicitation; and
  - (2) Any county commissioner or commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body



or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a particular contract.

- (b) For the purposes of this section, a person's representative shall include but not be limited to the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.
- (c) The cone of silence shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation. The cone of silence applies to any person or person's representative who responds to a particular request for proposal, request for qualification, bid, or any other competitive solicitation, and shall remain in effect until such response is either rejected by the county or municipality as applicable or withdrawn by the person or person's representative. Each request for proposal, request for qualification, bid or any other competitive solicitation shall provide notice of cone of silence requirements and refer to this article.
- (d) The provisions of this article shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meeting, presentations made to the board or local municipal governing body as applicable, and protest hearings. Further, the cone of silence shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence at any time with any employee, county commissioner, member of a local municipal governing body, mayor or chief executive officer that is not a member of the local municipal governing body, or advisory board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.
- (e) The cone of silence shall not apply to any purchases made in an amount less than the competitive bid threshold set forth in the county purchasing ordinance (County Code, chapter 2, article III, division 2, part A, section 2-51 et seq.) or municipal ordinance as applicable.
- (f) The cone of silence shall terminate at the time the board, local municipal governing body, or a county or municipal department authorized to act on behalf of the board or local municipal governing body as applicable, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.
- (g) Any contract entered into in violation of the cone of silence provisions in this section shall render the transaction voidable.

(Ord. No. 03-018, § 5, 5-20-03; Ord. No. 03-055, Pt. 3, 11-18-03; Ord. No. 2009-051, pt. 2, 12-15-09; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Sec. 2-356. - Enforcement.

- (a) If the county administrator or municipal administrator as applicable is informed of any person who has failed to comply with the requirements of this article, he or she shall conduct a preliminary investigation as deemed necessary under the circumstances. In the event the county administrator or municipal administrator as applicable determines that a violation may have occurred based on the results of the investigation, the county administrator or municipal administrator as applicable shall forward the matter to the county commission on ethics for further investigation and enforcement proceeding as set forth in article XIII of this chapter, the countywide code of ethics. For the purposes of further investigation and enforcement by the commission on ethics, a complaint submitted under this subsection by the county administrator or municipal administrator shall be deemed legally sufficient.

(b) The commission on ethics may process any other legally sufficient complaints of violations under this article pursuant to the procedures established in article XIII of this chapter.

(Ord. No. 03-018, § 6, 5-20-03; Ord. No. 2009-051, pt. 2, 12-15-09; Ord. No. 2010-043, pt. 6, 9-28-10; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Sec. 2-357. - Penalties.

Violations of this article shall be punishable as follows:

- (1) Failure to properly register as required by section 3-353 of this article shall be deemed a single violation, punishable by a fine of two hundred fifty dollars (\$250.00) per day for each day an unregistered lobbyist engages in lobbying activity, in an amount not to exceed a total of two thousand five hundred dollars (\$2,500.00).
- (2) Failure to properly provide lobbying contact information as required by section 2-354 of this article shall be punishable by a fine of two hundred fifty dollars (\$250.00) for each violation.
- (3) Violations of the cone of silence set forth in section 2-355 of this article shall be punishable by a fine of two hundred fifty dollars (\$250.00) for each violation.
- (4) Any person who knowingly makes or causes to be made a false statement or misrepresentation in maintaining a lobbyist registration shall be subject to a fine of two hundred fifty dollars (\$250.00) for each violation.
- (5) Any person who violates the provisions of this article more than once during a twelve-month period shall be prohibited from lobbying as follows: A second violation shall result in a prohibition of one (1) year; a third violation shall result in a prohibition of two (2) years.
- (6) The penalties provided in this section shall be exclusive penalties imposed for any violation of the registration, contact log, and cone of silence requirements of this article. Willful and knowing violations of this article shall be referred by the commission on ethics to the state attorney for prosecution in the same manner as a first degree misdemeanor pursuant to F.S. § 125.69. Failure or refusal of any lobbyist to comply with any order of the commission on ethics shall be punishable as provided by law, and shall otherwise be subject to such civil remedies as the county or municipality as applicable may pursue, including injunctive relief.

(Ord. No. 03-018, § 7, 5-20-03; Ord. No. 2009-051, pt. 2, 12-15-09; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Secs. 2-358—2-370. – Reserved





## Autumn Ridge

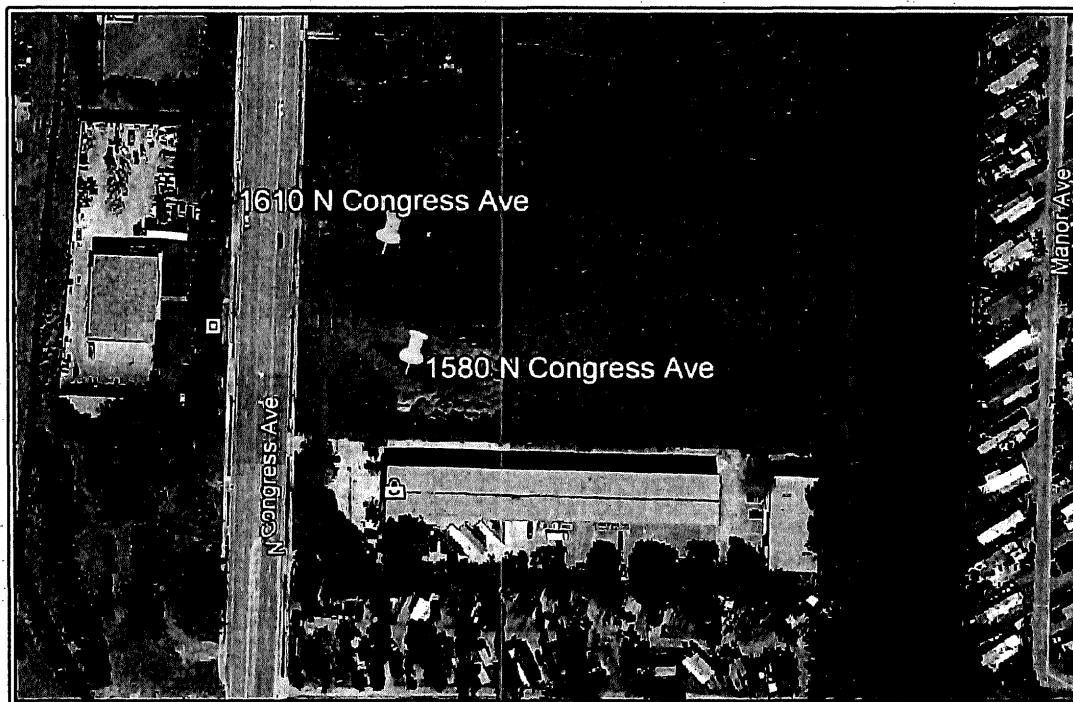
### Attachment 2 Detailed Project Description



- Development Description: Addresses & PCN Numbers, Census Tract, Development Category, Development Type, Number of Buildings, Targeted Resident Population & Development Location (see pages 2-12)
- Development Features: Site Amenities, Resident Programs, Green Building Design Features and Construction Type (see pages 13-17)
- Total Number of Housing Units by Unit Size & Designated Income Set-Aside (see page 18)
- Number of HOME-Assisted Housing Units by Unit Size & Designated Income Set-Aside (see page 19)
- Architectural Renderings & Site Plan (see pages 20-36)

# Autumn Ridge

## Attachment 2 Development Description



### Addresses

Autumn Ridge consists of the following two (2) parcels:

1. 1610 N Congress Ave. (PCN: 00-43-43-29-00-000-3180)
2. 1580 N Congress Ave. (PCN: 00-43-43-29-00-000-3160)

### Census Tract

Qualified Census Tract 29.00

Poverty Rate: 45.7% (refer to AC Table on page 9)

Refer to attached HUD Census Tract Map and the 2019 American Community Survey 5-Yr Data Table S1701 ("AC Table") for poverty rate information.

### Development Category

New Construction

**Development Type**

Mid-Rise, 5-story with two (2) Elevators

**Number of Buildings**

One

**Targeted Resident Population**

Elderly - At least 80% of the units (85 units) at Autumn Ridge will serve Elderly persons at 62 years of age or older.

**Development Location**

East side of Congress Ave., 700 ft. north of the Intersection of Congress Ave. & Cherry Rd.



