-1

SUBJECT: LOCAL STACK FUNDING FOR ATTAINABLE HOUSING FOR COMMUNITY PARTNERS THROUGH THE CITY OF JACKSONVILLE

BID #: ESC-0399-24 **OPEN DATE:** 6/12/2024

JACKSONVILLE PROCUREMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – EIGHTEEN (18) MONTHS FROM DATE OF CONTRACT EXECUTION WITH ONE (1) EIGHTEEN (18) MONTH RENEWAL OPTION

AGENCY: NEIGHBORHOODS DEPARTMENT

BASIS OF AWARD: HIGHEST SCORES BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
The COJ Procurement Division received three (3) responses to the subject RFP on June 12, 2024. All three responses were found to be responsive and were forwarded to the Evaluation Committee to be evaluated.

The Evaluation Committee has completed their review and recommends approval of award to all three responding firms. The firms are listed below. The ranking of first, second, and third designates the order of qualification of the firms.

Firm	Score	Rank	Not-To-Exceed Award Amount
18th Street, LLC	92.00	1	$160,000.00
JWB Real Estate Capital, LLC	91.00	2	$680,000.00
The Landmark Foundation	85.00	3	$105,000.00

The period of service will be eighteen (18) months from the date of executed contract with one (1) eighteen (18) month renewal option.

This award will be funded from account 00111.174280.583010.000000.00000000.00000.0000000, executed by formal contracts through the Office of General Counsel, and processed via individual Purchase Orders.

ATTACHMENTS: Recommendation Memo, Funding Clarification, Scoring Matrix, Responsiveness Review, Sections 1 & 4, Attachment B

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: TRAVIS JEFFREY, CHIEF, HOUSING AND COMMUNITY DEVELOPMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Donna Deegan, Mayor

Neighborhoods Department
Housing and Community Development Division
214 N. Hogan St. 7th FL
Jacksonville, FL 32202
(904) 255-8200

A New Day

MEMORANDUM

DATE: 27 JUN 2024

TO: Dustin Freeman, Chief of Procurement
Finance and Administration Department

THRU: Travis Jeffrey
Chief, Housing & Community Development Division

FROM: Joshua Hicks, Affordable Housing Development Administrator
Neighborhoods Department

SUBJECT: **AWARD - ESC-0399-24 - Local Stack Funding for Affordable Housing RFP**

The Housing and Community Development Division is requesting permission to award professional services for the creation and management of **Local Stack Funding for Affordable Housing.**

Funding will be made available for the following community partners,

$160,000 18th Street LLC

$105,000 Landmark, LLC

$680,000 JWB Real Estate

.

The funding for this award will be:

	Fund	Center	Account	Project*	Activity	Interfund	Future
	00111	174280	583010	000000	00000000	00000	0000000

It is our desire that this be awarded in the form of a contract to the winning vendors. Please do not hesitate to contact me at 255-8204 or JRHicks@coj.net if you have any questions.

Thank you for considering this request.

CC: David Klages, Purchase Analyst – Procurement Division

Klages, David - AFPS

From: Logsdon, Kenny - ERCD
Sent: Tuesday, July 2, 2024 10:32 AM
To: Klages, David - AFPS; Hicks, Joshua - ERCD; Jeffrey, Travis - ERCD
Cc: Warchol, LeeAnn - AFPS
Subject: RE: Scoring Matrix and Agency Memo for ESC-0399-24 Local Stack Funding for Attainable Housing for Community Partners

David,
The top ranked (18th Street LLC) firm only requested $160,000 to complete their project, which is also the case with Landmark ($105,000). JWB has requested funds for 40 individual projects and we funded all but a few.
This program was inspired to assist attainable housing developers an opportunity to complete projects if they needed 'a little' help. By awarding this way, we can help two projects get 'whole' and still assist the much larger project for JWB.

If you have more questions or this is not satisfactory, please let me know.

Kenny Logsdon, AICP
Affordable Housing Development Assistant Administrator
Neighborhoods Department
City of Jacksonville
214 N Hogan Street, 7th Floor
Jacksonville, FL 32202
904-255-8237
Logsdon@coj.net

From: Klages, David - AFPS <DKlages@coj.net>
Sent: Tuesday, July 2, 2024 8:47 AM
To: Logsdon, Kenny - ERCD <Logsdon@coj.net>; Hicks, Joshua - ERCD <JRHicks@coj.net>; Jeffrey, Travis - ERCD <TJeffrey@coj.net>
Cc: Warchol, LeeAnn - AFPS <LWarchol@coj.net>
Subject: Scoring Matrix and Agency Memo for ESC-0399-24 Local Stack Funding for Attainable Housing for Community Partners
Importance: High

Good morning, everyone. I'm working on the award for **ESC-0399-24 Local Stack Funding for Attainable Housing for Community Partners** and I just realized the top-ranked firm isn't being awarded the most money. That will draw a red flag. Can you tell me why that is?