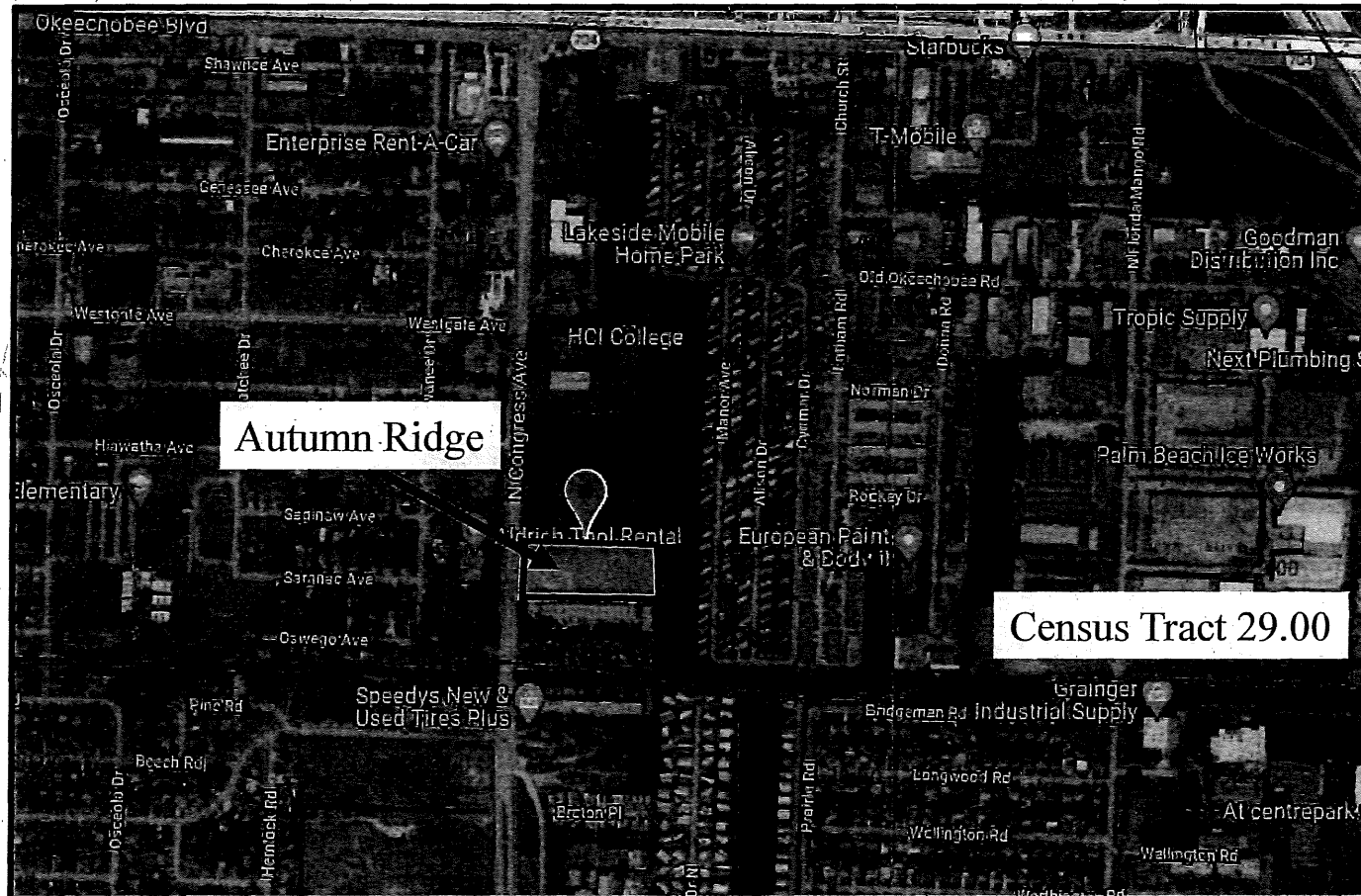
# Autumn Ridge

---

## Attachment 2 Detailed Project Description

### Note to Reader

According to the 2021 HUD Census Tract Map, Autumn Ridge is located within Census Tract 29.00 (a/k/a 29). Per the fourth column of the attached 2019 American Community Survey (ACS) 5-Year Data Table S1701, Census Tract 29 of Palm Beach County, Florida has a poverty rate of 45.7% (see page 9).



5

# 2021 HUD CENSUS TRACT MAP



Table: ACSST5Y2019.S1701

**POVERTY STATUS IN THE PAST 12 MONTHS**



**Note:** The table shown may have been modified by user selections. Some information may be missing.

**DATA NOTES**

TABLE ID:	S1701
SURVEY/PROGRAM:	American Community Survey
VINTAGE:	2019
DATASET:	ACSST5Y2019
PRODUCT:	ACS 5-Year Estimates Subject Tables
UNIVERSE:	None
FTP URL:	None
API URL:	<a href="https://api.census.gov/data/2019/acs/acs5/subject">https://api.census.gov/data/2019/acs/acs5/subject</a>

9

**USER SELECTIONS**

GEOS	Census Tract 29, Palm Beach County, Florida
------	---

**EXCLUDED COLUMNS**

	Census Tract 29, Palm Beach County, Florida!!Total!!Margin of Error
	Census Tract 29, Palm Beach County, Florida!!Below poverty level!!Margin of Error
	Census Tract 29, Palm Beach County, Florida!!Percent below poverty level!!Margin of Error

**APPLIED FILTERS**

	None
--	------

**APPLIED SORTS**

	None
--	------

**WEB ADDRESS**

	<a href="https://data.census.gov/cedsci/table?q=S1701&amp;g=1400000US12099002900&amp;tid=ACSST5Y2019.S1701&amp;hidePreview=true&amp;mo=false&amp;tp=false">https://data.census.gov/cedsci/table?q=S1701&amp;g=1400000US12099002900&amp;tid=ACSST5Y2019.S1701&amp;hidePreview=true&amp;mo=false&amp;tp=false</a>
--	---

Table. ACSST5Y2019.S1701

<b>TABLE NOTES</b>	Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.
	Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Technical Documentation section.  Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.
	Source: U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates
	Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see ACS Technical Documentation). The effect of nonsampling error is not represented in these tables.
	Dollar amounts are adjusted to respective calendar years. For more information, see: Change to Income Deficit.
	The 2015-2019 American Community Survey (ACS) data generally reflect the September 2018 Office of Management and Budget (OMB) delineations of metropolitan and micropolitan statistical areas. In certain instances, the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB delineation lists due to differences in the effective dates of the geographic entities.
	Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

7

Table: ACSST5Y2019.S1701

8

	<p>Explanation of Symbols: * An "***" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.</p> <p>* An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution, or the margin of error associated with a median was larger than the median itself.</p> <p>* An "-" following a median estimate means the median falls in the lowest interval of an open-ended distribution.</p> <p>* An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.</p> <p>* An "****" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.</p> <p>* An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.</p> <p>* An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.</p> <p>* An "(X)" means that the estimate is not applicable or not available.</p>
<b>COLUMN NOTES</b>	None

Table. ACSST5Y2019.S1701

	Census Tract 29, Palm Beach County, Florida		
	Total	Below poverty level	Percent below poverty level
Label	Estimate	Estimate	Estimate
Population for whom poverty status is determined	6,853	3,130	45.7%
AGE			
Under 18 years	2,735	1,581	57.8%
Under 5 years	852	377	44.2%
5 to 17 years	1,883	1,204	63.9%
Related children of householder under 18 years	2,714	1,560	57.5%
18 to 64 years	3,781	1,375	36.4%
18 to 34 years	1,679	525	31.3%
35 to 64 years	2,102	850	40.4%
60 years and over	510	248	48.6%
65 years and over	337	174	51.6%
SEX			
Male	3,399	1,409	41.5%
Female	3,454	1,721	49.8%
RACE AND HISPANIC OR LATINO ORIGIN			
White alone	3,656	2,004	54.8%
Black or African American alone	2,775	1,050	37.8%
American Indian and Alaska Native alone	103	0	0.0%
Asian alone	155	41	26.5%
Native Hawaiian and Other Pacific Islander alone	0	0	-
Some other race alone	156	27	17.3%
Two or more races	8	8	100.0%

Table: ACSST5Y2019.S1701

	Census Tract 29, Palm Beach County, Florida		
	Total	Below poverty level	Percent below poverty level
Label	Estimate	Estimate	Estimate
Hispanic or Latino origin (of any race)	3,716	1,972	53.1%
White alone, not Hispanic or Latino	334	67	20.1%
<b>EDUCATIONAL ATTAINMENT</b>			
Population 25 years and over	3,479	1,332	38.3%
Less than high school graduate	1,662	840	50.5%
High school graduate (includes equivalency)	623	121	19.4%
Some college, associate's degree	881	249	28.3%
Bachelor's degree or higher	313	122	39.0%
<b>EMPLOYMENT STATUS</b>			
Civilian labor force 16 years and over	2,758	788	28.6%
Employed	2,564	647	25.2%
Male	1,514	364	24.0%
Female	1,050	283	27.0%
Unemployed	194	141	72.7%
Male	78	65	83.3%
Female	116	76	65.5%
<b>WORK EXPERIENCE</b>			
Population 16 years and over	4,444	1,761	39.6%
Worked full-time, year-round in the past 12 months	1,743	330	18.9%
Worked part-time or part-year in the past 12 months	975	358	36.7%

10

Table. ACSST5Y2019.S1701

	Census Tract 29, Palm Beach County, Florida		
	Total	Below poverty level	Percent below poverty level
Label	Estimate	Estimate	Estimate
Did not work	1,726	1,073	62.2%
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS			
50 percent of poverty level	1,516	(X)	(X)
125 percent of poverty level	3,786	(X)	(X)
150 percent of poverty level	4,838	(X)	(X)
185 percent of poverty level	5,295	(X)	(X)
200 percent of poverty level	5,658	(X)	(X)
300 percent of poverty level	6,617	(X)	(X)
400 percent of poverty level	6,777	(X)	(X)
500 percent of poverty level	6,821	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED	961	381	39.6%
Male	544	136	25.0%
Female	417	245	58.8%
15 years	20	20	100.0%
16 to 17 years	1	1	100.0%
18 to 24 years	61	40	65.6%
25 to 34 years	262	81	30.9%
35 to 44 years	246	95	38.6%
45 to 54 years	183	77	42.1%
55 to 64 years	113	37	32.7%
65 to 74 years	49	23	46.9%
75 years and over	26	7	26.9%
Mean income deficit for unrelated individuals (dollars)	8,827	(X)	(X)

Table: ACSST5Y2019.S1701

	Census Tract 29, Palm Beach County, Florida		
	Total	Below poverty level	Percent below poverty level
Label	Estimate	Estimate	Estimate
Worked full-time, year-round in the past 12 months	426	36	8.5%
Worked less than full-time, year-round in the past 12 months	202	73	36.1%
Did not work	333	272	81.7%

# Autumn Ridge

---

## Attachment 2 Site Amenities

### Community Amenities

- Bike Racks
- Easily Accessible Bus Stops/within 0.3 miles of Public Transportation
- Termite Prevention and Pest Control
- Two Elevators
- Access Controlled Building & Security Cameras
- On-site Professional Property Management
- Fully Staffed On-site Leasing and Maintenance Personnel
- Ground Level Retail Space
- Fully Equipped Exercise Room
- Community Laundry Facility
- Monthly Community Events and Classes (bingo, aerobics, arts & crafts & nutrition courses)
- Fully Equipped Business Center/Computer Room
- Maintenance Room
- Community Clubroom and Media Room
- Outdoor Pavilion and BBQ Grills with Seating Areas
- Recreation and Green Area (shuffleboard court)
- Dog Exercise Area
- Outdoor Public Art Display

### Unit Amenities

- Juliet balconies
- Tile/Vinyl Flooring throughout
- Energy Star certified refrigerator, dishwasher, bedroom ceiling fan with lighting fixtures, bathroom ventilation fan, and A/C with a minimum SEER rating of 15
- Full-size range and oven with over-the range microwave, garbage disposal, and built-in dishwasher
- Low-flow water fixtures in all bathrooms
- Energy efficient water heater in all units
- Window covering for each window and glass door
- Impact resistant windows
- Wired for high-speed internet and cable TV
- Washer/dryer connections
- Low VOC paint for all interior walls



## **Resident Programs**

- Adult Literacy
- Computer Training
- Assistance with Light Housekeeping, Grocery Shopping and/or Laundry

## **Energy Efficiency & Resiliency**

### *A) Green Building Design Features*

- Meet ICC 700 National Green Building Standards (NGBS) Certification (Refer to NGBS registration confirmation behind this page)
- Low VOC paint for all interior walls
- Low-flow water fixtures in all bathrooms
- Energy efficient water heater in all units
- Energy Star certified:
  - Bedroom ceiling fan with lighting fixtures
  - Refrigerator and dishwasher
  - Bathroom ventilation fan
  - Central air conditioning with a minimum SEER rating of 15

### *B) Construction Type*

- Ground floor and elevated floor slabs will be poured concrete
- All exterior walls will be concrete block

**From:** [lmarchman@homeinnovation.com](mailto:lmarchman@homeinnovation.com)  
**To:** [kyle@abneygreen.com](mailto:kyle@abneygreen.com); Nicole Marie Rojo  
**Cc:** [ProjectRegistration@homeinnovation.com](mailto:ProjectRegistration@homeinnovation.com); [mfooster@homeinnovation.com](mailto:mfooster@homeinnovation.com); [kyle@abneygreen.com](mailto:kyle@abneygreen.com)  
**Subject:** NGBS Green Building Certification - Project ID: 112JVX  
**Date:** Friday, August 21, 2020 3:15:51 PM

---

Dear: Kyle Abney,

Congratulations!

You have successfully registered the project below for certification to the ICC 700 National Green Building Standard.

-----  
Your Project ID:

**112JVX**

Be sure to keep this Project ID in a safe place as you will need it throughout the certification process.

Builders can find more information about the NGBS Green certification process at:  
[www.HomeInnovation.com/BRG](http://www.HomeInnovation.com/BRG)

**PLEASE NOTE:** You cannot notify Home Innovation Research Labs of a rough inspection for this project until the Project Information Form (referenced below) is submitted. Once the form is submitted, please allow one business day for the project information to get into our system before attempting to schedule a rough inspection.

-----  
**Verifier Name:** Kyle Abney  
**Verifier Organization:** Abney + Abney Green Solutions  
**Standard Selected:** 2015 NGBS  
**Scoring Path Selected:** 2015 MF New Construction  
**Anticipated Certification Level:** Bronze  
**Project Name:** Autumn Ridge  
**Project Unit Count:** 106  
**Project Building Count:** 1  
**Project Address/Lot:** Congress Ave & Cherry Rd.  
**Project City:** West Palm Beach  
**Project State:** Florida  
**Project Zip code:** 33409  
**Project County:** Palm Beach  
**Accessory Structure:** No  
**Accessory Description:**  
**Contact First Name:** Nicole

**15**

**Contact Last Name:** Rojo  
**Contact Email:** nicole@landmarkco.net  
**Responsible Application Packet:** Developer  
**Party Named On Certificate:** Developer  
**Community Name On Certificate:** Yes

-----

**PROJECT INFORMATION FORM:** Please complete or have someone from the Project Team complete the Project Information Form that will be emailed to you shortly. This information is necessary to earn the NGBS Green certification and will be used to market your project on [www.NGBS.com](http://www.NGBS.com). Verifiers cannot notify Home Innovation of the rough inspection date without this information complete.

**MARKETING:** Builders with Home Innovation agreements in place should receive an NGBS Green *Insider Update* with a link to our program style guide and logos/marks that can be used through the certification process – if the builder for this project has not received that message, please have them email [info@HomeInnovation.com](mailto:info@HomeInnovation.com). Additional marketing materials can be found online at [www.HomeInnovation.com/marketgreencertified](http://www.HomeInnovation.com/marketgreencertified).

We look forward to working with you as an NGBS Green Partner. If you have any questions about the certification process, please [contact us](#).

If you did not submit this project for registration please [let us know](#).

ABNEY

ABNEY

GREEN  
SOLUTIONS

Commercial + Residential  
Sustainable Development Consulting

Green Certification Management  
Commissioning  
Building Simulations  
Green Home Certifications

June 10<sup>th</sup> 2021

Re: Autumn Ridge

To whom it may concern,

My name is Kyle Abney and I certify that I have met all of the requirements and am currently in good standing with the Home Innovation Research Labs' National Green Building Standard (NGBS) green building certification program, allowing me to perform third-party review, verifications and certification services for projects that are pursuing a NGBS certification.