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville | Procurement Division

214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

A New Day.
Jacksonville.gov

Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)
For COJ weekly award intentions: COJ.net - Agendas and Minutes
For bid award information: Procurement Division (coj.net)
For Public Records: COJ Public Records (govqa.us)

RESPONSE EVALUATION SCORING MATRIX

Title: Local Stack Funding for Attainable Housing for Community Partners through the City of Jacksonville
RFP No.: ESC-0399-24
Close Date: June 12, 2024
Analyst: David Klages
No. Invited: (12) **Received:** (3) **Other:** (1)
Announcer: John Hernandez
Recorded By: Melissa Pierce

COJ Sub-Committee	Competence (20 Points Max)	Financial Responsibility (20 Points Max)	Project Plans and Specifications (25 Points Max)	Project Timeline (10 Points Max)	Marketing Plan (5 Points Max)	GAP Finance Request (20 Points Max)	Total	Rank
18th Street, LLC								
Joshua Hicks	19.00	18.00	25.00	10.00	3.00	16.00	91.00	1
Kenny Logsdon	15.00	20.00	25.00	10.00	5.00	20.00	95.00	
Travis Jeffrey	18.00	16.00	25.00	10.00	3.00	18.00	90.00	
Average	**17.33**	**18.00**	**25.00**	**10.00**	**3.67**	**18.00**	**92.00**	
JWB Real Estate Capital, LLC								
Joshua Hicks	19.00	18.00	25.00	8.00	3.00	11.00	84.00	2
Kenny Logsdon	20.00	20.00	25.00	10.00	5.00	20.00	100.00	
Travis Jeffrey	20.00	18.00	25.00	8.00	3.00	15.00	89.00	
Average	**19.67**	**18.67**	**25.00**	**8.67**	**3.67**	**15.33**	**91.00**	
The Landmark Foundation								
Joshua Hicks	18.00	16.00	20.00	10.00	5.00	15.00	84.00	3
Kenny Logsdon	20.00	20.00	5.00	10.00	3.00	20.00	78.00	
Travis Jeffrey	20.00	18.00	23.00	9.00	3.00	20.00	93.00	
Average	**19.33**	**18.00**	**16.00**	**9.67**	**3.67**	**18.33**	**85.00**	

RFP RESPONSIVENESS REVIEW

Title: Local Stack Funding for Attainable Housing for Community Partners through the City of Jacksonvill **RFP No.:** ESC-0399-24 **Close Date:** June 12, 2024 **Analyst:** David Klages **No.: Invited:** (12) **No. Received:** (3) **Other:** (1) **Announcer:** John Hernandez **Recorded By:** Melissa Pierce	**18th Street, LLC**	**JWB Real Estate Capital, LLC**	**The Landmark Foundation**
Title Page & Cover Letter	Yes	Yes	Yes
Attachment J - Gap Finance Cover Page	Yes	Yes	Yes
Form 1 - Price Sheet	Yes	Yes	Yes
Form 2 - Certification of Funding Sources	Yes	Yes	Yes
Form 3 - GAP Request for Appraisal GAP Financing Affidavit	Yes	Yes	Yes
Form 4 - Conflict of Interest Certificate	Yes	Yes	Yes
Addenda 1 & 2	Yes	Yes	Yes
Registered Florida corporation (For-Profit or Non-Profit) and must have been in existence for two (2) years.	Yes	Yes	Yes
Good Standing Certificate issued from the Florida Division of Corporations	Yes	Yes	Yes
Contractor must have completed at least two (2) affordable housing (for residents at 80% or below the median income) or other real estate development construction and/or rehabilitation projects within the past five (5) years.	Yes	Yes	Yes
Copies of a certificate of occupancy or certificate of completion issued by the appropriate jurisdiction within the State of Florida for each completed projec	Yes	Yes	Copy of Deed