If funding is awarded, Abney + Abney Green Solutions will provide consulting services for the above referenced project, located:

- 1580/1610 N. Congress Ave. 33409
- Aka, East side of Congress Ave., 700 ft. north of the Intersection of Congress Ave. & Cherry Rd., Palm Beach County, FL

As the Green Verifier for this project, we plan to work closely with the entire design and construction team by preparing a list of guidelines for the NGBS. We will review the construction documents, as well as provide multiple site visits to verify the project remains on track for a NGBS certification.

Please let me know if you have any questions.

Respectfully,



Vice President

# Autumn Ridge

## Attachment 2

### Total Number of Housing Units by Unit Size & Designated Income Set-Aside

<i>% of AMI</i>	<i>Unit Type</i>	<i>Proposed Unit Sq. Ft.<sup>1</sup></i>	<i>No. of HOME-Assisted Units<sup>2</sup></i>	<i>No. of Non-HOME-Assisted Units</i>	<i>% of Set-Aside Units<sup>3</sup></i>
30% AMI	1 BD	651	2	6	15%
	1 BA				
	2 BD				
60% AMI	2 BA	880	1	7	64%
	1 BD				
	1 BA				
80% AMI	2 BD	880	4	28	11%
	2 BA				
	1 BD				
100% AMI	1 BA	651	0	6	1%
	2 BD				
	2 BA				
120% AMI	2 BD	880	2	2	4%
	2 BA				
	1 BD				
140% AMI	1 BA	651	2	2	5%
	2 BD				
	2 BA				
<b>TOTAL</b>			<b>11</b>	<b>95</b>	<b>100%</b>

- Unit sq.ft. figures may be subject to change.*
- Refer to the following page for a calculation of the HOME-assisted Housing Units set aside at <50% of AMI. The 3 Home-Assisted units at 30% of AMI are for Very-Low Income households. The 8 Home-Assisted units at 60% of AMI are for Low-Income households.*
- Column titled "% of Set-Aside Units" equals (i) the sum of HOME-Assisted units & Non-HOME-Assisted units divided by (ii) total units. Percentage figures are rounded up.*

# Autumn Ridge

## Attachment 2

### Number of HOME-Assisted Housing Units by Unit Size & Designated Income Set Aside

Unit Mix	
Unit Type	No. of Units
1BD / 1BA	54
2BD / 2BA	52

### HOME-Assisted Housing Units

$$\$715,000^1 / \$65,000^2 = 11 \text{ units}$$

**11 HOME-Assisted Units**

### HOME-Assisted Housing Units Set Aside at <50% of AMI

$$11 \text{ HOME-Assisted Units} \times 20\%^3 = 2.2 \text{ units (rounded up to 3 units)}$$

**3 HOME-Assisted Units Set Aside at <50% of AMI**

*Notes:*

- 1. The amount of Local Government Area of Opportunity Funding (LGAOF) commitment requested under RFP HES.2021.1.*
- 2. The maximum per unit HOME subsidy for one- and two-bedroom units per page 5 of RFP HES.2021.1.*
- 3. Required percentage of HOME-Assisted Housing Units to be set-aside for Very Low-Income households (<50% of AMI) per page 5 of RFP HES.2021.1.*

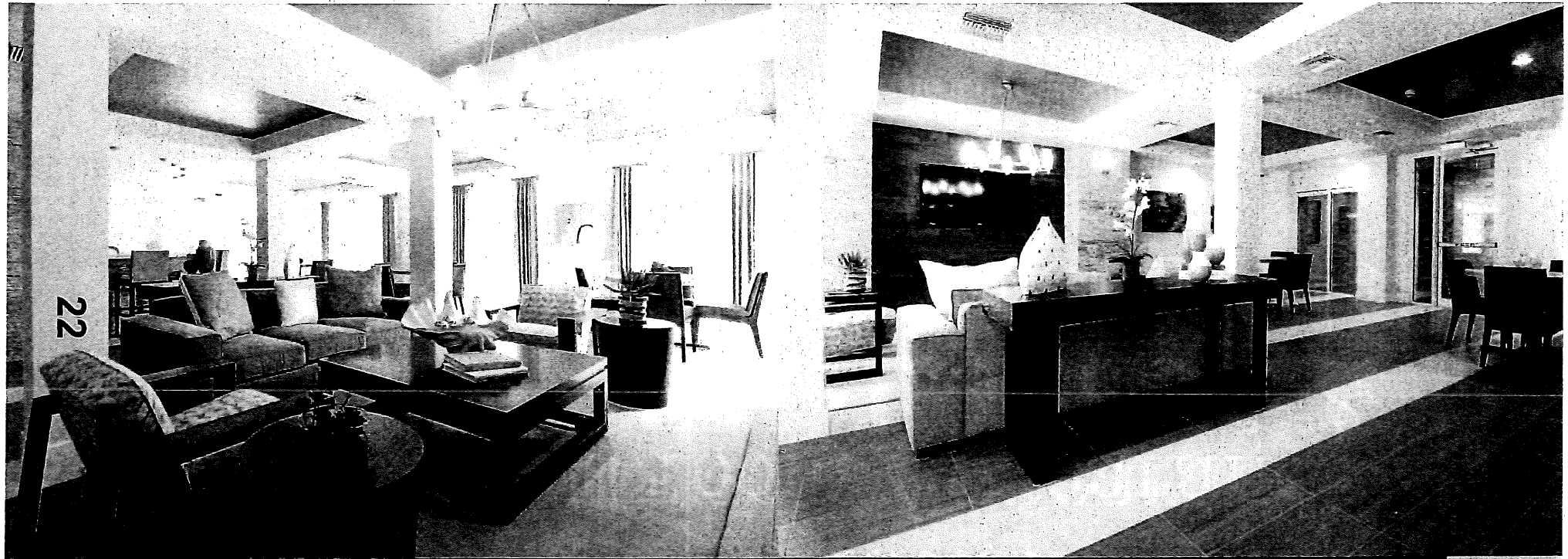


**AUTUMN RIDGE RENDERING**

Prospective Autumn Ridge  
Clubroom Appearance:  
Prior Landmark &  
WPBHA Developments

Autumn Ridge will have the same level of attention and detail as the projects reflected in the following pages.





## Hampton Village Clubroom

2800 NW 43<sup>rd</sup> Terrace,  
Miami, FL 33142

Developed by Landmark Development Corp.

100 units



23

## City Heights Clubroom

145 SW 8<sup>th</sup> Street,  
Miami, FL 33130  
98 units

Developed by Landmark Development Corp.



24  
Developed by Landmark Development  
Corp. & an affiliate of the WPBHA.

## Royal Palm Place Clubroom

808 17<sup>th</sup> Street,  
West Palm Beach, FL 33407  
125 units

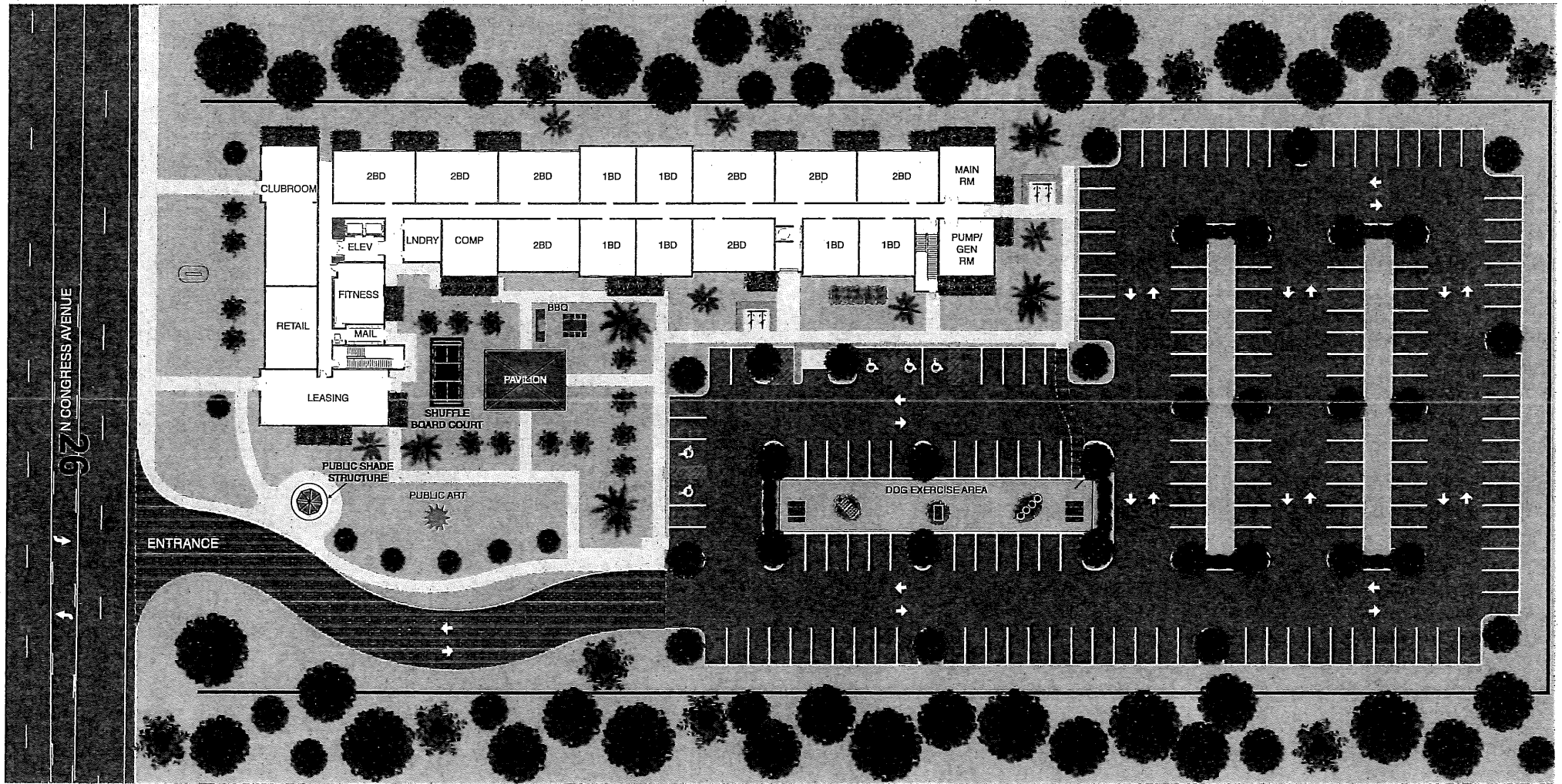


## Silver Palm Place Clubroom

838 Adams Street,  
West Palm Beach, FL 33407

120 units

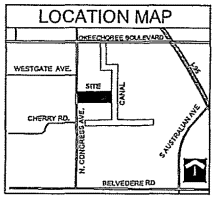
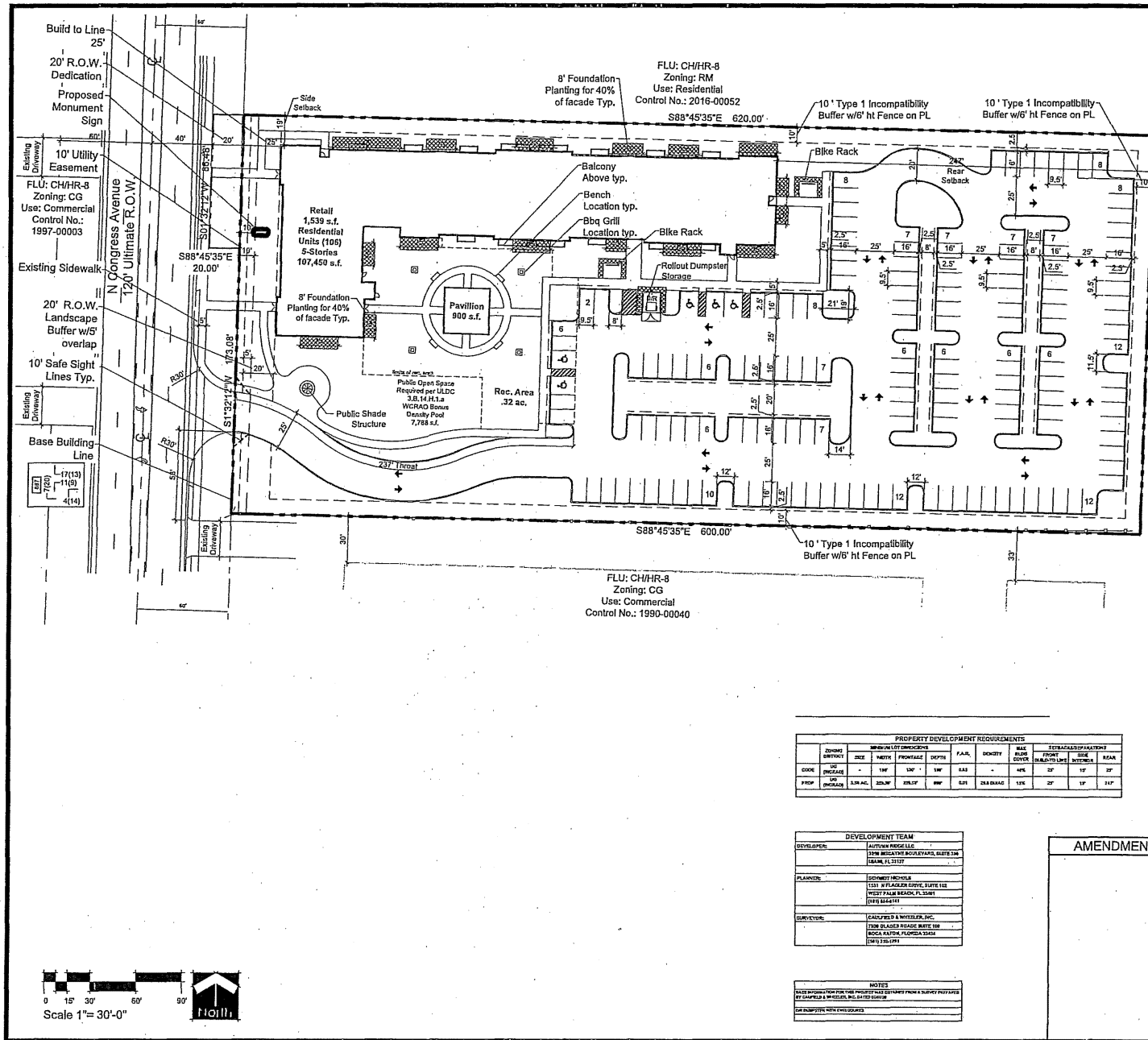
Developed by Landmark Development  
Corp. & an affiliate of the WPBHA.



97 N CONGRESS AVENUE



# AUTUMN RIDGE



FLU; CH/HR-8  
Zoning: RM  
Use: Residential  
Control No.: N/A

SITE TABULAR DATA	
Application Name	Autumn Ridge
Control Number	2011-00356
Application Number	TDD
Use	Urban/Suburban
Existing Future Land Use Designation	CRB
Existing Zoning District	CG & RM
County	WCRAD
City/Town/County Range	200000
Property Control Numbers	00-43-03-02-000-0100; 0101
Existing Use	Vacant & Single Family Residential
Proposed Use	Multi-Family Residential
Total Gross Site Area	3.05 AC (137,428 s.f.)
Total Net Site Area	3.05 AC (137,428 s.f.)
Total Number of Dwelling Units	104 Units
1 BR: 54 Units	
2 BR: 50 Units	
Units from HR-8 Future Land Use	25 Units
WCRAD Density Bonus Pool Units	77 Units
Total Required WSP	33 Units
WSP provided by other than Future Land Use	1 Unit
Unmet Density Bonus	31 Units
WSP per WCRAD (40% per WCRAD letter 8-16-00)	31 Units
Total Proposed WSP	32 Units
Total Gross Floor Area	108,339 s.f.
Residential	107,450 s.f.
Retail	1,539 s.f.
Total Floor Area Ratio	0.33
Total Building Coverage (Including 900 s.f. pavilion)	15% (22,263 s.f.)
Building Height	max. 51'-11"
Number of Stories	5
Total Open Space Required	7,787 s.f.
WCRAD: 5% of 2.24 ac = 7,787 s.f.	
Total Open Space Provided	7,788 s.f. (15%)
WCRAD Parking Required	164 SPACES
Multi-Family Residential - 1 space/100 Unit @ 54 Units = 54 Spaces	
Multi-Family Residential - 1.5 spaces/200 Unit @ 50 Units = 75 Spaces	
Multi-Family Residential - 1 Guest Space/4 Units @ 104 Units = 26 Spaces	
Commercial/Retail - 3 Spaces/1,000 s.f. @ 1,109 s.f. = 3 Spaces	
Proposed Parking	171 SPACES
Handicap Spaces Required	3
Handicap Spaces Proposed	3
Handicap Spaces Provided	3
Bicycle Spaces Proposed	3
Required Recreation Area	0.32 ac (1% of site area)
Proposed Recreation Area	0.32 ac (1% of site area)
Proposed Recreation Area	0.32 ac (1% of site area)
Traffic Analysis Zone	020A
Consistency Approval: Multi-Family Residential: 104 units Retail: 1,539 s.f.	