REQUEST FOR PROPOSAL

ESC-0399-24
LOCAL STACK FUNDING FOR ATTAINABLE HOUSING FOR COMMUNITY PARTNERS THROUGH THE CITY OF JACKSONVILLE
for
City of Jacksonville, Florida
Neighborhoods Department

SECTION 1
(Specific Information Regarding this RFP)

1.1 Introduction.

The City of Jacksonville's Neighborhoods Department ("Buyer") intends to grant or low interest loan to numerous firms ("Contractor") to provide the services described in Section 1.2 of this Request for Proposal ("RFP"). Persons interested in submitting a response to this RFP (a "Response") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

Section 1	Specific Information Regarding This RFP
Section 2	General Instructions
Section 3	General Terms and Conditions of Agreement
Section 4	Description of Services (if referenced in Section 1.2 below)
Section 5	Exhibits, if applicable
Attachment A	Response Format
Attachment B	Evaluation Matrix
Attachment C	Equal Business Opportunity Program Requirements
Attachment D	Sample Contract
Attachment E	Disqualified/Probationary Suppliers List
Attachment F	Federal Funding Provisions
Attachment G	Indemnification
Attachment H	Insurance Requirements
Attachment I	Protest Procedures
Attachment J	GAP Financing Cover Page
Attachment K	Project and General Scope of Services Requirements
Attachment L	Housing Rehabilitation Standards and Specifications
Attachment M	Disbursement Request Form
Attachment N	Conditions Precedent to City's Disbursement
Attachment O	Declaration of Covenants and Restrictions
Attachment P	Program Income Limits
Form 1 -	Price Sheet (Development of Pro-Forma)
Form 2 -	Certification of Funding Sources
Form 3 -	Request for Appraisal GAP Financing Affidavit
Form 4 -	Conflict of Interest Certificate
Form 5 -	No Bid Survey
Appendix A	Build America, Buy America Act (BABAA)

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 Scope of Services.

The services sought under this RFP are generally described as follows:

Funding to be distributed by Housing Division to community partners, CDCs, and non-profit organizations. These organizations are focused on building new attainable housing inventory and rehabbing attainable housing developments **(single-family or multi-family)**. This funding can be used as a form of gap funding, making a large impact on the ability of some organizations to make sure projects financially successful to move forward.

The end user (Beneficiary) will be Duval County persons at 80% or below the Duval County AMI (Average Medium Income) for a duration of twenty (20) years. The Contractor must meet the minimum specifications identified in Section 1.4 of this RFP.

Please see Section 4 for a full description of the services and deliverables required under this RFP.

1.3 Term of Agreement.

The initial term of agreement will commence upon execution of the Contract and will continue for an eighteen (18) month period with one (1) eighteen-month renewal option. The Contract is subject to early termination as set forth elsewhere in this RFP.

1.4 Minimum Requirements for Contractors.

Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

1. Contractor must be a registered Florida corporation (For-Profit or Non-Profit) and must have been in existence for two (2) years. The corporation must be in good standing with the State of Florida as evidenced by a current Good Standing Certificate issued from the Florida Division of Corporations.
2. Contractor must have completed at least two (2) affordable housing (for residents at 80% or below the median income) or other real estate development construction and/or rehabilitation projects within the past five (5) years. The Contractor must provide copies of a certificate of occupancy or certificate of completion issued by the appropriate jurisdiction within the State of Florida for each project. If projects were completed outside of the state of Florida, please provide certificate of completion documentation along with an explanation as to the project's significance.

1.5 Equal Business Opportunity Program.

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at (904) 255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 Documents Available for Inspection.

N/A.

1.7 Federal Funds.

If the applicant is awarded other federal funds such as HOME, HCIP, or SHOP funding in addition to the America Rescue Plan Act (ARPA) funds, the applicant will be required to comply with all applicable City, State, and HUD/Federal requirements including Environmental Reviews, Section 3, and the Davis-Bacon Act. The requirements of the Build America, Buy America Act (BABA) will need to be adhered to as provided by Housing and Urban Development (HUD) in their initial implementation guidance for programs administered by the HUD Office of Community Planning and Development (CPD).

1.8 Mandatory Pre-Bid Meeting.
A Mandatory Pre-Bid Meeting is scheduled for **Wednesday, May 23** at **10:00 a.m.** in the Ed Ball Building, 214 N. Hogan Street, Room 825 (8th Floor), Jacksonville, FL 32202. Only attendees of this meeting will be considered for award of a contract.