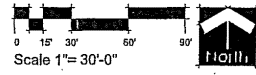
PROPERTY DEVELOPMENT REQUIREMENTS									
ZONING	MIN. LOT DIMENSION	MIN. LOT AREA	MIN. FRONT SETBACK	MIN. SIDE SETBACK	MIN. REAR SETBACK	MIN. FRONT YARD COVER	MIN. SIDE YARD COVER	MIN. REAR YARD COVER	MIN. MAX. HEIGHT
CG	100'	10,000 s.f.	10'	5'	5'	10%	10%	10%	35'
RM	100'	10,000 s.f.	10'	5'	5'	10%	10%	10%	35'

DEVELOPMENT TEAM	
DEVELOPER	AUTUMN RIDGE LLC 1200 BELLEVILLE BOULEVARD, SUITE 300 PALM BEACH, FL 33407
PLANNER	SCHMIDT NICHOLS 1501 W. PALM BEACH BLVD., SUITE 100 WEST PALM BEACH, FL 33411 (561) 844-1111
SURVEYOR	CAMPBELL & WHEELER, INC. 1708 BLACK BEACH BLVD. SE ROCKY HAVEN, FLORIDA 33454 (813) 961-1991

NOTES:  
1. THIS PLAN IS FOR THE PROPOSED DEVELOPMENT AND DOES NOT REPRESENT THE EXISTING CONDITIONS.  
2. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES.  
3. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES.

AMENDMENT STAMP

ZONING STAMP



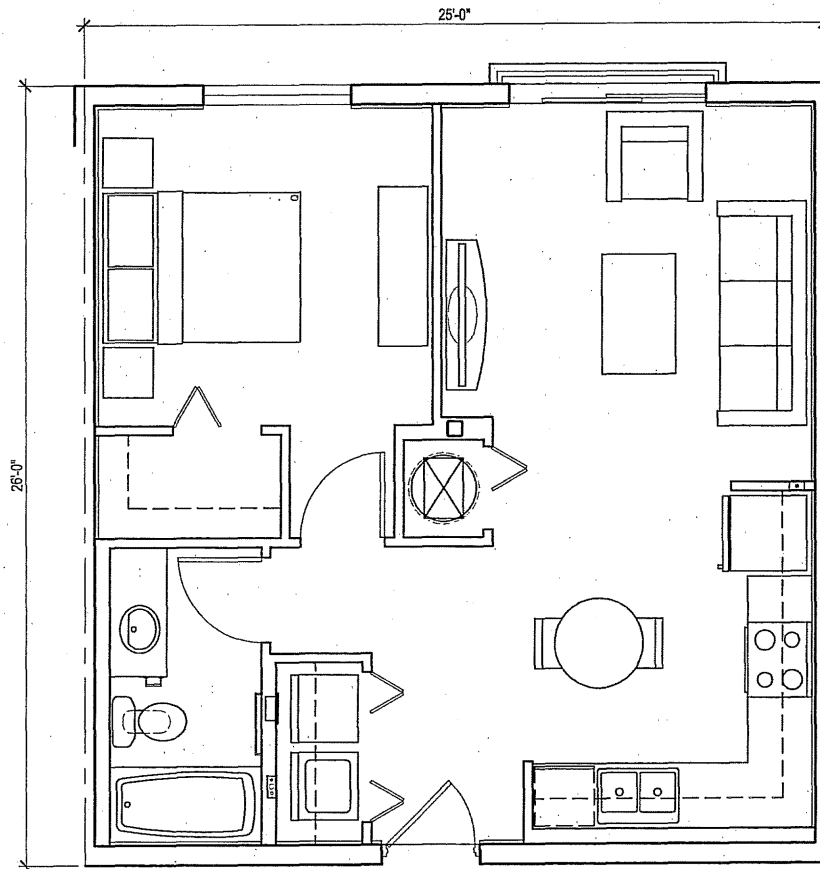
Autumn Ridge  
Palm Beach County, Florida

Date: 09/8/20  
Scale: 1" = 30'-0"  
Design By: CWP  
Drawn By: CWP  
Checked By: JAN  
File No: 712.03  
Job No: 20-39

- REVISIONS / SUBMISSIONS
- 01/11/21 Resubmittal
  - 01/25/21 Resubmittal
  - 02/08/21 Resubmittal
  - 02/27/21 Resubmittal
  - 03/27/21 Resubmittal
  - 04/12/21 Resubmittal
  - 05/10/21 Resubmittal

Final Site Plan  
FSP

28



# 1BD / 1BA

Autumn Ridge  
Apartments

Unit A1  
651sf A/C / 656sf GROSS

Palm Beach, FL  
Project #: 4110

© FORUM ARCHITECTURE & INTERIOR DESIGN, INC. These documents and their contents are the property of Forum Architecture & Interior Design, Inc., and are issued only for the specific project noted on these drawings. Any reproduction, retransmission, or modification of these documents without the expressed written consent of Forum Architecture & Interior Design, Inc., is prohibited by law.