1.9 Response Due Date.
The deadline for submitting responses to this RFP is **Wednesday, June 12, 2024** at **2:00 p.m.** Please see Sections 2.3 and 2.4 for more details.

1.10 Response Delivery Location.
Responses must be delivered to the following location:

City of Jacksonville, Procurement Division
Ed Ball Building, 214 N. Hogan Street, Suite #105 (1st Floor)
Jacksonville, Florida 32202

1.11 Response Opening.
Responses received shall be publicly announced and recorded at 2:00 PM on the Response Due Date in the Ed Ball Building, 214 N. Hogan Street, Room 825 (8th Floor), Jacksonville, FL 32202.

1.12 Contact Person.
If questions arise during the bidding period of this RFP, contact David Klages, Purchasing Analyst, at phone number (904) 255-8813 or by email at dklages@coj.net.

The deadline for questions is **Monday, June 3, 2024**. Please submit questions as early as possible.

Please refer to Section 2.9 for further information on who may and may not be contacted regarding this RFP.

1.13 Questions and Requests for Amendments.
Any questions, requests for information or requests for amendments to this RFP must be submitted in accordance with Section 2.2 of this RFP.

1.14 Special Instructions.
N/A.

1.15 Special Contract Terms.
N/A

1.16 Formal Demonstrations.
N/A.

Section 4
Description of Services and Deliverables

The United States of America, specifically the City of Jacksonville and Duval County, is grappling with a housing affordability crisis that has evolved over several decades. The local housing ecosystem has faced several challenges, including those caused by COVID-19, such as supply chain disruptions and increased material costs. Wage growth has not kept pace with rising rents and home prices. Hurricane destruction throughout the state, as well as significant housing investor activity, has further complicated the situation. Furthermore, there has been a persistent lack of public will to prioritize, coordinate, and fund low- and moderate-income housing development. As a result, a significant portion of the city's residents, including low- and moderate-income families and individuals, are struggling to find housing that is affordable, attainable, and adequate.

Funding will be made available for community partners, Community Development Corporations, and non-profit organizations focused on building attainable housing inventory and rehabilitating attainable housing developments. The funding can be used as a form of gap funding, making a large impact on the ability of some organization to make sure projects are financially successful to move forward.

The "up-to" $1 million funding source is City of Jacksonville general funds and/or America Rescue Plan Act (ARPA). The program will disperse funds in the form of grants and will vary in size based on approved proposals, will provide limited funding to make the project/proposal work.

Contractors and Subcontractors must possess the proper State of Florida license(s) for the type of work they are performing (i.e., General Contractor, Building Contractor, electrical, plumbing, etc.). In addition, Contractors and Subcontractors must possess a local business tax receipt from the Duval County Local Business Tax Office.

1. INTRODUCTION

1.1. The Appraisal Gap Financing Program (GAP) creates a financial incentive for affordable housing developers to rehabilitate or construct new single-family residential homes in economically challenged real estate markets. The Contractor is able to fill the "gap" between what it costs to renovate or build a single-family home or multi-family project and the appraised value.

1.2. Qualified Contractors can receive up to $50,000 per single-family home (as justified by a certified property appraisal and an accepted development pro forma) within eighteen (18) months. Multi-family projects are limited to up to ten (10) units at $20,000 per unit ($200,000 maximum).

1.3. Qualified Contractor would submit one proposal packet per single-family home development. Each proposal packet will be ranked independently from one another. The maximum amount eligible per single-family home development project is $50,000.

1.4. In order to be a qualified developer, the Contractor must meet the minimum Requirements for Affordable Housing Developers. Eligible homebuyers must be income qualified individuals, having household incomes as provided within the **Program Income Limits (Attachment P)**.

2. PROGRAM GOALS

2.1. Increase affordable housing development opportunities in areas of the City of Jacksonville where significant need and impact can be identified and documented.

2.2. Maximize the leveraging of resources to the greatest extent possible.

2.3. Strategically promote homeownership opportunities for low- and moderate-income individuals and families who are buying their first homes.

2.4. Reduce blight and promote the development, stabilization, and preservation of neighborhoods.

2.5. Spur residential development across the City by assisting families with incomes up to 140% of the Area Median Income (AMI) to purchase single-family homes.