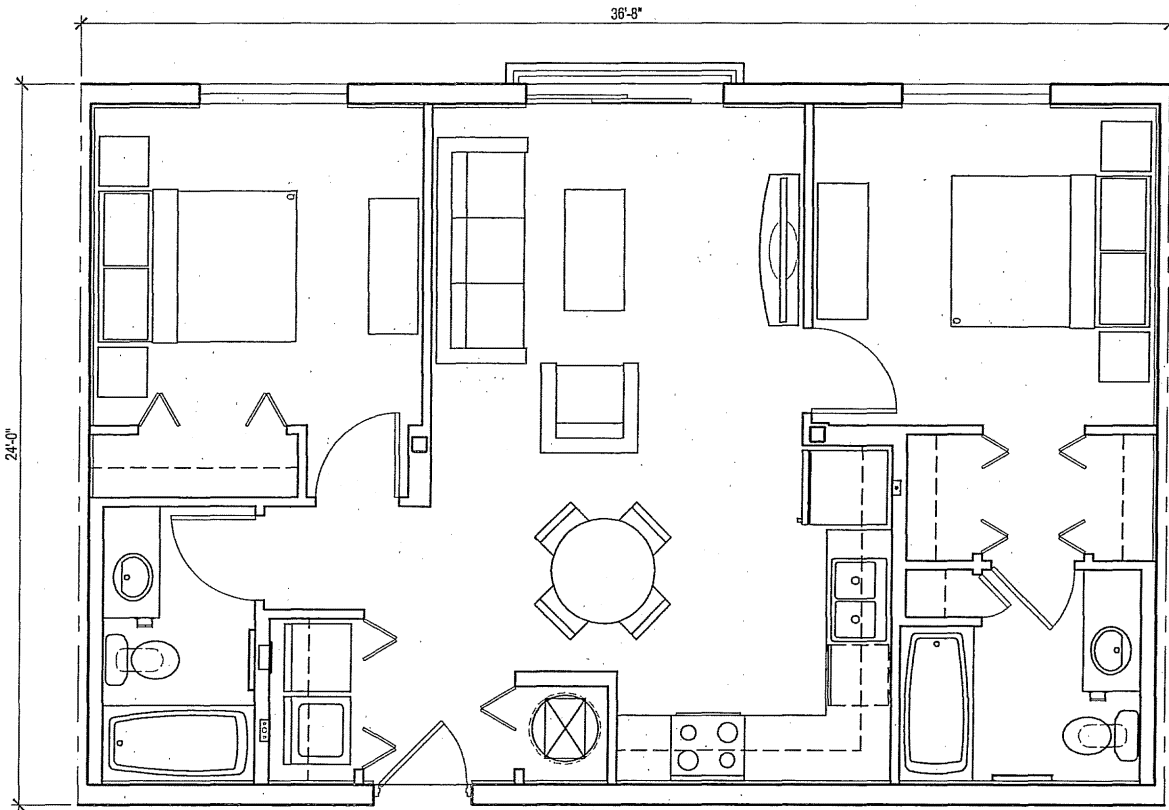
Date: 8/20/20

**FORUM**  
ARCHITECTURE & INTERIOR  
DESIGN, INC.

237 S. Westlake Drive, Suite 220  
Altamonte Springs, FL 32714  
407.255.1150  
A02027731

www.foruminterior.com

29



2BD / 2BA

Autumn Ridge  
Apartments

Unit B1  
880sf A/C / 885sf GROSS

Palm Beach, FL  
Project #: 4110

© FORUM ARCHITECTURE & INTERIOR DESIGN, INC. These documents and their contents are the property of Forum Architecture & Interior Design, Inc., and are issued only for the specific project noted on these drawings. Any reproduction, modification, or use of these documents without the expressed written consent of Forum Architecture & Interior Design, Inc., is prohibited by law.

Date: 8/20/20

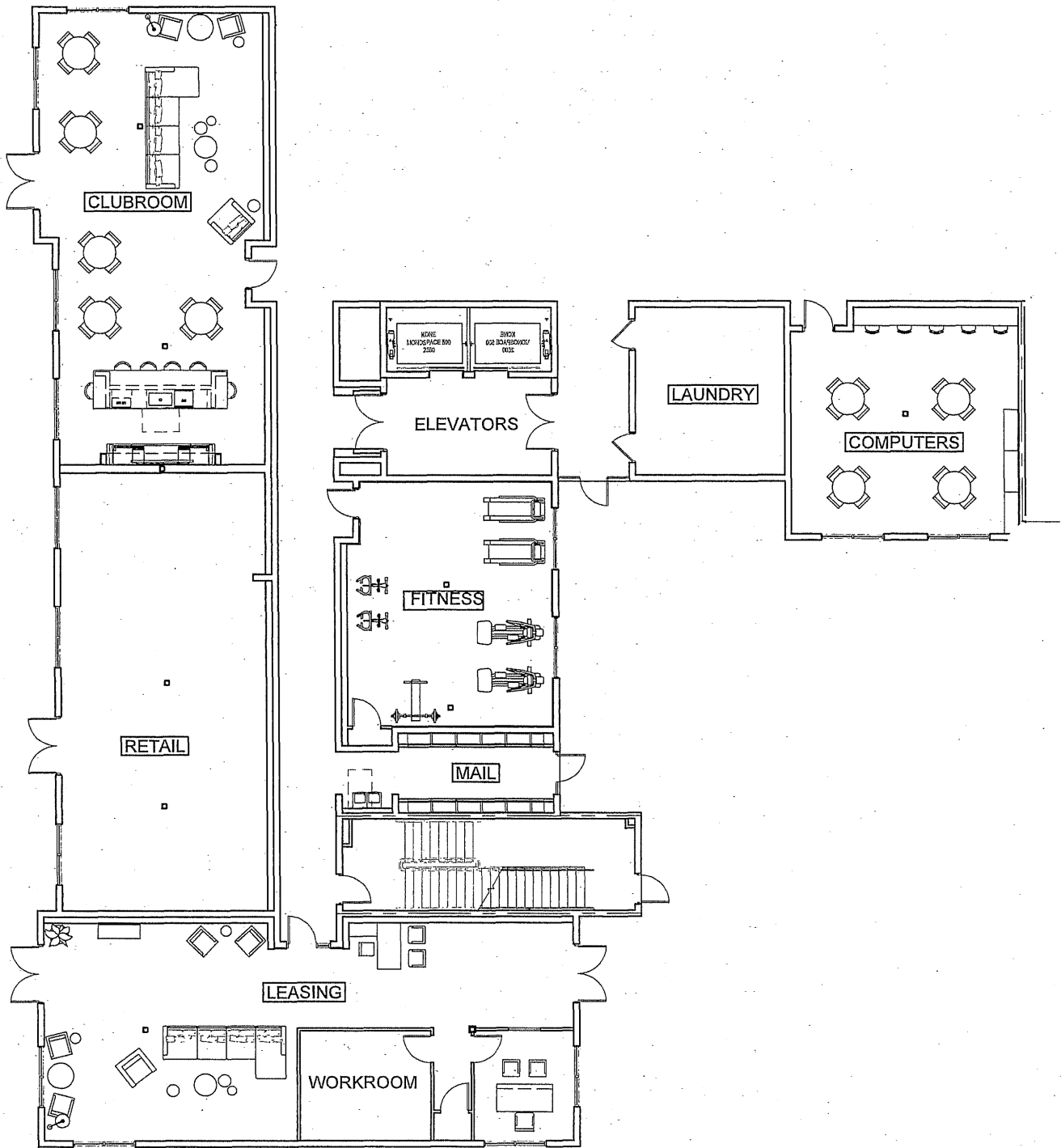
**FORUM**  
ARCHITECTURE & INTERIOR  
DESIGN, INC.

237 S. Westrock Drive, Suite 220  
Alhambra, CA 91801  
916.253.1100  
A10002721

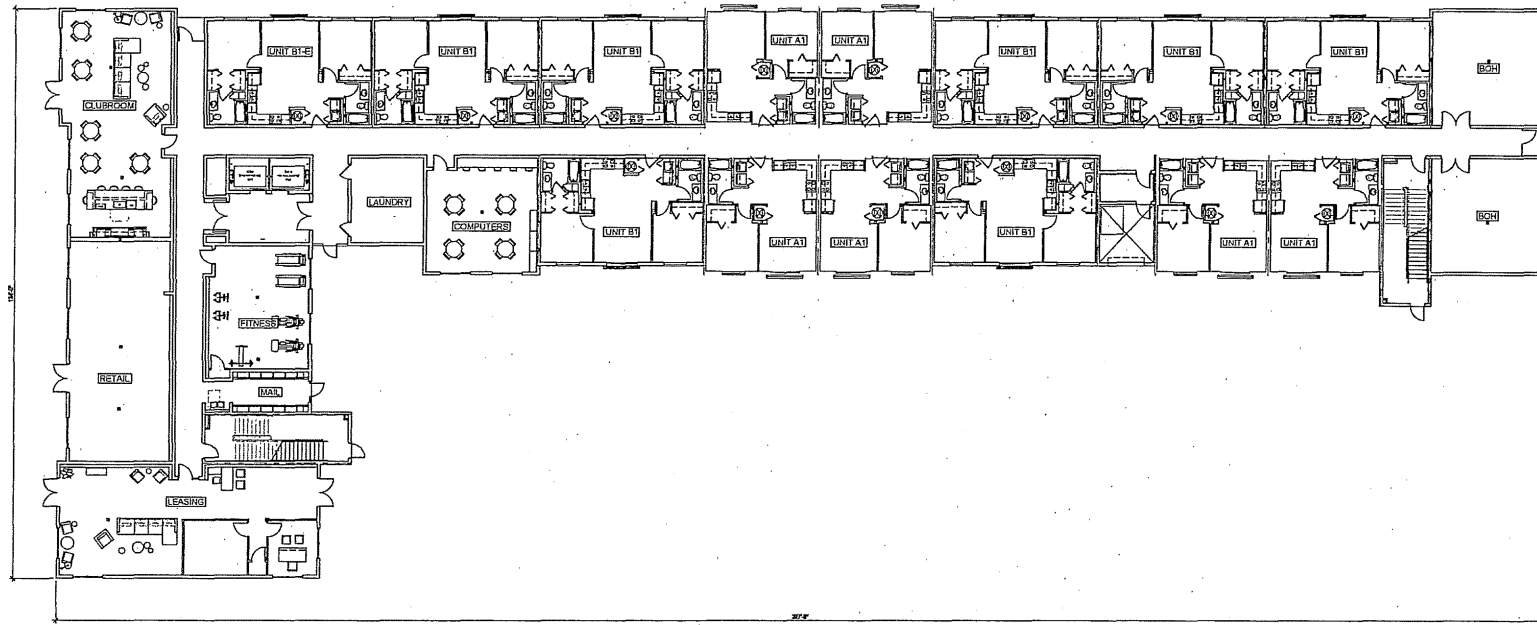
www.forumid.com



AUTUMN RIDGE  
COMMON AREAS



1 First Floor Plan



1 First Floor Plan

3/02" = 1'-0"

Autumn Ridge  
Apartments

Palm Beach, FL  
08/25/2011  
Andrew S. Roark  
8391

Preliminary - Not  
For Construction

SEE DISTRIBUTIONS

SEE REVISIONS

PROJECT NO. 4110

Building Type I

First Floor Plan

A5.11

**Autumn Ridge  
Apartments**

Palm Beach, FL

05/07/2020  
Andrew S. Roark  
3531**SET DISTRIBUTIONS****SHEET REVISIONS**

PROJECT NO. 4111

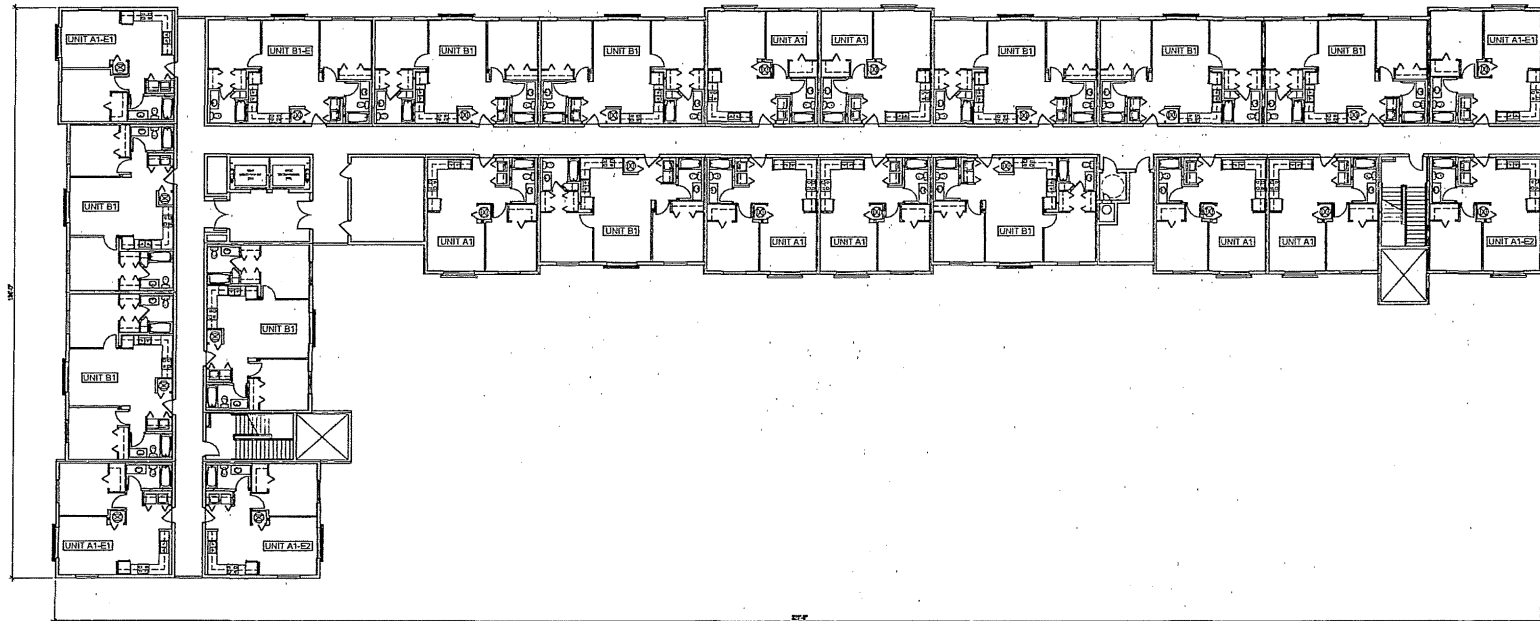
Building Type I

Second Floor Plan

A5.12

32

8/11/2019

**1 Second Floor Plan**

302' = 1'-0"

REVISIONS

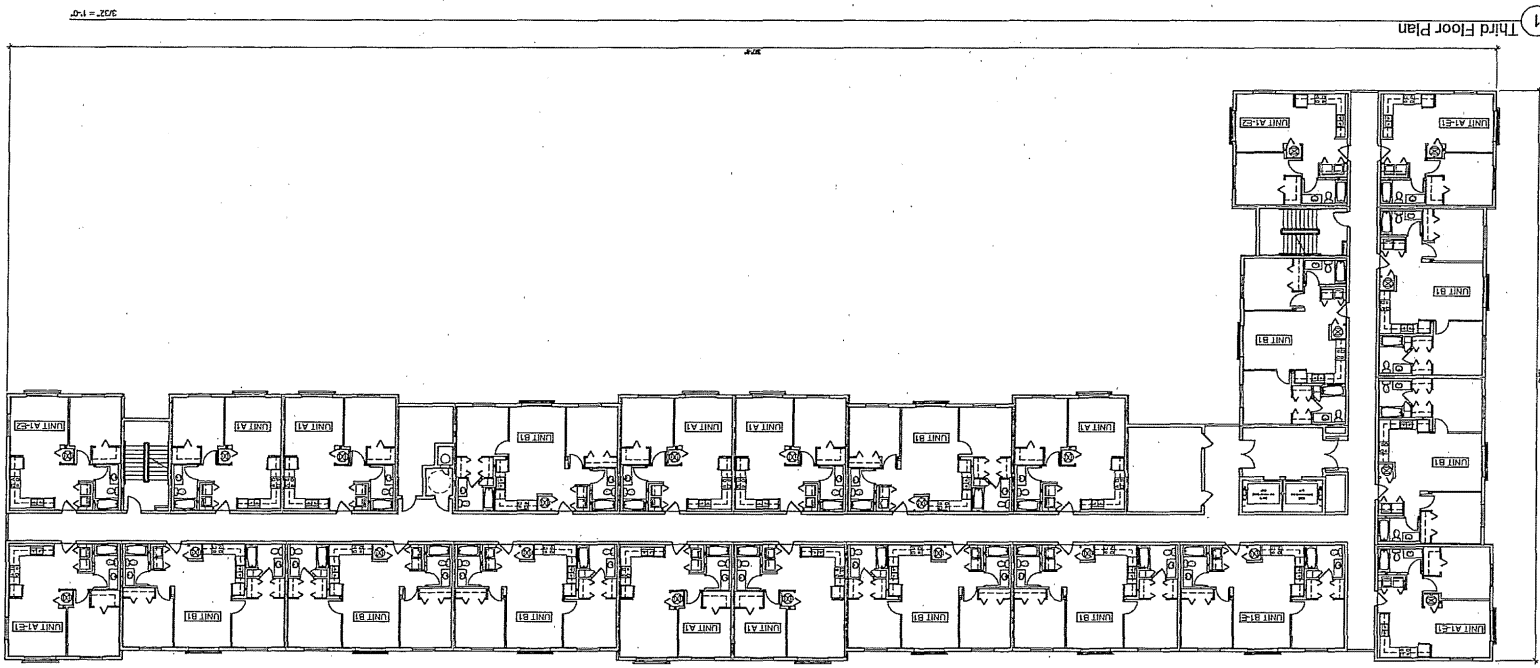
REVISIONS

PROJECT NO. 4111

Building Type I

Third Floor Plan

A5.13



1 Third Floor Plan

3/07 = RF





Autumn Ridge  
Apartments

Palm Beach, FL

06/07/2020  
Andrew G. Roark  
D391

NET DISTRIBUTIONS:

SHEET REVISIONS:

PROJECT NO. 4110

Building Type I

Exterior Elevations

A6.11



4 West Elevation

3/32" = 1'-0"



3 East Elevation

3/32" = 1'-0"



2 South Elevation

3/32" = 1'-0"



1 North Elevation

3/32" = 1'-0"