3. PROJECT GRADING AND DELIVERABLES

3.1. Proposals will be graded based upon criteria outlined in the evaluation matrix in **Attachment B.** Points will be awarded for each category based upon the response of the Contractor. The Contractor will be expected to give detailed information on the project as it pertains to competence and experience, financial responsibility, the plans and specifications, project timeline, project marketing plan, and the overall GAP financing amount requested.

3.2 All projects are encouraged to conduct an environmental review. Sites with the below mentioned negative characteristics may be ineligible if sufficient mitigation and/or abatement efforts are not included in the project design or such efforts are deemed not feasible. The distances are to be measured from all parcel boundaries of the development site.

- Within 300 feet of junk or scrap metal yards.
- Within 3,000 feet of active railroad tracks.
- Within 1,000 feet of an interstate highway including frontage and service roads.
- within 300 feet of heavy industrial uses
- Within 300 feet of a solid waste or sanitary landfill.
- Within 100 feet of high voltage transmission power lines.
- Within 5,000 feet of any civilian or military airport 60 dB noise contour.
- Site must not be within an Airport Accident Potential Zone. https://library.municode.com/fl/jacksonville/codes/code_of_ordinances?nodeId=ZOSE_CH656ZOCO_PT10REREAILAADTH
- Site must not be within a flood zone as determined by FEMA Flood Map Service Center. https://msc.fema.gov/portal/search

Applicants with sites adjacent to one or more negative features are strongly encouraged not to submit projects with these potential environmental impacts without the sufficient mitigation and/or abatement efforts needed within your development plan.

3.3 The Contractor is expected to deliver, based upon information provided within the Response, a completed single-family new construction home or the rehabilitation of an existing single-family home that meets the minimum housing standards and specifications as outlined in **Attachment L** and that is sold to a homebuyer who earns less than 80% of Area Median Income.

The Contractor is expected to deliver, based upon information provided within the Response, a completed multi-family new construction project or the rehabilitation of an existing multi-family project that meets the minimum housing standards and specifications as outlined in **Attachment L** and that is rented to a person or persons who earns less than 80% of Area Median Income.

3.4 Funds for the development GAP finance program will be distributed upon the sale of the home. The Contractor will supply as evidence of completion the Certificate of Occupancy of the subject property, the finalization of all open permits, the final development proforma reflecting the actual costs, the Licensed General Contractor's (builder on record) final lien release, the executed purchase and sale agreement for the property (if the sales price of the property has decreased from the initial Subject-To Appraisal, the Contractor must submit a justified reason in the form of a final appraisal) and the Homebuyers Certified Income statement. Funds for the development GAP finance program with disbursement instructions will be sent to the closing agent/attorney for the distribution upon sale.

4. SITE VISIT

Neighborhoods Department staff may schedule meetings, as needed, with the Contractor at the proposed development site to track and monitor the single-family home development progress.

Attachment B
Evaluation Matrix

The evaluations will be based upon the following criteria, and Proposers are requested to provide, as a minimum, the information listed under each criterion. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive. The response to each of the criteria will be evaluated relative to the other responses received and the contract will be awarded to the highest scoring, responsive, responsible bidder for the Evaluation Criteria.

Proposers shall arrange their responses in a format that will offer ready review and evaluation of each criterion. Please note that 100 points is the maximum total of the criteria.

EVALUATION CRITERIA:

1. **COMPETENCE:**

20 Points Maximum Score

I. Competence and Experience: Provide information pertaining to technical education, licensure and training, and experience in the type of project to be undertaken.

II. Workload:
   a. Provide information on past, current, and projected workload.
   b. Provide information on availability of adequate personnel and contractors used to undertake the project.

III. Partnership: Provide evidence of meaningful involvement between the local community and the entity serving as applicant.

IV. Previous Experience: A description of previous development experience with specific details regarding any affordable housing experience within or outside of the proposed community.

2. **FINANCIAL RESPONSIBILITY:**

20 Points Maximum Score

I. Provide a detailed financial plan including **all** of the following:
   a. A list of sources of matching and/or leveraging funds including percentage of funding support from all other sources.
   b. The status of the funding availability (requested/committed) including a timeline for access to matching or leveraging funds.
   c. Letters from financial institutions or investors evidencing commitment of financing from relevant funding sources documenting financial capacity to complete the project.
   d. If applying for the City of Jacksonville's Revolving Loan Fund, provide a statement certifying this on company letterhead outlining the details of your HOME Loan application.

II. Provide the Subject-To Appraisal of the proposed project by a licensed appraisal company no more than six (6) months old. The proposed sales price of home as declared by the Subject-To Appraisal shall be listed with the submitted Development Pro-forma and justify the Development GAP.

III. Provide copies of contracts related to any funding source setting forth funding conditions.

IV. Provide copies of construction contracts as it relates to the physical development or rehabilitation of the site per the provided architectural plans and specifications. If construction contracts are not available, provide a formal quote from a third-party licensed Contractor for the development of the site per the submitted architectural plans and specifications. If self-performing construction activities, provide all associated costs per the provided architectural plans and specifications broken out by a Schedule of Values using the Divisions of Construction as defined by the Construction Specification Institute's Master Format. Construction costs either contracted out or self-performed must be accurately reflected in single-family home development budget pro-forma (Form 1).

V. If the Contractor is planning on using its own funds to finance the project, the Contractor shall provide at least two (2) years of audited financial statements. If audited financial statements are unavailable then the Contractor shall provide unaudited financial statements and state within the response that audited financial statements are unavailable. Unaudited financial statements shall be certified as true and correct by the CFO or CEO of the Contractor. The Contractor shall also provide relevant bank statements to verify adequate liquidity.

VI. Provide statements of revolving lines of credit supporting all funding sources identified in the **Certification of Funding Sources (Form 2)**. Statements of revolving lines of credit must state the maximum amount and availability of the credit line.

VII. Provide a complete single-family home development budget (pro-forma) including sources and uses **(Form 1)**. All sources of funds must equal the total cost of the project. **CONTRACTOR'S DEVELOPER FEE IS CAPPED AT 10 %.**

3. PROJECT PLANS AND SPECIFICATIONS:

25 Points Maximum Score

I. Narrative: Provide a short summary of the proposal that includes project scope and the expected need for the funding. Include a description of the existing real estate market and how the proposal will address the present needs while providing stability for community residents in the future. Contractors are encouraged to supply sufficient market information regarding need for the program/project and appraisal GAP funding. The proposal should target those areas within the City of Jacksonville that have experienced significant depopulation, disinvestment, or foreclosures and affirmatively further fair housing by placing affordable housing stock in areas without affordable housing.

II. Site Control: Provide evidence of site control or, in the alternative, evidence of the ability to acquire the proposed site (option to purchase) in a timely manner (i.e., within three months of a funding award).

III. Zoning and Utility Availability: Provide evidence that the proposed single-family home project complies with zoning ordinances and local land development plans. Provide evidence that the proposed site has proper water/sewer/electrical availability by the way of a JEA Service Availability Letter for the proposed site.

IV. Identification of Property and Location Map:

a. Provide a map of the site and neighborhood identifying location and address of proposed renovation and the surrounding area of impact.

b. Provide the legal description of the project property

V. Existing Condition Photos: Provide photographs of the proposed site, contiguous sites, surrounding area, and neighborhood, as well as photographs of the interior of the property.

VI. Architectural Drawings/Development Plan: Provide architectural plans and specifications of the proposed project or development plans. Rehabilitation/New Construction projects shall include a listing of detailed project specifications which meet the City's Housing Rehabilitation Standards and Specifications (Attachment L).

4. PROJECT TIMELINE:

10 Points Maximum Score

I. Provide details of the proposed renovation/new construction start and completion dates. The timeline should also include key milestones to timely move the project to closing.

II. Project shall commence within three (3) months of the Effective Date of this Contract and construction completed within twelve (12) months from the Effective Date of this Contract. The completed project will be sold or rented within eighteen (18) months from the Effective Date of this Contract. The Neighborhoods Department Director at his/her discretion may approve a time extension upon receipt of a written request outlining need for extension.

5. **MARKETING PLAN:**

5 Points Maximum Score

Describe how the project will be marketed to potential homebuyers and identify any of Contractor's pre-qualified home buyers.

6. **COST: GAP FINANCING REQUEST:**

20 Points Maximum Score

As indicated in **Form 1 - Price Sheet**, proposals requesting the lowest amount of GAP Financing per $10,000 increment shall receive the maximum number of points. Contractor's developer fee is capped at 10% of the total development cost. The table below will be used to determine the score for price based on the total GAP Subsidy (Line 35) on Form 1 - Price Sheet.

Requested GAP Amount	Points Awarded
0-$9,999	20
$10,000 - $19,999	16
$20,000 - $29,999	12
$30,000 - $39,999	8
$40,000 - $49,999	4
$50,000 and up	0